

BRC AUDIT LIST OF DOCUMENTS

S.NO.	Detailed Description	CATEGORY
1	FSSAI LICENSE	Legal
2	FACTORY LICENSE	Legal
3	GST	Legal
4	ANNUAL RETURN FORM D1 FSSAI	Legal
5	LEGAL METROLOGY-Packaging Licence	Legal
6	FIRE NOC	Legal
7	POLLUTION NOC	Legal
8	WASTE DISPOSAL AGREEMENT	Legal
9	SECURITY AGREEMENT (If Contracted)	Legal
10	IEC (If Have)	Legal
11	Building Layout and Stability Certificate	Legal
12	FINISHED GOODS TEST FROM NABL LAB	TEST REPORTS/ CERTIFICATES

13	RM TEST REPORT	Test Reports Certificate
14	AIR MONITORING TEST	Test Reports Certificate
15	LIGHT INTENSITY REPORT	Test Reports Certificate
16	NOISE MONITORING TEST	Test Reports Certificate
17	HAND SWAB TEST REPORT	Test Reports Certificate
18	MACHINE/EQUIPMENT SWAB TEST	Test Reports Certificate
19	WATER TEST REPORT	Test Reports Certificate
20	MEDICAL CERTIFICATE WITH VACCINATIONS	Test Reports Certificate
21	CALIBRATION CERT OF MACHINE AND LAB EQUIPMENTS	Test Reports Certificate
22	OVERALL MIGRATION REPORT OF PACKAGING MATERIAL	Test Reports Certificate
23	PACKAGING MATERIAL FOOD GRADE CERTIFICATE	Test Reports Certificate
24	SHELF LIFE TEST REPORT	Test Reports Certificate
25	RM SUPPLIER'S FSSAI LICENCE & COA	Test Reports Certificate
26	FIRST AID TRAINING CERT	Test Reports Certificate

27	FIRE MOCK DRILL-EXTERNAL	Test Reports Certificate
28	INTERNAL AUDIT OF FSTL CERTIFICATE	Test Reports Certificate
29	FOSTAC TRAINING CERT(1 FOR 25 EMPLOYEES)	Test Reports Certificate
30	DG SETS EMISSION TEST REPORT	Test Reports Certificate
31	FOOD GRADE INK TEST REPORT & COA	Test Reports Certificate
32	FSMS MANUAL	Manual
33	GMP MANUAL	Manual
34	TACCP MANUAL	Manual
35	VACCP MANUAL	Manual
36	EMERGENCY PREPADNESS MANUAL	Manual
37	HACCP MANUAL/PLAN	HACCP Manual
38	PROCESS FLOW CHART	HACCP Manual
39	PRODUCT DESCRIPTION	HACCP Manual
40	RM/PM/FG CONTACT SURFACES	HACCP Manual

41	HA WITH RISK ASSESSMENT	HACCP Manual
42	RISK MATRIX	HACCP Manual
43	OPRP DETERMINATION	HACCP Manual
44	OPRP VERIFICATION	HACCP Manual
45	CCP VERIFICATION	HACCP Manual
46	CCP DETERMINATION	HACCP Manual
47	RM Risk Assessment	HACCP Manual
48	ALLERGEN MANAGEMENT PLAN	Manual
49	PERSONNEL HYGIENE POLICY	Policy
50	FOOD SAFETY POLICY	Policy
51	GLASS POLICY	Policy
52	JEWELLARY POLICY	Policy
53	REPLACEMENT POLICY	Policy
54	VISITOR POLICY	Policy

55	GHP POLICY	Policy
56	GMP POLICY	Policy
57	INJURY POLICY	Policy
58	REWORK POLICY	Policy
59	WOOD / ACRYLIC AND PLASTIC POLICY	Policy
60	ALLERGEN POLICY	Policy
61	QUALITY CONTROL	SOP
62	DOCUMENT CONTROL	SOP
63	PEST CONTROL	SOP
64	PREVENTIVE MAINTENANCE	SOP
65	STORE AND DISPATCH	SOP
66	TRAINING AND RECRUITMENT	SOP
67	CONTROL OF NC PRODUCTS	SOP
68	TRACEABILITY & IDENTIFICATION	SOP

