

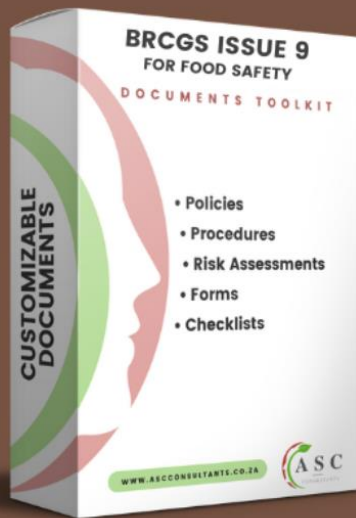
BRCGS ISSUE 9

FOOD SAFETY

DOCUMENT TEMPLATES TOOLKIT

220+ documents

580+ 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 9

Food Safety Management System

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
1. SENIOR MANAGEMENT COMMITMENT AND CONTINUAL IMPROVEMENT			
Clause 1.1: Senior Management Commitment and Continual Improvement			
BRC001	Senior Management Commitment	Procedure	6
BRC002	Food Safety and Quality Policy (Example 1)	Policy	4
BRC003	Food Safety and Quality Policy (Example 2)	Policy	5
BRC004	Food Quality & Safety Objectives & Measures	Form	2
BRC005	Management Review Agenda and Minutes	Form	5
BRC006	Monthly Meeting Schedule	Form	1
BRC007	Food Safety Culture Procedure	Procedure	3
BRC008	Food Safety Culture Plan	Excel Sheets	1
BRC009	Food Safety Culture Plan & Measurement	Excel Sheets	7
BRC010	Whistle-blower Policy	Policy	5
BRC011	Whistle-blower Record	Form	1
BRC012	Food Safety Questionnaire	Form	3
Clause 1.2: Organisational Structure, Responsibilities and Management Authority			
BRC013	Organisational Structure	Chart	1
BRC014	Responsibilities and Management Authority	Procedure	17
BRC015	General Manager Job Description	Job Description	4
BRC016	Quality Manager Job Description	Job Description	4
BRC017	Food Safety Meeting Agenda	Form	2
2. THE FOOD SAFETY PLAN - HACCP			
Clause 2.1: The HACCP Food Safety Team			
BRC018	Food Safety Team Leader Appointment Letter	Appointment Letter	2
BRC019	Food Safety Team Member Appointment Letter (Example 1)	Appointment Letter	1
BRC020	Food Safety Team Member Appointment Letter (Example 2)	Appointment Letter	1

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
BRC021	Management Representative Appointment Letter	Appointment Letter	4
<i>Refer to BRC025</i>	Scope of the Food Safety Plan	Refer to HACCP Methodology	
BRC022	The Food Safety Team Training Requirements	Form	4
Clause 2.2: Prerequisite Programmes			
BRC023	Pre-requisite Programmes Policy	Policy	6
BRC024	Pre-requisite Programme Verification	Form	3
Clause 2.3 - 2.13: HACCP Methodology			
BRC025	HACCP Methodology	Procedure	13
BRC026	Hazard Analysis	Excel Spread Sheet	4
<i>Refer to BRC026</i>	<i>Hazard Risk Assessment</i>	<i>Refer to Hazard Analysis</i>	
<i>Refer to BRC026</i>	<i>Decision Tree</i>	<i>Refer to Hazard Analysis</i>	
BRC027	HACCP Plan Example	Form	1
BRC163	Process Flow (Sulphur Containing Product)	Form	2
BRC225	Product Description and Intended Use	Form	1
3. FOOD SAFETY AND QUALITY MANAGEMENT SYSTEM			
Clause 3.1: Food Safety and Quality Manual			
<i>See note</i>	<i>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.</i>		
Clause 3.2 - 3.3: Document and Record Control			
BRC028	Document and Record Control Procedure	Procedure	6
BRC029	Document Change Request Form	Form	1
BRC030	Document Distribution Control Form	Form	1
BRC031	Document Amendment List	Form	1
BRC032	External Documents (Regulations)	Form	2
BRC216	Master Document Control List	Form	2

