



# Certification Process

**BRCGS GLOBAL STANDARD FOR PACKAGING MATERIALS**

**SGS**

# Accreditation and approval status

We are UKAS Accredited for the BRCGS Global Standard for Packaging Materials. On preparation of the proposal we have identified that you fall within our UKAS scope of accreditation. This means you are entitled to use both the SGS and UKAS logos on the completion of a successful audit.



## Visit Frequency Notes:

Grade AA, A or B – 12 Monthly Visits

Grade C or D – 6 Monthly Visits

More non-conformities than allowed for a Grade D will result in a failed audit

## STEP A

### ACCEPTING THE SGS CONTRACT AND WHAT YOU NEED TO SEND US

A proposal is submitted by SGS for consideration. We are happy to arrange a visit or discussion with a Client Manager to outline the process and discuss your requirements. This proposal is valid for 60 days. Once the 60 days end, we will review the contract again and issue a new quote if necessary.

**Application:** To apply for registration the application form must be completed, signed and returned to the relevant SGS office before work can commence. Your application will be processed and one of our lead auditors will contact you to arrange the next steps of the audit process.

#### Special terms for BRCGS certification

The Company agrees to all pertinent information (including audit reports and follow up documentation) being made freely available on request to UKAS and the BRCGS for compliance purposes.

The Company agrees to notify SGS in the event of legal proceedings being taken against the Company relating to products included in the scope of certification or a product recall.

**BRCGS Administration Fee:** An additional administration fee will be charged to you at cost and passed on to the BRCGS. This fee is payable for every audit irrespective of the grade achieved.

## STEP C

### STAGE II AUDIT – ASSESSMENT PROCESS: ON-SITE AUDIT

The on-site audit determines compliance against the BRCGS Global Standard.

All assessment conclusions are based on sampling of audit evidence, to demonstrate effective implementation of the BRCGS system.

## STEP B

### PRE-AUDIT (AT YOUR REQUEST)

This activity is conducted at your request should you feel a pre-audit would be beneficial. The pre-audit process is designed to ensure you are ready to proceed to the next stage of certification – but this can only be undertaken if the site doesn't already have certification to the BRCGS Packaging Materials Standard. The process is designed to ensure that you have considered all of the requirements of BRCGS Global Standard.

This stage also allows us to plan competent and sufficient resources for the main assessment, and to prepare working documents and audit plans. It also allows us to provide immediate, focussed feedback before you progress to the next stage.

**Audit Findings:** If any non-conformance is identified the certification decision will be deferred until corrective action has been taken. Please note that for all BRCGS audits, all non-conformities must be closed within 28 calendar days of the audit before a certificate can be issued otherwise the audit will be classed as a fail unless a concession is obtained from the BRCGS. If the outcome of the audit is a Grade C the audit frequency will be six monthly and if the audit is a Grade D the audit frequency will be six monthly and an on-site visit must be performed to close out any non-conformities. Any audit that is considered failed will still be uploaded the BRC Directory and the relevant fees charged. If an additional audit module is included and the outcome is a failed audit, the additional module shall not be granted.

**Reporting/Certificate Issue:** At the end of the Stage II audit the auditor will talk through the findings. This will include confirmation of the recommended scope following assessment. The report is then compiled off site and reviewed and approved by an authorised report signatory. Once the certification decision has

been made, the certificate is processed and sent to you along with the formal report and guidance on the use of the SGS, BRCGS and UKAS logos. SGS can support you in the form of certificate presentations and arranging press releases to help you promote your achievement should this be required.



**Example of Logos**

**BRCGS Registration and Directory:** When the certificate is issued the report is also uploaded to the BRCGS Directory and the audit details (not report) will be displayed on the public directory at [www.brcdirectory.co.uk](http://www.brcdirectory.co.uk). The BRCGS charge a fee for each report uploaded to the Directory, which SGS collect on their behalf. Details of this fee are available from [www.brcgs.com](http://www.brcgs.com).

Please advise us if you do not want your details publicly displayed. You will receive notification that the report has been uploaded and will be given details on how to access your record and make the report available for your customers to see

**Unannounced Audits:** If you would like to enter an Unannounced Audit scheme please advise SGS within 3 months of the last audit. Details of the unannounced options can be found in the Standard.

## STEP D

### RECERTIFICATION

In compliance with the requirements of the BRC Global Standard for Packaging Materials, each year we will perform a recertification audit which is a complete re-evaluation to demonstrate evidence of continued compliance. Please note if the outcome of the audit is a Grade C the audit frequency will be six monthly and if the audit is a Grade D the audit frequency will be six monthly and an on-site visit must be performed to close out any non-conformities

It is the responsibility of the company to maintain certification. Where an audit is delayed beyond the due date, except in justifiable circumstances, this shall result in a major non-conformity being awarded at the next audit. Justifiable circumstances shall be documented in the audit report.

Once certification has been granted, any additional significant products manufactured or processes undertaken by the site which are required to be included in the scope of certification must be communicated to SGS. We will then conduct a site visit or document review to examine the aspects of the required extension to scope. The current certificate will be superseded by the new certificate issued using the expiry date detailed on the original certificate.

