**BRC Global Standards Self-Assessment Tool for Agents and Brokers**

**Welcome to the BRC Global Standards Self-Assessment tool**

We hope that you will find this useful when preparing your site for an audit against the BRC Global Standard for Agents and Brokers.

**How to use the BRC Global Standards Self-Assessment tool**

This tool is designed to help you assess your operation against the requirements of the Standard and help prepare you for your certification audit.

The checklist covers each of the requirements of the Standard and may be used to check your site’s compliance with each of these requirements. The checklist also allows you to add comments or identify areas of improvement in the empty boxes provided at the end of each section.

While we hope that this tool is useful in helping you prepare for your audit it should not be considered as evidence of an internal audit and will not be accepted by auditors during an audit.

**Training**

The BRC Training Academy has courses available to improve the understanding of the requirements for the BRC Global Standard for Agents and Brokers and may be useful for the person using the BRC Global Standards Self-Assessment Tool. For further information on the courses available please visit [www.brctrainingacademy.com](http://www.brctrainingacademy.com)

**Further Information**

If you have any further questions about the BRC Global Standards Self-Assessment Tool or the BRC Global Standard for Agents and Brokers please do not hesitate to contact the BRC Global Standards team

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| Senior Management Commitment | | | | | |
| 1.1 Senior Management Commitment and Continual Improvement | | | | | |
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| **Requirement no.** | **REQUIREMENT** | **Conforms** | | **Comments** | |
| **FUNDAMENTAL Statement of intent** | **The company’s senior management shall demonstrate that they are fully committed to the implementation of the requirements of the Global Standard for Agents and Brokers and to the operation of processes which facilitate continual improvement of their product safety and quality management services.** |  | |  | |
| 1.1.1 | The company shall have a documented policy which states the company’s intention to meet its obligation to supply safe and legal products to the specified quality, and its responsibility to its customers. This shall be:   * signed by the person with overall responsibility for the company * communicated to all staff. |  | |  | |
| 1.1.2 | The company’s senior management shall ensure that clear objectives are defined to maintain and improve the services ensuring product safety, legality and quality in accordance with the quality policy and this standard. These objectives shall be:   * Documented and include targets or clear measures of success * Clearly communicated to relevant staff   Monitored and results reported at least six monthly to company senior management |  | |  | |
| 1.1.3 | Management review meetings attended by the company’s senior management shall be undertaken at appropriate planned intervals, as a minimum annually, to review performance against the Standard and objectives set in 1.1.2. The review process shall include the evaluation of:   * previous management review action plans and time frames * results of internal, second party and/or third party audits * customer complaints and results of any customer performance reviews * incidents, corrective actions, out of specification results and non-conforming materials * review of supplier performance * resource requirements.   Records of the meeting shall be documented and used to revise the objectives encouraging continuous improvement.  The decisions and actions agreed within the review process shall be effectively communicated to appropriate staff, and actions implemented within agreed time scales. |  | |  | |
| 1.1.4 | The company shall have a demonstrable system which ensures that significant product safety, legality and quality issues are brought to the attention of senior management. |  | |  | |
| 1.1.5 | The company’s senior management shall provide the resources required to ensure the product safety, legality and specified quality of products supplied in compliance with the requirements of this Standard and its customers |  | |  | |
| 1.1.6 | The company’s senior management shall have a system in place to ensure that the company is kept informed of any emerging product safety, quality or legality issues, industry Codes of Practice and all relevant legislation applicable in the country where the product is intended to be sold. |  | |  | |
| 1.1.7 | Where required by legislation, the company shall be registered with, or be approved by, the appropriate authority. |  | |  | |
| 1.1.8 | The company shall have a genuine, original hard copy or electronic version of the current Standard available. |  | |  | |
| 1.1.9 | Where the company is certificated to the Standard they shall ensure that recertification audits occur on or before the audit due date indicated on the certificate. |  | |  | |
| 1.1.10 | The opening and closing meetings of the audit for this Standard shall be attended by a senior manager of the company. |  | |  | |
| 1.1.11 | The company’s senior management shall ensure that the root cause of non-conformities identified at the previous audit against the Standard have been effectively addressed to prevent recurrence. |  | |  | |
| 1.2 Organisational Structure, Responsibilities and Management Authority | | | | | |
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| **Requirement no.** | **REQUIREMENT** | | **Conforms** | | **Comments** |
| **FUNDAMENTAL Statement of intent** | **The company shall have a clear organisational structure and lines of communication to enable effective management of services ensuring product safety, legality and quality.**  Further information available at www.brcglobalstandards.com | |  | |  |
| 1.2.1 | The company shall have an organisation chart demonstrating the management structure of the company. The responsibilities for the management of activities which ensure product safety, legality and quality shall be clearly allocated and understood by the managers responsible. It shall be clearly documented who deputises in the absence of the responsible person. | |  | |  |
| 1.2.2 | The company’s senior management shall ensure that all employees are aware of their responsibilities. Where documented work instructions exist for activities undertaken, the relevant employees shall have access to these and be able to demonstrate that work is carried out in accordance with the instruction. | |  | |  |

