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| **BRC Global Standard for Storage & Distribution Issue 4**  **Audit Non Conformity / Corrective Action Summary**  Complete and email to: [magda@micron2.com](mailto:magda@micron2.com) with your evidence within 28 DAYS  **Logo in swirl(90 x 1st Audit)** of Audit Date which will be 00 / 00 / 21  See guidance notes on how to complete at end of form. | | | | |
| **Company Name** |  | **Audit Date** | | 00 / 00 / 2021 |
| **Site Address** |  | |  | |

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| **Day 1:** | **Date** | **Start Time** | **Finish Time** | **Day 2:** | **Date** | **Start Time** | **Finish Time** |

Critical

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| --- | --- | --- | --- | --- |
| **No.** | **Requirement ref.** | **Detail of Non-Conformity** | **Corrective action taken** | **Anticipated re-audit date** |
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**Major**

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| **No.** | **Requirement ref.** | **Detail of Non-Conformity** | **Correction** | **Proposed preventive action plan (based on root cause analysis)** | **Root cause analysis** | **Date reviewed** | **Reviewed by** |
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**Minor**

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| **No.** | **Requirement ref.** | **Detail of Non-Conformity** | **Correction** | **Proposed preventive action plan (based on root cause analysis)** | **Root cause analysis** | **Date reviewed** | **Reviewed by** |
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| Contact Name |  | Date |  |
| Contact Signature\* |  | | |
| Auditor Signature |  | Date |  |

GUIDANCE NOTES FOR CLIENTS ON THE REQUIREMENTS FOR SUBMISSION OF CORRECTIVE ACTIONS IN RESPONSE TO NON-CONFORMITIES – BRC GLOBAL STANDARD – STORAGE & DISTRIBUTION ISSUE 4.

The following notes are designed to assist clients in preparing their response to any non-conformities raised during the course of Audits, and to prescribe the manner in which corrective actions must be submitted. Reference has been made to the Audit Protocol in Issue 4 of the **BRC GLOBAL STANDARD FOR Storage & Distribution.**

**CORRECTIVE ACTIONS: ESSENTIAL GUIDELINES**

1. You have **28 DAYS** from the date of the audit to submit any completed corrective actions to us. You have **90 Days** if this is your 1st S & D Audit.

2. Corrective actions must be definitive and we must see **evidence** that they are being carried out. For example this means that if you create a form to be completed by your staff such as a QC or QA form then we must see a copy that has been completed, not a blank form. It is important that we see evidence for each corrective action. This can be a document, a photograph, a video clip etc.

3. It is preferable that you submit corrective actions evidence electronically by email along with this form. Please also send this form in WORD format if possible. Send the evidence as separate files, not embedded in this document and please ensure that your file attachments are not too large such that they do not send easily. As a guide you should not attach more than **10 MB** so please make sure that all the attachments are relevant material.

Add rows to the tables if necessary.

**Send to** [**magda@micron2.com**](mailto:jameskill@micron2.com)

4. Please complete **the form above** to record your corrective action and your evidence. We must have an explanation of what you have done.

Just sending in the evidence will not be enough. It would also be helpful if you can reference (Clause No.) the evidence provided to the non-conformity.

5. Please send in your corrective actions together **at one time** when you have completed them all.

6. **Do not use the columns headed “Date Reviewed” and “Reviewed by”**, they are for our (Micron2) use.

**If satisfactory evidence is not provided within 28 calendar days** (or 90 Days if this is your 1st S & D) **of the audit, certification will not be granted, and a further full audit will be required.**

**Critical Non-Conformities or a combination of non-conformities resulting in non-certification.**

In some circumstances the number or severity of non-conformities raised will prevent certification. These are:

* One or more critical non-conformances raised;

and/or

* 3 or more major non-conformities.

and/or

31 or more minor non-conformities

and/or

* One major and 25 or more minor non-conformities

And/or

* 2 major and 17 or more minor non-conformities

Following review of the non-conformities by the certification body confirms that a certificate cannot be awarded, then a full re-audit of the site will be required.

**Where this occurs at a certificated site, certification will be immediately withdrawn.**

**Note:** Details of the limits for certification can be found in the Global Standard for Storage & Distribution Issue 4, Table 2 (page 104).

# **Major and Minor Non-Conformities** – No Certificate can be issued until correction of the non-conformities has been demonstrated, either permanently or via

# a temporary solution acceptable to Micron2.

# **Returning to Site**

# Close out of non-conformities can be achieved either by the submission of objective evidence e.g. updated procedures, records, photographs or invoices for work undertaken, or by a further on-site visit by Micron2.

# Where the number and level of non-conformities would result in a “no certificate issued” being awarded a full re-audit would normally be expected to take place

# **not less than 3 months** after the initial audit to enable you to rectify the non-conformities and establish stable record keeping.

If there are any queries with respect to your submission or further details are required, we will notify you, normally by email.

We hope that the above information is helpful, but please feel free to contact us if we can be of any assistance, or if you need any clarification.