

**D113: DEMO OF BRCGS – FOOD DOCUMENT KIT (Issue no. 9) Price 550 USD**

Complete editable BRCGS Food – Issue no. 9 comprehensive document kit (Food safety manual, procedures, forms, SOPs, exhibits, policies, HACCP docs, audit checklist etc.)

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**Chapter-1.0 Contents of BRCGS–Food (Issue no. 9) Total Document Kit  
(More than 210 sample document files)**

**A. The totally editable BRCGS – Food (Issue no. 9) documentation kit has 10 main directories as below:**

Sr. No.	List of Directory	Document of Details
1.	<b>BRCGS Food Safety Manual</b>	<b>17 files in MS Word</b>
2.	<b>Procedures</b>	<b>17 procedures in MS Word</b>
3.	<b>Formats / Templates Name of departments</b>	<b>89 formats in MS Word &amp; Excel</b>
	Dispatch (DES)	06 formats in MS Word
	Engineering (ENG)	07 formats in MS Word
	Food Safety Culture Plan (FSCP)	03 formats in MS Word & Excel
	Housekeeping, Hygiene and Sanitation (HKC)	16 formats in MS Word & Excel
	HRD and training	09 formats in MS Word & Excel
	Production (PRD)	02 formats in MS Word
	Purchase (PUR)	07 formats in MS Word
	Quality Control (QCD)	05 formats in MS Word
	Sales	03 formats in MS Word
	Stores (STR)	03 formats in MS Word
	System (SYS)	28 formats in MS Word
4.	<b>Standard Operating Systems</b>	<b>36 SOPs in MS Word</b>
5.	<b>Exhibits</b>	<b>10 exhibits in MS Word</b>
6.	<b>Policies</b>	<b>07 policies in MS Word</b>
7.	<b>Process Approach</b>	<b>12 process approach in MS Word</b>
8.	<b>HACCP Docs</b>	<b>Blank HACCP Doc 08 files in MS Word</b>
		<b>Filled HACCP Doc 08 files in MS Word</b>
9.	<b>BRCGS food safety Audit Checklist</b>	<b>More than 1200 questions</b>
10.	<b>BRCGS Food Issue no 9 compliance matrix (Requirements - wise reference documented information)</b>	<b>01 File in MS Excel</b>

**Total 210 files quick download in editable form by e delivery**

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### **B. Documentation:-**

Our document kit is having sample documents required for BRCGS 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 1<sup>st</sup> 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. BRCGS Food Safety Manual:**

It covers sample copy of BRCGS manual made based on Issue no 9 of global standard for food. It describes how all requirement of BRCGS global standard for food. It covers list of procedures as well as overview of organization and covers tier 1 of BRCGS documents. Also organization chart and food safety policy is given.

#### **BRCGS Food Safety Manual Index**

Chapter No.	Subject	Page No.	BRCGS Clause Reference
<b>Section – 1</b>			
A.	Company Profile	1 – 2	---
B.	Table Of Contents	1 – 3	----
C.	Control And Distribution	1 – 3	---
<b>Section – 2</b>			
1.	<b>Senior Management Commitment</b>	1 – 3	<b>1.0</b>
	Senior management commitment and continual improvement		1.1
	Organizational structure, responsibilities and management authority		1.2
2.	<b>The Food Safety Plan – HACCP</b>	1–4	<b>2.0</b>
	The HACCP food safety team		2.1
	Prerequisite programs		2.2
	Describe the product		2.3
	Identify intended use		2.4
	Construct a process flow diagram		2.5
	Verify flow diagram		2.6
	List all potential hazards associated with each process step, conduct a hazard analysis and consider any measures to control identified hazards		2.7
	Determine the critical control points (CCPs)		2.8
	Establish critical limits for each CCP		2.9
	Establish a monitoring system for each CCP		2.10
	Establish a corrective action plan		2.11
	Validate the HACCP plan and Establish verification procedures		2.12
HACCP documentation and record keeping	2.13		

