

## 1.0 PURPOSE

Aim of this procedure is to explain the certification process of the companies to be certified within the scope of BRCGS programs which USB Certification is accredited/authorized against.

## 2.0 SCOPE

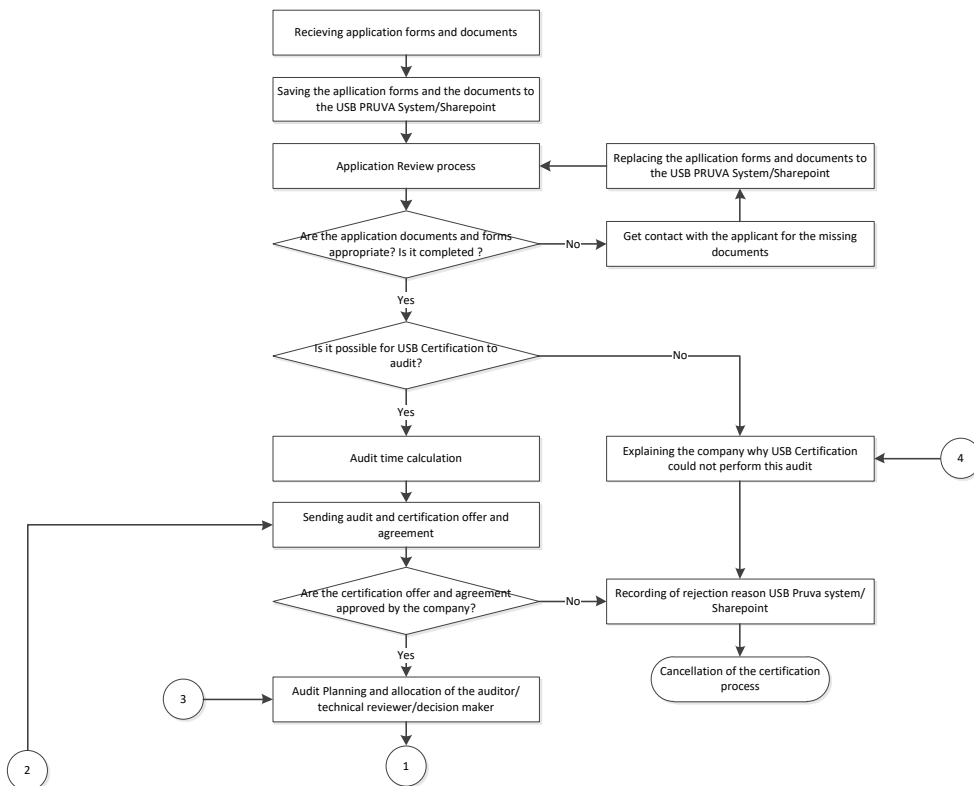
This procedure covers the workflow of following BRCGS programs implemented by USB Certification.

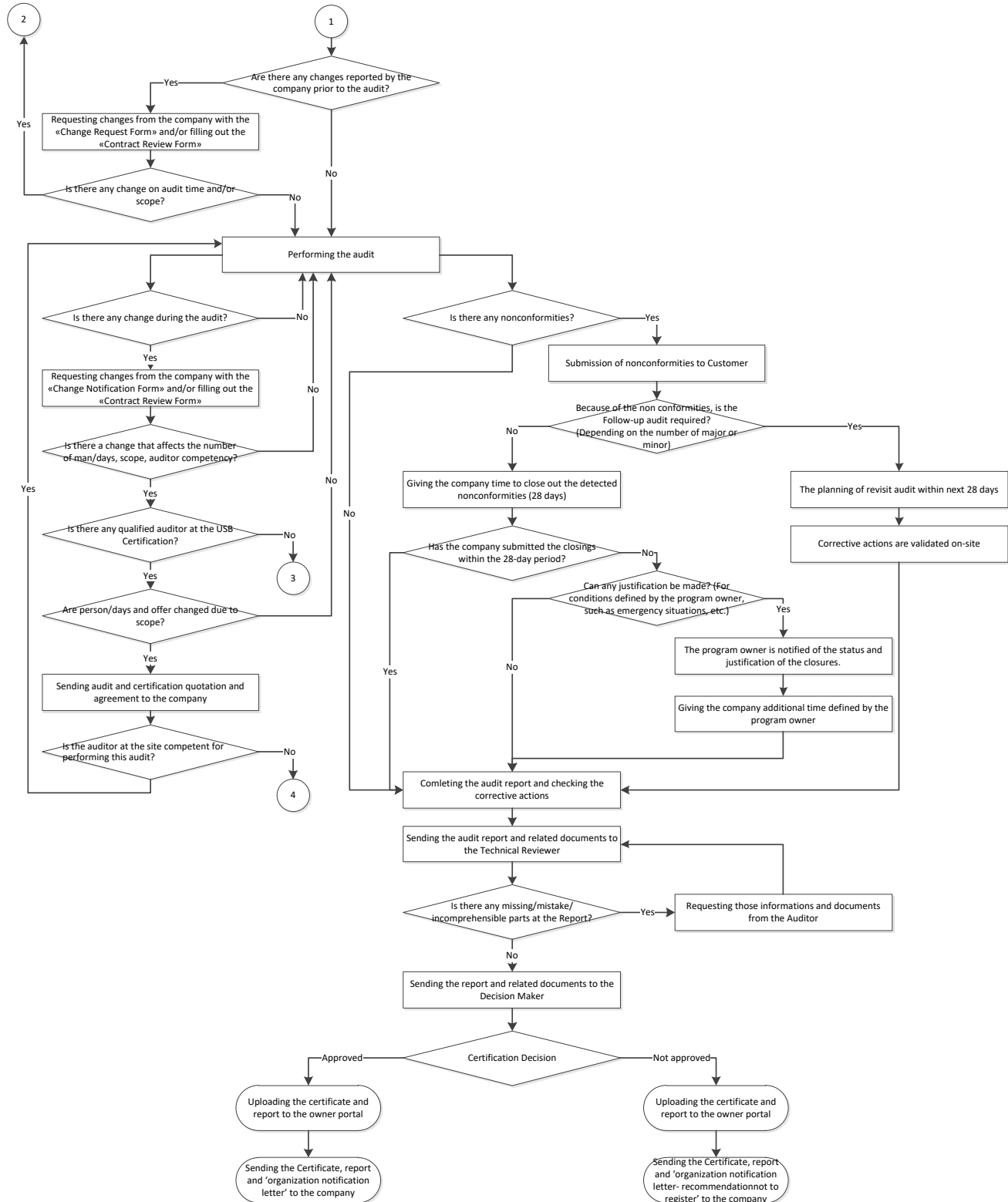
- BRCGS for Food Safety, with any associated Additional Voluntary Modules (AVMs)
- BRCGS *START!*
- BRCGS Gluten-Free Certification Program (GFCP)
- BRCGS Plant-Based
- BRCGS Consumer Products
- BRCGS Packaging Materials

