



BRCGS - Global Standards for Packaging Materials - Issue 6 Services Action Items

Requirements	Programs/ Policies/ Procedures/ Forms/ Lessons	Action Items
1. Senior Management Commitment		
1.1. Senior Management Commitment and Continual Improvement	Senior Management Commitment and Continual Improvement Policy Statement	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Senior Management Commitment and Continual Improvement Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
	Product Safety and Quality Culture Program	Verify
		Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
	Product Safety and Quality Culture Employee Feedback Procedure	Implement
		Verify
		Validate
		Provide Records
Collect Records		
Assess		
Develop		
Review		
Product Safety and Quality Culture Employee Feedback Form	Approve	
	Implement	
	Verify	
	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
Product Safety and Quality Culture Activities Performance Measurement Procedure	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Provide Records	
	Collect Records	
	Provide Records	
Collect Records		

	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Product Safety and Quality Culture Activities Performance Measurement Monitoring Report	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Product Safety and Quality Culture Activities Action Plan	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Product Safety and Quality Culture Activities Action Plan Review Form	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Product Safety and Quality Objectives Policy	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Product Safety and Quality Objectives Monitoring Report	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Legislation Requirements Program Senior Management - BRCGS Standard BRCGS Audit NC and RCA BRCGS Certification BRCGS Audit	Validate
Use of BRCGS Logo Program	Assess applicability
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Senior Management Commitment and Continual Improvement Lesson	Validate
	Provide Records
	Collect Records
	Assess

		Develop
		Review
		Approve
		Implement
		Verify
	Product Safety and Quality Culture Lesson	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Safety and Quality Objectives Lesson	Validate
1.2 Management Review		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Management Review Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Management Review Meeting Minutes	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Management Review - BRCGS System	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Senior Management - Resources	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Management Review Lesson	Validate
1.3 Organisational Structure, Responsibilities and Management Authority		Provide Records
		Collect Records
		Assess
		Develop
		Review

		Approve
		Implement
		Verify
	Organizational Chart	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Management Responsibility Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Safety, Quality, and Legal Team and Alternates	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Management Responsibility Lesson	Validate
2. Hazard and Risk Management		
2.1 Hazard and Risk Management Team		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Hazard and Risk Management Team Roster	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Hazard and Risk Management Team - Qualified Individual	Validate
2.2 Hazard Analysis and Risk Assessment		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Safety Plan Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve

		Implement
		Verify
	Hazard Analysis and Risk Assessment Form	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Hazard Analysis Implementation Procedure	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Hazard Analysis - Scope	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Process Flow Diagram	Validate
	Hazard Identification	Provide Records
	- microbiological growth	Collect Records
	- physical contamination	Assess
	- chemical or radiological contamination	Develop
	- physical damage	Review
	- fraud	Approve
	- malicious contamination of products	Implement
	- allergens	Verify
	- hazards impacting the functional integrity of packaging materials and their performance	Validate
	- any other hazards mandated by the customer or relevant regulatory authorities	
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Hazard Analysis and Risk Assessment Review	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	nProduct Safety Plan Lesson	Validate
3 Product Safety and Quality Management		
3.1 Product Safety and Quality Management System		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement

	Product Safety and Quality Management System Manual	Verify Validate
		Provide Records Collect Records Assess Develop Review Approve Implement Verify
	Product Safety and Quality Management System Lesson	Validate
3.2 Document Control		Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Document Control Program - Change Procedure - Storage and Archiving Procedure	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Master Documents Register	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Document History Form	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Document Control Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
3.3 Record-keeping		Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	3.5 Internal Audits	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Records Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate

3.4 Specification for Products	Specifications Program - Approval Procedure - Customer Requirements and Communication - Change and Review Procedure	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
	Product Specifications Register	Implement
		Verify
		Validate
		Provide Records
		Collect Records
		Assess
Specifications Lesson	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
3.5 Internal Audit	Internal Audit Program	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
	Internal Auditor - Qualifications	Implement
		Verify
		Validate
		Provide Records
		Collect Records
		Assess
Internal Audit Report	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
Internal Audit Lesson	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
3.6 Corrective and Preventive Action		Implement
		Verify

