In order to be able to make you a detailed and complete offer for certifying/reviewing your organization, we would like to ask you to fill in this questionnaire and return it to us (Fax: +43 732 34 23 23 or e-mail: office@qualityaustria.com).

We will be pleased to answer your questions on the phone number +43 732 34 23 22 at our Customer Service Center.

## Address and relevant information

|  |  |  |
| --- | --- | --- |
| Company: |  | |
| Street/Road: |  | |
| Country/Postal Code/Place: |  | |
| Phone/Mobile Phone: |  |  |
| Fax: |  | |
| E-Mail/Homepage: |  |  |
| VAT Identification Number: |  | |
| Company Register Number: |  | |
| Registr. acc. to EU Regul.: |  | |
| GLN No.: |  | |
| Affiliation to a co. group: (if applicable) |  | |

## Contact person in the company/authorized representative

|  |  |
| --- | --- |
| Name: |  |
| Function: |  |
| E-Mail: |  |
| Phone: |  |

## Top Management

|  |  |
| --- | --- |
| Name: |  |
| E-Mail: |  |
| Phone: |  |

## Data about the company

|  |  |  |
| --- | --- | --- |
| The site area of the company: | m² | |
| Size of the manufacturing facility – incl. storage facilities: | m² | |
| How many employees? | full time: | part time: |
| How many employees in the administration? |  | |
| How many employees in the production? |  | |
| Number of shifts: |  | |
| Number of employees working in shift: |  | |
| How many production lines are operated in the company? |  | |
| How many product groups and products per group are produced in the company, please name the groups | | |
| Number of available/different HACCP-analyses/risk analyses/product groups: |  | |
| Scope of Audit expressed in terms of categories, sectors (Please see attachments) and production processes: | | |
| Seasonal products: | yes  no | |
| Are products produced for special consumer groups? (such as diabetics, small children, people with allergies) | yes  no | |
| If so, which products: |  | |

## Certification according to standards or regulations (please also fill in the relevant attachment per standard)

|  |  |
| --- | --- |
| HACCP based on the Codex Alimentarius | Attachment 1 |
| ISO 22000 | Attachment 1 |
| FSSC 22000 | Attachment 1 |
| IFS (International Food Standard) | Attachment 2 |
| IFS Logistic, IFS C&C,Wholesale, IFS Broker | Attachment 3 |
| BRC Global standard food | Attachment 4 |
| BRC/IOP Global standard packaging | Attachment 5 |
| Audit language     Reporting language | |
| To you need certification audits for additional sites? | yes  no |
| If so, how many production sites have do be audited separately? |  |
| If you have several locations, please complete the Annex 6 for each location separately. | |

## General information on the company

|  |  |
| --- | --- |
| Are you already certified according to other food standards or quality management (ISO 9001)? | yes  no |
| If so, acc. to which one(s)? | |
| At what date do you wish to have the audit? |  |
| Were you supported by a consultant? | yes  no |
| If so, by whom? | |

### How or through whom have you taken notice of Quality Austria?

|  |
| --- |
|  |

### Other remarks:

|  |
| --- |
|  |

Do you have a favourite auditor/attendant at Quality Austria (if applicable):

We ask you for an offer for certification according to the above mentioned standards or regulations.

For the correctness of information provided:

|  |  |  |
| --- | --- | --- |
| , |  |  |
| Place, Date |  | Due signature |

**Attachment 1: Additional information for ISO 22000, FSSC and HACCP audits**

|  |
| --- |
| **Product category ISO 22000** |
| A  agriculture, farming of animals (primary production)  B  agriculture, growing of crops (primary production)  C  food processing of perishable animal products (fresh goods)  D  food processing of perishable vegetable products (fresh goods)  E  food processing, imperishable products  F  feedstuffs  G  hotels, restaurants and catering  H  food and beverages, marketing of goods, retail and wholesale  I  services (water supply, cleaning companies, laboratories, …)  J  transport, storage, logistics  K  facilities and equipment for food companies (equipment manufactory)  L  chemistry, biochemistry, additives, auxiliary processing materials  M  manufacture of food packaging |
| **Categories FSSC 22000**  C  Perishable animal products (i.e. meat, poultry, eggs, dairy and fish products);including all activities after farming(i.e. slaughtering)  D  Perishable vegetal products (i.e. packed fresh fruits and fresh juices, preserved fruits,  packaged fresh vegetables, preserved vegetables)  E  Products with a long shelf life at ambient temperature (i.e. canned products, biscuits, snacks,oil, drinking water, beverages, pasta, flour, sugar, salt)  L  (bio)Chemical manufacturing (i.e. vitamins, additives, and bio-cultures. gasses like Carbon Dioxide used as food ingredient but excluding technical and technological aids). |

|  |
| --- |
| **For Non food** (Categories G to K and M) short description of activity: |

