

**SD006: Supplement to the
BRC Global Standard - Storage and Distribution
issue 2**

Effective date 1st November 2008

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1.0 Status of this document.

The BRC Global Standard for Storage and Distribution was issued in August 2006 and has operated as a pilot scheme for Accreditation with UKAS. The Pilot was completed at the end of January 2008. The Pilot scheme and subsequent assessment activity has identified a number of areas which would benefit from further clarification to ensure consistent adoption and certification of the scheme.

This document provides additional information and further explanation of requirements which **shall** be used when auditing and Certifying against the BRC Global Standard for Storage and Distribution issue 1.

Information within this document will in some cases supersede information in the original Standard in such cases it is the requirements in **this** document and not the original standard which shall be used for audit and certification. Where requirements within this document supersede requirements of the original document this will be indicated with an * **and highlighted in blue text.**

For ease of use this document follows the order and headings used in the original standard.

2.0 Introduction to the standard

Principles of the BRC Global Standard – Storage and Distribution

The distribution of products from primary processor to final manufacturer to retailer/caterer and then ultimate consumer often forms a complicated and extensive network. This standard is not intended to certify the whole chain as one but to enable the audit and certification of the various links within this chain.

2.1 The Scope and Format of the BRC Global Standard- Storage and Distribution.

The standard consists of 4 separate modules which can be certified alone or in combination as stated in the Standard.

Storage – stand alone or in combination with other modules

Distribution – stand alone or in combination with other modules

Wholesale – only when combined with Storage module

Contracted Services – only when combined with Storage module

It is expected that in most cases the Distribution module would be operated in conjunction with the Storage Module.

*** Where the Distribution Module is to be certified as a stand alone activity the requirements S 2.8 Internal audit from the Storage Module shall be applied to the Distribution module.**

2.2 Scopes applicable to individual Modules.

The standard provides some guidance on the scope of activities which can be included within the assessment to the Standard. To further clarify the types of products which can be included within the scope or are specifically excluded the following additional guidance shall apply:-

2.2.1 Storage Module–

Scope includes:

Pre-packed and loose food products

Loose food products may include :-

- open boxes and trays of fruit and vegetables
- trays of raw fish/crustacean
- carcasses of meat.

In all such cases the product **shall** be received into storage and released into distribution without any further preparation, sorting or processing. Where such additional operations do take place the facility shall be certified using the BRC Global Standard for Food Safety.

Permitted exception: Where the main activity of the site is Storage/Distribution with a small amount of break down of trays of fruit and vegetables to smaller quantities for order picking e.g. for

Food Service customers the audit can be carried out against the Storage and Distribution Standard.

Exclusions :-

- live animals (except crustacean prepared for placing on the market for human consumption)
- pre-farm gate loose bulk agricultural products
- unprocessed bulk agricultural products
- bulk storage of non packaged food products e.g. grains, oils, wines etc.

Packaging materials

Includes pre-packed and bulk packaging materials for later conversion for food and non food use.

Where any conversion or other operations which change the nature of the incoming packaging materials are undertaken the facility shall be audited against the BRC Global Standard for Packaging Materials.

Consumer Products

Products covered by the scope of the EU General Product Safety Directive 2001/95 to be sold by retail or similar products supplied to the food service industry.

The standard applies only to packaged products. The packaging may be individual items or cases of product but could be pallets or bulk bags for instance for building materials.

The scope excludes:

- fuels sold in bulk or refillable containers.
- Motor vehicles

2.2.2 Distribution Module

The scope of the standard covers all of the products and product groups as defined in the Storage section above. The scope also includes the transportation of bulk ingredients by road transport only for use in food processing e.g. sugar syrups, milk, flour, oils, wine, bulk horticultural crops etc.

The distribution of products may be by Road, Rail, Air Freight or Ship. It is envisaged however that transport other than by road will usually involve the transportation of sealed and where necessary environmentally controlled containers. The management of the distribution of the containers would be specified in contracts between the owner of the container and shipper. The shipper in such cases would not be included within the scope of this standard.

This Distribution standard may be applied to the transportation of the products as defined in the scope above at any point within the distribution network e.g.

- Farm to processor
- Primary processor to manufacturer
- Manufacturer to off site Warehousing
- Warehousing to retail Depots
- Retail Depots to Store
- Store to final consumer (internet shopping)

n.b. courier and postal distribution services are not included within the scope of this standard.

