

PJRFSI WEBINAR SERIES

The Post-Audit Playbook

Completed your audit and wondering what's next? We demystify the post-audit process, certification timelines, and the questions clients ask us most.

ER

Evan Richman

Food Safety Program Coordinator, PJRFSI

JV

Joel Verke

Commercial Business Manager, Americas



Meet Your Presenters



Evan Richman

Food Safety Program Coordinator

- Coordinates certification files from audit close to certificate issuance
- Client's day-to-day point of contact for post-audit status
- Works directly with auditors and technical reviewers on NC closure



Joel Verke

Commercial Business Manager, Americas

- Oversees client accounts and commercial relationships across the Americas
- Partners with clients on scope, contracts, and account changes
- Focused on making certification a smooth, predictable experience



WHAT WE'LL COVER

Today's Agenda

01

The Post-Audit Journey

The five stages every certification passes through

02

Timelines by Standard

SQF, BRCGS, GLOBALG.A.P., FSSC, ISO, Cannabis, Hemp, PrimusGFS

03

How the Clock Works

Calendar days, audit-end dates, and decision branches

04

Reports & Databases

Where your audit report goes — and who can see it

05

Money & Paperwork

Open balances, accounting, and sample/label approvals

06

Keeping Your Certificate Current

Change of information and scope changes

07

Live Q&A

The questions we hear most from clients like you



SETTING THE STAGE

“The Audit Is Done — So Why Am I Still Waiting?”

It's one of the most common calls our team gets. The auditor has left the building, the exit meeting felt positive, and then... silence. In reality, a lot happens behind the scenes between the audit and your certificate — and knowing that process removes the guesswork.

JV

Joel Verke *Commercial Business Manager*

"Clients don't lose sleep over the audit itself — they lose sleep over the silence afterward. That's exactly the gap we want to close today."

ER

Evan Richman *Food Safety Program Coordinator*

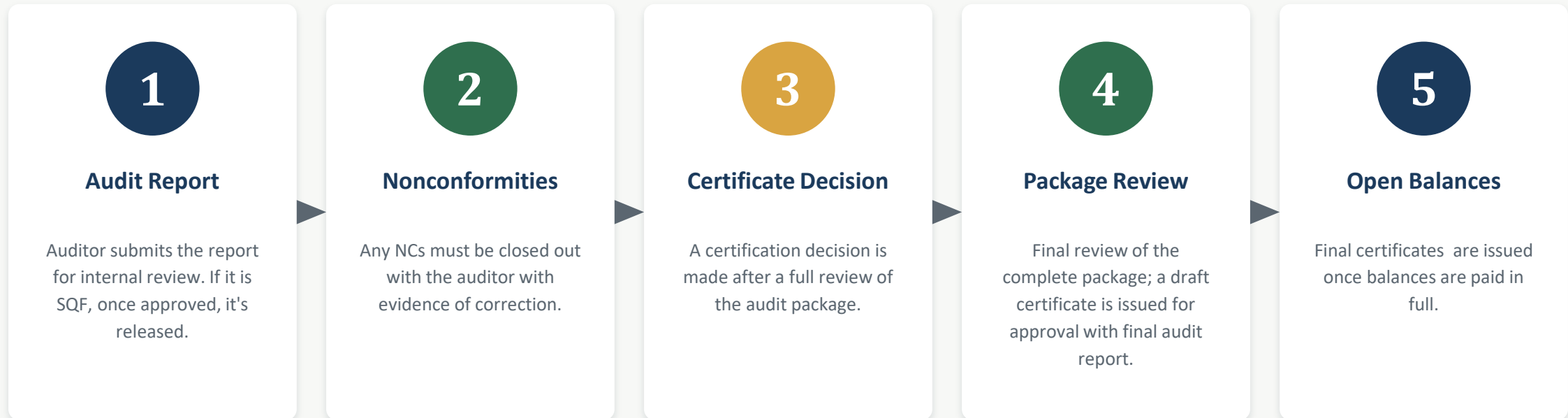
"Right — and almost every step has a defined timeframe. If you know the number, you know exactly when to expect the next update."