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| 1. **Hazard and Risk Assessment**   Further information available at www.brcglobalstandards.com | | | |
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| **FUNDAMENTAL Statement of intent** | **The company shall operate a product safety plan for the processes for which they are responsible. This shall be based on the principles of Hazard and Risk analysis, which shall be documented, systematic, comprehensive, fully implemented and maintained. In the food industry these principles are commonly known as HACCP.** |  |  |
| 2.1 | The person responsible for leading the hazard analysis shall be able to demonstrate competence in the understanding of HACCP principles and their application. Where a team is used the team members shall have knowledge of the hazard and risk analysis principles. In the event of the company not having appropriate in house knowledge, external expertise may be sought but the day to day management of the system shall remain the responsibility of the company. |  |  |
| 2.2 | Where the hazard and risk analysis study has been undertaken centrally it shall be possible to demonstrate that the study has been verified to meet the specific activities of the local operations to which the study applies. |  |  |
| 2.3 | The hazard analysis, and resulting procedures, shall have senior management commitment, and shall be implemented through the company’s documented management systems. |  |  |
| 2.4 | The company shall define the scope of the Hazard and Risk Analysis in terms of the products and services that are included.  This shall include:   * a description of the nature of products traded for example canned fish, fresh produce, corrugated board and any particular specified storage or handling conditions for example temperature control requirements, propensity to water damage etc.   A description of any services provided directly or arranged whilst the product is under the responsibility of the company. |  |  |
| 2.5 | A process flow diagram shall be prepared to cover each step in the process from the purchase or acceptance of responsibility for products to acceptance of the products by the company’s customer. As a guide this should include the following where applicable:   * Product and supplier approval * Importation/export processes * product checks or testing * Sub contracted transport or distribution * Sub contracted storage of products * Processes for damaged or rejected product * Any subcontracted processes undertaken on products e.g., relabeling, further processing |  |  |
| 2.6 | The company shall identify and record all potential hazards associated with each step of the product flow. The company shall include consideration to the following types of hazard:   * microbiological growth resulting from temperature abuse of products that require temperature control * physical contamination (e.g. glass contamination, wood splinters from pallets, dust, pests) * chemical or radiological contamination (e.g. pesticide, heavy metals, product tainting) * physical damage (e.g. breakage, puncturing of packaging, water damage) * Fraud e.g. substitution or deliberate adulteration, * Malicious contamination of products * Allergens   any other hazards mandated by the customer or relevant regulatory authorities |  |  |
| 2.7 | The company shall complete a documented risk analysis of the potential hazards in order to identify which need to be controlled. The following should be considered:   * the likely occurrence of the hazard, * the severity of the hazard (e.g. injurious to health, potential to cause food-poisoning , rejection or a product recall)   existing pre-requisite programs which effectively prevent or reduce the hazard to acceptable limits. |  |  |
| 2.8 | For each hazard which requires control, processes shall be established to ensure that sub contract service providers effectively manage their operations to prevent, eliminate or reduce a significant hazard to acceptable limits. Such processes may include:   * Specifications and contracts with sub contracted service providers * Review of HACCP or Hazard and Risk Management plans operated by service providers to confirm that the identified hazard is being controlled |  |  |
| 2.8.1 | Where controls are managed by HACCP or Hazard and Risk Management plans operated by service providers these shall be reviewed by a competent person to determine the effectiveness of the plans or be within the scope of an accredited certification of the service provider.  Records shall be maintained to demonstrate the results of the review. |  |  |
| 2.9 | There shall be effective processes to monitor and verify that the processes operated by sub contracted service providers are effectively controlling the hazards identified. |  |  |
| 2.10 | Corrective action plans shall be defined for instances where monitoring identifies a failure of the controls or where results indicate that products or services are out of specification. |  |  |
| 2.11 | The Hazard and Risk Analysis shall be formally reviewed at least annually and whenever new product types are traded i.e. products which have different characteristics to the products included within the original study; or where new services /process steps are introduced. |  |  |

