

## **BRC Global Standard Storage and Distribution issue 2**

### **Briefing document August 2010**

I am pleased to confirm that the new Issue 2 standard will be published at the beginning of September 2010. Thank you to every one who has contributed in the rewrite process or commented on the draft document which was circulated in May. We believe the new Standard is a significant improvement on issue 1 and that this forms a strong basis for certification and continuous improvement in the storage and Distribution sector.

This document provides an update on the changes to the scheme to accompany the new standard and timelines for the adoption of the new standard.

### **Publication**

The standard is scheduled to be published in the first week of September 2010. Orders for the standard can be placed now via the BRC Website [www.brcglobalstandards.com](http://www.brcglobalstandards.com) and the link to the BRC bookshop. The standard will be available either as hard copy or as a down loadable pdf priced at £90.

### **Implementation dates**

Audits carried out up to 31<sup>st</sup> December 2010 shall be carried out against issue 1.

Audits carried out between 1<sup>st</sup> January 2011 and 28<sup>th</sup> February 2011 may be carried out against issue 1 or where trained auditors are available against issue 2

All audits carried out from the 1<sup>st</sup> March 2011 shall be carried out using issue 2.

We have introduced a phased approach to allow sites to be audited against the new standard as soon as practicable rather than waiting the customary 6 months.

### **Validity of certificates issued against issue 1**

Certificates issued against the issue 1 of the standard will remain valid for the duration stated on the certificate. At the next re-audit date after March 2011 the audit will be carried out against issue 2 of the Standard. The transition from certification against issue 1 to issue 2 will be considered as a re-certification audit and **not** as an initial audit , so long as the audit occurs within the audit due date.

### **Auditor Training Courses**

The BRC are developing a new Training Course of 2 days duration "Understanding the requirements of Storage and Distribution" which will be compulsory for all auditors to attend before carrying out audits against issue 2

The course will cover:

- Introduction to the standard – reasons for changes
- Scope of the Storage and Distribution standard
- Basis for clause exclusion and risk assessment
- Review of the requirements of the standard

- Planning audits – particularly multi-site operations, satellite depots and Head offices
- Audit protocol
- New audit report – levels of detail and expectations for quality
- Introduction to the BRC Directory

At the end of the course there will be a written examination which must be passed.

In view of the limitations of the previous training course available for Storage and Distribution and level of changes to the standard and protocol we do not now plan to have a conversion course for existing auditors.

The first auditor training courses will be available through the BRC at the beginning of November 2010. Course dates and venues will be notified in due course and will be published on the training section of the BRC web site

[www.brcglobalstandards.com](http://www.brcglobalstandards.com)

### **Auditor Competence and re-registration for issue 2**

The auditor competence requirements have been reviewed as part of the scheme review by the Storage and Distribution Technical Advisory Committee.

The only change proposed is a relaxation of the number of supervised audits for existing auditors registered for the BRC Standard for Food Safety wishing to extend their scope to include Storage and Distribution. The number of qualifying BRC Storage and Distribution audits will be reduced from 3 to 1. This dispensation is based on the introduction of the more thorough auditor training course with exam. The initial 3 audit reports produced by every auditor must be written in a detailed format to allow effective review. The new competency rules will be published shortly.

All auditors – new and existing- will need to complete the training course as above and their auditor profiles updated on the BRC Directory to include confirmation of the successful completion of this training.

Auditors who have not had their profiles updated by 1<sup>st</sup> March 2011 will be retired from auditing to the Storage and Distribution standard, until this is completed.

### **Audit reports**

The audit report format will be changed for issue 2 of the standard.

There will be minor changes to the audit over view sections to

- Addition of a box to record the addresses of additional locations included within the "site" audit.
- Removal of audit level – which will no longer apply to issue 2

The lay out of the 'detailed' report will change so that a detailed summary of each of the 8 sub sections of the standard will proceed the compliance checklist for that sub section.

There will be a single audit report format. The report blank sheets for Wholesale and Contracted services modules are contained at the back of the blank report format and must be deleted from the standard format where these do not apply.

The new audit report formats will be available together with completed examples for training purposes in November.

Audit report blank documents complete with xml tags will be available to download from the BRC Directory by the end of December.

### **BRC Directory**

The BRC Directory will be reconfigured to accept the changes to the issue 2 audit report. This work is scheduled to be completed by January 2011

Whilst issue 1 and issue 2 audits will be considered by the Directory as different 'standards' the audit reports can be linked to existing site and supplier details within the directory.

A briefing document will be produced explaining any changes once the work on the Directory has been completed.

## **Annexe 1**

### **BRC Global Standard for Storage and Distribution Issue 2**

## **An over view of the key changes to the Standard between issue 1 and issue 2**

### **Introduction**

It is over 4 years since the original standard was written and a considerable amount of experience has since been gained in terms of best practice at sites and vehicle operators and in auditing to the Standard. Whilst the principles of the standard and broad expectations remain unchanged, Issue 2 of the Standard has been very substantially rewritten, information of the operating of BRC schemes updated and the lay out changed. We believe this makes the new standard much clearer to understand and significantly more appropriate to the storage and distribution sector. This also means however that it is not possible in a document such as this to provide a comprehensive list of every change. In order to prepare for an audit or understand the changes it will be necessary to purchase a copy of the standard.

This document is designed to give an overview of the most significant changes and improvements to the Standard.

