



BUREAU
VERITAS
Shaping a World of Trust

BRCGS & IFS Product Safety Incidents Notification Form

Product safety incidents defined as an event that has occurred that may result in the production or supply of unsafe, illegal, or non-conforming products are required to be reported to protect the integrity and reputation of BRCGS/IFS, partner brands and specifiers, certification bodies, auditors, and sites and ensures appropriate action is taken by the site, including root cause analysis and preventive action.

As part of the contractual relationship with certificated sites, the site shall immediately notify the certification body of:

- legal proceedings with respect to product safety or legality, or that which significantly affects the operation of the site
- significant product safety, legality or quality incidents
- significant damage to the site (e.g. natural disaster such as flood or damage by fire)
- change of ownership (when the title is transferred from one individual or entity to another and results in a change of control of the organisation),
- any significant change to the manufacturing operations or scope
- significant personnel changes or prolonged shutdowns (e.g. considerable personnel losses or the loss of key product safety roles).

This contractual requirement is also reflected in the Standards requiring **notification to the certification body within 3 days:**

- BRCGS Food Safety Issue 9, Part II Requirements: clause 3.11.4 and general protocol requirements 6.1 Communication with certification bodies,
- BRCGS Packaging Issue 7, Part II Requirements: clause 3.14.6 and general protocol requirements 6.1 Communication with certification bodies
- BRCGS Storage & Distribution Issue 4, Part II Requirements: clause 3.8.6 and general protocol requirements 6.1 Communication with certification bodies,
- IFS , PART II, IFS Food Audit Checklist, Chapter 1.2, point 1.2.6
- IFS Logistics issue 3, Part II, IFS Logistic Audit Checklist, Chapter 1.2, point 1.2.4

Sites certificated to the BRCGS Gluten-Free must notify BRCGS at brcgs.integrity@lgcgroup.com where applicable the AO ECS member and the Certification Body within 24 hours of the recall date.

The site shall then provide sufficient information to enable the certification body to assess any effects of the incident on the ongoing validity of the current certificate within **21 calendar days for BRCGS and 10 working days for IFS**. As a minimum, this shall include corrective action, root cause analysis and a preventive action plan.

The certification body in turn shall take appropriate steps to assess the situation and any implications for the certification, and shall take appropriate action. This may include requesting further details of the corrective action, root cause analysis and preventive action plan implemented by the site, undertake a site visit to verify the control of processes and confirm continued certification, suspension or withdrawal of the BRCGS/IFS certificate.

In the event of an incident, the effectiveness of corrective and preventive actions taken by the site will also be reviewed at the next scheduled BRCGS/IFS audit to confirm their implementation and continued effectiveness.

Changes to the certification status of a site shall be recorded in the BRCGS Directory [and/or IFS Database](#).



BUREAU
VERITAS
Shaping a World of Trust

BRCGS & IFS Product Safety Incidents Notification Form

SECTION A – To be completed by the BRCGS certificated site

Company / Site Name As listed in the BRCGS Directory/IFS Portal	
BRCGS Site Code IFS COID Number	
BRCGS Standard IFS Standard	
Reason for Notification Product recall: Any measure aimed at achieving the return of an unsafe or illegal product from a customer and consumer. Food safety-related withdrawal: Any measure aimed at achieving the return of an unsafe or illegal product from a customer. Regulatory notice: non-conformity raised by the regulator's official.	
Incident Category Where the risk is identified as an undeclared allergen, whether the recall is due to incorrect labelling, incorrect packaging or contamination of the product by an allergen these should all be listed under 'allergen'.	
Outline of Incident Briefly explain the reason for the incident.	Recall/ withdrawal / incident required by Authority: Yes/ No Authority informed: Yes/ No if yes, please provide date:
Products Recalled Product name and description, relevant to all incidents, not only recalls. Please use simple descriptions e.g. 'ready meal', 'chocolate', not the brand names and always provide a product description when the product name is not provided in English.	Products name/ type of products: Number batch: Expiry date: Quantity: % of total concerned: Destruction date and quantity, if any EU / Outside EU / Other Market (country): Private label: Yes/No Company own trademark: Yes/No if yes, please describe
Date of Recall Date when the incident was started at the site	
Correction (action taken by the site) Outline the steps taken immediately by the site covering their scope of responsibility.	Type of Action: When: Who is affected by the action:
Site or Supplier Specify the identified source of the incident	
Root Cause Analysis BRCGS within 21 days of incident IFS within 10 days of incident Identify the underlying cause of the recall/incident except for some traded goods or Storage and Distribution sites where the following actions would be required:	Date and details of risk analysis: Consider systems and procedures that failed rather than an employee action failure.



**BUREAU
VERITAS**
Shaping a World of Trust

BRCGS & IFS Product Safety Incidents Notification Form

For Storage and Distribution sites, where supplier approval is not a part of the scope of the certification, and the cause of the incident does not involve any action by the site, the root cause analysis may not be within the scope of the site operation.

Or

In some instances, supplier actions would be required. Where Traded Goods or Storage & Distribution site failure results in an incident, a full investigation is required. Storage and Distribution sites shall undertake review of the incident and identify corrective action required.

Preventive Action Taken
BRCGS within 21 days of incident
IFS within 10 days of incident

Actions taken by the site that are effective in preventing a reoccurrence at the site.

Details of whom completed this form

Contact Name	
Contact Position	
Contact Phone Number	
Contact E-mail Address	
Date	
Signed	



BUREAU
VERITAS
Shaping a World of Trust

BRCGS & IFS Product Safety Incidents Notification Form

SECTION B – To be completed by the Certification Body Local Office

<p>Date of Local Office Submission to Food ICC UK/ICC Food Poland (24 Hours)</p> <p>Date BRCGS form submitted to brcgsrecalls@bureauveritas.com. Date IFS form submitted to: foodincidentpl@bureauveritas.com</p>	
<p>Local Office Contact & Location</p> <p>BV contact and office managing the communication with the site</p>	
<p>Additional Information</p> <p>Late site /local office notifications and action taken. Should further details be pending (e.g. RCA, Microbiological test results) when these become available, an update should be provided.</p>	

SECTION C – To be completed by ICC UK / ICC Food Poland

<p>BRCGS / IFS Submission ID</p>		
<p>BRCGS Audit ID</p>		
<p>BRCGS / IFS Submission By</p>		
<p>BRCGS / IFS Initial Submission Date (BRCGS within 2 working days of site notification) (IFS within 3 working days of the site notification)</p>		
<p>Certification Status</p> <p>CB to confirm if the site certification was affected. Use "Certificated" for the sites whose certification status was not affected.</p>		
<p>Date of Certification Status Change</p> <p>If applicable</p>		
<p>Final Submission Date</p> <p>Date when all information related to the incident (including RCA and PAP) has been completed and submitted to: BRCGS for approval – the information should be provided within 23 calendar days from the incident date. IFS for approval – the information should be provided within 10 calendar days from the incident date.</p>		
<p>Additional Information</p> <p>Justification for changed in certification status.</p>		
<p>Incident Status</p>		