

D114: DEMO OF BRCGS GLOBAL STANDARD FOR PACKAGING MATERIALS (Issue 7) DOCUMENTATION KIT **Price 550 USD**

Completely Editable BRCGS Global Documentation Tool Kit (BRCGS manual, procedures, policies, forms, exhibits, process approach, audit checklist, HACCP Docs, SOPs, etc.)

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Chapter-1.0 Contents of BRCGS Global Standard for Packaging Materials (Issue 7) Documentation Kit (More than 215 document files)

A. This totally editable documentation kit has 12 main directories as below:

BRCGS Global Standard for Packaging Materials (Issue 7) Editable Documentation Kit

Sl. No.	List of Directories	Document of Details
1.	BRCGS Product Safety Manual	15 files in MS Word
2.	Procedures	20 procedures in MS Word
3.	Policies	07 policies in MS Word
4.	Exhibits	12 exhibits in MS Word
5.	Formats / Templates	75 formats in MS Word & Excel
	Name of departments	
	Dispatch	04 formats in MS Word
	Engineering	07 formats in MS Word
	System (SYS)	18 formats in MS Word
	Housekeeping, Hygiene and Sanitation	14 formats in MS Word & Excel
	HRD and training	07 formats in MS Word
	Production	05 formats in MS Word
	Purchase	07 formats in MS Word
	Quality Control	06 formats in MS Word
	Sales	04 formats in MS Word
	Stores	03 formats in MS Word
6.	Standard Operating Procedures	43 SOPs in MS Word
7.	Process Approach	11 process approach in MS Word
8.	HACCP Docs	15 document files in MS Word
9.	Product safety Assessment	09 files in MS Word / Excel
10.	BRCGS Packaging Materials (Issue 7) Audit Checklist	More than 900 questions
11.	Product Safety Culture	05 files in MS Word / Excel
12.	BRCGS Packaging (Issue 7) Document Compliance Matrix	01 file in MS Excel

Total 215 files in editable form; quick download by e- delivery

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B. Documentation:-

Our documentation kit is having sample documents required for BRCGS global packaging Issue 7 certification as listed below. **You need to study all the documents to do necessary changes as per your company's need and within one week your entire documents with all necessary details will be ready.**

Under the main directories, further files are made in Word /Excel format as per the details listed below. All the documents are related to packaging material manufacturing/processing industry.

1. BRCGS Product Safety Manual:

This BRCGS Product Safety Manual, which is tier-1 of documentation, is based on BRCGS for Packaging Materials Issue 7. It describes how all requirements of BRCGS for Packaging Materials Issue 7 are implemented in the organization. It covers list of procedures as well as overview of organization.

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Chapter No.	Subject	Page No.	BRCGS Clause Reference
Section – 1			
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B.	Table Of Contents	1 – 2	---
C.	Control And Distribution	1 – 3	---
Section – 2			
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	Management Review		1.2
	Organizational structure, responsibilities and management authority		1.3
2.	Hazard analysis and risk assessment	1 – 3	2.0
	The hazard analysis and risk assessment team		2.1
	Prerequisite programs		2.2
	Describe the product		2.3
	Construct and verify process flow diagram		2.4
	List all potential hazards associated with each manufacturing step, conduct a hazard analysis and consider any measures to control identified hazards		2.5
	Determine the critical control measures		2.6
	Establish validated critical limits for each critical control measure		2.7

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	Internal audits		3.5
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	Management of outsourced processes		3.8
	Management of suppliers of services		3.9
	Traceability		3.10
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	Site security and product defense		4.4
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	Equipment		4.6
	Maintenance		4.7
	Housekeeping and cleaning		4.8
	Product contamination control		4.9

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	Waste and waste disposal		4.10
	Pest management		4.11
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	Print Control		5.3
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ANX-IV	Quality and Product Safety Policy	1 – 1	===
ANX-V	Organization Structure	1 – 1	===

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2. Procedures (20 Procedures):

This directory includes sample copy of mandatory procedures required for implementation of Product Safety System based on BRCGS for Packaging Materials Issue 7.

List of Procedures

- 1 Procedure for Management Review
- 2 Procedure for Document and Data Control
- 3 Procedure for Correction, Corrective and Preventive action
- 4 Procedure for Control of Quality Records
- 5 Procedure for Internal Audit
- 6 Procedure for Control of Monitoring and Measuring Equipments
- 7 Procedure for Training
- 8 Procedure for Traceability
- 9 Procedure for Purchasing
- 10 Procedure for Trading
- 11 Procedure for Control of Non-Conforming Products
- 12 Procedure for Environment Monitoring and Measurement
- 13 Procedure for Assessment of Product Safety Culture
- 14 Procedure for Preliminary Analysis of Production Process
- 15 Procedure for Pre-requisite Program
- 16 Procedure for Hazard Identification
- 17 Procedure for HACCP Plan
- 18 Procedure for Emergency preparedness and response
- 19 Procedure for product re-call / Withdrawal
- 20 Procedure for Reliability of test results

3. Policies (07 Policies):

This sample copy of policies required for implementation of Product Safety System based on BRCGS for Packaging Materials Issue 7.