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3.	<b>Food Safety and Quality Management System</b>	1-7	<b>3.0</b>
	Food safety and quality manual		3.1
	Document control		3.2
	Record completion and maintenance		3.3
	Internal audits		3.4
	Supplier and raw material approval and performance monitoring		3.5
	Specifications		3.6
	Corrective and preventive actions		3.7
	Control of non-conforming product		3.8
	Traceability		3.9
	Complaint Handling		3.10
	Management of incidents, product withdrawal and product recall		3.11
4.	<b>Site Standards</b>	1 – 13	<b>4.0</b>
	External Standards and Site Security		4.1
	Food defense		4.2
	Layout, product flow and segregation		4.3
	Building fabric, raw material handling, preparation, processing, packing and storage areas		4.4
	Utilities – water, ice, air and other gases		4.5
	Equipment		4.6
	Maintenance		4.7
	Staff facilities		4.8
	Chemical and physical product contamination control, raw material handling, preparation, processing, packing and storage areas		4.9
	Foreign-body detection and removal equipment		4.10
	Housekeeping and hygiene		4.11
	Waste and waste disposal		4.12
	Management of surplus food and products for animal feed		4.13
	Pest management		4.14
	Storage facilities		4.15
Dispatch and transport	4.16		
5.	<b>Product control</b>	1 – 5	<b>5.0</b>
	Product design / development		5.1
	Product labeling		5.2
	Management of allergens		5.3
	Product authenticity, claims and chain of custody		5.4
	Product packaging		5.5
	Product inspection, on-site product testing and laboratory analysis		5.6
	Product release		5.7

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	Pet food and animal feed		5.8
	Animal primary conversion		5.9
6.	<b>Process control</b>	1 – 2	6.0
	Control of operations		6.1
	Labeling and pack control		6.2
	Quantity – weight, volume and number control		6.3
	Calibration and control of measuring and monitoring devices		6.4
7.	<b>Personnel</b>	1 – 3	7.0
	Training: raw material handling, preparation, processing, packing and storage areas		7.1
	Personal Hygiene: raw material handling, preparation, processing, packing and storage areas		7.2
	Medical screening		7.3
	Protective clothing: staff or visitors to production areas		7.4
8.	<b>Production Risk Zones – high risk, high care and ambient high care</b>	1 – 3	8.0
	Layout, product flow and segregation in high risk, high care and ambient high-care zone		8.1
	Building fabric in high risk and high care zones		8.2
	Equipment and maintenance in high risk and high care zones		8.3
	Staff facilities for high risk and high care zones		8.4
	Housekeeping and Hygiene in high risk and high care zones		8.5
	Waste and waste disposal in high risk, high care zones		8.6
	Protective clothing in high risk and high care zones		8.7
9.	<b>Requirement for Traded Products</b>	1 – 3	9.0
	The food safety plan – HACCP		9.1
	Approval and performance monitoring of manufacturer/packers of traded food products		9.2
	Specifications		9.3
	Product Inspection and laboratory testing		9.4
	Product legality		9.5
	Traceability		9.6
<b>Annexure</b>			
ANX-I	List Of Quality and Food Safety Procedures	1 – 1	===
ANX-II	Glossary Of Terms	1 – 2	===
ANX-III	Process Flow Chart	1 – 2	===
ANX-IV	Quality and Food Safety Policy	1 – 1	===
ANX-V	Organization Structure	1 – 1	===

### 2. Procedures (17 Procedures):

It covers sample copy of mandatory procedures covering all the details of BRCGS Food (Issue no 9) standard.