		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Corrective and Preventive Action Procedure	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Corrective and Preventive Action Report	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Corrective and Preventive Action Lesson	Validate
3.7 Supplier approval and performance monitoring		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Supplier Approval Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Supplier Risk Assessment Form	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Approved Supplier Database/Register	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Approved Suppliers - Records Management	Validate
		Provide Records
		Collect Records
		Assess
		Develop

		Review
		Approve
		Implement
		Verify
	Approved Suppliers - Contracts and Agreements	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Approved Suppliers - Questionnaire	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Approved Suppliers - Compliance Statements	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Supplier Approval Lesson	Validate
3.8 Product Authenticity, Claims and Chain of Custody		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Authenticity/ Fraud Prevention Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Vulnerability Assessment	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Fraud Mitigation Plan	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve

		Implement	
		Verify	
	Product Authenticity/ Fraud Prevention Lesson	Validate	
3.9 Management of Subcontracted Activities and Outsourced Processes (if applicable)		Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
		Validate	
		Contract Manufacturers Approval Procedure	Provide Records
			Collect Records
			Assess
			Develop
			Review
		Approve	
		Implement	
		Verify	
		Validate	
	Contract Manufacturers Approval Lesson	Provide Records	
3.10 Management of Suppliers of Services		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
		Validate	
		Service Providers Management Program	Provide Records
		- Review Process	Collect Records
		- Subcontracting	Assess
		- Exceptions	Develop
			Review
			Approve
		Implement	
		Verify	
		Validate	
		Service Providers - Contracts and Agreements	
		Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
		Validate	
	Service Providers Management Lesson	Provide Records	
3.11 Traceability		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
		Validate	
		Traceability Program	Provide Records
			Collect Records
			Assess
			Develop
			Review
			Approve
		Implement	
		Verify	

	Traceability Exercise	Validate Provide Records Collect Records Assess Develop Review Approve Implement Verify
	Traceability Procedure - Relabeling and Returns	Validate Provide Records Collect Records Assess Develop Review Approve Implement Verify
	Traceability Lesson	Validate Provide Records Collect Records Assess Develop Review Approve Implement Verify
	Traceability Procedure - Suppliers	Validate Provide Records Collect Records Assess Develop Review Approve Implement Verify
3.12 Complaint Handling		Provide Records Collect Records Assess Develop Review Approve Implement Verify
	Complaint Handling Program	Validate Provide Records Collect Records Assess Develop Review Approve Implement Verify
	Complaint Communication Procedure	Validate Provide Records Collect Records Assess Develop Review Approve Implement Verify
	Complaint Investigation Procedure	Validate Provide Records Collect Records Assess Develop Review Approve Implement Verify
	Complaint - Trend Analysis	Validate Provide Records

		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Complaint Handling Lesson	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
3.13 Management of Product Withdrawals, Incidents, and Product Recalls	Management of Product Withdrawals, Incidents, and Product Recalls Program	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Product Withdrawal and Recall Plan	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Mock Recall Exercise	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Product Incidents Notification Form	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Recall Team Register	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Recall Key Contacts Register - emergency services, suppliers, customers, certification body and regulatory authority	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Provide Records
		Collect Records
		Assess

		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Recall Communication Plan	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	External Advise and Support Procedure - specialist laboratories, regulatory authority and legal expertise	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Logistics Traceability, Recovery and Disposal Plan	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Recall Root Cause Analysis Plan/Procedure	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Key Activities Timings Recordings Protocol	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Certification Body Notification Procedure	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Management of Product Withdrawals, Incidents, and Product Recalls Lesson	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
4 Site Standards		
4.1 External Standards		Provide Records
		Collect Records
		Assess
		Develop

	Review
	Approve
	Implement
	Verify
Site Location and Approval Program	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Site Plan	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Landfill	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Wastewater Treatment	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Locality Map	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Emergency Exit Route Floor Plan	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Premises Location and Approval Program Lesson	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve

		Implement
		Verify
	Grounds and Roadways Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Exterior Grounds Monitoring Log	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Grounds and Roadways Program Lesson	Validate
4.2 Building Fabric and Interiors: Raw Materials Handling, Preparation, Processing, Packing and Storage Areas		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
	Implement	
	Verify	
	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	

Lighting and Light Fittings Program Lesson	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Inspection/Quality Control Area Program	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Inspection/Quality Control Area	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Inspection/Quality Control Area Program Lesson	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Dust, Insect, and Pest Proofing Program	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Dust Hazard Analysis	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Dust, Insect, and Pest Proofing Program Lesson	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Ventilation Program	Validate
	Provide Records

