|  |
| --- |
| **Fax:** **or E-Mail:** |
| **TÜV Rheinland Cert GmbH,** |

|  |  |
| --- | --- |
| **Company Seat** (head office) | |
| **Company name** |  |
| **Address** |  |
| **Zip Code, City** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Main Contact Person** | | | |
| **Family name, given name** |  | | |
| **Position** |  | **Phone** |  |
| **E-Mail** |  | **Fax** |  |

|  |  |
| --- | --- |
| **Type of Company** (please send the respective proof) | |
|  | **Sole Proprietorship** |
|  | **Limited liability company** |
|  | **Partnership** |
|  | **Other (please specify)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please mark desired standards** (please add standard, if not listed) | | | | | |
|  | **ISO 22000** |  | **FSSC 22000 - Food ISO 22000 + ISO/TS 22002-1** |  | **FSSC 22000 - Packaging ISO 22000 + ISO/TS 22002-4** |
|  | **IFS Food** |  | **IFS Logistics** |  | **IFS Broker** |
|  | **BRCGS Food** |  | **BRCGS Packaging** |  | **HACCP Codex Alimentarius** |
|  | **FEFCO** |  |  |  |  |
|  |  |  |  |  |  |

(Double click to tick the boxes and activate in field „standard value“ – please confirm by clicking „ok“)

|  |
| --- |
| **Which scope (wording) should the certificate have?**  Please describe briefly the object of the company and its main activities (products and services) |
|  |
| e.g. Production of XXX products |

|  |  |  |  |
| --- | --- | --- | --- |
| **Are any processes being outsourced (e.g. purchasing, fabrication processes)?** | | yes | no |
| **If so, which?** |  | | |

|  |  |
| --- | --- |
| **Sites** | |
| **Total number of sites to be certified** (please fill in page 3 for each site separately) |  |

|  |  |
| --- | --- |
| **Desired audit date (CW)** |  |
| **Date and signature confirming the accuracy of statements** |  |
| **Conducted by TÜV Rheinland employee** |  |
| **Talked to** (name of customer) |  |

**Please fill in this page and the following pages for each site separately**

|  |  |
| --- | --- |
| **Company name** |  |
| **Address** |  |
| **Zip Code, City** |  |

|  |  |
| --- | --- |
| **Type of site** | |
| **Head office** (top management / executive board, human resources, administration, …) |  |
| **Supporting site / service site** (administration, R&D, logistics, purchase, sales, …) |  |
| **Production site** |  |

|  |  |  |
| --- | --- | --- |
| **Current certifications at the site** | **Certifier** | **Valid until** |
| **ISO 9001** |  |  |
| **ISO 22000** |  |  |
| **FSSC 22000 - Food** |  |  |
| **FSSC 22000 - Packaging** |  |  |
| **IFS Food** |  |  |
| **IFS Logistics** |  |  |
| **IFS Broker** |  |  |
| **BRCGS Food** |  |  |
| **BRCGS Packaging** |  |  |
| **HACCP - Codex Alimentarius** |  |  |
| **FEFCO** |  |  |
|  |  |  |
|  |  |  |
| Please attach copies of the current certificates | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total number of employees at the site**  As full-time equivalent employees, including seasonal and administration workers | |  | |
| Including: | | | |
| **Minimally employed workers** (e.g. max 15 h) or auxiliary activities (simple actives, e.g. seasonal workers for the harvest) |  | **Other employees working part-time** (max. ½ day) |  |

|  |  |  |
| --- | --- | --- |
| **Are any employees working shifts? If so, please indicate** | | |
| **Number of shifts** |  | |
| **Are the same activities carry out by all shifts?** | yes | no |
| **If not, please give details (e.g. cleaning shift in the night)** |  | |
| **Number of employees**  As full time equivalent employees per main shift including administrative/office staff and seasonal workers (this should be based on the maximum number expected in a shift). |  | |