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
Clause 3.4: Internal Audits			
BRC033	Internal Audit Procedure	Procedure	4
BRC034	Internal Audit Programme	Form	1
BRC035	Internal Audit Risk Assessment	Form	5
BRC036	Internal Auditor Appointment Letter	Letter	1
BRC037	Internal Facility Inspection Checklist	Checklist	15
BRC207	Monthly Facility Checklist	Checklist	5
Clause 3.5: Supplier and Raw Material Approval and Performance Monitoring			
BRC038	Raw Material and Packaging Risk Assessment	Risk Assessment	5
BRC039	Approved Suppliers List	Form	5
BRC040	Supplier Approval and Performance Monitoring Procedure	Procedure	2
BRC041	Supplier Approval and Performance Monitoring Form	Form	2
BRC042	Supplier Self Audit Questionnaire	Form	5
BRC043	New Initial Supplier Assessment Form	Form	2
BRC044	Emergency Procurement Procedure	Procedure	5
BRC189	Supplier Approval Questionnaire	Form	2
BRC227	Supplier Allergen Checklist	Form	2
Clause 3.6: Specifications			
BRC045	Product Specifications	Procedure	2
BRC190	Product Specifications Form	Form	3
Clause 3.7: Corrective and Preventative Actions			
BRC046	Corrective and Preventive Action Procedure	Procedure	5
BRC047	Corrective Action Form	Form	2
BRC048	Corrective Action Register	Form	1
BRC183	Corrective Action Trend Analysis	Excel	2

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
Clause 3.8: Control of Non-conforming Products			
BRC049	Control of Non-Conforming Products Procedure	Procedure	3
BRC050	Production Control Form	Form	1
BRC191	Non-conforming Product	Form	2
Clause 3.9: Traceability			
BRC051	Rework Traceability Procedure	Procedure	2
BRC052	Identification and Traceability Procedure	Procedure	4
BRC225	Identification and Traceability Form	Form	2
BRC053	Traceability Test	Form	2
BRC054	Daily Rework Form	Forms	1
Clause 3.10: Complaint Handling			
BRC055	Communications Procedure (Example 1)	Procedure	6
BRC056	Communications Procedure (Example 2)	Procedure	5
BRC057	Customer Complaints Form	Form	1
BRC058	Customer Complaints Trends	Excel	1
BRC059	Customer Complaints Procedure	Procedure	2
BRC060	Customer Complaint Trend Analyses	Excel Spread Sheet	1
Clause 3.11: Management of Incidents, Product Withdrawal and Product Recall			
BRC061	Product Withdrawal and Recall Procedure	Procedure	1
BRC062	Covid-19 Response Plan	Procedure	4
BRC063	Covid-19 Compliance Officer Appointment	Letter	3
BRC064	Covid-19 Risk Assessment	Risk Assessment	9
BRC065	Product Recall and Withdrawal Form	Form	2
BRC066	Positive Recall Report	Form	1
BRC067	Mock Recall Test	Form	3
BRC068	Product Recall	Form	3
BRC184	Mock Recall Minutes	Form	2
BRC185	Product Recall and Incident Management	Procedure	13

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
4. SITE STANDARDS			
Clause 4.1: External Standards and Site Security			
BRC070	Site Security Procedure	Procedure	2
BRC072	Risk Assessment for Site Security	Risk Assessment	2
BRC073	Site Security Checklist (Example 1)	Form	3
BRC074	Site Security Checklist (Example 2)	Form	2
BRC201	Key Control Log Sheet	Form	1
Clause 4.2: Food Defence			
BRC071	Food Defence Procedure	Procedure	4
BRC200	Food Defence Checklist	Form	3
Clause 4.3: Layout, Product Flow and Segregation			
BRC075	Process Flow Map (Example)	Map	1
BRC076	Requirements for Visitors and Contractors	Procedure	1
BRC202	Layout, Product Flow & Segregation Procedure	Procedure	2
Clause 4.4: Building Fabric, Raw Material Handling, Preparation, Processing, Packing and Storage Areas			
BRC077	Construction and Layout of the Building	Procedure	1
BRC192	Building Fabrication and Storage Areas	Procedure	2
Clause 4.5: Utilities - Water, Ice, Air and Other Gases			
BRC078	Utilities Procedure	Procedure	2
BRC079	Water Distribution Diagram (Example)	Diagram	2
BRC080	Water Sampling Procedure	Procedure	1
BRC081	Weekly Water Process Monitoring	Form	1
BRC082	Water Filters Record	Form	1

