

BRCGS Food Certification Application Form

Please complete and return to uk.food@kiwa.com so a quote can be prepared. The BRCGS Scheme requires a BRCGS Service Package fee currently at £575.00 (£625.00 from 1st August 2021). BRCGS audit reports and subsequent certification decisions are reported to the 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 that affects production or change of ownership are notified to us within 3 working days.

Company Name												
Company Address						Address of site(s) to be assessed if different from Company Address						
Contact Name						Contact Position						
Telephone Number				Website				E-mail				
Announced	Y / N	Unannounced	Y / N	Section 9 Traded Products to be included	Y / N	Additional Voluntary Module to be included?	Y / N	If yes please state which Module e.g. AVM 11 Meat Supply Chain Assurance				
Asda AA Module To be included	Y / N	If yes what date was your last full AA audit?				Asda Scope and Site code:				Do you supply the USA?	Y / N	
Scope of Audit and any exclusions	<u>BRCGS Food scope: (see section 1.6 of the BRCGS audit protocol)</u>											
	Exclusions:											
AVM Scope:												
Section 8	High Risk, High Care or Ambient High Care included in Scope Yes or No :											
BRCGS Food Standard Product Categories (✓as appropriate) excluding Additional Voluntary Modules												
<input type="checkbox"/>	1 - Raw red meat				<input type="checkbox"/>	10 - Ready meals and sandwiches; ready to eat desserts						
<input type="checkbox"/>	2 - Raw poultry				<input type="checkbox"/>	11 - Low/high acid in cans/glass						
<input type="checkbox"/>	3 - Raw prepared products (meat, fish and vegetarian)				<input type="checkbox"/>	12 - Beverages						
<input type="checkbox"/>	4 - Raw fish products and preparations				<input type="checkbox"/>	13 - Alcoholic drinks and fermented brewed products						
<input type="checkbox"/>	5 - Fruit, vegetables and nuts				<input type="checkbox"/>	14 - Bakery						
<input type="checkbox"/>	6 - Prepared fruit, vegetables and nuts				<input type="checkbox"/>	15 - Dried foods and ingredients						
<input type="checkbox"/>	7 - Dairy, liquid egg				<input type="checkbox"/>	16 - Confectionery						
<input type="checkbox"/>	8 - Cooked meat/fish products				<input type="checkbox"/>	17 - Breakfast cereals and snacks						
<input type="checkbox"/>	9 - Raw cured and/or fermented meat and fish				<input type="checkbox"/>	18 - Oil and fats						
Please state which retailers you supply under retail brand:												
Total area of site (in square metres)												
Size of manufacturing facilities (in square metres)					Size of storage facilities (in square metres)							
Are all operations located at this site? If no, please provide further details												
Number of product lines			Number of processing lines			Weekly product volume						
Operational shift patterns / hours												
Total number of employees on site – as full-time equivalent staff including seasonal workers												
Total maximum number of staff (including seasonal/temporary workers) expected on a main (e.g. day) shift . This should include ancillary staff involved in production such as QC, lab, hygiene and engineering staff.												
Number of HACCP studies included in the scope. (A HACCP study is a family of products with similar hazards and similar production technology)												

BRCGS Food Certification Application Form

Current Certification	Is the site currently BRCGS Certified with another Certification Body?	
	If Yes – Please indicate the certificate expiry date; due date window and attach a copy of current certificate.	
	If No – Has the site, ever held BRCGS certification. If yes, please give details	
	Does the site hold Organic Certification?	
	If Yes, with whom	

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.

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:

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