

Learn

- Visit www.brcgs.com.
- Review any appropriate guidelines.

Audit Preparation

- Select an audit option (announced or unannounced, with or without additional modules, initial audit must be announced).
- Self-assessment of compliance with the Standard.
- Contact Telarc, fill in online quote request and define the scope of the audit.
- Sign the contract once received.

Audit Planning

- Provide the requested information to Telarc for audit preparation.
- Ensure information and appropriate personnel are available for the audit.
- Agree to the audit date (for announced audit).

On-site Audit

- Opening meeting.
- Production facility inspection.
- Document review.
- Traceability challenge.
- Label review.
- Review of production facility inspection.
- Final review of findings by auditor.
- Closing meeting - review audit findings and confirm any non-conformities.

Non-conformities and corrective actions

- Corrective action provided for any non-conformities identified within 28 days or revisit depending on number and nature.
- Telarc reviews evidence in 14 days.
- If corrective action deemed satisfactory, certificate, final audit report and corresponding grade issued.

Post audit

- Ongoing maintenance of the Standard and continual improvement.
- Obtain login details for the BRC Global Standards Directory and share audit report with any required customers.
- Use of BRC Global Standard logo as per the scheme guidelines.
- Ongoing communication with Telarc.
- Schedule re-audit date before re-audit due date.