

## D153: DEMO OF BRC GLOBAL STANDARD FOR CONSUMER PRODUCTS DOCUMENT KIT **Price 499 USD**

A complete editable documented Information package (BRC manual, procedures, forms, standard operating procedures, exhibits, process flow chart, audit checklist etc for BRC consumer products.)

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### Chapter-1.0 Contents of BRC Global Standard for Consumer Product Document kit (More than 145 document files)

**A. The Total Editable Document kit has 9 main directories as below:**

Sr. No.	List of Directory	Details of Documents
1.	<b>BRC Manual</b>	<b>15 Files in MS-Word</b>
2.	<b>Procedures</b>	<b>12 Procedures in MS-Word</b>
3.	<b>Blank Formats /Templates to retain documented information</b> Name of departments	<b>65 Blank formats in MS-Word / Excel</b>
	Dispatch (DES)	04 Formats in MS-Word
	Engineering (ENG)	07 Formats in MS-Word
	Housekeeping (HKC)	12 Formats in MS-Word / Excel
	Purchase (PUR)	07 Formats in MS-Word
	Production (PRD)	02 Formats in MS-Word
	Quality control (QCD)	05 Formats in MS-Word
	HRD	01 Formats in MS-Word
	Sales (SALES)	04 Formats in MS-Word
	Stores (STR)	03 Formats in MS-Word
	System (SYS)	14 Formats in MS-Word
	Training (TRG)	06 Formats in MS-Word
4.	<b>Standard Operating Procedures</b>	<b>27 SOPs in MS-Word</b>
5.	<b>Exhibits</b>	<b>07 Exhibits in MS-Word</b>
6.	<b>Process Flow Charts</b>	<b>10 Process flow charts in MS-Word</b>
7.	<b>HACCP docs</b>	<b>07 Files in MS-Word</b>
8.	<b>BRC food safety Audit Checklist</b>	<b>More than 800 questions</b>
9.	<b>BRC Global Standard for Consumer Product compliance matrix</b>	<b>01 File in MS-Excel</b>

**Total 145 files in editable form for Quick Download by **e-delivery****

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### B. Documented information package: -

Our document kit comprises sample documents required for BRC global standard for consumer products certification as listed below. **All documents are in MS-Word format and you can edit it.** You can do changes as per your company needs and **within few days your entire documents** with all necessary system requirements can be made ready. We had given all type of templates and organization use it as per their need and many organizations are certified globally in 1<sup>st</sup> trial with the help of our documents from any kind of stringent lead appraisal audit. It requires 2 type of documented information as listed below.

1. **Maintain documented information Scope, BRC Manual, process flow charts, Sop etc.)**
2. **Retain documented information (Forms - templates )**

Under this directory, further files are made in the word document as per the details listed below which you can edit it. All the documents are related to manufacturing / process industry.

### 1. BRC Manual (10 Chapters and 5 Annexure):

It covers sample copy of BRC manual and clause-wise details on how systems are implemented. It covers the context of organization, sample policy; objectives, scope, organizations structure as well as macro level each requirement from 1 to 7 of BRC for consumer products on how it is implemented in the organization. It covers BRC for consumer products documents for tier-1. It has total 10 chapters that cover company profile, amendment sheet, index, clause wise details as per BRC for consumer products for implementation. It covers sample copy of BRC manual and clause-wise details on how BRC systems are implemented.

#### **(A) Table of Contents**

Chapter No.	Subject	Page No.	BRC Clause Reference
<b>Section – 1</b>			
A.	Company Profile	1 – 2	-----
B.	Table Of Contents	1 – 2	-----
C.	Control And Distribution	1 – 3	-----
<b>Section – 2</b>			
1 to 7	Chapter 1 to 7 covers sample policy, objectives, scope, context of organization and macro level quality management system explaining how requirements are implemented by organization in	Approx 25 pages	1.0 to 7.0

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	making the BRC system.		
ANX-I	List of system safety procedures	1 – 1	=====
ANX-II	Glossary of terms	1 – 1	=====
ANX-III	Company activity process flow chart	1 – 2	=====
ANX-IV	Quality and product safety policy	1 – 1	=====
ANX-V	Organization structure	1 – 1	=====

## 2. Procedures (12 procedures):

It covers a sample copy of mandatory procedures as per BRC for consumer products covering all the details like purpose, scope, responsibility, how procedure is followed as well as the list of exhibits, reference documents and formats. The list of sample procedures provided is as below.

### 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 system records
5. Procedure for internal audit
6. Procedure for control of monitoring and measuring equipments
7. Procedure for training
8. Procedure for preliminary analysis of production process
9. Control of non-conforming products
10. Hazard identification and HACCP plan procedure
11. Procedure for product withdrawal
12. Procedure for emergency preparedness and response

## 3. Blank sample formats for all the departments (65 sample formats)

It covers a sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples given are guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 65 blank formats are provided as per the list given below.

