



BRC GLOBAL STANDARDS
TRAINING COURSES



FEBRUARY 2018

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THE BRC GLOBAL STANDARD FOR FOOD SAFETY ISSUE 7

UNDERSTAND THE BACKGROUND AND BENEFITS OF THE
BRC GLOBAL STANDARD FOR FOOD SAFETY

PUBLISH DATE: JANUARY 2015 **IMPLEMENTATION DATE:** JULY 2015

COURSES INCLUDE

- Global Standard for Food Safety Issue 7: Third Party Auditor
- Global Standard for Food Safety Issue 7: Understanding the Requirements
- Global Standard for Food Safety Issue 7: Understanding the Requirements with Protocol and Report Writing (e-Learning module)
- Global Standard for Food Safety Issue 7: Implementing the Standard
- Global Standard for Food Safety Issue 7: BRC Awareness

NOTE: *Delegates should have read a copy of the BRC Global Standard Food Safety Issue 7 before attending any related course.

GLOBAL STANDARD FOR FOOD SAFETY: THIRD PARTY AUDITOR

DURATION: 5 Days.

WHO SHOULD ATTEND: New BRC Global Standards auditors (without Lead Assessor), personnel from certification bodies seeking registration, consultants, technical & quality managers who wish to gain an in-depth understanding of the audit process.

ASSESSMENT: Third Party Auditor 50 question exam; Pass mark 75%.

COURSE SUMMARY: This 5-day in-depth course will provide an understanding of the Standard in terms of the protocol, requirements and how to audit effectively. Delegates will gain an in-depth guide to the requirements of the Standard, and learn how to undertake a BRC Global Standards audit, including effective planning, conducting and reporting of the audit. Auditing techniques will be practiced and developed, to include the auditor competency skills required of GFSI scheme auditors. Delegates must have a prior working knowledge of quality management systems and auditing within the relevant manufacturing sector, and have completed a HACCP course of at least two days duration.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Explain the operation of the Standards scheme
- Audit the requirements of the Standard effectively
- Use the audit methods defined by BRC Global Standards



- Practice effective auditing techniques
- Demonstrate the food safety auditor competencies as defined by GFSI
- Describe and explain the compliance monitoring of certification bodies by BRC Global Standards
- Demonstrate the use of the BRC Global Standards Directory
- Know how the audit should be carried out and reported consistently

GLOBAL STANDARD FOR FOOD SAFETY: UNDERSTANDING THE REQUIREMENTS

DURATION: 2 Days.

WHO SHOULD ATTEND: Technical & quality managers and their teams, personnel from retailers.

ASSESSMENT: Understanding the Requirements 25 question exam; Pass mark 60%.

COURSE SUMMARY: This course has been designed to enable delegates to gain a full understanding of the general principles of the requirements of the Standard, including fundamental clauses and statements of intent. Delegates will also learn how certificated audits against the Standard operate including closing the audit, corrective actions and certificate issue. A good technical knowledge of the industry is essential.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Explain the operation of the Standard
- Prepare for an audit to the Standard
- Implement the requirements of the Standard
- Close out corrective actions
- Access and share reports on the BRC Global Standards Directory

GLOBAL STANDARD FOR FOOD SAFETY: UNDERSTANDING THE REQUIREMENTS WITH PROTOCOL AND REPORT WRITING (E-LEARNING)

DURATION: 2-day classroom PLUS e-Learning module.

WHO SHOULD ATTEND: Auditors (with Lead Assessor) who wish to audit the BRC Global Standard for Food Safety, consultants, technical & quality managers who wish to gain a greater understanding of the audit protocol.

ASSESSMENT: Understanding the Requirements and Protocol & Report Writing 50 question exam; Pass mark 75%.

COURSE SUMMARY: This training comprises the 2 day Understanding the Requirements course taken together with the BRC Global Standards Protocol & Report Writing e-learning course (available at <https://brcelearning.com/auditor-courses/>). These e-learning modules have been specifically designed for auditors who need to complete their audit training, and include specific information on completing the BRC Global Standards audit and writing the report.



GUIDANCE:

TRAINING ROUTES WILL BE DIFFERENT ACCORDING TO PREVIOUS EXPERIENCE

AND QUALIFICATIONS. For this reason, it is essential for auditors to choose the correct course, and for ATPs to be aware of the correct course to register auditors on BRC Educate.

NEW BRC GLOBAL STANDARDS AUDITORS (who hold a Lead Auditor qualification) – if not currently qualified to audit a BRC Global Standard, the full Protocol and Report Writing module should be purchased. Your Understanding the Requirements trainer should register you on BRC Educate for attendance at the course named 'Understanding the Requirements and Protocol & Report Writing', which will give you access to the correct **50-QUESTION** auditor exam.

EXISTING BRC GLOBAL STANDARDS AUDITORS – if you have completed BRC Global Standards auditor training and currently audit at least one other BRC Standard; and now wish to audit another BRC Global Standard, you need to complete the top-up module in Protocol & Report Writing (i.e. for Packaging auditors wishing to audit Food 7 you should purchase the Protocol & Report Writing Food Issue 7 – for existing BRC Global Standards auditors, and for Food auditors wishing to audit Packaging 5 you should purchase the Protocol & Report Writing Packaging Issue 5 – for existing BRC Global Standards auditors.