**Attachment 2: Additional information for IFS- International Food Standard**

|  |
| --- |
| **IFS product categories**  01  eggs  02  meat, chilled and deep-frozen  03  poultry, chilled and deep-frozen  04  fish, chilled and deep-frozen  05  farming and gardening products (fruit, vegetable, herbs, nuts, semi-processed products)  06  dairy products including butter  07  meat products (processed)  08  fish products (processed)  09  hermetically tightly packed products/room temperature, canned goods, can, etc.  10  products ready for consumption (chilled, frozen)  11  beverages  12  bakery products  13  dried products, possibly animal food  14  sweets  15  snacks and grain products (cornflakes, muesli, various cereals, ...)  16  oils and fats  17  ingredients  18  co-packers  22  whole sale (Cash & Carry)  23  IFS Broker |

**Attachment 3: Additional information for IFS Logistics**

|  |  |
| --- | --- |
| Type of activity: | Transport  Storage  Picking  Packaging, repackaging |
| Definition of a location / field of activities: (e.g. one-person business, headquarters for how many distribution stores, field office, national or international – what countries?) |  |
|  | |
| Size of the location, on the whole: | m² |
| thereof store: | m² |
| thereof delivery: | m² |
| thereof packaging, etc.: | m² |
|  | |
| Own transporting units (pcs.): |  |
| thereof containers: |  |
| thereof lorries: |  |
| thereof railway wagons: |  |
| thereof ships: |  |
| thereof aeroplanes: |  |
|  | |
| Quantity (Quantities) of the manipulated products on the location (pieces, tons): |  |
| Are special temperature conditions or other requirements applicable? (eg. Frozen good, cooling transports, etc.) |  |
| Contact with unpackaged goods? | yes  no |
| Which products/product groups are also handled in your company in addition to food stuff  (e.g. Packaging, other goods like electronics, paper, waste, …) | |

**IFS Brokers and importers**

|  |  |
| --- | --- |
| **To define auditduration :** |  |
| Size of the organization: |  |
| The number of suppliers and customers: |  |
| Scope of service activities: |  |
| On-site number of employees: |  |

**IFS Cash & Carry / Wholesale**

|  |  |
| --- | --- |
| **To define auditduration :** |  |
| Size of the facility: |  |
| How many employees? |  |
| If you need a multi-site certification process please ask Quality Austria for the General rules for IFS multi-site certification for cash & carry markets. | |

**Attachment 4: Additional information for Global Standard for Food Safety (BRC)**

|  |
| --- |
| **Product categories**  01  raw red meat  02  raw poultry  03  raw prepared products (meat and vegetarian)  04  raw fish products and preparations  05  fruit, vegetable, and nuts  06  prepared fruit, vegetable and nuts  07  dairy products, liquid eggs  08  cooked meat/fish products  09  meat and fish, raw corned and/or fermented  10  meals ready for consumption and sandwiches, ready-to-eat deserts  11  low in acid/high in acid in cans/glass  12  beverages  13  alcoholic drinks and fermented/brewed products  14  bakery goods  15  dried food and ingredients  16  confectioner´s products  17  grain products and snacks  18  oil and fats |

**Attachment 5: Additional Information for BRC/IoP**

**(global standard for packaging and packaging material)**

|  |  |
| --- | --- |
| Type of activity: | glass  paper  metal  plastic  wood and other material |
| Primary packaging: | printed  unprinted |
| Secondary packaging: | printed  unprinted |
| Number of production lines: |  |
| Short description of the production procedures: |  |
| Number of available/different HACCP-analyses/ risk analyses |  |

**Attachment 6: Additional information if there are several locations**

Please fill in separately for each certified location

|  |  |  |
| --- | --- | --- |
| Name of the company: |  | |
| Address: |  | |
| On-site representative: |  | |
| Phone/Fax: |  |  |
| E-Mail: |  | |
| Which of your products are produced on this location/on-site activities? |  | |
| Number of production lines: |  | |
| On-site number of employees: |  | |
| Shift operation? | yes  no | |
| Number of available/different HACCP-analyses risk analyses/product groups: |  | |
| Approximate size of company including storage, workshop, etc.: | m² | |

|  |  |  |
| --- | --- | --- |
| Name of the company: |  | |
| Address: |  | |
| On-site representative: |  | |
| Phone/Fax: |  |  |
| E-Mail: |  | |
| Which of your products are produced on this location/on-site activities? |  | |
| Number of production lines: |  | |
| On-site number of employees: |  | |
| Shift operation? | yes  no | |
| Number of available/different HACCP-analyses/risk analyses/product groups: |  | |
| Approximate size of company including storage, workshop, etc.: | m² | |