

Food and Agriculture Services

British Retail Consortium (BRC) Certification

Manual

*GLOBAL Standard for Food Safety Issue 7**



SCSglobal
SERVICES
Setting the standard for sustainability™

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BRC Certification

Thank you for your interest in SCS Global Services (SCS) British Retail Consortium (BRC) program. We are pleased that you are considering SCS as your certifier. SCS offers fast turnaround, competitive rates, attentive service, and value for your money. We have a dedicated team of professionals and skilled auditors ready to assist you with all your BRC certification needs.

The first step in pursuing certification will be to complete an application and a data request form available through email. Upon receipt of the application and data request form, we will scope and source the services requested by your company and shortly thereafter, provide you with our proposal. BRC Global Standard for Food Safety is based on two key components: senior management commitment and HACCP methods and principles (Hazard Analysis Critical Control Point—a systematic approach to managing food safety risks). Both components provide a risk management system with reduced paperwork and audit burdens.

We recommend that you review the following documents at a minimum, which include requirements for certification based on BRC Global Standard for Food Safety.

Please review:

- BRC Global Standard for Food Safety Issue 7, available for purchase at <http://www.brcglobalstandards.com>
- Global Standards Directory [BRC Online](#)
- BRC Global Standards Directory [Logo Guidelines](#)
- BRC Guideline Category 5 Fresh Produce, available for purchase at [the BRC bookstore](#)

In pursuing certification, key determinants of timely processing include submitting a completed [SCS Food Safety Application](#) and data request form, obtaining a working knowledge of the BRC Global Standard for Food Safety Issue 7, and coordinating closely with SCS to set an on-site audit date.

Our fees for BRC certification are based on our commitment to making certification services cost-effective for all prospective clients, both large and small. Our charges are reflective of actual work performed, within a limited sliding scale fee structure. To prevent any potential conflict of interest, SCS charges for its certification reviews whether or not a certification is ultimately granted. This policy ensures that there is no incentive to issue certifications that are not earned.

Please contact our offices if you have any questions regarding the certification process.

[SCS, Food Safety Auditing](#)
Phone: 510.452.8022/9080

Choosing the Facility Audit

BRC offers the following types of food safety audits to choose from.

1) Announced Audit Program:

Eligibility:

The announced audit is open to all sites.

Benefits:

The audits are planned in advance between SCS and the Client. This enables the Client to prepare for the audit by ensuring that:

- A date is selected when the maximum number of products within the scope are in production;
- Relevant managers can be available for the audit;
- The site can review its systems and procedures in preparation for the audit.

Features of the announced audit:

The audit and certification process operates according to the rules set out in the BRC Standard. Grades awarded at certification are limited to A, B, and C grades.

Should existing certificated sites fail to gain a certificate on re-audit no certificate is issued. Sites will have to schedule a re-audit regain certification.

2) Unannounced Audit Program:

BRC has two unannounced audit programs: Option 1 and Option 2

Option 1

This option involves a single unannounced audit against all of the requirements of the Standard. This audit is largely based on factory operations and Good Manufacturing Practices (GMPs).

Option 2

Divides the audit requirements into two separate audits: Part 1 unannounced audit and Part 2 planned audit.

Part 1: The first audit looks predominantly at the issues considered to be factory based GMPs.

Part 2: The second audit is predominantly based on reviewing documentation and records. This can be a planned audit to ensure the appropriate management staff are available to retrieve and discuss records. Part 2 is based largely on a review of documented systems, procedures and records carried out at the usual audit due date.

3) The Enrollment Program:

Is designed for companies that have not previously been certificated to Issue 5, 6 or 7 of the Standard. The program provides an introduction to the BRC certification process and the score attached to the audit allows sites and their customers to monitor the progress of the site towards eventual certification.

Key Terms

Audit: A systemic examination to substantiate whether activities and related results comply with planned arrangements and whether these arrangements are implanted effectively and are suitable to achieve Objectives.

Certification: Certification by a Certification Body of the Producer's BRC Systems as complying with the most current BRC Standard, following a Certification Audit, or Recertification, and Certify, Certifies and Certified shall have a corresponding meaning.

Corrective Action Plan (CAP): Plan prepared by the client on how to resolve non-conformances.

Fundamental requirement: A requirement of the Standard that relates to a system which must be well established, continuously maintained, and monitored by the company as absence or poor adherence to the system will have serious repercussions on the integrity or safety of the product supplied.

Hazard Analysis and Critical Control Point System (HACCP): A system that identifies evaluates and controls hazards, which are significant for food safety.