For both routes: You should have completed a classroom-based Understanding the Requirements course in the Standard you wish to audit, BEFORE commencing the correct Protocol & Report Writing e-learning course.

KEY LEARNING OBJECTIVES

- List the aims of the Global Standards scheme
- Describe the format, scope and structure of the Standards
- Identify audit scope and understand planning the audit
- Effectively audit the requirements of the Standard
- Initiate closing the audit and corrective actions
- Be able to complete the BRC Global Standards audit and write the report

GLOBAL STANDARD FOR FOOD SAFETY: IMPLEMENTING THE STANDARD

DURATION: 2 Days.

WHO SHOULD ATTEND: Consultants, site leadership teams looking to understand the requirements of the Standard.

ASSESSMENT: Implementing the Standards 25 question exam; Pass mark 60%.

COURSE SUMMARY: This course is designed to shorten the learning curve and assist previously uncertified site management teams with an initial approach and understanding for how to implement the Standard requirements.

This approach starts with some basic project discussion including organization of documentation (3.1) and assignment of key activities responsibilities (1.2.1). Each requirement will be addressed either by discussion questions or exercises.

It is expected that attendees will have previously taken HACCP training.



KEY LEARNING OBJECTIVES

A discussion approach is used to guide the participants through questions regarding:

- Leadership and strategies for instilling a food safety and quality culture
- Types of evidence needed to satisfy the BRC Global Standards requirements
- Identifying areas of learning needed outside this course for successful implementation (e.g. Root Cause Analysis, Strategic Planning)

GLOBAL STANDARD FOR FOOD SAFETY: BRC AWARENESS

DURATION: 1 Day.

WHO SHOULD ATTEND: Senior management, quality managers, technical managers, production and operations managers.

ASSESSMENT: No formal assessment, certificate of attendance.

COURSE SUMMARY: This one-day course gives technical and quality staff from manufacturers an overview of how the BRC Global Standard for Food Safety should be implemented onsite.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Explain the background and benefits of the BRC Global Standard for Food Safety;
- Understand the requirements including fundamental clauses and statements of intent;
- Describe the different audit options covering unannounced and BRC Global Standards' Global Markets programme
- Understand the BRC Global Standards protocol for audit scope and planning an audit



THE BRC GLOBAL STANDARD FOR FOOD SAFETY ISSUE 8

UNDERSTAND THE BACKGROUND AND BENEFITS OF THE
BRC GLOBAL STANDARD FOR FOOD SAFETY

PUBLISH DATE: AUGUST 2018 **IMPLEMENTATION DATE:** FEBRUARY 2019

COURSES INCLUDE

- Global Standard for Food Safety Issue 7 to 8 Conversion for Auditors*
- Global Standard for Food Safety Issue 7 to 8 Conversion for Sites*
- Global Standard for Food Safety Issue 8: Auditor Training
- Global Standard for Food Safety Issue 8: Sites Training
- Global Standard for Food Safety Issue 8: Lead Auditor

NOTE: *Delegates should have read a copy of the BRC Global Standard for Food Safety 8 before attending any related course.

*It is not recommended that conversion courses are used 12 months after the implementation to audit against the new Issue of the Standard.

GLOBAL STANDARD FOR FOOD SAFETY ISSUE 8 ISSUE 7 TO 8 CONVERSION FOR AUDITORS

DURATION: 2 Days.

WHO SHOULD ATTEND: Certification body scheme managers, audit report reviewers, current auditors of BRC Global Standard for Food Safety Issue 7, consultants, manufacturing personnel wishing to gain a better understanding of the audit protocol.

ASSESSMENT: Issue 7 To 8 Conversion for Auditors 50 question exam; Pass mark 75%.

COURSE SUMMARY: This course will provide auditors of BRC Global Standard for Food Safety Issue 7 with details of the changes to the Standard for Issue 8, as well as a review of audit protocol and BRC Global Standards expectations to ensure the effectiveness and consistency of audits against the Standard.

KEY LEARNING OBJECTIVES

- Know the changes for Issue 8 including changes to existing clauses, new requirements and clauses for voluntary modules
- Recognise the changes to the protocol of the Standard
- Know how the audit should be carried out and reported consistently



GLOBAL STANDARD FOR FOOD SAFETY ISSUE 8 ISSUE 7 TO 8 CONVERSION FOR SITES

DURATION: 1 Day.

WHO SHOULD ATTEND: Site technical & quality managers and their teams/BRC Global Standards Professionals.

ASSESSMENT: Issue 7 to 8 Conversion for Sites 25 question exam; Pass mark 60%.

COURSE SUMMARY: This course will provide delegates with an in-depth understanding of the revisions to the Standard requirements for Issue 8. It is designed to equip delegates with the skills and knowledge to successfully implement the changes to the Standard on-site.

KEY LEARNING OBJECTIVES

- Understand the changes to existing requirements
- Understand what sites need to do to implement the new requirements
- Recognise the changes to the protocol of the Standard
- Know what to expect from the Food 8 audit

GLOBAL STANDARD FOR FOOD SAFETY ISSUE 8 LEAD AUDITOR

DURATION: 5 Days.

WHO SHOULD ATTEND: Certification body auditors or new auditors seeking registration, technical and quality managers who wish to gain an in-depth understanding of the audit process, consultants.

ASSESSMENT: Lead Auditor 50 question exam; Pass mark 75%.