Any audit that is considered failed will still be uploaded the BRCGS Directory and the relevant BRCGS fee charged. Any certificated site that has an audit considered failed will have their current certificate withdrawn within 48 hours of the audit.







## **PAYMENT TERMS**

We will send you an invoice for the fees when we have carried out each stage. Once you receive an invoice, you must pay it within 30 days after the date of invoice (no matter what your company's payment terms) unless we agree otherwise in writing. If you require a purchase order it is your responsibility to ensure this is supplied to SGS, either prior to the date of audit on the booking confirmation letter or given to the auditor during the on-site visit.

## **EXTENSION TO SCOPE**

Once certification has been granted, any additional significant products manufactured or processes undertaken by the site which are required to be included in the scope of certification, must be communicated to SGS. We will then conduct a site visit to examine the aspects of the required extension to scope. The current certificate will be superseded by the new certificate issued using the expiry date detailed on the original certificate.

## **COMMUNICATION WITH SGS**

In the event that the company becomes aware of legal proceedings with respect to product safety or legality, SGS shall in turn take the appropriate steps to assess the situation and any implications for the certification, and shall take appropriate action.

## **PRESENCE OF ADDITIONAL PERSONNEL AT THE AUDIT**

It is a condition of undertaking the audit by a BRCGS auditor that the auditor can be accompanied by other personnel for training, assessment or calibration purposes.

This may include:

- Training of new auditors
- Routine SGS witnessed audit required for accreditation
- Routine UKAS witnessed audits required for accreditation
- Witness audits by the BRCGS



You will be advised of any additional personnel prior to the audit. Apart from trainee auditors these personnel are independent of the audit process and will not affect the outcome of the audit unless a food safety or legality issue that would result in a Critical is discovered.

## ADDITIONAL AUDITS

SGS and the BRCGS reserve the right to conduct announced or unannounced visits to the site during the certification cycle once certificated. This may be as a result of complaints or as part of the routine compliance activity.

Visits to follow up complaints will be chargeable at the usual rate. Your Certificate will be withdrawn if access to the Company is denied.

## CONTACT FROM THE BRCGS

The BRCGS may contact you directly in relation to your certification status, for feedback on Certification

Body performance or to investigate reported issues such as logo mis-use.

## ALL AUDITS

Existing certification status or a new certification may be affected in the event that access to any parts of the site or process or requests to these points above is unreasonably refused.

## YOUR AUDITOR

Due to the speciality of BRCGS Standards and the stringent requirements imposed on qualifying auditors by the BRCGS, it cannot be guaranteed that the auditor allocated will be local to your area or if the audit is outside the UK, your country. We can assure you that the auditor will have specialist knowledge of the product(s) and your type of activities.



## ABOUT SGS

SGS are the world's leading inspection, verification, testing and Certification Company. SGS is recognised as the global benchmark for quality and integrity.

With more than 89,000 employees, SGS operates a network of over 2,600 offices and laboratories around the world.

We offer the following main services:

- **Customised Audit Solutions** – our diverse skills and experiences help organisations to exploit established management systems, by working in partnership to optimise efficiency and effectiveness, finding practical solutions to challenges related to: best practices in organisational operation, process efficiency and improvement, supply chain management, and Sourcing & Procurement.
- **Inspection services** – we inspect and check the quantity, weight and quality of traded goods. Inspection usually takes place when goods are moved from one type of transport to another.
- **Testing services** – we test quality and performance of products against various health, safety and regulatory standards. We use state-of-the-art laboratories on or close to customers' premises.
- **Certification services** – we confirm that systems or services meet the standards set by governments, standardisation bodies (for example, ISO 9001) or our customers' products. We also develop our own standards to meet our clients' needs. SGS as an accredited certification body can provide confidence to clients that professional, experienced auditors are used and standards are consistently applied.

- **Verification services** – SGS verification services ensure that products and services comply with global standards and local regulations. Combining global coverage with local knowledge, unrivalled experience and expertise in virtually every industry, SGS covers the entire supply chain from raw materials to final consumption.

In the UK, SGS employs over 1,800 staff based in over 30 regional offices. Our certification section provides independent certification and audits to a range of standards, including:

- Quality Management Systems (ISO 9001);
- Environmental Management (ISO 14001);
- Risk Management, IT Certification (ISO 20000);
- Information Security Management (ISO 27001, ISO 27701, BS10002, ISO 27017, ISO 27018);
- Business Continuity Management System (ISO 22301)
- Energy Management Systems (ISO 50001)
- Asset Management Management Systems (ISO 55001)
- Customer Service Excellence;
- Occupational Health and Safety (ISO 45001)
- EC Directives (CE Mark) and other regulations;
- UKCA Mark for Medical, PPE and CPR
- Medical Device Certification (ISO 13485 and MDSAP);
- British Retail Consortium Global Standards;
- Food Safety Management Systems (ISO 22000);
- Aerospace

For more information on any of our services visit

[www.sgs.co.uk/certification](http://www.sgs.co.uk/certification)





[WWW.SGS.CO.UK](http://WWW.SGS.CO.UK)

WHEN YOU NEED TO BE SURE

**SGS**