

# BRCGS Packaging Materials Application form

<b>Select audit type:</b>	Choose an item.
<b>Select audit programme:</b>	Choose an item.

## Site Details

<b>Address information (certificate holder/primary site)</b>	
Company name	
Address	
Post/Zip code	
City	
County / State / Province	
Country	
<b>Additional addresses to be included in audit</b>	
Additional site 1	
Process / Purpose	
Additional site 2	
Process / Purpose	
<b>Contact Information</b>	
Name	
Position in Company	
Telephone Number	
Mobile Number	
E-mail	
<b>Accounts Contact</b>	
Name	
Position in Company	
Telephone Number	
Mobile Number	
E-mail	
VAT Number	
Company Reg Number	
<b>If consultant used for BRCGS certification:</b>	
Consultancy company:	
Consultant name:	
I hereby given permission for Consultant to be copied on all correspondence relating to certification process.	Choose an item.
<b>Site Details - Primary Site</b>	
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).		As full-time equivalent manufacturing and warehousing employees per main shift, including seasonal workers.
Number of HARA Studies		A HARA (hazard analysis and risk assessment) plan corresponds to a family of products with similar hazards and similar manufacturing technology.
<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>		
HAVI GQS / tms		Choose an item.
AVM 10 Plastic Pellet Loss Prevention		Choose an item.

## Audit Scope

Scope of Audit:		
Exclusions from Scope:		
Justification for exclusions:		
Does the site manufacture materials intended to be in contact with food or other hygiene sensitive products?		Choose an item.
<b>Product/Process details:</b>		
Glass manufacturing and forming	Choose an item.	
Paper making and conversion	Choose an item.	
Metal forming	Choose an item.	
Rigid plastics forming	Choose an item.	
Flexible plastics forming	Choose an item.	
Print processes	Choose an item.	
Chemical processes	Choose an item.	
Other manufacturing	Choose an item.	
Please provide details:	Choose an item.	
<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:	
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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:	
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>	