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| 1. **AUDIT TYPE**
 |
|  [ ]  Initial Audit |  [ ]  Renewal Audit |  [ ]  Extension to Scope |
| 1. **AUDIT OPTION**
 |
| [ ]  Site Audit: | Announced [ ]  | [ ]  Blended Audit | [ ]  Remote Audit |
| Unannounced [ ]  |
| If blended audit or remote audit was chosen, please write down the reason.  | :       |
| Indicate the type of software to be used (Skype, Zoom, Teams, etc.) in online part. | :       |
| Do you wish this audit to be combined with another standard? If yes, which standard? | :       |

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| 1. **COMPANY DETAILS**
2. **Details of Manufacturing Site to be Assessed**
 |
| **Site Name:** |       |
| **Site Address/Postcode:** |       |
| **Telephone:** |       | **Official Registration No:** |       |
| **Tax Office:**  |        | **Tax Number:** |        |
| **Legal Authority Name:** |       | **Legal Authority Position:** |       |
| **Contact Name:** |       | **Contact Position:** |       |
| **E-mail:** |       | **Mobile:** |       |
| 1. **Other Business Details (if different from above)**
 |
| **Relationship to Site** *(Head Office, Co-op etc.)* |       |
| **Business Name:** |       |
| **Business Address:** |       |
| **Telephone:** |       | **Tax Number:** |       |
| **Tax Office:**  |        | **Position:** |       |
| **Contact Name:** |       | **Mobile:** |       |
| **E-mail:** |       | **Contact Name:** |       |
| **Is the Head Office the main contact for BRCGS Directory?**  | [ ]  YES | [ ]  NO |

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| 1. **ADDITIONAL VOLUNTARY MODULES (AVMs)**
 |
| **Module 8** | Environmental Awareness Module (EAM) | [ ]  |
| **Module 9** | Audit One Module | [ ]  |
| **Module 10** | Plastic Pellet Loss Prevention | [ ]  |
| **Module 11** | Meeting HAVI Global Quality Standard Requirements | [ ]  |
| **OTHER** | AVM Title: ……………… | [ ]  |

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| 1. **EVALUATION AND PROCESS DETAILS**
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| Please submit the documents requested below as an annex to this form: |
| [ ]  A Site Plan[ ]  Organization Chart[ ]  Product Flow Diagrams[ ]  A Summary of All HARA Plans | [ ]  Current Document List[ ]  Trade Registry Document[ ]  Business Registration Certificate |
| **Language of the company/site** |       |
| **Wording of proposed scope**\*It is your responsibility to ensure that production program at time of the audit covers products for the intended scope of the certification. | Scope:      |
| **Traded products (Section 7 of the Standard)**\*These are products not manufactured or part-processed on site but bought in and sold on. |       |
| **Exclusions from the scope**\*The exclusion of products produced at a site will only be acceptable where the excluded products:* can be clearly differentiated from products within the scope, and
* products are produced in a physically segregated area
 | Exclusions:     Justification:       |

