

# BRCGS START! ISSUE 2

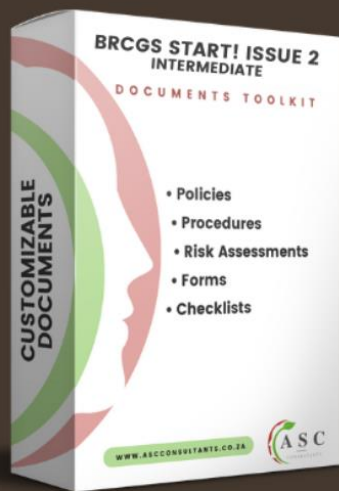
## INTERMEDIATE DEVELOPMENT PROGRAMME

# DOCUMENT TEMPLATES

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# BRCGS START! ISSUE 2

## INTERMEDIATE DEVELOPMENT PROGRAMME

### Food Safety Management System

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<b>1. SENIOR MANAGEMENT COMMITMENT AND CONTINUAL IMPROVEMENT</b>			
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BRCI007	Food Safety Member Appointment Letter	Appointment Letter	2
<b>Clause 2.2: Pre-requisite Programmes</b>			
BRCI008	Pre-requisite Programme Policy	Policy	6
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<b>Clause 2.3: Describe the Product</b>			
BRCI010	Product Description and Intended Use Example	Form	1
<b>Clause 2.4: Identify Intended Use</b>			
<i>Refer to BRCI010</i>	<i>Refer to Product Description and Intended Use Example</i>		
<b>Clause 2.5: Construct a Process Flow Diagram</b>			
BRCI011	Construct a Process Flow Diagram	Process Flow	1
<b>Clause 2.6: Verify Flow Diagram</b>			
<i>Refer to BRCI011</i>	<i>Refer to Construct a Process Flow Diagram</i>		

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BRCI014	Operation Pre-requisite Programmes	Form	1
<b>Clause 2.8: Determine the CCPs</b>			
<i>Refer to BRCI012</i>	<i>Refer to Conduct a Hazard Analysis</i>		
<b>Clause 2.9: Establish Validated Critical Limits for Each CCP</b>			
<i>Refer to BRCI012</i>	<i>Refer to Conduct a Hazard Analysis</i>		
BRCI015	Validation Procedure	Procedure	6
<b>Clause 2.10: Establishing a Monitoring System for Each CCP</b>			
<i>Refer to BRCI012</i>	<i>Refer to Conduct a Hazard Analysis</i>		
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<b>Clause 2.11: Establish a Corrective Action Plan</b>			
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BRCI017	Correction, Corrective and Preventive Actions Procedure	Procedure	6
<b>Clause 2.12: Validate the HACCP Plan and Establish Verification Procedures</b>			
BRCI018	HACCP Plan Review Checklist	Form	6
<b>Clause 2.13: HACCP Documentation and Record-keeping</b>			
<i>Refer to BRCI012</i>	<i>Refer to Conduct a Hazard Analysis</i>		
<b>3. FOOD SAFETY AND QUALITY MANAGEMENT SYSTEM</b>			
<b>Clause 3.1: Food Safety and Quality Manual</b>			
BRCI019	Food Safety & Quality Policy	Policy	4
<b>Clause 3.2: Document Control</b>			
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BRCI021	Document Distribution Control Form	Form	1
BRCI022	Document Amendment List	Form	1

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<b>Clause 3.3: Record Completion and Maintenance</b>			
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BRCI042	Daily Rework Form	Form	1

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
<b>Clause 3.10: Complaint Handling</b>			
BRCI043	Customer Complaints Form	Form	1
BRCI044	Customer Complaints Procedure	Procedure	2
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<b>Clause 3.11: Management of Incidents, Product Withdrawal and Product Recall</b>			
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BRCI047	Product Recall & Withdrawal Form	Form	2
BRCI048	Mock Recall Test	Form	3
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<b>4. SITE STANDARDS</b>			
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BRCI052	Visitors Register	Form	2
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<b>Clause 4.6: Equipment</b>			
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BRCI078	Fly Catcher Tubes Replacement Schedule	Map	1
BRCI079	Pest Devices Location Map	Form	1
BRCI080	Pest Activity Checklist	Checklist	3
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<b>Clause 4.15: Storage Facilities</b>			
BRCI082	Storage Facilities Procedure	Procedure	3
<b>Clause 4.16: Dispatch and Transport</b>			
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<b>Clause 5.1: Product Design and Development</b>			
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BRCI087	Product Labelling Procedure	Procedure	1
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<b>Clause 5.3: Management of Allergens</b>			
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BRCI091	Product Information & Chain of Custody Procedure	Procedure	2
<i>Refer to BRCI055</i>	<i>Refer to Process Flow Map</i>		

DOC NO	DOCUMENT NAME	DOCUMENT TYPE	PAGES
<b>Clause 5.5: Product Packaging</b>			
BRCI092	Product Packaging Procedure	Procedure	1
<b>Clause 5.6: Product Inspection, On-site Product Testing and Laboratory Analysis</b>			
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BRCI094	Micro Monitoring Schedule	Form	4
<b>Clause 5.7: Product Release</b>			
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<b>6. PROCESS CONTROL</b>			
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BRCI099	Mass Control Form	Form	1
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BRCI102	Daily Thermometer Verification Check	Form	1
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<b>7. PERSONNEL</b>			
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<b>Clause 7.2: Personal Hygiene: Raw Material Handling, Preparation, Processing, Packing and Storage Areas</b>			
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