

BRCGS Food Certification Application Form

Please complete and return to wk.food@kiwa.com so a quote can be prepared. The BRCGS Scheme requires an annual BRCGS Service Package fee which will be advised on quotation. 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 Address of Address of any e.g. warehousing Primary site to be additional site(s) to audited. be audited, if different from Primary Address under the audit scope **Contact Position** Contact Name Telephone E-mail Number Mobile Number Website *Announced and Blended announced audit schemes Audit Type* Choose an item. include a 1-in-3 Unannounced audit See section 1.6 of the BRCGS audit protocol. - Briefly describe processes, product types, storage conditions and **BRCGS Food** scope: packaging types. Include any sub-contracted processing and Traded products if required (e.g., Trading of....). Exclusions: <u>See section 1.6.2 of the BRCGS audit protocol.</u> - Must fall within the scope of the Food Safety Standard but be produced in a segregated area and clearly differentiated from in-scope products. Section 8 Number of high-risk/high care areas. Section 9 Choose an item. High-risk, high-care or Choose an item. Traded Products to Ambient high-care areas be included BRCGS Food Standard Product Categories (x as appropriate) excluding Additional Voluntary Modules 1 - Raw red meat \Box 10 - Ready meals and sandwiches; ready to eat desserts 2 - Raw poultry 11 - Low/high acid in cans/glass 3 - Raw prepared products (meat, fish and vegetarian) 12 - Beverages 4 - Raw fish products and preparations 13 - Alcoholic drinks and fermented brewed products 5 - Fruit, vegetables and nuts 14 - Bakery П 6 - Prepared fruit, vegetables and nuts 15 - Dried foods and ingredients П 7 - Dairy, liquid egg 16 - Confectionery П 8 - Cooked meat/fish products П 17 - Breakfast cereals and snacks 9 - Raw cured and/or fermented meat and fish 18 - Oil and fats Number of HACCP studies included in the scope (excluding Traded Products). (A HACCP study is a family of products with similar hazards and similar production technology) Additional **AVM 13** AVM 11 Choose an item. Choose an item. Voluntary Meat Supply Chain **FSMA** Modules Scope: Scope: Add On Plant Based Choose an item. Gluten Free Standard Choose an item. **Standards** Total area of site Size of manufacturing facilities Size of storage facilities (in square (in square metres) (in square metres) metres) Number of product lines Number of processing lines Operational shift patterns / hours Weekly product volume Total number of employees on site Maximum number of staff expected on a main shift (e.g. day). This – as full-time equivalent staff should include seasonal/temporary workers, ancillary staff involved in production such as QC, lab, hygiene and engineering staff. including seasonal workers Choose an item. Is the site currently **BRCGS Certified** with another Certification Body? Current

Site code:

Expiry date:

Due date window:

If Yes – Please indicate

Attach copy of Current Certificate.

Certification



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If No – Has the site, ever held BRCGS certification. If yes, please give details	Choose an item.
Is the site currently certified to another <u>GFSI-benchmarked scheme</u> with another Certification Body?	Choose an item.
If Yes – Please indicate the scheme, certificate expiry date, due date window and attach a copy of current certificate.	
Does the site hold Organic Certification?	Choose an item.
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

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: Choose an item. Does your organisation have a Anti Bribery Policy in place: Choose an item.

Kiwa Agri Food Office Use Only:	Duration of main BRCGS a BRCGS calculator:	udit (hours) according to		
	Duration of AVM/any add	itional 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:			
	Completed by:		Date:	