List of Policies

- 1 Glass, Brittle Plastic & Ceramic Policy
- 2 Hygiene Policy
- 3 Jewellery Policy
- 4 Blade Policy
- 5 Sharps Control Policy
- 6 Mobile Policy
- 7 Gloves Policy

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4. Exhibits (12 Exhibits)

Sample copies of exhibits are given which cover important information for establishing an effective product safety system as per BRCGS global standard for packaging materials (Issue 7).

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. Communication Matrix
7. Interested Parties concern
8. Organizational Knowledge
9. Acceptable Sanitation and Cleaning Limits
10. Housekeeping Procedure and Frequency
11. List of Chemical Onsite
12. Security Assessment

5. Blank Formats (75 Formats):

It covers sample copy of blank forms required to maintain records as well as establish control and implement the system in the organization. The samples are given only as a guide and it is not compulsory to follow them. Organizations are free to change the formats to suit their own requirements.

List of Formats

- | | |
|--|--|
| 1. Packing report / Slip | 2. Visual Inspection Report–Glass Monthly |
| 3. Bag/other packing material inspection report | 4. Wooden Checking |
| 5. Screen Checking report | 6. Rodent trapping record |
| 7. Loading Vehicle Checking Report | 8. Operation Pre-requisite Programs |
| 9. Breakdown History Card | 10. Medical Checkup report |
| 11. Preventive Maintenance Schedule | 12. Production Planning |
| 13. Preventive Maintenance Checkpoints | 14. Disposal of Non confirming Products |
| 15. Daily Preventive maintenance checkpoints | 16. Metal Detector Verification Report |
| 17. Preventive Maintenance checkpoints for Building and civil work | 18. Purchase Order |
| 19. Incident Reporting Record | 20. Indent cum Incoming Inspection |
| 21. Temporary Maintenance Work Report | 22. Approved Vendor List cum Open Purchase order |
| 23. Master list cum distribution list of documents | 24. Supplier Registration form |
| 25. Change Note | 26. Open Purchase Order |
| 27. Corrective Action Report | 28. Supplier Audit Schedule |
| 29. Master List of Records | 30. Supplier Audit Checklist |
| 31. Objectives | 32. Sample Test Request |

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- | | |
|---|--|
| 33. Audit Plan/ Schedule | 34. Positive Recall Report |
| 35. Internal Audit Non conformity report | 36. pH Meter Calibration Report |
| 37. Clause Wise Document wise audit review report | 38. Normality record sheet |
| 39. Preventive Action Report | 40. Validation Report |
| 41. Continual Improvement Plan | 42. Supplier Traceability System |
| 43. Calibration Status of Instrument | 44. Order form confirmation |
| 45. Internal Audit Conformity Report | 46. Feedback for customer |
| 47. Monthly Product Safety Inspection Report | 48. Customer Complaint Report |
| 49. Magnet Control | 50. Design and Development Records |
| 51. Monthly site security checklist | 52. Daily stock Statement |
| 53. Monthly product defence checklist | 54. Gate Pass |
| 55. Cleaning and Sanitation Report | 56. Unloading Vehicle Checking Report |
| 57. House Keeping Records–Area Wise | 58. Training Calendar |
| 59. Visitor Entry Report | 60. Training Report |
| 61. Pest Control Report | 62. Induction training Report |
| 63. Fumigation Report | 64. Job Description and Specification |
| 65. Daily Sanitation Audit Report | 66. Skill Matrix |
| 67. Pest Control log book–Daily Sheet | 68. Health Questionnaire |
| 69. Glass Inventory Records | 70. Suggestion Box Verification record |
| 71. Filter Change & Verification Report | 72. Water testing |
| 73. Magnet Cleaning Report | 74. Hazard analysis and risk management review Meeting |
| 75. Supplier Management Review Meeting | |

6. Standard Operating Systems (43 SOPs)

It covers sample copy of standard operating procedures and covering work instructions, practices and policies as per requirements of BRCGS global standard for packaging materials (Issue no 7). The lists of operating procedures are given below.

