

**QUESTIONNAIRE – ISO 22000 & HACCP**

For a formal written quotation of audit fees, please complete in detail and forward to our office		✓ if applies
<i>New customers</i>	New certification	
	Transfer of certification from another certification body	
<i>How did you hear about Alcumus ISOQAR</i>		

<i>Existing customers</i>	Extend the scope / locations of your current certification	
	Add a new standard to your registration	
	Transfer a certification from another certification body	

<b>Company or Organisation</b>			
<b>Address</b>			
<b>Postcode</b>			
<b>Telephone Number</b>		<b>Fax Number</b>	
<b>E-mail</b>		<b>Web site</b>	
<b>Contact</b>		<b>Position</b>	

1. What product categories do you require in your scope?			
N°	Product Category	Y or N	If Y Please Describe the type of products
C1	Processing of perishable animal products		
C2	Processing of perishable plant products		
C3	Processing of perishable animal and plant products (mixed products)		
C4	Processing of ambient stable products		
E	Catering		
I	Production of Food Packaging and Packaging Material		

2. Schedule of Operations		Y or N
Are any activities only carried out only at specific times – e.g. Order Picking, Loading? If yes please provide details below		
N°	Activity	Times in operation 24 hr
1		
2		
3		
4		

<b>3. Do you have any other manufacturing units to be included in the scope? Yes/No</b>	
Address:	

<b>Employees:</b>		
<i>Category</i>	<i>Y or N</i>	If yes please indicate product categories and product manufactured

<b>4. Manufacturing Area</b>		<b>M<sup>2</sup></b>
What is the approximate size of your facility? Include all locations		<b>Total</b>
<b>Location 1</b>		
<b>Location 2</b>		
<b>Location 3</b>		

<b>5. Employees</b>		<b>N<sup>o</sup></b>
How many people do you employ?		
<b>Full Time</b>		
<b>Part Time</b>		
<b>Casual</b>		
<b>Agency</b>		
Do you operate a shift system if yes how many employees work shifts?		

<b>6. Food Safety &amp; Quality Management System</b>		<b>Y or N</b>
Have you produced a manual and procedures?		
If <b>YES</b> , approximately how long have you been operating a documented system <b>Last 6 Month</b>		
Have you carried out a preliminary Self Assessment against the requirements of the Standard?		
Does your organisation currently have any certifications granted by ISOQAR or other certification bodies? If Yes complete below		
<b>Standard</b>	<b>Cert No</b>	<b>Expiry Date</b>
If a consultant was used to develop your management system, please give their name and company.		
How any HACCP Studies do you have? A HACCP study corresponds to a family of products with similar hazards and similar production technology.		

<b>7. Additional Information</b> Is there any additional information you feel may help us prepare your quotation?		
<b>Signed or Completed by</b>		<b>Date</b>
<i>Confidentiality</i> Thank you for taking the time to provide the above information to help us provide an accurate quotation. All information provided is treated with strict confidentiality. We will not pass your details on to any other parties and you can opt out at any time in the future. If you would prefer not to receive occasional marketing emails from us, please tick this box		