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| **Application for Evaluation & Registration** | | | | | | | | | | | | | |
| **BRCGS – Packaging Materials (Issue 6)** | | | | | | | | | | | | | |
| **Failure to complete all sections of the Application Form will result in your application being delayed or rejected.** | | | | | | | | | | | | | |
| Date of Application: | |  | | | | | | | | | | | |
| Company Name: | |  | | | | | | | Legal status: | |  | | |
| Site Name: | |  | | | | | | | | | | | |
| Head Office Address: | |  | | | | | | | | | | | |
| Address(es) of all hubs/sites relative to the Scope of Certification for assessment (Please detail activities at each hub/site i.e. manufacturing / storage: | | | |  | | | | | | | | | |
| Are all hubs/sites fully owned or managed by site seeking certification: | | | |  | | | | | | | | | |
| Number of hubs/sites | | | |  | | | | | | | | | |
| Distance between hubs/ sites in KM: | | | |  | | | | | | | | | |
| Already Certificated? (If not please move onto the next section) | | | | | | | | | | | | | |
| Current Expiry Date of Certificate: | | | | | |  | | | Existing BRCGS Site Code: | | | |  |
| Current Certification Body Name: | | | | | |  | | | | | | | |
| Please submit a copy of your current audit report and certificate with this application form | | | | | | | | | | | | | |
| Commercial Representative Name: | | |  | | | | | Technical Representative Name: | | | |  | |
| Position: | | |  | | | | | Position: | | | |  | |
| Email: | | |  | | | | | Email: | | | |  | |
| Are you represented by a consultant? If so, provide their details: | | |  | | | | | | | | | | |
| Telephone No.: | | |  | | | | VAT No.: | | |  | | | |
| Website: | | |  | | | | | | | | | | |
| Total number of employees: | | |  | | | | No. of Shifts: | | | | | |  |
| Number of employees – as full-time equivalent manufacturing and warehousing employees per main shift, including seasonal workers: | | | | | | | | | | | | |  |
| The size of the manufacturing facility (square metres), buildings, and any external covered or uncovered storage areas. Please list the specific area at each hub/site listed: | | | | | | | | | | | | |  |
| Subcontracted Processes: (Yes/No) | | | | |  | | | If yes, please list subcontracted processes: | | | | |  |
| Outsourced Processes: (Yes/No) | | | | |  | | | If yes, please list outsourced processes: | | | | |  |
| Number of HARA Plans (in line with BRCGS requirements): | | | | |  | | | | | | | | |

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| Other certificates held: | | | | |  | | | | | | | |
| Please list your manufacturing processes: | | | | |  | | | | | | | |
| Please list the materials utilised in the manufacture of your products: | | | | |  | | | | | | | |
| Please list the products manufactured: | | | | |  | | | | | | | |
| Please list the usage, e.g. food-contact / non- food contact that the finished product is intended for: | | | | |  | | | | | | | |
| \* Please note the proposed scope must contain all elements of the last four sections you have completed above and in the specific order of processes, materials, products, and usage. | | | | | | | | | | | | |
| Scope of activities (in line with BRCGS requirements): | | | | |  | | | | | | | |
| Exclusions to Scope (in line with BRCGS requirements): | | | | |  | | | | | | | |
| Justification for exclusion (in line with BRCGS requirements): | | | | |  | | | | | | | |
| **Our manufacturing categories are: (please mark all that apply with X)** | | | | | | | | | | | | |
|  | Glass Manufacturing & Forming | | | | |  | Paper Making & Conversion | | |  | Metal Forming | |
|  | Rigid Plastic Forming | | | | |  | Flexible Plastic Manufacture | | |  | Print Processes | |
|  | Chemical Processes | | | | |  | Other Manufacturing | | | | | |
| **Regions exported to: (please mark all that apply with X)** | | | | | | | | | | | | |
|  | Africa | |  | Asia | | | |  | North America | |  | South America |
|  | Europe | |  | Oceania | | | |  | Other | |  | None |
| **Type of voluntary module required: (please mark with X if applicable)** | | | | | | | | | | | | |
|  | Traded Products (If applicable, please answer the below questions) | | | | | | | | | | | |
| Number of Suppliers used to source the products: | | | | |  | | | | | | | |
| Products or groups of products traded: | | | | |  | | | | | | | |

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| **Manufacturing Categories and Typical Processes** | | | | | | | | | |
| Please specify which of the following Processes and Manufacturing Techniques are applicable: (Please mark all that apply with X) | | | | | | | | | |
| **Glass Manufacture and Forming** | | | | | | | | | |
|  | Raw materials to finished product of glass containers from one furnace through independent section machines to cold end lacquer(s) | | | | | | | | |
|  | Further processes for extra furnace. Any print/decoration is an additional key process | | | | | | | | |
|  | Blow and blow | | |  | | Press and blow |  | Extrusion of ampoules | |
|  | Forming and firing of ceramic bottles, jars or decanters | | | | | | | | |
| **Paper Making and Conversion** | | | | | | | | | |
|  | Manufacture of paper from raw materials (e.g. tree/pulp) to sheet or web (e.g. board, liner, cartonboard) | | | | | | | | |
|  | Die-cutting, folding and gluing(erecting),and corrugating (from pulp) to corrugated sheet/reel | | | | | | | | |
|  | Conversion of paper sheet into bags or sacks (Including stitching) | | | | | | | | |
|  | Manufacture of self-adhesive label stock (label and carrier/substrate | | | | | | | | |