Non-conformity:

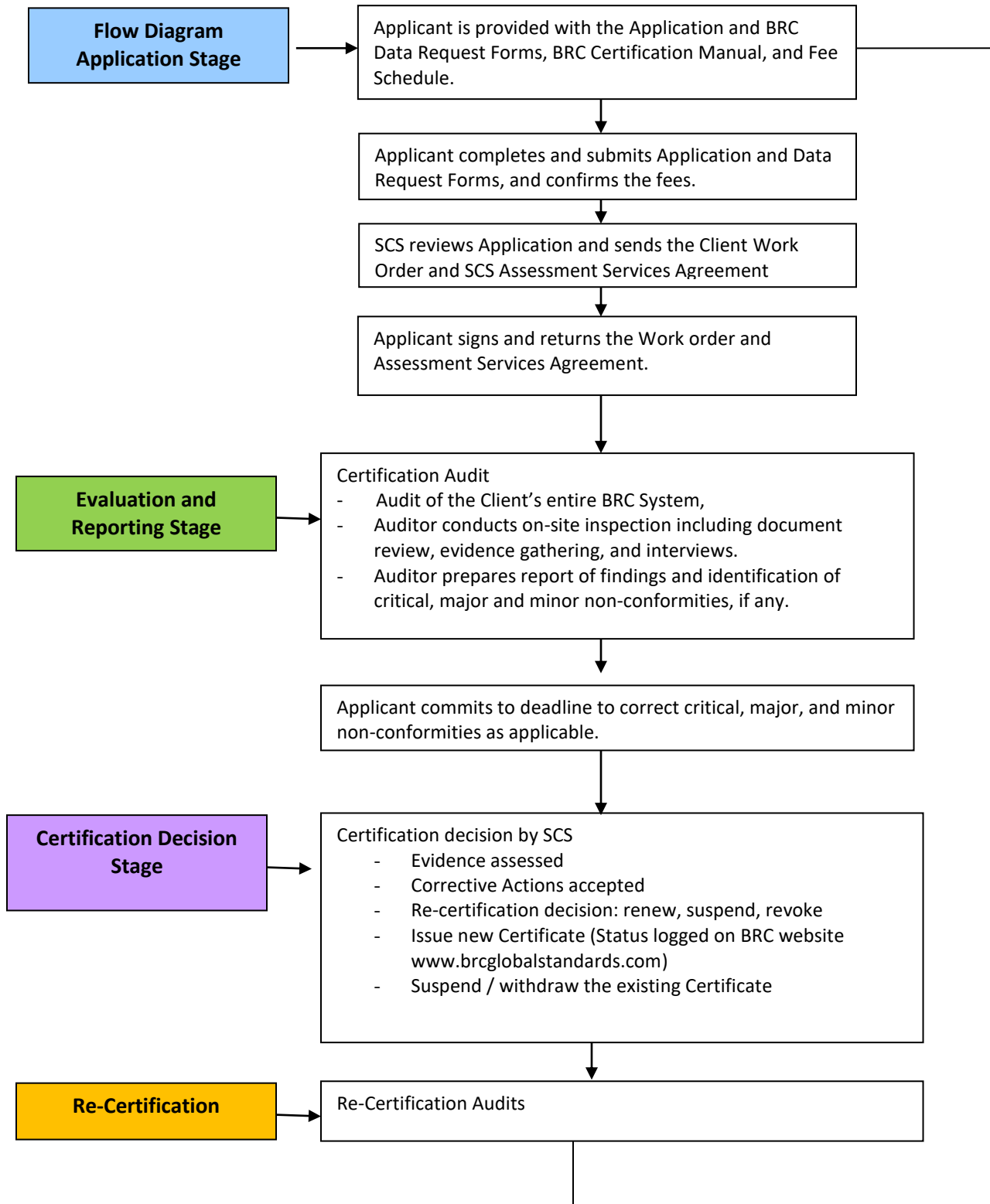
There are three levels of non-conformities:

- **Critical:** Where there is a critical failure to comply with a food safety or legal issue.
- **Major:** Where there is a substantial failure to meet the requirements of a "Statement of intent" or any clause of the Standard **and/or**
- a situation is identified which would, on the basis of available objective evidence, raise significant doubt as to the conformity of the product being supplied.
- **Minor:** Where a clause has not been fully met but, on the basis of objective evidence, the conformity of the product is not in doubt.