COURSE SUMMARY: This 5-day in-depth course will provide an understanding of the Standard in terms of the protocol, requirements and how to audit effectively. Delegates will gain an in-depth guide to the requirements of the Standard, and learn how to undertake a BRC Global Standards audit, including effective planning, conducting and reporting of the audit. Auditing techniques will be practiced and developed, to include the auditor competency skills required of GFSI scheme auditors. Delegates must have a prior working knowledge of quality management systems and auditing within the relevant manufacturing sector, and have completed a HACCP course of at least two days duration.

Successful completion of this course, including the exam, forms part of the training necessary to become a BRC Global Standards auditor. The steps necessary to complete your training must be arranged with a BRC Global Standards-approved certification body.

KEY LEARNING OBJECTIVES

To provide an understanding of:

- The details of the BRC Global Standards scheme
- The requirements of the Standard and how compliance can be demonstrated
- BRC Global Standards auditing protocol
- Effective auditing techniques



- Food safety auditor competencies as defined by GFSI
- Completing the audit report
- Compliance monitoring of certification bodies
- The BRC Global Standards Directory

GLOBAL STANDARD FOR FOOD SAFETY ISSUE 8 AUDITOR TRAINING

DURATION: 3 Days.

WHO SHOULD ATTEND: New BRC Global Standards Auditors (who already hold a Lead Assessor qualification), consultants, technical & quality managers from sites who wish to gain a deeper understanding of the BRC Global Standards audit process.

ASSESSMENT: Auditor Training exam 50 question exam; Pass mark 75%.

COURSE SUMMARY: This course has been designed to enable delegates to gain a full understanding of the general principles of the requirements of the Standard, including fundamental clauses and statements of intent, and how to undertake a BRC Global Standards audit, including planning and reporting of the audit.

Delegates must have a working knowledge of quality management systems and auditing within the relevant manufacturing sector. Delegates should also have completed a HACCP course of at least two days duration.

KEY LEARNING OBJECTIVES

To provide an understanding of:

- The BRC Global Standards scheme
- The complete requirements of the Standard
- BRC Global Standards auditing protocol
- Effective auditing techniques and completing the audit report
- Compliance monitoring of certification bodies
- The BRC Global Standards Directory



GLOBAL STANDARD FOR FOOD SAFETY ISSUE 8 SITES TRAINING

DURATION: 2 Days.

WHO SHOULD ATTEND: Technical & quality managers and their teams from manufacturing and retailing, BRC Global Standards Professionals.

ASSESSMENT: Sites Training 25 question exam; Pass mark 60%.

COURSE SUMMARY: This course has been designed to enable delegates to gain a full understanding of the general principles of the Standard, and how to comply with the requirements. Delegates will also gain an understanding of what to expect during the process of certification, and actions needed prior to, during and after the audit.

KEY LEARNING OBJECTIVES

To provide an understanding of:

- The details of the scheme
- How to meet the requirements of the Standard
- What to expect from your BRC Global Standards audit
- Accessing and using site audit reports on the BRC Global Standards Directory



THE BRC GLOBAL STANDARD FOR PACKAGING & PACKAGING MATERIALS ISSUE 5

UNDERSTAND THE BACKGROUND AND BENEFITS OF THE
BRC GLOBAL STANDARD FOR PACKAGING & PACKAGING MATERIALS

PUBLISH DATE: JULY 2015 **IMPLEMENTATION DATE:** JANUARY 2016

COURSES INCLUDE

- Global Standard for Packaging and Packaging Materials Issue 5: Understanding the Requirements
- Global Standard for Packaging and Packaging Materials Issue 5: Understanding the Requirements with Protocol and Report Writing (e-Learning)

Note: Delegates should have read a copy of the BRC Global Standard Packaging and Packaging Materials Issue 5 before attending any related course.

GLOBAL STANDARD FOR PACKAGING AND PACKAGING MATERIALS: UNDERSTANDING THE REQUIREMENTS

DURATION: 2 Days.

WHO SHOULD ATTEND: Technical & quality managers from manufacturing sites.

ASSESSMENT: Understanding the Requirements 25 question exam; Pass mark 60%.

COURSE SUMMARY: This course has been designed to enable delegates to gain a full understanding of the requirements of Issue 5, including the objectives of fundamental clauses and statements of intent. Delegates will learn how audits against the Standard operate including preparation, the audit, non-conformities, corrective actions and certificate issue. A good technical knowledge of the packaging industry is essential.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Understand the background and benefits of the Standard
- Outline the details of the audit and certification programme
- Determine audit scope and plan the audit
- Prepare for an audit, deal with non-conformities and corrective actions
- Use and share reports on the BRC Global Standards Directory
- Understand the BRC Global Standard compliance programme



GLOBAL STANDARD FOR PACKAGING AND PACKAGING MATERIALS: UNDERSTANDING THE REQUIREMENTS WITH PROTOCOL AND REPORT WRITING (E-LEARNING)

DURATION: 2-day classroom PLUS e-Learning module.

WHO SHOULD ATTEND: Auditors (with Lead Assessor) who wish to audit the Standard, consultants, technical & quality managers who wish to gain a greater insight into the audit process.

ASSESSMENT: Understanding the Requirements and Protocol & Report Writing 50 question exam; Pass mark 75%.

