|  |  |  |
| --- | --- | --- |
| **TÜV NORD INTEGRA**  **Certification in agriculture and food**  **Statiestraat 164**  **B-2600 Berchem**  **Phone: +32 3 287 37 60**  **Fax: +32 3 287 37 61** |  | logo TNI hoofdletters |

|  |
| --- |
| **Request for quotation for certification of**  **food safety management systems in the**  **FOOD and FEED industry** |
|  |
| **PART 1: General** |

|  |  |
| --- | --- |
| **1.1 Contact information *(in case of several sites, use one request form per site)*** | |
| Company name |  |
| Legal form | public limited company  cooperative company with limited liability  company with limited liability  private person |
| Is the company part of a larger organisation? | no yes, namely: |
| Address |  |
| For GLOBALG.A.P. CoC: GPS coordinates | N/S       °     ’      ”  EW      °     ’      ” |
| Director/CEO |  |
| Contact person  Telephone number  Email |  |
| Contact person in case of emergency  Telephone number  Email |  |
| Email address for invoicing |  |
| VAT number *(1 request form per VAT number)* |  |
| BRCGS Directory Company ID |  |
| GLN number |  |
| GGN (if you already have one) |  |
| CoC number (if you already have one) |  |

|  |  |
| --- | --- |
| **1.2. Company specific information** | |
| Number of employees ?  *(part-time employees included and converted to full-time equivalents (FTE))* |  |
| Number of employees during peak periods?  *(part-time employees included and converted to full-time equivalents (FTE))* |  |
| Is the work done in shifts?  If yes:   * How many shifts ? * How many FTE per shift ? * When do they work in shifts ? | no yes        always only in peak periods |
| Number of HACCP plans / product types? |  |
| Company surface (m2) | production:       storage :  offices: |
| Have food safety consultants been involved in the implementation of food safety management systems? | no  yes, namely: |
| Has your company already a certified quality and/or food safety management system? | no  🡪 Would you like a quotation for a pre-audit in order to determine whether your system is ready for certification?  no  yes  yes 🡪 fill out table 1.3 |
| Since when is your site operational? |  |
| By what date would you like to be certified? |  |
| Are there seasonal products/activities? | no  yes, in the period:  If yes, which products/activities? |
| What is the working language of the site? |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.3. Current certification status at other certification bodies** | | | | | | |
| **Standard** | **Certification body** | **Date last audit** | **Result \*** | **Next audit to be conducted before** | **Certificate valid until** | **COID**  **Number\*\***  **/ BRCGS site code** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*BRCGS grade, IFS level, QS status…

\*\* only for IFS

|  |
| --- |
| **The company requests a quotation for certification of the following scope for the selected standards** |

|  |
| --- |
| **Specify here the SCOPE with clear description of the product groups.**  **The scopes is fully displayed on the certificate.** |
|  |
| Specify here the EXCLUSIONS.  In exceptional cases, it is possible that certain products are excluded from the scope. If this is the case, describe which products and explain why they can be excluded. Exclusions are also displayed on the certificate. |
|  |

*See document ‘Guide to certification’ (to be requested via* [*food-safety@tuv-nord.com*](file:///\\BE1ANT01FS\BE\Verwerkingsstandaarden\FSMS\OVW%20FSMS\food-safety@tuv-nord.com)*) for more information concerning the certification procedure of TÜV NORD Integra as well as information concerning the different standards.*

|  |  |
| --- | --- |
| **FOOD** |  |
| BRCGS Global Standard for Food Safety | 🡪 go to part 2 and 6 |
| BRCGS Global Standard for Storage and Distribution:  Food  Packaging Materials | 🡪 go to part 2 and 6  🡪 go to part 2, 5 and 6 |
| IFS Food | 🡪 go to part 2 and 6 |
| IFS Progress Food | 🡪 go to part 2 |
| IFS Logistics | 🡪 go to part 2 and 6 |
| IFS Broker | 🡪 go to part 4 and 6 |
| IFS Cash & Carry/Wholesale | 🡪 go to part 2 |
| QS Standard (only the chain Fruit, Vegetables and Potatoes – stage Wholesale) | 🡪 go to part 2 |
| GLOBALG.A.P. Chain of Custody (only CROPS) | 🡪 go to part 2 |
| Healthy Farming Association – porc meat | 🡪 go to part 2 |
|  |  |
| **FEED** |  |
| Feed Chain Alliance (FCA) (Ovocom) | 🡪 go to part 3 |
| Module NZO | 🡪 go to part 3 |
| FAMI QS | 🡪 go to part 3 |
| Production of compound feed with feed materials of plant origin | 🡪 go to part 3 |
| VLOG | 🡪 go to part 3 |
| Production and delivery of compound feed for specific market requirements | 🡪 go to part 3 |
|  |  |

