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| S:\ADMINISTRATION\Logos & Stationery - QAI\Logo - BRC S and D (Colour).jpg |  **QA International Certification Ltd.**  |
| **Application for Evaluation & Registration** |
| **BRCGS Standard – Storage and Distribution (Issue 4)** |
| **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: |  |
| Distance between sites in KM: |  |
| Already Certified? (If not please move onto the next section) |
| Current Expiry Date of Certificate:  |  | Existing BRC Site Code: |  |
| Current Certification Body Name: |  |
| Please submit a copy of your current audit report and certification with this application form |
| Commercial Representative Name: |  | Technical Representative Name: |  |
| Position: |  | Position: |  |
| Email: |  | Email: |  |
| Telephone No.: |  | VAT No.: |  |
| Website: |  |
| Are you represented by a consultant? If so, provide their details: |  |
| No. of employees: |  | No. of Shifts: |  |
| Size of warehouse(s) and office building(s) in square metres: |  |
| Total number of vehicles and number of vehicles on site during main shift: |  |
| Will all vehicles on site be included in the scope of activities (Yes/No) |  |
| Do you subcontract any processes? (Yes/No) |  |
| If yes, list subcontracted processes: |  |
| Our product categories are: (please mark all that apply with X) |
|  | Chilled and Frozen Food |  | Ambient Food |
|  | Packaging and Packing Materials |  | Consumer Products |
| **Audit Type: (please specify last type of audit conducted, if applicable)** |
|  | Announced Audit Protocol Option 1 (1 in 3 unannounced) |
|  | Announced Audit Protocol Option 2 (Blended two-part audit) |
|  | Unannounced Audit Protocol Option 1 (Single Visit ) |
|  | Unannounced Audit Protocol Option 2 (Two-part audit) |
|  | Remote Audit option |
| Our activities are: (please mark all that apply with X) |
|  | Storage |  | Distribution |  | Transport Only |  | Wholesale |
|  | Cross-Docking Module |  | E-Commerce Module |  | Contracted Services |  |  |
| If the company activities include Distribution, please specify the type below: (please mark all that apply with X) |
|  | Road |  | Rail |  | Air |  | Sea |
| If the company activities include Contracted Services, please specify which below: (please mark all that apply with X) |
|  | Product Inspection |  | Contract Packing\* |  | Quantity Control Inspection |
|  | Contract Operations |  | Contract Chilling & Freezing |  | Waste Recovery and Recycling |
| Operation Details: (please mark all that apply with X) |
|  | Cross Docking |  | Trans-shipping |  | Case Picking |
|  | Pallet Picking |  | Loading/Unloading |  | Fully Automated |  | Racked Warehouse |
| If Consumer Products is a Product Category, please specify: |
|  | Textiles and Textile Products |  | Leather, Leather products |  | Wood, Wood Mix, Cork, Straw |
|  | Paper and Paper-Mix Products |  | Printing and Recording Media |  | Coke, Charcoal, Refined Petroleum Products (excluding fuels sold in bulk or refillable containers) |
|  | Chemicals and Chemical Products |  | Gardening Products |  | Plastic & Rubber products |
|  | Glass, Ceramic and non Metallic Mineral products |  | Building Goods |  | Metal Products excluding Machinery |
|  | Machinery & Equipment |  | Computers, Electronic Communications |  | Electrical Equipment |
|  | Transport Equipment, Cycles and Boats (Excluding Motor Vehicles) |  | Furniture  |  | Games & Toys |
|  | Jewellery |  | Medical Devices |  | Party & Leisure |
| \*Please note the proposed scope must contain all elements of the last six sections that you have completed above |
| Scope of activities: |  |
| Exclusions to Scope: |  |
| Justification for exclusions to scope: |  |
| Distribution Details (if applicable): (Please mark the one that applies with X) |
|  | Distribution vehicles are leased but servicing and repairs are under the management control of our company |
|  | Distribution vehicles and labour are provided by a third party under contract; management under our direct control |
|  | Distribution vehicles and labour are provided by a third party under contract; management controlled by subcontractor |
| Please indicate which point in the distribution network applies to your company: (please mark all that apply with X) |
|  | Farm to processor |  | Primary processor to manufacturer |  | Manufacturer to off-site warehousing |
|  | Warehousing to retail depots |  | Retail depots to store |  | Store to final consumer (internet shopping) |

\*(If Consumer Products they must be fully assembled products packaged for retail sale only)

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| S:\ADMINISTRATION\Logos & Stationery - QAI\Logo - BRC S and D (Colour).jpg | **Products included within the Scope of the Standard** |
| Please specify which of the following products are included within your Scope of activities: (Please mark all that apply with X). Please note that areas greyed out are not applicable. |
| Product Groups | Storage | Distribution | Wholesale | Contract Packing |
| Food Products |  |
| Pre-packed food for human consumption |  |  |  |  |
| Pet food / animal feed – pre-packed for retail sale |  |  |  |  |
| Fruit and vegetables in open containers |  |  |  |  |
| Carcasses of meat – unwrapped |  |  |  |
| Fish and other seafood in loose trays |  |  |  |
| Bulk foods and ingredients e.g. grain, flour, oil, sugar syrups, wine |  |  |  |
| Packaging Materials |  |
| Packaging materials for final conversion |  |  |  |  |
| Finished packaging materials |  |  |  |
| Consumer Products |  |
| Formulated products, e.g. cosmetics, detergents |  |  |  | \* |
| Hard lines, e.g. cookware, furniture |  |  |  | \* |
| Soft lines, e.g. textiles |  |  |  | \* |
| Electricals |  |  |  | \* |
| Toys |  |  |  | \* |
| \*fully assembled products packaged for retail sale only  |
| This form should be returned to – |
| QAIC (Packaging) Ltd Dudley Court, Dudley Road, Darlington, DL1 4GGEmail : 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 |
| 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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| **S:\ADMINISTRATION\Logos & Stationery - QAI\Logo - BRC S and D (Colour).jpg** | **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/2019/06/REGS2019rev125.pdf> |
| 1. **Registration**
	1. Registration under the QAICL Certification Scheme (Storage & Distribution) will be conditional on meeting the latest requirements of the "BRCGS Standard for Storage and Distribution” as published by the British Retail Consortium.
	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 BRC 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 the 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 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 Standards schemes. Such visits may be announced or unannounced.
		4. The BRCGS may contact the site directly in relation to its certification status, or feedback on Certification Body performance, or investigation into reported issues.
		5. 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.
		6. 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.)
		7. \* The BRCGS Service Fee is a figure set by the BRCGS Standards Team and covers entry of the company details on their central register. The Certification Body is required to collect this fee on behalf of BRCGS.
		8. 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.
		9. 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.
		10. 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
 | 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. |