



Certification Rules

BRC Storage and Distribution

Company Information:

Food Safety Net Services Certification and Audit, LLC., (FSNS-C&A) is legal entity located in San Antonio, Texas operating under ISO 65 guidelines and licensed by BRC to perform certification activities on their behalf.

Certification Procedures:

The audit will be carried out as outlined in the BRC Global Standard for Storage and Distribution Issue 2, September 2010. Only items included in the scope of certification will be evaluated against the BRC audit. The audit duration will be based on section 4, subsection 6.2 of the BRC Global Standard for Storage and Distribution.

In the event that changes are made to the certification requirements, these changes will be communicated to the client by FSNS C&A and compliance with the updated requirements is verified by FSNS C&A.

Scope of Certification: Only those products and processes detailed in the scope of the audit will be covered by the certificate. The scope of the audit will be pre-determined and mutually agreed to prior to the time of the audit. Any processes or products that the customer does not wish to be included in the scope of certification must be declared prior to commencement of the audit.

Auditor Qualification: Auditors are qualified following the requirements established under the BRC Global Standard for Storage and Distribution Issue 2, September, 2010. Auditor qualifications and impartiality are verified by certification management prior to audit assignment. Note: you, the client, have the right to deny an auditor proposed by FSNS C&A.

Conducting the Audit: Per the Certification and Auditing Services Terms and Conditions; the auditee agrees to provide the auditor with accurate and complete information. The auditee commits to assisting the auditor and to provide all necessary and appropriate information requested by the auditor that is within the scope of the certification audit. Where possible, the widest range of products shall be in production.

Corrective actions: Corrective actions must be implemented within 90 days of an initial audit and 21 days from the

commencement of the audit as required by BRC. Evidence of corrective actions shall be submitted to FSNS-C&A for review. FSNS-C&A commits to maintaining confidentiality during the review of corrective actions and all material provided be auditee. If corrective actions are not implemented and made available to FSNS-C&A within the required timeframe a re-audit may be required.

Inquiries/Appeals: Per ISO 65 and BRC requirements, certification decisions may be appealed. Appeals must be communicated to the certification body and/or BRC within 7 days of the certification decision. Please note that appeals against the certification decision will not delay the suspension or withdrawal of certification. Inquires in reference to non-conformities issued may also be lodged. Inquiries must be filed with the FSNS C&A within 10 days of the audit. Complaints may be filed at any time. Inquiries, appeals and complaints may be communicated to FSNS C&A via phone or email. The FSNS C&A policy relating to appeals and complaints will be made available upon request.

Granting Certification: The final certification decision is based on information collected throughout the certification process including the application, scope proposal, on-site audit, corrective actions and technical review. The decision to grant certification is retained by FSNS C&A management personnel and is not, under any circumstance, delegated to a third party. In the event that FSNS C&A finds the client to be in compliance with the requirements defined in the BRC Global Standard for Storage and Distribution the facility will be granted certification as defined in the BRC Global Standard for Storage and Distribution Issue 2, section 4, subsection 10.

Additional Audits: When the number of non-conformities requires an on-site verification, (refer to section 4, subsection 9, table 1), the verification must occur within 90 days of an initial audit and within 28 days of a re-certification audit. In the event that the on-site verification activity is necessary the certificate will only be valid for a period of 12 months. The certificate issued following the initial certification audit is valid for a period of 12 months. Certification issued to facilities with food and/or packaging listed in the scope is valid for 12 months. The certification following a re-certification audit is valid for a period of 18 months for facilities with consumer goods listed in the scope of certification. If the facility fails an audit (see section 9 of BRC Global Standard for Storage and



Distribution) a re-audit must be conducted to gain certification.

Where appropriate, FSNS C&A may carry out further audits or question activities to validate continued certification at any time.

Significant changes made to the facility or process must be communicated to FSNS-C&A. The auditee must inform FSNS C&A of a product recall, regulatory activity requiring public notification, facility modification, natural disaster, change in ownership, or other occurrence at the plant that may affect product safety or quality to determine if surveillance or re-evaluation activities are required.

Certificate Validity: The certificate issued to the auditee is valid during the timeframe indicated on the certificate. It is the responsibility of the auditee to schedule re-certification audits in a timely manner to ensure no lapse in certification. Re-audits must be scheduled on or no greater than 28 days prior to the anniversary date. Audits performed earlier than the 28 day timeframe will reset the anniversary date and must be justified.

Certification Suspension or Withdraw: It is the responsibility of client to maintain compliance with the requirements outlined in the BRC Standard for Storage and Distribution. FSNS C&A reserves the right to suspend or withdraw certification. Suspension or withdrawal may be determined based on legal or regulatory actions taken against the client. It is the responsibility of the client to ensure that products and processes defined in the scope meet the requirements defined in BRC Global Standard for Storage and Distribution Issue 2 September 2010. If it is discovered that these criteria are not being met by the client certification may be withdrawn or suspended.

Upon suspension or withdrawal of certification the auditee must immediately remove any reference made regarding certification. Failure to do so may result in legal action.

Abuse or misuse of the BRC logo may result in withdraw or suspension of certification. Additionally, corrective actions for all non-conformities identified in the certification audit must be implemented within 28 days of the commencement of the audit. If corrective actions are not implemented within this timeframe, the certificate may be suspended or withdrawn. The FSNS-C&A policy for withdraw or suspension will be made available upon request.

Publication: Audit reports will remain the property of the auditee. According to the contract between FSNS C&A and the scheme owner, a list of companies certified by FSNS C&A, the

audit report and the certification decision will be communicated to the scheme owner via their certification data-base. Additionally, information provided to FSNS C&A during the certification process may be reviewed by the accreditation body employed by FSNS C&A, the Scheme owner and by the certification committee who oversees the activities performed by FSNS C&A. Confidentiality agreements are maintained between FSNS C&A and the accreditation body and with the certification committee. A list of certification committee members is available upon request. Information provided to FSNS C&A will remain confidential and will not be shared with third parties other than those listed above without prior written consent.

Conflict of Interest: FSNS C&A maintains a Policy on Ethics in Business conduct and Undue Pressure. This policy is signed by certification body personnel. A copy of the policy will be provided upon request.

Use of FSNS-C&A and BRC logos: Under no circumstances shall the FSNS-C&A logo be used by the client for any purpose. The BRC logo may be used as outlined in the BRC Global Standard for Storage and Distribution Issue 2, section 4, subsection 12. The logo may only be used during the time period in which the facility maintains certification. The duration of certification is clearly documented on the certificate provided at the time of certification. Note: Any references made to certification that are untrue or misleading may result in suspension or withdrawal of certification.

Complaints: Complaints received regarding certified product shall be documented with appropriate investigation and corrective action. This information shall be made available to FSNS C&A personnel when a reasonable request is made. A request will not be made without proper cause. In the event that FSNS C&A receives a complaint regarding a certified site a surveillance audit may be performed.

Fees and Pricing: FSNS C&A is a financially independent entity who maintains independence through fees charged to the client. Information related to audit and certification fees will be made available up request.