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# Chapter-1.0 CONTENTS OF DEPARTMENT WISE AND CLAUSE WISE QUESTIONNAIRE

It covers audit questions based on food safety requirements as well as for each department. It will be very good tool for the auditors to make audit questionnaire while auditing and make effectiveness in auditing. Total more than 300 questions are prepared for clause no. 4, 5, 6, 7 and 8 of BRC Food. It also covers department wise questions like marketing, purchase, production, quality control, and engineering and utility, maintenance, top management, stores, packing & dispatch, administration & training, research and development and M.R. areas and it can be used as a very good tool for logically auditing during internal audit for food safety.

A.	Department Wise Audit Questionnaire
1	Top Management
2	Food Safety Team Leader
3	Training
4	Quality Control
5	Marketing
6	Production Areas
7	Engineering (Utility and Maintenance)
8	Purchase
9	Stores (Row Material and Spares)
10	Packing and Despatch
11	Housekeeping and Sanitation and Personal Hygiene
12	General

B.	Clause Wise Audit Questionnaire
1	General requirements
2	Management responsibility
3	Provision of resources
4	Planning and realization of safe products
5	Validation, verification and improvement of the food safety management system

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### **Chapter-2.0 ABOUT COMPANY**

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 20 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had more than 1200 clients in more than 45 countries. Our ready made training and editable document kit helps the client in making their documents easy and make them complying to related ISO standard faster.

- Our promoters and engineers have experience of more than 1200 companies globally for management training, ISO series consultancy. We had clients in more than 45 countries.
- 2. Highly qualified 40 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
- 3. We have 100% success rate for ISO series certification of our clients from reputed certifying body and branded image and leading name in the market.
- 4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
- 5. So far more than 50000 employees are trained by us in ISO series certification.
- 6. We had spent more than 60000 man-days (170 man years) in preparing ISO documents and training slides.

#### **Global Manager Group is committed for:**

- 1. Personal involvement & commitment from first day
- 2. Optimum charges
- 3. Professional approach
- 4. Hard work and update the knowledge of team members
- 5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
- 6. To establish strong internal control with the help of system and use of the latest management techniques

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### **Chapter-3.0 USER FUNCTION**

#### 3.1 Hardware and Software Requirements

#### A. Hardware: -

- Our document kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact of the power point documentation you may keep the setting of color image at high color.

#### B. Software used in Documentation kit

• Documents written in word 98 and window 2000 programs. You are therefore required to have office 2000 or above with word 98 or above and power point.

#### 3.2 Features of Documentation kit: -

- Contains all necessary documents as listed above and comply with the requirements of HACCP / ISO 22000 Standards and more than 1000 man days (9000 hours)
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts having experience of more than 200 companies ISO implementation globally.
- Provides model of a Management system that is simple and free from excessive paperwork.

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### **Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT**

- 1. By using these documents, you can save a lot of your precious time while preparing the ISO documents.
- 2. Take care for all the section and sub sections of HACCP / ISO 22000 standard helps you in establishing better system.
- Document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry and create own ISO documents for their organization.
- 4. Save much time and cost in document preparation.
- 5. You will get better control in your system due to our proven formats.
- 6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 20 years in ISO consultancy.
- 7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
- 8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
- 9. Prepared by globally proven team of leading consultant

### **Chapter-5.0 METHOD OF ONLINE DELIVERY**

On secured completion of purchase we provide user name and password to download the product from our ftp server. Thus we are providing instant on line delivery of our products to user by sending e mail of user name and password



## For purchase visit our web site:

http://www.globalmanagergroup.com/E-Shop.aspx#tab4.