

BRCGS Packaging Materials 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 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		E-mail	
Scope of Audit			
Exclusions from Scope			
Does the site manufacture materials intended to be in contact with food or other hygiene sensitive products?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Type of Audit	Announced <input type="checkbox"/>		Unannounced <input type="checkbox"/>
Traded Products – Section 7. If yes detail products to be included.	Yes <input type="checkbox"/>		No <input type="checkbox"/>
AVM 10 Plastic Pellet Loss Prevention	Yes <input type="checkbox"/>		No <input type="checkbox"/>
<u>HAVI GQS</u>	<u>Yes</u> <input type="checkbox"/>		<u>No</u> <input type="checkbox"/>
Manufacturing categories. Please ✓ all that apply (please refer to Appendix 2 – Manufacturing categories of the Standard. Composites to be categorised by the component that contributes the highest % composition of the product where the main material is less than 75% of the component the next material categories shall also be selected)			
<input type="checkbox"/> Glass manufacturing and forming <input type="checkbox"/> Paper making and conversion <input type="checkbox"/> Metal forming <input type="checkbox"/> Rigid plastics forming <input type="checkbox"/> Flexible plastics forming <input type="checkbox"/> Print processes <input type="checkbox"/> Chemical processes <input type="checkbox"/> Other manufacturing (Please provide details)			
Total area of site (in square metres)			
Size of manufacturing facilities (in square metres)		Size of storage facilities (in square metres)	

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Are all operations located at this site? If no , please provide further details			
Number of Product Lines		Number of Production Lines	
Weekly Product Volume			
Operational Shift Patterns / Hours			
Total number of employees on site – as full time equivalent staff including seasonal workers			
Number of employees on the MAIN SHIFT (including seasonal workers)			
Number of Hazard and Risk Analysis Studies included in the scope. (A study is a family of products with similar hazards and similar production technology)			

Current BRCGS Certification	Is the site currently BRCGS Certified with another Certification Body?	
	If Yes – Please indicate the certificate expiry date	
	If Yes – Please indicate the re-evaluation date	
	If Yes – Please forward a copy of the certificate and report	
	If No – Has the site, ever held BRCGS certification. If yes, please give details	

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:



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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	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organisation have a Anti Bribery Policy in place	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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:	