69	REWORK MATERIAL	SOP
70	MACHINE HANDOVER	SOP
71	PERSONNEL HYGIENE	SOP
72	RECORD CONTROL	SOP
73	CORRECTIVE ACTION	SOP
74	MANAGEMENT REVIEW	SOP
75	CLEANING AND SANITATION	SOP
76	PRODUCT RECALL	SOP
77	WASTE CONTROL	SOP
78	RECEIPT, STORAGE OF RM	SOP
79	INTERNAL COMMUNICATION	SOP
80	PREVENTIVE ACTION	SOP
81	CALIBRATION OF EQUIPMENTS	SOP
82	EXTERNAL COMMUNICATION	SOP

83	CUSTOMER COMPLAINT MANAGEMENT	SOP
84	HACCP AND FSMS REVIEW	SOP
85	ALLERGEN CONTROL	SOP
86	COVID-19	SOP
87	PURCHASE SUPPLIER SELECTION AND EVALUATION	SOP
88	CUSTOMER SATISFACTION	SOP
89	EMERGENCY PREPARENESS PLAN	SOP
90	ONSITE VERIFICATION OF SITE PLAN AND PROCESS FLOW	SOP
91	INTERNAL AUDIT	SOP
92	CHANGE CONTROL PLANNING	SOP
93	PLANT LAYOUT AND CONSTRUCTION	SOP
94	PLANT HYGIENE	SOP
95	CONTROL OF OUTSOURCED PROCESS	SOP
96	PRODUCT HOLD AND RELEASE	SOP

97	PROCUREMENT IN EMERGENCY SITUATION	SOP
98	NEW PRODUCT DEVELOPMENT	SOP
99	FOOD SAFETY TEAM	Annexures
100	ORGANISATION CHART	Annexures
101	COMPETENCY MATRIX	Annexures
102	RESPONSIBILITIESKEY	Annexures
103	LIST OF INTERNAL AUDITORS	Annexures
104	VERIFICATION PLANNING	Annexures
105	SAMPLING PLAN	Annexures
106	PERSONAL DATA FORM	Annexures
107	TRAINING SCHEDULE	HR Training
108	JOINING AND INDUCTION	HR Training
109	TRAINING ATTENDANCE	FSMS Training
110	TRAINING FEEDBACK	FSMS Training

111	TRAINING EVALUATION	FSMS Training
112	SUPPLIER QUALIFICATION	Supplier
113	APPROVED VENDOR LIST	Supplier
114	SUPPLIER EVALUATION	Supplier
115	EXTERNAL SERVICE PROVIDERS	Supplier
116	VISITOR REGISTER	Visitor
117	VISITOR HEALTH QUESSTIONNAIRE	Visitor
118	CALIBRATION CHART	Records 1 Year
119	PRODUCT RECALL CHECKLIST	Records 6 Months
120	TRACEABILITY & IDENTIFICATION	Records 6 Months
121	INTERNAL AUDIT PLAN	Internal Audit 6 Months
122	INTERNAL AUDIT SCHEDULE	Internal Audit 6 Months
123	INTERNAL AUDIT CHECKLIST	Internal Audit 6 Months
124	INTERNAL AUDIT OBSERVATION SHEET'	Internal Audit 6 Months
125	ANALYSIS OF RESULTS	Internal Audit 6 Months

126	INPUT SUMMARY FORM	Management Review 6 Months
127	MINUTES OF MEETING: MANAGEMENT REVIEW DISCUSSION	Management Review 6 Months
128	INTERNAL COMMUNICATION	Communication
129	EXTERNAL COMMUNICATION WITH SUPPLIER	Communication
130	EXTERNAL COMMUNICATION WITH CUSTOMER	Communication
131	FOOD SAFETY OBJECTIVES	Objectives
132	OBJECTIVE MONITORING SHEET	Objectives
133	OBJECTIVES ACTION PLAN	Objectives
134	DUSTBIN CLEANING CHECKLIST	PRP'S Daily Checklist
135	PERSONNEL HYGIENE CHECKLIST	PRP'S Daily Checklist
136	SANITIZOR CONTROL CHECKLIST	PRP'S Daily Checklist
137	GLASS CHECKLIST	PRP'S Daily Checklist
138	PROCESS AREA CLEANING CHECKLIST	PRP'S Daily Checklist
139	STORE CLEANING CHECKLIST	PRP'S Daily Checklist
140	TOILET CLEANING CHECKLIST	PRP'S Daily Checklist

