

BRC GLOBAL STANDARD FOR FOOD SAFETY

AUDIT APPLICATION FORM FOR

ANNOUNCED, UNANNOUNCED OR

BLENDED or FULLY REMOTE AUDITS

**GUIDELINES TO COMPLETING APPLICATION FORM**

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| **Please complete all sections and all fields in PART 1. If necessary enter “Not Applicable” or “NA”** |
| **Note that the questions shaded on page 6 under Audit Duration Information MUST each be answered in full for us to determine the likely audit duration.** |
| **Remember to include all the additional documents listed on page 8 (ATTACHMENTS).** |
| **For Blended or Fully Remote Audits please complete PART 2 in addition to Part 1** |
| **Please read the Terms and Conditions document sent with this form and Complete the Declaration in PART 3. The audit cannot take place until the completed form has been signed by an authorised representative of your company. An electronic signature is acceptable.** |
| **Please sign and return the completed form to** [serena@micron2.com](mailto:serena@micron2.com) |
| **For Announced audits please return this form at least 4 weeks before the audit due date.** |
| **For Unannounced audits please complete and return immediately** |
| **Contact us on +44 (0)1630 652095 or** [serena@micron2.com](mailto:serena@micron2.com) **if you have any questions** |

Note also the Appendix on pages 14 & 15 which includes the document BRC044

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| **PART 1** | | | | | | | | | | | | |
| **CONTACT DETAILS** | | | | | | | | | | | | |
| Company Name and Address 1 |  | | | | | | | | | | | |
| Legal status of the Company | Limited Company | |  | Partnership | |  | | Sole Trader | | |  |  |
| If Limited Company please give Registration Number: | | | | | | | | | | | |
| Technical Contact | Name |  | | | | | email | | |  | | |
| Commercial Contact | Name |  | | | | | email | | |  | | |
| Tel: |  | | | | Website: | |  | | | | | |
| If the application is for an Initial Audit please give preferred dates. |  | | | | | | | | | | | |
| Your Order No. |  | | | | | | | | | | | |
| Invoice Address (if different from 1 above) |  | | | | | | | | | | | |
| **TAX DETAILS (Please give your registration number)** | | | | | | | | | | | | |
| AUSTRIA:  Mehrwertsteuer (Mwst)  AT: | | BELGIUM:  Taxe sur la Valeur Ajoutée (TVA)  BE: | | | | | | | DENMARK:  Omsaetningafgift  DK: | | | |
| FINLAND:  Arvonlisavero  FI: | | FRANCE:  Taxe sur la Valeur Ajoutée (TVA)  FR: | | | | | | | GERMANY:  Mehrwertsteuer (VAT)  DE: | | | |
| GREECE:  Arithmos Forologikou Mitroou AFM  EL: | | IRELAND:  Value Added Tax  IE: | | | | | | | ITALY:  Imposta sul valore Aggiunto (IVA)  IT: | | | |
| LUXEMBOURG:  Taxe sur la Valeur Ajoutée (TVA)  LU: | | NETHERLANDS:  Omsetbelasting (OB)  NL: | | | | | | | PORTUGAL:  Imposto sobre o Valore Acrescentado (IVA)  PT: | | | |
| SPAIN:  Impuesto sobre el Valore Anadidio (IVA)  ES: | | SWEDEN:  Mervardeskatt (MOMS)  SE: | | | | | | | OTHER: | | | |

