

BRCGS ISSUE 7

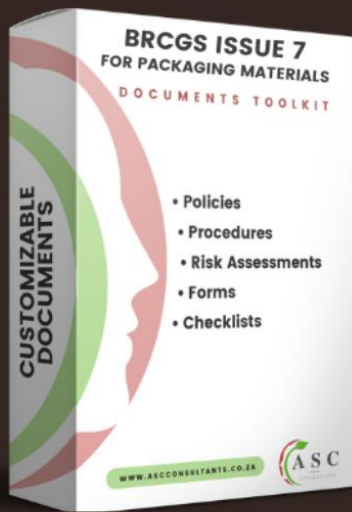
PACKAGING MATERIALS

DOCUMENT TEMPLATES

TOOLKIT

205+ documents

535+ pages



Complete Package Includes:

POLICIES
PROCEDURES
RISK ASSESSMENTS
FORMS
CHECKLISTS

VIEW THE COMPLETE LIST BELOW



info@asconsultants.co.za | +27 (041) 004 0382

BRCGS ISSUE 7

Food Safety Management System

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
1. SENIOR MANAGEMENT COMMITMENT AND CONTINUAL IMPROVEMENT			
BRCP001	C1.1 Senior Management Commitment	Procedure	4
BRCP002	C1.1 Food Safety and Quality Policy	Policy	4
BRCP003	C1.1 Food Quality & Safety Objectives	Form	2
BRCP004	C1.1 Management Review Agenda and Minutes	Form	4
BRCP005	C1.1 Monthly Meeting Schedule	Form	1
BRCP006	C1.1 Product Safety Culture Procedure	Procedure	4
BRCP007	C1.1 Food Safety Culture Plan	Excel Sheets	1
BRCP008	C1.1 Product Safety and Quality Culture Plan	Excel Sheets	7
BRCP009	C1.1 Whistle-blower Policy	Policy	5
BRCP010	C1.1 Whistle-blower Record	Form	1
BRCP011	C1.1 Product Safety Culture Questionnaire	Form	3
BRCP012	C1.2 Organisational Structure	Chart	1
BRCP013	C1.2 Responsibilities and Management Authority	Procedure	16
BRCP014	C1.2 General Manager Job Description	Job Description	4
BRCP015	C1.2 Quality Manager Job Description	Job Description	4
BRCP016	C1.2 Product Safety Meeting Agenda	Form	2
2. THE FOOD SAFETY PLAN - HACCP			
BRCP017	C2.1 Appointment Letter (PS Team Leader)	Appointment Letter	2
BRCP018	C2.1 Appointment Letter (PS Team Member)	Appointment Letter	1
BRCP019	C2.1 Annual HACCP Review	Appointment Letter	5
BRCP020	C2.1 Management Rep Appointment Letter	Appointment Letter	5

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
BRCP021	C2.1 The Food Safety Team Training Requirements	Form	4
BRCP022	C2.2 Pre-requisite Programmes Policy	Policy	6
BRCP023	C2.2 Pre-requisite Programme Verification	Form	3
BRCP024	C2.3 Process Flow	Procedure	1
BRCP025	C2.3-2.14 HACCP Methodology	Procedure	13
BRCP026	C2.3-2.14 HACCP Plan Example	Form	1
BRCP027	C2.3-2.14 Product Description	Form	2
BRCP028	C2.3-2.14 Hazard Analysis	Excel Sheets	7

3. FOOD SAFETY AND QUALITY MANAGEMENT SYSTEM

See note

The Food Safety and Quality manual consists of all the applicable documents listed in this index, as well as additional documents added by sites. Different companies prefer different methods of compiling and displaying their FSMS manual. One method is printing a cover page for the manual and dividers for each section and then filing all relevant documents under each section.

BRCP029	C3.2-3.3 Document and Record Control Procedure	Procedure	7
BRCP030	C3.2-3.3 Document Change Request Form	Form	1
BRCP031	C3.2-3.3 Document Distribution Control Form	Form	1
BRCP032	C3.2-3.3 Document Amendment List	Form	1
BRCP033	C3.2-3.3 External Documents (Regulations)	Form	2
BRCP034	C3.2-3.3 Master Document Control List	Form	3
BRCP035	C3.4 Certificate of Compliance	Form	1
BRCP036	C3.4 Product Specifications	Form	2
BRCP037	C3.4 Product Specifications Form	Form	3
BRCP038	C3.5 Internal Audit Procedure	Procedure	4
BRCP039	C3.5 Internal Audit Programme	Form	2
BRCP040	C3.5 Internal Audit Risk Assessment	Risk Assessment	5
BRCP041	C3.5 Internal Auditor Appointment Letter	Letter	1
BRCP042	C3.5 Internal Facility Inspection Checklist	Checklist	8

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
BRCP043	C3.5 Raw Material & Packaging Risk Assessment	Risk Assessment	5
BRCP044	C3.5 Supplier Approval Questionnaire	Form	3
BRCP045	C3.5 Monthly Facility Checklist	Checklist	5
BRCP046	C3.6 Corrective and Preventive Procedure	Procedure	5
BRCP047	C3.6 Corrective Action Form	Form	2
BRCP048	C3.6 Corrective Action Register	Form	1
BRCP049	C3.6 Corrective Action Trend Analysis	Excel Sheets	2
BRCP050	C3.7 Approved Suppliers List	Form	5
BRCP051	C3.7 Supplier Approval & Performance Evaluation	Procedure	2
BRCP052	C3.7 Supplier Approval & Performance Monitoring	Form	2
BRCP053	C3.7 Supplier Self Audit Questionnaire	Form	5
BRCP054	C3.7 New Initial Supplier Assessment Form	Form	2
BRCP055	C3.8 Production Control Form	Form	1
BRCP056	C3.8 Product Information & Chain of Custody	Form	2
BRCP057	C3.8 Vulnerability Assessment	Assessment	2
BRCP058	C3.9 Outsourced Process Procedure	Procedure	2
BRCP059	C3.9 Daily Rework Form	Form	1
BRCP060	C3.11 Rework Traceability Procedure	Procedure	2
BRCP061	C3.11 Identification & Traceability Procedure	Procedure	4
BRCP062	C3.11 Traceability Test	Form	3
BRCP063	C3.11 Covid-19 Response Plan	Procedure	4
BRCP064	C3.11 Covid-19 Compliance Officer Appointment	Letter	3
BRCP065	C3.11 Covid-19 Risk Assessment	Risk Assessment	9
BRCP066	C3.12 Customer Complaints Form	Form	1
BRCP067	C3.12 Customer Complaints Trends	Excel	1
BRCP068	C3.12 Customer Complaints Procedure	Procedure	2

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
BRCP069	C3.12 Communications & Customer Complaints	Procedure	6
BRCP070	C3.13 Product Recall & Withdrawal Form	Form	2
BRCP071	C3.13 Positive Recall Report	Form	1
BRCP072	C3.13 Mock Recall Test	Form	3
BRCP073	C3.13 Mock Recall Minutes	Form	2
BRCP074	C3.13 Product Recall	Form	3
BRCP075	C3.13 Product Recall and Incident Management	Procedure	12

4. SITE STANDARDS

BRCP076	C4.1 External Standards	Procedure	2
BRCP077	C4.2 Building Fabrication and Storage Areas	Procedure	2
BRCP078	C4.3 Requirements for Visitors & Contractors	Procedure	1
BRCP079	C4.3 Layout, Product Flow & Segregation	Procedure	2
BRCP080	C4.4 Site Security Procedure	Procedure	2
BRCP081	C4.4 Product Defence Procedure	Procedure	4
BRCP082	C4.4 Risk Assessment for Site Security	Excel	3
BRCP083	C4.4 Site Security Checklist	Form	3
BRCP084	C4.4 Site Security Checklist (Example 2)	Form	2
BRCP085	C4.4 Food Defence Checklist	Form	1
BRCP086	C4.4 Key Control Log Sheet	Form	1
BRCP087	C4.5 Utilities Procedure	Procedure	2
BRCP088	C4.5 Water Distribution Diagram (Example)	Diagram	1
BRCP089	C4.5 Water Sampling Procedure	Procedure	1
BRCP090	C4.5 Weekly Water Process Monitoring	Form	1
BRCP091	C4.5 Water Filters Record	Form	1
BRCP092	C4.5 Site Plan (Example)	Map	2
BRCP093	C4.6 Equipment Procedure	Procedure	3

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
BRCP094	C4.6 Equipment Commissioning	Procedure	3
BRCP095	C4.6 Commissioning Checklist & Risk Assessment	Excel	2
BRCP096	C4.6 Pre-commissioning Checklist (Exp 1)	Form	4
BRCP097	C4.6 Pre-commissioning Checklist (Exp 2)	Form	4
BRCP098	C4.6 Equipment Purchase Specifications	Form	4
BRCP099	C4.6 Post Installation Inspection (Equipment)	Form	1
BRCP100	C4.6 Static Equipment Procedure	Procedure	2
BRCP101	C4.7 Preventative Maintenance Plan	Excel	4
BRCP102	C4.7 Equipment Inspection Form	Form	4
BRCP103	C4.7 Maintenance Job Card	Form	2
BRCP104	C4.7 Maintenance Job Card Revised	Form	1
<i>See BRCP93</i>	<i>C4.7 Maintenance and Engineering Procedure</i>	<i>Procedure</i>	
BRCP105	C4.8 Issuing of Cleaning Chemicals	Form	1
BRCP106	C4.8 Cleaning & Disinfection Procedure	Procedure	4
BRCP107	C4.8 Environmental Monitoring Procedure	Procedure	2
BRCP108	C4.8 Environmental Monitoring Risk Assessment	Risk Assessment	2
BRCP109	C4.8 Master Cleaning Schedule	Form	4
BRCP110	C4.8 Toilet Cleaning Record	Form	1
BRCP111	C4.8 Staff Facilities Inspection Record	Form	2
BRCP112	C4.8 Staff Facilities Procedure	Procedure	2
BRCP113	C4.9 Product Protection Procedure	Procedure	5
BRCP114	C4.9 Master Chemical List	Form	1
BRCP115	C4.9 Blades & Knives Register	Form	1
BRCP116	C4.9 Glass & Blood Clearance Certificate	Form	2
BRCP117	C4.9 Pallet Check Record	Form	2
BRCP118	C4.9 Glass and Hard Plastics Register	Form	9

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
BRCP119	C4.9 Chemical Inventory Register	Form	1
BRCP120	C4.9 Empty Chemical Container Register	Form	1
BRCP121	C4.9 Protocol Validation for MD & X Ray Machine	Form	3
BRCP122	C4.9 Chemical Application, Handling and Safety	Procedure	3
BRCP123	C4.10 Foreign Material Detection and Removal Equipment	Procedure	9
BRCP124	C4.10 Metal Detection Risk Assessment	Risk Assessment	2
BRCP125	C4.10 Waste Management Procedure	Procedure	2
BRCP126	C4.10 Daily Waste Control Checklist	Form	1
BRCP127	C4.10 Working Programme - MD Operator	Work Instruction	1
BRCP128	C4.10 Daily Metal Detector Verification	Form	1
BRCP129	C4.10 Protocol Validation for MD & X Ray	Form	3
BRCP130	C4.10 Metal Detector & X Ray Validation Report	Form	3
BRCP131	C4.10 Validation Protocol for MD & X Ray Procedure	Procedure	3
BRCP132	C4.10 Validation Protocol for MD and X-Ray	Excel	1
BRCP133	C4.11 Pest Management Procedure	Procedure	3
BRCP134	C4.11 Pest Activity Checklist	Form	3
BRCP135	C4.11 Pest Devices Location Map (Example)	Map	1
BRCP136	C4.11 Pest Sightings Log	Form	1
BRCP137	C4.11 Pest Control Verification Checklist	Form	1
BRCP138	C4.11 Fly Catcher Tubes Replacement Schedule	Form	1
BRCP139	C4.13 Surplus Food & Products for Animal Feed	Procedure	2
BRCP140	C4.15 Storage Facilities Procedure	Procedure	3
BRCP141	C4.15 Finished Goods Stock Control Sheet	Form	1
BRCP142	C4.15 Sample Retention Inspection Form	Form	1
BRCP143	C4.15 Dispatch Form	Form	1
BRCP144	C4.15 Product Loading Inspection Form	Form	1

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
BRCP145	C4.16 Distribution of the Final Product	Procedure	3
BRCP146	C4.16 Dispatched Pallets	Form	1
BRCP147	C4.16 Vehicle Control Sheet	Form	1
BRCP148	C4.16 Vehicle Cleaning Checklist	Excel	1