141	WEIGHING BALANCE MONITORING CHECKLIST	PRP'S Daily Checklist
142	PEST-O-FLASH CLEANING CHECKLIST	PRP'S Daily Checklist
143	PLANT CLEANING CHECKLIST	PRP'S Daily Checklist
144	LIST OF MACHINE/EQUIPMENTS	Maintenance
145	PREVENTIVE MAINTENAN PLAN	Maintenance
146	PREVENTIVE MAINTENANCE CHECKLIST	Maintenance
147	MAINTENANCE RECORD	Maintenance
148	EQUIPMENT HISTORY RECORD	Maintenance
149	BREAKDOWN INTIMATION AND MACHINE HANDOVER	Maintenance
150	EXTERNAL MACHINE SERVICE RECORDS	Maintenance
151	PRODUCTION LOG	Quality-Lab
152	PURCHASE LOGS WITH LOT NO	Quality-Lab
153	RM INSPECTION RECORD	Quality-Lab
154	PACKAGING MATERIAL INSPECTION RECORD	Quality-Lab
155	FG INSPECTION RECORD	Quality-Lab

156	PROFICIENCY TEST OF PRODUCTS WITH LAB REPORT & EXTERNAL TEST REPORT COMPARISON	Quality-Lab
157	ONLINE PROCESS CHECK RECORD-LINE CHEMIST	Quality-Lab
158	GMP CHECKLIST	Quality Lab-Once In A Month
159	BATCH MANUFACTURING RECORD	Quality-Lab
160	INWARD VEHICLE INSPECTION RECORD	Quality-Lab
161	OUTWARD VEHICLE INSPECTION RECORD	Quality-Lab
162	CONTROL OF NON-CONFORMING PRODUCT REGISTER	Quality-Lab
163	STOCK REGISTER	Production
164	BATCH CODE POLICY & EVIDENCE RECORD	Production
165	PRODUCTION LOGS-DAILY BASIS	Production
166	RM ISSUING RECORD	Production
167	PACKAGING MATERIAL ISSUING RECORDS	Production
168	INVOICING RECORDS WITH E WAY BILL	Dispatch
169	CUSTOMER COMPLAINT RECORD	Customer Complaint
170	CORRECTIVE ACTION REPORT	Customer Complaint

171	CUSTOMER FEEDBACK FORM	Customer Complaint
172	LIST OF FIRE EQUIPMENTS	Emergency Records
173	FIRE SAFETY MOCK DRILL	Emergency Records
174	EMERGENCY AND ACCIDENT RECORD	Emergency Records
175	MASTER LIST OF DOCUMENTS	Documents Control
176	DOCUMENT DISTRIBUTION LIST	Documents Control
177	DOCUMENT CONTROL REGISTER	Documents Control
178	CHANGE REQUEST FORM	Documents Control
179	DOCUMENT CIRCULATION NOTE	Documents Control
180	MASTER LIST OF RECORDS	Documents Control
181	MASTER LIST OF FORMATS : DEPT WISE	Documents Control
182	RISK AND OPPORTUNITY	Risk Assessments
183	INTERNAL AND EXTERNAL ISSUES	Risk Assessments
184	ENVIRONMENT RISK ASSESSMENT	Risk Assessments
185	COVID-19 RISK ASSESSMENT	Risk Assessments

186	ALLERGEN RISK ASSESSMENT	Risk Assessments
187	UNDERSTANDING NEEDS AND EXPECTATIONS OF IP	Risk Assessments
188	PEST CONTROL RECORDS	Records
189	PEST CONTROL AGREEMENT	Records
190	PEST CONTROL LICENSE	Records
191	Pest Control FORM 3 Licence	Records
192	Pest Control FORM 8 Licence	Records
193	RODENT LAYOUT MAP	Records
194	PEST TREND ANALYSIS	Records
195	GAP ASSESMENT REPORT	Records
196	IPCA LICENSE	Records
197	LIST OF CHEMICALS	Records
198	OPERATOR TRAINING CERTIFICATE	Records
199	OPERATOR MEDICAL CERTIFICATE	Records
200	CHEMICAL MSDS	Records

201	SERVICE RECORD	Records
202	VALIDATION OF CCP AND OPRP & Accreditations	Records
203	CCP MONITORING CHECKLIST	Records
204	OPRP MONITORING CHECKLIST	Records
205	LIST OF CHEMICALS	Records
206	BRC Food Culture	Documents Control