BRCGS016 - Application and registration process for Certification Bodies with BRCGS

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# Introduction

Applications to use BRCGS are accepted from any Certification Body which is or expects to be Accredited to the appropriate ISO Standard for the scheme – either ISO/IEC 17065 or ISO/IEC 17021.

Auditing and the issue of reports and certificates for any of the BRCGS Standards is however restricted to those Certification Bodies that are registered and formally recognised by BRCGS.

A list of registered Certification Bodies can be found on BRCGS Directory [brcdirectory.co](http://www.brcdirectory.com).uk.

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# 1. Application for registration

## Step 1 – Register

Certification Bodies wishing to register with BRCGS should complete the registration form (see [Appendix 2](#_Appendix_2_–) (Registration Form for Certification Bodies), also available brcgs.com under ‘Certification Bodies’ and return to BRCGS enquiries@brcgs.com together with a comprehensive business plan.

The business plan should include details for how the Certification Body intend to develop the relevant BRCGS scheme over the first two years including details of:

* Executive Summary
* Introduction to your organisation
* Relevant and related experience (with numbers, sites, schemes, markets)
* Existing Relationships (Government, Trade Associations, Retailers, Manufacturers, QSR)
* Why BRCGS? Motivations and reasons why the organisation wants to audit against our schemes
* Numbers – 5 Year Projection. To include sites per scheme per market. Numbers of Auditors and Approved Trainers plus any other appropriate resource
* Operational plan for implementation
* Marketing plan summary
* Contact points with nominated management responsibility for implementing the plan

BRCGS will review the business plan within 15 working days and may request further details to be submitted. BRCGS will only approve an application where a clear business case has been given.

Certification Bodies shall have a named representative(s) responsible for dealing with all aspects of BRCGS and this person shall be named on the Registration Form. The Certification Body is responsible for informing BRCGS of any changes to these details.

## Step 2 - Complete Documents and Submit Registration Fee

Once the business plan and application has been approved, BRCGS will provide the Certification Body with a copy of:-

* the Framework Agreement,
* the Certification Body Requirements Document BRCGS004
* process documents and guidelines including KPI document BRCGS009

The documents need to be read, understood and signed/completed before return to BRCGS.

In addition the following supporting information will also be required before a Certification Body will be Registered or Provisionally Registered:

* A copy of a valid indemnity insurance certificate with cover to the value of £5,000,000.
* Documented processes as requested including:
	+ organisation chart with named persons responsible for audit report review, certification decisions and BRCGS Directory administration
	+ procedure for auditor competence and sign off
	+ procedure for report review and certification decision.
* A copy of the Accreditation Certificate and schedule from a BRCGS recognised Accreditation Body covering the scope of one or more BRCGS Standards

**or**

* a letter from a BRCGS recognised Accreditation Body confirming that an application has been made for accreditation with the scope for one or more BRCGS Standards.\*

\* BRCGS acknowledges that to achieve accreditation, Certification Bodies seeking accreditation must be able to carry out audits against that Standard. Therefore, a Certification Body shall be allowed to carry out audits prior to achieving accreditation status, where they can demonstrate the following:

* an active application for accreditation with an Accreditation Body recognised by BRCGS

and

* accreditation must be expected within 12 months of the date of application

The submitted details will be reviewed by BRCGS within 15 working days to assess acceptability. Further information may be requested or feedback given. Once accepted, BRCGS will raise an invoice for the £10,000 registration fee and issue to the applicant Certification Body which shall be paid within 30 days to progress the application.

## Step 3 – Auditor Registration on BRCGS Directory

Upon confirmation of the requested payment by the Certification Body, provisional registration will be granted and the Certification Body will be provided login details and training notes to access BRCGS Directory so that auditors may be registered onto the system. BRCGS will also arrange access to the myBRCGS - the log in area of the [brcgs.com](http://www.brcglobalstandards.com) website which contains relevant guidelines and position statements.

BRCGS will contact the relevant Accreditation Body to confirm provisional registration.

The Certification Body shall then register auditors onto BRCGS Directory which will need to be reviewed and approved by BRCGS. The Certification Body will need to discuss with BRCGS the auditors who will be first registered and concessions or help from BRCGS may be required in terms of witness audits to confirm these first registrations. Only once auditors have been validated by BRCGS on the Directory system is the Certification Body permitted to conduct audits to BRCGS Standard(s). The Certification Body is required to complete all the following requirements within 12 months from registration of an auditor.