It is common for companies involved in both Storage and Distribution to employ some sub contracted hauliers. For certification to include the Distribution module the company to be certificated must use some or all of their own vehicles. Where the distribution is carried out using wholly sub contracted hauliers certification can not be granted.

Where Distribution companies undertake trans shipment /cross docking the locations for this activity must be covered by the requirements of the storage module.

Limited Distribution scope

Certification audits against the Distribution module would be expected to include all requirements of the module. It is accepted however that for some distribution contracts the loading and unloading of vehicles is outside of the control of the Distribution company. In such circumstances certificates may be issued with the limited scope "Transport only".

2.2.3 Wholesale Module

The scope of the Wholesale section of this standard applies to businesses which undertake all of the following core activities :-

- The purchase (take legal title to) products
- The storage of purchased products in facilities managed by the Wholesaler.
- The sale of products for trade i.e. not to the ultimate consumer.

As stated in the Standard the Wholesale module can only be certificated in conjunction with the Storage module.

2.2.4 Contracted Services

The contracted services module can only be applied to pre-packaged products.

Where activities involve loose /unpackaged food products this shall be covered by the BRC Global Standard Food Safety.

The scope of the activities included within C 3.0 Contract Packing shall be limited to the packing, repacking and assembly of food items.

The assembly and repacking of consumer product items shall be covered by the BRC Global Standard for Consumer Products.

As stated in the Standard the Contracted Services Module can only be audited in conjunction with the Storage Module

Table 1

Examples of products included and excluded from the modules of the Standard.

Product Groups	Storage Module	Distribution Module	Wholesale Module	Contract Packing Module
Food Products				
Pre-packed food for human consumption	√	√	√	√
Pet Food – pre-packed for retail sale	√	√	√	√
Un packaged Fruit and Vegetables	√	√	√	No
Carcasses of Meat - unwrapped	√	√	√	No
Fish and other sea food loose in trays	√	√	√	No
Live animals	No	No	No	No
Pre farm gate bulk agricultural products	No	No	No	No
Un processed bulk agricultural products	No	No	No	No
Bulk foods and ingredients e.g. grain, flour, oil, sugar syrups, wine, horticultural products	No	√	No	No
Packaging Materials				
Packaging materials for final conversion	√	√	√	No
Finished packaging materials	√	√	√	No
Consumer Products				
Formulated products e.g. cosmetics, detergents	√	√	√	No
Hard Lines e.g. cook ware, furniture	√	√	√	No
Soft lines e.g. textiles	√	√	√	No
Electricals	√	√	√	No
Toys	√	√	√	No
Fuels and motor oils sold in bulk or refillable containers	No	No	No	No
Motor Vehicles	No	No	No	No

3.0 Guidance on the interpretation of requirements of the Standard

3.1 Storage Module

S 2.7 Resource Management

Resources includes both physical resources, equipment and buildings and also management resources in terms of management staff and employees

S2.9.1 Supplier Approval and performance monitoring

The services included within the scope of the standard includes any services which have a potential impact on the maintenance of product, safety, quality or legality and may include

- Maintenance/ breakdown services for refrigeration control
- Security services
- Equipment maintenance contracts
- Pest control services
- Contracted cleaning services
- The supply of labour
- Sub contracted hauliers
- The distribution of products.

S 2.10.2 Contractual arrangements for Storage Criteria.

Contracts shall exist for the contracted Storage of products where owned by third parties. Contracts should include reference to the following Storage criteria,

- Temperature requirements
- Maximum stack height
- Conditions of light e.g. store out of direct sunlight

The contracts shall clearly identify products which require special handling or storage conditions either to preserve product characteristics or where legal requirements apply e.g.

- Products at risk from taint
- Fragile products requiring special handling
- Flammable products including Fire works
- Toxic or dangerous materials which require special handling in the event of damage/spillage.

S 3.3. Equipment

Equipment used for the transport of products or pallets within the Warehouse shall be suitable, adequately maintained and used in a way which reduces the risk of damage to products.

S 3.12 Product Release

Release procedures may include inspection of goods prior to release, temperature checks, code checks as appropriate. In circumstances where release of product is authorised by the owner of the products then the management shall have systems in place to ensure authority for release has been provided prior to despatch.

S 4.1 Training and Competency

Staff training shall ensure that best practice procedures for the handling and storage of products is fully understood to limit the risks of damage.

Where products require special handling requirements staff shall have received training and instruction accordingly.