List of SOPs

- | | |
|---|--|
| 1. SOP for Material Receipt / Issue in Despatch | 2. SOP for Material / Process / Product Mix Up |
| 3. SOP for Glass breakage Management | 4. SOP for Building Maintenance and General Facilities |
| 5. SOP for Installation of New Glass | 6. SOP for Safety |
| 7. SOP for Self-Care Laundering | 8. SOP for Metal, Wood & Glass Procedure |
| 9. SOP for Waste Disposal | 10. SOP for Wooden Materials |
| 11. SOP for Hygiene clearance | 12. SOP for Validation of non–standard methods |
| 13. SOP for Incident Reporting | 14. SOP for Metal Detector |
| 15. SOP for Blade Management | 16. SOP for Confidential reporting Channel (Whistle Blowing channel) |
| 17. SOP for Product Re – call | 18. SOP for Product Fraud Prevention |
| 19. SOP for Condition / Cleanliness of Product | 20. SOP for Product Defense |

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Contact Surface

- | | |
|--|--|
| 21. SOP for Prevention OF Cross Contamination | 22. SOP for RM / PM / General Material Receipt / Issue / Storage |
| 23. SOP for Personnel Health and Hygiene | 24. SOP for Testing of Raw Material |
| 25. SOP for Protection of Product Adulteration | 26. SOP for Checking of GSM and Thickness |
| 27. SOP for Pest Control | 28. SOP for Testing of Finished Product |
| 29. SOP for General Housekeeping | 30. SOP for Printing Machine |
| 31. SOP for Entry / Exit Procedure – Personal Hygiene | 32. SOP for Lamination (Solvent less) |
| 33. SOP for Floor Cleaning | 34. SOP for Slitting Machine |
| 35. SOP for Cleaning of Doors, Windows, Walls and Tube light and Fan | 36. SOP for Pouch Making Machine |
| 37. SOP for Equipment Lay-out | 38. SOP for Flagging of Defects / Error in Process |
| 39. SOP for Shelf Life Study of Finish Product | 40. SOP for Traceability System |
| 41. SOP for Preservation of Finish Product Sample | 42. SOP for Product Release |
| 43. SOP for Waste Management Program | |

7. Process Approach (11 Process Approaches)

This directory includes sample copies of process approaches and sample flow charts for process activities.

List of Process Approach

1. Process flow chart for Product Design and Development
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 Dispatch
8. Process flow chart for Engineering
9. Process flow chart for Training
10. Process flow chart for Marketing
11. Process flow chart for Production

8. HACCP Docs

Both blank and filled copies of documents for Product Description, Process flow chart, Hazard Analysis Report, HACCP Plan, Corrective Action Plan, Verification Plan, HACCP principles etc. are provided.

9. Product Safety Assessment

It covers sample copy of product safety assessment as per requirements of BRCGS global standard for packaging materials (Issue no 7).

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10. BRCGS Audit Questionnaire (More than 900 audit questions)

This directory contains three types of audit questionnaire/checklist and instructions for their use. Audit questions based on requirements of BRCGS for Packaging Materials Issue 7 as well as department wise questions are provided. A sample checklist for supplier audit is also provided. These checklists are very good tool for the auditors to make their own audit checklist for effectiveness in auditing.

11. Product Safety Culture

It covers sample copy of product safety culture as per requirements of BRCGS global standard for packaging materials (Issue no 7).

12. BRCGS packaging (Issue 7) Compliance Matrix

This is a master sheet providing inter-linkage of all the documents of this kit with BRCGS Global standard for packaging materials (issue 7) requirements.

Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO/NABH 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 have **more than 4500 clients in more than 101 countries. Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO/BRCGS series consultancy for **more than 4500 companies** globally. We have clients **in more than 101 countries.**
2. We are a highly qualified team of 80 team members (including MBAs, Degree Engineers) and the Managing Director are having rich professional experience of more than 25 years (since 1991).
3. With a branded image and leading name in the market, our team has 100% success rate for ISO/BRCGS series certification from reputed certification bodies.
4. We suggest continual improvement and cost reduction measures as well as provide highly informative training documents and other products which give fast payback against the cost of our products/services.
5. So far, we have trained more than 50000 employees in ISO series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO/BRCGS documents and training slides.

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Global Manager Group is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach
4. Hard work and updating 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. Establishing strong internal control with the help of system and use of the latest management techniques.

Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware:-

- Our documentation kit can better perform with the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

B. Software used in Document kit

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

3.2 Features of Documentation kit

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO/BRCGS documents.
2. The kit takes care of all the sections and sub-sections of BRCGS for Packaging Materials Issue 7 and helps you to establish better system.
3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own BRCGS for Packaging Materials Issue 7 documents for their organization.
4. It will save much cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO/BRCGS consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
9. The entire kit is prepared by a globally proven team of leading ISO/BRCGS consultants.

For Purchase Click Here →

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