

D113: DEMO OF BRC - FOOD DOCUMENT KIT (Issue no 7) Price 450 USD

Complete editable BRC Food- Issue no 7 comprehensive document kit (Food safety policy, manual, procedures, forms, audit checklist, HACCP Docs, SOPs etc.)

Buy: <http://www.globalmanagergroup.com/brc-food-standards-documents-procedure-manuals-checklist.htm>

**Chapter-1.0 CONTENTS OF BRC- FOOD (Issue no. 7) DOCUMENT KIT
(More than 150 document files)**

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

BRC – Food (Issue no. 7) Editable Document kit for Food Safety

Sr. No.	List of Directory	Document of Details
1.	System Manual	15 files in Ms. word
2.	Procedures	13 procedures in Ms. word
3.	Formats / Templates Name of departments	64 formats in Ms. Word
	Dispatch	04 formats in Ms. Word
	Engineering	06 formats in Ms. Word
	SYS (System)	15 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	03 formats in Ms. Word
	Stores	03 formats in Ms. Word
4.	Standard Operating Systems	27 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 400 questions

Total 150 files quick download in editable form by e delivery

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B. BRC Global Standard For Food Safety Issue 7 requirementwise document

Ready to use documents with linkage for our documents vs. BRC global food safety standard issue-7 requirement is given in our document matrix list given in below link

[Download BRC Food issue-7 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 7 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 – 2	----
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	1–2	2.0
	The HACCP food safety team – Codex Alimentarius Step 1		2.1
	Prerequisite programmes		2.2
	Describe the product – Codex Alimentarius Step 2		2.3
	Identify intended use – Codex Alimentarius Step 3		2.4

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	Construct a process flow diagram – Codex Alimentarius Step 4		2.5
	Verify flow diagram – Codex Alimentarius Step 5		2.6
	List all potential hazards associated with each process step, conduct a hazard analysis and consider any measures to control identified hazards – Codex Alimentarius Step 6, Principle 1		2.7
	Determine the critical control points (CCPs) – Codex Alimentarius Step 7, Principle 2		2.8
	Establish critical limits for each CCP – Codex Alimentarius Step 8, Principle 3		2.9
	Establish a monitoring system for each CCP – Codex Alimentarius Step 9, Principle 4		2.10
	Establish a corrective action plan – Codex Alimentarius Step 10, Principle 5		2.11
	Establish verification procedures – Codex Alimentarius Step 11, Principle 6		2.12
	HACCP documentation and record keeping – Codex Alimentarius Step 12, Principle 7		2.13
	Review the HACCP plan		2.14
	Food Safety and Quality Management System		3.0
	Food safety and quality manual		3.1
	Documentation 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	1-10	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
	Customer focus and communication		3.12
	Site Standards		4.0
4.	External Standards	1 – 4	4.1
	Security		4.2
	Layout, product flow and segregation		4.3

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	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/waste disposal		4.12
	Management of surplus food and products for animal feed		4.13
	Pest control		4.14
	Storage facilities		4.15
	Dispatch and transport		4.16
5.	Product control	1 – 4	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
6.	Process control	1 – 3	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.	Personnel	1 – 5	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
Annexure			

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ANX-I	List Of Quality and HACCP 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 (13 Procedures):

It covers sample copy of mandatory procedures covering all the details of BRC Food (Issue no 7) standard.

- 1 Procedure For Management Review.
- 2 Procedure For Document And Data Control.
- 3 Procedure For Corrective And Preventive Actions.
- 4 Procedure For Control Of Quality Records.
- 5 Procedure For Internal Quality Audit.
- 6 Procedure For Control Of Monitoring And Measuring Devices
- 7 Procedure For Control Of Non–Conforming Products.
- 8 Procedure for Preliminary Analysis of Production Process.
- 9 Procedure For Pre-requisite Program
- 10 Procedure for Hazard Identification.
- 11 Procedure for HACCP Plan
- 12 Procedure for Emergency preparedness and response
- 13 Procedure for product re-call