|  | Die-cutting of sheet or web (including corrugated) to pads or fitments | | | | | | | | |
|  | Moulding of pulp (of any source) into trays or fitments | | | | | | | | |
|  | Manufacture of spirally wound tubes (including trimming and cutting) | | | | | | | | |
| **Metal Forming** | | | | | | | | | |
|  | Smelting of raw materials into aluminium, steel or tin and conversion of those materials into packaging containers/materials. Any print/decoration is an additional key process | | | | | | | | |
|  | Smelting with output to sheet or reel | | |  | | Rolling/pressing of aluminium foil |  | | Slitting or trimming of aluminium foil |
|  | Pressing of foil trays or containers | | |  | | Impact extrusion |  | | Manufacture of three-piece can bodies |
|  | Manufacture of two-piece can bodies (steel or aluminium) | | |  | | Manufacture of can-ends |  | | Stamping/punching of closures |
| **Rigid Plastics Forming** | | | | | | | | | |
|  | Injection moulding | |  | | In-mould labelling | |  | Blow-moulding (extrusion/injection/press) | |
|  | Thermoforming | | | | | | | | |

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| **Typical Packaging Components/Materials/Articles** | | | | | | | |
| Please specify which of the following products are included within your Scope of activities: (Please mark all that apply with X) | | | | | | | |
| **Flexible Plastics Forming** | | | | | | | |
|  | Forming of resin into flexible plastic packaging materials ,and laminating of multi-material layers into one layer. Any print/decoration is an additional key process | | | | | | |
|  | Extrusion (Cast/blown) |  | Laminating (of any material) | | |  | Laminating and seaming of flexible tubes, addition of shoulder |
|  | Construction of plastic bags, pouches and sachets |  | Vacuum metallIsing | | |  | Blow-moulding |
|  | Winding/rewinding: slitting, scoring, perforating |  | Coating (e.g. wax) | | |  |  |
| **Print Processes** | | | | | | | |
| Any packaging material which is printed using any of the following print processes (each constitutes one key process ) in addition to any manufacturing process | | | | | | | |
|  | Flexographic, lithographic, gravure, letterpress (and offset) |  | Screen, tampo or digital print | | |  | Decoration by hot or cold stamping/blocking |
| **Chemical Processes** | | | | | | | |
|  | Inks, vanishes and coatings |  | Adhesives | | |  | Resins |
| **Other Manufacturing** | | | | | | | |
|  | Construction of pallets, boxes and crates, decorative wooden boxes |  | Processing of wood for food and cosmetic, wooden utensils (e.g. for lollipops) | | | | |
|  | Processing of natural cork, rubber |  | Construction of hessian sacks, jute products, woven string (plastic or cotton) | | | | |
|  | Processing of strings for tea bags or meat packing | | | | | | |
| Composites shall be categorised by the component that contributes the highest percentage composition of the product, where the material makes up to 75% of the component (by weight). | | | | | | | |
| Where the main material is less than 75% of the component, the next material categories shall also be used | | | | | | | |
| The assembly of aerosol valves, actuators and dispensing systems shall be categorised according to the majority material. Where additional materials are used (e.g. metal springs) the next material category shall also be considered | | | | | | | |
|  | | | | | | | |
| This form should be returned to – | | | | | | | | |
| QAIC (Packaging) Ltd  Dudley Court, Dudley Road, Darlington, DL1 4GG  Email : [admin@qai.co.uk](mailto:admin@qai.co.uk) | | | | Telephone No.:  Website : | 01325 903001  [http://www.qaicpackaging.co.uk](http://www.qai.co.uk/globalstandards) | | | |
| QAIC (Packaging) Ltd is a subsidiary of QA International Certification Ltd | | | | | | | | |
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| In making this application we agree to be bound by the rules and regulations pertaining to QA International and such additional conditions as The Governing Board of the Scheme may from time to time deem necessary and appropriate | | | | | | | | |
| Please note that any false declarations made on this form may result in the audit being cancelled, or audit times adjusted when the auditor arrives on site. | | | | | | | | |
| From time to time it may be necessary to use subcontracted assessment auditors. All auditors are bound by the QA International Code of Conduct and Confidentiality requirements | | | | | | | | |

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| **Glossary**  **( The following points are listed as a guide and to assist in the completion of the application form)** | | |
| Company Name | | The entity with the legal ownership of the site which is being audited against the Standard (i.e. as per the name listed at companies’ house or equivalent body) |
| Legal Status | | As per the status listed at companies’ house or equivalent body |
| Site | | A unit of a company, the entity which is being audited and which is the subject of the audit report and certificate (i.e. generally the town where the site is located) |
| Subcontracted Process | | A firm, company or individual carrying out a process step on intermediate products on behalf of the site being certified to the Standard |
| Outsourced (subcontracted processing) | | Where an intermediate production process or step in the manufacture of a product is completed at another company or site |
| Scope of Activities | | The scope should include a general outline of the manufacturing processes, the material types, the products being manufactured and the differentiation of characteristics such as usage, e.g. food-contact. |
