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A. The Total Editable Document kit has 10 main directories as below.

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B. BRC Global standard for food safety Issue 8 requirement wise document

Ready to use documents with linkage for our documents vs. BRC global food safety standard issue-8 requirement is given in our document matrix list given in below link.

Download BRC Food issue-8 Requirement wise Document List

C. Documentation:-

Our document kit is having sample documents required for BRC food safety certification as listed below. You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready and many organization are certified globally in 1st trial with the help of our documents from any kind of stringent certification audit.

Under this directory further files are made in word Document as per the details listed below. All the documents are related to any kind of manufacturing/process industry.

1. BRC Food Safety Manual (Sample):

It covers sample copy of BRC manual made based on Issue no 8 of global standard for food. It describes how all requirement of BRC global standard for food. It covers list of procedures as well as overview of organization and covers tier 1 of BRC documents. Also organization chart and food safety policy is given.

BRC Food Safety Manual (Sample) Index

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Complete editable BRC Food- Issue no 8 comprehensive document kit (Food safety policy, manual, procedures, forms, audit checklist, HACCP Docs, SOPs etc.)

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2. **Procedures (17 Procedures):**

It covers sample copy of mandatory procedures covering all the details of BRC Food (Issue no 8) standard.

1. Procedure for Management Review.
2. Procedure for Document and Data Control.
3. Procedure for Correction, Corrective and Preventive action
4. Procedure for Control of Quality Records.
5. Procedure for Internal Audit
6. Procedure for Control of Monitoring and Measuring Equipment
7. Procedure for Control of Non-Conforming Products
8. Procedure for Traceability
9. Procedure for Purchasing
10. Procedure for Trading
12. Procedure for Pre-requisite Program
14. Procedure for HACCP Plan
15. Procedure for Emergency preparedness and response
16. Procedure for product re-call / Withdrawal
17. Procedure for Reliability of test results
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### 3. Blank Formats (75 Formats):

It covers sample copy of blank forms required to maintain records as well as establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

**List of Formats**

1. Packing report / Slip
2. Daily Sanitation Audit Report
3. Bag/other packing material inspection report
4. Pest Control log book–Daily Sheet
5. Screen Checking report
6. Glass Inventory Records
7. Loading Vehicle Checking Report
9. Packing Material Inspection Report
10. Wooden Checking
11. Label Monitoring Checklist
12. Rodent trapping record
13. Breakdown History Card
14. Operational pre-requisite programs
15. Preventive Maintenance Schedule
16. Blade Consumption report
17. Preventive Maintenance Checkpoints
18. Health Questionnaire – Plant
19. Daily Preventive maintenance checkpoints
20. Onsite Authorized Person’s list to Carry Mobile Phone
21. Preventive Maintenance checkpoints for Building and civil work
22. Medical Check-up report
23. Incident Reporting Record
24. Production Planning
25. Master list cum distribution list of documents
26. Disposal of Non confirming Products
27. Change Note
28. Purchase Order
29. Corrective Action Report
30. Indent cum Incoming Inspection
31. Master List of Records
32. Approved Vendor List cum Open Purchase order
33. Objectives
34. Supplier Registration form
35. Audit Plan/ Schedule
36. Open Purchase Order
37. Internal Audit Non conformity report
38. Supplier Audit Schedule
40. Supplier Audit Checklist
41. Preventive Action Report
42. Sample Test Request
43. Continual Improvement Plan
44. Positive Recall Report

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45. Calibration Status of Instrument / Equipment
46. pH Meter Calibration Report
47. Internal Audit Conformity Report
48. Normality record sheet
49. Monthly Food Safety Inspection Report
50. Validation Report
51. Magnet Control
52. Order form confirmation
53. Allergen Assessment
54. Feedback for customer
55. Monthly Site Security Check List
56. Customer Complaint Report
57. Product Traceability Audit (Backward)
58. Daily stock Statement
59. Product Traceability Audit (Forward)
60. Gate Pass
61. Vulnerability Assessment
62. Unloading Vehicle Checking Report
63. Risk Assessment on Supplier
64. Training Calendar
65. Risk Assessment for Service Supplier
66. Training Report
67. Cleaning and Sanitation Report
68. Induction training Report
69. House Keeping Records–Area Wise
70. Job Description and Specification
71. Visitor Entry Report
72. Skill Matrix
73. Pest Control Report
74. Health Questionnaire
75. Fumigation Report

4. Standard Operating Systems (34 SOPs)

It covers sample copy of mandatory standard operating procedures and sanitation practices as well as policies covering all the details as per BRC global standard requirements for food (Issue no 8 the lists of operating procedures are listed below.)

List of SOPs
1. SOP for Material receipt / Issue in despatch
2. SOP for Cleaning of doors, windows, walls and tube light and fan
3. SOP for Glass breakage management
4. SOP for Equipment layout
5. SOP for Installation of new glass
6. SOP for Material / process / product mix up
7. SOP for Self-care laundering
8. SOP for Building maintenance and general facilities
9. SOP for Waste disposal
10. SOP for Safety
11. SOP for Hygiene clearance
12. SOP for Metal, wood & glass procedure
13. SOP for Incident reporting
14. SOP for Wooden materials

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15. SOP for Blade management
16. SOP for De contaminate media and disposal of laboratory waste
17. SOP for Product re–call
18. SOP for Traceability
19. SOP for Condition / cleanliness of food contact surface
20. SOP for Confidential reporting channel (Whistle blowing channel)
21. SOP for Prevention of cross contamination
22. SOP for Shelf life study of the finished products
23. SOP for Personnel health and hygiene
24. SOP for Pallet management
25. SOP for Protection of food adulteration
26. SOP for Metal detector
27. SOP for Pest control
28. SOP for Packing and labelling
29. SOP for General housekeeping
30. SOP for IT
31. SOP for Entry / exit procedure – Personal hygiene
32. SOP for Sampling, testing & release of raw material & packing material
33. SOP for Floor cleaning
34. SOP for RM / PM / general material receipt / issue / storage

5. Exhibits (08 Exhibits)

It covers sample copy of exhibits covering all the details of BRC Food (Issue no 8) standard.