COURSE SUMMARY: This training comprises the 2-day Understanding the Requirements course taken together with the BRC Global Standards Protocol & Report writing e-learning course (available at <https://brcelearning.com/auditor-courses/>). These e-Learning modules have been specifically designed for auditors who need to complete their audit training, and include specific information on completing the BRC Global Standards audit and writing the report.

GUIDANCE:

TRAINING ROUTES WILL BE DIFFERENT ACCORDING TO PREVIOUS EXPERIENCE AND QUALIFICATIONS.

For this reason, it is essential for auditors to choose the correct course, and for ATPs to be aware of the correct course to register auditors on BRC Educate.

NEW BRC GLOBAL STANDARDS AUDITORS (who hold a Lead Auditor qualification) – if not currently qualified to audit a BRC Global Standard, the full Protocol and Report Writing module should be purchased. Your Understanding the Requirements trainer should register you on BRC Educate for attendance at the course named ‘Understanding the Requirements and Protocol & Report Writing’, which will give you access to the correct **50-QUESTION** auditor exam.

EXISTING BRC GLOBAL STANDARDS AUDITORS – if you have completed BRC Global Standards auditor training and currently audit at least one other BRC Global Standard; and now wish to audit another Standard, you need to complete the top-up module in Protocol & Report Writing (i.e. for Packaging auditors wishing to audit Food 7 you should purchase the Protocol & Report Writing Food Issue 7 – for existing BRC Global Standards auditors, and for Food auditors wishing to audit Packaging 5 you should purchase the Protocol & Report Writing Packaging Issue 5 – for existing BRC Global Standards auditors.)

For both routes: You should have completed a classroom-based Understanding the Requirements course in the Standard you wish to audit to BEFORE commencing the correct Protocol & Report Writing e-learning course.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- List the aims of the Global Standards scheme
- Describe the format, scope and structure of the Standards
- Identify audit scope and understand planning the audit
- Effectively audit the requirements of the Standard
- Initiate closing the audit and corrective actions
- Be able to complete the BRC Global Standards audit and write the report



THE BRC GLOBAL STANDARD FOR STORAGE AND DISTRIBUTION ISSUE 3

UNDERSTAND THE BACKGROUND AND BENEFITS OF THE
BRC GLOBAL STANDARD FOR STORAGE AND DISTRIBUTION

PUBLISH DATE: AUGUST 2016 **IMPLEMENTATION DATE:** FEBRUARY 2017

COURSES INCLUDE

- Global Standard for Storage and Distribution Issue 3: Understanding the Requirements
- Global Standard for Storage and Distribution Issue 3: Understanding the Requirements with Protocol and Report Writing pre-reading module
- Global Standard for Storage and Distribution Issue 3: Auditor Training

Note: Delegates should have read a copy of the BRC Global Standard Storage & Distribution Issue 3 before attending any related course.

GLOBAL STANDARD FOR STORAGE AND DISTRIBUTION: AUDITOR TRAINING

DURATION: 3 Days.

WHO SHOULD ATTEND: Auditors.

ASSESSMENT: Auditor Training 50 question exam; Pass mark 75%.

COURSE SUMMARY: The intention of the course is to train current auditors of other schemes who wish to audit the BRC Global Standard for Storage and Distribution.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- List the aims of the Global Standards scheme
- Describe the format, scope and structure of the Standards
- Effectively audit the requirements of the Standard
- Be able to complete the BRC Global Standards audit and write the report
- Know how and where to access support from the BRC Global Standards

GLOBAL STANDARD FOR STORAGE AND DISTRIBUTION: UNDERSTANDING THE REQUIREMENTS

DURATION: 2 Days.

WHO SHOULD ATTEND: Technical, quality & operational staff from the logistics industry, retailers and food service companies.



ASSESSMENT: Understanding the Requirements 25 question exam; Pass mark 60%.

COURSE SUMMARY: This course gives technical, quality and operations staff from the logistics industry, retailers and food service companies a clear understanding of the protocols and requirements of the BRC Global Standard for Storage and Distribution, including audit planning, and the events during and after the audit.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Describe the details of the scheme including audit scope and planning for the audit
- Implement the requirements of the Standard on-site
- Put actions into place to close an audit, knowing what corrective actions are needed and how certificates are issued
- Choose to have an audit against one of the different audit options available, including options 1 and 2 of the unannounced scheme
- Understand the current compliance monitoring of certification bodies by BRC Global Standards
- Use and share audit reports on the BRC Global Standards Directory

GLOBAL STANDARD FOR STORAGE AND DISTRIBUTION: UNDERSTANDING THE REQUIREMENTS WITH PROTOCOL AND REPORT WRITING PRE-READING MODULE

DURATION: 2 Days.

WHO SHOULD ATTEND: Auditors (with Lead Assessor), consultants, technical, quality & operational staff from the logistics industry, who wish to gain an insight into the audit process.

ASSESSMENT: Understanding the requirements with Protocol and Report Writing 50 question exam; Pass mark 75%.

COURSE SUMMARY: This course will train auditors who wish to audit the Standard on the correct interpretation of the clauses and protocol. It gives technical, quality and operations staff from the logistics industry, retailers and food service companies a clear understanding of the protocol and requirements of the BRC Global Standard for Storage and Distribution, including audit planning, and the events during and after the audit.