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## List of blank 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     | 9. Preventive Maintenance checkpoints for Building and civil work |
| 10. Incident Reporting Record  | 11. Temporary Maintenance Work Report           | 12. Master list cum distribution list of documents                |
| 13. Change Note  | 14. Corrective Action Report                    | 15. Master List of Records  |
| 16. Objectives   | 17. Audit Plan/ Schedule                        | 18. Internal Audit Non conformity report                          |
| 19. Clause Wise Document wise audit review report                        | 20. Preventive Action Report                    | 21. Continual Improvement Plan                                    |
| 22. Calibration Status of Instrument                                     | 23. Internal Audit Conformity Report            | 24. List of documents required in Technical file                  |
| 25. List of license /certificates  | 26. Cleaning and Sanitation Report              | 27. House Keeping Records–Area Wise                               |
| 28. Visitor Entry Report   | 29. Pest Control Report                         | 30. Fumigation Report   |
| 31. Daily Sanitation Audit Report  | 32. Pest Control log book–Daily Sheet           | 33. Glass Inventory Records                                       |
| 34. Visual Inspection Report–Glass Monthly                               | 35. Wooden Checking                             | 36. Rodent trapping record  |
| 37. Operation Pre-requisite Programs Disposal of Non confirming Products | 38. Medical Checkup report                      | 39. Production Planning   |
| 40. Approved Vendor List cum Open Purchase order                         | 41. Purchase Order                              | 42. Indent cum Incoming Inspection                                |
| 43. Supplier Audit Schedule  | 44. Supplier Registration form                  | 45. Open Purchase Order   |
| 46. Positive Recall Report   | 47. Supplier Audit Checklist                    | 48. Sample Test Request   |
| 49. Validation Report  | 50. Ph Meter Calibration Report                 | 51. Normality record sheet  |
| 52. Customer Complaint Report  | 53. Order form confirmation                     | 54. Feedback for customer   |
| 58. Gate Pass  | 56. Design and Development Records              | 57. Daily stock Statement   |
| 61. Training Report  | 59. Unloading Vehicle Checking Report           | 60. Training Calendar   |
| 64. Skill Matrix   | 62. Induction training Report                   | 63. Job Description and Specification                             |
|  | 65. Health Questionnaire                        |   |

## 4. Standard Operating Procedures (27 SOPs)

It covers a guideline to establish controls on significant hazards, work instructions for operators as well as standard operating procedures. It is useful for process control and establishes an effective BRC for consumer products system. It covers do's and don'ts for the entire main and critical processes and details as per the list given below. It helps any organization in process mapping as well as preparing the SOPs and work instructions for their own organization.

### List of SOPs

1. Standard Operating procedure for Material Receipt / Issue in Dispatch
2. Standard Operating procedure for Glass breakage Management
3. Standard Operating procedure for Installation of New Glass
4. Standard Operating procedure for Self Care Laundering
5. Standard Operating procedure for Waste Disposal
6. Standard Operating procedure for Hygiene clearance
7. Standard Operating procedure for Incident Reporting
8. Standard Operating procedure for Blade Management
9. Standard Operating procedure for Line clearance
10. Standard Operating procedure for Condition / Cleanliness Of product Contact Surface

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11. Standard Operating procedure for Prevention OF Cross Contamination
12. Standard Operating procedure for Personnel Health And Hygiene
13. Standard Operating procedure for Wooden Materials
14. Standard Operating procedure for Pest Control
15. Standard Operating procedure for General Housekeeping
16. Standard Operating procedure for Entry / Exit Procedure – Personal Hygiene
17. Standard Operating procedure for Floor Cleaning
18. Standard Operating procedure for Cleaning of Doors, Windows, Walls, Tube light and Fan
19. Standard Operating procedure for Equipment Lay–out
20. Standard Operating procedure for Material / Process / Product Mix Up
21. Standard Operating procedure for Building Maintenance and General Facilities
22. Standard Operating procedure for Safety
23. Standard Operating procedure for Metal, Wood & Glass Procedure
24. Standard Operating procedure for Purchase
25. Standard Operating procedure for RM / PM / General Material Receipt / Issue / Storage
26. Standard Operating procedure for printing machine
27. Standard Operating procedure for Incoming inspection/Raw Materials

### **5. Exhibits (07 Exhibits)**

It covers Skill Requirements, Disposal Of Non–Conforming Products, quality plan, Raw Material Specifications, Housekeeping Procedure and codification related documents

#### **List of Exhibits**

1. Skill Requirements
2. Disposal Of Non–Conforming Products
3. Quality Plan – Incoming Inspection and Testing
4. Raw Material Specifications
5. Finished Product Specification
6. Codification System
7. Housekeeping Procedure and Frequency

### **6. Process flow charts (10 Process flow chart)**

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

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### **List of Process Approach**

- 1 Process Flow Chart of Purchase
- 2 Process Flow Chart of Quality Control
- 3 Process Flow Chart of Stores
- 4 Process Flow Chart of Management Representative's Area
- 5 Process Flow Chart of Customer service
- 6 Process Flow Chart of Dispatch
- 7 Process Flow Chart of Engineering
- 8 Process Flow Chart of Training
- 9 Process Flow Chart of Marketing
- 10 Process Flow Chart of 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. Audit questionnaire (more than 800 questions)**

This covers audit questions based on the BRC for consumer products requirements for each department as per the list of departments given below. It will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 800 questions are prepared on the basis of BRC for consumer products. It can be logically used for auditing during internal audit for BRC to establish proper audit trail.

### **9. BRC Global Standard for Consumer Product compliance matrix**

The BRC Global Standard for Consumer Product compliance matrix requirement-wise list of documented information reference of this kit is given in the compliance matrix for easy reference of user to understand how this system is made.

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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 and 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, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries. Our readymade training and editable document kit helps the client in making their documents with ease and make them comply with the related BRC food safety standard faster.**

1. Our promoters and engineers have experience in providing management training, ISO series consultancy 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 ISO and BRC series 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 gives you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO and BRC series certification.
6. We have spent more than 60000 man-days (170 man years) in the preparation of ISO and BRC documents and training slides.

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

1. Personal involvement & 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-3.0USER 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 of 10 GB hard disk space.
- For better visual impact of the PowerPoint slides, you may keep the setting of colour image at high colour.

##### **B. Software: -**

- 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 Documentation 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 and BRC documents.
2. The kit takes care of all the sections and sub-sections of ISO and 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 and 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 and 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 and BRC consultants.

### Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of the purchase, we provide a user name and password to download the product from our FTP server. Hence, we provide an instant online delivery of our products to the user by sending an email of user name and password.

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