

Client Questionnaire

For Offer Preparation and Preparation for a Certification Procedure according to
Food and Feed Safety Systems



1. General Information about the Company

Name and Corporate Firm *							
Address *							
Contacts*							
Telephone No.*		Mobile No.*					
Email address*		VAT No./Tax Ref No.*					
Website							
Description of Product Groups*							
Scope *							
Description of the manufacturing process*							
Exclusions to scope *							
Product technologies /Key processes *							
Product categories *							
No of products *		Number of suppliers*					
Number of HACCP plans *		No. of product categories trad *					
Preferred Audit/language/Documentation							
Total number of employees*		Number of temporary workers*		Employees calculated as full-time equivalents (FTE)*			
Number of employees per shift*	Shift 1		Shift 2		Shift 3		
Audit Type *	Initial Audit	<input type="checkbox"/>	Recertification	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	
Size in Square Metres of production area and storage spaces *						Sq. m.	
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)?	Yes or No If yes, do you want a separate audit of the central processes in case of unannounced audits? (Applicable for IFS and FSSC 22000) Yes or No						
Existing certifications (please state validity of the certificates) *							
Desired audit date (month, calendar weeks or specific appointment)							
If multiple standards are to be certified, is combined auditing required?			Is a pre-audit required?				
Has your company received in-house training from a TÜV NORD company?			If yes please indicate training providers and trainers				
Special features / remarks			Are you supported by a consultant?				

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2. Requirements for Remote Audits (Multiple selection possible)

	Yes	No
Computer with Internet Access		
Conferencing Tools (WebEx, Skype for Business, Zoom etc)		
Web Cam		
Good Audio equipment (microphone, speakers, headset, telephone, etc)		
Secure and stable internet connection (LAN, WLAN) also in all areas of the production facility		
If there are specific security requirements in the client organization, the client is responsible for providing a secure internet connection		
Do the information security measures for the remote audits comply with legal requirements, statutory, regulatory or contractual obligations?		
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?		
Are the people responsible for the remote audit familiar with the information security settings for running remote audits?		

3. Required Certifications:

FOOD (PRODUCT CERTIFICATION)

BRCGS Global standard for Food Safety - Announced or Unannounced?

AVM's (if required):

- ASDA
- CostCo addendum
- FSMA
- Meat Supply Chain Assurance
- Section 8 (High Risk, High Care or Ambient High Care)
- Traded Goods

BRCGS Global standard for Agents & Brokers

BRCGS Global standard for Storage & Distribution

BRCGS START!

IFS Food

IFS Broker

IFS Logistics

IFS Cash & Carry Wholesale

IFS Global Markets Food (assessment) - Basic and Intermediate

BRCGS Plant Based Global Standard

BRCGS Gluten Free Certification Programme

NEAR FOOD

BRCGS Global standard for Consumer Products

BRCGS Global standard for Packaging & Packaging Materials

IFS HPC

IFS Global markets HPC (assessment)

IFS PAC secure

ISO 22716 Cosmetics GMP

EFFCI – European Federation for Cosmetic Ingredients

FOOD (MANAGEMENT SYSTEMS)

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ISO 22000:2005	
HACCP	
Food Safety Certification Scheme – FSSC 22000	
SUSTAINABILITY	
MSC Fishery Standard / Chain of Custody	
ASC Aquaculture Stewardship Council / Chain of Custody	
RSPO Supply Chain Certification	
SOCIAL	
Sedex Members Ethical Trade Audit - SMETA	
SA8000	
Business Social Compliance Initiative	
BRCGS Global Standard for Ethical Trade & Responsible Sourcing	
CUSTOMIZED STANDARDS	
Retailers & Manufacturers Supply Chain	
Supplier audits 2 nd party – To any GFSI standards such as BRC, IFS, FSSC	
Supplier audits for Depots - Storage & Distribution	
FEED	
FAMI-QS Rules for Operators	
GLOBAL G.A.P. General Regulations Part I/II	
Food Quality Agricultural Contractors	
Feed Chain Alliance (voorheen GMP Ovocom)	
GMP + Feed Certification + Feed Responsibility Assurance (GMP +/FRA)	
GMP + Feed Certification + Feed Safety Assurance (GMP +/FSA)	
Secure Feed	
MANAGEMENT SYSTEMS	
ISO 9001:2015	
ISO 14001:2015 Environmental	
OHSAS 18001:2007/ 45001	
ISO 27001:2015 Information	