1. Exhibits for Skill requirements
2. Exhibits for Disposal of Non–conforming products
3. Exhibits for Quality plan – Incoming inspection and testing
4. Exhibits for Raw material specifications
5. Exhibits for Codification system
6. Exhibits for Security assessment
7. Exhibits for Acceptable sanitation and cleaning limits
8. Exhibits for Housekeeping procedure and frequency

To get more information about sample BRC issue 8 Documentation kit Click Here
6. Policies (07 Policies)
It covers sample copy of policies covering all the details of BRC Food (Issue no 8) standard.

1. Acrylamide Policy
2. Additives Policy
3. Heavy Metals Policy
4. Irradiation Policy
5. Mycotoxins Policy
6. Packaging Contaminant Policy
7. Allergen Policy

It covers sample copy of process approach covering all the details and sample flow chart for process activity.

List of Process Approach

1. Process Flow Chart of Customer Service
2. Process Flow Chart of Despatch
3. Process Flow Chart of Engineering
4. Process Flow Chart of Training
5. Process Flow Chart of Marketing
6. Process Flow Chart of Production
7. Process Flow Chart of Purchase
8. Process Flow Chart of Quality Control
9. Process Flow Chart of Research And Development
10. Process Flow Chart of Stores
11. Process Flow Chart of Subcontractor’s Activity
12. Process Flow Chart of Management Representative’s Area
Complete editable BRC Food issue no 8 comprehensive document kit (Food safety policy, manual, procedures, forms, audit checklist, HACCP Docs, SOPs etc.)

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8. HACCP Docs
It covers Blank and Filled HACCP docs detail given below;

A. Blank HACCP Doc.
1. Pre-Requisite Program (PRP)
2. Food Safety and Validation tea
3. Product Description
4. Process Flow Diagram
5. Hazard analysis Report
6. HACCP Plan
7. CCP Corrective Action Plan
8. Verification And Validation Plan

B. Filled HACCP Doc.
1. Pre-Requisite Program (PRP)
2. Food Safety and Validation tea
3. Product Description
4. Process Flow Diagram
5. Hazard analysis Report
6. HACCP Plan
7. CCP Corrective Action Plan
8. Verification And Validation Plan

9. BRC Audit Questionnaire / clause Wise audit Questionnaire (More than 600 audit questions)
There covers audit questions based on BRC Food issue 8 requirements as well as for each departments. It will be very good tool for the auditors to make audit Questionnaire while auditing and make effectiveness in auditing.

10. BRC Food, Issue No, 08. Clause Wise Document compliance matrix
The master sheet is providing inter linkage of all the documents with reference of BRC standard for food safety requirements. It also gives linkage to all the 4 levels of the documents.

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Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have more than 2700 clients in more than 36 countries. Our ready-made training and editable document kit helps the client in making their documents with ease and makes them comply with the related ISO standard and food safety standards faster.

1. Our promoters and engineers have experience in providing management training, ISO series consultancy and food safety areas for more than 2700 companies globally. We have clients in more than 36 countries.
2. We are a highly qualified team of 60 members (M.B.A., Degree engineers). Our owner has a rich professional experience in this field (since 1991).
3. We have 100% success rate in food safety area certification for our clients from reputed certifying body. We possess a branded image and are a leading name in the global market.
4. We, also, suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in food safety series certification.
6. We have spent more than 60000 man-days (170 man years) in the preparation of food safety documents and training slides.

Global Manager Group is committed for:

1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. To establish strong internal control with the help of system and use of the latest management techniques.

To get more information about sample BRC issue 8 Documentation kit Click Here
Chapter 3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware:-

- Our document kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.

- For better visual impact of the power point Document you may keep the setting of colour image at high colour.

B. Software used in Document kit

- Documents are written in MS-Office 2003 and Windows XP programs. You are, therefore, required to have MS-Office 2003 or above versions with Windows XP.

3.2 Features of Document kit:-

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.

- The documents are written in easy to understand English language.

- It will save much time in typing and preparing your documents at your own.

- The kit is user-friendly to adopt and easy to learn.

- The kit content is developed under the guidance of experienced experts.

- The kit provides a model of the management system that is simple and free from excessive paperwork.
Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO/BRC documents.
2. The kit takes care of all the sections and sub-sections of ISO/BRC standard and helps you to establish better system.
3. The document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry requirements and create their own ISO/BRC documents for their organization.
4. It will save much of the time and cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system due to our proven documents and templates developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO/BRC consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have provided a total customer satisfaction as well as experienced value for money.
8. In the preparation of document kits; our team has verified and evaluated the entire content at various levels. More than 1000 hours are spent in the preparation of this product kit.
9. The entire kit is prepared by a globally proven team of leading ISO/BRC consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of purchase we provide user name and password to download the product from our ftp server. Thus we are providing instant on line delivery of our products to user by sending e mail of user name and password

For Purchase Click Here

To get more information about sample BRC issue 8 Documentation kit Click Here