WHAT THIS GUIDE COVERS

- 1 9 certification standards, side by side
- 2 Every nonconformity and decision deadline
- 3 Where your report actually gets shared
- 4 Who to contact and when



The Post-Audit Journey: Five Stages



Exact timeframes for each stage depend on your certification standard — covered next.



THE NUMBERS

Standard-by-Standard Timeline at a Glance

Standard	Audit Report	NC Closure	Certificate Decision
SQF	10 days	30 days	45 days
BRCGS	—	28 days	42 days
GLOBALG.A.P.	—	28 days*	28–52 days*
Cannabis/Hemp GMP	—	30 days	45 days
Cannabis/Hemp GACP	—	30 days	45 days
FSSC 22000	—	28 days	50 days
ISO 22000	—	28 days	50 days
Compliance Std. (HACCP/GMP/CFR)	—	30 days	45 days
PrimusGFS	15 days	30 days	45 days



**GLOBALG.A.P. timing depends on whether nonconformities were raised — see next slide for the full breakdown.*

How We Count the Clock



THE GENERAL RULE

Unless stated otherwise, every timeframe in this guide is counted in calendar days starting from the last day of the on-site audit — not the day the report is written, and not a business-day count.

SQF: Audit report released to client within 10 days of the last audit day.

BRCGS: Report uploaded to the BRCGS Database within 49 days of the last audit day.

FSSC 22000: Database update within 28 days of the decision, or 2 months from the audit — whichever comes first.

SPOTLIGHT: GLOBALG.A.P. HAS TWO PATHS

Unlike most standards, GLOBALG.A.P.'s certificate decision timeline branches depending on your audit result:

NO NONCONFORMITIES

(100 Major / 95 Minor)

28

days to decision

NONCONFORMITIES RAISED

28 days to close (3 months if initial audit)

52

days to decision

Where Your Audit Report Actually Goes

BRCGS

SHARED VIA DATABASE AND COPY TO YOU

Your audit report is uploaded directly to the BRCGS Database within 49 days of the last audit day — this is the same portal your customers and retailers can be granted access to.

FSSC 22000

REPORT TO YOU — DATA TO FSSC

Your audit report goes to you directly. Certification information is uploaded to the FSSC database within 28 days of the decision (or 2 months from the audit, whichever is sooner).

GLOBALG.A.P.

AUDIT REPORT ONLY, TO YOU

Your audit report and results are provided directly to your organization. There is no separate public database upload in this process at this time.



STAGE 4

Package Review & Your Draft Certificate

WHAT HAPPENS

- 1 The complete audit package — report, closed NCs, and the certification decision — undergoes a final internal review.
- 2 Once that review is complete, you'll receive a draft certificate to review for accuracy.
- 3 Check company name, address, scope of certification, and standard/version carefully at this stage — it's the easiest time to fix a typo.
- 4 Your sign-off moves the file to final issuance, pending any open balance.

ER

Evan Richman *Food Safety Program Coordinator*

"Most corrections we make at draft-certificate stage are things clients catch themselves. A merged or differing company name, a suite number, a comma in the scope statement."

JV

Joel Verke *Commercial Business Manager*

"And catching it here is hassle-free. Catching it after issuance means a formal amendment request."



Open Balances: Working with Accounting

THE RULE ACROSS EVERY STANDARD

Across SQF, BRCGS, GLOBALG.A.P., FSSC, ISO 22000, Cannabis , Hemp, and PrimusGFS, the same principle applies: your final certificate and audit report are issued once the review process is complete AND all outstanding balances are paid.