3. Blank Formats (64 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. Fumigation Report
3. Bag/other packing material inspection report
4. Daily Sanitation Audit Report
5. Screen Checking report
6. Pest Control log book–Daily Sheet
7. Breakdown History Card
8. Glass Inventory Records
9. Preventive Maintenance Schedule
10. Visual Inspection Report–Glass Monthly
11. Preventive Maintenance Checkpoints
12. Wooden Checking
13. Daily Preventive maintenance checkpoints
14. Medical Checkup report
15. Preventive Maintenance checkpoints for Building and civil work
16. Production Planning
17. Incident Reporting Record
18. Disposal of Non confirming Products
19. Rodent trapping record
20. Purchase Order

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- | | |
|--|--|
| 21. Operational pre-requisite programs | 22. Indent cum Incoming Inspection |
| 23. Monthly Food Safety Inspection Report | 24. Approved Vendor List cum Open Purchase order |
| 25. Master list cum distribution list of documents | 26. Supplier Registration form |
| 27. Change Note | 28. Open Purchase Order |
| 29. Corrective Action Report | 30. Sample Test Request |
| 31. Master List of Records | 32. Positive Recall Report |
| 33. Objectives | 34. pH Meter Calibration Report |
| 35. Audit Plan/ Schedule | 36. Normality record sheet |
| 37. Internal Audit Non conformity report | 38. Validation Report |
| 39. Clause Wise Document wise audit review report | 40. Order form confirmation |
| 41. Preventive Action Report | 42. Feedback for customer |
| 43. Continual Improvement Plan | 44. Customer Complaint Report |
| 45. Calibration Status of Instrument | 46. Daily stock Statement |
| 47. Cleaning and Sanitation Report | 48. Gate Pass |
| 49. House Keeping Records–Area Wise | 50. Training Calendar |
| 51. Visitor Entry Report | 52. Training Report |
| 53. Pest Control Report | 54. Induction training Report |
| 55. Unloading Vehicle Checking Report | 56. Job Description and Specification |
| 57. Loading Vehicle Checking Report | 58. Health Questionnaire |
| 59. BRC Audit Conformity Report | 60. Skill Matrix |
| 61. Magnet control | 62. Supplier Audit Schedule |
| 63. Supplier Audit Check List | 64. Allergen Assessment |

4. Standard Operating Systems (27 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 7 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
- 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

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- 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 De contaminate media and disposal of laboratory waste
- 26 SOP For Traceability
- 27 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 7) standard.

- 1 Skill Requirements
- 2 Disposal Of Non–Conforming Products
- 3 Quality Plan – Incoming Inspection and Testing
- 4 Raw Material Specifications
- 5 Codification System
- 6 Security Assessment
- 7 Acceptable Sanitation and Cleaning Limits
- 8 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 7) 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 400 audit questions)

There covers audit questions based on BRC Food 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, 07. 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 20 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 had **more than 1200 clients in more than 45 countries. Our ready made training and editable document kit helps the client in making their documents easy and make them complying to related ISO or BRC standard faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, ISO series or BRC consultancy. We had clients **in more than 45 countries.**
2. Highly qualified 40 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for ISO series or BRC certification of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in ISO or BRC series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing ISO or BRC 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 written in word 98 and window 2000 programs. You are therefore required to have office 2000 or above with word 98 and power point

3.2 Features of Document kit:-

- Contains all necessary documents as listed above and comply with the requirements of BRC Food (Issue no 7) Standards.
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts.
- Provides model of a 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 BRC food safety documents.
2. Take care for all the section and sub sections of BRC Food (Issue no 7) standard helps you in establishing better system.
3. 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 and create own BRC food safety documents for their organization.
4. Save much time and cost in document preparation.
5. You will get better control in your system due to our proven formats.
6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 20 years in ISO and BRC food safety consultancy.
7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
9. Prepared by globally proven team of leading consultant

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 → 

Visit our web site for more documentation kit:

<http://www.globalmanagergroup.com/E-Shop.aspx>

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