



Audit Report

Global Standard for Packaging and Packaging Materials Issue 4 : February 2011

Company Name:	First Choice Labels Limited	Site name:	Redcar
Audit Category:	Low Hygiene Risk	BRC Site Code:	4396548

Audit Result:	CERTIFICATED	Audit Grade:	A
		Audit Frequency :	12 months

A or B = 12 months
C = 6 months

Audit Start Date:	2011-08-05	Audit Finish Date:	2011-08-05
Re-audit Due Date:	2012-08-07	Previous Audit Date:	2010-08-05

Auditor Number (one only : team leader)	Auditor Names
110001	B L Fowler

Scope Details

Packaging Field:	
02 - Paper	
04 - Plastics	
Select a packaging field	
Select a packaging field	
Scope of Audit:	The manufacture of self adhesive labels for the food industry and other applications
Exclusions from Scope:	None
Products in production at the time of the audit:	
Plain and decorated adhesive labels	

Company Profile

The company was founded in 2002 but the need for more production capacity to meet customer demand has necessitated the move to the current premises, which are new and provide adequate facilities for the planned range of operations. A new six colour press and an Omega rewind/inspection machine are operating to full capacity. Fully skilled and experienced operators have been recruited to ensure that the company has the capability to meet all customer requirements.

Equipment and the site facilities have been improved to enhance product quality and productivity with application of modern technology incorporated into new machinery and control systems to achieve customer requirements. Labeltraxx has been utilised to improve job control and costing; the system traces all material identities through the process from receipt to despatch.

The main activity is the manufacturing and supply of labels on rolls and factored printers (outside the scope of this audit). The company has always focused on rapid service and product application in the clients' environment. The owner, who has over 20 years experience of setting up labelling systems and resolving problems places great emphasis on partnership with the company's customers. First Choice has chosen probably the best die-cutter manufacturers in the United Kingdom to produce the press manufacturing cylinders, a large number in the most popular sizes being held in stock. This allows them

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to support their clients with competitive tooling costs and this also helps them provide fast turnaround. Continual investment in the latest computer hardware and software has enabled First Choice to keep up to date with ever-changing technology.

The standard of housekeeping is excellent, with a corresponding culture reflecting the application of hands-on management supported by the dedicated workforce. The fabric of the building is in excellent condition and the location is suitable for the production of food grade product.

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Detail of Non Conformities

Summary of Non-Conformity Raised

	No.		No.
Critical non-conformity	0	Major non-conformity	0
Major against statement of intent of a Fundamental clause	0	Minor non-conformity	0

Critical

No.	Requirement ref.	Detail of Non-Conformity	Proposed audit date	Reviewed by

Major against SOI of a Fundamental Clause

No.	Requirement ref.	Detail of Non-Conformity	Proposed audit date	Reviewed by

Major

No.	Requirement ref.	Detail of Non-Conformity	Corrective action taken (with consideration of root cause)	Evidence provided Document Photograph Visit/Other	Date signed off	Reviewed by

Minor

No.	Requirement ref.	Detail of Non-Conformity	Corrective action taken (with consideration of root cause)	Evidence provided Document Photograph Visit/Other	Date signed off	Reviewed by

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Company Details

Company Name : First Choice Labels Limited	
Site Name : Redcar	
Address : Unit 4, Malmo Court, Kirkleatham Business Park, Redcar	
Country : UK	Postcode : TS10 5SQ
Telephone : 01642 474230	Fax : 0845 2806162
Company Representative Name : Nigel Willis	
Email : info@firstchoicelabels.com	

Key Personnel

Name/Job Title	Present at Audit (x)			
	Opening Meeting	Site Inspection	Procedure Review	Closing Meeting
Note: the most senior operations manager on site should be listed first and be present at both opening & closing meetings				
Nigel Willis, Managing Director	X			X
Kirk Lamplugh, Sales Office Manager	X		X	X
Anthony Sharples, Production Manager	X	X	X	X

Audit Duration Details

On-site audit duration 8 Man Hours
Duration of production facility audit 2 Man Hours
Reasons for deviation from typical (12 hours) or expected on-site audit duration or typical (3 hours) site inspection duration. Small company (15 total), well established IM

