



# BRCGS Storage & Distribution Application form

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

## Site Details

### Address information (certificate holder/primary site)

Company name	
Address	
Post/Zip code	
City	
County / State / Province	
Country	

### Additional addresses to be included in audit

Additional site 1	
Process / Purpose	
Additional site 2	
Process / Purpose	

### Contact Information

Name	
Position in Company	
Telephone Number	
Mobile Number	
E-mail	

### If consultant used for BRCGS certification:

Consultancy company:	
Consultant name:	
I hereby given permission for Consultant to be copied on all correspondence relating to certification process.	Choose an item.

### Site Details

Size of Facility (in square metres)		<i>Including Warehouses, loading/unloading area and offices combined. The conversion from square feet to metres is 10.76 (e.g. 86,000 square feet equals 8,000 square metres)</i>
Number of Employees		<i>This shall include seasonal/temporary workers, ancillary staff involved in production such as QC, lab, hygiene and maintenance staff.</i>
Number of Vehicles managed		<i>Vehicles managed under the site's Quality Management System operated from this site.</i>

## Audit Scope

Scope of Audit:	
Exclusions from Scope:	
Justification for exclusions:	
<b>Product Categories Produced/Processed/Manufactured</b>	
Frozen Food:	Choose an item.
Chilled Food:	Choose an item.
Ambient Food:	Choose an item.
Packaging Materials:	Choose an item.
Consumer Products:	Choose an item.
<b>Product/Process details:</b>	
Storage	Choose an item.
Distribution	Choose an item.
Transport Only	Choose an item.
Open product Handling	Choose an item.
Wholesale branded products	Choose an item.
Wholesale own branded and other products	Choose an item.
Cross Docking (Remote Offsite Location)	Choose an item.
E-commerce	Choose an item.
Product inspection	Choose an item.
Contract packing (repacking, assembly packing)	Choose an item.
Quantity Control Inspection	Choose an item.
Contract chilling/ freezing/ tempering/ defrosting and high-pressure process operations	Choose an item.
Contract cleaning of caskets, roll cages and other distribution containers	Choose an item.
<b>Additional Voluntary Modules and Add on Standards</b>	
McDonalds DQMS	Choose an item.

## History of certification (if applicable)

BRCGS site code:	
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.
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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>	