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| 1. **AUDIT TYPE**
 |
| **Personal Care and Household (PCH)***(Latest version)* | Foundation LevelHigher Level | [ ] [ ]  | **General Merchandise (GM)***(Latest version)* | Foundation LevelHigher Level | [ ] [ ]  |
| Initial Audit [ ]  | Renewal Audit [ ]  | Extension to Scope [ ]  |
| 1. **AUDIT OPTION**
 |
| Site Audit [ ]  | Blended Audit [ ]  | Remote Audit [ ]  |
| Announced [ ]  | Unannounced [ ]  |
| If blended audit or remote audit was chosen, please write the reason.  | :       |
| Indicate the type of software to be used (Skype, Zoom, Teams, etc.) in online part. | :       |
| Do you wish this audit to be combined with another standard? If yes, which standard? | :       |

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| 1. **COMPANY DETAILS**
2. **Details of Manufacturing Site to be Assessed**
 |
| **Site Name:** |       |
| **Site Address/Postcode:** |       |
| **Telephone:** |       | **Official Registration No:** |       |
| **Tax Office:**  |        | **Tax Number:** |        |
| **Legal Authority Name:** |       | **Legal Authority Position:** |       |
| **Contact Name:** |       | **Contact Position:** |       |
| **E-mail:** |       | **Mobile:** |       |
| 1. **Other Business Details (if different from above)**
 |
| **Relationship to Site** *(Head Office, Co-op etc.)* |       |
| **Business Name:** |       |
| **Business Address:** |       |
| **Telephone:** |       | **Tax Number:** |       |
| **Tax Office:**  |        | **Position:** |       |
| **Contact Name:** |       | **Mobile:** |       |
| **E-mail:** |       | **Contact Name:** |       |
| **Is the Head Office the main contact for BRCGS Directory?**  | [ ]  YES | [ ]  NO |

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| 1. **ADDITIONAL VOLUNTARY MODULES (AVMs)**
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| **Module** |        | [ ]  |
| **OTHER** | AVM Title:       | [ ]  |

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| 1. **EVALUATION AND PROCESS DETAILS**
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| Please submit the documents requested below as an annex to this form: |
| [ ]  A Site Plan[ ]  Organization Chart[ ]  Product Flow Diagrams[ ]  A Summary of All HARA Plans | [ ]  Current Document List[ ]  Trade Registry Document[ ]  Business Registration Certificate |
| **Language of the company/site** |       |
| **Wording of Proposed Scope**\*It is your responsibility to ensure that production program at time of the audit covers products for the intended scope of the certification. | Scope:      |
| **Exclusions from the scope**\*The exclusion of products produced at a site will only be acceptable where the excluded products:* can be clearly differentiated from products within the scope, and
* products are produced in a physically segregated area
 | Exclusions:     Justification:       |

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| 1. **PRODUCT CATEGORIES**
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|[ ]  **1** Textile and textile products | GM | Apparel, hair accessories, textile furnishings, bed linen, towels, carpets |
|  |  | PCH | Cotton wool, cotton wipes |
|[ ]  **2** Leather, leather products | GM | Belts, pet accessories, footwear/bags, luggage |
|[ ]  **3** Wood, wood mix, cork, straw | GM | Pencils, doors, flooring, bamboo steamers, baskets, mats, tablemats |
|[ ]  **4** Paper and paper-mix products | PCH | Stationery items, disposable tissues, toilet roll, kitchen towels, disposable table and party ware (food contact), food wrap/bags, coffee filters, foil and film, wet wipes, personal hygiene sanitary nappies |
|[ ]  **5** Printing and recorded media | GM | DVDs, magazines, books, labels |
|[ ]  **6** Coke, charcoal, refined petroleum products | GM | Barbecue fuel, coal, oil for lamps |
|  |  | PCH | Candles |
|[ ]  **7** Chemical and chemical products | GM | Paints |
|  |  | PCH | Cosmetics, household chemicals |
|[ ]  **8** Gardening products | GM | Garden chemicals, compost, peat, gardening tools, barbecues |
|[ ]  **9** Plastic and rubber products | GM | Stationary items, pet accessories, household utensils, water filters, personal protective equipment, outer wear, footwear, hair accessories, flooring, luggage |
|  |  | PCH | Gloves, nursery accessories, disposable table, and party ware (food contact), food wrap/ film/ bags, bin liners |
|[ ]  **10** Glass, ceramic and non-metallic mineral products | GM | Tableware, cookware, decorative items, vases, pictures, mirrors, cat litter |
|[ ]  **11** Building goods | GM | Concrete, lime, cement, plaster |
|[ ]  **12** Metal products excluding machinery | GM | Handles, tins (storage), trays, cookware, cutlery, stationery items, screws, nails |
|  |  | PCH | Razor blades, foil |
|[ ]  **13** Machinery and equipment | GM | Ladders, sports and camping, tools, gas appliances, lawn mowers, DIY accessories |
|[ ]  **14** Computers, electronic communications | GM | Computers, phones, computer accessories, audiovisual |
|[ ]  **15** Electrical equipment | GM | Lighting, household appliances, plug-in, air fresheners, hair straighter, white goods, battery-powered items, batteries |
|[ ]  **16** Transport equipment, cycles, boats | GM | Bicycles, canoes, car accessories |
|[ ]  **17** Furniture | GM | Outdoor, upholstered, metal, wood, plastic, glass, inflatables (excluding toys) |
|[ ]  **18** Games and toys | GM | Plush toys, plastic-wooden toys, chemistry sets, radio-controlled toys, playground equipment |
|[ ]  **19** Jewellery | GM | Gemstone, precious jewellery, fashion jewellery, hair accessory, buckles, piercing |
|[ ]  **20** Medical devices | PCH | Dressings (non-medicated), walking aids, contact lens solutions (non-medicated), thermometers, heath-monitoring equipment |
|[ ]  **21** Party and leisure | GM | Dressing-up costumes (excluding toys), fireworks, party crackers, poppers |