You can use Feed Chain Alliance for certification of your by-products (also these needing reprocessing before use) to the animal feed industry.

In which language(s) would you like to receive your certificates?

English  Dutch  French other language:

*The quotation includes a certificate in 1 language of your choice (NL/FR/EN/DE). Every additional certificate in a different language will cost 100 euros (NL/FR/EN/DE) or 200 euros (other languages). For GLOBALG.A.P. Chain of Custody you can request one bilingual certificate (EN + NL/FR/DE) without extra fees instead of the standard certificate in English.*

Signature and date

|  |
| --- |
| **PART 2:**  **Specific information for the FOOD industry** |

|  |
| --- |
| **2.1 Processes: general** |
| Purchase *(see ‘Guide to certification’)*  Reception of unpacked goods  Reception of packed goods  Unpacking  Repacking without disruption of the primary packaging  Repacking with disruption of the primary packaging  Analyses in own laboratory  By-products for the feed industry  By-products directly to the cattle farmer  By-products directly to feed producer  By-products to transformer, who, after transformation, delivers to cattle farmer of feed producer |

|  |  |  |
| --- | --- | --- |
| **2.2 Specific food processes** | | |
| **Please include all processes that are carried out on raw materials, partly finished products and fully finished products.** | | |
| P1 | sterilisation (in final packaging, e.g cans, jars) | |
| P2 | thermal pasteurisation, UHT/aseptic filling, hot filling, microwave pasteurisation | |
| P3 | irradiation | |
| P4 | **Preserving techniques** (not for product taste adjustment):  salting  marinating  sugaring  acidifying/pickling  curing  smoking  fermenting (e.g. cheese, yoghurt, salami) | |
| P5 | evaporation/dehydration/drying by means of artificial heat source (heat tunnel, warm air tower, induction, microwave)  vacuum filtration  freeze-drying  microfiltration (< 10 µ mesh size) | |
| P6 | freezing (incl. frozen storage)  quick freezing  cooling/chilling (incl. cool storage) | |
| P7 | antimicrobial dipping/spraying  fumigation | |
| P8 | MAP packing  packing under vacuum | |
| P9 | prevention of (esp. microbiological) contamination, by means of high hygiene control and/or specific infrastructure, e.g.:  clean/white room technology  working room with over-pressure  chilled working room  special hygiene equipment for employees e.g. hygiene sluice  disinfection after cleaning  regular disinfection of equipment  other, namely:  **Specific for BRCGS Food:**  high care zone present  high risk zone present | |
| P10 | Specific separation techniques: reverse osmosis  active charcoal  other, namely:  e.g. wine filtration, oil filtration, for own water purification installation | |
| P11 | cooking  baking  blanching  frying  roasting  extrusion  churning  drying (without artificial heat source, e.g. sundried)  fermentation (e.g. wine, sourdough)  brewing  bottling  filling of liquids and/or viscous products |  |
| P12 | packaging  washing sorting mixing/blending  stuffing (e.g. baked goods)  storing under controlled atmosphere conditions (other than temperature) e.g. ULO  ripening (e.g. bananas, avocados)  slaughtering  dismembering  cutting/slicing/dicing  breading  coating  battering  printing of full label on packaging (not only LOT/EXP) |  |
| P13 | steaming (when food product has direct contact with steam, e.g. steam peeling or blanching of vegetables)  distillation  purification  damping/glazing (e.g. before freezing)  milling (e.g. oil seeds, flour, grains)  hydrogenation (e.g. oil) |  |

