

## SD305: Manufacturers Guide to the BRCGS Standard for Storage and Distribution

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Version no.	Date	Description
2	12/08/2019	New BRCGS logo and footer changed

## 1. Background

The Standard was developed to compliment the BRCGS Food Safety Standard for manufacturing sites and enable certification of product safety and quality management through the supply chain from the manufacturer to the retailer or food service customer.

BRCGS Certified manufacturers put considerable effort into ensuring that products are manufactured in good hygienic conditions to meet exacting customer quality specifications. This should enable customers to buy products in peak condition and therefore encourage repeat purchases. The Storage and Distribution network is key to ensuring that the product retains its quality and safety before it arrives at the customer.

Supply chains are often complex particularly where products are shipped over long distances, however mapping the distribution network and maintaining a handle on traceability is becoming more essential for retailers and manufacturers.

## 2. Using the BRCGS Storage and Distribution Standard for your supply chain

The BRCGS Storage and Distribution Standard provides accredited certification for storage facilities and Distributors based on

- Management commitment
- Risk assessment
- A documented Quality System
- Accepted best practice for storage, handling and distribution of products.

It includes requirement for both Storage and the Distribution network and vehicles. In practice the typical distribution network consists of a number of fixed locations (storage facilities) with the distribution between locations carried out either by a company's own transport or very often by subcontracted vehicles. Distributors range from major distribution groups to single driver operator businesses.

Whilst the Standard can be adopted by smaller vehicle operators, the requirements of the Standard are designed such that the controls at the storage facility - loading and unloading and the contractual controls on distributors they employ, provides effective management of the supply chain.

## 3. Which Storage facilities are already covered by the Food Standard?

The storage facilities at the manufacturing site are included within the Food Safety Standard audit. Where a manufacturer also has their own additional storage facilities near to the manufacturing site (within 50 Km) these may be included within the Food Safety Standard audit or specifically excluded from scope. This will be indicated on the audit report and certificate.

All other Storage facilities should be certificated against the Storage and Distribution Standard.

#### 4. Scope

Although primarily used for packed food products the Standard also covers packaging and consumer products.

#### 5. What is included within the Standard?

The main Standard is in 8 sections

<b>1. Management commitment</b>	Measures to demonstrate that senior management are committed to achieving high standards of product safety and quality and looking for continuous improvement
<b>2. Hazard and risk analysis</b>	Using similar principles to HACCP to identify hazards which may affect product safety or quality and ensure controls are in place to reduce or eliminate the risks
<b>3. Quality Management System</b>	This requires a documented system of working and effective management of purchasing and customer contracts. The section also sets out requirements for product traceability, complaint handling and the management of non conforming products, product recalls/withdrawals and business continuity.
<b>4. Site and building standards</b>	This covers the conditions and layout of the Storage Warehouses and also looks at elements such as security.
<b>5. Vehicle operating standards</b>	Sets requirements for the actual vehicles and includes temperature controls, vehicle security and the physical condition of the vehicles.
<b>6. Facility Management</b>	This requires management of the facilities both storage and vehicles and includes cleaning, pest control, maintenance and waste disposal.
<b>7. Good Operating Practices</b>	Sets requirements for the operation of the warehouse with sections on receipt of goods, product handling, stock rotation and release procedures.
<b>8. Personnel</b>	Training requirements and expectations on personal hygiene

In addition to the main Standard there are also additional modules which cover other specific services which some Storage facilities also offer such as product inspection, contract packing, quantity control checks, waste recovery and recycling. These modules are added where applicable.

## 6. How does the Standard operate

The operating rules for the Standard follow the same principles as most of the other BRCGS Standards.

Audits are carried out by accredited Certification Bodies which have been approved by the BRCGS. The auditors are restricted to auditors that are familiar with the sector and have successfully completed the BRCGS training course and examination on the Standard.

The audits are planned, announced audits and are carried out at all storage facilities on an annual basis. The duration of the audit varies depending on the size of the site and complexity but is typically 1.5 days.

Audit reports provide a summary of how the sites comply with the Standard and identify any non- conformities together with the action taken to correct these. Certificates are issued when all non- conformities are completed but no grade is given to certificated sites.

## 7. How can I check if my suppliers are already certificated?

All certificated sites are included on the BRCGS Directory [brcdirectory.co.uk](http://brcdirectory.co.uk) ,unless they have specifically requested not to be included. It is possible to use the search facility on the website to check the status of specific sites or to search for certificated suppliers.

## 8. Getting started with Storage and Distribution Standard

Full details about the scheme are available on the BRCGS website [brcgs.com](http://brcgs.com) and are contained in the Standard which is available from via the BRCGS Bookshop website. The process of gaining certification can be summarised in the following steps



Get a copy of the Standard and assess the compliance of your site to its requirements. The BRCGS have published guidance documents on best practice and on the use of standards for some sectors which may also be of assistance. To assist in the implementation of the BRCGS Standards, the BRCGS has developed a wide range of practical training courses. See [brcgs.com/training/](http://brcgs.com/training/) for further information.

## Self assessment

Review your current systems and practices against the requirements of the standard in order to identify areas which may need further work before undertaking a full audit. This can be carried out by your own site, by a consultant familiar with the BRCGS Standard or by asking a Certification Body to undertake a pre-assessment.

## Select a certification body

Select an accredited Certification Body to carry out the evaluation on your site. Only Certification Bodies that are registered by the BRCGS can undertake audits. Certification Bodies can be selected by country and standard from the Directory section of the BRCGS website. Certification Bodies will require details of your site and operation before being able to provide a quotation. Typical audit durations are indicated in the standards.

## The Audit

A plan for the audit should be provided by your certification body to ensure that you and your team are properly prepared. The audit may be extended if staff or documentation is not available at the audit so preparation is essential. It is important that the site is in operation at the time of the audit otherwise a further audit will be required.

## Corrective Actions

At the end of the audit the Certification Body should provide a written list of any areas which need improvement in order to gain certification, this will also be discussed at the closing meeting. Where non conformances have been identified, these must be addressed and suitable evidence provided to the Certification Body for assessment within 28 days. In some circumstances it may be necessary for the auditor to return to the site to check that appropriate corrective action has been taken.

## Report and Certification

The Certification Body will review the audit report from the auditor and corrective action documentation provided in order to make a certification decision. The audit report and certificate (if applicable) should be issued within 42 days of the original audit date to the person who paid for the audit usually the site. A copy of the report is automatically sent to the BRCGS to allow quality control checking of the Certification Bodies. Certified sites are listed on the BRCGS Directory web site to advertise their achievements.