**Please cancel all not necessary standards!**

|  |  |  |  |
| --- | --- | --- | --- |
| **Necessary details according ISO 22000 / FSSC 22000 certification** | | | |
| **Number of HACCP studies**  A HACCP study corresponds to a family of products with similar hazards and similar production technology. | |  | |
| **Number of production lines**  Packaging lines are not relevant, and should not be counted | |  | |
| **Off-site Activities**  Where one manufacturing or service process is split across more than one physical address, all locations may be covered in one audit provided that, the different addresses are part of the same legal entity and under the same FSMS and that they are the sole receiver/customer of each other.  NB: “Cross –Docking” is considered an off-site activity.  Cross docking is defined as a process by which goods (food, feed, animal food and packaging) are unloaded, sorted, consolidated, loaded and shipped to the next destination. | |  | |
|  | Off-site activities (e.g. storage, packaging, cross-docking…) | Add address and describe off-site activities (e.g. product, size): | |
| **Food chain category – ISO 22000** | | **Food chain category – FSSC 22000** | |
|  | Farming of Animals for Meat/Milk/Eggs/ Honey |  | |
|  | Farming of Fish/Seafood |
|  | Farming of Plants (other than grains/pulses) |
|  | Farming of Grains/Pulses |
|  | Meat, poultry, fish products |  | Meat, poultry, fish products |
|  | Eggs |  | Eggs |
|  | Dairy |  | Dairy |
|  | Processing of perishable plant products |  | Processing of perishable plant products |
|  | Processing of perishable animal/plant (mixed) products |  | Processing of perishable animal/plant (mixed) products |
|  | Canned products |  | Canned products |
|  | Oil |  | Oil |
|  | Drinking water, beverages |  | Drinking water, beverages |
|  | Biscuits, snacks, pasta, flour, sugar, salt |  | Biscuits, snacks, pasta, flour, sugar, salt |
|  | Production of Feed |  | |
|  | Production of Pet Food |
|  | Catering |
|  | Retail / Wholesale |
|  | Food Broking / Trading |
|  | Transport/Storage - Perishable Food/Feed |
|  | Transport/Storage - Ambient Stable Food/Feed |
|  | Services |
|  | Food Packaging and Packaging Material | Food Packaging and Packaging Material | |
|  | Plastics |
|  | Paper & Board |
|  | Metal |
|  | Glass & ceramics |
|  | Wood |
|  | Other (e.g. burlap, textile etc.) |
|  | Equipment manufacturing |  | |
|  | Production of (Bio) Chemicals |  | Production of (Bio) Chemicals  Production of food additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids |

|  |  |
| --- | --- |
| **Necessary details according IFS Food certification** | |
|  | Announced audit |
|  | Unannounced audit |
| **Product scopes *(see PRODUCT EXAMPLES CHART on www.ifs-certification.com)*** | |
|  | Red and white meat, poultry and meat products |
|  | Fish and fish products |
|  | Egg and egg products |
|  | Dairy products |
|  | Fruit and vegetables |
|  | Grain products, cereals, industrial bakery and pastry, confectionary, snacks |
|  | Combined products |
|  | Beverages |
|  | Oils and fats |
|  | Dry goods, other ingredients and supplements |
|  | Pet food |