|  |
| --- |
| **2.3 Packaging** |
| Primary packaging Secondary packaging  Is there essential product information on the secondary packaging? (ingredients, weight,…)  yes  no  **Do you produce your own packaging material ?**  yes  no  If yes,  cups, bottles, foil…are made out of pellets  a tray is made out of foil |

|  |
| --- |
| **2.4 Storage** |
| Are you the owner of the goods during the storage?  yes  no  Do you perform cross-docking?  yes  no  Do you have a distribution platform?  yes  no  What type of goods do you store?  Food products  Packaging materials Non-food products  Storage temperature:  Chilled  Frozen  Ambient |
|  |

|  |
| --- |
| **2.5 Transport** |
| Are you the owner of the goods during the transport?  yes  no  How are you transporting the goods?  Bulk  Packed  Do you load and unload the goods?  yes  no  Which products do you transport?  Food products  Packaging material  Non-food products  What is the temperature of the goods during storage?  Chilled  Frozen  Ambient |

|  |
| --- |
| **2.6 Unannounced audits** |
| For certain schemes an unannounced audit is mandatory. Go to part 6 for details per scheme. |

|  |
| --- |
| **2.7 Specific for companies with outsourced processes and/or trade products** |
| Are there processes which are outsourced (excluding storage and transport)?  yes  no  If yes, which processes:  Besides your own production, do you also trade in food products?  yes  no  If yes, are these products which you may produce under your own recognition/admission ?  yes  no  Would you like to include these traded products in your BRCGS Food audit?  yes  no  Would you like a combined audit IFS Food / IFS Broker for these traded products?  yes  no |

|  |
| --- |
| **2.8 Specific for BRCGS Food** |
| Indicate which product categories are applicable:  1. Raw red meat  2. Raw poultry  3. Raw prepared products (meat and vegetarian)  4. Raw fish products and preparations  5. Fruit, vegetables and nuts  6. Prepared fruit, vegetables and nuts  7. Dairy and liquid egg  8. Cooked meat/fish products  9. Raw cured and/or fermented meat and fish  10. Ready meals and sandwiches, ready-to-eat desserts  11. Low/high acid in cans/glass **(except animal feed)**  12. Beverages  13. Alcoholic drinks and fermented/brewed products  14. Bakery  15. Dried foods and ingredients **(except animal feed)**  16. Confectionery  17. Cereals and snacks  18. Oils and fats  In order to fulfil specific customer requests and in order to give a larger flexibility to the companies, BRCGS has developed additional modules. The requirements of these modules are audited as part of the BRCGS Food audit.  We would like to audit the additional modules below:  (module 11) Meat Supply Chain Assurance (for manufacturing facilities that use the following as a raw material in the production of meat or meat preparations: red meat, poultry and/or game, further processed meat products, offal of red meat and poultry.)   * Number of different suppliers: * Number of species: * Number of products: * Number of product types (rax meat, meat preparations, meat products): * Number of supply chains: * Number of intermediate steps per supply chain: * Are agents/brokers involved?  yes  no * Exhaustive list of countries of origin   + 1:   + 2:   + 3:   + …   (module 13) FSMA (Food safety Modernization Act) The aim of this Module is to assist manufacturing organizations to understand those prescriptive elements within the FSMA Preventive Controls for Human Foods that are not explicitly covered within the BRCGS Global Standard for Food Safety.  ~~(module 14) Costco (mandatory for suppliers of Costco North-America).~~ |

|  |
| --- |
| **2.9 Specific for BRCGS Storage and Distribution: additional modules** |
| Part II chapter 9 – Handling of open food products must be added to the audit if you handle following open food products:  open boxes and trays of fruit and vegetables (a small amount of order-picking is allowed)  trays of raw fish/crustaceans/other sea food  meat carcasses  “Handling” is limited to reception into storage and release for distribution. All other manipulations (including cutting and trimming) must be audited under the BRCGS Food standard.  Part II chapter 10 – Wholesale module  10.2 Branded products  10.3 Wholesaler-own, wholesaler-exclusive and/or customer-exclusive products  Part II chapter 11 – Cross-docking module: In case of **separate cross-docking locations** under direct control of, or with a legal or contractual relation to, the main certificated site. Where cross-docking occurs at the certificated site, this activity will be covered under the main certification audit and this module is not applicable.  Part II chapter 12 – E-commerce  Contracted services  Part II chapter 14 – Product inspection  Part II chapter 15 – Contract packing (repacking, assembly packing)  Part II chapter 16 – Quantity control inspection  Part II chapter 17 – Contract chilling/freezing/tempering/defrosting and high-pressure process operations  Part II chapter 18 – Contract cleaning of baskets, roll cages and other distribution containers  Part II chapter 19 – Waste recovery and recycling |

