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 [ ]  feedstuffsG [ ]  hotels, restaurants and cateringH [ ]  food and beverages, marketing of goods, retail and wholesaleI [ ]  services (water supply, cleaning companies, laboratories, …)J [ ]  transport, storage, logisticsK [ ]  facilities and equipment for food companies (equipment manufactory)L [ ]  chemistry, biochemistry, additives, auxiliary processing materialsM [ ]  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 [ ]  eggs02 [ ]  meat, chilled and deep-frozen03 [ ]  poultry, chilled and deep-frozen04 [ ]  fish, chilled and deep-frozen05 [ ]  farming and gardening products (fruit, vegetable, herbs, nuts, semi-processed products)06 [ ]  dairy products including butter07 [ ]  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 [ ]  beverages12 [ ]  bakery products13 [ ]  dried products, possibly animal food14 [ ]  sweets15 [ ]  snacks and grain products (cornflakes, muesli, various cereals, ...)16 [ ]  oils and fats17 [ ]  ingredients18 [ ]  co-packers22 [ ]  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 meat02 [ ]  raw poultry03 [ ]  raw prepared products (meat and vegetarian)04 [ ]  raw fish products and preparations05 [ ]  fruit, vegetable, and nuts06 [ ]  prepared fruit, vegetable and nuts07 [ ]  dairy products, liquid eggs08 [ ]  cooked meat/fish products09 [ ]  meat and fish, raw corned and/or fermented10 [ ]  meals ready for consumption and sandwiches, ready-to-eat deserts11 [ ]  low in acid/high in acid in cans/glass12 [ ]  beverages13 [ ]  alcoholic drinks and fermented/brewed products14 [ ]  bakery goods15 [ ]  dried food and ingredients16 [ ]  confectioner´s products17 [ ]  grain products and snacks18 [ ]  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 |