

Request for a quotation

Company information sheet

Please fill out this form in detail (in BLOCK capitals). Your information will help us to draw up an adequate quotation for your company activities and the handling for your certification application. This information sheet will be added to the quotation. A short description of the certification process will be part of our quotation.

1. Company data		
Legal Name of the company		
Legal Registration number of the company		
Postal address		
Visiting address Name + addresses of other location (if applicable)		
Telephone nr.		
Fax nr.		
Tax nr.		
Position/Tel. Contact person		
E-mail addresses		
Name Managing Director		
Legal representative		
Where applicable, name of external QA person		
2.1 Certification products application		
		fill out requested certificate(s) below:
RVA- accreditation	ISO 9001; ISO 14001; ISO 22000 (www.iso.org)	
	HACCP-Dutch scheme (www.foodsafetymanagement.info)	
	BRC Global Standard Food (www.brcglobalstandards.com)	
	GMP + B1 (Feedmaterials) (www.pdv.nl)	
	BHC (Branch Hygienic Codes) (www.isacert.com)	
	GLOBALGAP IFA (crop based) (www.globalgap.org)	
	GLOBALGAP IFA Option 2 (farmers group) (www.globalgap.org)	
	QS PMO (Fruchthändler) (www.q-s.info)	
UKAS accreditation	BRC Global Standard – Food (www.brcglobalstandards.com)	
	BRC GS Storage & Distribution (www.brcglobalstandards.com)	
	BRC/IOP GS (packaging) (www.brcglobalstandards.com)	
	IFS Food (www.food-care.info)	
	IFS Logistic Standard (www.food-care.info)	
	GRMS Global Read Meat Standard (www.danishmeat.dk)	
	GLOBALGAP IFA (livestock based) (www.globalgap.org)	
	GLOBALGAP IFA (aquaculture based) (www.globalgap.org)	
	GMP Corrugated & Solid board (www.fefco.org)	
	BRC Consumer products (www.brcglobalstandards.com)	

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2.2 Short explanation on certification products

Accredited certification

RvA: Dutch Council for Accreditation (Raad voor Accreditatie) (www.rva.nl)

UKAS: United Kingdom Accreditation Service (www.ukas.com)

For industrial oriented, larger food/feed processing and logistic companies (accreditation req.nr.):

ISO 9001: Quality management system (QMS) requirements (RvA C062)

ISO 14001: Environmental management system(EMS) requirements (RvA C062); for this scheme the SCCM certification system Environmental Management Systems according ISO 14001 from SCCM, June 2006 is used

ISO 22000: Food Safety management system (FSMS) requirements (RvA C062)

HACCP-Dutch scheme: HACCP management system requirements (RvA C062)

BRC Global Standard Food (UKAS 225): QMS/HACCP/GMP/GHP requirements for food processing/logistic companies

IFS Food (UKAS 225): QMS/HACCP/GMP/GHP requirements for food processing/logistic companies

GMP + (Feed): Good Manufacturing Practice requirements for Animal Feed (RvA applied):

- GMP B1: Production & processing of animal feed for livestock

For craftsmanship oriented smaller food operating companies:

BHC (Branch Hygienic Codes): Dutch Governmental authorised Codes of Practices for various branches (RvA C241): Branch HACCP & GMP/GHP requirements determination

- Supermarkets
- Bakeries & Confectioneries
- Traders, Importers, Exporters, Sorters, Packers & Auctions of fresh fruits & vegetables
- Retail and preparation of fresh fruits & vegetables
- Hotels, Restaurants & Catering (Hospitality sector)
- Food supply and preparation in Health Care organisations

For Primary (agriculture, horticulture, aquaculture) oriented Produce & Trading oriented companies

EUREPGAP Option 2 (RvA C241): assessment & certification requirements for Farmers groups

EUREPGAP Option 1 (RvA C241): inspection & certification requirements for Individual Farmer

QS PMO (Fruchthändler) (RvA applied): inspection & certification requirements for Produce Marketing organisation.