To audit the Standard, delegates must hold a Lead Auditor qualification. Existing BRC Global Standards auditors holding a Lead Auditor qualification, and who wish to audit this Standard may take this course, followed by the 'Protocol and Report Writing' pre-reading module, and then complete the assessment to qualify to audit this Standard.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Understand the details of the scheme including audit scope and planning for the audit
- Be able to audit the requirements of the Standard
- Understand how an audit is closed, what corrective actions are needed and how certificates are issued
- Describe the different audit options available, including options 1 and 2 of the unannounced scheme
- Understand the current compliance monitoring of certification bodies by BRC Global Standards
- Use the BRC Global Standards Directory



THE BRC GLOBAL STANDARD FOR CONSUMER PRODUCTS ISSUE 4

UNDERSTAND THE BACKGROUND AND BENEFITS OF THE
BRC GLOBAL STANDARD FOR CONSUMER PRODUCTS

PUBLISH DATE: NOVEMBER 2016 **IMPLEMENTATION DATE:** APRIL 2017

COURSES INCLUDE

- Global Standard for Consumer Products Issue 4: Lead Auditor
- Global Standard for Consumer Products Issue 4: Auditor Training
- Global Standard for Consumer Products Issue 4: Understanding the Requirements

Note: Delegates should have read a copy of the BRC Global Standard for Consumer Products General Merchandise Issue 4 and BRC Global Standard for Consumer Products Personal Care and Household Issue 4 before attending any related course.

GLOBAL STANDARD FOR CONSUMER PRODUCTS: LEAD AUDITOR

DURATION: 5 Days.

WHO SHOULD ATTEND: New BRC Global Standard auditors (without Lead Assessor qualification), technical & quality managers responsible for auditing, consultants.

ASSESSMENT: Lead Auditor 50 question exam; Pass mark 75%.

COURSE SUMMARY: This course covers the third-party audit requirements against the BRC Global Standard for Consumer Products Issue 4 – both Personal Care and Household and General Merchandise.

The course includes the protocol and requirements of Issue 4, consistent report-writing, auditing techniques and management of the BRC Global Standards audit, ultimately preparing an individual for a Lead Auditor role.

Before the course you will need a working knowledge of quality management systems and auditing within the relevant manufacturing sector, and you must have completed a hazard and risk management course (minimum 2 days' duration).

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Understand the detailed requirements and audit protocol of the BRC Global Standard for Consumer Products Issue 4 for both Personal Care and Household and General Merchandise.
- Prepare, deliver and report on a BRC Global Standards audit.
- Understand practical auditing techniques, report writing and management of the BRC Global Standards audit report.
- Prepare for a Lead Auditor role.



GLOBAL STANDARDS FOR CONSUMER PRODUCTS: AUDITOR TRAINING

DURATION: 3 Days.

WHO SHOULD ATTEND: Auditors.

ASSESSMENT: Auditor Training 50 question exam; Pass mark 75%.

COURSE SUMMARY: This course will provide delegates with an in-depth understanding of both BRC Global Standards for Consumer Products – Personal Care and Household and General Merchandise.

Working with major specifiers and brand owners, the Standard has been substantially updated for this Issue to meet market expectations. The course is designed to equip delegates with the skills and knowledge to successfully audit against Issue 4 of the Standard.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Understand the reasons for changes to the Standard, including industry developments
- Understand the requirements for each of the Standards – both at Foundation and Higher level
- Comply with auditor requirements and how the BRC Global Standards audit process should be carried out and reported
- Understand the role of the BRC Global Standards compliance programme
- Have gained the skills required to conduct a BRC Global Standards audit to either Standard, and write a correct and full audit report

GLOBAL STANDARDS FOR CONSUMER PRODUCTS: UNDERSTANDING THE REQUIREMENTS

DURATION: 2 Days.

WHO SHOULD ATTEND: Technical & quality staff from manufacturers and retailers.

ASSESSMENT: Understanding the Requirements 25 question exam; Pass mark 60%.

COURSE SUMMARY: This course will give technical, quality and operations staff from manufacturers and retailers a clear understanding of the protocol and requirements of BRC Global Standards for Consumer Products – either Personal Care and Household or General Merchandise - including audit planning, and the events during and after the audit.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Understand the background and benefits of the Standard
- Understand the details of the scheme including audit scope and planning for the audit
- Implement the requirements of the Standard, including fundamental clauses and statements of intent
- Understand how an audit is closed, what corrective actions are and how certificates are issued
- Know about different audit options available at Foundation and Higher Level
- Understand the current compliance monitoring of certification bodies by BRC Global Standards
- Access support and resources supplied by BRC Global Standards including BRC Participate, the BRC Global Standards Directory and BRC Bookshop



THE BRC GLOBAL STANDARD FOR AGENTS AND BROKERS ISSUE 2

UNDERSTAND THE BACKGROUND AND BENEFITS OF THE
BRC GLOBAL STANDARD FOR AGENTS AND BROKERS

PUBLISH DATE: AUGUST 2017 **IMPLEMENTATION DATE:** FEBRUARY 2018

COURSES INCLUDE

- Global Standard for Agents & Brokers Issue 2: Conversion Issue 1 to 2 for Auditors*
- Global Standard for Agents & Brokers Issue 2: Conversion Issue 1 to 2 for Companies*
- Global Standard for Agents & Brokers Issue 2: Understanding the Requirements for Auditors
- Global Standard for Agents & Brokers Issue 2: Understanding the Requirements for Companies

Note: Delegates should have read a copy of the BRC Global Standard Agents and Brokers Issue 2 before attending any related course.