Audit Duration per day

	Start time	Finish time
Day 1	08.45	17.00
Day 2		

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Detailed Audit Report

BRC Requirement No.	REQUIREMENT	Conforms	Details
		Y, N or N/A	

1 SENIOR MANAGEMENT COMMITMENT AND CONTINUAL IMPROVEMENT

1.1 Product Safety and Quality Management System

Statement of Intent	The senior management shall commit the company to producing products to the specified quality and which are safe and legally compliant.	Y	Senior Management's commitment is defined in the policy statement contained in the integrated manual. The manual contains appropriate statements and is authorised by the Managing Director, Nigel Willis . Dated 4 th August 2011
	1.1.1	Y	Y

1.2 Senior Management Commitment

FUNDAMENTAL

Statement of Intent	The company's senior management shall demonstrate that they are fully committed to the implementation of requirements of the Global Standard for Packaging and Packaging Materials. This shall include provision of adequate resources, effective communication and systems of management review to effect continual improvement. Opportunities for improvement shall be identified, implemented and fully documented.	Y	Discussion with Nigel Willis demonstrates that he and the company he leads are fully committed to the implementation of the Packaging standard. He justifies this by procuring additional equipment and the Labeltrax software which provides material and process controls to the product. Turnover has substantially increased over the years. Communication is good through the management hierarchy.
1.2.1	The company's senior management shall ensure that product safety and quality objectives are measurable, established, documented, monitored and reviewed.	Y	The Labeltrax system has a Quality control module which facilitates the measurement and application of product quality objectives.
1.2.2	The company's senior management shall have a system in place to ensure that the company is kept informed of all relevant legislative, scientific and technical developments, and industry codes of practice applicable in the country manufacture and, where known, the country in which the packaging material will be sold.	Y	The company employs a consultant who is au fait with EC packaging law and keeps the company informed of pending legislation.
1.2.3	The company shall ensure that the materials manufactured comply with the relevant legislation (including any legislation concerning the use of recycled content) in the country of manufacture and in which the products are intended to be sold and/or ultimately used, where known.	Y	All raw materials are procured from the few companies making label stock in the EC and have declarations of conformity demonstrating that they comply with Regulation 2004/1935 EC
1.2.4	The company's senior management shall ensure that non-conformities identified at the previous audit against the Standard are effectively actioned.	Y	No NCR's were raised at the previous audit against the standard
1.2.5	The company shall have a current, original copy of the Standard available on site.	Y	The company has access to the current standard
1.2.6	Where the company is certificated to the Standard they shall ensure that recertification audits occur on or before the audit due date indicted on the certificate.	Y	The audit due date is 7 th August 2011 per the certificate

1.3 Organisational structure, responsibilities and management authority

Statement of Intent	The organisational structure shall be clear, with defined responsibilities, and key staff shall be aware of their responsibilities with regard to packaging safety and quality.	Y	The organisational structure is clearly defined with a chart and job descriptions in the Quality Manual. All staff are aware of their responsibilities from training and interview with the Managing Director.	
	1.3.1	Y	1.3.2	Y

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1.4 Management review

Statement of Intent	Opportunities for continuous improvement of the product safety and quality programme shall be identified and effectively implemented through management reviews of the product safety system and results.			Y	The company has procured the Labeltraxx software system to improve product traceability, machine loading and costing elements to enhance knowledge of the process and ensure delivery of the right product on time.
	1.4.1	Y	1.4.2	Y	
	1.4.3	Y			

2 HAZARD AND RISK MANAGEMENT SYSTEM

2.1 Hazard and risk management team

Statement of Intent	The hazard and risk management system shall be managed by a multidisciplinary team competent in hazard and risk analysis.			Y	The Hazard and Risk analysis comprising Nigel, Tony and Kirk with general advice from the consultant have had basic training in Hazard analysis and appear to be competent during discussions
	2.1.1	Y			

