

**D114: DEMO OF BRC GLOBAL STANDARD FOR PACKAGING AND PACKAGING MATERIALS DOCUMENT KIT (Issue no 5) Price 450 USD**

**Complete editable BRC document tool kit - Issue no 5 (Food safety manual, procedures, forms, audit checklist, HACCP Docs, SOPs etc.)**

**Buy: Buy: <http://www.certificationconsultancy.com/brc-packaging-documents-manual-procedures.htm>**

**Chapter-1.0 Contents of BRC Global Standard for Packaging and Packaging Materials (Issue no. 5) as per July2015 Document Kit**

**(More than 150 document files)**

**The Total Editable Document kit has 8 main directories as below.**

**BRC Global Standard for Packaging and Packaging Materials (Issue no. 5) Editable Document kit**

Sr. No.	List of Directory	Document of Details
1.	<b>BRC Manual</b>	<b>14 files in Ms. word</b>
2.	<b>Procedures</b>	<b>14 procedures in Ms. word</b>
3.	<b>Formats / Templates</b>	<b>65 formats in Ms. Word</b>
	<b>Name of departments</b>	
	Dispatch	04 formats in Ms. Word
	Engineering	07 formats in Ms. Word
	System (SYS)	14 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	04 formats in Ms. Word
Stores	03 formats in Ms. Word	
4.	<b>Standard Operating Systems</b>	<b>32 SOPs in Ms. word</b>
5.	<b>Exhibits</b>	<b>07 exhibits in Ms. word</b>
6.	<b>Process Approach</b>	<b>11 process approach in Ms. word</b>
7.	<b>HACCP Filled Docs based on 7 principals</b>	<b>08 files in Ms. word</b>
8.	<b>BRC food safety Audit Checklist</b>	<b>More than 400 questions</b>

**Total 165 files quick download in editable form by e delivery**

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### B. BRC Global Standard For Packaging and Packaging Issue 5 requirementwise document

Ready to use documents with linkage for Our documents vs. BRC global packaging and packaging standard issue-5 requirement is given in Our document matrix list given in below link

#### [Download BRC Packaging and packaging issue-5 Requirement wise Document List](#)

### C. Documentation:-

Our document kit is having sample documents required for BRC packaging and packaging 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 1<sup>st</sup> 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 - Packaging and Packaging Manual:

It covers sample copy of BRC - packaging and packaging manual made based on Issue no 5 of global standard for packaging and packaging. It describes how all requirement of BRC global standard for packaging and packaging. It covers list of procedures as well as overview of organization and covers tier 1 of BRC documents.

#### **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.	<b>Senior Management commitment and continual improvement</b>	1 – 2	---
	Product Safety and Quality Management Policy		1.1
	<b>Senior Management commitment</b>		1.2
	Organisation Structure, responsibilities and management authority		1.3
	Management Review		1.4

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2.	<b>Hazard and Risk Management system</b>	1 – 3	2.0
	Hazard and Risk Management Team		2.1
	<b>Hazard and Risk Analysis</b>		<b>2.2</b>
	Exemption of requirements based on Risk Analysis		2.3
3.	<b>Product Safety And Quality Management System</b>	1 – 4	3.0
	Product Safety and Quality Manual		3.1
	Customer Focus and Contract Review		3.2
	<b>Internal audits</b>		<b>3.3</b>
	Supplier Approval and Performance Monitoring		3.4
	Subcontracting of Production		3.5
	Document Control		3.6
	<b>Specifications</b>		<b>3.7</b>
	Record Keeping		3.8
	<b>Traceability</b>		<b>3.9</b>
	Complaint Handling		3.10
	Management of Incident and product recalls		3.11
4.	<b>Site Standards</b>	1 – 6	4.0
	External Standards		4.1
	Building Fabric and Interiors		4.2
	Utilities		4.3
	Security		4.4
	Layout and Product Flow		4.5
	Equipment		4.6
	Maintenance		4.7
	Staff Facilities		4.8
	<b>Housekeeping and Cleaning</b>		<b>4.9</b>
	Waste and Waste Disposal		4.10
	Pest Control		4.11
	Transport, Storage and Distribution		4.12
5.	<b>Product and Process Control</b>	1 – 5	5.0
	Product Design and Development		5.1
	Packaging Print Control		5.2
	<b>Process Control</b>		<b>5.3</b>
	Product Inspection and Analysis		5.4

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	In-line Testing and Measuring Equipment		5.5
	Calibration		5.6
	Control of Non confirming product		5.7
	Foreign body Contamination control		5.8
<b>6.</b>	<b>Personnel</b>	1 – 2	6.0
	<b>Training and Competence</b>		<b>6.1</b>
	Access and Movement of personnel		6.2
	Personal Hygiene		6.3
	Medical screening		6.4
	Protective Clothing		6.5
<b>Annexures</b>			
ANX-I	List Of Quality and Food Safety 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 packaging and packaging (Issue no 5) standard.