*It is not recommended that conversion courses are used 12 months after the implementation to audit against the new Issue of the Standard.

GLOBAL STANDARD FOR AGENTS AND BROKERS: CONVERSION ISSUE 1 TO 2 FOR AUDITORS

DURATION: 1 Day.

WHO SHOULD ATTEND: Existing BRC Global Standard for Agents and Brokers auditors.

ASSESSMENT: Conversion Issue 1 to 2 for Auditors 50 question exam; Pass mark 75%.

COURSE SUMMARY: This course gives auditors who currently audit Agents and Brokers Issue 1 a clear understanding of the changes to the protocol and requirements of BRC Global Standards for Agents and Brokers Issue 2.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Understand the reasons for changes to the Standard, including industry developments
- Explain how the changes will benefit retailers, manufacturers, auditors and consumers
- Understand the changes from Issue 1 including changes to the format of the Standard, changes to existing clauses, new requirements and clauses
- Recognise the changes to the protocol of the Standard
- Know how the audit process should now be carried out and reported.



GLOBAL STANDARD FOR AGENTS AND BROKERS: CONVERSION ISSUE 1 TO 2 FOR SITES

DURATION: 1 Day.

WHO SHOULD ATTEND: Personnel from companies who are currently certificated to Agents and Brokers Issue 1.

ASSESSMENT: Conversion Issue 1 to 2 for Sites 25 question exam; Pass mark 60%.

COURSE SUMMARY: This course gives personnel from companies who are currently certificated to Agents and Brokers Issue 1 a clear understanding of the changes to the protocol and requirements of the BRC Global Standard for Agents and Brokers Issue 2.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Understand the reasons for changes to the Standard, including industry developments
- Be able to explain how the changes will benefit retailers, manufacturers, auditors and consumers
- Understand the changes from Issue 1 including changes to the format of the Standard, changes to existing clauses, new requirements and clauses
- Recognise the changes to the protocol of the Standard
- Know how the audit process should now be carried out and reported

GLOBAL STANDARD FOR AGENTS AND BROKERS: UNDERSTANDING THE REQUIREMENTS FOR AUDITORS

DURATION: 1 Day.

WHO SHOULD ATTEND: BRC Global Standards auditors who wish to add this Standard to their audit capabilities.

ASSESSMENT: Understanding the Requirements for Auditors 50 question exam; Pass mark 75%.

COURSE SUMMARY: This course will ensure that prospective auditors of the BRC Global Standard for Agents and Brokers Issue 2 have an in-depth and practical understanding of the format and requirements of the Standard, the protocol for the audit and actions following the audit.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Describe the scope of companies and products covered by the Standard
- Know what is required to comply with the requirements of the Standard
- Prepare for an audit to the Standard
- Understand the protocol for audits to the Standard



GLOBAL STANDARD FOR AGENTS AND BROKERS: UNDERSTANDING THE REQUIREMENTS FOR COMPANIES

DURATION: 1 Day.

WHO SHOULD ATTEND: Agents, brokers and their staff who wish to gain a thorough understanding of the Standard and audit protocol to be able to prepare their companies for certification.

ASSESSMENT: Understanding the Requirements for Companies 25 question exam; Pass mark 60%.

COURSE SUMMARY: This course will ensure that that company personnel using the BRC Global Standard for Agents and Brokers Issue 2 have an in-depth and practical understanding of the format and requirements of the Standard, the protocol for the audit and actions following the audit.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Describe the scope of companies and products covered by the Standard
- Know what is required to comply with the requirements of the Standard
- Prepare for an audit to the Standard
- Understand the protocol for audits to the Standard



THE BRC GLOBAL STANDARD FOR RETAIL ISSUE 1

UNDERSTAND THE BACKGROUND AND BENEFITS OF THE BRC GLOBAL STANDARD FOR RETAIL

PUBLISH DATE: SEPTEMBER 2016 **IMPLEMENTATION DATE:** SEPTEMBER 2016

COURSES INCLUDE

- Global Standard for Retail Issue 1: Auditor Training
- Global Standard for Retail Issue 1: Understanding the Requirements

Note: Delegates should have read a copy of the BRC Global Standard Retail Issue 1 before attending any related course.

GLOBAL STANDARD FOR RETAIL: AUDITOR TRAINING

DURATION: 2 Days.

WHO SHOULD ATTEND: Current or prospective BRC Global Standards auditors who currently hold a Lead Auditor qualification.

ASSESSMENT: Auditor Training 50 question exam; Pass mark 75%.

COURSE SUMMARY: This course will train delegates who wish to audit Issue 1 of the BRC Global Standard for Retail, with details of the requirements of the Standard and the protocol for audits and report writing.

KEY LEARNING OBJECTIVES

- Describe the format and requirements of the Standard
- Effectively audit the Standard
- Access support and resources supplied by BRC Global Standards including BRC Participate, the BRC Global Standards Directory and BRC Bookshop



GLOBAL STANDARD FOR RETAIL: UNDERSTANDING THE REQUIREMENTS

DURATION: 2 Days.

WHO SHOULD ATTEND: Technical & food safety teams at corporate level in retail businesses.

