

D114: DEMO OF BRC GLOBAL STANDARD FOR PACKAGING AND PACKAGING MATERIALS DOCUMENT KIT (Issue no 6) **Price 450 USD**

Complete editable BRC document tool kit - Issue no 6 (BRC manual, procedures, forms, exhibits, process approach, audit checklist, HACCP Docs, SOPs etc.)

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Chapter-1.0 Contents of BRC Global Standard for Packaging and Packaging Materials (Issue no. 6) Document Kit (More than 160 document files)

The total editable document kit has 9 main directories as below.

BRC Global Standard for Packaging and Packaging Materials (Issue no. 6) Editable Document kit

Sr. No.	List of Directory	Document of Details
1.	BRC Manual	15 files in MS word
2.	Procedures	17 procedures in MS word
3.	Formats / Templates Name of departments	67 formats in MS word & Excel
	Dispatch	04 formats in MS word
	Engineering	07 formats in MS word
	System (SYS)	16 formats in MS word
	Housekeeping, Hygiene and Sanitation	12 formats in MS word & Excel
	HRD and training	07 formats in MS word
	Production	02 formats in MS word
	Purchase	07 formats in MS word
	QCD (Quality Control)	05 formats in MS word
	Sales	04 formats in MS word
	Stores	03 formats in MS word
4.	Standard Operating Systems	32 SOPs in MS word
5.	Exhibits	10 exhibits in MS word
6.	Process Approach	11 process approach in MS word
7.	HACCP Docs	08 files in MS word
8.	BRC packaging (Issue 6) Audit Checklist	More than 800 questions
9.	BRC packaging (Issue 6) document compliance matrix	01 File in MS Excel

Total 160 files quick download in editable form by e delivery

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B. Documentation:-

Our document kit is having sample documents required for BRC packaging and packaging 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 - Packaging and Packaging Manual:

It covers sample copy of BRC - packaging and packaging manual made based on Issue no 6 of global standard for packaging and packaging. It describes how all requirement of BRC global standard for packaging and packaging. It covers list of procedures as well as overview of organization and covers tier1 of BRC documents.

Table of Contents

Chapter No.	Subject	Page No.	BRC Clause Reference
Section – 1			
A.	Company Profile	1 – 2	---
B.	Table Of Contents	1 – 2	---
C.	Control And Distribution	1 – 3	---
Section – 2			
1.	Senior Management commitment	1 – 2	---
	Senior Management commitment and continual improvement		1.1
	Management Review		1.2
	Organisation Structure, responsibilities and management authority		1.3
2.	Hazard and Risk Management system	1 – 3	2.0
	Hazard and Risk Management Team		2.1
	Hazard and Risk Analysis		2.2
	Exemption of requirements based on Risk Analysis		2.3
3.	Product Safety And Quality Management System	1 – 4	3.0
	Product Safety and Quality Manual		3.1
	Documentation control		3.2
	Record Keeping		3.3
	Specifications		3.4
	Internal audits		3.5

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	Supplier approval and performance monitoring		3.6
	Management of subcontracted processes		3.7
	Management of suppliers of services		3.8
	Traceability		3.9
	Customer focus and contract review		3.10
	Complaint Handling		3.11
	Management of product withdrawals and Incident and product recalls		3.12
4.	Site Standards	1 – 6	4.0
	External Standards		4.1
	Building Fabric and Interiors		4.2
	Utilities		4.3
	Security		4.4
	Layout and Product Flow		4.5
	Equipment		4.6
	Maintenance		4.7
	Housekeeping and Cleaning		4.8
	Product contamination control		4.9
	Waste and Waste Disposal		4.10
	Pest Control		4.11
5.	Product and Process Control	1 – 5	5.0
	Product Development		5.1
	Graphic Design and artwork control		5.2
	Packaging Print Control		5.3
	Process Control		5.4
	Calibration and control of measuring and monitoring devices		5.5
	Product Inspection, testing and measuring		5.6
	Control of Non confirming product		5.7
	Incoming goods		5.8
	Storage of all materials and intermediate and finished products		5.9
	Dispatch and transport		5.10
6.	Personnel	1 – 2	6.0
	Training and Competence		6.1
	Personal Hygiene		6.2
	Staff Facilities		6.3
	Medical screening		6.4

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	Protective Clothing		6.5
Annexures			
ANX-I	List Of Quality and Food Safety Procedures	1 – 1	===
ANX-II	Glossary Of Terms	1 – 1	===
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 BRC packaging and packaging (Issue no 6) 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 Equipments
- 7 Procedure for Control of Non-Conforming Products.
- 8 Procedure for Traceability
- 9 Procedure for Purchasing
- 10 Procedure for Trading
- 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 (67 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. Bag/ Other Packing Material Inspection Report |
| 3. Screen Checking Report | 4. Loading Vehicle Checking Report |
| 5. Breakdown History Card | 6. Preventive Maintenance Schedule |
| 7. Preventive Maintenance Checkpoints | 8. Daily Preventive maintenance checkpoints |

