

# Request for Proposal (RFP) Form

This form is required for each individual site needing an audit. Complete ALL information requested for the standard required with full detail and accuracy and specific to the site location that will be audited. Be sure to select the standard required under Audit Site Information below. Any missing information will cause delays in scheduling your audit.

## General Information

Date

Supplier Organization Name

Contact Given/First Name

Contact Family Name

Contact Phone Number

Ext.

Contact Email Address

Secondary Contact Given/First Name

Secondary Contact Family Name

Secondary Contact Phone Number

Ext.

Secondary Contact Email Address

Customer(s)\*

J&J

Beiersdorf

Unilever

Edgewell

Estée Lauder

P&G

GOJO

L'Oréal

Other:

*\*By clicking on the customer(s) above, you're agreeing to allow them access to the status of your audit and all associated documents.*

## Site Location for the Requested Audit

Address

City

State/Province

Country

Postal Code

Required Language of Auditor

Tax ID or VAT #

## Audit Site Information

Audit Due Date

Standard Required

Industries served

Extent of operations

## Existing Certifications:

Certification	Audit Report Available?	Language the Report is Written	Accreditation Body	Date Received	Expiry Date	Certificate Number
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## Logistics:

Airport to Fly Into	Miles from the Airport to Facility	Suggested Local Hotel
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Transportation Details

## Facility Specifics:

Number of Employees	Number of Employees Under Audit	Number of Shifts Operating	Facility Size	ft <sup>2</sup> / m <sup>2</sup>
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Description of the Operations:

Have you completed a management review?

Have you completed an Internal Audit?

Is there a documented site quality management system?

Are any of these documents available?:

Site Master File

Certificate of Suitability

Pharmacopeia Monograph

Drug Master File

Other Relevant Document

If Other, please specify:

In what language(s) are the documents available?

## Quality system information for this site:

Products Produced

Processes which are outsourced or manufactured  
at a different facility (identify location of outsourced facility):

Is a documented quality manual available for the auditor?

Are there seasonal products?

If Yes, Please describe:

Other information about this site that may be important for the auditor to know: