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| **Prepared By** | **Approved By** | **Date** |
|  |  |  |
| Document No: **XXXXXXX** | Revision No: **XXXXX** | Update Date: **XXXXXX** |



**BRC V9**

The owner of this document is [**Company**]. Only those who have been allowed may make changes or edits. When the holder departs from the [**Company**] or no longer needs the document, they are required to return it.

**List of Documents**

**BRC V9 Package - Included Documents**

This document outlines the comprehensive list of procedures, records, forms, manuals, policies, and SOPs included in the BRC V9 Package. These resources are designed to ensure compliance with food safety management standards and facilitate the implementation of an effective Quality and Food Safety Management System.

Package Features:
- Full lifetime access
- Access on laptop, desktop, or mobile
- Certificate of completion

## Food Safety & Quality Manual (FSMS Manual)

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | FSMS scope statement |
| 2 | Site description |
| 3 | Product portfolio summary |
| 4 | Process flow description |
| 5 | Full list of procedures, SOPs and records (Document Master List) |
| 6 | Organizational chart |
| 7 | Interaction of processes diagram |

## Policies

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Food Safety Policy |
| 2 | Quality Policy |
| 3 | Environmental and Sustainability Policy |
| 4 | Food Defense Policy |
| 5 | Food Fraud Mitigation Policy |
| 6 | Allergen Management Policy |
| 7 | Traceability & Recall Policy |
| 8 | Ethical Trading / Corporate Responsibility Policy |
| 9 | Personnel Hygiene Policy |
| 10 | Supplier Approval Policy |
| 11 | Complaint Handling Policy |

## Objectives and Food Safety Culture Plan

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Food safety & quality objectives (measurable) |
| 2 | Food safety culture plan, assessment, and monitoring |

## Standard Operating Procedures (SOPs)

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Management System SOPs |
| 2 | Document Control Procedure |
| 3 | Record Control Procedure |
| 4 | Internal Audit Procedure |
| 5 | Management Review Procedure |
| 6 | Corrective and Preventive Action Procedure |
| 7 | Control of Changes Procedure |
| 8 | Complaint Handling Procedure |
| 9 | Non-Conformance Handling Procedure |
| 10 | Communication Procedure (internal & external) |
| 11 | HACCP Study Development Procedure |
| 12 | Product Description & Intended Use SOP |
| 13 | Flow Diagram Creation & Verification SOP |
| 14 | Hazard Analysis & Risk Assessment SOP |
| 15 | CCP/OPRP Identification SOP |
| 16 | Validation & Verification SOP |
| 17 | Monitoring and Corrective Action SOPs |
| 18 | HACCP Review and Maintenance SOP |
| 19 | Control of Non-Conforming Product Procedure |
| 20 | Rework Control Procedure |
| 21 | Positive Release Procedure |
| 22 | Control of Raw Materials SOP |
| 23 | Product Release SOP |
| 24 | Mock Recall Procedure |
| 25 | Crisis Management Procedure |
| 26 | Supplier Approval & Monitoring Procedure |

## PRP Procedures

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Site & Facility Design SOP |
| 2 | Zoning and Segregation SOP |
| 3 | Utilities Management SOP (Water, Air, Gases, Lighting) |
| 4 | Waste Management SOP |
| 5 | Cleaning and Sanitation Program & SSOPs |
| 6 | Cleaning Validation & Verification SOPs |
| 7 | Pest Management SOP & Monitoring Plan |
| 8 | Maintenance Program SOP |
| 9 | Hygienic Equipment Design SOP |
| 10 | Storage and Warehousing SOP |
| 11 | Dispatch & Transport SOP |
| 12 | Temperature Control SOP |
| 13 | Personal Hygiene and Health SOP |
| 14 | Allergen Control Program SOP |
| 15 | Glass, Brittle Plastics, Wood & Foreign Material Control SOP |
| 16 | Chemical Control SOP |
| 17 | Environmental Monitoring Program |
| 18 | Food Defense Plan |
| 19 | Food Fraud Mitigation Plan |
| 20 | Supplier Vulnerability Assessment SOP |
| 21 | Surplus Food Management SOP |

## HACCP Core Documents

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | HACCP Team Composition Records |
| 2 | Product Descriptions & Intended Use Records |
| 3 | Verified Flow Diagrams |
| 4 | Hazard Identification Worksheets |
| 5 | Risk Assessment Documentation |
| 6 | Critical Control Points (CCP) Identification |
| 7 | Critical Limits Documentation |
| 8 | Validation Records (Scientific & Practical) |
| 9 | Monitoring Procedures |
| 10 | Corrective Action Procedures |
| 11 | Verification Procedures |
| 12 | HACCP Summary Table |
| 13 | HACCP Review Records |