# 2. Process following application

## Personnel Training

Certification Body staff must complete and successfully pass BRCGS’s specified training appropriate to their responsibilities:

|  |  |
| --- | --- |
| **Personnel** | **Training to complete** |
| Administrators | * On line Directory training to understand requirements for uploading audit details onto BRCGS database
 |
| Those responsible for uploading auditor competence details to BRCGS Directory | * On line BRCGS Directory training on completion of auditor profiles
 |
| Certification decision makers | Appropriate BRCGS course as required by that issue of BRCGS Standard.Where certification decisions are made by a committee at least one member of the Committee shall have attended the appropriate BRCGS course |
| Audit report reviewers | Two day ‘Understanding the Requirements’ BRCGS course on the appropriate Standard |

At least two auditors must apply to be registered and be successfully validated through the auditor profile system on BRCGS Directory (requirements for auditors is detailed within the protocol for each Standard).

## Listing on BRCGS Directory

Once all requirements have been successfully satisfied, the Certification Body office will be listed on BRCGS Directory as able to offer certification and may commence auditing unaccredited against the registered BRCGS Standards.

## First 12 months

The following will need to be completed within 12 months of registration to confirm and retain registration with BRCGS.

* Where appropriate, the first 10 audit reports will be read and reviewed by BRCGS to ensure they comply with the written quality required. Any feedback must be appropriately actioned within a specified timeframe.
* Successful completion of a 2 day head office assessment by BRCGS to audit central certification systems including auditor sign off, auditor allocation, audit protocol, certification decision process, complaints and post audit follow up. Identified improvements must be satisfactorily actioned within the agreed timescale (typically 28 calendar days). The audit should occur within 6 months of registration at a mutually agreed date. The Certification Body will cover all travel and subsistence costs of BRCGS staff for this audit.
* A witness audit of at least 1 auditor will be undertaken by BRCGS within 12 months of registration. This will be agreed in advance with the Certification Body as appropriate to the scope of BRCGS Standards in which they are registered. The Certification Body will cover all travel and subsistence costs of BRCGS for this audit as well as paying the current daily rate for BRCGS auditors time including travel time.
* Accreditation shall be successfully achieved within 12 months.
* BRCGS Key Performance Indicators (KPI’s) will be reported within the usual cycle and the Certification Body must ensure that the second KPI results received achieves an overall green rating.
* By the end of the first 12 months following registration, the Certification Body must have at least two BRCGS registered auditors complying with all BRCGS requirements including conducting the minimum number of audits for the scheme.

# 3. Extensions to scope for registered Certification Bodies

Where a registered Certification Body wishes to extend their scope to include a new BRCGS Standard the request for a scope extension will need to be registered with BRCGS.The process will be similar to that for the initial registration.

The Certification Body will need to submit:-

* Completed Registration Form
* Evidence of an active application for accreditation with a scope to cover the additional BRCGS Standard
* Business plan for developing BRCGS scheme for the first two years
* Confirmation that certification decision makers have completed the two day ‘how to implement’ course for the relevant BRCGS Standard and BRCGS’s training on protocol requirements for each relevant BRCGS Standard
* Evidence that audit report reviewers have completed the Appropriate BRCGS course as required by that issue of BRCGS Standard.
* At least one auditor must apply to be registered and successfully signed off through the auditor profile system on BRCGS Directory (requirements for auditors are detailed within the protocol for each Standard)

On receipt of satisfactory information the relevant BRCGS Standard will be added to the list of Standards applicable to that Certification Body on BRCGS Directory website for a period of up to 1 year to allow accreditation.

## Process following registration of extension to scope

The following must be successfully completed within 12 months of registration to confirm and retain registration by BRCGS. Failure to achieve these points at any stage will result in loss of registration.

* Accreditation shall be successfully achieved within 12 months.
* By the end of the first 12 months, the Certification Body must have at least two BRCGS registered auditors complying with all BRCGS requirements in the additional Standard.

# Appendix 1 – Certification Body approval process

# Appendix 2 – Certification Body registration form

Complete and return to:

EMAIL: enquiries@brcgs.com

**BRCGS008: BRCGS Registration Form for Certification Bodies**

|  |
| --- |
| Name of Organisation |
| Address of Organisation |
| Telephone | Fax |
| Name of Contact |
| Position of Contact |
| Telephone of Contact | E-mail Address |
| Company Website Address |
| Scope of Application (Name and issue of Standard)  |
| Date of Application |
| Fields of Audit (Auditor Competence) |
| **Details of Registered Offices in other Countries** **– Please detail on a separate form for each office** |
| Accreditation Body |
| Address of Accreditation Body |
| Telephone | Fax |
| Name of Contact  |
| Position of Contact |
| Telephone of Contact | E-mail address |