



BRCGS082: Auditor Loan Program

Document Scope

This process enables one certification body (donor certification body) to loan a BRCGS registered auditor to another certification body (recipient certification body) to undertake BRCGS audits. The recipient certification body will be allowed access to use the auditors' number to upload the agreed audit reports, however the auditor remains registered with BRCGS only with the donor certification body.

Change log

Version no.	Date	Description
1	23/06/2020	First version



1. A contract shall be in place between the donor certification body and the recipient certification body which defines the terms of the loan, covering confidentiality, financial arrangements and accreditation requirements.
2. The recipient CB shall ensure that they obtain adequate background information of the loan auditor's qualifications and experience to be able to satisfy accreditation requirements.
3. Once the contract and arrangements have been agreed, the donor certification body will submit to BRCGS compliance@BRCGS.com the "BRCGS Auditor Loan Agreement", complete with signatures from both the certification bodies.
4. BRCGS will review and upon approval confirm the concession number. The form will be returned to both the donor and recipient CBs.
5. The recipient certification body will be permitted to use the auditor number to upload audit reports to the BRCGS Directory during the duration of the auditor loaning period.
6. The duration of the Auditor Loan Agreement will be a maximum of 1 year from the date of BRCGS approval, after which time it will need to be resubmitted to BRCGS.
7. The donor CB is responsible for keeping the recipient CB informed of any changes to the auditor's competence e.g. BRCGS approved product categories, etc.
8. The donor certification body will be responsible for ongoing training, calibration and witness assessments of the auditor and other compliance activities undertaken by BRCGS.
9. The recipient certification body will be responsible for the execution and quality of the individual audits undertaken by the auditor and may be subject to BRCGS compliance activities.