| Exclusion | | Not included in the scope of the audit : this can be a physical area of the certificated site or a product category. The exclusion of products produced at a site will only be acceptable where: the excluded products can be clearly differentiated from products within scope and the products are produced in a physically segregated area of the factory. |
| HARA Plans | | The number of hazard analysis and risk assessment, HARA, plans within a scope. A HARA plan corresponds to a family of products with similar hazards and similar manufacturing technology. |
| Traded Goods | | This is applicable to packaging products and materials that would normally fall within the scope of the Standard for Packaging Materials ,but which are not manufactured, further processed or repacked at the site being audited. The products shall meet all of the following criteria : Be purchased (take title to) and sold by the company ,not be opened or processed by the site (except for sampling) ,be received into storage facilities at the site, all the storage facilities used for the product shall be included within the scope of the Standard. |
| Other Certificates | | These can be certificates (certification) against ISO 9001, ISO 14001, ISO45001 and FSC Standards for example. |

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| **Terms and Conditions** | |
| These Terms and Conditions form part of, and are supplemented by, the Regulations published by the Governing Board of QAICL (Certification Authority) which encompass all certification activities in addition to those of this particular scheme. A copy of the full Regulations can be downloaded from the QAICL website at <https://www.qaicl.co.uk/wp-content/uploads/2019/02/REGS2018rev12.4.pdf> | |
| 1. **Registration** | e) An audit may be cancelled or times adjusted if false declarations are made with regards the number of employees, site size, or number of shifts. These will be checked by the auditor at the opening meeting. It is the client companies responsibility to advise the Certification Body of change of circumstances that may affect the validity of continuing certification.  f) An audit may be cancelled if false declarations are made with regards to the product categories which results in an auditor being allocated, who is then subsequently found not to be qualified in the relevant categories. These will be checked by the auditor at the opening meeting.   1. Certification status may be affected in the event that access to any parts of the site or process or requests to these points specified above is unreasonably refused. 2. **Benefits**    1. Registration will entitle the Company to display the Certification Body Scheme Logo on stationery and promotional material. The Logo should not depart substantially from the dimensions of the sample supplied, and if other than Black on White is used to reproduce the image, the colour scheme should also be similar to that of the sample. The Logo must always be used in conjunction with the unique Company Registration Number which shall be displayed in characters of not less than 8pts. 3. **Termination of Registration**    1. Failure to comply with the Scheme requirements may result in the suspension or withdrawal of certification at the discretion of the Governing Board.    2. The Registered Company may resign from the Scheme at any time having given prior notice in writing of its wish to be removed from the Register of Approved Companies.    3. If the Company is removed from the Register, for whatever reason, its certificate becomes invalid and must be immediately returned to the Certifying Authority. The Company will not be entitled claim continuing Registration after the date of removal from the Register. All use of the Scheme Logo must also cease from this date. 4. **Financial** 5. Travelling expenses would be applicable for site visits. This may also involve overnight accommodation, depending on the location of the site. The current rate of travel is set at 45p per mile from the auditors home address, to the site location. Overnight accommodation is charged at £120.00 per night. 6. For UK based companies, or invoices to a UK address, VAT will be applicable to all fees at the rate current at the time of invoice. 7. For companies that are invoiced to a UK address in Sterling, VAT will be applicable to all fees at the rate current at the time of invoice. Sites based outside the United Kingdom but within the European Union will need to provide their VAT registration number to prevent this charge being applied. Sites based outside the European Union will not be liable to VAT charges. 8. Each site is entitled to one certificate, any additional certificates will be charged at £40.00 or €50.00 depending on chosen currency. 9. Payment of fees due under the Scheme will normally be in advance of the audit visit, but may under the discretion of the Certification Body be payable in arrears. However, the Certification Body shall not issue a certificate until the Fee has been collected. 