



BRCGS Certificate Extension Report

Standard	Packaging & Packaging Materials – Issue 5	Product Category	Papermaking; Print Processes
Scope	<i>The die-cutting, slotting, gluing and flexographic printing of corrugated fibre board to produce plain and printed multipoint glued cases, trays and inserts with cut or un-cut purchased polystyrene void fitments adhered with PVA glue to use as secondary packaging for food and consumer products.</i>		
Exclusions from scope	None		
Risk assessment result	Certificate Extended	Risk assessment date(s)	22 nd December 2020

Company Details			
BRCGS site code	4477975		
Company name	Cumberland Packaging Ltd		
Site name	Shoeburyness		
Address	Unit 2 - Bay 6, Campfield Road, Shoeburyness, Southend-on-Sea, Essex, SS3 9BX		
Country	United Kingdom	Postcode	SS3 9BX



Company description	<p>The Company was established in 1985 by John Watson and produces Die cut plain and printed corrugated boxes, and shapes and applies polystyrene packaging for void fitments. The products are manufactured for a variety industry sectors including food, which equates to about 20% of their business.</p> <p>The site has ten machines which include a two-colour printer case maker, a two-colour printer slotter, 3 Die cutters a gluing machine and various other ancillary machines. The Company has an integrated Quality and Hygiene Management system with procedure and systems that are in compliance with the requirements of the BRC Global Standard for Packaging and Packaging Materials version 5. The site employs 50 persons with only 35 on site at any one time, production and storage areas work 06:30 to 14:00 and 14:00 to 21:30 Monday to Friday. The unit is 7432 square metres in size. The site has been SMETA audited by BVQI and passed, the reports being uploaded to the SEDEX Website</p>		
Certification Body Details			
Name of Certification Body	QA International Certification Limited		
Auditor(s) number	110021	Auditor names and roles	Paul Blake - Auditor

Key site personnel involved in risk assessment
<i>Only list those that were in conversation/email exchange with the auditor or certification body</i>
John Watson – Managing Director
Ian Stubbles – Compliance Officer



AGREED ACTION POINTS - SUMMARY SHEET

Any concerns following the discussion with the site that could raise doubts to continuing certification shall be documented in a similar format to 'non-conformities' and the certification body shall agree a process with the site to action these, where appropriate, so that certification can be extended. This should include an appropriate timeline (as short as possible).

Agreed action points			
No.	Details of area of concern	Agreed Action Plan (where applicable)	Confirmation that action is completed
	None		

Comments on any areas of concern (where applicable)
<i>Free text box for example may be used for commentary on action plan where appropriate or any information regarding late or no submission of confirmation of completion of action plan.</i>

Summary of each area of the risk assessment Not Applicable (N/A) should only be used where a specific topic is not relevant to the specific Standard, for example, production line cleaning is not relevant to Agents & Brokers). Include references to any documents seen.	
1. Summary of risk assessment information obtained from the site (as detailed in BRCGS072)	
1.1 History of certification	
Previous audit date: 12 th & 13 th December 2020 Previous audit grade: AA Certified since 2010	
1.2 History and maturity of the BRCGS systems at the site	
Been certified for 10 years with no major or critical NCs raised	
1.3 Other management systems/ certification in place	
FSC Chain of Custody	
1.4 Critical situations throughout the site's certification history relating to BRCGS standards	
None	
1.5 Pending compliance activities/legal proceedings	
None	
1.6 Significant changes since the last BRCGS onsite audit	
None	
2. Summary of discussion and site procedures to manage the impact of Covid-19, including any extraordinary circumstances to the site operations and the effective implementation of any emergency response plan	
2.1 Site's emergency response plan to Covid-19	
The site has a CPL pandemic contingency plan in place since the 12-02-2020 and issued staff guidance documents in place that has been updated 04.12.2020. the site is operating a no visitor policy with the exception of business-critical visitors such as pest control and essential machine maintenance. The site has had a number of informal meetings with staff to keep them informed the sites response to the pandemic and what it means for them. The site has held a recent management review, dated 17 th July 2020, that looked at the response to the first lock down and wondered about a later one. The Site has also kept in touch with supplier and customers via teams' meetings.	