## Monitoring Records

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | CCP & OPRP Monitoring Records |
| 2 | PRP Monitoring Records |
| 3 | Cleaning Records |
| 4 | Pest Control Records |
| 5 | Environmental Monitoring Logs |
| 6 | Temperature Logs |
| 7 | Metal Detector/X-Ray Logs |
| 8 | Allergen Cleaning Validation Logs |
| 9 | Water Quality Test Records |
| 10 | Supplier Monitoring Logs |
| 11 | Complaint Investigation Records |

## Validation & Verification Records

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Process Validation Reports |
| 2 | Cleaning Validation Reports |
| 3 | CCP/OPRP Validation Reports |
| 4 | Product Testing Results (Microbiological, Allergen, Chemical) |
| 5 | Environmental Monitoring Reports |
| 6 | Internal Audit Reports |
| 7 | HACCP Verification Reports |
| 8 | Management Review Minutes |
| 9 | Recall Testing Records |

## Internal Audit System

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Internal Audit Master Schedule |
| 2 | Clause-by-Clause Checklists (Full BRC V9 coverage) |
| 3 | Auditor Competency Records |
| 4 | Nonconformity Reports |
| 5 | Corrective Action Reports |
| 6 | Audit Follow-up Records |

## Management Review

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Management Review Agenda |
| 2 | Meeting Minutes |
| 3 | Input & Output Records |
| 4 | KPI Monitoring Results |
| 5 | Improvement Actions |

## Training & Competency Documents

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Training Needs Matrix |
| 2 | Job Descriptions (Competency Profiles) |
| 3 | Induction Training Records |
| 4 | HACCP Training Records |
| 5 | Allergen Control Training Records |
| 6 | Cleaning and Hygiene Training Records |
| 7 | Food Defense and Food Fraud Training Records |
| 8 | Health Screening & Medical Fitness Records |
| 9 | Ongoing Competency Assessments |

##  Traceability System

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Full Traceability Procedures |
| 2 | Forward & Backward Traceability Logs |
| 3 | Batch/Lot Coding Procedures |
| 4 | Traceability Testing Records |
| 5 | Mass Balance Test Reports |
| 6 | Recall & Withdrawal Procedures |
| 7 | Mock Recall Reports |
| 8 | Recall Incident Records |

## Compliance Documentation

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Legal Register (all applicable food safety legislation) |
| 2 | Product Specifications (Finished products) |
| 3 | Supplier Specifications (Raw materials, packaging) |
| 4 | Certificates of Analysis (CoA) |
| 5 | Certificates of Conformance (CoC) |
| 6 | Export and Import Documents |
| 7 | Customer Requirements & Specifications Files |

## Supplier Approval & Monitoring Documents

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Supplier Approval Procedure |
| 2 | Approved Supplier List |
| 3 | Supplier Audits or Third-party Certification Records |
| 4 | Supplier Self-Assessment Questionnaires |
| 5 | Supplier Performance Monitoring Reports |
| 6 | Supplier Nonconformance Reports |
| 7 | Supplier Corrective Action Requests |
| 8 | Supplier Ethical Compliance Declarations |
| 9 | Supplier Food Fraud and Food Defense Risk Assessments |

## Crisis Management & Emergency Preparedness Documents

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Crisis Management Plan |
| 2 | Emergency Response Plan |
| 3 | Crisis Communication Plans (Internal & External) |
| 4 | Emergency Contact Lists |
| 5 | Scenario-Based Crisis Drill Reports |
| 6 | Post-Incident Analysis Reports |

## Zoning-Specific Documents (if applicable)

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Zoning Maps and Area Classifications |
| 2 | Dedicated SOPs for High Care / High Risk Hygiene |
| 3 | Segregation and Flow Controls |
| 4 | Personnel Movement Control Records |
| 5 | Dedicated Cleaning Programs |
| 6 | Dedicated Protective Clothing Procedures |
| 7 | High Care Training Records |

## Traded Goods Documentation

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Supplier Approval Records (for traded goods) |
| 2 | Product Specifications for Traded Goods |
| 3 | Traceability Records |
| 4 | Product Release Records |
| 5 | Product Testing Reports for Traded Goods |

## Other Required Files

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Customer Complaint Logs |
| 2 | Corrective Action Reports (Internal & External) |
| 3 | Confidentiality Agreements |
| 4 | Security and Site Access Control Logs |
| 5 | Visitor and Contractor Logs |
| 6 | Incident Reports (Food Defense Incidents) |
| 7 | Risk Assessments (Food Fraud, Food Defense, Raw Materials, Supplier Risk, Site Security) |
| 8 | Business Continuity Plans |
| 9 | Utility Failure Contingency Plans |
| 10 | Change Management Logs |
| 11 | Subcontracted Services Agreements (Outsourced Activities Control) |