For Food related (suppliers) industrial oriented processing & logistic companies:

ISO 22000: Food Safety management system requirements (RvA C062)

BRC GS Storage & distribution (UKAS applied): QMS/HACCP/GMP/GHP requirements for logistic companies

IFS Logistic Standard (UKAS applied): QMS/HACCP/GMP/GHP requirements for logistic companies

BRC/IOP GS (UKAS applied): QMS/HACCP/GMP/GHP requirements for production of food packing and other packing materials

Non Accredited Certification

BRC Consumer products: Non Food consumer products quality and safety requirements

GMP Corrugated & Solid board (Fefco): GMP requirements for Board production

GRMS Global Read Meat Standard (Danish Meat Association): QMS/HACCP/GMP/GHP requirements for cattle supply & red meat slaughter and processing plants

Pre-assessment needed	Yes / No	When?
Preferred data / 2 nd choice for initial audit		/
Preferred language for assessment		
Preferred language for report: English / Dutch / Other		
Preferred number certificates (1 certificate is standard)		

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3.1 Product information				
Information about the products within the scope of assessment				
Description of the product group including specific claims and users	Number of varieties in product group	Own brands And / or Private labels	Number of production lines	High care departments? Other special production conditions?
3.2 Product information				
If products are excluded from the scope of certification, please give the motivation.				
product	motivation			
4.1 Company/Site information				
Describe scope of company activities for certification application.(for scope text on certificate)				
.....				
.....				
	management	operation	Number of shifts	Number of production lines
	highest number of employees*			
Intake / storage raw materials / packaging				
Processing				
Packaging				
Storage finished product				
Distribution				
Transportation				
Lab / QC				
Quality assurance (QA)				
Maintenance				
Human resources				
Planning / Logistics				
Purchasing				
Sales				
Research & Development				
Marketing				
General Management				
* all personnel, e.g. own fte (full time equivalent), part time, temporary, seasonal, which are on duty during full production				
4.2 Company information				
If departments are excluded from the scope, please give the motivation				
department	Motivation			
5. Inventory of the status of the operational management system to be assessed as well as the operations				Yes / No
Below mentioned questionnaire will be used to estimate how far your management system is operational and is being used. Moreover what the present situation is on process installation, buildings and premises.				

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5.1 Is your company already certified? If yes, which schemes (i.e. ISO9001, HACCP etc): If yes, by which Certification Body?		
5.2 Has your company any other certificates? Which:		
5.3 Has your company introduced a quality management system in which the following aspects have been documented and are operational: 5.3.1 specifications of: raw materials, ingredients, packing, final products. 5.3.2 production/process instructions/procedures regarding quality & food safety. 5.3.3 determination of HACCP-hazards and risk analysis in general control measures and CCP's per production phase/product. 5.3.4 effective use of determined control measures and CCP-activities and results registration 5.3.5 traceability completely introduced and demonstrable with raw materials, ingredients, in process and with final products 5.3.6 recall procedure is demonstrable present and tested 5.3.7 internal audit of the quality system 5.3.8 management review by managing director regarding the system effectiveness 5.3.9 determination/adjusting of company policy by directors regarding quality & food safety 5.3.10 training program for personnel regarding hygiene & food safety 5.3.11 suppliers assessment/approval/surveillance		
5.4 Did you have any assistance of a consultant with the development of your quality system? 5.4.1 Did you or your consultant assess your company's quality system? 5.4.2 Are you familiar with the certification standard you have applied for? 5.4.3 Have you made up a cross reference list between the Standard and your quality management system?		
5.5 Information about the premises: 5.5.1 more then 1 main building / widely spread buildings? 5.5.2 older buildings / not specific designed for the present production activities? 5.5.3 complex internal logistics (like many different buildings etc)? 5.5.4 risks for cross contamination (low, medium, high)? 5.5.5 product handling mainly by workers? 5.5.6 product handling mainly automated?		
5.6 Area / number of premises	<u>surface in square meters</u>	<u>number</u>
5.6.1 raw materials (including receiving & storage)		
5.6.2 processing (from incoming goods till final products)		
5.6.3 final product handling (storage and loading/shipping)		
If you like to provide more detailed information please add this on an additional sheet of paper and/or add a floor plan of the premises.		

6. Correctness of filled data

Undersigned declares that the filled data in this form are correct and represent the present organisation and company situation.

Name: function:

Signature date:

Please send this filled out application form to ISACert HO (e.mail: info@isacert.com) or to ISACert Partner (e.mail:)