

## BRCGS Storage and Distribution Certification Issue 4 – Application Form

Please complete and return to [uk.food@kiwa.com](mailto: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							
Company Address		Address of site(s) to be assessed if different from Company Address – add all site/location addresses.					
Contact Name		Contact Position					
Telephone Number		E-mail					
Audit type required.? <b>Announced</b> full on-site audit. Single visit		<b>Blended Announced</b> audit (Part remote/part on site). Note option only available for recertification announced audits.		<b>Unannounced</b> full on-site audit. Single visit.		<b>Unannounced 2-part</b> audit. Part 1 on site unannounced, part 2 on site announced.	

Scope of audit and any exclusions. If initial audit, please give brief description of activities.  (Refer to part 3, audit protocol 1.4 page 91 and appendix 4 page 139 of the Standard)	Scope:  Exclusion:
Are there any changes to the existing scope on the certificate <b>Y/N</b>	

### Range of services / Additional Modules, mark all that apply

Storage	Distribution	Transport only	See Section 10 of the standard for Wholesale requirements		Contracted services Modules AVM 14 to 19	
			10.2 – Branded products		Product Inspection	
Open Food Product Handling - see Section 9	E Commerce Module <b>AVM 12</b>	Remote Cross Docking Module <b>AVM 11</b>	10.3 – Wholesaler own, wholesale exclusive and or customer exclusive products		Contract Chilling/Blast Freezing / Tempering	
					Contract Cleaning of Containers /Tray wash	
			10.2 and 10.3 Combined		Waste Recovery and Recycling	
<b>Do you require the additional activity:</b> Ethical Trade & Responsibility Sourcing (ETRS) Risk Assessment <b>Y/N</b>						

### Product categories handled, mark all that apply

Chilled/Frozen Foods	Ambient Foods	Food Packaging	Consumer Products
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**For single site operations – please complete the following**

<b>Size of facility</b> (warehouse/loading/unloading area and offices combined) <b>in square metres.</b>		<b>Size of fleet</b> (number of vehicles based at this site)	
Operational Shift Patterns / Hours			
<b>Total number of employees on site per main shift</b> – as full time equivalent staff including seasonal/agency workers (include operations, warehouse and drivers). Based on max number expected in a shift.			
<b>Activities</b> e.g. case picking, pallets picking, etc			

**For Multi site operations - please complete the following, referring to Part 3, audit protocol 1.5 on page 93 of the Standard.**

<b>Does audit protocol clause 1.5.1 page 95, apply Y/N</b> (e.g., are all locations within 50km of the site management team). If yes, please complete the following for each location.				
Operational Shift Patterns / Hours				
Site name and address	Size of facility - in square metres	Total number of employees on main shift	Size of fleet (number of vehicles based at this site)	Activities including any additional modules e.g., contract packing, Contract freezing
<b>Does audit protocol clause 1.5.2 page 95, apply Y/N.</b> If yes, please detail number of hub/satellite sites (give locations/postcode)				

<b>Current Certification</b>	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	

Does your organisation have a Modern Slavery Policy in place **Y/N**

Does your organisation have a Anti Bribery Policy in place **Y/N**

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**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.

**Kiwa Agri Food Office Use Only:**

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