|  |
| --- |
| **2.10 Specific for IFS Food/IFS Progress Food/IFS Logistics (needed for exclusions)** |
| Indicate which product categories are applicable:  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  ~~We would like a combined audit IFS Food/Costco (mandatory for suppliers of Costco North-America).~~  **Only for IFS Progress Food**: We request an assessment based on the following checklist:  Basic Level  Basic Level + HACCP  Intermediate Level |

|  |
| --- |
| **2.11 Specific for IFS Logistics** |
| Do you also handle transport and/or storage of non-food products?  yes  no  If yes, which products?  What is your main activity?  food  non-food  Are additional activities being performed on food products?  Contract chilling/freezing/tempering and defrost operations  Simple ripening processes of fruit  ~~We would like to add the Costco GFSI addendum checklist to our IFS Logistics audit.~~ |

|  |
| --- |
| **2.12 Specific for IFS Wholesale** |
| Do you also do wholesale of HPC (“Household and Personal Care”) products?  yes  no  Do you also do wholesale of packaging materials?  yes  no  What is your main activity?  food  HPC  packaging materials  Are additional activities being performed on food products?  Bagging  Cleaning (seeds: foreign materials)  Confectioning  Filling  Freezing (in block)  Labelling  Packaging  Removing stems  Ripening  Sorting  Thawing  Washing  Weighing |

|  |
| --- |
| **2.13 Specific for Qualität und Sicherheit (QS)** |
| We are registered with QS under category:  81 wholesale fruit, vegetables, potatoes (first-line merchant)  82 wholesale fruit, vegetables, potatoes (trading partner)  84 logistics fruit, vegetables, potatoes  We would like a QS audit.  We don’t want a QS audit, but we want to register our certificate of IFS Food (only for scope logistics) or IFS Logistics in the QS database. (Only possible for category 84) |

|  |
| --- |
| **2.14 Specific for GLOBALG.A.P. Chain of Custody (only CROPS)** |
| We agree that our company address (street, number, postal code) is visible to the public on the GLOBALG.A.P. database:  yes  no (see also the document “Database Access Rules” on [www.globalgap.org/documents](http://www.globalgap.org/documents))  We are a  trader without physical contact with the product (broker) with outsourced packaging and/or storage and/or labelling  trader with physical contact with the product (own storage and/or packaging and/or labelling), possibly with outsourced packaging and/or storage and/or labelling  packaging company (subcontractor, not the product owner but we have physical contact with the product)  storage company (subcontractor, not the product owner but we have physical contact with the product) of packaged products and/or bulk products  We do a limited processing step on vegetables and/or fruits (cutting, slicing, dicing, freezing and/or quick freezing to the extent that the original product remains visibly recognizable.  E.g. sliced mushrooms, diced pumpkin, cut melon, frozen peas, etc.  no  yes, namely …………………………………(describe product + process, e.g. mushrooms – slicing)  We are a GGN label logo license holder:  yes  no  Product destination countries (e.g. Belgium, EU):  Full list of sites under our own VAT number involved in the products with a GLOBALG.A.P. claim which have to be included in the audit:   * + 1: name – address – activity – GLOBALG.A.P. certified products handled on site   + 2:   + 3:   + …   We have  no subcontractors involved in the products with a GLOBALG.A.P. claim.  subcontractors involved in the products with a GLOBALG.A.P. claim, and they have their own valid GLOBALG.A.P. Chain of Custody/IFA/PHA certificate for the same product included on the subcontracted activity. These subcontractors are not included in our audit.  subcontractors involved in the products with a GLOBALG.A.P. claim, and they do not have their own valid GLOBALG.A.P. Chain of Custody/IFA/PHA certificate for the same product included on the subcontracted activity.  Full list of subcontractors involved in the products with a GLOBALG.A.P. claim – high risk (must be added to the audit): risk of mixing GLOBALG.A.P. and non-GLOBALG.A.P. certified products:   * (Re)processing, (re)packing, and/or (re)labeling of GLOBALG.A.P. certified products * Storage and handling of bulk GLOBALG.A.P. certified products (unpackaged, unsealed, or unlabeled) * Storage and handling of packaged but unlabeled GLOBALG.A.P. certified products:   + 1: name – address – GGN/CoC/GLN – activity – GLOBALG.A.P. certified products handled on site   + 2:   + 3:   + …   Full list of subcontractors involved in the products with a GLOBALG.A.P. claim – low risk (must be listed but will not be added to the audit): storage and handling of packaged, sealed and labeled products where there is no risk of mixing GLOBALG.A.P. and non-GLOBALG.A.P. certified products.   * + 1: name – address – GGN/CoC/GLN – activity – GLOBALG.A.P. certified products handled on site   + 2:   + 3:   + … |
| **PART 3:**  **Specific information for the FEED industry** |

