

Application For Certification

Egypt Office : 34, Al Riyadh St., El Mohandseen, Giza, Egypt, Phone:+20-2330-56374, Fax:+20-2330-26125, e-mail: tuvegypt@tuv-nord.com
Note: Please take extra care in filling the below information, as this will be used for the preparation of the techno and financial offer.

1. General Company's Data:

Company(Legal Name):		
Address :	City:	P.O. Box :
Phone No :	Fax:	
Company e-mail :	Contact person e-mail :	
Contact Person Name:	Position:	
Phone no. :	Mobile:	
Consultant :		

Is your company register in NFSA (National Food Safety Authority)? ☐ Yes ☐ NO

Did your company receive in-house training by TÜV NORD within the last two years? ☐ Yes ☐ NO

If yes, Training Name: _____ Dated: _____

2. Number of Employees

Total Number of Employees:		<i>Management / System's Management</i>
Number of Employees Working in Main Shift:		<i>Sales / Customer Service</i>
Number of Shifts (Identical Shifts <input type="checkbox"/> Yes <input type="checkbox"/> No):		<i>Design / Research and Development</i>
Number of Similar Activity in Each Shifts:		<i>Production / Service Realization</i>
Number of Seasonal Employees:		<i>Store / Distribution /Drivers</i>
Number of Process Lines:		<i>Other Activities</i>

3. Data for the Management System Evaluation and Certification:

3.1 Certification Standard:

<input type="checkbox"/>	Certification	<input type="checkbox"/>	Re-Certification	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Extension
<input type="checkbox"/>	ISO 9001:2015	<input type="checkbox"/>	ISO/IEC 20000-1:2011	<input type="checkbox"/>	HACCP	<input type="checkbox"/>	IFS ⁽⁴⁾
<input type="checkbox"/>	ISO 14001:2015 ⁽²⁾	<input type="checkbox"/>	ISO/IEC 27001:2013⁽⁶⁾	<input type="checkbox"/>	ISO 22000:2005	<input type="checkbox"/>	SMETA
<input type="checkbox"/>	ISO 45001:2018 ⁽¹⁾	<input type="checkbox"/>	ISO 29993:2017	<input type="checkbox"/>	ISO 22000:2018	<input type="checkbox"/>	BSCI
<input type="checkbox"/>	ISO 50001:2018 ⁽³⁾	<input type="checkbox"/>	ISO 21001:2018	<input type="checkbox"/>	FSSC 22000 ^{(4)or(5)} (Unannounced audit shall be combined with other standard) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	SA 8000
<input type="checkbox"/>	ISO 13485	<input type="checkbox"/>	IATF 16949:2016	<input type="checkbox"/>	BRCGS ^{(4)or(5)} (Unannounced audit shall be combined with other standard) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Other.....

(1) In case of choosing ISO 45001 standard, please fill in also the ANNEX (1)

(2) In case of choosing ISO 14001 standard, please fill in also the ANNEX (2)

(3) In case of choosing ISO 50001 standard, please fill in also the ANNEX (3)

(4) In case of choosing the Technical Protocols BRCGS/IFS/FSSC 22000, please fill in also the ANNEX (4) for Food sector & ANNEX (5) for Packaging sector.

3.2 Scope of Certification (as it will be written on the certificate):

3.3 Issue date of the Management system:

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3.4 Products / Products Categories / Services:

3.5 Suggested Audit Date:

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3.4 In case of ISO 9001 Certification please mention the exclusions clauses if any:

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3.5 In case of ISO 22000 / FSSC 22000 / BRCGS Certification, please mention the number of HACCP Studies:

3.6 In case your company is certified i.a.w. another standard, please record the standard and the Certification Body.

3.7 Legal or Other Normative Requirements Relevant to The Company's Operation / Products / Services / License / OH&S / Environmental:

4. Other Information: In case of multi sites:-

Number of Sites :

Shifts (Identical Shifts ☐ Yes ☐ No):

Location Sites	Location of sites (Address)	Number of Employees (involved in the system to be certified)		Remarks
		Total	Involved	
Site 1				
Site 2				
Site 3				

(Repeat the table or Add Column if required)

5. Additional necessary information (outsourcing processes if any, equipment, special activities, member of group of companies, important subcontractors, already certified management system, the level of integration of management systems, seasonal processesetc.)