3.2 Distribution Module

D2.2 Quality Policy Statement

The policy statement shall be made available to staff through company handbooks, on notice boards etc so that staff are aware of the policy of the company.

D2.4 Organisational Structure, Responsibility and Management Authority.

D2.4.4 Where there are legal obligations for transport operators to be registered or licensed in order to operate evidence of such approval shall be verified.

D 2.7 Resource Management

Resources include both physical resources, equipment, vehicles and buildings and management resources in terms of management staff and employees

*** S 2.8 Internal Audits**

Where the Distribution module is to be used as a stand alone module all of the requirements of S 2.8 Internal audits shall be applied.

D 2.8.1 Supplier Approval and Performance Monitoring

Included within the scope of the standard are any services which have a potential impact on the maintenance of product, safety, quality or legality and this may include :-

- Vehicle Hire
- Sub contracted hauliers
- Vehicle maintenance
- Contracted cleaning services
- Agencies supplying staff

D 2.9.2 Contractual arrangements for Distribution Criteria.

Contracts shall exist for the contracted Distribution of products. Contracts should include reference to the following Distribution criteria,

Temperature requirements

Any restrictions on mixed loads

Any restrictions on vehicle type e.g. curtain sided, fixed body.

Particular requirements for load stacking and security to prevent damage/movement in transit.

Any requirement for particular loading or unloading equipment.

The contracts shall clearly identify products which require special handling or transportation conditions either to preserve product characteristics or where legal requirements apply e.g.

Products at risk from taint

Fragile products requiring special handling

Flammable products including Fire works

Toxic or dangerous materials which require special handling in the event of damage/spillage.

Where customers do not provide specific instructions a generic agreement within the contract will be acceptable.

D 2.9.3 Procedures

Operating procedures shall cover critical operations identified within the HACCP/Risk assessment and shall cover activities including :-

Acceptance of products for loading – load inspection

Vehicle loading procedures and methods of securing the load for transport

Security procedures to prevent theft or damage to loads during rest stops.

Procedures for cross docking/trans shipment (in designated locations where applicable)

Unloading procedures and acceptance of goods.

Procedures for vehicle cleaning

Procedures for vehicle inspection and maintenance.

D 2.11 Product Tracking.

The company shall maintain records of the inventory (products and quantity) of each load and from whom it was collected and where it was delivered. Where the distribution includes multiple pick ups or drop offs, records shall be sufficient to trace each sub load through the system. It would be expected that records of lot traceability would be the responsibility of the company from whom the load was collected and to whom it was delivered.

D 2.12 Management of Incidents

The types of incidents which need to be identified shall for the purposes of this standard be confined to incidents which present a risk to the safety, quality or legality of the product and may include :-

Breakdown of refrigeration facilities.

Road traffic accident

Theft or evidence of forced entry to the load area

A shift or collapse of the load during transport resulting in damage to product.

Damage to the load resulting from water leaking into the load area.

Damage to the load during loading or unloading e.g. resulting from tipping, bad weather.

D 2.13 Control of non conforming product

Where returns or damaged products are taken on to the vehicle procedures shall be in place to ensure that non conforming product can not be mixed up with good product and does not present a risk of contamination to other product within the load.

Clear instructions/procedures need to be available for drivers on the acceptance of damages and returns.

D 3.1 Vehicle Standards

This standard is primarily concerned with the maintenance of the vehicle in terms of ensuring the hold area is maintained in a condition to prevent the risk of damage to products carried. There shall also be a demonstrable mechanical maintenance program in place for the vehicles to reduce the risk of breakdown and consequent risks to product and failure to meet contractual requirements.

The load area shall be free from loose items, damaged panels or projections which could present a risk of damage to products.

The load area shall be maintained in a suitable condition to prevent the ingress of rain or dampness during transport where the product is vulnerable to weather damage.

The load area shall be maintained in a condition which facilitates ease of cleaning. Load supports, lashing points, load lock strips and fastenings shall be maintained in good condition and adequate in number capable of adequately stabilising loads contained.

Fastenings for curtain sided vehicles shall be in good condition and secure.

Tail lifts where fitted shall be in good working order.

D 3.2 Vehicle Security

Procedures for maintaining the security of the vehicle should be documented and shall be understood by drivers and delivery staff.

D 3.3 Equipment

Equipment may include pallet trucks, trolleys or roll cages used for loading or unloading products.

D 3.4 Vehicle Maintenance and Hygiene (Environment Controlled Vehicles only)

*** the requirements of D 3.4.1, D 3.4.2, D 3.4.3, D 3.4.4 and D 3.4.5 shall apply to all vehicles and not just Environment controlled vehicles.**

D 3.5 Vehicle Operating Controls (Environment Controlled Vehicles only)

*** the requirements of D 3.5.10, D 3.5.11, D 3.5.12 and D 3.5.13 shall apply to all vehicles and not just Environment Controlled Vehicles.**

D 4.1 Training and Competency

Staff training shall ensure that the best practice principles for the loading, handling and securing of loads is fully understood to limit the risks of product damage.

Where products require special handling requirements staff shall have received training and instruction accordingly.

3.3 Wholesale Module

W 1.2 Product Design/Development (Wholesaler Own Brand only)

*** The requirements of this section shall be expected to be carried out by the manufacturer of the own brand products. The wholesaler shall maintain adequate records to demonstrate that a satisfactory HACCP study has been carried out and that the requirements of W 1.2.1 to W 1.2.5 have been met by the manufacturer of the Wholesalers own brand product and been verified by the Wholesaler.**

W 1.2.2 Change of wording to

The Company shall ensure that the **product label** is legal and in accordance with the appropriate product specification.

3.4 Contracted Services Module

No further comments

4.0 Evaluation Protocol

6. Preparation for an Evaluation visit

The Certification Body shall ensure that it has available prior to the audit adequate information on the activities and range of products handled by the operations to be

audited. In particular where products are stored or transported which may require special handling requirements e.g. Open food products, Fireworks, Flammable solvents, Hazardous Materials etc this must be identified in advance to enable the auditor to properly prepare for the audit.

Where certification is requested for the Distribution module it is important that the scope of the companies activities are clearly understood particularly with regard to

- The use of subcontracted vehicles
- The use of trans shipment/cross docking operations

7. Duration of Evaluation visit

*** A significant factor in the duration of the audit will be the number of Modules included within the scope of the audit. As a guide the typical time allocation for the Modules is:**

Storage Module: 1.5 days

Storage module plus Distribution module : 2 days

Storage module plus Wholesale module : 1.5 days

Storage module plus Contracted Services :1.5 days

All modules included : 2 days

Distribution Module: 1 day

The preparation of the final audit report would normally take an extra 0.5 days.

The combined audits assume a time saving based on a single quality management system managing all processes.

The on site audit time for Storage facilities operated as part of a group under the same ownership and management systems may be reduced.

8. Evaluation Visit Programme

Distribution Module

The evaluation program shall ensure that an adequate sample of vehicles are inspected and that loading and or unloading operations are observed.

The Certification Body must be satisfied that adequate evidence is available to confirm that activities undertaken during the transportation of products e.g. security of loads, control of temperature (where applicable) are being met. If the requirements can not be satisfactorily verified without the need to accompany a vehicle then an accompanied vehicle inspection shall be required as part of the assessment program.

Where cross docking/trans shipment activities are included the location for this activity must meet the requirements for the Storage module. This needs to be included in the audit program.

10 Evaluation Reporting and Certification

10.1 Reports

*** The Certification Body must maintain records to show how each applicable clause of the Standard and Modules have been complied with by the audited company. The final published report shall be in accordance with the report format published on the BRC Website www.brcglobalstandards.com and will consist of**

- **Evaluation details**
- **Evaluation summary**
- **Non conformity summary**
- **A checklist of clauses assessed and compliance status**
- **An explanation for any clauses which have been considered as non applicable**

10.2 Certification Documentation

Certificates are issued to individual sites which have been audited and meet the requirements of the standard and protocol. It may be necessary when evaluating large Storage and Distribution groups to carry out some audit activity at the Head Office to review centrally controlled systems. Since the activities verified at the Head Office only form a part of the certificated process a separate certificate can not be issued to the Head Office unless this was also on the site of an audited Storage facility.

Glossary

Cross Dock - Material is unloaded at distribution premises, and handled, but not formally put-away into storage. Many "cross-docking" operations use staging areas where inbound materials are sorted, consolidated, and temporarily stored until the outbound shipment is complete and ready to ship - this is done to sort material intended for different destinations and/or to combine material from different origins. This stock is usually shipped immediately or within a day.

Tranship - In the context of this Standard, this is taken to mean any transfer of goods from one vehicle/container to another.