2.2 Hazard and Risk Analysis

FUNDAMENTAL

Statement of Intent	The company shall establish the effectiveness of its prerequisite programmes through a hazard and risk analysis and identify and implement any further risks to the safety and legality of products.			Y	Internal audits demonstrate the effectiveness of the PRP which covers most risks to product contamination. Further quality controls eliminate risks to product identity. All detailed in HRMS folder
2.2.1	The scope of the hazard and risk analysis shall be clearly defined and shall cover all products and processes included within the intended scope of certification.			Y	The scope of the Hazard analysis aligns with the scope - The manufacture of self adhesive labels for the food industry and other applications
2.2.2	The hazard and risk analysis team shall maintain awareness of and take into account: <ul style="list-style-type: none"> historical and known hazards associated with specific processes, raw materials or end use of the product relevant codes of practice or recognised guidelines legislative requirements. 			Y	The team are aware of typical and historic hazards from their long experience in the industry dealing with label manufacturers and their customer base in various industries. There are no known codes of practice for label manufacturers.
2.2.3	A full description of the packaging produced by product or product group and its intended use shall be documented.			Y	The scope defines the product, its intended use is to identify product produced by the company's customers
2.2.4	A process flow diagram shall be prepared for each product, product group or process. This shall include each process step from the receipt of raw materials to despatch to the customer. The process flow shall as a guide include, as relevant: <ul style="list-style-type: none"> receipt and approval of art work receipt and preparation of raw materials such as additives, inks and adhesives each manufacturing process step the use of rework and post-consumer recycled materials any sub-contracted operations customer returns. The accuracy of the process flow shall be verified by the hazard and risk analysis team.			Y	Process flow diagram Flow 1 starts with enquiry received and finishes with despatch. Artwork and raw materials receipt are covered. There are no postconsumer waste recycle in the label stock. No subcontractors are used, Customer returns cannot return to the process to be re-printed. The team fully understand the process and it is accurate.
2.2.5	The hazard and risk analysis team shall identify and record all potential hazards that are reasonably expected to occur at each step in relation to the product and process The hazards considered shall include, where relevant: <ul style="list-style-type: none"> foreign objects chemical contamination (e.g. taint, odour, allergen, component transfer from inks, varnishes and glues) hazards that may have an impact on the functional of the final product in use. 			Y	The team identified 12 hazards, all cleared by Pre-requisites – no CCP's
2.2.6	The hazard and risk analysis team shall identify control measures necessary to prevent, eliminate or reduce each hazard to acceptable levels.			Y	All hazards are eliminated by the PRP's

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2.2.7	For each hazard that requires control, the control points shall be reviewed to evaluate if existing prerequisites are effective in providing control. Where greater controls are required to the prerequisite programmes, improvements shall be implemented to ensure control is achieved.	Y	No CCP's have been identified PRP's include <ul style="list-style-type: none"> • effective QMS • glass and brittle plastic • sharps • pest control • personal hygiene • cleaning of the fabric and workplace • housekeeping
2.2.8	A review of the hazard and risk management system shall be carried out at least once per year and following any significant incidents or when any process changes. The review shall include a verification that the hazard and risk analysis plan is effective and may include a review of: <ul style="list-style-type: none"> • complaints • product failures • recalls • product withdrawals • results of internal audits of prerequisite programmes • results from external third-party auditors. 	Y	The management review on 27 th June 2011 looked at each of these bullet points

2.3 Exemption of requirements based on risk analysis

Statement of Intent	The site has demonstrated adequate compliance with the requirements of this clause.	Y	The company has considered and determined that it should not request any exemptions
	2.3.1	Y	2.3.2
		Y	

3 PRODUCT SAFETY AND QUALITY MANAGEMENT SYSTEM

3.1 Product safety and quality manual

Statement of Intent	The company shall have a manual that describes how the requirements of the Standard are met. These requirements shall be fully implemented, reviewed at appropriate planned intervals and improved where necessary.	Y	The company has an integrated Quality Manual held on the company's server allowing access to all personnel – amendments to documents is password protected.
	3.1.1	Y	3.1.2
		Y	

3.2 Customer focus and contract review

Statement of Intent	The company shall ensure that customer needs and expectation with respect to quality and safety are identified and met, and that communication channels are clear.	Y	Every job has a product specification as order 10799 for a food company WAL001 specifying the artwork, die and paper to be used ECOTHP 62D 5362 D
	3.2.1	Y	