ASSESSMENT: Understanding the requirements 25 question exam; Pass mark 60%.

COURSE SUMMARY: This course is to train delegates who wish to implement the BRC Global Standard for Retail at their head office and stores. The course includes details of the requirements of the Standard and the protocol for certification.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Describe the format and requirements of the Standard
- Implement the requirements of the Standard on-site
- Prepare for an audit to the Standard
- Access support and resources supplied by BRC Global Standards including BRC Participate, the BRC Global Standards Directory and BRC Bookshop



PRODUCT SAFETY MANAGEMENT

THE BRC GLOBAL STANDARDS PRODUCT SAFETY MANAGEMENT COURSES INCLUDE:

- Hazard Analysis and Critical Control Points (HACCP)
- Hazard Analysis and Risk-based Preventive Controls (HARPC)
- Effective Hazard and Risk Analysis (HARA)
- Internal Auditor
- Risk Assessment
- Root Cause Analysis
- Validation and Verification
- Vulnerability Assessment for Food Fraud

HAZARD ANALYSIS AND CRITICAL CONTROL POINTS (HACCP)

DURATION: 2 Days.

WHO SHOULD ATTEND: Operational, Quality and Technical staff/Food safety management team members implementing HACCP or food safety plans.

ASSESSMENT: HACCP 25 question exam; Pass mark 60%.

COURSE SUMMARY: The purpose of this course is to train technical and quality staff from sites who need to be able to establish and implement a hazard analysis and critical control point (HACCP) system.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Understand the BRC Global Standards requirements in relation to HACCP
- Describe Codex Alimentarius principles of HACCP
- Describe the reasons HACCP may fail and the most common BRC Global Standards non-conformities related to HACCP
- Complete the preparatory stages for developing the HACCP plan
- Conduct a hazard analysis, determine CCPs and develop a HACCP plan with monitoring, corrective action and verification activities
- Food laboratory directors, managers and technicians
- Consultants and researchers involved in food safety



HAZARD ANALYSIS AND RISK-BASED PREVENTIVE CONTROLS (HARPC)

DURATION: 2 Days.

WHO SHOULD ATTEND: Operational, Quality and Technical staff responsible for developing and the day-to-day management of the HARPC plan.

ASSESSMENT: HARPC 25 question exam; Pass mark 60%.

COURSE SUMMARY: This course will cover the similarities and differences between requirements of the BRC Global Standard for Food Safety and the Food Safety Modernization Act's (FSMA) Preventive Controls rule.

BRC Global Standards' HARPC course is not a substitute for the Food and Drug Administration's (FDA) Preventive Controls course.

HARPC encompasses far more in the way of food safety assessment and control than a traditional hazard analysis and critical control points (HACCP) plan.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Describe how the BRC Global Standard for Food Safety aligns with FSMA's Preventive Controls rule
- Explain the BRC Global Standards and HARPC requirements for development and management of a food safety plan
- Adapt a BRC Global Standards food safety management system (FSMS) to meet Preventive Controls regulation.
- Review common non-conformities related to HACCP and HARPC found in BRC Global Standards audits.
- Review risk analysis principles

GLOBAL STANDARD FOR PACKAGING AND PACKAGING MATERIALS: EFFECTIVE HAZARD AND RISK ANALYSIS (HARA)

DURATION: 2 Days.

WHO SHOULD ATTEND: Technical & quality managers from packaging manufacturers and their teams, consultants, new auditors for the BRC Global Standard for Packaging and Packaging Materials who do not hold a qualification in HACCP.

ASSESSMENT: HARA 25 question exam; Pass mark 60%.

COURSE SUMMARY: This course will introduce delegates to BRC Global Standards requirements, quality systems, the foundation of HARA - HACCP and the other crucial elements in managing a company's risk-based systems and is aimed at personnel from packaging manufacturers, such as technical managers, quality managers, and other members of product safety and quality management teams (production, engineering and new product development personnel) who need to develop and implement the hazard and risk analysis plan.



KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Understand the requirements of the BRC Global Standard for Packaging and Packaging Materials in relation to hazard and risk analysis
 - Understand the foundations of HARA/HACCP
 - Establish and implement an effective hazard and risk analysis plan
-

INTERNAL AUDITOR

DURATION: 2 Days.

WHO SHOULD ATTEND: Operational, quality and technical staff responsible for managing an internal auditing schedule.

ASSESSMENT: 50% Course Participation; 50% Course Assignment – Workplace audit; Pass mark 75%.

COURSE SUMMARY: This course is to enable to undertake internal audits and prepare companies for third party audits. It's delivered via a series of workshop-led discussions, presentations and an interactive case study. During the live case study, you will be given feedback and support to enable you to carry out an audit at your own workplace.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Understand the roles and responsibilities of auditors
 - Be able to plan and conduct an internal audit
 - Know how to write concise, accurate and factual audit reports
 - Be able to undertake audit follow-up activities
-

ROOT CAUSE ANALYSIS

DURATION: 1 Day.

WHO SHOULD ATTEND: Consultants/Auditors/Quality and safety management staff at manufacturing, storage/distribution and retail sites.

ASSESSMENT: Course Assignment – Root Cause Analysis; Pass mark 75%.

