

D113: DEMO OF BRC - FOOD DOCUMENT KIT (Issue no 8) Price 499 USD

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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**Chapter-1.0 CONTENTS OF BRC- FOOD (Issue no. 8) DOCUMENT KIT
(More than 185 document files)**

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

BRC – Food (Issue no. 8) Editable Document kit for Food Safety

Sr. No.	List of Directory	Document of Details
1.	System Manual	17 files in MS. word
2.	Procedures	17 procedures in MS. word
3.	Formats / Templates Name of departments	75 formats in MS. Word & Excel
	Dispatch (DES)	06 formats in MS. Word
	Engineering (ENG)	06 formats in MS. Word
	System (SYS)	21 formats in MS. Word
	Housekeeping, Hygiene and Sanitation	15 formats in MS. Word & Excel
	HRD and training	07 formats in MS. Word
	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
4.	Standard Operating Systems	34 SOPs in MS. word
5.	Exhibits	08 exhibits in MS. word
6.	Policies	07 policies in MS. word
7.	Process Approach	12 process approach in MS. word
8.	HACCP Docs	Blank HACCP Doc 08 files in MS. word
		Filled HACCP Doc 08 files in MS. word
9.	BRC food safety Audit Checklist	More than 600 questions
10.	BRC Food Issue no 8 compliance matrix (Requirements - wise reference documented information)	01 File in MS-Excel

Total 185 files quick download in editable form by e delivery

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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

Chapter No.	Subject	Page No.	BRC Clause Reference
Section – 1			
A.	Company Profile	1 – 2	---
B.	Table of Contents	1 – 3	----
C.	Control and Distribution	1 – 3	---
Section – 2			
1.	Senior Management Commitment	1 – 3	1.0
	Senior management commitment and continual improvement		1.1
	Organizational structure, responsibilities and management authority		1.2
2.	The Food Safety Plan – HACCP	1–4	2.0
	The HACCP food safety team		2.1
	Prerequisite programmes		2.2
	Describe the product		2.3
	Identify intended use		2.4
	Construct a process flow diagram		2.5
Verify flow diagram	2.6		

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	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
	Establish verification procedures		2.12
	HACCP documentation and record keeping		2.13
	Review the HACCP plan		2.14
	Food Safety and Quality Management System		3.0
	Food safety and quality manual		3.1
	Document control		3.2
	Record completion and maintenance		3.3
	Internal audit		3.4
	Supplier and raw material approval and performance monitoring		3.5
3.	Specifications	1-7	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
	Site Standards		4.0
	External Standards		4.1
	Site Security and 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
4.	Maintenance	1 – 13	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/waste disposal		4.12
	Management of surplus food and products for animal feed		4.13

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	Pest control		4.14
	Storage facilities		4.15
	Dispatch and transport		4.16
5.	Product control	1 – 5	5.0
	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 and laboratory Testing		5.6
	Product release		5.7
	Pet Food		5.8
	6.		Process control
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.	Personnel	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: employees or visitors to production areas		7.4
8.	High-risk, High-care and ambient High-care Production Risk Zones	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
	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/waste disposal in high risk, high care zones		8.6
	Protective clothing in high risk and high care zones		8.7
9.	Requirement for Traded Products	1 – 3	9.0
	Approval and performance monitoring of manufacturer/packers of traded food products		9.1
	Specifications		9.2

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	Product Inspection and laboratory testing		9.3
	Product Legality		9.4
	Traceability		9.5
Annexure			
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 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
- 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

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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
8. Visual Inspection Report–Glass Monthly
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
39. Clause Wise Document wise audit review report
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

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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

7. Process Approach (12 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 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

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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.

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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 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.

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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 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



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