

Quick Start Guide

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Certificate Tracker

The Certificate Tracker tool allows users to:

-
- **Validate the BRCGS certification status and scope for more than 60,000 sites.**

 - **Access and download authentic PDF certificates.**

 - **Tag individual sites as a 'Favourite' to enable:**
 - 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).

Live authentic *certification* data maintained exclusively by BRCGS approved certification bodies, 365 days a year.

Certificate Tracker

Recall Favourite sites

Search for site records by site code or name

API service details (outbound link)

Increase Favourites limit (outbound link)

Your Company ID

Access Certificate Tracker

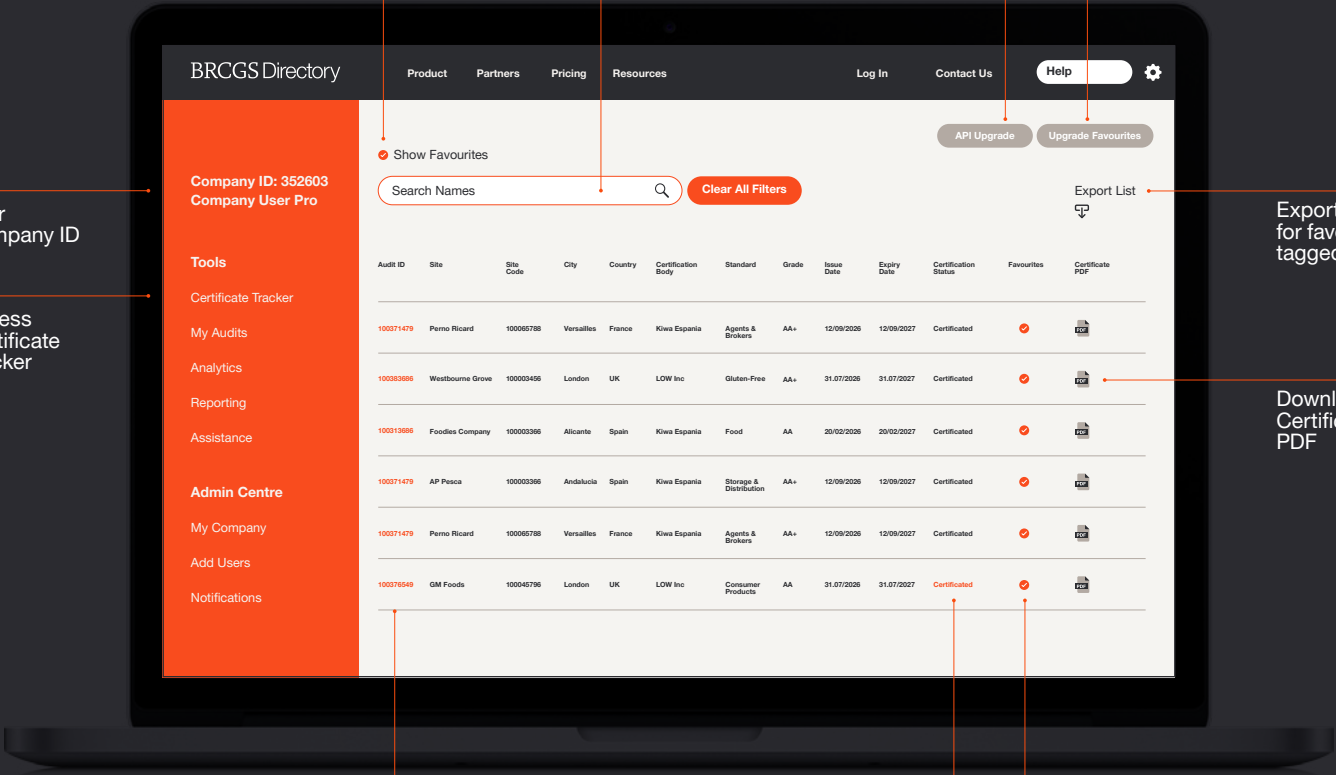
Export data for favourite tagged sites

Download Certificate PDF

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

Not certificated

Tag 'Favourite' sites



My Audits

Within the ‘My Audits’ area, users can:

- **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 be 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.

My Audits

Search for site records by site code or name

Your Company ID

Permits access to audit records owned by or shared with your Company account. All available audit records are listed.

BRCGS Directory

ProductPartnersPricingResourcesLog InContact UsHelp

Company ID: 352603
Company User Pro

Tools

Certificate Tracker

My Audits

Analytics

Reporting

Assistance

Admin Centre

My Company

Add Users

Notifications

Show Favourites

Search Names

Clear All Filters

Export List

Audit ID	Site	Site Code	Certification Body	Program Owner	Standard	Audit	Share
100371479	Perno Ricard	100065788	Kiwa Espania	BRCGS	Agents & Suppliers	AA+	
100383686	Westbourne Grove	100003456	LOW Inc	BRCGS	Gluten-Free	AA+	
100313686	Foodies Company	100003366	Kiwa Espania	BRCGS	Food	AA	

SUMMARY

AUDIT DETAIL

NON CONFORMITY SUMMARY

DETAILS REPORT

AUDIT HISTORY

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

Open the record to access full audit details and download PDFs

05

User Management

New users

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.

FAQs

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).

BRCGS Directory

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