COURSE SUMMARY: This course is to provide delegates with a thorough understanding of root cause analysis (RCA) to know the importance of RCA, and to be able to perform RCA competently. This is especially helpful when implementing some of the requirements in the BRC Global Standards.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Define root cause analysis (RCA)
- Understand difference between symptoms and RCA
- Understand the role and importance of RCA in compliance with the BRC Global Standards
- Explore some common methods for undertaking RCA
- Be able to perform a RCA and document it effectively



RISK ASSESSMENT

DURATION: 1 Day.

WHO SHOULD ATTEND: Consultants/Auditors/Technical and Quality staff.

ASSESSMENT: Course assignment – risk assessment; Pass mark 75%.

COURSE SUMMARY: This course is to provide delegates with a thorough understanding of risk assessment and enable them to use different risk assessment models. This is particularly useful when implementing product safety management systems onsite, and when implementing the requirements of the BRC Global Standards.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Understand risk assessment terminology
- Choose and use different risk assessment models for processes onsite
- Understand what BRC Global Standards expects from a thorough risk assessment

VALIDATION AND VERIFICATION

DURATION: 1 Day.

WHO SHOULD ATTEND: Consultants/Auditors/Quality and safety management staff at manufacturing, storage and distribution and retail sites.

ASSESSMENT: Course assignment – Validation & verification; Pass mark 75%.

COURSE SUMMARY: This course will provide delegates with a thorough understanding of validation and verification so they know the level of detail required for each process and are able to use validation and verification in practice. This is especially helpful when implementing some of the requirements in the BRC Global Standards.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Define and understand the terms validation and verification
- Understand the level of detail required for each process
- Use validation and verification in practice
- Appreciate how validation and verification relate to conformance to the Standard



VULNERABILITY ASSESSMENT FOR FOOD FRAUD

DURATION: 1 Day.

WHO SHOULD ATTEND: Purchasing/Technical and Quality personnel at manufacturing, storage and distribution and retail sites; Auditors and Consultants.

ASSESSMENT: Course assessment – Vulnerability Assessment for Food Fraud; Pass mark 75%.

COURSE SUMMARY: This course is designed to provide manufacturers with an in-depth and practical understanding of Vulnerability Assessment for Food Fraud tools and techniques, and how they can be applied in a practical manner relevant to the delegate's industry sector.

It will enable delegates to use techniques to better identify and mitigate risks associated to raw materials in the supply chain. This is particularly useful when implementing product safety management systems and the requirements of the BRC Global Standards onsite.

KEY LEARNING OBJECTIVES

At the end of the course, delegates will be able to:

- Understand vulnerability assessment requirements for BRC Global Standards
- Understand what is meant by the term 'food fraud'.
- Identify the difference between vulnerability assessment, threat analysis critical control point and food defence.
- Assess the raw materials most vulnerable to food fraud.

To pass the course each learner will need to undertake a Vulnerability Assessment at their place of work.



BRC GLOBAL STANDARDS PROFESSIONAL

BRC Global Standards Professional is a learning program that will give you international recognition for the key skills and knowledge essential for product safety management.

As a BRC Global Standards Professional you will be well-equipped to manage any GFSI-recognized standard in your business, and able to implement or manage product safety systems. The BRC Global Standards is the leading provider of GFSI-recognized Standards globally, respected for quality and brand protection assurance. This training program has been designed by the BRC Global Standards Technical team, in response to demands from the industry for training on the skills necessary to implement effective product safety management program.

WHO IS IT FOR: All product safety personnel in food and packaging, storage and distribution and related industries – for example quality assurance managers, food technologists, category technologists and HACCP teams. Your company does not have to be BRC Global Standards-certificated, the courses are subject-specific, train the core skills needed for any product safety individual, and will help with maintaining any GFSI-recognized certification scheme.

Gaining certification as a BRC Global Standards Professional will:

- enhance your understanding of product safety management
- enable you to apply skills to reduce risks associated with product safety
- enable you to contribute as part of the brand protection team your company needs
- raise your status as a valuable employee

HOW TO QUALIFY AS A BRC GLOBAL STANDARDS PROFESSIONAL:

DELEGATES MUST COMPLETE THE FOLLOWING:

- A BRC Global Standards Academy classroom-based training on the Standard of your choice, with successful completion of the associated exam

PLUS 1 of the following from the BRC Global Standards Academy or similar training provider:

- HACCP course (2 days)
- Hazard and risk management course (2 days)
- HARPC course (2 days)
- FSPCA PCQI course (2.5 days)

PLUS 3 (minimum) of the following BRC Academy courses:

- Risk assessment (1 day)
- Root cause analysis (1 day)
- Validation and verification (1 day)
- Internal auditor (2 days)

On completion of the required courses, candidates will be awarded with a BRC Global Standards Professional certificate and an electronic open badge for use on emails and LinkedIn.



You can view the BRC Global Standards, as well as Interpretation Guidelines, supporting publications and additional resources quickly and easily via BRC Participate, our online subscription platform. BRC Participate is an innovative and powerful online management system that gives you immediate access to all the documents relevant to a particular Standard, linking them clause by clause. To find out more and to subscribe, visit BRC Participate.



Printed copies and PDF downloads of the BRC Global Standards, Interpretation Guidelines and other publications can still be purchased from the BRC Bookshop, with all five Global Standards now available to download free of charge.



BRC Global Standards Professional is a learning programme which will give you international recognition for the key skills and knowledge essential for product safety management.



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