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| **3 Product Safety and Quality Management System** | | | | |
| 3.1 Product Safety and Quality Systems Manual | | | | |
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| **Requirement no.** | | **REQUIREMENT** | **Conforms** | **Comments** |
| **FUNDAMENTAL Statement of intent** | | **The company’s processes and procedures to meet the requirements of this standard shall be documented to allow consistent application, facilitate training, support due diligence and supply of a safe product.** |  |  |
| 3.1.1 | | The company’s documented procedures, working methods and practices shall be collated in the form of a printed or electronic quality manual. |  |  |
| 3.1.2 | | The quality manual shall be fully implemented and the manual or relevant components shall be readily available to key staff. |  |  |
| 3.1.3 | | All procedures and work instructions shall be clearly legible, unambiguous, in relevant languages and sufficiently detailed to enable their correct application by appropriate staff. |  |  |
| 3.2 Documentation Control | | | | |
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| **FUNDAMENTAL Statement of intent** | | **The company shall operate an effective document control system to ensure that only the correct versions of documents are available and in use.** |  |  |
| 3.2.1 | | The company shall have a procedure to manage documents which form part of the quality system. This shall include:   * a list of all controlled documents indicating the latest version number. * the method for the identification and authorisation of controlled documents * a record of the reason for any changes or amendments to documents   the system for the replacement of existing documents when these are updated. |  |  |
| 3.3 Record Completion and Maintenance | | | | |
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| **FUNDAMENTAL Statement of intent** | | **The company shall maintain genuine records to demonstrate the effective control of product safety, legality and quality.** |  |  |
| 3.3.1 | | Records shall be legible, retained in good condition and retrievable. Any alterations to records shall be authorised and justification for alteration shall be recorded. Where records are in electronic form these shall be suitably backed up to prevent loss. |  |  |
| 3.3.2 | | Records shall be retained for a defined period with consideration given to any legal or customer requirements and to the shelf life of the product or usage of packaging materials. This shall take into account, where it is specified on the label, the possibility that shelf life may be extended by the consumer, e.g. freezing. |  |  |
| 3.3.3 | | Where records are held by third parties the company shall be able to obtain copies of the records typically within one working day (e.g. warehouse intake checks). |  |  |
| 3.4 Customer focus and communication | | | | |
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| **FUNDAMENTAL Statement of intent** | **The company shall understand and clearly communicate their customer’s requirements to relevant suppliers of product and services.**  Further information available at www.brcglobalstandards.com | |  |  |
| 3.4.1 | The company shall have a system for identifying if customers have specific requirements. Where there are specific customer requirements these shall be made known to relevant staff within the company and maintained up to date. | |  |  |
| 3.4.2 | Effective processes shall be in place for communicating customer specific requirements to the relevant suppliers of products and services for example product specifications, codes of practice. Records shall be available to demonstrate that relevant customer requirements have been notified to suppliers. | |  |  |
| 3.5 Internal Audit | | | | |
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| **FUNDAMENTAL Statement of intent** | **The company shall be able to demonstrate that they verify the effective application of their product safety and quality system and the implementation of the requirements of this Standard** | |  |  |
| 3.5.1 | There shall be a planned programme of internal audits with a scope which covers the implementation of the product safety and quality management system and procedures implemented to achieve this standard. The scope and frequency of the audits shall be established in relation to the risks associated with the activity and previous audit performance; all activities shall be covered at least annually. | |  |  |