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
Clause 4.6: Equipment			
BRC083	Equipment Procedure	Procedure	4
BRC193	Equipment Commissioning Procedure	Procedure	3
BRC194	Commissioning Checklist & Risk Assessment	Excel	1
BRC195	Pre-commissioning Checklist (Exp 1)	Form	4
BRC196	Pre-commissioning Checklist (Exp 2)	Form	4
BRC197	Equipment Purchase Specifications	Form	4
BRC203	Post Installation Inspection (Equipment)	Form	1
BRC206	Static Equipment Procedure	Procedure	2
Clause 4.7: Maintenance			
<i>Refer to BRC083</i>	Maintenance and Engineering Procedure	<i>Refer to the Equipment Procedure</i>	
BRC084	Preventative Maintenance Plan	Excel	1
BRC085	Equipment Inspection Form	Form	4
BRC086	Maintenance Job Card	Form	2
Clause 4.8: Staff Facilities			
BRC204	Staff Facilities Inspection Record	Form	2
BRC205	Staff Facilities Procedure	Procedure	2
Clause 4.9: Chemical and Physical Product Contamination Control: Raw Material Handling, Preparation, Processing, Packing and Storage Areas			
BRC087	Product Protection Procedure	Procedure	5
BRC089	Master Chemical List	Form	1
BRC090	Issuing of Cleaning Chemicals	Form	1
BRC091	Blades and Knives Register	Form	1
BRC092	Glass and Blood Clearance Certificate	Form	1
BRC093	Pallet Check Record	Form	1
BRC094	Glass and Hard Plastic Register	Form	9

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
BRC095	Chemical Inventory Register	Form	1
BRC096	Drencher Application	Form	1
BRC097	Empty Chemical Container Register	Form	1
BRC098	Fungicide Bath Application	Form	1
BRC099	Sizing Sheet	Form	8
BRC214	Chemical Application, Handling and Safety Procedure	Procedure	3
Clause 4.10: Foreign-Body Detection and Removal Equipment			
BRC069	Foreign Body Detection and Removal Equipment Procedure	Procedure	9
BRC088	Metal Detection Risk Assessment	Risk Assessment	2
BRC151	Working Programme for Metal Detector Operator	Work Instruction	1
BRC159	Daily Metal Detector Verification	Form	1
BRC211	Protocol Validation for Metal Detector & X Ray Machine	Form	3
BRC212	Metal Detector & X Ray Validation Report	Form	3
BRC213	Validation Protocol for MD & X Ray Procedure	Procedure	3
BRC223	Validation Protocol for Metal Detector and X-Ray	Excel	1
Clause 4.11: Housekeeping and Hygiene			
BRC100	Cleaning and Disinfection Procedure	Procedure	4
BRC101	Environmental Monitoring Procedure	Procedure	2
BRC102	Environmental Monitoring Risk Assessment	Risk Assessment	6
BRC103	Master Cleaning Schedule	Form	5
BRC104	Housekeeping Checklist	Form	5
BRC105	Toilet Cleaning Record	Form	1
Clause 4.12: Waste and Waste Disposal			
BRC106	Waste Management Procedure	Procedure	2
BRC107	Daily Waste Control Checklist	Form	1

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
Clause 4.13: Management of Surplus Food and Products for Animal Feed			
BRC108	Surplus Food and Products for Animal Feed	Procedure	2
BRC226	Surplus Product Traceability	Form	1
Clause 4.14: Pest Management			
BRC109	Pest Management Procedure	Procedure	3
BRC110	Pest Activity Checklist	Form	3
BRC111	Pest Devices Location Map (Example)	Map	1
BRC112	Pest Sightings Log	Form	1
BRC113	Pest Control Verification Checklist	Form	1
BRC114	Fly Catcher Tubes Replacement	Form	1
Clause 4.15: Storage Facilities			
BRC115	Storage Facilities Procedure	Procedure	3
BRC116	Finished Goods Stock Control Sheet	Form	1
BRC117	Sample Retention Inspection Form	Form	1
BRC118	Dispatch Form	Form	1
BRC119	Product Loading Inspection Form	Form	1
BRC120	Cold Storage Arrangement	Form	1
BRC198	Core Temperature Verification Check	Form	1
BRC199	Daily Freezer and Chiller Temperature Monitoring	Form	1
BRC222	Temperature Checks for Cold Rooms and Freezers	Form	1
Clause 4.16: Dispatch and Transport			
BRC121	Distribution of the Final Product	Procedure	3
BRC122	Dispatched Pallets	Form	1
BRC123	Vehicle Control Sheet	Form	1
BRC188	Vehicle Cleaning Checklist	Excel	1