Request for: ☐ Offer ☐ Meeting ☐ Other

Contact person:

Phone No :

FAX:

E-MAIL:

Date :

Stamp/Signature:

Please send this fax or e-mail to the office in: ● Cairo, Egypt

6. TÜV Nord Egypt decision regarding the requested organization:

☐ Accepted

☐ Rejected

Rejection Justification:

The organization informed with the justification on:

Name of the Informer:

Name of the organization contact person:

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ANNEX (1) – ISO 45001

1. Hazards at the location

What major hazards - mechanical hazards, electrical hazards, hazardous substances (e.g. gases, vapours, aerosols, liquids), fire and explosion hazards, thermal hazards, biological hazards (e.g. infection by means of microorganisms, virus or biological manufacturing substances) hazards from special physical effects (e.g. noise, radiation, electromagnetic fields) hazards from working conditions (e.g. climate, lighting), physical strain (e.g. through movement or remaining in the same position), and also psychological hazards (e.g. from work tasks, work organization, social factors/conditions, workplace conditions, working environment, flexible working hours) and other risk factors - are present at the location, taking internal / external construction sites and workshops particularly into consideration.

2. Accident figures for the last three years:

	20__	20__	20__	3 years period
No. of employees ¹⁾				
No. of accidents ²⁾				Σ
accident rate ³⁾				\emptyset

¹⁾ All employees, including part-time employees, must be taken into consideration: workers employed by the organization, workers of external providers, contractors, individuals, agency workers, and other persons to the extent the organization shares control over their work or work-related activities, according to the context of the organization; *part-time employees count proportionally*.

²⁾ Accidents with an absence time of at least three days and accidents caused by fatal injuries.

³⁾ accident rate= number of accidents / annual number of workers.

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ANNEX (2) – ISO 14001

Please tick the appropriate box if your company belongs to one of the following branches (multiple choice possible)

- Industry of basic metals, fabricated metal products, machinery and equipment -

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Production of basic metals | <input type="checkbox"/> Electroplating | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Surface or other chemical treatment of metal products | <input type="checkbox"/> Coating | |

- Industry of rubber and plastic products -

- ☐ Manufacture of plastic and rubber raw materials

- Industry of electrical and optical equipment -

- ☐ Manufacture of printed circuit boards without components ☐ Manufacture of electronic components

- Electricity supply -

- ☐ Energy generation with nuclear power ☐ Electricity generation based on coal

- Industry of pulp, paper and paper products -

- ☐ Paper recycling ☐ Manufacture of pulp / cellulose

- Printing companies -

- ☐ Photogravure, rotogravure, reproduction of recording media

- Industry of textiles and textile products -

- ☐ Dyeing of textiles and clothing ☐ Tanning of leather

- Industry of non-metallic mineral products -

- | | |
|---|---|
| <input type="checkbox"/> Processing and manufacture of ceramics | <input type="checkbox"/> Processing and manufacture of glass |
| <input type="checkbox"/> Processing and manufacture of cement | <input type="checkbox"/> Processing and manufacture of clay, lime |

- Wholesale and retail trade -

- ☐ Wholesale and retail trading with fossil fuels

- Transport, storage -

- ☐ Own vehicle fleet administration

- Industry of wood and wood products -

- ☐ Manufacture of wood planks ☐ Treatment/impregnation of wood and wood product

- Industry of disposal and recycling -

- ☐ Composting ☐ Waste dumps ☐ Waste processing including special waste, e.g. through incineration etc.

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ANNEX (3) – ISO 50001

☐ **main location (headquarter)** ☐ **other location (with personnel) No. ____**

Note: A location is a permanent site of the organization with personnel permanently on site and where energy is used. Companies with multiple locations are requested to fill out one table for each location.

Energy Consumption (of the location)

The total energy consumption of the site shall be taken into account (calendar year or other 12-month period).

All energy sources obtained from outside the boundary (of the EnMS) shall be taken into account.