3.3 Internal audits **FUNDAMENTAL**

Statement of Intent	The company shall establish through a programme of internal audits that the implementation of the requirements of the Standard are in place, appropriate and complied with.	Y	The company has prepared an audit schedule detailing all audits of procedures for the requirements of the standard to be carried out in 2011
3.3.1	Internal audits shall be planned and their scope and frequency shall be established in relation to the risks associated with the activity. Audits shall be scheduled so that all aspects of the Standard are audited at least annually.	Y	The audit schedule details the audit frequency and the data to be audited. All aspects of the standard are audited annually
3.3.2	Audits shall be conducted by personnel who are competent, and sufficiently independent from the department being audited to ensure impartiality.	Y	Audit training done by Consultant. Production Manager is ex Corus with Lead auditor training. Process audits are facilitated by the data in Labeltraxx
3.3.3	Deficiencies and details of non-conformities shall be notified to appropriate supervisory staff and corrective action implemented within a specified and appropriate time period.	Y	Non-conformances have been raised to highlight housekeeping deficiencies or failure to meet the required standard. They are able to be corrected and recorded on Labeltraxx
3.3.4	The completion of corrective action shall be recorded and verified.	Y	Completion of NCR's is applied to Labeltraxx

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3.3.5	Conformity as well as non-conformity shall be clearly identified and verified within the internal audit report.	Y	The audit dated June 17 th 2011 report on Hygiene audit checklist shows both compliance and non-compliance.
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3.4 Supplier approval and performance monitoring

Statement of Intent	The company shall ensure that suppliers of goods and services are operating in a manner that ensures that product quality and safety is not compromised and specifications can be achieved.	Y	The suppliers of ink and label stock and the repro house and die maker are well established in the industry and enable good product quality and safety to meet specifications.	
	3.4.1	Y	3.4.2	Y
	3.4.3	Y	3.4.4	Y

3.5 Subcontracting of production

Statement of Intent	Subcontractors shall be effectively managed to prevent any risk of contamination or damage and ensure product is produced to specification.	N/A	No product is sub-contracted	
	3.5.1	N/A	3.5.2	N/A
	3.5.3	N/A	3.5.3	N/A
All clauses are not applicable or covered by 3.4 above				

3.6 Documentation control

Statement of Intent	Documentation essential to the management and control of product safety, legality and quality shall be relevant, controlled and available, as the correct version, to the appropriate personnel.	Y	The quality manual held on the company server holds all documentation essential to the management and control of product safety, legality and quality and is relevant, controlled and available, as the correct version, to the appropriate personnel.
	3.6.1	Y	Y

3.7 Specifications FUNDAMENTAL

Statement of Intent	Appropriate specifications shall exist for raw materials, intermediate and finished products, and any product or service that could affect the integrity of the finished product.	Y	Manufacturers specifications detail all raw materials, artwork and the job-sheet defines the printed product and the finished product
3.7.1	Specifications shall be suitably detailed, accurate and shall ensure compliance with relevant product safety and legislative requirements.	Y	All specifications are detailed, accurate and ensure compliance with the customers' requirements.
3.7.2	The company shall seek formal agreement of specifications with relevant parties. Where specifications are not formally agreed then the company shall be able to demonstrate that they have taken steps to put an agreement in place.	Y	All specifications are agreed with the customer.
3.7.3	Trademarks for application on packaging materials shall, where appropriate, be formally agreed between relevant parties.	Y	If the customer supplies a trademark on the artwork it will be reproduced on the label.

3.8 Record Keeping

Statement of Intent	The company shall maintain records to demonstrate the effective control of product safety, legality and quality.	Y	The records on the work ticket confirmed on Labeltraxx demonstrate that all operations have been successfully concluded.
	3.8.1	Y	

3.9 Traceability FUNDAMENTAL

Statement of Intent	The company shall have a system in place to identify product batches and to trace and follow all raw materials through processing to the distribution of the finished product to the customer. Records shall be retrievable in a timely manner.	Y	The company uses Labeltraxx to identify product batches from raw material to the distribution of the finished product. 3 seconds to trace a job number to the customer.
3.9.1	An appropriate system shall be in place to ensure that the customer can identify a product or production lot number for the product for the purposes of traceability.	Y	The label on each box and pallet hold the job number and sufficient data to enable the customer to trace the product
3.9.2	The system shall be tested to ensure traceability can be determined from raw materials to the finished product and vice versa. This test shall take place at least annually.	Y	The company are able to ensure traceability from raw materials to finished product on Labeltraxx ref job 10733 back to r/m Raflacoat RP51.

