

**BRCGS Agents and Brokers Certification – 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 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 or change of ownership are notified.					
Company Name					
Contact Name		Contact Position			
Telephone Number		E-mail			
Mobile Number		Website			
Company Address		Site to be audited if different from company address. (If there are other offices additional to the main office that are to be included in the scope, please list these in the table at the end of the next page)			
Audited office(s) details		No. of supplying sites? – counted as the number of <b>individual</b> sites supplying product		Working Hours at main office location	Number of Staff at main office location
<b>Agent – tick if applies</b> (Companies that trade between a manufacturer or broker and their customers but do not at any point own or take title to the goods. Such companies provide a range of services to facilitate the safe and legal trade of products.)					
<b>Broker – tick if applies</b> (Companies that purchase or 'take title to' products for resale to manufacturers, other brokers, retailers or food service companies but not directly to the consumer)					
Announced on site Audit <b>Y/N</b>		Unannounced on site Audit <b>Y/N</b>		<b>Remote</b> (Blended announced audit) <b>Y/N</b> – Note not available for initial audits	
Scope of Audit (See 1.6.1 of the Audit Protocol) <b>Products included in the scope must have been traded in the last twelve months.</b> The scope must include all applicable products and services at the office(s) certificated.					
Exclusions from scope (See 1.6.2 of the Audit Protocol).					
Is AVM FSMA Required? <b>Y/N</b>					

**Product Categories –**

<b>Cat 1 – Chilled and frozen food</b>	Tick to apply	Tick to confirm traded in last 12 months	<b>Cat 3 - Packaging Materials</b>	Tick to apply	Tick to confirm traded in last 12 months
<b>Cat 2 – Ambient food</b>	Tick to apply	Tick to confirm traded in last 12 months	<b>Cat 4 Consumer Products</b>	Tick to apply	Tick to confirm traded in last 12 months



**Breakdown of Product Categories Traded – Tick all that apply, for all office locations**

Food –

- |  |   |
|--|---|
| <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                                      |

Packaging –

- Glass     
  Metal     
  Paper     
  Rigid plastic     
  Flexible plastics     
  Other Packaging Products  
 Packaging and printing Chemicals

**Additional services arranged/Sub Contracted:** (tick all that apply, for all office locations and provide brief details)

Storage	
Distribution	
Importation	
Export	
Product Development	
Product Testing	
Repacking	
Further Processing	
Other	

**Additional Office Locations - See 1.6.3 of the Audit Protocol.**

Where a company applies to have more than one office location included within the scope of the audit, it will be necessary to audit the operations of each individual office. Where a company's office locations all operate to the company's common quality management system, and where all records are electronic and available from the company's primary location, these additional offices may be audited remotely from the single primary location of the company. If the additional office does not operate under the same quality management system, or if significant issues are identified at the main office audit, it must be physically audited.

Office Location	No. of staff at office	Operates same Quality Management System as main office and all records accessible from main office (Y/N)	Office operating hours (including time zone if relevant)

**For remote working and virtual offices – see 1.6.4 and 1.6.5 of the audit Protocol**

**Brief description of operation:**

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<b>Current BRCGS Certification</b>	Is the site currently BRCGS Certified with another Certification Body?	
	If Yes – Please indicate the certificate expiry date; due date and attach a copy of current certificate and report.	
	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:**

<b>Duration of main BRCGS audit (hours) according to BRCGS calculator:</b>	
<b>Duration of AVM (hours):</b>	
<b>Total of above:</b>	
<b>Duration allocated (hours)</b>	
<b>Justification for any difference from audit duration calculator:</b>	

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Database updated with correct audit duration and auditor advised:	
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