1. **Feed Chain Alliance (Ovocom)**

|  |  |  |
| --- | --- | --- |
| **Activity** | **abbreviation** | **volume/number FTE\*** |
| Production and trade of compound feed materials that are produced within the company | MP | ton |
| Trade of compound feed materials produced by third parties | MH | FTE |
| Production and trade of premixtures that are produced within the company | VP | ton |
| Trade in premixtures produced by third parties | VH | FTE |
| Production and trade of feed materials that are produced within the company | GP | ton |
| Trade of feed materials that are produced by third parties | GH | FTE |
| Production and trade of feed materials that are produced within the company, originating from by-products for reprocessing (= transformation of by-products for reprocessing) | GPVW | ton |
| Production and trade of additives that are produced within the company | TP | ton |
| Trade of additives produced by third parties | TH | FTE |
| Storage and transhipment of animal feed and/or ‘by-products for reprocessing’ for company itself | OO | FTE |
| Storage and transhipment of animal feed and/or ‘by-products for reprocessing’ for third parties | OO | FTE |
| Road transport of animal feed materials and/or ‘by-products for reprocessing’ for company itself or third parties | TVWE | FTE |

|  |  |  |
| --- | --- | --- |
| Production and trade of ‘by-products for reprocessing that are produced within the company | VWP | ton |
| Trade in ‘by-products for reprocessing’ produced by third parties | VWH | FTE |

\* Number employed *for this activity:* FTE (=full-time equivalents)

Which of the above activities is the main activity in your company (activity with the largest turnover)?

|  |  |
| --- | --- |
| Main location and sites only have production | no  yes |
| Main location and sites only have trade | no  yes |
| Do you use one or more guaranteed road transporters for road transport? | no  yes  if yes, provide following information:  Name :  How many FTEs work for this transporter(s) ?  How many load trucks? |
| Do you also use intermediate traders for marketing animal feed materials/compound feed materials? | no  yes  if yes, for which activity?  Sales of feed materials and compound feeds to farmers  Transport and storage for own account of exclusively packaged feed materials and compound feeds to farmers. |
| Audit related to document ‘BT-04: Purchase: specific purchase protocols’ – module 3 | no  yes  if yes, who are the buyers?  Which products? |

|  |
| --- |
| Sanction:  I hereby confirm that there are no pending sanctions.  It’s not allowed to provide a certificate or attestation if the contestant has still a sanction (for example a suspension or whitdrawel in the last previous 12 months) in a certification scheme where OVOCOM vzw has a interchangeability with for example GMP+ FSA (GMP+ International – The Netherlands), QS (QS – Germany), Qualimat- Transport (Qualimat – France). If this is the case, please report this. |

I also want the NZO module which will enable me to supply Dutch farmers/producers of milk products (this module is only possible if combined with FCA) If so, please indicate how many supplier-product combinations you have:

1-9 10-49  50-199 200-299 300-399 >399

1. **Production of compound feed with feed materials of plant origin**

I want to be audited for the Production of compound feed with feed materials of plant origin certification scheme

For which species are the feed materials of plant origin being produced?