3.10 Complaint handling

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Statement of Intent	All complaints made by customers and consumers shall be recorded and investigated. Corrective actions where required shall be implemented and recorded.	Y	Every customer complaint can be recorded on Labeltraxx which forces a timely response.
	3.10.1	Y	

3.11 Management of incidents, product withdrawals and recalls

Statement of Intent	The company shall have a plan and systems in place to effectively manage incidents and if required the withdrawal or recall of products, in order to ensure that all potential risks to the quality and hygiene and legality of products are controlled.	Y	All personnel advised on Induction and at appropriate intervals on incidents and actions to be taken; records of training on the New Employee Induction Form	
	3.11.1	Y	3.11.2	Y
	3.11.3	Y	3.11.4	Y

4 SITE STANDARDS

4.1 External standards

Statement of Intent	All grounds within the site shall be finished and maintained to an appropriate standard.	Y	The yard is tarmac suitable for HGV, the back field is mown with a demarcation zone vegetation free around the building	
	4.1.1	Y	4.1.2	Y
	4.1.3	Y	4.1.3	Y
	4.1.5	Y	4.1.4	Y

4.2 Building fabric and interiors

Statement of Intent	The internal site, buildings and facilities shall be suitable for the intended purpose. All utilities to and within the production and storage areas shall be designed, constructed, maintained and monitored to effectively control the risk of product contamination.	Y	The building is in as new condition, made of painted galvanised steel and entirely suitable for printed packaging. No utility can contaminate the product	
	4.2.1	Y	4.2.2	Y
	4.2.3	Y	4.2.4	Y
	4.2.5	Y		

4.3 Utilities

Statement of Intent	Product cleanliness and integrity shall not be compromised by the location, construction and delivery of the utilities to and within the production and storage areas.	Y	Only electricity is fed into the production and storage areas.	
	4.3.1	Y	4.3.2	Y

4.4 Security

Statement of Intent	Product and process integrity shall be assured through appropriate site security provision.	Y	Factory access is controlled by security locks with six designated key holders.	
	4.4.1	Y	4.4.2	Y
	4.4.3	Y	4.4.4	Y
	4.4.5	Y	4.4.6	Y

4.5 Layout and Product Flow

Statement of Intent	Premises and plant shall be logically designed, constructed and maintained.	Y	Process flow from goods in to despatch is linear through print and rewind to packers.	
	4.5.1	Y	4.5.2	Y
	4.5.3	Y		

4.6 Equipment

Statement of Intent	Product safety, legality and quality shall be ensured through the use of appropriate equipment that shall be properly designed and maintained.	Y	New 330 mm flexo press was evaluated by the Managing Director before purchase. Maintenance programme according to the manufacturers recommendation.
	4.6.1	Y	

4.7 Maintenance

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Statement of Intent	Proper maintenance and monitoring of all equipment critical to product safety, quality and legality shall ensure consistent high levels of product safety, functionality and quality.			Y	All press and rewind machines are maintained by the operators.
	4.7.1	Y	4.7.2	Y	
	4.7.3	Y	4.7.4	Y	

4.8 Staff Facilities

Statement of Intent	Staff facilities shall be sufficient to accommodate the required number of personnel, and designed and operated to minimise the risk of product contamination. Such facilities shall be kept in a good and clean condition.			Y	Hand washing, toilets and locker rooms are in good condition meeting the standard's requirements.
	4.8.1	Y	4.8.2	Y	
	4.8.3	Y	4.8.4	Y	

4.9 Housekeeping and Cleaning **FUNDAMENTAL**

Statement of Intent	Housekeeping and cleaning systems shall be in place, which ensure that appropriate standards of cleanliness are maintained and that risk of contamination to the product is minimised.			Y	Good standard of housekeeping – clean as you go.
4.9.1.	Good standards of housekeeping shall be maintained, which shall include a 'clean as you go' policy.			Y	Good standard of housekeeping – clean as you go.
4.9.2	The cleaning of production equipment and internal surfaces of storage and production facilities shall be effectively managed using cleaning schedules			Y	Every operator cleans his own machine, rota for common areas of the factory. Schedules defining what/where/how
4.9.3	Cleaning chemicals shall be fit for purpose, suitably labelled, secured in closed containers and used in accordance with manufacturers' instructions. Materials and equipment used for cleaning toilets shall be segregated from those used elsewhere.			Y	All cleaning products are appropriately controlled.