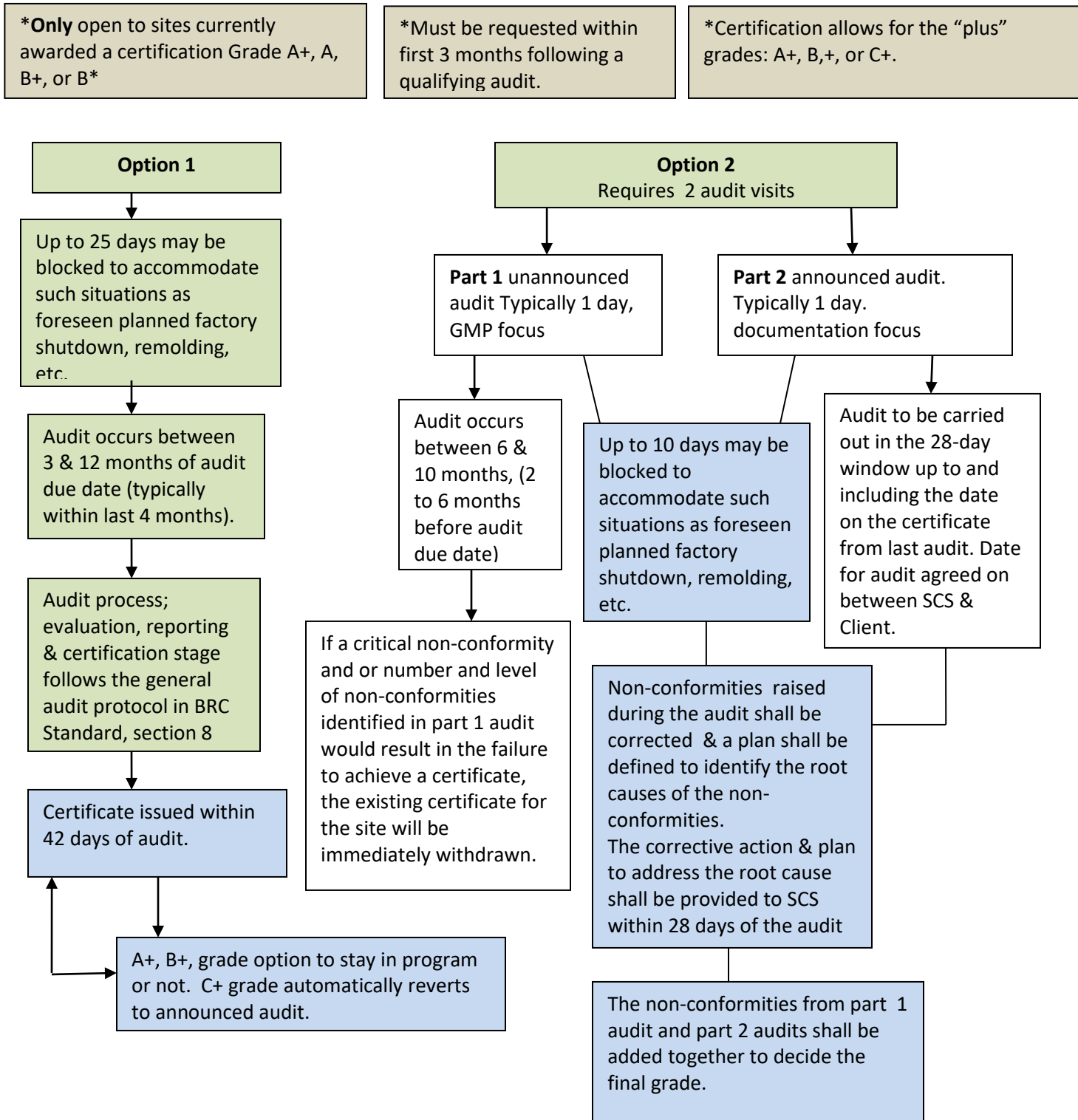
Re-Certification Audit: an audit of the client's BRC System undertaken 6 or 12 months of the initial certification audit and is dependent upon the performance of the company at an audit as reflected by the grade received.

Scope: The BRC scopes include, but is not limited to, Raw Products, Fruits, Vegetables and Nuts, Processed Food, Ready-to-Eat Food, etc. and applicable sub-scopes (Raw Meat, Raw Fish Product, Dairy, Egg, Cooked Meat and Fish Product, Canned Product, etc.) A complete exhaustive list can be found in the relevant BRC Standards. In addition, the audit scope shall cover all processes under the control of the client, from raw material receipt to shipment of finished product per registered location.

BRC Certification Process Diagram



UNANNOUNCED BRC AUDITS (Option 1 and Option 2) – Voluntary



Rights & Responsibilities

SCS Clients have a right to non-discriminatory policies and procedures. Procedures shall not be used to impede or inhibit access to applicants. SCS shall make its services available to all applicants whose activities fall within our declared field of operation. Access shall not be conditional upon the size of the Client's operations, nor shall certification be conditional upon the number of certificates already issued.

The criteria against which the production or handling practices of a Client are evaluated shall be those outlined in the specified Standard. SCS shall confine requirements, evaluation and decision on certification to matters specifically related to the scope of the certification scheme(s) being considered.

SCS reserves the right to suspend, withdraw or terminate certificates. Reasons for suspension, withdrawal and termination include, but are not limited to: unwillingness or inability to correct nonconformities, unwillingness or inability to meet financial or contractual arrangements; misusing or damaging the integrity of the SCS or relevant trademarks; intentional violation of requirements; or association with fraud.

For a complete description of rights and responsibilities please refer to the SCS Assessment Services Agreement.

For additional information concerning SCS Client rights and responsibilities, please visit [the SCS website](#).

Questions?

For questions about the certification process and to submit documents, contact clangston@SCSglobalServices.com
Phone: 510-452-9080