BRCS Directory PRO

Quick start guide

Contents

Supplier management with Certificate Tracker:
- Access to live Certification statuses, scopes and parameters for 55,000+ BRCGS sites.
- Certificate PDF download for certificated status sites.
- Build your supplier list via the 'Favourites' feature for notification alerts and data export services.

My Audits: Access BRCGS audit records owned by or shared with your Company

User management: Add and remove user profiles for your companies Directory Pro account.

Notifications: Configure notification email events and categories.

Assistance: Contact the dedicated BRCGS Support Team.

Certificate Tracker

Directory Pro's Certificate Tracker tool allows users to:
- Confirm live BRCGS certification statuses and parameters for more than 55,000 sites
- Download authentic Certificate PDFs for Certificated status sites
- Tag individual sites as a 'Favourite' to enable the following services:

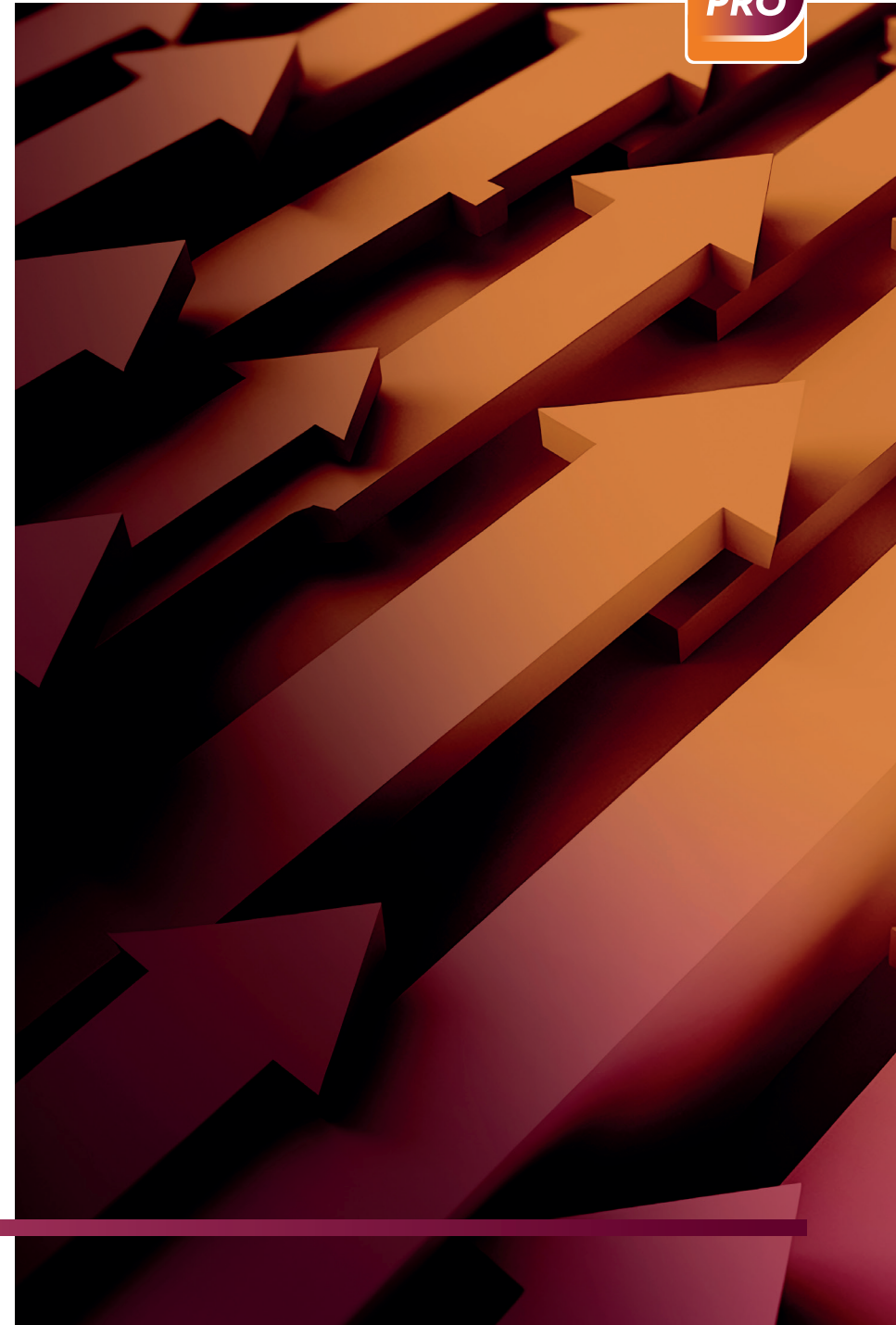**Instant recall** of tagged sites via a dedicated filters
Notification alerts for status changes at tagged sites
Export certificate data relating to tagged sites via XLS and API (where configured)

A verified source of authentic data with live statuses updated 365 days year.