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| **BRC AUDIT DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site to be Audited (Full Name and Address if different from 1 above) |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notes:   1. This site name and address will be used on your certificate. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other locations included in audit within 50 Km. **(owned and managed by your company).** |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Scope of Audit:**  Please list all product types or product groups to be included in the audit scope.  Please include primary and secondary packaging types used for the products included in the audit scope. |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Traded Goods**  Please detail any ranges that are traded by you but not manufactured.  Indicate if you wish them to be in scope or excluded. See note 2 below. |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you produced all products in your scope in the 12 months prior to the likely audit date?  If not please give details. |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Exclusions from Scope**  Please list any **products** that you wish to be excluded from this Audit.  Also indicate any **storage facilities** within 50km that you wish to be excluded. |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Exclusion from Scope: Justifications**  Indicate the justification for the request to exclude any products. | The products are clearly different to products within the scope | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| AND | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The products are produced in a separate area of the factory | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| Notes:   1. Exclusions cannot be excluded if manufactured on site and part of the process in scope. 2. Exclusions will be declared on your audit report and certificate, **and must be agreed** **in advance of the audit. See 1.6.2 of the BRC Standard protocol.** 3. If you wish to exclude **Traded Goods** you must detail the product ranges traded. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Which BRC **Risk Zones** do you have in your site? | High Risk |  | High Care | | |  | Ambient High Care | | | |  | | Enclosed Product | |  | | Low Risk | | | |  | Non product | | | |  | |
| Notes:   1. Guidelines on defining production risk zones are in Appendix 2, note the decision trees on pages 93 & 94 of the BRC GS Standard protocol. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Indicate whether this audit is to be **Announced, Unannounced or a Blended/Fully Remote Audit** | ANNOUNCED | | |  | UNANNOUNCED | | |  | | | | BLENDED | | | |  | | | FULLY REMOTE | | | | | |  | | |
| If **Unannounced**, are there any days that you wish to apply to block out from the audit dates? If so please state here. |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notes:   1. You are allowed to apply for block out of up to 15 days for an unannounced audit provided sufficient notice is given. The days chosen must be reasonable to allow the audit to take place unannounced. 2. Option 2 Unannounced is no longer offered with this Standard. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If Blended Remote please ensure that you have also completed Part 2 of this Application Form |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you use a Consultant for technical support?** | | | | | | | | | | | YES | | | |  | | | | NO | | | | |  | | | |
| If “yes” please give name of consultant and their company. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **BRC AUDIT transfer from another certification body** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have an existing BRC Certificate from **another** Certification Body? |  | | | | | | | | If yes please give **BRC Site Code number**. | | | | | | | | | | |  | | | | | | | |
| **Re-Audit Due** Date of any current BRC Certificates |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notes:   1. Your previous audit report and certificate must be made available to Micron2. | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **ADDITIONAL VOLUNTARY MODULES** | | | |
| Do you require any other **Additional Voluntary Modules** to be added to this audit?  If so please indicate in the relevant fields below. |  | | |
| **Voluntary Module 10**  GlobalGAP Chain of Custody |  | | |
| **Voluntary Module 11**  Meat Supply Chain Assurance |  | | |
| **Voluntary Module 12**  AOECS Gluten Free Foods  (Only available up to the end of 2020. To be replaced by the BRCGS Gluten Free certification Programme) |  | | |
| **Voluntary Module 13 FSMA** |  | | |
| Do you **currently** supply **ASDA** Stores Ltd in the United Kingdom with Asda brand product? |  | | |
| If “yes” give the date of your most recent Asda AA audit |  | Asda Site Code |  |
| Do you require the **Asda** AA Module.? |  | | |
| Do you require the **Asda** **“Free From”** module? |  | | |
| Do you supply **Aldi Australia** with Aldi brand product? |  | | |

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| **AUDIT DURATION INFORMATION** | |
| No. of production lines |  |
| Shift pattern |  |
| No. of employees per main shift. |  |
| Total area of site m2 |  |
| Total area of manufacturing facility in m2 |  |
| Total area of storage facilities on site in m2 |  |
| **No. of HACCP Studies**  Note: A HACCP study may correspond to a family of products with similar hazards and similar production technology. |  |

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| **OTHER REQUIRED INFORMATION** | |
| Brief description of company background and the site and fabrication. |  |
| How long has the site to be audited been in operation? |  |
| Indicate times of production during day |  |
| Other Accreditation schemes held  e.g. ISO 9000; ISO 17025; ISO 22000. |  |
| Number of Agency staff used. |  |
| Allergens on Site |  |
| Any special handling requirements for allergens or claims? |  |
| Product Claims made e.g. IP/Organic/Provenance/Health/Nutritional |  |
| Approximate turnover |  |
| Daily Volumes |  |
| Private or Branded Labels? |  |
| Customer types e.g. retail/wholesale/food service/further processing. |  |
| Countries exported to. |  |
| Any major changes or capital investment on site since the last audit |  |
| Recent quality issues, withdrawals , or recalls. |  |
| Do you have any outsourced processes (ref clause 3.5.4)?  If so please list. |  |

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| **ATTACHMENTS** | |
| Please submit the items listed here with your Application Form. | |
| A summary of Critical Control Points (CCP’s). |  |
| The process flow diagram. |  |
| A simple plan of all site areas to be included in the Audit. This should define ‘Production Risk Zones’. |  |
| The management organisational chart (organogram) |  |