4.10 Waste and waste disposal

Statement of Intent	Suitable facilities shall be in place for the storage and disposal of process and other waste.			Y	Each press has a waste bin which is put into the yard when full to be collected by a licensed waste management company
	4.10.1	Y	4.10.2	Y	

4.11 Pest Control

Statement of Intent	The company shall be responsible for minimising the risk of pest infestation on the site.			Y	Pest control is managed by contractor - reputable and local. Doors are well proofed and there is no discernable entry point for vermin. A pest manual is maintained by the contractor. 4 visits p a.
	4.11.1	Y	4.11.2	Y	
	4.11.3	Y	4.11.4	Y	

4.12 Transport, storage and distribution

Statement of Intent	The risk of contamination of raw materials and finished products shall be minimised whilst in transport, storage or distribution.			Y	The company has two box-vans and uses contracted hauliers for large loads. All carried under secure conditions. Product is boxed and labelled for transit and clearly labelled whilst in-house. Vehicles are checked for cleanliness before loading. Third party carriers have signed an agreement to ensure product is not damaged or contaminated in transit.
	4.12.1	Y	4.12.2	Y	
	4.12.3	Y	4.12.4	Y	
	4.12.5	Y	4.12.6	Y	
	4.12.7	Y	4.12.7	Y	
	4.12.9	Y	4.12.8	Y	

5 PRODUCT AND PROCESS CONTROL

5.1 Product Design and Development

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Statement of Intent	Product design and development processes shall be in place to ensure the production of safe and legal products to defined quality parameters.	Y	Customer requirements are clearly defined before work starts. Proofs are accepted by the customer after repro. Every product has a unique specification to ensure the production of safe and legal product.	
	5.1.1	Y	5.1.2	Y
	5.1.3	Y	5.1.4	Y
	5.1.5	Y		

5.2 Packaging Print Control

Statement of Intent	Processes shall be in place to ensure that print quality meets agreed specifications and critical print content such as allergen/safety/legal information is fully legible and correctly printed.	Y	The company specialises in good print quality for labels intended to sell the product and provide accurate description of the pack contents.	
	5.2.1	Y	5.2.2	Y
	5.2.3	Y	5.2.4	Y
	5.2.5	Y	5.2.6	Y
	5.2.7	Y	5.2.7	Y
	5.2.9	Y	5.2.8	Y

5.3 Process Control

FUNDAMENTAL

Statement of Intent	The production process shall be controlled through effective quality assurance of operations to ensure packaging materials can be consistently produced to the quality specified by customers.	Y	The Productions Manager's job specification requires him to apply quality assurance techniques to ensure that the product is consistently produced to the customers' specifications.
5.3.1	The company shall undertake a review of the manufacturing and, where applicable, printing process to identify critical manufacturing process control points that could affect the quality of the products produced.	Y	The senior management constantly review all processes to ensure that the processes make good quality product hence the procurement of a new press, rewind and Labeltraxx.
5.3.2	For each critical manufacturing process control point, machine settings or process limits shall be established and documented – the process specification.	Y	There are no CCP's identified, hazards are all controlled by PRP's
5.3.3	Documented process checks shall be undertaken at start up, following adjustments to equipment, and periodically during production, to ensure products are consistently produced to the agreed quality specification.	Y	Make ready is done to ensure that product is correctly produced; checks during the run ensure that the process is consistent.
5.3.4	A clearance procedure shall be in place to ensure that at start up, the line is clear of all previous work and production documents.	Y	Lines are cleared before the make ready of a new print run. Tags are applied to the web to indicate the end of make-ready material
5.3.5	In the event of changes to product composition, processing methods or equipment, the company shall, where appropriate, re-establish process characteristics and validate product data to ensure product safety, legality and quality are achieved.	Y	If alternate material is used, the process characteristics are verified before the job is run