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9. Preventive Maintenance checkpoints for Building and civil work
10. Incident reporting record
11. Master list cum distribution list of documents
12. Change Note
13. Corrective Action Report
14. Master List of Records
15. Objectives
16. Audit Plan / Schedule
17. Internal Audit Non-Conformity Report
18. Clause wise Document wise Audit Review Report
19. Preventive Action Report
20. Continual Improvement Plan
21. Calibration Status of Instrument
22. Internal Audit Conformity Report
23. Monthly Food Safety Inspection Report
24. Magnet Control
25. Cleaning And Sanitation Report
26. House keeping records-Area Wise
27. Visitor Entry Report
28. Pest Control Report
29. Fumigation Report
30. Daily Sanitation Audit Report
31. Pest control logbook-Daily Sheet
32. Glass Inventory Records
33. Visual Inspection Report-Glass Monthly
34. Wooden Checking
35. Operation pre-requisite programs
36. Rodent trapping record
37. Medical Checkup report
38. Production Planning
39. Disposal of Non confirming Products
40. Purchase Order
41. Indent cum Incoming Inspection
42. Approved Vendor List cum Open Purchase order
43. Supplier Registration Form
44. Open Purchase Order
45. Supplier Audit Schedule
46. Supplier Audit Checklist
47. Sample Test Request
48. Positive Recall Report
49. pH Meter Calibration Report
50. Normality record sheet
51. Validation Report
52. Order form confirmation
53. Feedback for customer
54. Customer Complaint Report
55. Daily Stock Statement
56. Gate Pass
57. Unloading Vehicle Checking Report
58. Training Calendar
59. Training Report
60. Induction training Report
61. Job Description and Specification
62. Skill Matrix
63. Health Questionnaire
64. Temporary Maintenance Work Report
65. Design and Development Records
66. Monthly site security checklist
67. Monthly product defence checklist

4. Standard Operating Systems (32 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 packaging and packaging (Issue no 6) the lists of operating procedures are listed below.)

List of SOPs and Work Instructions

1. SOP for Material Receipt / Issue in Despatch
2. SOP for Glass breakage Management
3. SOP for Installation of New Glass

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4. SOP for Self Care Laundering
5. SOP for Waste Disposal
6. SOP for Hygiene clearance
7. SOP for Incident Reporting
8. SOP for Blade Management
9. SOP for Product Re – call
10. SOP for Condition / Cleanliness Of Food Contact Surface
11. SOP for Prevention of Cross Contamination
12. SOP for Personnel Health and Hygiene
13. SOP for Protection of Food Adulteration
14. SOP for Pest Control
15. SOP for General Housekeeping
16. SOP for Entry / Exit Procedure – Personal Hygiene
17. SOP for Floor Cleaning
18. SOP for Cleaning of Doors, Windows, Walls And Tube light and Fan
19. SOP for Equipment Lay–out
20. SOP for Material / Process / Product Mix Up
21. SOP for Building Maintenance And General Facilities
22. SOP for Safety
23. SOP for Metal, Wood & Glass Procedure
24. SOP for Wooden Materials
25. SOP for RM / PM / General Material Receipt / Issue / Storage
26. SOP for Printing Machine
27. SOP for Lamination (Solvent less)
28. SOP for Slitting Machine
29. SOP for Pouch Making Machine
30. SOP for Testing of Raw Material
31. SOP for Checking of GSM and Thickness
32. SOP for Testing of Finished Product

5. Exhibits (10 Exhibits)

It covers sample copy of exhibits covering all the details for BRC global standard for packaging and packaging materials (issue no. 6).

List of Exhibits

1. Skill Requirements
2. Disposal Of Non–Conforming Products
3. Quality Plan – Incoming Inspection and Testing
4. Raw Material Specifications

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5. Codification System
6. Acceptable Sanitation and Cleaning Limits
7. Housekeeping Procedure and Frequency
8. Security Assessment
9. Threat Assessment
10. Vulnerability Assessment

6. Process Approach (11 Process Approach)

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 for Product Design and Development
2. Process Flow Chart for Purchase
3. Process Flow Chart for Quality Control
4. Process Flow Chart for Stores
5. Process Flow Chart for Management Representative's Area
6. Process Flow Chart for Customer Service
7. Process Flow Chart for Despatch
8. Process Flow Chart for Engineering
9. Process Flow Chart for Training
10. Process Flow Chart for Marketing
11. Process Flow Chart for Production

7. HACCP Docs

There covers Product Description, Process flow chart, Hazard Analysis Report, HACCP Plan, Corrective Action Plan, Verification Plan, Blank HACCP documents, Filled HACCP documents, HACCP principles etc.

8. BRC Audit Questionnaire / clause Wise audit Questionnaire (Morethan500 audit questions)

There covers audit questions based on BRC global standard for packaging and packaging (issue no. 5) 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.

9. BRC packaging (Issue 6) Compliance Matrix

The master sheet is providing inter linkage of all the documents with reference of BRC standard for packaging and packaging materials (issue no. 6) requirements.

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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/BRC 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/BRC 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 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 series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO/BRC 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
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 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, you may keep the setting at high color.

B. Software used in Document kit

- 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 Document 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.
- 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.
- 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.
- The entire kit is prepared by a globally proven team of leading ISO consultants.

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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 BRC packaging and packaging material (Issue 6) 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 BRC packaging and packaging material (Issue 6) 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/BRC 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.
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