Certificate Tracker content is maintained exclusively by BRCGS approved certification bodies.

'Live' certification statuses reflect changes post certificate issue, including withdrawal and expiry.

BRCS Directory PRO

Recall Favourite sites

Search for site records by site code or name

API service details (outbound link)

Increase Favourites limit (outbound link)

Directory PRO

Company ID: 352603
Company User Pro

Your **Company ID**

Access **Certificate Tracker**

Click to read scope parameters, audit outcome and validity period detail

Tools

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☑ Show Favourites

API Upgrade   **Upgrade Favourites**

Search name 🔍   **Clear All Filters**

⬇ Export List

Export data for favourite tagged sites

Download Certificate PDF

Audit Id	Site	Site Code	City	Country	Certification Body	Standard	Grade	Issue Date	Expiry Date	Certification Status	Favourites	Certificate PDF
100383686	Westbourne Grove	10003346	London	UNITED KINGDOM	LQW inc	Gluten-Free		31/07/2024	30/10/2025	Certificated	☑	📄
100381686	Foodies Company	10003336	Alicante	SPAIN	Kiwa Espana	Food	AA	12/04/2023	02/08/2026	Suspended	☑	📄
100371479	A.P. PESCA SOCIEDAD COMERCIAL DE RESPONSABILIDAD LIMITADA	4155113	Andalucía	SPAIN	Kiwa Espana	Storage and Distribution	AA+	07/10/2024	21/10/2025	Certificated	☑	📄
100376569	Pernod Ricard	1274707	Versailles	FRANCE	Kiwa Espana	Agents and Brokers	AA	23/02/2025	14/03/2026	Not Certificated	☑	📄

Live status display

Tag 'Favourite' sites

My Audits

Directory Pro's **My Audits** area allows users to:
- Access BRCGS **audit records** owned by their company.
- Access BRCGS **audit records** shared with their company by the owner.
- Receive notification alerts relating to status changes for owned and shared audit records
- Export data for owned and shared audit records via the 'Reports' suite.

Audit records include:
- The full audit report document for a particular site and Standard.
- Related certificates (where issued)
- Historic 'closed' audit reports and certificates for the site and standard.

Audit records are created and assigned to an owning account exclusively by the auditing certification body.

Audit sharing must by configured by a user related to the owning company using the 'Sharing' tool.

Provide your **Company ID** to an audit owner to enable fast sharing configuration.

BRCS Directory PRO

Search for site records by site code or name

Directory PRO

Company ID: 352603
Company User Pro

Your **Company ID**

Tools

Certificate Tracker

My Audits
Permits access to audit records owned by or shared with your Company account.

All available audit records are listed

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Audits

☐ Show archived

Search name 🔍

Share own records or access Certificate PDFs via the quick Menu tool

Open the record to access full audit details and download PDFs

Audit Id	Site	Site Code	Certification Body	Program Owner	Standard	Audit Ov
100383689	A. Himschoot & Verheire - Maldegem	1775526	Main Regression Test	BRCGS	Gluten-Free	xyz
100381685	Css	1085883	LQW inc	BRCGS	Packaging Materials	Food M
100383688	wqerty	10005124	Acoura	BRCGS	Gluten-Free	BRCGS
100371567	Ashok Vada Pav	10004796	E-frons	BRCGS	Packaging Materials	Food M

1.SUMMARY	2.AUDIT DETAIL	3.NON CONFORMITY SUMMARY	4.DETAILED REPORT	AUDIT HISTORY	AUDIT DOCUMENTS

User Management

Add up five user profiles for your company account:

- Visit the 'Add Users' area, select + Add User and enter the details requested.
- An activation link will be sent to email provided.
- If more than five user profiles are required, select the 'Request additional Users' topic in the Assistance feature.

Notifications

Directory sends email alerts relating to certification events at Favourite tagged sites and accessible audits.

Trigger events include certificate renewal, expiry, withdrawal and grade change.

