

## BRCGS Storage and Distribution Certification Issue 4 – 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 1<sup>st</sup> 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 or change of ownership are notified.

Company Name						
Company Address		Address of site(s) to be assessed if different from Company Address – add all site/location addresses.				
Contact Name			Contact Position			
Telephone Number			E-mail			
Announced on site		Blended Announced audit (2 part)		Unannounced option 1 (single visit)		Unannounced option 2 (two part audit)

Scope of Audit and any exclusions (refer to part 3, 1.4 page 91 and appendix 4 page 139)	Scope:  Exclusion:
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**Brief description of nature of business:**

### Range of services / Additional Modules, tick all that apply

Storage		Distribution		Transport only		Wholesale Module: Branded goods or Wholesaler own label products – <b>see Section 10 for Wholesale requirements</b>		Contracted services Modules <b>AVM 14 to 19</b> Product Inspection Contact Packing (re-packing/assembly) Quantity Control Inspection Contract Chilling/Blast Freezing/Tempering Contract Cleaning of Containers/Tray wash Waste Recovery and Recycling	
Open Food Product Handling - <b>see Section 9</b>		E Commerce Module <b>AVM 12</b>		Remote Cross Docking Module <b>AVM 11</b>					

### Product categories handled, tick all that apply

Chilled/Frozen Foods		Ambient Foods		Food Packaging		Consumer Products	
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<b>Total</b> area of warehouses, loading areas and offices combined (in square metres)			
Size of <b>warehouse/storage</b> facilities (in square metres)		Size of fleet (number of vehicles based at this site)	
Are all operations located at this site? If no, please provide further details			
Operational Shift Patterns / Hours			
<b>Total</b> number of employees on site per main shift – as full time equivalent staff including seasonal/agency workers (include operations, warehouse and drivers). Based on max number expected in a shift.			

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Number of hub/satellite sites (give locations/postcode) Refer to part 3, 1.5.2 on page 95 of BRCGS Storage and Distribution Standard	
Additional activity; Ethical Trade & Responsibility Sourcing (ETRS) Risk Assessment	

<b>Current Certification</b>	Is the site currently BRCGS Certified with another Certification Body?	
	If Yes – Please indicate the certificate expiry date; re-evaluation date 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.

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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>	