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| 1. **MANUFACTURING CATEGORIES**
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|[ ]  **1** Glass manufacture and forming | Typical manufacturing techniques: blow and blow, press and blow, extrusion of ampoules, forming and firing of ceramic bottles, jars or decanters. |
|[ ]  **2** Paper making and conversion | Pulp to sheet or web, or conversion of sheet or web-fed paper where no printing operations take place (printing activities are additional process steps). |
|[ ]  **3** Metal-forming | Smelting of raw materials into aluminum, steel, or tin, AND conversion of those materials into packaging containers/materials which may undergo print/decoration. |
|[ ]  **4** Rigid plastics forming | Forming of resin into rigid plastic packaging materials which may undergo print/decoration. |
|[ ]  **5** Flexible plastics manufacture | Forming of resin into flexible plastic packaging materials, AND laminating of multi-material layers into one layer which may undergo print/decoration. |
|[ ]  **6** Other manufacturing | This category will encapsulate the manufacture of those materials not able to be classified into other categories. This includes: 1-Construction of pallets, boxes and crates, decorative wooden boxes; 2-Processing of wood for food and cosmetic use, wooden utensils (e.g. for lollipops); 3-Processing of natural cork, rubber; 4-Construction of hessian sacks, jute products, woven string (plastic or cotton); 5-Processing of strings for tea bags or meatpacking. |
|[ ]  **7** Print Processes | Any packaging material which is printed using any of the following print processes in addition to any manufacturing process: 1- Flexographic, lithographic, gravure, letterpress (and offset); 2-Screen, tampo or digital print; 3- Decoration by hot or cold stamping/blocking. Any post printing conversion, such as cutting/creasing and gluing of folded cartons, is considered part of print processes, as printed packaging materials are typically converted further once printed. Specify printing technologies used at the site. |
|[ ]  **8** Chemical Processes | Manufacture of raw materials used in printing and conversion of other packaging materials. This includes the manufacture of resins, adhesives, inks, varnishes and coatings. |

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| 1. **SITE DETAILS**
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| **Size of Site (please state actual sizes in square meters):**  | **Total area of site (m2) - covered and external areas combined** | **Size of Manufacturing Areas Only (m2)** | **Size of Storage Areas Only (m2)** |
|       |       |       |
| **When was the site built?** |       |
| **Are all operations undertaken at this location? If no, please give details of any outsourcing.** | [ ]  YES[ ]  NO      |
| **Detail any off-site storage areas under the control of site management** | \*In the vicinity of the company – within 50 km radius of the production facility      |
| **The number of HARA plans included within the scope** | \*HARA (Hazard Analysis and Risk Assessment): A family of products with similar hazards and similar manufacturing technology.      |
| **Number and type of product lines**  |       |
| **Maximum number of employees on site during the MAIN shift at the PEAK of the season** | \*Must include seasonal staff in that shift, the administration, sales, etc.      |
| **Describe Shift Patterns / Working Hours** | \*Including actual shift start and finish times / days of the week. (Indicate if production / cleaning shifts)      |
| **Are there any products or processes that are seasonal, or that do not run all year?** | \*Please list any relevant products/ processes, and the excepted time of year that they take place.      |
| **Non-audit days (For Unannounced Audits Only)**Sites can nominate 10 days when not available for an audit. Sites on a 6-month audit schedule (grades C or D) may nominate a max. of 5 days. |       |
| IMPORTANT: THE DATES MUST BE PROVIDED AT LEAST 4 WEEKS IN ADVANCE AND THE REASON MUST BE PROVIDED (E.G. A PLANNED CUSTOMER VISIT). |
| **Details of any significant changes since your last BRCGS audit.** | \*For example, changes of key personnel, new technologies, extension/reduction in product range, change of location, change of ownership, product recalls, etc.      |
| **Do you get any consultancy service? If yes, for which standard?** | [ ]  YES[ ]  NO | Standard(s)  | :       |
| Consultant company  | :       |
| Name of the consultant(s)  | :       |

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| 1. **CERTIFICATION STATUS**
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| **Have you previously been registered for BRCGS Packaging Materials Standard? If yes, please give details.** | [ ]  YES[ ]  NO | Site Code | :       |
| Certification Body  | :       |
| Auditor | :       |
| Reaudit due date | :       |
| **Is this site already certificated for any other standards?** E.g., BRCGS Food, ISO 22000, IFS, GLOBALG.A.P, etc. | [ ]  YES[ ]  NO | If yes, state scheme name and last evaluation date:       |
| **Please send a copy of your previous report & certificate (preferably 2 years if any) in case of audited by another Certification Body.** |

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| 1. **ABOUT LOCAL DATA PROTECTION LAW**
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| Clarification text of USB Certification for Local Data Protection Law can be found at [www.usbcertification.com](http://www.usbcertification.com). |

**Contact Name:** **Position :**

**Signature :** **Date :**