### **Scope of the Standard**

The scope of the standard remains unchanged although the much more explicit scope as defined in the supplement to issue 1 has now been incorporated into the main standard. The range of contracted services has however been extended to include 'Contract cleaning of baskets, roll cages and other distribution containers' and 'Waste recovery and recycling' to reflect the greater range of services offered by storage and distribution companies.

### **General lay out of the standard**

In order to provide a more straightforward presentation which is simpler to follow and audit the formerly separate modules for Storage and for Distribution have been merged into a single core module called Storage and Distribution and applicable to all sites.

Separate requirements for different product types e.g. Ambient Food or Consumer products have been removed. A formalised risk assessment process has been introduced instead to justify non applicable or partially applicable clauses where this is relevant for low risk products.

The subsections of the core module have been re-aligned to incorporate both Storage and Distribution and this has now been presented as 8 subsections with requirements grouped by subject.

### **Standard Requirements**

#### ***1. Senior Management Commitment and Continual improvement***

This new section has been introduced in line with the other BRC Standards. This incorporates existing requirements e.g. quality policy statement, organisational structure, resource management and management (systems) review together with

new clauses demonstrating senior management involvement and commitment to the standard including setting and reviewing objectives for improvement.

## ***2. Hazard and Risk Analysis***

Slight changes have been made to this section to ensure that this is more closely aligned to the principles of the internationally recognised codex alimentarius HACCP system. The role of effective pre-requisite programs such as pest control, cleaning, training etc continues to be emphasised recognising that often few if any true critical control points may exist in Storage and Distribution operations.

## ***3. Quality Management Systems***

The general requirements for quality management systems including document control, record completion and maintenance, internal audits, corrective and preventative action remain largely unchanged. Greater emphasis is given to the relationships between the site and its customers and the site and its suppliers and subcontractors. These components are defined under new headings to ensure clarity. Requirements for incident management have been extended to include basic business continuity planning. Control of non conforming product has been extended to include damages and returns policies making this more relevant. Requirements for traceability and to manage product recalls and withdrawals have been reworded.

## ***4. Site and Building Standards***

This newly titled section actually incorporates many of the requirements of the former 'site environment and operating standards'. This covers the grounds, building fabrication, lay out and requirements for staff facilities. The section on Site security has been extended recognising the increased concerns in some countries about the threat of malicious product contamination.

## ***5. Vehicle Operating Standards***

This sub section is an expansion of the previous requirements for Distribution and now includes specific requirements relating to the condition of the vehicle, vehicle security, vehicle management including as appropriate registration of operators and breakdown and incident management. The requirements for temperature controlled vehicles have been reworded to make these clearer and more appropriate.

## ***6. Facility Management***

New section title drawing together requirements of Storage and of Distribution from issue 1 and covering activities such as equipment, maintenance, calibration, housekeeping and hygiene, waste disposal and pest control. Clauses have been reworded to make these clearer and provide a better focus on storage and distribution operations.

## ***7 Good Operating Practices.***

New section largely based on requirements from issue 1 reorganised in headings reflecting best practice from receipt of goods, product handling, temperature control, product contamination, stock rotation through to product release. Greater emphasis

has been placed on good handling practices to reduce risk of damage and guidance on where risks from allergens need to be managed.

## **8 Personnel**

Requirements have been slightly reworded.

### **Wholesale Module**

This continues to be only applicable where storage activities are included with Wholesale.

Requirements have been reworded to reflect activities which are the responsibility of the wholesaler rather than their supplier, but expectations remain substantially unchanged. Wholesaler exclusive products have been included with own brand requirements to reflect the greater responsibility the Wholesaler has for such products.

### **Contracted Services Modules**

Requirements have reworded for clarity. In all cases the requirements outlined in the general 'contractual arrangements' sub section 11 must be met in addition to the service specific requirements.

New sections have been added for contract cleaning of baskets, roll cages and other distribution containers and to cover waste recovery and recycling services where these are provided for customers.

### **Audit Protocol**

This section has been considerably updated since issue 1 to reflect the changes in the management of the standard including the basis for registration fees and an explanation of the new BRC Directory.

#### ***Scope and audit planning***

A much greater emphasis has been placed on defining the scope of activities at sites to be audited to ensure effective audit planning and time allocation, incorporating and building upon guidance in the supplement to issue 1.

New guidelines have been included which explain the process for auditing more complex multi site operations including head office systems and storage facilities under common management but located at more than one location. Rules have also been introduced for the arrangements when auditing 'hub' and 'satellite' configurations of distribution depots.

#### ***Audit duration***

The typical audit duration based on a medium sized site operating both Storage and Distribution from a single location is expected to be 1.5 days, emphasis is however placed on ensuring that information is gathered during the site visit rather than in an office with a minimum expected duration of 3 hours to be sent within the working areas.

#### ***Audit frequencies and non conformities***

The ratings (1 and 2) of suppliers based on the types of products handled as a basis for audit frequency has now been replaced. The audit frequencies and the method of demonstrating correction of non conformities are now based solely on the number

and type of non conformities found at the audit. Documentary evidence can be accepted where <3 major and <20 minor non conformities are found, for higher numbers a revisit or a full re-audit after a period for improvement is required. Audit frequencies are now either 12 or 18 months in line with performance. The first re-certification audit after initial certification will always be 12 months.

**Operation and Governance of the scheme**

The standard now includes updated information on the governance of the BRC schemes and the new processes for assessing certification body performance and their surveillance.

The Annexes now include competency requirements for auditors and examples of the certificate lay out.