

**BUREAU VERITAS CERTIFICATION**

**Local Office Address**

**BRCGS FOOD SAFETY & START!**

**APPLICATION FORM**

**SECTION A – COMPANY INFORMATION**

|  |  |
| --- | --- |
| Company Name/Group Name | Your legal entity name |
| Company Postal Address |  |
| Company Phone Number |  |
| Company Website |  |
| Company Registration Number |  |
| VAT Number |  |

**Complete If Billing Details Are Different**

|  |  |
| --- | --- |
| Company Name/Group Name | Your legal entity name |
| Company Postal Address |  |
| Company Phone Number |  |
| Company Website |  |
| Company Registration Number |  |
| VAT Number |  |

|  |  |
| --- | --- |
| A single production site? | Yes  No |
| A single production site with additional warehouse/storage facilities? (off-site covered warehouse/storage facilities owned or managed by site within 30miles/50km) | Yes  No |

**Seasonal Site**

|  |  |
| --- | --- |
| A seasonal production site? (opened specifically to harvest and process a product for the duration of the short term of that harvest (typically 12 weeks or less) during a 12-month cycle | Yes  No |
| A seasonal production site? (opened typically for 12 months of the year processing different products or completing different processes in different seasons) | Yes  No |

**Multi-site Production**

|  |  |
| --- | --- |
| A multi-location production site under a single certification? (a single production process is carried out across two sites within 30miles/50km and the site solely supply the other site with no additional customers) | Yes  No |

**Head Office Functions (an individual application form is required for each site)**

|  |  |
| --- | --- |
| A production site operating to a centralised system managed at a head office? | Yes  No |
| Date of last head office audit? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Site 1 Address |  | | |
| Site Activities |  | | |
| Site Documentation Language |  | Site Spoken Language |  |
| Contact Name & Position |  | | |
| Contact Phone Number |  | | |
| Contact E-mail Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Site 2 Address |  | | |
| Site Activities |  | | |
| Site Documentation Language |  | Site Spoken Language |  |
| Contact Name & Position |  | | |
| Contact Phone Number |  | | |
| Contact E-mail Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Site 3 Address |  | | |
| Site Activities |  | | |
| Site Documentation Language |  | Site Spoken Language |  |
| Contact Name & Position |  | | |
| Contact Phone Number |  | | |
| Contact E-mail Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Site 4 Address |  | | |
| Site Activities |  | | |
| Site Documentation Language |  | Site Spoken Language |  |
| Contact Name & Position |  | | |
| Contact Phone Number |  | | |
| Contact E-mail Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Site 5 Address |  | | |
| Site Activities |  | | |
| Site Documentation Language |  | Site Spoken Language |  |
| Contact Name & Position |  | | |
| Contact Phone Number |  | | |
| Contact E-mail Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Site 6 Address |  | | |
| Site Activities |  | | |
| Site Documentation Language |  | Site Spoken Language |  |
| Contact Name & Position |  | | |
| Contact Phone Number |  | | |
| Contact E-mail Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Site 7 Address |  | | |
| Site Activities |  | | |
| Site Documentation Language |  | Site Spoken Language |  |
| Contact Name & Position |  | | |
| Contact Phone Number |  | | |
| Contact E-mail Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Site 8 Address |  | | |
| Site Activities |  | | |
| Site Documentation Language |  | Site Spoken Language |  |
| Contact Name & Position |  | | |
| Contact Phone Number |  | | |
| Contact E-mail Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Site 9 Address |  | | |
| Site Activities |  | | |
| Site Documentation Language |  | Site Spoken Language |  |
| Contact Name & Position |  | | |
| Contact Phone Number |  | | |
| Contact E-mail Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Site 10 Address |  | | |
| Site Activities |  | | |
| Site Documentation Language |  | Site Spoken Language |  |
| Contact Name & Position |  | | |
| Contact Phone Number |  | | |
| Contact E-mail Address |  | | |

**SECTION B – CERTIFICATION REQUIRED**

|  |  |  |  |
| --- | --- | --- | --- |
| Initial Audit | Recertification Audit | Transferring from other CB | Scope Extension |

|  |
| --- |
| BRCGS Food Safety – Announced (unannounced audit required at least every 3 years) |
| BRCGS Food Safety - Blended Announced (an offsite assessment followed by an onsite visit) |
| BRCGS Food Safety - Unannounced |
| BRCGS START! Basic Level - Announced |
| BRCGS START! Intermediate Level - Announced |
| Combined Audit  Yes, detail standards        No |

**Additional Voluntary Modules, Retailer Addendums & Customer Specific Modules**

|  |
| --- |
| Meat Supply Chain Assurance Module - Combined |
| Meat Supply Chain Assurance Module - Standalone |
| Meeting FSMA Requirements Module – Combined |
| Meeting FSMA Requirements Module – Standalone |
| Additional Costco Requirements Module |
| Customer Specific Module – Detail |

**Additional Information**

|  |  |
| --- | --- |
| Has any consultancy/training relating to the product or management system to be certified been provided? | Yes, detail by whom        No |
| Is a translator or interpreter required during the audit? | Yes  No |
| **BRCGS Directory**  BRCGS Site Code  Is the site part of a group (has a parent company)?  **Site Owner**  Which company is considered to be the site owner?  What is the BRCGS Directory site owner ID?  **Audit Owner**  Which company is considered to be the audit owner associated to the site’s next audit?  What is the BRCGS Directory audit owner ID? | Yes  No |
| Last 3 BRCGS Audit Grades |  |
| BRCGS Audit Due Dates |  |
| Audit Target Date (provide justification when outside the BRCGS audit due dates) |  |
| Last unannounced audit date for each GFSI certification held? (e.g. BRCGS, IFS, FSSC, SQF, Global-Gap) | Standard       Unannounced Audit Date |
| Dates when the site will not be operating  (e.g. weekends, public holidays, planned shutdowns for site holidays or maintenance) | Dates       Reason |
| **Unannounced Audits**  Nomination of production days when not available for an unannounced audit (e.g. a planned customer visit)  **Grade AA, A, B and Initial Sites**  GFSI mandatory & BRCGS voluntary unannounced audit  Maximum 10 days  **Grade C or D Sites**  GFSI mandatory & BRCGS voluntary unannounced audit  Maximum 5 days | Dates       Reason |

