



BRCGS Food Packaging Management System Software Services Action Items

Conduct Needs Assessment

Gather key stakeholders to discuss specific compliance requirements and operational challenges.

Identify key features needed in the software to meet BRCGS standards.

Select Software Configuration

Choose between custom software development or existing solutions tailored to BRCGS compliance.

Define integration needs with existing systems and processes.

Develop Project Timeline

Create a project timeline with milestones for software implementation and training.

Assign responsibilities to team members for each phase of the project.

Design Document Management System

Establish a structure for organizing compliance-related documents within the software.

Define version control processes and audit trail requirements.

Set Up Compliance Tracking Features

Configure automated tracking for compliance metrics and reporting capabilities.

Set up alerts for upcoming audits and documentation due dates.

Implement Training Module

Develop a training plan for staff on how to use the software effectively.

Schedule initial training sessions and create user guides for reference.



Create Supplier Management Processes

Design processes for evaluating and monitoring supplier compliance within the software.

Set up templates for supplier documentation and communication.

Integrate Risk Assessment Tools

Customize risk assessment templates to fit your packaging processes.

Train relevant staff on how to conduct and document risk assessments using the software.

Prepare for Audits

Use the software's audit preparation features to organize necessary documentation and checklists.

Conduct a mock audit to ensure all processes are in place.

Establish Ongoing Support and Updates

Set up a plan for regular software updates and feature enhancements.

Create a support ticket system for users to report issues and request assistance.

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