

BRCGS Pre-Audit Preparation Checklist

Prepared by: Skala MRP | Smart Production Management

Use this checklist to identify potential gaps before your official BRCGS audit. We recommend reviewing these items at least one week prior to the audit date.

Management & Documentation

- Quality Policy: Signed, dated, and communicated to all staff?
- Org Chart: Are job descriptions and deputies defined?
- Management Review: Are the minutes and action plans from the last meeting available?
- KPIs: Are targets set for Production, Quality, and Warehousing?

HACCP & Food Safety

- Flow Diagrams: Verified on-site annually?
- Hazard Analysis: Updated for any new raw materials or equipment?
- CCP Records: Are all records signed and verified? Any gaps?
- Staff Awareness: Do CCP operators know the critical limits (e.g., Min Temp 75°C)?

Traceability & Mass Balance - CRITICAL

- Backward Traceability: Can you trace a finished product back to the supplier? (< 4 Hours)
- Forward Traceability: Can you trace a raw material to all finished goods?
- Mass Balance: Does (Input) match (Output + Waste)?
- Labeling: Are all semi-finished goods and raw materials clearly labeled (Lot No)?
- Mock Recall: Is the report for the annual recall test ready?

Site Standards

- Glass & Hard Plastic: Is the breakage register up to date?
- Lighting: Are lights shattered-proof or protected?
- Pest Control: Are bait stations in place? Are previous actions closed?

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