- **Get ahead of it:** Confirm your invoice status as soon as the audit ends — don't wait for the draft certificate to ask.
- **One point of contact:** Route billing questions to your PJRF SI accounting manager directly; it's the fastest path to resolution.
- **It's the last gate:** Every other step can be complete — report approved, NCs closed, certificate drafted and final certificate issuance still waits on payment.

JV

Joel Verke *Commercial Business Manager*

"If you're ever unsure whether a balance is holding up your certificate, that's a Joel question, not an Evan question — loop in your account manager directly."

ACCOUNTING CONTACT

FSIInvoices@pjrf si.com

Have your invoice number ready for the fastest response.

DON'T OVERLOOK THIS STEP

The 30-Day Sample Approval Window

30
DAYS

Where samples or supporting documentation are required as part of your certification package, they should be approved by you within 30 days. Delays here are one of the most common reasons a final decision or certificate is held up — even when the audit itself went smoothly.

HOW TO STAY AHEAD OF IT

- Submit samples as soon as they're requested — don't wait for a reminder.
- Any updates at this stage may lengthen the receipt of your certificate.
- Please make sure proper contacts have been communicated to ensure a prompt certificate sample.

ER

Evan Richman *Food Safety Program Coordinator*

"This is the step clients most often forget exists — because it doesn't feel like part of the audit. Treat it with the same urgency as an NC."



Change of Information

Your certificate reflects your organization at a point in time. When key details change, tell us promptly — it keeps your certificate accurate and prevents surprises at your next audit or when a customer verifies your certification.

Ownership or Management

New ownership, leadership, or your designated management representative.

Site or Contact Details

Phone, email, or the primary contact PJRFSI should reach for scheduling and updates.

Legal Entity Name

A legal name change (distinct from a spelling correction — see next slide).

Significant Process Changes

New equipment, product lines, or operational changes that could affect your scope.

Notify your PJRFSI coordinator in writing as soon as a change is known — most updates can be processed administratively without a new audit.





Scope Changes: Address & Name Corrections

SPELLING OR FORMATTING CORRECTION

A typo, abbreviation, or formatting fix to a name or address already on file — the underlying facility, ownership, and scope have not changed.

- Typically handled administratively
- No new audit required
- Corrected certificate reissued once confirmed

Submit your request in writing with the exact corrected text.

ACTUAL ADDRESS OR SITE CHANGE

An added site (Warehouse), or a change that could affect where or how your scope of certification applies.

- Will require a scope extension.
- May require a site visit or documentation review
- New certificate issued once the change is verified
- Any physical relocation or additional production facility must undergo a new registration audit

Reaching out before any move or addition is required.

Top Questions We Hear From Clients

"Why hasn't my certificate arrived yet?"

JV

Joel Verke *Commercial Business Manager*

"Nine times out of ten it's an open balance or a draft certificate awaiting your sign-off."

"Can I get my report faster?"

ER

Evan Richman *Food Safety Program Coordinator*

"The published timeframes are required limits, and files often move faster — but closing NCs promptly with clear evidence is the single biggest thing you control."

"Who can see my BRCGS report?"

ER

Evan Richman *Food Safety Program Coordinator*

"Only the customers and retailers you choose to grant database access to — it isn't public, and access is entirely at your discretion."

"What if I need to change my address after the certificate is issued?"

JV

Joel Verke *Commercial Business Manager*

"Contact us right away as it may require an amendment or an entirely new contract. Getting ahead of it keeps your certificate accurate."

TAKE THIS WITH YOU



Your Post-Audit Cheat Sheet

NC Closure

28–30 days

from last day of audit

Certificate Decision

28–52 days

from last day of audit

BRCGS Database Upload

49 days

from last day of audit

FSSC Database Update

28 days

from decision (or 2 mo. from audit)

Sample Approval

30 days

from request

Final Issuance

**Balance paid +
sample approved**

the last gate, every standard

THANK YOU FOR JOINING US

Questions Anytime — We're Here to Help



Contact PJRFSI-

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