|  |  |  |
| --- | --- | --- |
| **Technology scopes** | | |
| IFS processing step – including processing/ treating/ manipulation/ storing | | Technology oriented classification which takes also into consideration product risks |
| **P1** | Sterilisation (e.g. cans) | **Sterilisation (in final packaging) with the purpose to destroy pathogens**  Sterilised (e.g. autoclaved) products in final packaging. |
| **P2** | Thermal pasteurisation, UHT/aseptic filling, hot filling  Other pasteurisation techniques e.g. high pressure pasteurisation, microwave | **Pasteurisation with the purpose to reduce food safety hazards (and UHT process)** |
| **P3** | Irradiation of food | **Processed products: Treatment with purpose to modify product and / or extend the shelf life and / or reduce food safety hazards by preservation techniques and other processing techniques**  Note – exception: Irradiation is attributed to this category although aimed at the destruction of microorganisms. |
| **P4** | Preserving: Salting, marinating, sugaring, acidifying/ pickling, curing, smoking, etc.  Fermentation, acidification |
| **P5** | Evaporation/dehydration, vacuum filtration, freeze drying, microfiltration (less than 10 μ mesh size) |
| **P6** | Freezing (at least –18 °C/0 °F) including storage Quick freezing, cooling, chilling processes and respective cool storing | **Systems, treatments to maintain product integrity and/or safety**  Treatment with purpose to maintain the quality and/or integrity of the products including treatments to remove contamination and/or prevent contamination. |
| **P7** | Antimicrobial dipping/spraying, fumigation |
| **P8** | Packing MAP, packing under vacuum | **Systems, treatments to prevent product contamination**  Processes to prevent product contamination especially microbiological contamination, by means of high hygiene control and/or specific infrastructure during handling, treatment and/or processing and or packaging (e.g. MAP). |
| **P9** | Processes to prevent product contamination esp. microbiological contamination, by means of high hygiene control and / or specific infrastructure during handling, treatment and / or processing e.g. clean room technology, „white room“, (controlled working room temperature for food safety purpose, disinfection after cleaning, positive air pressure systems like filtration below 10 μ) |
| **P10** | Specific separation techniques: e.g. filtration like reverse osmoses, use of active charcoal |
| **P11** | Cooking, baking, bottling, filling of viscous products, brewing, fermentation (e.g. wine), drying, frying, roasting, extrusion, churning | **Any other manipulation, treatment, processing not being listed in A, B, C, D, E** |
| **P12** | Coating, breading, battering, cutting, slicing, dicing, dismembering, mixing / blending, stuffing, slaughtering, sorting, manipulation, packaging  Storing under controlled conditions (atmosphere) except temperature |
| **P13** | Distillation, purification, steaming, damping, hydrogenating, milling |

|  |  |  |
| --- | --- | --- |
| **Necessary details according IFS Logistics certification** | | |
|  | Announced audit | |
|  | Unannounced audit | |
| **Size of the logistic premises in m2** | |  |
| **Number of transport units involved** | |  |
| **Number of storage units involved** | |  |

|  |  |
| --- | --- |
| **Necessary details according IFS Broker certification** | |
| **Product scopes *(see PRODUCT EXAMPLES CHART on www.ifs-certification.com)*** | |
|  | 1 Red and white meat, poultry and meat products |
|  | 2 Fish and fish products |
|  | 3 Egg and egg products |
|  | 4 Dairy products |
|  | 5 Fruit and vegetables |
|  | 6 Grain products, cereals, industrial bakery and pastry, confectionary, snacks |
|  | 7 Combined products |
|  | 8 Beverages |
|  | 9 Oils and fats |
|  | 10 Dry goods, other ingredients and supplements |
|  | 11 Pet food |
| **Type of Broker services** | |
|  | Supplier selection |
|  | Product development (own (Broker), brands or customer branded products |
|  | Organization of logistics activities |
|  | Others (please describe) |
|  |
| **The number of origin and destination countries the broker is trading with**  (Note: EU is counted with 1 origin/destination country) | |
|  |  |
|  |  |
|  |  |
|  |  |
| **The number of deviations and non-conformities found in the previous audit** | |
|  | Number of deviations (grading B, C, D): |
|  | Number of non-conformities (Major/KO): |
| **Trading of** | |
|  | Food from animal origin (product scopes 1, 2, 3, 4, 7 and/or 11) |
|  | Food from no animal origin (product scopes 5, 6, 8, 9 and/or 10) |
| **Products, which are allocated to the IFS HPC Standard (Household and Personal Care) or the IFS PACsecure (packaging), cannot be offered!** | |