| 3.5.2 | Internal audits shall be carried out by appropriately trained competent auditors, who are independent from the audited activity. | |  |  |
| 3.5.3 | The internal audit programme shall be fully implemented. Internal audit reports shall identify conformity as well as non-conformity and the results shall be reported to the personnel responsible for the activity audited. Corrective actions and timescales for their implementation shall be agreed and completion of the actions verified. | |  |  |
| 3.6 Specifications for products | | | | |
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| **FUNDAMENTAL Statement of intent** | **Specifications or information to meet legal requirements and assist customers in the safe usage of the product shall be maintained and available to customers.** | |  |  |
| 3.6.1 | Specifications shall be available for all products. These shall either be in the agreed format of the customer or where this is not specified include key data to meet legal requirements and assist the customer in the safe usage of the product. | |  |  |
| 3.6.2 | The company shall seek formal agreement of specifications with relevant parties. Where specifications are not formally agreed then the company shall be able to demonstrate that they have taken steps to ensure formal agreement is in place. | |  |  |
| 3.6.3 | Companies shall operate demonstrable processes to ensure that any customer specified requirements are met. This may be by inclusion of customer requirements within buying specifications or by undertaking further work on purchased product to meet the customer specification e.g. sorting, or grading of product. | |  |  |
| 3.6.4 | Specifications shall be reviewed whenever products/packaging or suppliers change or as a minimum at least every 3 years. The date of review and the approval of any changes shall be recorded. | |  |  |
| 3.7 Traceability | | | | |
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| **FUNDAMENTAL Statement of intent** | **The company shall be able to trace all product lots back to the last manufacturer and forward to the customer of the company.** | |  |  |
| 3.7.1 | The company shall maintain a traceability system for all batches of product which identifies the last manufacturer or in the case of primary agricultural products the packer or place of last significant change of the product. Records shall also be maintained to identify the recipient of each batch of product from the company. | |  |  |
| 3.7.2 | The company shall test the traceability system at least annually to ensure traceability can be determined back to the last manufacturer and forwards to the recipient of the product from the company. This shall include identification of the movement of the product through the chain from the manufacturer to receipt by the company (e.g. each movement and intermediate place of storage).  The traceability test shall include the reconciliation of quantities of product received by the company for the chosen batch or product lot. Traceability should be achievable within 4 hours (one day when information is required from external parties). | |  |  |
| 3.7.3 | Where product is further processed on behalf of the company, relabelled or returned, traceability shall be maintained. | |  |  |
| 3.8 Complaint Handling | | | | |
| Further information available at www.brcglobalstandards.com | | | | |
| **FUNDAMENTAL Statement of intent** | **Customer complaints shall be handled effectively and information used to reduce recurring complaint levels.** | |  |  |
| 3.8.1 | All complaints shall be recorded, investigated and the results of the investigation recorded. Corrective action appropriate to the seriousness and frequency of the problems identified shall be carried out promptly and effectively. | |  |  |
| 3.8.2 | Complaints arising from the action of a service provider or supplier shall be notified to that supplier for further investigation. | |  |  |
| 3.8.3 | Complaint data relating to products and services shall be analysed for significant trends and used to recommend on-going improvements to product safety, legality and quality, and to reduce recurrence. Root cause analysis shall be used for serious or frequently occurring complaints to avoid recurrence. | |  |  |
| 3.9 Corrective Action | | | | |
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| **FUNDAMENTAL Statement of intent** | **The company shall be able to demonstrate that they use the information from identified failures in the product safety and quality management system to make necessary corrections and prevent recurrence.** | |  |  |
| 3.9.1 | The company shall have a documented procedure for handling non conformities identified within the scope of this Standard to include   * clear documentation of the non-conformity * assessment of consequences by a suitably competent and authorised person * identification of the corrective action to address the immediate issue * assign responsibilities and appropriate time scales to ensure correction * verification that the corrective action has been implemented and is effective. * identification of significant or recurring root cause of the non-conformity and implementation of any necessary action to prevent recurrence | |  |  |
| 3.10 Control of Non-conforming Product | | | | |
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| **FUNDAMENTAL Statement of intent** | **The company shall ensure that any out-of-specification product is effectively managed** | |  |  |
| 3.10.1 | There shall be documented procedures for managing products which do not conform to buying or customer specification. This shall include   * a process for subcontractors handling the product to report potentially non-conforming product * clear identification of non-conforming product to prevent release e.g. stock management IT systems * agreed procedures with subcontractors for the secure storage to prevent accidental release * referral to the brand owner where required * defined responsibilities for decision making on the use or disposal of products appropriate to the issue i.e. acceptance by concession, re-designation to an alternative customer, reworking, or destruction * records of the decision on the use or disposal of the product. * records of destruction where product is destroyed for product safety reasons. | |  |  |
| 3.11 Management of Incidents, Product Withdrawal and Product Recall | | | | |
| Further information available at www.brcglobalstandards.com | | | | |
| **FUNDAMENTAL Statement of intent** | **The company shall have a plan and system in place to effectively manage incidents and enable the effective withdrawal and recall of products should this be required.** | |  |  |
| 3.11.1 | The company shall have clear processes to enable sub-contractors to report incidents and potential emergency situations that impact product safety, legality or quality. The company shall have procedures and assigned responsibilities for the review of incidents and to define the appropriate action. | |  |  |
| 3.11.2 | The company shall have a documented product withdrawal and recall procedure. This shall include as a minimum:   * identification of key personnel constituting the recall management team with clearly identified responsibilities * guidelines for deciding whether a product needs to be recalled or withdrawn and records to be maintained * an up-to-date list of key contacts or reference to the location of such a list, e.g. recall management team, emergency services, suppliers, customers, certification body, regulatory authority * a communication plan including the provision of information to customers and regulatory authorities in a timely manner * details of external agencies providing advice and support as necessary, e.g. specialist laboratories, regulatory authority and legal expertise * a plan to handle the logistics of product traceability, recovery or disposal of affected product and stock reconciliation.   The procedure shall be capable of being operated at any time. | |  |  |
| 3.11.3 | The product recall and withdrawal procedures shall be tested, at least annually, in a way that ensures their effective operation. Results of the test shall be retained and shall include timings of key activities. The results of the test and of any actual recall shall be used to review the procedure and implement improvements as necessary. | |  |  |
| 3.11.4 | In the event of a product recall, the Certification Body issuing the current certificate for the company against this Standard shall be informed within 3 working days of the decision to issue a recall. | |  |  |