Notification trigger events and categories can be configured on a user specific basis, from the Notifications area.
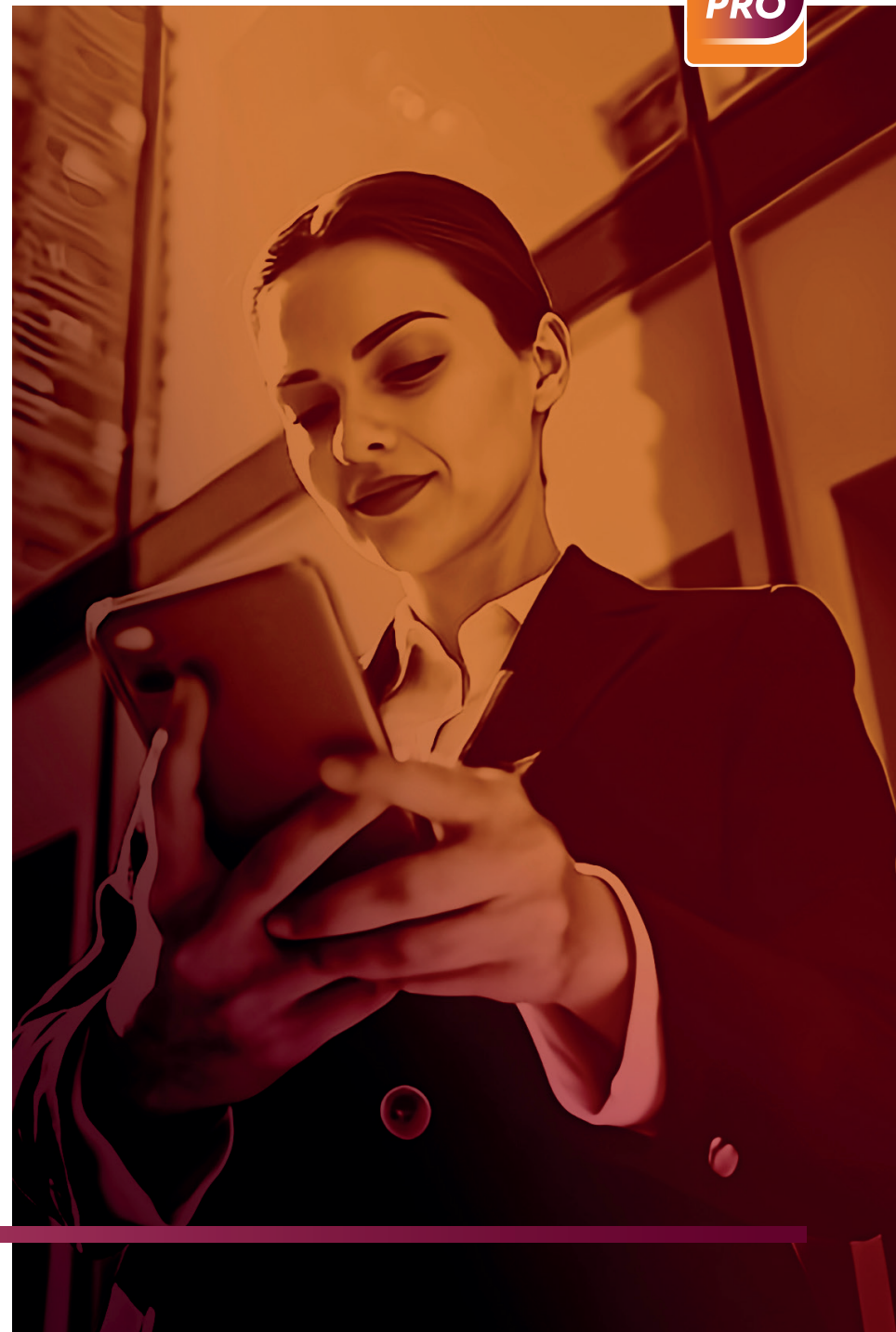
Assistance

Queries relating to Directory Pro functions and utilisation can be raised via the Assistance feature, within the main left-hand menu. On submission of a query, a case number will be provided via email confirmation.

API

Directory Pro offers a self-service API option, allowing automated acquisition of certificate content.

Accessible content includes certificate data and PDFs for 'Favourite' tagged site in Certificate Tracker.

For further information, please use the 'API Upgrade' option in Certificate Tracker.

FAQ

Why is there no certificate PDF available for a site?
A certificate PDF cannot be downloaded if:
The site does not have certificated status.
The certification body has yet to provide the certificate PDF.
The certificate owning company has specifically configured download prevention.

Why is the audits list in My Audits empty?
My Audits allows access to audits owned by or shared with your company. If no audits are owned or shared, no audits will be displayed in the 'My Audits' list.

If your company owns a BRCGS audit that is not displayed or accessible, please contact the issuing certification body to request configuration

What is a Company ID and how do we find ours?
All company accounts have a unique 'Company ID' number, allowing immediate location of your company in Directory, for audit sharing and assignment.

Company IDs are displayed in the top left corner of the homepage after signing in.

How often is content updated in Directory?
Directory is updated 365 days a year by BRCGS approved certification bodies. Certification and audit data is typically added to Directory with 24 hours of certification decision and issue (where applicable).