5.4 Product inspection and analysis

Statement of Intent	The company shall use appropriate procedures and facilities when undertaking or subcontracting inspection and analyses critical to product safety, legality and quality.	Y	No inspection is sub-contracted. Quality checks in accordance with the job sheet are done. Rub test is done for every print run. Check frequency is defined on the job sheet to satisfy customer requirements. No tests of safety or legality are done by the company	
	5.4.1	Y	5.4.2	Y
	5.4.3	Y	5.4.4	N/A
	5.4.5	Y		

5.5 In-line testing and measuring equipment

Statement of Intent	In-line measuring or product testing equipment, where used, shall be tested and maintained to ensure it is effective in ensuring product safety integrity and quality.	Y	Dies and artwork define product size	
	5.5.1	Y	5.5.2	Y

5.6 Calibration

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Statement of Intent	Where specialist measuring is required to assess compliance with product safety and legality, the devices shall be maintained and calibrated.	Y	Colour and print density are measured with calibrated equipment – verivide and densitometers.
	5.6.1	Y	5.6.2

5.7 Control of non-conforming product

Statement of Intent	The company shall ensure that out-of-specification product is clearly identified, labelled and quarantined.	Y	Procedure SCF 1 controls non-conforming product utilising Labeltraxx facilities for recording and closing out
	5.7.1	Y	5.7.2
	5.7.3	Y	

5.8 Foreign body contamination control

Statement of Intent	The company shall be able to demonstrate that effective controls are in place to ensure product is protected from contamination during production and storage.	Y	Housekeeping audits and today's site tour confirm that the company has effective control of potential contaminants.
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5.8.1 Foreign body control

	5.8.1.1	Y	5.8.1.2
	5.8.1.3	Y	

5.8.2 Sharps Control

	5.8.2.1	Y	5.8.2.2
	5.8.2.3	Y	

5.8.3 Chemical and biological control

Statement of Intent	Controls shall be in place to prevent contamination from chemical hazards.	Y	Housekeeping audits and today's site tour confirm that the company has effective control of potential contaminants.
	5.8.3.1	Y	

6 PERSONNEL

6.1 Training and competence

FUNDAMENTAL

Statement of Intent	The company shall ensure that all employees are adequately trained, instructed and supervised commensurate with their activity and are competent to undertake their job role.	Y	Training records checked for Andrew Bennett and Rachel Pointer to verify that employees are adequately trained and are competent to undertake their job role. Spoke to operators and supervisors to check their understanding of the processes and the site rules for hygiene and operating conditions.
6.1.1	All personnel, including temporary personnel, shall be appropriately trained prior to commencing work and adequately supervised throughout the working period.	Y	No temps are employed. All personnel adequately trained before starting work.
6.1.2	The company shall routinely review the competencies of staff and provide relevant training as appropriate. Records of training shall be maintained.	Y	Engineering team did refresher train god existing press and new rewind machine.

6.2 Access and movement of personnel

Statement of Intent	The company shall ensure that access and movement of personnel, visitors and contractors shall not compromise product safety and quality.	Y	Site plan already prepared for H & S Policy; designated walkways in production.
	6.2.1	Y	6.2.2

6.3 Personal hygiene

Statement of Intent	The company's personal hygiene standards shall be documented and adopted by all personnel, including visitors to the production facility. These standards shall be developed with due regard for risk of product contamination.	Y	A chapter of the Q Manual and visitor entry rules define the personal hygiene standards.
	6.3.1	Y	6.3.2
	6.3.3	Y	6.3.4

6.4 Protective Clothing

QA International Certification Ltd, Dudley Court, Dudley Road, Darlington, Co.Durham, DL1 4GG	Auditor: B L Fowler		
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Statement of Intent	The risk of product contamination from clothing, hair or personal items shall be minimised.				Y	All work wear was seen to be clean and presentable and is issued by the company to be uniform. Dirty work wear is segregated and washed at home following the BRC rules
	6.5.1	Y	6.5.2	Y		
	6.5.3	Y	6.5.3	Y		

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