Bovine

Poultry

Pigs

1. **FAMI QS**

Number of employees under the FAMI-QS system:

Applied processes:

bioprocessing

mining

mixing

chemical processes

extraction processes

formulations/preparations

Applied activities:

production

trade

Placing on the market (TRADE)

Placing on the market (PRODUCTION)

Classificatie:

D (for products fed directly to the animal and/or delivered to the farm )

K (products not given directly to the animals and/or not sold directly to the farm)

FI (when Operators trade their own products)

FII ( when Operators trade products not produced by themselves)

Number of feed ingredients entering production process and/or are traded and coming from non-assured sources (for assured sources see Fami-QS document P-MS-003 Recognized Standards)

none 1-5  6-10 11-15 >15

Subcontracters:

none  yes

How many:

Who:

1. **VLOG**

Applied processes:

Feed manufacturing/processing:

Compound feed  Feed additives  Feed material  Lick blocks   
 Mineral Feed  Premixed feed

Mobile grinding and mixing facilities

Food processing/preparation:

Area of applicability:

Logistics

Handling feed

Handeling Food

Private labelling – feed (Packaged)

Private labelling – feed (Bulk)

Storage feed

Storage food

Trade/ drop shipping – feed (bulk)

Trade/ drop shipping – food (bulk)

Trade / drop shipping – feed (packaged)

Trade / drop shipping – food (packaged)

Trade / drop shipping – Including conversion of single component feed to ‘VLOG geprüft’

Transport – Food (bulk)

Transport – feed (bulk)

Matrix certification

sub-stage:

Area of applicability:

VLOG-ID number:

VLOG SUB-ID number:

Commissioning of subcontractors / contract manufacturers (subcontractors must also be visited in the audit):

yes

no

If Yes (subcontractors must also be visited in the audit)

Production by subcontractor

Transport by subcontractor

Storage by subcontractor

Packaging/ Re-packing by subcontractor

1. Production and delivery of compound feed for specific market requirements

I want an audit : Production and delivery of compound feed for specific market requirements

plus Module

Green module

Production and/or supply of:

Feed for rabbits.

Feed for poultry

Feed for pigs.

Feed for cattle

Feed for the 4 different species.

|  |
| --- |
| **Part 4:**  **Specific information for Agents, Brokers, Importers/exporters** |

|  |
| --- |
| **IFS Broker** |
| TÜV NORD Integra only offers certification for the Food scope, not for the Packaging Material scope.  Indicate which products are applicable:  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  Which additional activities do you do ?  Import  Export  R&D  Storage  Transport  Repacking  Other, namely:  How many suppliers do you have?  Which type of activities do you do?  Agent  Broker  Would you like an unannounced audit? See **part 6**. |

|  |
| --- |
| **PART 5:**  **Specific information for the PACKAGING MATERIAL industry** |

|  |  |
| --- | --- |
| **Which type of packaging material do you produce?** | **For which aims?** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **PART 6:**  **Unannounced audits** |

|  |  |  |  |
| --- | --- | --- | --- |
| **6.1 GFSI Audit history** | | | |
| Following schemes are GFSI benchmarked: BRCGS Food, BRCGS Storage & Distribution, IFS Food, IFS Logistics, IFS Broker and FSSC 22000. Please state your GFSI audit history for the past 3 years. Failed audits must also be included. | | | |
| **Scheme** | **Audit date** | **Announced / Unannounced** | **Result** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **6.2 Audit planning** |
| Does your company have seasonal production?  No  Yes, start: end:  Dates on which your site is not operational:  Blocking days (dates on which your site is operational, but you’re unable to have an unannounced audit):  **BRCGS**: You may request a maximum of 10 blocking days for sites with a grade AA, A or B, and a maximum of 5 blocking days for sites with a grade C or D. You must confirm these blocking days before the start of the window, along with your application for an unannounced audit. After the start of the window you can request additional blocking days, but this must be done at least four weeks in advance, and we are not obligated to take these into account.  **IFS**: You may request a maximum of 10 blocking days, split over a maximum of 3 periods. You must confirm the blocking days before the start of the window. Once the window has started, it is no longer possible to add blocking days to the IFS portal. Dates on which your site is not operational must be communicated to TÜV NORD Integra, but these are not registered on the IFS portal, and they also don’t count towards the total number of blocking days.  Contact person for the unannounced audit (name and mobile number): |