		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Air Filter Register and Monthly Inspection Form	Validate
		Provide Records
		Collect Records
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Ventilation Program Lesson	Validate	
4.3 Utilities		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Water Supply Program	Validate
		Provide Records
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Water Supply Program Lesson	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Water Treatment Program	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Water Treatment Program Lesson	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Water Quality Program	Validate	
	Provide Records	
	Collect Records	
	Assess	

	Develop
	Review
	Approve
	Implement
	Verify
	Validate
Water Testing Result Log	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
	Validate
Risk Assessment Sheet	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
	Validate
Inspection and Maintenance Form	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
	Validate
Ice Supply Program, if applicable	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
	Validate
Water Quality Program Lesson	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
	Validate
Air and Other Gases Program	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
	Validate
Air and Other Gases Program Lesson	Provide Records
	Collect Records
	Assess
	Develop
	Review
4.4 Site Security/Product Defence	Provide Records
	Collect Records
	Assess
	Develop
	Review

		Approve
		Implement
		Verify
	Site Security/Product Defence Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Risk Assessment	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Defence Challenge	Validate
4.5 Layout, product flow and segregation		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Site Map - Factory layout	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Site Map - Personnel traffic flow	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Site Map - Raw, intermediate, finished products route	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Site Map - Waste route and segregation	Validate
4.6 Equipment		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement

		Verify	
	Equipment and Utensils Program	Validate	
		Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
	Equipment and Utensils Program Lesson	Validate	
4.7 Maintenance		Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
		Validate	
		Repairs and Maintenance Program	Provide Records
			Collect Records
			Assess
			Develop
			Review
			Approve
			Implement
			Verify
		Equipment Maintenance Register	Validate
			Provide Records
			Collect Records
			Assess
			Develop
			Review
			Approve
		Implement	
		Verify	
	Equipment Maintenance Plan	Validate	
		Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
	Equipment Maintenance Checklist	Validate	
		Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
	Preventive Maintenance Checklist	Validate	
		Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
	Maintenance Request Form	Validate	

	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Repairs and Maintenance Program Lesson	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Maintenance Staff and Contractors Program	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Calibration Program	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Equipment Calibration Log Sheet	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Masterlist of Equipment Calibration Schedule	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Calibration Lesson	Validate
4.8 Housekeeping and Cleaning	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Housekeeping and Cleaning Program	Validate
	Provide Records
	Collect Records

		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Housekeeping and Cleaning - Department Schedule	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Housekeeping and Cleaning Chemical Inventory Log	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Housekeeping and Cleaning Chemical Daily Usage Log	Validate
	Microbiological Environmental Monitoring Program, <i>if applicable (depends on the site's risk assessment)</i>	Assess applicability

4.9 Product Contamination Control

4.9.1 Glass, Brittle Plastics, Ceramics and similar materials control

		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Glass and Brittle Plastic Control Policy	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Glass and Plastic Brittle Inventory and Monitoring Log	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Glass & Breakable Material Incident Report	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Glass and Brittle Plastic Breakage Incident Log	Validate
		Provide Records

		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Glass, Hard Plastics and Ceramics Monthly Audit Form	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Glass and Brittle Plastic Control Policy Lesson	Validate
4.9.2 Sharps and Metal Control		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Detection of Foreign Objects Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Metal Detector Monitoring Log	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Detection of Foreign Objects Program Lesson	Validate
4.9.3 Chemical and Biological Control		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Storage of Hazardous Chemicals and Toxic Substances Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Chemical Inventory Log	Validate
		Provide Records
		Collect Records
		Assess

		Develop
		Review
		Approve
		Implement
		Verify
	Chemical Daily Usage Log	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
	Storage of Hazardous Chemicals and Toxic Substances Program Lesson	Verify
		Validate
4.10 Waste and Waste Disposal		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Waste Disposal Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Waste Treatment and Disposal Service Provider Register	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Waste Disposal Program Lesson	Validate
4.11 Pest Management		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Pest Management Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Pest Management Daily Inspection Sheet	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review

		Approve
		Implement
		Verify
	Pest Management QC Inspection Report	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Pest Management - Internal Audit	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Pest Management Statement	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Pest Management Lesson	Validate

