

BRCGS Storage and Distribution Certification Issue 3 – Application Form

Please complete and return to 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 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			
Contact Name			Contact Position		
Telephone Number		Fax Number		E-mail	
Announced		Unannounced option 1			Unannounced option 2

Scope of Audit and any exclusions (refer to section 1.4 page 47 and appendix 4 page 80)	Scope: Exclusion:
Brief description of nature of business:	

Range of services

Storage		Distribution		Transport only		Wholesaling e.g. branded goods or wholesaler own label products		Contracted services: Product Inspection Contract Packing (re-packing/assembly) Quantity Control Inspection Contract Chilling/Blast Freezing/Tempering Contract Cleaning of Containers/Traywash Waste Recovery and Recycling	
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Product categories handled

Chilled/Frozen Foods		Ambient Foods		Food Packaging		Consumer Products	
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Total area of warehouses, loading areas and offices combined (in square metres)			
Size of warehouse/storage 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			
Total number of employees on site – as full time equivalent staff including seasonal/agency workers (include operations, warehouse and drivers)			
Number of hub/satellite sites (give locations/postcode) Refer to section 2.2.2 on page 52 of BRCGS Storage and Distribution Standard			

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Current Certification	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.

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:	