## 3.0 RESPONSIBILITIES

Food and Consumer Products Certification Manager, Food and Consumer Products Scheme Manager, Food and Consumer Products Program Manager, Food Program Responsible/ Consumer Products Program Responsible, Food Program Assistant/ Consumer Products Program Assistant, Planning and Operation Responsible, Planning and Operation Assistant, Auditors, Technical Reviewers and Decision Makers are responsible for the implementation of this workflow.

## 4.0 PROCEDURE





**5.0 RELATED DOCUMENTS AND RECORDS**

<b>Document Number</b>	<b>Title or Description</b>
UOF-FOOD-BRC-EN-4000	Application Form - Announced Audit (BRCGS Food)
UOF-FOOD-BRC-EN-4010	Application Form - Unannounced Audit (BRCGS Food)
UOF-FOOD-BRCCP-EN-4000	Application Form (BRCGS Consumer Products)
UOF-FOOD-BRCPM-EN-4000	Application Form (BRCGS Packaging Materials)
UOF-FOOD-BRC-EN-4030	Application Review Form (BRCGS Food)
UOF-FOOD-BRCCP-EN-4030	Application Review Form (BRCGS Consumer Products)
UOF-FOOD-BRCPM-EN-4030	Application Review Form (BRCGS Packaging Materials)
UOF-FOOD-EN-4360	Contract Review Form
UOF-FOOD-EN-4070	Change Request Form
UOF-FOOD-EN-4040	Audit and Certification Quotation Form
UOF-FOOD-BRC-EN-4060	Certification Agreement (BRCGS Food)
UOF-FOOD-EN-4060	Certification Agreement (BRCGS-IFS Food)
UOF-FOOD-BRCCP-EN-4060	Certification Agreement (BRCGS Consumer Products)
UOF-FOOD-BRCPM-EN-4060	Certification Agreement (BRCGS Packaging Materials)
UOF-FOOD-EN-4080	Assign Form
UOF-FOOD-EN-4110	Audit Plan
UOF-FOOD-BRC-EN-4150	Corrective Action Plan (BRCGS)
UOF-FOOD-BRC-EN-4160	Certification Decision Form (BRCGS Food)
UOF-FOOD-BRCCP-EN-4160	Certification Decision Form (BRCGS Consumer Products)
UOF-FOOD-BRCPM-EN-4160	Certification Decision Form (BRCGS Packaging Materials)
UOF-FOOD-BRC-EN-4170	Certificate (Global Standard for Food Safety)
UOF-FOOD-BRC-EN-4310	Certificate (BRCGS START!)
UOF-FOOD-BRC-EN-4320	Certificate (BRCGS Additional Module)
UOF-FOOD-BRCCP-EN-4170	Certificate (BRCGS Consumer Products)
UOF-FOOD-BRCPM-EN-4170	Certificate (BRCGS Packaging Materials)
UOF-FOOD-EN-4190	Organization Notification Letter - Recommendation to Register
UOF-FOOD-EN-4200	Organization Notification Letter - Recommendation not to Register