|  |  |  |
| --- | --- | --- |
| **Necessary details according BRCGS Food certification** | | |
|  | Announced audit | |
|  | Unannounced audit | |
| **Product categories** | | |
|  | Raw red meat | |
|  | Raw poultry | |
|  | Raw prepared products (meat and vegetarian) | |
|  | Raw fish products | |
|  | Fruit, vegetables and nuts | |
|  | Prepared fruit, vegetables and nuts | |
|  | Dairy, liquid egg | |
|  | Cooked meat/fish products | |
|  | Raw cured and/or fermented meat and fish | |
|  | Ready meals and sandwiches, ready-to-eat desserts | |
|  | Low/high acid in cans/glass/plastic containers | |
|  | Beverages | |
|  | Alcoholic drinks and fermented/brewed products | |
|  | Bakery | |
|  | Dried foods and ingredients | |
|  | Confectionery | |
|  | Cereals and snacks | |
|  | Oils and fats | |
| **Number of HACCP plans**  The number of HACCP plan included within scope – a HACCP plan corresponds to a family of products with similar hazards and similar production technology. | |  |
| **Size of the manufacturing and storage facilities [m2]**  Size of the manufacturing facility - including onsite storage facilities. | |  |
| **Additional Voluntary Modules (AVMs)**  The Standard has been designed to enable the addition of voluntary modules to the routine audit. Please see additional information in the standard or on the homepage www.brcgs.com. | |  |

|  |  |
| --- | --- |
| **Necessary details according BRCGS packaging certification** | |
|  | Announced audit |
|  | Unannounced audit |
| **Manufacturing categories** | |
|  | **Glass manufacture and forming**  Glass bottles, jars and pots, decanters and glass closures, tumblers, ampoules, ceramic bottles, jars and decanters  **Typical manufacturing techniques:**   * Blow and blow * Press and blow * Extrusion of ampoules * Forming and firing of ceramic bottles, jars or decanters |
|  | **Paper making and conversion**  Paper, board and liner, corrugated board, paper bags and sacks, paper labels, tags and neck collars, solid and corrugated board cartons and sleeves, liquid-containing cartons, layer pads, corrugated cases, trays and fitments, pulp and bagasse, fibre-based trays, paper containers, paper cups, spirally wound tubes, cutting, creasing and gluing of corrugated, sheet or reel-fed paper and board   * Pulp to sheet or web, or conversion of sheet or web-fed paper where no printing operations take place (printing activities are additional process steps). |
|  | **Metal forming**  Tinplate, tinplate and aluminium containers, cans, and aerosol containers, tubes, closures (RO/ROPP and crowns), aluminium foil, foil trays and containers   * Smelting of raw materials into aluminium, steel, or tin, AND conversion of those materials into packaging containers/materials. |
|  | **Rigid plastics forming**  Bottles and jars, caps and closures, tubes, preforms, injection-moulded components, thermoformed trays, tubs and pots, buckets and pails, bulk containers, in-mould labelled containers   * Forming of resin into rigid plastic packaging materials which may undergo print/decoration. |
|  | **Flexible plastics manufacture**  Cast and blown plastic film, including vacuum metallised films and labels, multi-ply laminates of combinations of paper, plastics and aluminium foil, flexible intermediate bulk containers, regenerated cellulose film, plastic bags, pouches and sachets, non-edible casings   * Forming of resin into flexible plastic packaging materials, AND laminating of multi-material layers into one layer which may undergo print/decoration. |
|  | **Other manufacturing**  Pallets, boxes and crates, decorative wooden boxes, wood for food and cosmetic use, wooden utensils (e.g. for lollipops), natural cork, rubber, hessian sacks, jute products, woven string (plastic or cotton), strings for tea bags or meat-packing.   * This category will encapsulate the manufacture of those materials not able to be classified into other categories. |
|  | **Print processes**  Any packaging material which is printed without pre- or post-print conversion and using the following print processes flexographic, lithographic, gravure, letterpress (and offset), screen, tampo or digital print, decoration by hot or cold stamping/blocking.  Any post printing conversion, such as cutting/creasing and gluing of folded cartons, is considered part of print processes, as printed packaging materials are typically converted further once printed. Specify printing technologies used at the site. |
|  | **Chemical processes**  Essentially, the manufacture of raw materials used in the printing and conversion of other packaging materials. This includes the manufacture of:   * Resins * Adhesives * Inks, varnishes and coatings |