To get more information about sample BRCGS issue 9 Documentation kit [Click Here](#)

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### List of Procedures

- 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 Records
- 5 Procedure for Internal Audit
- 6 Procedure for Control of Monitoring and Measuring Equipments
- 7 Procedure for Control of Non–Conforming Products
- 8 Procedure for Traceability
- 9 Procedure for Purchasing
- 10 Procedure for Trading Activity
- 11 Procedure for Preliminary Analysis of Production Process
- 12 Procedure for Pre-requisite Program
- 13 Procedure for Hazard Identification
- 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

### **3. Blank Formats (89 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. House Keeping Records–Area Wise                        |
| 3. Bag/other packing material inspection report                    | 4. Visitor Entry Report                                   |
| 5. Screen Checking report  | 6. Pest Control Report                                    |
| 7. Loading Vehicle Checking Report                                 | 8. Fumigation Report                                      |
| 9. Packing Material Inspection Report                              | 10. Daily Sanitation Audit Report                         |
| 11. Label Monitoring Checklist                                     | 12. Pest Control log book–Daily Sheet                     |
| 13. Breakdown History Card   | 14. Glass Inventory Records                               |
| 15. Preventive Maintenance Schedule                                | 16. Visual Inspection Report–Glass Monthly                |
| 17. Preventive Maintenance Checkpoints                             | 18. Wooden Checking                                       |
| 19. Daily Preventive Maintenance checkpoints                       | 20. Rodent trapping record                                |
| 21. Preventive Maintenance checkpoints for Building and civil work | 22. Operational pre-requisite programs                    |
| 23. Incident Reporting Record                                      | 24. Blade Consumption report                              |
| 25. Breakdown Memo   | 26. Health Questionnaire – Plant                          |
| 27. Food Safety Culture Plan                                       | 28. Visitors Declaration                                  |
| 29. FSCP Monitoring Report   | 30. Onsite Authorized Person’s list to Carry Mobile Phone |
| 31. Food Safety Culture Survey Report                              | 32. Medical Checkup report                                |

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- |  |  |
|--|--|
| 33. Master list cum distribution list of documents           | 34. Daily Personnel Hygiene Checklist            |
| 35. Change Note  | 36. Production Planning                          |
| 37. Corrective Action Report                                 | 38. Disposal of Non confirming Products          |
| 39. Master List of Records                                   | 40. Purchase Order                               |
| 41. Objectives   | 42. Indent cum Incoming Inspection               |
| 43. Audit Plan/ Schedule                                     | 44. Approved Vendor List cum Open Purchase order |
| 45. Internal Audit Non conformity report                     | 46. Supplier Registration form                   |
| 47. Clause Wise Document wise audit review report            | 48. Open Purchase Order                          |
| 49. Preventive Action Report                                 | 50. Supplier Audit Schedule                      |
| 51. Continual Improvement Plan                               | 52. Supplier Audit Checklist                     |
| 53. Calibration Status of Instrument / Equipment             | 54. Sample Test Request                          |
| 55. Internal Audit Conformity Report                         | 56. Positive Recall Report                       |
| 57. Monthly Food Safety Inspection Report                    | 58. pH Meter Calibration Report                  |
| 59. Magnet Control   | 60. Normality record sheet                       |
| 61. Allergen Assessment                                      | 62. Validation Report                            |
| 63. Monthly Site Security Check List                         | 64. Order form confirmation                      |
| 65. Product Traceability Audit (Backward)                    | 66. Feedback for customer                        |
| 67. Product Traceability Audit (Forward)                     | 68. Customer Complaint Report                    |
| 69. Vulnerability Assessment                                 | 70. Daily stock Statement                        |
| 71. Risk Assessment on Supplier                              | 72. Gate Pass                                    |
| 73. Risk Assessment for Service Supplier                     | 74. Unloading Vehicle Checking Report            |
| 75. Security Assessment                                      | 76. Training Calendar                            |
| 77. Environment Monitoring Program                           | 78. Training Report                              |
| 79. Final Packing Sieve Cleaning & Checking Report           | 80. Employee Competence Report                   |
| 81. Scissor Verification Record                              | 82. Induction training Report                    |
| 83. Suggestion Box Verification record                       | 84. Job Description and Specification            |
| 85. Knife Checking Record                                    | 86. Skill Matrix                                 |
| 87. Monitoring record of cleaning of the protective clothing | 88. Evaluation of Trainer                        |
| 89. Cleaning and Sanitation Report                           |  |

#### **4. Standard Operating Systems (36 SOPs)**

It covers sample copy of mandatory standard operating procedures and sanitation practices as well as policies covering all the details as per BRCGS global standard requirements for food (Issue no 9 the lists of operating procedures are listed below.)