5 Product and Process Control

5.1 Product Development

		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Development Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Development - Agreed Specifications	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Development - Verification/ Validation Activities	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve

		Implement
		Verify
	Retained Sample Log	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Development Lesson	Validate
5.2 Graphic Design and Artwork Control		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
	Implement	
	Verify	
	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
5.3 Packaging Print Control		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Provide Records
		Collect Records
		Assess
	Develop	
	Review	
	Approve	
	Implement	
	Verify	

	Packaging Print - Agreed Specifications Register	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Approved Packaging Print Register	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Packaging Print Control Lesson	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Packaging Print Equipment Register and Inventory Log	Validate
5.4 Process Control		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Process Control - Prevention of Product Quality Defects Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Work Instructions - Equipment Operation	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Bill of Materials and Process Specification	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Pre-operation Checklist	Validate
		Provide Records

		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Line Clearance Procedure	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Process Control - Prevention of Product Quality Defects Lesson	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Line Clearance Lesson	Validate
5.5 Calibration and Control of Measuring and Monitoring Devices		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Calibration and Control of Measuring and Monitoring Devices Procedure	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Measuring and Monitoring Devices Master Register	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Calibration and Control of Measuring and Monitoring Devices Lesson	Validate
5.6 Product Inspection, Testing and Measuring		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Inspection, Testing and Measuring Program	Validate
		Provide Records
		Collect Records
		Assess

		Develop
		Review
		Approve
		Implement
		Verify
	Product Verification Procedure	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Accredited Laboratory Procedure	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Test Results	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Inspection, Testing and Measuring Lesson	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Verification Lesson	Validate
5.7 Control of Non-conforming Product		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Control of Non-conforming Product Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Disposal and Destruction Procedure	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review

		Approve
		Implement
		Verify
	Control of Non-conforming Product Lesson	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Product Disposal and Destruction Lesson	Validate
5.8 Incoming Goods		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Receipt, Storage and Handling of Incoming Goods Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Receipt, Storage and Handling of Incoming Goods Program Lesson	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Stock Rotation Procedure	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Stock Records Log Sheet	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Stock Rotation Lesson	Validate
5.9 Storage of All Materials and Intermediate and Finished Products		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement

	Storage of Packaging Materials and Intermediate and Finished Products Program	Verify Validate Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
5.10 Dispatch and Transport	Storage of Packaging Materials and Intermediate and Finished Products Lesson Dispatch and Transport Practices Program Daily Pre-Operational Inspection - Vehicle Driver Log Daily Dispatch Register Dispatch and Transport Practices Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
6 Personnel		
6.1 Training and Competence: Raw Materials Handling, Preparation, Processing, Packing and Storage Areas		Provide Records Collect Records Assess Develop Review Approve Implement Verify

6.2 Personal Hygiene: Raw Materials Handling, Preparation, Processing, Packing and Storage Areas	Personnel Training Requirements Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Personnel Training Records	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Personnel Competency	Validate
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Personal Hygiene Policy	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Personal Hygiene Program Lesson	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Handwashing Program	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Handwashing Monitoring Record	Validate	
	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Handwash and Wellness Log	Validate	
	Provide Records	

		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Handwashing Program Lesson	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Jewelry and Personal Effects Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Jewelry and Personal Effects Program Lesson	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Jewelry (Wedding Bands) Statement Policy	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Staff Engaged in Processing Operation Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Staff Engaged in Processing Operation Program Lesson	Validate
6.3 Staff Facilities		Validate
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Staff Amenities Program	Validate
		Provide Records
		Collect Records
		Assess

		Develop
		Review
		Approve
		Implement
		Verify
		Validate
6.4 Medical Screening	Staff Amenities Program Lesson	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Medical Screening Procedures	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Health Declaration Form	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Health Contamination Log	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Health Notification Form	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Medical Screening Lesson	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
6.5 Protective Clothing		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Clothing and Personal Effects Program	Provide Records
		Collect Records
		Assess
		Develop
		Review

	Approve
	Implement
	Verify
Clothing and Personal Effects Program Lesson	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Clothing Risk Analysis	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Gloves Policy	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Gloves Policy Lesson	Validate
	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Hair Restraint Policy	Provide Records
	Collect Records
	Assess
	Develop
	Review
	Approve
	Implement
	Verify
Hair Restraint Policy Lesson	Validate
7 Requirements for Traded Products	
Assess applicability	
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