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| 1. **PRODUCT TECHNOLOGIES**
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|[ ]  **A1** Chemicals and Formulated Chemicals |
|[ ]  **A2** Fabricated Paper/Paper Mix |
|[ ]  **A3** Wood, Straw, Cork, Bamboo |
|[ ]  **A4** Rubber and Plastics |
|[ ]  **A5** Textiles and Textiles Mix |
|[ ]  **A6** Electrical, Electronic, Batteries |
|[ ]  **A7** Glass, Ceramics, Gemstones, Non-Metallic Minerals |
|[ ]  **A8** Metals and Metal Mix |
|[ ]  **A9** Assembly Packing Only |

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| 1. **SITE DETAILS**
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| **Size of Site (please state actual sizes in square meters):**  | **Total area of site (m2) - covered and external areas combined** | **Size of Manufacturing Areas Only (m2)** | **Size of Storage Areas Only (m2)** |
|       |       |       |
| **When was the site built?** |       |
| **Are all operations undertaken at this location? If no, please give details of any outsourcing.** | [ ]  YES[ ]  NO      |
| **Detail any off-site storage areas under the control of site management** | \*In the vicinity of the company – within 50 km radius of the production facility      |
| **The number of key product technologies included within the scope** | \*Product technology: the process activity that is critical to the main operation for a site.      |
| **Number and type of product lines**  |       |
| **Maximum number of employees on site during the MAIN shift at the PEAK of the season** | \*Must include seasonal staff in that shift, the administration, sales, etc.      |
| **Describe Shift Patterns / Working Hours** | \*Including actual shift start and finish times / days of the week. (Indicate if production / cleaning shifts)      |
| **Are there any products or processes that are seasonal, or that do not run all year?** | \*Please list any relevant products/ processes, and the excepted time of year that they take place.      |
| **NON-AUDIT DAYS (For Unannounced Audits Only)**Sites can nominate 10 days when not available for an audit. Days when the factory is not operating (e.g. weekends, public holidays, planned shutdowns for site holidays or maintenance) are not included within the 10 days. |       |
| IMPORTANT: IF THESE DATES CHANGE, THE UPDATED INFORMATION MUST BE PROVIDED AT LEAST 4 WEEKS IN ADVANCE AND THE REASON MUST BE PROVIDED. |
| **Details of any significant changes since your last BRCGS audit.** | \*For example, changes of key personnel, new technologies, extension/reduction in product range, change of location, change of ownership, product recalls, etc.      |
| **Do you get any consultancy service? If yes, for which standard?** | [ ]  YES[ ]  NO | Standard(s)  | :       |
| Consultant company  | :       |
| Name of the consultant(s)  | :       |

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| 1. **CERTIFICATION STATUS**
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| **Have you previously been registered for BRCGS Consumer Products Standard? If yes, please give details.** | [ ]  YES[ ]  NO | Site Code | :       |
| Certification Body  | :       |
| Auditor | :       |
| Reaudit due date | :       |
| **Is this site already certificated for any other standards?** E.g., BRCGS Food, ISO 22000, IFS, GLOBALG.A.P, etc. | [ ]  YES[ ]  NO | If yes, state scheme name and last evaluation date:       |
| **Please send a copy of your previous report & certificate (preferably 2 years if any) in case of audited by another Certification Body.** |

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| 1. **ABOUT LOCAL DATA PROTECTION LAW**
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| Clarification text of USB Certification for Local Data Protection Law can be found at [www.usbcertification.com](http://www.usbcertification.com). |

**Contact Name:**       **Position :**

**Signature :**  **Date :**