

Questionnaire for the preparation of offers and
preparation for a certification procedure in near food/
product safety sector

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> (for customers of TUV Nord in Germany)

Location no. _____ of _____	
1. General information on company / location	
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 *	

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<p>In case that the audit should be performed in English (because the auditor does not speak the language of the company) then *:</p> <ol style="list-style-type: none"> 1. The certification body shall provide a qualified translator not affiliated with the company for the whole audit duration 2. The presence of the translator can be reduced to half of the audit duration (during the site visit) only if <u>all</u> following requirements are met: <ol style="list-style-type: none"> a. The upper lever of organization can speak English and b. All the following documentation is available in English: <ul style="list-style-type: none"> • Hazard Analysis and Risk Assessment • Procedures of the Quality System and • records of last management review and internal audit* 	<p>Please confirm that you agree the translator to be present during the whole audit duration because you don't fulfil the requirements of point 2. <input type="checkbox"/></p> <p>Please Confirm that the upper lever of organization can speak English <input type="checkbox"/></p> <p>AND</p> <p>Please confirm that all documents/records at part b of the left column are available in English <input type="checkbox"/></p>						
Preferred report language *							
Total number of employees *							
Employees calculated as full-time equivalents (FTE)*							
Number of shifts *							
Number of employees per shift*	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Shift 1</td> <td style="width: 25%;"></td> <td style="width: 25%;">Shift 2</td> <td style="width: 25%;"></td> <td style="width: 25%;">Shift 3</td> <td style="width: 25%;"></td> </tr> </table>	Shift 1		Shift 2		Shift 3	
Shift 1		Shift 2		Shift 3			
Administrative employees *							
Size of production area including storage spaces *							

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<p>Do you produce raw materials, that you also use for the production process of finished products? Examples: pulp mill process for the production of jumbo rolls to be converted to finished products, production of extracts to be used for cosmetic products, production of alcohol to be used in cleaning products.</p>	<p><input type="checkbox"/> Yes (please describe the process)</p> <p><input type="checkbox"/> No</p>
<p>Are there partly outsourced processes (part (s) of production steps /processes that are carried out off-site by a third-party company)? *</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, which activities are involved:</p>
<p>Are there fully outsourced processes (products fully manufactured , packed and labelled by a third party company)? *</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, which products are involved:</p>
<p>Are there traded products? (products manufactured, packed and labelled by and under a different company name than the company that is being under certification. *</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, which products are traded:</p>
<p>Are there decentralized structures? i.e other facilities owned by the company where part of processes or operations of the production site take place (e.g warehouse, workshop etc.)*</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, please short explanation:</p>
<p>Which are the destination countries where the products are sold*</p>	
<p>Did you had a recall of products during the last year?.</p>	
<p>Are there excluded products ? *</p> <p>For IFS HPC the questionnaire (decision tree, Annex 4 for IFS HPC ver3) should be filled by the company.</p> <p>This should be filled by the company and verified every year by the CB.</p>	

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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, is a separate audit of the head office desired: <input type="checkbox"/> yes <input type="checkbox"/> no If yes, address of the head office: *
Decision of the company to conduct the audit as (depending on the standard) *	Announced <input type="checkbox"/> Unannounced <input type="checkbox"/>
<u>ONLY relevant for Broker Certification</u> Number of suppliers*	
2. Information on transfer of certification from other certification bodies	
Existing certifications (please enclose certificates) *	
Why do you want to change the certifier?	
3. Factors, that may have an influence on the audit effort	
If multiple standards are to be certified, is combined auditing desired?	<input type="checkbox"/> yes <input type="checkbox"/> no
Would you like a remote audit?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you have the necessary infrastructure for the remote audit?	<input type="checkbox"/> yes <input type="checkbox"/> no
Desired audit date	
4. External consulting	
Were you supported by a consultant?	
Has your company received in-house training from a TÜV NORD company?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, please indicate training providers and trainers:

5. Space for comments**obligatory***7. Desired Certifications**

- ☐ IFS (International Featured Standard)
 - ☐ HPC ver 3
 - ☐ announced or ☐ unannounced
 - ☐ Scope 1: Cosmetic products (IFS HPC ver.3 Personal Care 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
- ☐ BRCGS Global Standard
 - ☐ Consumer Products
 - ☐ Agents & Brokers
- ☐ ISO 22716
- ☐ EFfCI

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

Place, Date

Name or digital signature