5. PRODUCT CONTROL

BRCP149	C5.0 Process Control Procedure	Procedure	3
BRCP150	C5.1 New Product Proposal	Form	7
BRCP151	C5.1 Pre-startup Checklist	Form	2
BRCP152	C5.2 Labelling Inspection Form	Form	1
BRCP153	C5.2 Graphic Design and Artwork Control	Procedure	2
BRCP154	C5.3 Allergen management	Procedure	2
BRCP155	C5.3 Allergen Risk Assessment	Risk Assessment	1
BRCP156	C5.3 Allergen Cross Contamination Points	Map	1
BRCP157	C5.3 Allergen Contamination Risk Matrix	Form	1
BRCP158	C5.4 Process Control Procedure	Procedure	4
BRCP159	C5.4 Carton Make-Up Checklist	Form	1
BRCP160	C5.4 Production Line Check	Form	1
BRCP161	C5.5 Obsolete Packaging Control Form	Form	1
BRCP162	C5.5 Labelling and Packaging Inspection Form	Form	1
BRCP163	C5.5 Calibration Schedule	Form	1
BRCP164	C5.5 Scale Verification Check	Form	1
BRCP165	C5.5 Calibration & Control of Measuring Devices	Procedure	3
BRCP166	C5.6 Product Inspection & Testing	Procedure	3
BRCP167	C5.6 Micro Monitoring Schedule (Sample Plan)	Form	2
BRCP168	C5.7 Control of Non-Conforming Products	Procedure	3
BRCP169	C5.7 Product Release Procedure	Procedure	1
BRCP170	C5.7 Non-conforming Product Form	Form	2
BRCP171	C5.7 Stores Product Release Form	Form	1

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
BRCP172	C5.8 Incoming Materials Inspection Report	Form	1
BRCP173	C5.8 Goods Receiving Inspection	Form	1
BRCP174	C5.8 Incoming Goods Procedure	Procedure	2
BRCP175	C5.8 Indent and Incoming Inspection Record	Procedure	1
BRCP176	C5.8 Storage, Distribution & Transport	Form	4

6. PERSONNEL

BRCP177	C6.1 Staff Training Assessment	Form	5
BRCP178	C6.1 Training Procedure	Procedure	3
BRCP179	C6.1 Training Matrix & Competency Mapping	Form	4
BRCP180	C6.1 Allergen Awareness Assessment	Form	2
BRCP181	C6.1 Training Matrix	Form	2
BRCP182	C6.1 Staff Training Register	Form	1
BRCP183	C6.2 Hygiene Code of Conduct	Procedure	6
BRCP184	C6.2 Glove & Plaster Register	Form	1
BRCP185	C6.2 Visitors Register	Form	2
BRCP186	C6.2 Daily Personal Hygiene Checklist	Form	1
BRCP187	C6.3 Medical Screening Procedure	Procedure	1
BRCP188	C6.3 Annual Health Check	Form	1
BRCP189	C6.3 Clinic Record	Form	1
BRCP190	C6.4 Protective Clothing Procedure	Procedure	1
BRCP191	C6.4 Protective Clothing Checklist	Form	1
BRCP192	C6.4 Protective Clothing Issuing Checklist	Form	2
BRCP193	C6.4 PPE Laundry Procedure	Procedure	1

7: REQUIREMENTS FOR TRADED PRODUCTS

BRCP194	C7 Requirements for Traded Products	Procedure	4
---------	-------------------------------------	-----------	---

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
ADDITIONAL PRODUCTION FORMS			
BRCP195	Colour Sample Register	Form	1
BRCP196	Continual Improvement Plan	Procedure	1
BRCP197	Extrusion Blow Moulding Process Control Record	Form	2
BRCP198	In Process Blow Pin Checks	Form	1
BRCP199	Induction Training Report	Form	2
BRCP200	Injection Blow Moulding Process Control Record	Form	2
BRCP201	Injection Moulding Process Control Record	Form	2
BRCP202	Line Opening Start up Sheet for Injection Machine	Form	2
BRCP203	Line Opening Startup Sheet IBM	Form	2
BRCP204	Line Opening Startup Sheet EBM	Form	3
BRCP205	Printers Stock Control	Form	1
BRCP206	Product Release Form	Form	1
BRCP207	Quality Control Checklist	Form	2
BRCP208	Quality Control Checklist for Conplass	Form	2
BRCP209	Traceability and Identification Form	Form	2