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| **PART 2** | |
| **BLENDED REMOTE AUDIT** | |
| For a Blended Remote Audit please refer to the latest version of the document BRCGS080 which sets out all the requirements. Please note that a completely Remote audit is not GFSI recognised | |
| Item | Yes/No |
| **Risk Assessment: Reference 2.1 of BRCGS080** |  |
| Will all the relevant staff be available for the remote part of the audit (including Head Office or relevant satellite offices) ?    This would include the Opening Meeting and document review of HACCP systems, Quality Systems and Procedures and Records. |  |
| Will all BRCGS-required documentation be available in electronic form, including any separate portal/IT systems to demonstrate compliance that can be shared remotely? |  |
| Are you willing to share these electronically during the remote audit?  See also 2.2 on using shared document platform.  *Note: documents that cannot be shared, such as hand written, can be audited during the on-site part of the audit.* |  |
| Are you willing to share the following documents prior to the audit using a Virtual Shared document platform (e.g. One Drive, Dropbox or other of your choice)  HACCP  Quality Manual  Procedures Manual  Document Index. |  |
| Please confirm that you have the necessary capability and technology for a remote audit, e.g. good internet link, webcams etc. |  |
| Please indicate in this field which platform you would use or state if you would be happy to use one that Micron2 choose  : | |
| Regarding your documents please indicate in this field which software or file formats are used (e.g. Microsoft Office, PDF, JPEG etc): | |
| **Confidentiality, Security and Data Protection: Reference 2.2 of BRCGS 080** |  |
| Do you have consent from individuals such that compliance with local privacy laws will be met during the remote audit. |  |

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| **PART 3** | | | |
| **DECLARATION** | | | |
| I confirm that I require an Audit against the BRC Global Standard for Food Safety and I confirm that I have read and understood the requirements of that standard prior to the Audit taking place (please note clause 10 of our Terms and Conditions).  I confirm that I understand that BRC Global Standards will receive a report via their Directory and they that may process this information in the ways detailed in clause 28 of the Micron2 Terms and Conditions. The document can also be found at: <http://micron2.com/about-us/terms-conditions/>  I acknowledge the data provided within this form and agreed on in this declaration will only be used towards the current and ongoing BRC certification service/s provided by Micron2.  The complete policy can be found at; <https://micron2.com/privacy-policy-2/>  **I confirm that I have read and agree to abide by all the Micron2 Terms and Conditions.** | | | |
| Name: |  | Position: |  |
| Signature: |  | Date: |  |

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| **PART 4 (FOR MICRON2 USE ONLY)** | |
| **CONTRACT REVIEW** | |
| BRC CALCULATOR (+/- 30%) |  |
| ASDA MODULE? |  |
| OTHER VOLUNTARY MODULES? |  |
| JUSTIFICATION FOR DURATION DIFFERING FROM CALCULATOR |  |
| EXCLUSIONS AGREED? |  |
| PRODUCT CATEGORIES |  |
| AUDITOR INITIAL |  |
| OTHER COMMENTS |  |
| REVIEWED BY |  |
| DATE |  |

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| **BLENDED AUDIT APPLICATION REVIEW** | |
| **2.1 Risk Assessment** |  |
| Site has a good record on Complaints and Recalls. |  |
| Relevant Site staff available for a remote audit (Including Head Office and additional certificated office if applicable) |  |
| BRC-required documentation will be available in electronic form. |  |
| Client willing to share these remotely or via  document sharing platform if agreed. |  |
| Client can provide the following prior to the audit (e.g. via shared document platform)  HACCP  Quality Manual  Procedures Manual  Document Index  Additional documents agreed prior to audit |  |
| Client has access to software systems that Micron2 can view. |  |
| Client has technology for remote audit |  |
| **2.2 Confidentiality, Security and Data Protection** |  |
| Client has consent from individuals such that compliance with local privacy laws will be met during the remote audit. |  |
| Evidence of agreement with these measures (reference BRCGS080 **2.2 Confidentiality, Security & Data Protection)** between Auditor & Auditee on file. |  |
| Virtual Shared document platform agreed for asynchronous document analysis. |  |

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| **2.3 Planning the Audit** | |  |
| Software agreed | |  |
| Trial Remote Meeting Carried out | |  |
| Trial successful | |  |
| **Confirm site suitable for Blended Audit** | |  |
| **Confirmed By:** | **Date:** |  |
| On site part audit agreed for within 28 days of remote part (ideally within same week). | |  |
| Remote Audit Plan sent to client. | |  |

APPENDIX BRC 044