- ☐ ≤ 200 TJ
☐ $200 \text{ T} \leq 2000 \text{ TJ}$
☐ $2000 \text{ T} \leq 10000 \text{ T}$
☐ $> 10000 \text{ T}$

Energy sources (of the location)

- ☐ Electricity
☐ Natural Gas
☐ Fuels (diesel, gasoline, LPG)
☐ hard coal, lignite, coke
☐ local or district heating
☐ others: _

Total:

- ☐ 1 or 2
☐ 3
☐ ≥ 4

Only energy sources obtained from outside the boundaries shall be considered, i.e. natural gas which is delivered by the utilities shall be considered whereas the steam generated inside the boundaries shall not be considered.

Energy sources of less than 2% of the total energy consumption (of this location) can be excluded, provided that the consumption of this energy source doesn't exceed 200 MWh per year.

Significant energy uses (of the location)

The total number of all of the significant energy uses shall be counted (e.g. production lines, ventilation, air-conditioning, heating, cooling, lighting, transport, etc.).

Several similar production lines can be counted as one production line (i.e. they count as one significant energy use).

Also, integrated systems, e.g. air-conditioning systems (HVAC systems) may be counted as one significant energy use.

Total:

- ☐ ≤ 5
☐ 6 up to 10
☐ 11 up to 15
☐ ≥ 16

EnMS effective personnel (of the location)

Total of EnMS effective personnel above (full-time equivalents)

- ☐ 1-15 ☐ 16-25 ☐ 26-65 ☐ 66-85 ☐ 86-175 ☐ 176-275 ☐ 276-425 ☐ 426-675 ☐ > 675

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ANNEX (4) – Food Sector

For companies with multiple locations, please complete the form for each individual location.

Location no. _____ of _____

1. General information on company / location

Name and company type *	
Street/house number*	
Postcode/city/country *	
Contact person/position *	
Phone No. *	
Email address *	
Homepage	
Official company registration no. *	
VAT ID no. *	
Branch (please tick as appropriate) *	<input type="checkbox"/> Food <input type="checkbox"/> Feed <input type="checkbox"/> Trade <input type="checkbox"/> Logistics (Storage, Transport).
Description of the product groups (e.g. meat, fish, beverages etc.) *	
Number of HACCP-Studies	
<u>ONLY relevant for IFS Food and IFS Progress Food:</u> Please select the processes according to IFS *	<input type="checkbox"/> P1 <input type="checkbox"/> P2. <input type="checkbox"/> P3 <input type="checkbox"/> P4 <input type="checkbox"/> P5 <input type="checkbox"/> P6 <input type="checkbox"/> P7. <input type="checkbox"/> P8 <input type="checkbox"/> P9 <input type="checkbox"/> P10 <input type="checkbox"/> P11 <input type="checkbox"/> P12 <input type="checkbox"/> P13 Here you will find the explanations for the respective process steps (P): IFS Database (ifs-certification.com)
Brief description of the production process, activities, technology. *	
Are there seasonal activities or products that are produced exclusively during a certain period of the year?*	
Language used in the company *	
Documentation available in the following languages *	
Preferred audit language *	
Preferred report language (s)*	
Number (HC = Head Count), total employees *	

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Total number of employees from temporary employment *	
Employees calculated as full-time equivalents (FTE)*	
Number of shifts *	
Number of employees working in shift calculated as full-time equivalents (FTE)*	
Size of production area including storage *	
Are there products that should be excluded from certification? *	
Are there any outsourced processes, production steps or parts of the production process that are carried out off-site by another company? *	<input type="checkbox"/> yes If yes, is the company certified to a GFSI-recognised standard? <input type="checkbox"/> yes If no, which activities are involved:
Are there decentralized structures (facilities of the company where parts of the processes and procedures of the production site take place, but which are not located at the production site, e.g. warehouse)?	<input type="checkbox"/> yes If yes, please short explanation:
Are there central processes (processes that are organized for several locations of a company/group of companies from one head office, e.g. purchasing, sales, development)?	<input type="checkbox"/> yes If yes, is a separate audit of the head office desired: <input type="checkbox"/> yes
ONLY relevant for Broker certification: Number of suppliers? *	
2. Information on transfer of certification from other certification bodies	
Existing certifications (If yes, please enclose certificates and if possible, the latest audit report) *	
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
Would you like a remote audit?	<input type="checkbox"/> yes
Do you have the necessary infrastructure for the remote audit?	<input type="checkbox"/> yes
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 If yes, please indicate training providers and trainers:
5. Space for comments	