**SECTION C – SITE INFORMATION**

**Number of Employees**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employees** | **Site 1** | **Site 2** | **Site 3** | **Site 4** | **Site 5** |
| **Production/Manufacturing** |  |  |  |  |  |
| **Warehouse/Logistics** |  |  |  |  |  |
| **Maintenance** |  |  |  |  |  |
| **Administration/Office** |  |  |  |  |  |
| **Sub-contracted** |  |  |  |  |  |
| **Seasonal** |  |  |  |  |  |
| **Temporary** |  |  |  |  |  |
| **Total** |  |  |  |  |  |

**Shift Pattern**

|  |  |  |  |
| --- | --- | --- | --- |
| **Shift** | **Shift Hours**  **(6am – 2pm, 2pm-10pm)** | **Activities** | **Number of Employees**  **on Shift** |
| **Shift 1** |  |  |  |
| **Shift 2** |  |  |  |
| **Shift 3** |  |  |  |
| **Shift 4** |  |  |  |
| **Shift 5** |  |  |  |

**Premises and Off-Site Facilities**

|  |  |
| --- | --- |
| Production Area Size | m2 |
| Size of any on-site covered warehouse/storage facilities owned or managed by site | m2 |
| Number and size of any off-site covered warehouse/storage facilities owned or managed by site within 30miles/50km | Number of warehouse/storage facilities  Size       m2  ☐ Included in scope ☐ Excluded from scope |
| Is any part of the site sub-let or under different management? | Yes, detail sub-letting  No |
| Site Age |  |

**Factory Risk Level (detail all different risk level areas in your factory)**

|  |  |  |
| --- | --- | --- |
| **Risk Level** | **Yes/No** | **Rationale for the Decision**  **(e.g. low risk area as all products are ambient stable, require full cook before consumption)** |
| **Enclosed Product Areas** |  |  |
| **Low Risk** |  |  |
| **Ambient High Care** |  |  |
| **High Care** |  |  |
| **High Risk** |  |  |

|  |  |  |
| --- | --- | --- |
| **HACCP**  **(A family of products with similar hazards and similar production technology is considered as a single plan)** | **Products and Processes** | **Critical Control Point**  **(a step at which control can be applied and is essential to prevent or eliminate a food or product safety hazard or reduce it to an acceptable level)** |
| **Plan 1** |  |  |
| **Plan 2** |  |  |
| **Plan 3** |  |  |
| **Plan 4** |  |  |
| **Plan 5** |  |  |
| **Plan 6** |  |  |
| **Plan 7** |  |  |
| **Plan 8** |  |  |

**Outsourced Activities**

|  |  |
| --- | --- |
| Outsourced / Sub-contracted Processing (an intermediate production, processing, storage or a step in the manufacture of a product is completed at another company or site) before returning to the site.  When product doesn’t return, this is not outsourced processing and the activities are outside the scope of the audit. | Yes, detail outsourced processes  No |

**Incoming Materials**

|  |  |
| --- | --- |
| Raw Materials (list main ingredients and packaging materials) |  |
| Traded Products (goods that are not manufactured, processed, reworked, packed or labelled at the site but bought from an outside supplier, stored at the site and sold on) | Yes, detail traded products  No ☐ Excluded from scope |

**Audit Scope**

|  |  |
| --- | --- |
| Scope (products produced, manufacturing processes and packaging types) |  |
| Exclusions  Justification (excluded products must be clearly differentiated from products within scope and are produced in a physically segregated area of the factory) |  |
| Scope changes since last audit | Yes, detail new products or processes  No |

**Categories Applicable To Audit Scope (select all that apply)**

|  |  |
| --- | --- |
| **BRCGS Food Product Categories** | **BRCGS START! Field of Audit** |
| 1 Raw red meat | 1 Raw products of animal or vegetable origin that require cooking prior to consumption |
| 2 Raw poultry |
| 3 Raw prepared products (meat and vegetarian) |
| 4 Raw fish products |
| 5 Fruit, vegetables and nuts | 2 Fruit, vegetables and nuts |
| 6 Prepared fruit, vegetables and nuts |
| 7 Dairy, liquid egg | 3 Processed foods and liquids with pasteurisation or UHT as heat treatment or similar technology |
| 8 Cooked meat/ fish products | 4 Processed foods, ready-to-eat or heat |
| 9 Raw cured and/or fermented meat and fish |
| 10 Ready meals and sandwiches, ready-to-eat desserts |
| 11 Low/high acid in cans/glass/plastic containers | 5 [Ambient stable products with pasteurisation or](javascript:__doPostBack('ctl00$cphContent$OspClassificationNavigator1$PathNode1',''))sterilisation as heat treatment |
| 12 Beverages | 6 Ambient stable products not involving sterilisation as heat treatment |
| 13 Alcoholic drinks and fermented/brewed products |
| 14 Bakery |
| 15 Dried foods and ingredients |
| 16 Confectionery |
| 17 Cereals and snacks |
| 18 Oils and fats |

**Application Form Completed By**

|  |  |
| --- | --- |
| Contact Name |  |
| Contact Position |  |
| Contact Phone Number |  |
| Contact E-mail Address |  |
| Date |  |
| Signed |  |