10. Where any critical non-conformances are identified during Audit, it may be necessary to re-visit the site to verify that corrective actions have been applied prior to certification being awarded. This may be subject to an additional charge in line with the above fees. 11. **Limitation of Liability**   QA International Certification Limited (QAICL) undertakes to provide certification services relating to both management systems and product manufacture. Such certification is applied for by the customer against QAICL, National and/or International Standards. Compliance to such standards is evaluated on the basis of a sample audit, to guidelines published under ISO 17065, ISO 17021, and such other standards as may be administered for the purposes of accreditation including related guidance and codes of practice. When non compliance against a Standard is found and reported by a QAICL authorised assessor, the customer is required to propose a suitable corrective action. QAICL will not be involved in providing advice relating to the remedy of non-compliance and the customer undertakes not to seek such advice of a QAICL assessor. The holding of a QAICL certificate of registration does not relieve the customer of its legal liabilities in the provision of its own products and services. Should QAICL be deemed not to have interpreted a Standard or assessment results correctly, then the liability of QAICL and/or their agents in the event of any claim arising from a customer or third party, will be limited to the amount of the Certification fees charged to the customer. |
| * 1. Registration under the QAICL Certification Scheme (Packaging) will be conditional on meeting the latest requirements of the "BRCGS Standard for Packaging Materials” as published by BRCGS.   2. Registration will be maintained by:      1. Continuing to meet the requirements of the BRCGS Standard as verified by regular evaluation visits. The frequency of such visits will be based on the period specified by the associated Evaluation Protocol contained within the relevant standard. The nominal starting date for the calculation of Evaluation frequency shall be taken from the date of the Evaluation immediately preceding registration.      2. Every effort will be made to arrange a date which is mutually convenient; however the dates must be within the 28 day period allocated to the company after their initial audit, and in accordance with the Standard Protocol. The Company will be required to make available such personnel and documentation that will facilitate this visit.      3. Payment of fees due under the Scheme will normally be in advance of the audit visit, but may under the discretion of the Certification Body be payable in arrears. However, the Certification Body shall not issue a certificate or report until the Fee has been paid.      4. The fees include a BRCGS administration fee, which is collected and paid to the BRCGS on behalf of the client. This fee entitles you to be registered on the BRCGS Directory, and the BRCGS will send more information to you once your company is approved. The fee is set by BRCGS, and may change, but notice will be given by QAICL should this happen.   3. By returning this application form, companies are entering into a contract with the certification body and the BRCGS in accordance with the requirements of ISO 17065. The terms of this contract are detailed below:      1. Copies of audit reports, audit results, and certificates shall be supplied to the BRCGS and the Accreditation Body in the agreed format for the BRCGS Global Standard used. Any document used in relation to the audit shall be made available to the BRCGS on request. Such documents would be copies of original documents, and will be treated as confidential.      2. It is a condition of undertaking an audit using a BRCGS scheme that the Assessor may be accompanied by other personnel for training, assessment or calibration purposes. This activity may include:         1. training of new Assessors by the Certification Body         2. routine Certification Body shadow audit programme         3. witness audits by Accreditation Bodies         4. witness audits by BRCGS         5. witness audits by a Specifier where a specifier specific additional audit module is included      3. The BRCGS reserves the right to conduct its own audit or visit to a site once certificated, in response to complaints or as part of the routine BRCGS compliance activity to ensure the integrity of the Global Standards schemes. Such visits may be announced or unannounced.      4. BRCGS may contact the site directly in relation to its certification status, or feedback on Certification Body performance, or investigation into reported issues.  1. Certificates will be valid for 12 months and registration will be maintained subject to an audit within a pre-determined 28 day window before the expiry date. Additional audits may be scheduled to address Major or Critical non-conformances were these occur. 2. Rates would be subject to review on an annual basis and may change. Any increase in the charge rates would normally reflect only inflation and any other changes to direct costs. (e.g UKAS fee increases and registration costs, etc.) 3. **\*** The BRCGS Administration Fee is a figure set by the BRCGS and covers entry of the company details on their central register. The Certification Body is required to collect this fee on behalf of BRCGS 4. English language will be used for both audits and reports unless otherwise agreed, and any translation requirements or costs would need to be met by the client company. 5. Should a company's circumstances change, ie increase or decrease in site size or number of employees, then the certifying body should be notified as soon as possible to ensure that the relevant schedule of rates is being followed. 6. A cancellation fee will be charged for any audit cancelled within 14 working days of the audit commencement. Audits cancelled within 7 working days will be charged the full audit fees, whilst audits cancelled within 14-8 days will be charged 50% of the audit rate |