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6. Desired Certifications

IFS (International Featured Standard)

- ☐ Food → ☐ announced or ☐ unannounced
- ☐ Food & Costco
- ☐ Logistics → ☐ announced or ☐ unannounced
- ☐ Wholesale / Cash & Carry
- ☐ Broker → ☐ announced or ☐ unannounced
- ☐ Progress Food Basic level
- ☐ Progress Food Basic level +HACCP
- ☐ Progress Food Intermediate Level → ☐ announced or ☐ unannounced

BRCGS (British Retail Consortium Global Standard)

- ☐ Food Safety → ☐ announced or ☐ unannounced
- ☐ AVM (if required): ☐ Meat Supply Chain Assurance
- ☐ FSMA (Food Safety Modernisation Act)
- ☐ ASDA ☐ Traded Goods ☐ Gluten-Free
- ☐ Storage & Distribution
- ☐ Agents & Brokers
- ☐ BRC START!

- ☐ HACCP
- ☐ ISO 22000 : Categorie/ Subcategorie (if known)
- ☐ FSSC 22000: Categorie/ Subcategorie (if known)
- ☐ MSC ☐ ASC ☐ GlobalGAP
- ☐ RSPO (TÜV NORD Integra)
- ☐ RAINFOREST ALLIANCE (TÜV NORD Integra)
- ☐ FAMI-QS
- ☐ QS ☐ with GMP+ approval
- ☐ ITW (Initiative animal welfare)
- ☐ Others:

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ANNEX (5) – Food packaging Sector

1. General information on company / location

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

Location no. _____ of _____						
Name and company type *						
Street/house number *						
Postcode/city/country *						
Contact person/position *						
Tel-no.*						
Email-address*						
Homepage						
Official company registration no. *						
VAT ID no. *						
Description of the product groups *						
Scope/brief description of the production process / activity *						
Number of HACCP-Studies						
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 calculated as full-time equivalents (FTE)*	Shift 1		Shift 2		Shift 3	
Administrative employees calculated as full-time equivalents (FTE)* *						
Size of production area including storage spaces *						
Are there outsourced processes (e.g. banding, packaging, warehousing) and/or subcontractors? *						
Is there another location under the same legal entity where manufacturing processes and/or logistical activities are carried out (off-site activities) ?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, is the location certified against a GFSI recognized scheme?					

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	<input type="checkbox"/> yes <input type="checkbox"/> no If not, please provide the following information: 1. Name and Address of the location 2. Product specific activities on the location 3. Number of employees calculated as full-time equivalents (FTE)	
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	
Has the site ever been BRCGS or FSSC certified?	<input type="checkbox"/> No <input type="checkbox"/> Yes: Please enter previous site code: _____ When: _____	
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
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

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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

2. Desired Certifications

- ☐ BRC GS (Brand Reputation through Compliance Global Standard)
- ☐ Packaging
☐ Glass manufacture and shaping ☐ Paper manufacture and processing ☐ Metal forming ☐ Forming solid plastics ☐ Manufacture of flexible plastic containers ☐ Other products ☐ Printing processes ☐ Chemical processes
- Voluntary Modules
- ☐ AM 10 Plastic Pellets loss prevention ☐ AM 11: TMS GQS
-
- ☐ HACCP
- ☐ ISO 22000
- ☐ FSSC 22000 Scope I
- ☐ announced or ☐ unannounced
- ☐ on-site or ☐ remote + on-site
- ☐ Plastics ☐ Paper and Board ☐ Metal ☐ glass and ceramics ☐ wood ☐ others
-
- ☐ ISO 15378
- ☐ Sterilization processes are used
☐ Printing processes are used