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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** | | |
| 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** | | |
|  | **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** | | | | | |
| **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)** |
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| **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** | | | |
| **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** |
| 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 :**