

Questionnaire for the preparation of offers and preparation for a certification procedure in the food sector/ Near Food



1. General information on company / location

(for companies with multiple locations, please complete the form for each individual location)

Please return to the following e-mail address: <mailto:foodcert@tuev-nord.de>

Location no. _____ of _____						
Name and company type *						
Street/house number *						
Postcode/city/country *						
Contact person/position *						
Tel-no.*						
Email-adress*						
Homepage						
Official company registration no.*						
VAT ID no. *						
Description of the product groups *						
Scope/brief description of the production process / activity *						
Are there seasonal activities?*						
Language used in the company *						
Documentation available in the following languages (e.g. management review, internal audit, risk analysis, analysis manual) *						
Preferred audit language *						
Preferred report language *						
Total number of employees *						
Employees calculated as full-time equivalents (FTE)*						
Number of shifts *						
Number of employees per shift		Shift 1		Shift 2		Shift 3
Administrative employees *						

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Size of production area including storage spaces *	
Are there outsourced processes (e.g. banding, packaging, warehousing) and/or subcontractors? *	
Number of suppliers? (information necessary for a Broker certification).*	
Are there centralised processes (processes organised by head office for multiple locations, e.g. purchasing, sales, product development)?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, in case of unannounced audits (only applies to IFS Food and FSSC 22000), is a separate audit of the head office desired? <input type="checkbox"/> yes <input type="checkbox"/> no
Existing certifications (please enclose certificates)*	
If multiple standards are to be certified, is combined auditing desired?	
Is a pre-audit desired?	
Desired audit date (month, calendar weeks or specific appointment)	
Were you supported by a consultant?	
Has your company received in-house training from a TÜV NORD company?	If yes, please indicate training providers and trainers:
Special features / remarks	

5. Requirements for Remote-Audits (Multiple selection possible)		
Computer with Internet access	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Conferencing tools (WebEx, Skype for Business, Zoom, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Webcam	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Good audio equipment (microphone, speakers, headset, telephone, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Secure and stable internet connection (LAN, WLAN), also in all areas of the production facility	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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If there are specific security requirements in the client organization, the client is responsible for providing a secure internet connection	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the information security measures for the remote audits comply with legal requirements, statutory, regulatory or contractual obligations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the information security measures of the equipment used for the remote audits correspond to the state of the art, e.g. the requirements of ISO 27002, GER BSI baseline protection or an analogous standard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the people responsible for the remote audit familiar with the information security settings for running remote audits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**compulsory fields*

I hereby confirm that our data may be stored within the framework of quotation generation, and for process and order handling.

Place, Date

Name

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2. Desired Certifications

- IFS (International Featured Standard)
 - HPC
 - Scope 1: Cosmetic products
 - Scope 2: Chemical household products
 - Scope 3: Household products for daily use
 - Scope 4: Personal hygiene products
 - Logistics → announced or unannounced
 - Broker → announced or unannounced

- BRC GS (British Retail Consortium) Global Standard
 - Consumer Products
 - BRC Agents & Brokers
- ISO 22716
- EFfCI