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
5. PRODUCT CONTROL			
BRC124	Product Control Procedure	Procedure	4
Clause 5.1: Product Design and Development			
BRC125	Product Design and Development Procedure (Example 1)	Procedure	4
BRC126	Product Design and Development Procedure (Example 2)	Procedure	2
BRC127	Shelf-Life Study Procedure	Procedure	1
BRC128	Shelf-Life Evaluation	Form	1
BRC208	New Product Proposal	Form	7
BRC209	New Product Development (Example 3)	Procedure	4
Clause 5.2: Product Labelling			
BRC129	Product Labelling and Packing Procedure	Procedure	3
BRC130	Labelling Inspection Form (<i>also refer to BRC140</i>)	Form	1
BRC210	Graphic Design and Artwork Control Procedure	Procedure	2
Clause 5.3: Management of Allergens			
BRC131	Allergen Management Procedure (Example 1)	Procedure	2
BRC132	Allergen Management Procedure (Example 2)	Procedure	7
BRC133	Allergen Risk Assessment	Risk Assessment	2
BRC134	Allergen Cross Contamination Points	Map	1
BRC135	Allergen Contamination Risk Matrix	Form	1
Clause 5.4: Product Authenticity, Claims, and Chain of Custody			
BRC136	Product Information, and Chain of Custody Procedure	Procedure	2
BRC137	Vulnerability Assessment	Form	2
Clause 5.5: Product Packaging			
BRC138	Product Packaging Procedure	Procedure	1
BRC139	Obsolete Packaging Control Form	Form	1
BRC140	Labelling and Packaging Inspection Form (<i>also refer to BRC130</i>)	Form	1

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
Clause 5.6: Product Inspection, On-site Product Testing and Laboratory Analysis			
BRC141	Product Inspection and Testing Procedure	Procedure	3
BRC142	Micro Monitoring Schedule (Sample Plan)	Form	4
BRC143	Incoming Materials Inspection Report	Form	1
BRC144	Fruit Evaluation - Seed Count Form	Form	1
BRC145	Fruit Receipt Inspection Form	Form	1
BRC146	Internal Fruit Quality Tests Form	Form	1
BRC147	pH Reading Form	Form	1
Clause 5.7: Product Release			
BRC148	Product Release Procedure	Procedure	1
BRC215	Product Release Form	Form	1
Clause 5.8: Pet Food and Animal Feed			
BRC218	Pet Food & Animal Feed Procedure	Procedure	2
Clause 5.9: Animal Primary Conversion			
BRC217	Animal Primary Conversion Procedure	Procedure	1
6. PROCESS CONTROL			
BRC149	Process Control Procedure (Example 1)	Procedure	11
BRC219	Process Control Procedure (Example 2)	Procedure	2
BRC150	Packing Process Procedure	Procedure	2
BRC152	Calibration Schedule	Form	1
BRC153	Scale Verification Check	Form	1
BRC154	Daily Thermometer Verification Check	Form	1
BRC155	Calibration and Control of Measuring Devices	Procedure	7
BRC156	Bin Weight at Tipper	Form	1
BRC157	Carton Make-Up Checklist	Form	1

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
BRC158	Sulphur monitoring Form	Form	1
BRC160	Product Mass Balance Verification Form	Form	1
BRC161	Mass Control	Form	1
BRC162	Production Line Check	Form	1
BRC164	Tip Records	Form	1
BRC165	Wax Application	Form	1
BRC186	Pre-startup Checklist	Form	2
Clause 6.1: Control of Operations			
<i>Refer to Clause 6</i>	<i>Refer to the documents under Clause 6</i>		
Clause 6.2: Labelling and Pack Control			
<i>Refer to Clause 6</i>	<i>Refer to the documents under Clause 6</i>		
Clause 6.3: Quantity – Weight, Volume and Number Control			
<i>Refer to Clause 6</i>	<i>Refer to the documents under Clause 6</i>		
Clause 6.4: Calibration and Control of Measuring and Monitoring Devices			
<i>Refer to Clause 6</i>	<i>Refer to the documents under Clause 6</i>		
7. PERSONNEL			
Clause 7.1: Training: Raw Material Handling, Preparation, Processing, Packing and Storage Areas			
BRC166	Training Procedure	Procedure	3
BRC167	Training Matrix and Competency Mapping	Form	4
BRC168	Allergen Awareness Assessment	Form	2
BRC169	Staff Training Matrix	Form	2
BRC170	Staff Training Register	Form	1
BRC171	Staff Training Assessment	Form	5

