

## BRCGS Packaging Materials Certification – Application Form

Please complete and return to [uk.food@kiwa.com](mailto:uk.food@kiwa.com) so a quote can be prepared. The BRCGS Scheme includes a BRCGS Service Package fee of £575.00 (£625.00 from 1st August 2021). BRCGS audit reports and subsequent certification decisions are reported to BRCGS and UKAS. BRCGS may contact clients direct for feedback on Certification Body performance or investigation into reported issues. It is a requirement that any legal proceedings, product recall, damage to site or change of ownership are notified.

Company Name					
Company Address				Address of site(s) to be assessed if different from Company Address	
Contact Name				Contact Position	
Telephone Number		Fax Number		E-mail	
Scope of Audit					
Exclusions from Scope					
Type of Audit	Announced <input type="checkbox"/>			Unannounced <input type="checkbox"/>	
Traded Products – Section 7	Products to be included:				
AVM – Environmental Module	Yes <input type="checkbox"/>			No <input type="checkbox"/>	
<p><b>Packaging Field. Please ✓ all that apply</b> (please refer to Appendix 2 – Fields of Audit of the Standard)</p> <p>Composites to be categorised by the component that contributes the highest % composition of the product where the main material is less than 75% of the component the next material categories shall also be selected</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Glass manufacturing and forming</li> <li><input type="checkbox"/> Paper making and conversion</li> <li><input type="checkbox"/> Metal forming</li> <li><input type="checkbox"/> Rigid plastics forming</li> <li><input type="checkbox"/> Flexible plastics forming</li> <li><input type="checkbox"/> Print processes</li> <li><input type="checkbox"/> Chemical processes</li> <li><input type="checkbox"/> Other manufacturing</li> </ul>					
Total area of site (in square metres)					
Size of <b>manufacturing</b> facilities (in square metres)				Size of <b>storage</b> facilities (in square metres)	
Are all operations located at this site? If no, please provide further details					
Number of Product Lines				Number of Production Lines	
Weekly Product Volume					
Operational Shift Patterns / Hours					
Total number of employees on site – as full time equivalent staff including seasonal workers					
Number of employees on the <b>MAIN SHIFT</b> (including seasonal workers)					
Number of Hazard and Risk Analysis Studies included in the scope (A study is a family of products with similar hazards and similar production technology)					
Number of Key Processes:					

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<b>Description of Key Processes :</b>	
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**Examples of key processes –**

Field of audit	Examples of key processes
01 – Glass manufacture and forming	<ul style="list-style-type: none"> <li>One glass furnace into one or multiple IS machines</li> <li>Blow-moulding of ampoules</li> </ul>
02 – Papermaking and conversion	<ul style="list-style-type: none"> <li>Pulping and papermaking</li> <li>Corrugating board</li> <li>Conversion of board without and print process</li> </ul>
03 – Metal forming	<ul style="list-style-type: none"> <li>Manufacture of a beverage can</li> <li>Pressing of aluminium foil containers</li> </ul>
04 – Rigid plastics forming	<ul style="list-style-type: none"> <li>Injection moulding of caps and closures</li> <li>Injection moulding/production of in-mould labelled containers</li> </ul>
05 – Flexible plastics manufacture	<ul style="list-style-type: none"> <li>Extrusion of flexible film</li> <li>Lamination of multi-layer materials</li> <li>Slitting of film reels</li> </ul>
06 – Other manufacturing	<ul style="list-style-type: none"> <li>Manufacturing of hessian sacking</li> <li>Assembly of wooden pallets</li> </ul>
07 – Print processes	<ul style="list-style-type: none"> <li>Print and conversion of one material type (e.g. paperboard), where the print and conversion of a flexible film constitutes an additional process</li> </ul>
08 – Chemical Processes	<ul style="list-style-type: none"> <li>Manufacture of ink</li> </ul>

<b>Current BRCGS Certification</b>	Is the site currently BRCGS Certified with another Certification Body?	
	If Yes – Please indicate the certificate expiry date	
	If Yes – Please indicate the re-evaluation date	
	If Yes – Please forward a copy of the certificate <b>and</b> report	
	If No – Has the site, ever held BRCGS certification. If yes, please give details	

**Renewal Instructions:**

For renewal instructions, you are continuing to agree to the acceptance of your original Certification Terms and Conditions. By signing this application form you accept, agree and acknowledge that you have received, read carefully, understood and accept the Scheme Regulations and Certification Terms and Conditions held. Applicable charges, according to the current fee structure, will be invoiced and must be paid prior to your audit taking place. It is a requirement that any changes that may affect your original quotation are communicated to us immediately e.g. Change of ownership, name change etc. By completing, signing and returning this application form you are confirming acceptance of the above and of the Scheme Rules.

Name:  
Position:  
Date:  
Signature:

**New Applicants:**

Please sign below to confirm the information provided above is correct to the best of your knowledge:

Name:  
Position:  
Date:  
Signature:

For your information Kiwa Agri Food Assessors work to a Code of Conduct. Please contact the Kiwa Agri Food Office should you wish to obtain a copy of this.

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Does your organisation have a Modern Slavery Policy in place Y/N

Does your organisation have a Anti Bribery Policy in place Y/N

**Kiwa Agri Food Office Use Only:**

<b>Duration of main BRCGS audit (hours) according to BRCGS calculator:</b>	
<b>Duration of AVM/Asda/any additional audit (hours):</b>	
<b>Total of above:</b>	
<b>Duration allocated (hours)</b>	
<b>Justification for any difference from audit duration calculator:</b>	
<b>Database updated with correct audit duration and auditor advised:</b>	