



GLOBAL STANDARD
**STORAGE AND
DISTRIBUTION**



QUICK GUIDE FOR **ISSUE 3**

WHY CHOOSE THE BRC STANDARD?

BENEFITS

- globally recognised and GFSI benchmarked
- increases customer confidence, opening new market opportunities
- clearly defined risk-based requirements
- comprehensive support package to get started
- resulting product safety and system improvements reduce recalls, complaints, and rejected product
- we now have a grading system to provide recognition to the better performing companies
- marketing tools and public recognition on the BRC Global Standards Directory
- a global network of trained and approved certification bodies, auditors, and training providers

ACHIEVABLE

Takes a common sense, risk-based approach, providing companies with a clear path towards achieving certification. Over 1400 sites in more than 30 different countries have risen to the challenge.

APPROPRIATE

The Standard is practically written and was developed with industry experts. It incorporates quality management systems and internationally accepted best practices to ensure product safety and quality. The Standard includes optional modules to allow for flexibility.

SUPPORTED BY CUSTOMERS

Many retailers, major manufacturers and food service companies around the world support the use of the Standard and accept it as part of their supplier approval process.

COST EFFECTIVE

Widely accepted certification reduces the need and expense of duplicate audits. Audits are completed by local BRC trained and approved auditors to enable an internationally accepted Standard to be audited at local rates.

REQUIREMENTS

1. SENIOR MANAGEMENT COMMITMENT

Commitment at a senior level is essential for any product safety system to be effective and to ensure the full application and continual development of these systems.

2. HAZARD AND RISK ANALYSIS

Effective hazard and risk analysis enables the company to identify and manage those hazards that may pose a risk to the quality, safety or integrity of their products.

3. QUALITY MANAGEMENT SYSTEM

This section ensures the company works to a well-documented, systematic approach that forms the basis for the product and process controls necessary to produce safe products, meet customer expectations and ensure staff are trained and informed.

4. SITE AND BUILDING STANDARDS

This covers the suitability, security and layout of the site and includes topics such as factory security, fabrication, and staff facilities.

5. VEHICLE OPERATING STANDARDS

This section looks at standards to ensure best practice in management of vehicles such as cleanliness, security, and environmental controls.

6. FACILITY MANAGEMENT

This section covers the cleanliness and maintenance of the site and includes topics such as housekeeping and hygiene, equipment, pest control and waste disposal.

7. GOOD OPERATING PRACTICES

Looking at ways of minimising risk of product damage and contamination, this covers product handling, environmental controls and control of physical and chemical risks.

8. PERSONNEL

Training, protective clothing and hygiene practices are covered in this section.

9-17. VOLUNTARY MODULES

The Standard includes optional modules to cover logistics operations such as wholesale, contract packing, product inspection and waste recovery.

STEPS TO CERTIFICATION

1. LEARN

- Visit the BRC Global Standards website
- Obtain a copy of the Standard and study it
- Interpretation Guidelines may be useful
 - Subscribe to BRC Participate

2. REVIEW

- Perform a self-assessment gap analysis to find out what is missing or inadequate
 - Assemble and train a team
 - Obtain consultancy if needed

3. PREPARE

- Carry out risk assessments
- Establish necessary control points
- Prepare procedures • Confirm site is capable of meeting BRC requirements
 - Undertake internal audits

4. PLAN

- Select and contact a suitable certification body
- Arrange a pre-assessment visit (optional)
- Implement any identified corrective actions

5. AUDIT AND CERTIFICATION

- Arrange an audit visit
- Make sure staff are available and preparations made
- Audit is conducted • Certification body presents audit report and determines whether the site can achieve certification
 - Carry out corrective action

6. MAINTAIN

- Continue to meet requirements
- Arrange new audit before expiry
 - Continual development.

IS THE STANDARD FOR ME?

The Standard has been developed to cover all activities which may affect the safety, quality and legality of the products stored and distributed, and of additional contracted services provided by storage and distribution companies.

The Standard applies to companies providing storage and distribution of products. If a company also provides one of the specified contracted services at a storage or distribution site this may be included within the audit and certification process.

It covers distribution at any point in the distribution network for applicable food, packaging or consumer products, such as:

- farm to processor
- primary processor to manufacturer
- manufacturer to off-site warehousing
- warehousing to retail depots
- retail depots to store
- store to final consumer

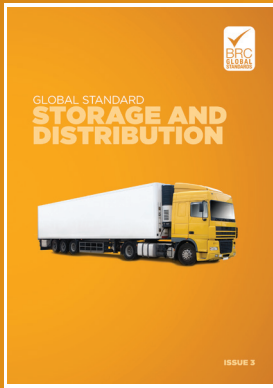
WHAT TO EXPECT ON THE AUDIT DAY(S)

The auditor or certification body confirms the time of their arrival on site beforehand and provides an outline of the audit schedule plan. The duration of the audit is planned in advance, but may be depend on the activities on the day.

The on-site audit consists of the following stages:

- opening meeting confirming the audit process
- site inspection/storage facility (where applicable)
- document review of the hazard and risk management system and the quality management system
- traceability exercise and check of associated records and documentation
- vehicle audit (where applicable)
- closing meeting which reviews audit findings (note that non-conformities are subject to subsequent independent verification by the certification body management).

SUPPORT



Access the Standard, Interpretation Guideline, supporting publications and additional resources quickly and easily via our online subscription platform www.brcparticipate.com

Printed copies can be purchased from the BRC Bookshop, with the Standard available to download FREE of charge at www.brcbookshop.com

TRAINING

The BRC Academy provides a wide range of courses in the UK, as well as training around the world in local languages through its network of qualified trainers.

For more information or to book a course, please visit www.brctrainingacademy.com

CONTACT US

For more information, telephone the BRC Technical Services Helpline +44 (0)20 7854 8921 or email enquiries@brcglobalsstandards.com

To learn more about the BRC Global Standards certification programme please visit WWW.BRCGLOBALSTANDARDS.COM

To learn more about the BRC Global Standards online subscription service please visit WWW.BRCPARTICIPATE.COM

To purchase printed copies or PDFs from its full range of BRC Global Standards publications please visit WWW.BRCBOOKSHOP.COM