



BRCGS Food Packaging Compliance Set-Up Action Items

Conduct Initial Compliance Assessment

Schedule a kick-off meeting with key stakeholders to discuss current practices.

Perform a detailed review of existing processes against BRCGS requirements.

Develop Compliance Roadmap

Create a timeline outlining key phases of the compliance set-up process.

Define specific objectives and milestones for each stage.

Draft Essential Documentation

Identify necessary policies, procedures, and records for BRCGS compliance.

Assign team members to draft and review these documents.

Implement Quality Management System (QMS)

Design a QMS framework tailored to your organization's needs.

Establish templates and tools for monitoring quality control and risk management.

Organize Staff Training Sessions

Schedule training workshops focused on BRCGS standards and food safety practices.

Identify staff members who need to attend and track their participation.

Establish Hygiene and Sanitation Protocols

Develop specific sanitation procedures for your packaging processes.

Conduct training for staff on hygiene practices and protocol adherence.



Evaluate Supplier Compliance

Create criteria for assessing supplier compliance with BRCGS standards.

Reach out to suppliers to gather relevant documentation and certifications.

Prepare for Audits

Set a date for a mock audit to identify potential gaps in compliance.

Create an audit checklist to ensure all requirements are covered.

Set Up Continuous Monitoring Processes

Design a schedule for regular compliance checks and assessments.

Develop a reporting system to track compliance status and improvements.

Stay Informed on Regulatory Changes

Subscribe to relevant industry publications and updates related to BRCGS and FDA regulations.

Schedule quarterly meetings to review and discuss any changes in standards.

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