|  |  |
| --- | --- |
| **Examples of scopes and typical numbers of HARA plans for BRCGS Packaging:** | |
| The manufacture of premium flint, standard and coloured glassware in wide mouth and narrow neck formats for the food and beverages industries by blow-blow and wide and narrow neck press blow. Print and labelling as required.  *Applicable manufacturing categories are 01 glass manufacture, 07 print processes. Labelling is considered decoration but print processes is not applicable as print activity occurs elsewhere.*  **Typical number of HARA Plans = 1-2**  (Printed/decorated products; unprinted/undecorated products) | |
| Die-cutting and folding and gluing corrugated trays for fruits and vegetables. Die-cutting and flexo printing corrugated cases for food products.  *Applicable manufacturing categories are 02 paper making, 07 print processes. Both are required as some products, not all are not printed, papermaking is applicable where no print processes are carried out.*  **Typical number of HARA Plans = 2-3**  (trays for fruits and vegetables; printed cases for food products; unprinted cases for food) | |
| Impact extrusion and offset print or labelling of aluminium flexible tubes for hand creams and other personal care products.  *Applicable manufacturing categories are 03 metal forming, 07 print processes.*  **Typical number of HARA Plans = 1-2**  (printed/decorated aluminium flexible tubes) | |
| Injection moulding of tubs and handled pails with in-mould labelling, for use with food, and toy products  *Applicable manufacturing categories are 04 rigid plastics*.  **Typical number of HARA Plans = 1-2** | |
| Lamination of multilayers films (paper, aluminium, polymer), rotogravure printing, and slitting for food contact packaging. Materials involved PA, PE, PP, PET , EVOH, Aluminium, paper.  *Applicable manufacturing categories are 05 flexible plastics manufacture, 07 print processes.*  **Typical number of HARA Plans = 1-2** | |
| Manufacture of bamboo containers for fresh fish products and food service.  *Applicable manufacturing category is 06 other manufacturing.*  **Typical number of HARA Plans = 1-2** | |
| Printing and conversion of paper sheet into papers for bakeries.  *Applicable manufacturing categories are 02 paper-making and conversion 07 print processes.*  **Typical number of HARA Plans = 1-2** | |
| **The number of hazard analysis and risk assessment (HARA) plans within scope**  A HARA plan corresponds to a family of products with similar hazards and similar manufacturing technology. |  |
| **Size of the manufacturing and storage facilities [m2]**  Buildings AND any external covered or uncovered storage areas. |  |
| **Additional Voluntary Modules (AVMs)**  The Standard has been designed to enable the addition of voluntary modules to the routine audit. Please see additional information in the standard or on the homepage www.brcgs.com. |  |

|  |  |  |
| --- | --- | --- |
| **Necessary details according HACCP (Codex Alimentarius) certification** | | |
| **Product categories** | | |
|  | Food, plant origin | |
|  | Food, animal origin | |
|  | Restaurants | |
|  | Beverages | |
|  | Others (please describe) | |
|  | |
| **Number of HACCP plans**  A HACCP plan corresponds to a family of products with similar hazards and similar production technology for the purpose of the calculator. | |  |

|  |  |
| --- | --- |
| **Necessary details according FEFCO (GMP International Good Manufacturing Practice for Corrugated and Solid Board) certification** | |
| **Number of HACCP plans**  A HACCP plan corresponds to a family of products with similar hazards and similar production technology for the purpose of the calculator. |  |