##### **List of SOPs**

- |   |  |
|---|--|
| 1. SOP for Material receipt / Issue in despatch | 2. SOP for Equipment layout                            |
| 3. SOP for Glass breakage management            | 4. SOP for Material / process / product mix up         |
| 5. SOP for Installation of new glass            | 6. SOP for Building maintenance and general facilities |
| 7. SOP for Self care laundering                 | 8. SOP for Safety                                      |
| 9. SOP for Waste disposal                       | 10. SOP for Metal, wood & glass procedure              |
| 11. SOP for Hygiene clearance                   | 12. SOP for Wooden materials                           |

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- |  |  |
|--|--|
| 13. SOP for Incident reporting                                       | 14. SOP for De contaminate media and disposal of laboratory waste          |
| 15. SOP for Blade management   | 16. SOP for Traceability   |
| 17. SOP for Product re–call  | 18. SOP for Confidential reporting channel (Whistle blowing channel)       |
| 19. SOP for Condition / cleanliness of food contact surface          | 20. SOP for Shelf life study of the finished products                      |
| 21. SOP for Prevention of cross contamination                        | 22. SOP for Pallet management  |
| 23. SOP for Personnel health and hygiene                             | 24. SOP for Metal detector   |
| 25. SOP for Protection of food adulteration                          | 26. SOP for Packing and labelling  |
| 27. SOP for Pest control   | 28. SOP for IT   |
| 29. SOP for General housekeeping                                     | 30. SOP for Sampling, testing & release of raw material & packing material |
| 31. SOP for Entry / exit procedure – Personal hygiene                | 32. Handling of Chemicals  |
| 33. SOP for Floor cleaning   | 34. SOP for Assessment of Food safety culture                              |
| 35. SOP for Cleaning of doors, windows, walls and tube light and fan | 36. SOP for RM / PM / general material receipt / issue / storage           |

### **5. Exhibits (10 Exhibits)**

It covers sample copy of exhibits covering all the details of BRCGS Food (Issue no 9) standard.

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

### **6. Policies (07 Policies)**

It covers sample copy of policies covering all the details of BRCGS Food (Issue no 9) standard.

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

### **7. Process Approach (12 Process Approach)**

To get more information about sample BRCGS issue 9 Documentation kit [Click Here](#)

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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

### [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. BRCGS Audit Questionnaire / clause Wise audit Questionnaire \(More than 1200 audit questions\)](#)

There covers audit questions based on BRCGS Food issue 9 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. BRCGS Food, Issue No. 09 Clause Wise Document compliance matrix](#)

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The master sheet is providing inter linkage of all the documents with reference of BRCGS standard for food safety requirements.

### **Chapter-2.0 ABOUT COMPANY**

Global manager group is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 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, certification and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries**. **Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO/BRCGS series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries**.
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO/BRCGS series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide 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 ISO/BRCGS series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO/BRCGS documents and training slides.

#### **Global Manager Group is committed for:**

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach and globally helped many companies for this standard.
4. Hard work and updating 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. Establishing strong internal control with the help of system and use of the latest management techniques.

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### **Chapter-3.0 USER FUNCTION**

#### **3.1 Hardware and Software Requirements**

##### **A. Hardware**

- Our documentation kit can better perform with P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

##### **B. Software**

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

#### **3.2 Features of Documentation kit**

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit 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 contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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### Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

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

### Chapter-5.0 METHOD OF ONLINE DELIVERY

On completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of the kit to the users by sending an e-mail of username and password.

**For purchase, Click Here**  

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