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| **4. Supplier and sub contracted service management** | | | |
| 4.1 Approval and performance monitoring of manufacturers/packers of traded products. | | | |
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| **Requirement no.** | **REQUIREMENT** | **Conforms** | **Comments** |
| **FUNDAMENTAL Statement of intent** | **The company shall operate procedures for approval of the last manufacturer or packer of products for which it provides a service to ensure that traded products are safe, legal and manufactured in accordance with any defined product specifications.** |  |  |
| 4.1.1 | The company shall have a documented supplier approval procedure which identifies the process for initial and on-going approval of suppliers and the manufacturer/processor of each product traded. The requirements shall be based on the results of a risk assessment which shall include consideration of   * the nature of the product and associated risks * customer specific requirements * Legislative requirements in the country of sale or importation of the product * source or Country of origin * potential for adulteration or fraud * the brand identity of products i.e. customer own brand or branded product. |  |  |
| 4.1.2 | The process for the initial and on-going approval of the manufacturers of product shall be based on –   * certification of the manufacturing/packing site to the applicable. BRC Global Standards or other GFSI Benchmarked Standard   and /or   * supplier audit with a scope to include product safety, traceability testing, HACCP/hazard and risk management, review and good manufacturing practices undertaken by an experienced and demonstrably competent product safety auditor.   By exception only and where a valid risk based justification is provided, initial and on-going approval may be based on:-   * legally enforceable warranties from the supplier * A historical trading relationship supported by documented evidence of performance reviews demonstrating satisfactory performance * manufacturing site questionnaire which has been reviewed and verified by a demonstrably competent person. * A specific customer requirement to supply from a manufacturer where liability is with the customer. |  |  |
| 4.1.3 | Records shall be maintained of the manufacturer/packer approval process including audit reports or verified certificates confirming the product safety status of the manufacturing/packing sites supplying products traded. There shall be a process of review and records of follow up of any issues identified at the manufacturing/packing sites with the potential to affect products traded by the company. |  |  |
| 4.1.4 | There shall be a documented process for the on-going review of manufacturers/packers based on risk using defined performance criteria which may include complaints, results of any product tests, regulatory warnings/alerts, customer rejections or feedback. The process shall be fully implemented. |  |  |
| 4.2 Management of suppliers of services | | | |
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| **FUNDAMENTAL Statement of intent** | **The company shall be able to demonstrate that suppliers of services that are out sourced have been approved and are managed to ensure that any risks to product safety have been evaluated and effective controls are in place.** |  |  |
| 4.2.1 | There shall be a documented procedure for the approval and monitoring of suppliers of services e.g. Transport, storage, laboratory testing labelling.  Approval process shall be risk based and shall consider   * Risk to products safety, quality * Compliance to Legal requirements e.g. weight, label controls * Customer specific requirements * Potential risks to the security of the product (food defence, substitution) |  |  |
| 4.2.2 | The approval process shall be based on one or more of the following options   * certification of the supplier e.g. BRC Global Standards or other applicable GFSI Benchmarked Standard or applicable ISO Standard * supplier audit with a scope to include product safety, traceability testing, Hazard analysis review and good operating practices undertaken by an experienced and demonstrably competent product safety auditor. * historical performance - supported by documented evidence of performance reviews demonstrating satisfactory performance * supplier questionnaire which has been reviewed and verified by a demonstrably competent person.- * licence to operate (e.g. licenced waste management contractor) |  |  |
| 4.2.3 | Contracts or formal agreements shall exist with the suppliers of services which clearly specify service requirement and ensure potential product safety risks associated with the service have been addressed. |  |  |
| 4.2.4 | There shall be a formal process of review of service providers based on risk and using defined performance criteria which may include complaints, results of any product tests, customer rejections or feedback. The process shall be fully implemented. |  |  |
| 4.3 Product Security /Food Defense | | | |
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| **FUNDAMENTAL Statement of intent** | **Security systems shall ensure that products are protected from theft, substitution or malicious contamination whilst under the management control of the company.** |  |  |
| 4.3.1 | The company shall assess the potential risks to the security of the products during  subcontracted transportation and storage by the service providers the company appoints. Security measures identified by the risk assessment shall form part of the contract or terms and conditions for subcontracted suppliers which have access to the product. |  |  |
| 4.3.2 | The security arrangements at sub contracted suppliers which handle product shall be verified at the start of a contract and then at a frequency based on risk thereafter. |  |  |
| 4.4 Product Inspection and Laboratory Testing | | | |
| Further information available at www.brcglobalstandards.com | | | |
| **FUNDAMENTAL Statement of intent** | **The company shall operate processes to ensure that products received comply with buying specifications and supplied product is in accordance with any customer specification.** |  |  |