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
Clause 7.2: Personal Hygiene: Raw Material Handling, Preparation, Processing, Packing and Storage Areas			
BRC172	Hygiene Code of Conduct	Policy	6
BRC173	Glove and Plaster Register	Form	1
BRC174	Visitor's Register	Form	2
BRC175	Daily Personal Hygiene Checklist	Form	1
Clause 7.3: Medical Screening			
BRC176	Medical Screening Procedure	Procedure	1
BRC177	Annual Health Check	Form	1
BRC178	Clinic Record	Form	1
Clause 7.4: Protective Clothing: Staff or Visitors to Production Areas			
BRC179	Protective Clothing Procedure	Procedure	1
BRC180	Protective Clothing Checklist	Form	1
BRC187	Protective Clothing Issuing Checklist	Form	2
BRC221	PPE Laundry Procedure	Procedure	1
CLAUSE 8: HIGH-CARE AND AMBIENT HIGH CARE PRODUCTION RISK ZONES			
BRC181	High-Care and Ambient High-Care Production Risk Zones Procedure	Procedure	4
BRC220	High Risk / High Care Daily Inspection Checklist	Form	1
Clause 8.1: Layout, Product Flow and Segregation in High-Risk, High-Care and Ambient High-Care Zones			
<i>Refer to BRC181</i>	<i>Refer to the relevant section in the High-Care and Ambient High-Care Production Risk Zones Procedure</i>		
Clause 8.2: Building Fabric in High-Risk and High-Care Zones			
<i>Refer to BRC181</i>	<i>Refer to the relevant section in the High-Care and Ambient High-Care Production Risk Zones Procedure</i>		
Clause 8.3: Equipment and Maintenance in High-Risk and High-Care Zones			
<i>Refer to BRC181</i>	<i>Refer to the relevant section in the High-Care and Ambient High-Care Production Risk Zones Procedure</i>		
Clause 8.4: Staff Facilities for High-Risk and High-Care Zones			
<i>Refer to BRC181</i>	<i>Refer to the relevant section in the High-Care and Ambient High-Care Production Risk Zones Procedure</i>		

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
Clause 8.5: Housekeeping and Hygiene in High-Risk and High-Care Zones			
<i>Refer to BRC181</i>	<i>Refer to the relevant section in the High-Care and Ambient High-Care Production Risk Zones Procedure</i>		
Clause 8.6: Waste and Waste Disposal in High-risk, High-care Zones			
<i>Refer to BRC181</i>	<i>Refer to the relevant section in the High-Care and Ambient High-Care Production Risk Zones Procedure</i>		
Clause 8.7: Protective Clothing in High-Risk and High-Care Zones			
<i>Refer to BRC181</i>	<i>Refer to the relevant section in the High-Care and Ambient High-Care Production Risk Zones Procedure</i>		
CLAUSE 9: REQUIREMENTS FOR TRADED PRODUCTS			
BRC182	Requirements for Traded Products Procedure	Procedure	4
Clause 9.1: The Food Safety Plan - HACCP			
<i>Refer to BRC182</i>	<i>Refer to the relevant section the Requirements for Traded Products Procedure</i>		
Clause 9.2: Approval and Performance Monitoring of Manufacturers/Packers of Traded Food Products			
<i>Refer to BRC182</i>	<i>Refer to the relevant section the Requirements for Traded Products Procedure</i>		
Clause 9.3: Specifications			
<i>Refer to BRC182</i>	<i>Refer to the relevant section the Requirements for Traded Products Procedure</i>		
Clause 9.4: Product Inspection and Laboratory Testing			
<i>Refer to BRC182</i>	<i>Refer to the relevant section the Requirements for Traded Products Procedure</i>		
Clause 9.5: Product Legality			
<i>Refer to BRC182</i>	<i>Refer to the relevant section the Requirements for Traded Products Procedure</i>		
Clause 9.6: Traceability			
<i>Refer to BRC182</i>	<i>Refer to the relevant section the Requirements for Traded Products Procedure</i>		

HOW TO OBTAIN THE FREE PDF BRCGS ISSUE 9 STANDARD

1. Visit [https://www.brcgs.com/product/global-standard-food-safety-\(issue-9\)/p-13279/](https://www.brcgs.com/product/global-standard-food-safety-(issue-9)/p-13279/)
2. Under **“Buy Now”** select the dropdown under **“Format”** and select **“Free PDF”**
3. Select **“Add to Basket”**
4. You will notice a button **“1 item (basket icon)”** at the top. Select it.
5. Select **“checkout”**
6. Provide your details and follow the rest of the instructions.

OTHER USEFUL INFORMATION

Toolkit page	Visit our toolkit page here
Toolkit demonstration	Join our free webinar for a toolkit demonstration here
Training	Book your BRCGS Transition, Introduction or Implementation training here

Next BRC228