- 1 Procedure for Preliminary Analysis of Production Process
- 2 Procedure For Pre-requisite Program
- 3 Hazard Identification Procedure
- 4 Procedure For HACCP Plan
- 5 Procedure For emergency preparedness and response
- 6 Procedure for Product Withdrawal
- 7 Production
- 8 Procedure For Management Review
- 9 Procedure For Document And Data Control
- 10 Procedure For Correction, Corrective And Preventive Action
- 11 Procedure For Control Of Quality Records
- 12 Procedure For Internal Quality And Food Safety Audit
- 13 Procedure For Control Of Monitoring And Measuring Equipments
- 14 Procedure For Training

**To get more information about BRC issue 5 Documentation kit [Click Here](#)**

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### **3. Blank Formats (65 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. 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. Master list cum distribution list of documents
12. Change Note
13. Corrective Action Report
14. Master List of Records
15. Objectives
16. Audit Plan / Schedule
17. Internal Audit Non-Conformity Report
18. Clause wise Document wise Audit Review Report
19. Preventive Action Report
20. Continual Improvement Plan
21. Calibration Status of Instrument
22. Internal Audit Conformity Report
23. Monthly Food Safety Inspection Report
24. Magnet Control
25. Cleaning And Sanitation Report
26. House keeping records-Area Wise
27. Visitor Entry Report
28. Pest Control Report
29. Fumigation Report
30. Daily Sanitation Audit Report
31. Pest control logbook-Daily Sheet
32. Glass Inventory Records
33. Visual Inspection Report-Glass Monthly
34. Wooden Checking
35. Operation pre-requisite programs
36. Rodent trapping record
37. Medical Checkup report
38. Production Planning
39. Disposal of Non confirming Products
40. Purchase Order
41. Indent cum Incoming Inspection
42. Approved Vendor List cum Open Purchase order
43. Supplier Registration Form
44. Open Purchase Order
45. Supplier Audit Schedule
46. Supplier Audit Checklist
47. Sample Test Request
48. Positive Recall Report
49. pH Meter Calibration Report
50. Normality record sheet
51. Validation Report
52. Order form confirmation
53. Feedback for customer
54. Customer Complaint Report
55. Daily Stock Statement
56. Gate Pass
57. Unloading Vehicle Checking Report
58. Training Calendar
59. Training Report
60. Induction training Report

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- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| 61. Job Description and Specification | 62. Skill Matrix                      |
| 63. Health Questionnaire              | 64. Temporary Maintenance Work Report |
| 65. Design and Development Records    |                                       |

### **4. Standard Operating Systems (32 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 packaging and packaging (Issue no 5) 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
- 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

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**Buy: Buy: <http://www.certificationconsultancy.com/brc-packaging-documents-manual-procedures.htm>**

- 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 RM / PM / General Material Receipt / Issue / Storage
- 26 SOP for Printing Machine
- 27 SOP for Lamination (Solvent less)
- 28 SOP for Slitting Machine
- 29 SOP for Pouch Making Machine
- 30 SOP for Testing Of Raw Material
- 31 SOP for Checking Of GSM and Thickness
- 32 SOP for Testing Of Finished Product

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

It covers sample copy of exhibits covering all the details for BRC global standard for packaging and packaging materials (issue no. 5).

#### **List of Exhibits**

- 1 Skill Requirements
- 2 Disposal Of Non-Conforming Products
- 3 Quality Plan – Incoming Inspection and Testing
- 4 Raw Material Specifications
- 5 Codification System
- 6 Acceptable Sanitation and Cleaning Limits
- 7 Housekeeping Procedure and Frequency

### **6. Process Approach (07 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 for Product Design and Development

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- 2 Process Flow Chart for Purchase
- 3 Process Flow Chart for Quality Control
- 4 Process Flow Chart for Stores
- 5 Process Flow Chart for Management Representative's Area
- 6 Process Flow Chart for Customer Service
- 7 Process Flow Chart for Despatch
- 8 Process Flow Chart for Engineering
- 9 Process Flow Chart for Training
- 10 Process Flow Chart for Marketing
- 11 Process Flow Chart for 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. BRC Audit Questionnaire / clause Wise audit Questionnaire (More than 500 audit questions)**

There covers audit questions based on BRC global standard for packaging and packaging (issue no. 5) 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.

### **9. Master Sheet**

The master sheet is providing inter linkage of all the documents with reference of BRC standard for packaging and packaging materials (issue no. 5) requirements.

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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 Packaging and Packaging (Issue no 5) 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 packaging and packaging documents.
2. Take care for all the section and sub sections of BRC packaging and packaging (Issue no 5) 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 packaging and packaging 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 packaging and packaging 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.

**For purchase Click Here**



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