| 4.4.1 | The company shall have a product sampling or assurance programme to verify that products are in accordance with buying specifications and meet legal and safety requirements.  Where verification is based on sampling, the sample rate and assessment process shall be  risk-based.  Records of the results of assessments or analysis shall be maintained. |  |  |
| 4.4.2 | Where verification of conformance is provided by the supplier, for example certificates of conformance or analysis, the level of confidence in the information provided shall be supported by commissioning periodic independent product analysis. |  |  |
| 4.4.3 | Where claims are made about products handled including the provenance, chain of custody, assured or ‘identity preserved’ status (see Glossary) of a product or raw materials used; supporting information shall be available from the supplier or independently to verify the claim. |  |  |
| 4.4.4 | Where the company undertakes or subcontracts analyses which are critical to product safety or legality, the laboratory, or subcontractors shall have gained recognised laboratory accreditation or operate in accordance with the requirements and principles of ISO 17025. Documented justification shall be available where non accredited test methods are used |  |  |
| 4.4.5 | Test and inspection results shall be retained and reviewed to identify trends. Appropriate actions shall be implemented promptly to address any unsatisfactory results or trends |  |  |
| 4.5 Product Legality | | | |
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| **FUNDAMENTAL Statement of intent** | **The company shall have processes in place to ensure that the products traded comply with the legal requirements in the country of sale where known.** |  |  |
| 4.5.1 | The company shall have documented processes to verify the legality of products which are traded. This shall include as applicable:   * labelling information * compliance to relevant legal compositional requirements * compliance with quantity or volume requirements   Where such responsibilities are undertaken by the customer, this shall be clearly stated in  contracts. |  |  |
| 4.6 Product Design/Development | | | |
| Further information available at www.brcglobalstandards.com | | | |
| **FUNDAMENTAL Statement of intent** | **Product design and development procedures shall be in place for new manufactured product development processes, where this is a service managed by the company, to ensure that safe and legal products are developed meeting customer specified requirements.** |  |  |
| 4.6.1 | The company shall have a process for managing new product development activity with potential suppliers which shall include   * a project brief defining the requirements for the products to be developed * a process for reviewing product samples against the brief * a formal product approval process |  |  |
| 4.6.2 | The company shall ensure that all new manufactured products have been included within the HACCP/Hazard and Risk Management plan of the manufacturing site. This shall ensure that hazards have been assessed and suitable controls are implemented. |  |  |
| 4.6.3 | The company shall be able to demonstrate that the shelf-life attributed to new food products has been verified either through shelf life testing assessment or using documented protocols reflecting conditions experienced during storage and handling or where this is not practical via a documented science based justification. |  |  |
| 4.6.4 | The company shall have processes to ensure new food products are labelled to meet legal requirements for the designated country of use. This shall as appropriate to legislation include information to allow the safe handling, display, storage, preparation and use of the product within the food supply chain or by the customer. There shall be a process to verify that ingredient and allergen labelling is correct based on the product recipe |  |  |
| 4.6.5 | Where a product is designed to enable a claim to be made to satisfy a consumer group, e.g. nutritional claim, reduced sugar; the company shall ensure that the product formulation and production process is fully validated to meet the stated claim. |  |  |
| 4.7 Product Release | | | |
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| **FUNDAMENTAL Statement of intent** | **Where products require formal release by a customer or legal authority the company shall ensure that an effective product release procedure is in place with facilities holding products on behalf of the company.**  Further information available at www.brcglobalstandards.com |  |  |
| 4.7.1 | Where products require positive release, procedures shall be in place to ensure that release does not occur until all release criteria have been completed and release authorised by the company. |  |  |

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| **5 Personnel** | | | |
| 5.1 Training and Competency | | | |
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| **Requirement no.** | **REQUIREMENT** | **Conforms** | **Comments** |
| **FUNDAMENTAL Statement of intent** | **The company shall ensure that all personnel performing work that affects product safety, legality and quality are demonstrably competent to carry out their activity, through training, work experience or qualification.** |  |  |
| 5.1.1 | All relevant personnel, including temporary staff, shall be appropriately trained prior to commencing work and adequately supervised throughout the working period. |  |  |
| 5.1.2 | The company shall have a documented training procedure and documented training records to demonstrate that the training is appropriate and effective. |  |  |
| 5.1.3 | The company shall routinely review the competencies of staff directly involved with product  safety. As appropriate, it shall provide relevant training. This may be in the form of training,  refresher training, coaching, mentoring or on-the-job experience. |  |  |

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| **Change to document** | |
| **Version** | **Details** |
| Revision 2 | Amendment to clause 3.1.3 as was a duplicate of 3.1.2 |