<p>2.2 Significant changes to site operation in response to Covid-19/whether the site operating normally</p>
<p>The site has staggered shift start and break times, reduced number of personnel in communal areas, some staff, particularly sales staff, are working from home. All staff are wearing masks at all times. Apart from this the site is working normally.</p>
<p>2.3 Summary of contingency plans including contingency supply of raw materials and any changes to processes or services outsourced following the COVID-19 emergency</p>
<p>The site has contacted their suppliers to ensure that their supply of materials could be maintained, the sites contingency is the ability to buy materials from multiple suppliers and apart from some extended lead times supply has been normal.</p>
<p>2.4 Summary of any site requirements for additional or increased cleaning and housekeeping including any defined minimum criteria for cleaning</p>
<p>The site has increased the amount of high contact area cleaning with their own staff and have also increase the number of hand sanitising stations around the site and wipes on all workstations to keep equipment germ free.</p>
<p>3. Any changes to site operations due to staff shortages or the need to manage staff access, hygiene, sickness or movements</p>
<p>3.1 Impact of staff availability</p>
<p>No impact tot staff number felt staff worked extra to cover the odd one or two that went into isolation, due to the site policy to have a wide skill base for each member of staff. Agency staff have been used in the past and would have been used if required.</p>
<p>3.2 Any additional screening or security processes for staff on arrival at site</p>
<p>The site has introduced temperature checks for all personnel entering the site, anyone over 37.8°C is sent home and told to follow the Follow the Government guidelines.</p>
<p>3.3 Policy for staff members who fall ill or may have been exposed to Covid-19</p>
<p>Anyone falling ill or been in contact with Covid-19 id told to stay home anyone falling ill at work is sent home and their workstation is deep cleaned.</p>
<p>3.4 Any requirements for additional or increased hand washing</p>
<p>The site has requested that the staff wash and sanitise their hands more frequently utilising the sanitisers around the site.</p>
<p>3.5 Any procedures relating to staff movement</p>
<p>Staff have been advised to follow the government guidelines on social distancing and to wear masks at all time unless they are eating or drinking.</p>

3.6 Policy on access to the site and the impact on any service provision (e.g. pest control, external maintenance)
The site has no visitor policy except for business-critical visitors such as pest control and essential machine maintenance. Anyone arriving on site has to complete a health questionnaire plus a Covid-19 supplement.
4. Internal audits
4.1 Review of internal audits schedules and implementation, to ensure that product safety systems continue to operate effectively under pressure (the auditor should review a documented internal audit report as well as information on the schedule/process)
<p>The site has an internal audit schedule in place covering all areas of the BRCGS Standard and is fully implemented.</p> <p>Viewed two completed audits during the risk assessment,</p> <p>BRC02 Internal Audit: Product Specification 3rd Aug 2020 by Mark Bennett</p> <p>BRC03 Internal Audit: Customer Complaints 24th Sept 2020 by Jody Adams</p> <p>Auditor training records for Jody Adams and Mark Bennett from Scope Business Systems Management Services for Hygiene and Quality Systems Audits both on the 24.09.2009.</p>
5. Review of complaints, recalls and withdrawals and the management of these
5.1 Recent customer complaint levels or trends
The site has a low rate of complaints with a variety of causes; however, they have detected a trend of small boxes being finished out of square. Viewed complaint 175086 where a customer had noted that the print appeared out of registration.
5.2 Product recalls since the last BRCGS audit
No recalls since the last audit.
5.3 Any root cause and corrective actions as a consequence of complaints, recalls or withdrawals (where appropriate)
The site has policy if using root cause analysis to determine the corrective and preventive actions to be implemented following customer complaints. Complaint 175086, the root cause was the machine was reset and the boards were fed in the wrong edge leading. The Production Manager has had a word with the relevant operator and given them a warning. For the trend detected in 5.1 the site has instructed more care and extra QC Checks be carried out until the arrival of a new gluing machine in January 2021 to glue small boxes.
6. Management Meetings
6.1 Evidence of appropriate management meetings/discussion/actions
The site has had a number of informal meetings with staff to keep them informed the sites response to the pandemic and what it means for them. The site has held a recent management review, dated 17 th July 2020, that looked at the response to the first lock down and wondered

about a later one. The Site has also kept in touch with supplier and customers via teams' meetings.

7. Additional information

7.1 Any other additional information collected during the risk assessment process

None