

D114: DEMO OF BRC - PACKAGING AND PACKAGING MATERIALS- Issue 4 DOCUMENT KIT **Price 360 USD**

(Complete editable BRC document tool kit (Food safety policy, manual, procedures, forms, audit checklist, work instruction etc.)

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Chapter-1.0 CONTENTS OF BRC PACKAGING AND PACKAGING MATERIAL DOCUMENT KIT (BRC IoP Issue 4 standard documents)

(More than 110 document files)

A. The entire Editable Document kit has 5 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	System Manual	14 files in Ms. word
2.	Procedures	13 procedures in Ms. word
3.	Formats / Templates Name of departments	58 formats in Ms. Word
	Dispatch	03 formats in Ms. Word
	Engineering	07 formats in Ms. Word
	HACCP(Food safety)	15 formats in Ms. Word
	Housekeeping, Hygiene and sanitation	08 formats in Ms. Word
	HRD and training	06 formats in Ms. Word
	Production	02 formats in Ms. Word
	Purchase	06 formats in Ms. Word
	QCD (Quality Control)	05 formats in Ms. Word
	Sales	04 formats in Ms. Word
	Stores	02 formats in Ms. Word
4.	Work Instructions / Standard Operating Procedures	27 SOPs in Ms. word
5.	Audit Checklist	More than 700 questions

Total 112 files quick download in editable form by e delivery

To get more information about BRC IoP documentation kit [Click Here](#)

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Part: B Documentation:-

Our document kit is having sample documents required for BRC packaging certification as listed below. You need to study it do necessary changes as per your company need and within 4 days your entire documents with all necessary controls 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. System Manual:

It covers sample copy of BRC manual made based on Issue no 4 of global standard for packing and packaging materials 2011. It describes how all requirement of BRC global standard for Packing and Packaging Materials. It covers list of procedures as well as overview of organization and covers tier1 of BRC documents. Also organization chart and food safety policy is given.

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Section – 2			
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	Hazard and Risk Analysis		2.3
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	Subcontracting of Production		3.5
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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 Packing and Packing Mat standard.

List of Procedures

- 1 Procedure For Preliminary Analysis of Production Process.
- 2 Procedure For Pre-requisite Program
- 3 Procedure For Hazard Identification

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- 4 Procedure For HACCP Plan
- 5 Procedure For emergency preparedness and response
- 6 Procedure For Product Withdrawal
- 7 Procedure For Control Of Non-Conforming Products
- 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 Devices

3. Blank Formats (58 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 logbook |
| 7. Preventive Maintenance Schedule | 8. List of Glass Items-Inventory |
| 9. Breakdown History Card | 10. Visual Inspection Report (Daily) –Month |
| 11. Preventive Maintenance Check Points | 12. Medical checkup report |
| 13. Daily Preventive Maintenance Check Points | 14. Production Plan |
| 15. Preventive Maintenance Check Points For Building & Civil Work | 16. Disposal of Non-Conforming Products |
| 17. Incident reporting record | 18. Purchase Order |
| 19. Temporary Maintenance Work Report | 20. Indent And Incoming Inspection Record |
| 21. Hazard Analysis Worksheet | 22. Approved Vendor List and Open O |
| 23. Product Description | 24. Supplier Registration Form |
| 25. Hazard Analysis Check Sheet | 26. Open Purchase Order |
| 27. HACCP Plan | 28. Sample Test Request Slip |
| 29. Master List Cum Distribution List of Documents | 30. Positive Re-Call Report |
| 31. Change Note | 32. pH Meter Calibration Report |
| 33. Corrective Action Report | 34. Normality Record Sheet |
| 35. Master List of Records | 36. Validation Report |
| 37. Objectives | 38. Order Form / Order Confirmation |
| 39. Audit Plan / Schedule | 40. Feed Back Form for Customers |
| 41. Internal Quality Audit Non-Conformity Report | 42. Customer Complaint Report |
| 43. Clause wise Document wise Audit Review Report | 44. Design and Development Records |
| 45. Preventive Action Report | 46. Daily Stock Statement |
| 47. Continual Improvement Plan | 48. Gate Pass |
| 49. Calibration Status of Instrument / Equipment | 50. Training Calendar |
| 51. Pre-Requisite Program (PRP) | 52. Training Need Cum Records Sheet |
| 53. Cleaning And Sanitation Report | 54. Induction Training Report |
| 55. House keeping records | 56. Job Description and Specification |
| 57. Visitor's Entry Report | 58. Health Questionnaire |

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59. Pest Control Report

4. Work Instructions/Standard Operating procedures (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 the lists of operating procedures are listed below.)

List of SOPs

- 1 SOP For Material Receipt / Issue in Despatch
- 2 SOP For the Handling of Glass breakage
- 3 SOP For to ensure adequate installation of new glasses.
- 4 SOP For laundering
- 5 SOP For Hygiene clearance
- 6 SOP For Incident Reporting
- 7 SOP For Blade Management
- 8 SOP For Waste Disposal
- 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
- 21 SOP For Building Maintenance And General Facilities
- 22 SOP For Safety
- 23 SOP For Wood & Glass Policy
- 24 SOP For RM / PM / General Material Receipt / Issue / Storage
- 25 SOP For Material Receipt / Issue in Despatch

5. BRC Audit Questionnaire / clause Wise audit Questionnaire. (More than 700 questions)

There covers audit questions based on BRC Packing and Packing Materials 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.

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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 and BRC packaging standard faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, ISO series or BRC packaging 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 packaging 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 series or BRC packaging certification.
6. We had spent more than 60000 man-days (170 man years) in preparing ISO or BRC packaging 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 ISO 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 documents.
2. Take care for all the section and sub sections of BRC standard and 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 documents for their organization
4. Ready made templates and sample documents are available which can reduce your time in document preparation
5. Save much time and cost in document preparation
6. The audit questions helps in making perfect audit checklist
7. You will get better control in your system due to our proven formats and templates

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