

# BRCGS Food Safety Application form

Including START!

Select audit type:	Choose an item.
Select audit programme:	Choose an item.

## Site Details

### Address information (certificate holder/primary site)

Company name	
Address	
Post/Zip code	
City	
County / State / Province	
Country	

### Additional addresses to be included in audit

Additional site 1	
Additional site 2	

### Contact Information

Name	
Position in Company	
Telephone Number	
Mobile Number	
E-mail	

### Accounts Contact

Name	
Position in Company	
Telephone Number	
Mobile Number	
E-mail	
VAT Number	
Company Reg Number	

### If consultant used for BRCGS certification:

Consultancy company:	
Consultant name:	
I hereby given permission for Consultant to be copied on all correspondence relating to certification process.	Choose an item.

### Site Details - Primary Site

Size of manufacturing facilities (in square metres)		The conversion from square feet to metres is 10.76 (e.g. 86,000 square feet equals 8,000 square metres)
Size of storage facilities (in square metres)		

Maximum number of staff expected on a main shift (e.g. day).		This shall include seasonal/temporary workers, ancillary staff involved in production such as QC, lab, hygiene and maintenance staff.
Number of HACCP Studies - Food		A HACCP plan corresponds to a family of products with similar hazards and similar production technology and will therefore usually correspond to the number of product types.
Number of High-risk areas		
Number of High-care areas		
Number of Ambient High-care areas		
<b>Traded Products / Wholesale:</b>		
Does site trade/wholesale products?	Choose an item.	
Do you require traded/wholesale goods to be included in the scope of the audit?	Choose an item.	
<b>Additional Voluntary Modules and Add on Standards</b>		
Food Safety - AVM 11 - Meat Supply Chain	Choose an item.	
If you export into USA, do you require the FSMA module?	Choose an item.	
BRCGS Plant Based	Choose an item.	
BRCGS Gluten Free Standard	Choose an item.	
McDonalds SQMS	Choose an item.	

## Audit Scope

Scope of Audit:		
Exclusions from Scope:		
Justification for exclusions:		
<b>Product Categories Produced/Processed/Manufactured</b>		
Ambient Food:	Choose an item.	
Chilled Food:	Choose an item.	
Frozen Food:	Choose an item.	
<b>BRCGS Food Standard Product Categories (x as appropriate) excluding Additional Voluntary Modules</b>		
<b>Choose Categories</b>		
<b>Product/Process details:</b>		
Finished Products produced		e.g. red meat, fish, prepared fruit & Vegetables, ready meals, alcoholic beverages, fruit juices
Processes undertaken		e.g. cutting, sorting, mixing, proving, pasteurising, sterilising, curing, fermentation, baking, hot filling
Packaging formats		e.g. cans, glass, paper packages, foil pouches, preformed plastic trays, aluminium trays, Plastic bags
Intended use		e.g. ready-to-eat, ready-to-heat, require full cook, for further processing

<b>Outsourced/subcontracted Processes</b>	
Is any part of the process carried out by a third party?	Choose an item.
Please provide details:	
<b>Seasonal Processing</b>	
Is processing/manufacturing seasonal?	Choose an item.
Seasonal Opening Times - Start Date:	
Seasonal Opening Times - End Date:	

## History of certification (if applicable)

BRCGS site code:	
Other GFSI standards site identifiers (e.g. FSSC COID, IFS):	
Indicate the last unannounced audit date	
If switching Certification bodies, who is the current Certification body?	

## Please answer the following questions:

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.

## Form Completed by:

Name:	
Position in Company:	
Date:	

Please complete and return to [uk.food@kiwa.com](mailto:uk.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.

**For your information, Kiwa Agri Food Auditors work to a Code of Conduct. Please contact Kiwa Agri Food office should you wish to obtain a copy of this.**

## Kiwa Agri Food Office Use Only:

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