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

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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** **Name of departments** | **75 formats in MS Word & Excel** |
| | 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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| | Establish validated critical limits for each critical control measure | | 2.7 |

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|   | Internal audits |   | **3.5** |
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|   | Maintenance |   | 4.7 |
|   | Housekeeping and cleaning |   | **4.8** |
|   | Product contamination control |   | 4.9 |

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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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6. Establishing strong internal control with the help of system and use of the latest management techniques.

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- 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.

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- 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.

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