|  |
| --- |
| **6.3 BRCGS Food** |
| You must have an unannounced audit once every three years. You can also choose to have an unannounced audit every year.  We choose an unannounced audit once every three years (mandatory).  We choose an annual unannounced audit (voluntary).  The **mandatory three-yearly unannounced audit** is scheduled by TÜV NORD Integra. You will be informed at the latest three months after your last BRCGS Food audit that your next audit will be unannounced. The audit is scheduled in the four months before the “Due date” stated on your BRCGS Food certificate.  You must request the **voluntary annual unannounced audit** yourself via [food-safety@tuv-nord.com](file:///\\BE1ANT01FS\BE\Verwerkingsstandaarden\FSMS\OVW%20FSMS\food-safety@tuv-nord.com%20) before the start of the window. The audit can be scheduled at any time in the four months before the “Due date” stated on your BRCGS Food certificate. |

|  |
| --- |
| **6.4 BRCGS Storage and Distribution** |
| You must have an unannounced audit once every three years. You can also choose to have an unannounced audit every year.  We choose an unannounced audit once every three years (mandatory).  We choose an annual unannounced audit (voluntary).  For the annual unannounced audit you have two choices.  Option 1: the entire audit is carried out unannounced.  Option 2: the audit is split into two parts. The first part is carried out unannounced and concerns the operation of the site and the vehicles. The second part is announced and concerns your systems and documentation.  The **mandatory three-yearly unannounced** audit is scheduled by TÜV NORD Integra. You will be informed at the latest three months after your last BRCGS Storage and Distribution audit that your next audit will be unannounced. The audit is scheduled in the four months before the “Due date” stated on your BRCGS Storage and Distribution certificate.  You must request the **voluntary annual unannounced audit** yourself via [food-safety@tuv-nord.com](file:///\\BE1ANT01FS\BE\Verwerkingsstandaarden\FSMS\OVW%20FSMS\food-safety@tuv-nord.com%20) before the start of the window. An unannounced audit “option 1” will be scheduled in the four months before the “Due date” stated on your BRCGS Storage and Distribution certificate. An unannounced audit “option 2” is usually scheduled 6 to 10 months after the last audit date for the unannounced part. The announced part takes place in a window of 28 days, 11 to 12 months after your last audit. |

|  |
| --- |
| **6.5 IFS Food** |
| You must have an unannounced audit once every three audits. You can also choose to have an unannounced audit every year.  We choose an unannounced audit once every three audits (mandatory).  We choose an annual unannounced audit (voluntary).  The mandatory unannounced audit is scheduled by TÜV NORD Integra. You will be informed at least six months before the audit due date that your next IFS Food audit will be unannounced.  You must request the **voluntary unannounced audit** yourself via [food-safety@tuv-nord.com](file:///\\BE1ANT01FS\BE\Verwerkingsstandaarden\FSMS\OVW%20FSMS\food-safety@tuv-nord.com%20). The window starts 18 weeks before the “Due date” stated on your IFS Food certificate. TÜV NORD Integra must register your choice for an unannounced audit in the IFS portal **4 weeks** before the start of the window. If we do not receive your application on time, your next audit may be performed unannounced, but the certification cycle will change and there may be an interruption in your certification. |

|  |
| --- |
| **6.6 IFS Logistics** |
| You must have an unannounced audit once every three audits. You can also choose to have an unannounced audit every year.  We choose an unannounced audit once every three audits (mandatory).  We choose an annual unannounced audit (voluntary).  The **mandatory unannounced audit** is scheduled by TÜV NORD Integra. You will be informed in a timely manner that your next IFS Logistics audit will be unannounced.  You must request the **voluntary unannounced audit** yourself via [food-safety@tuv-nord.com](file:///\\BE1ANT01FS\BE\Verwerkingsstandaarden\FSMS\OVW%20FSMS\food-safety@tuv-nord.com%20). The window starts 18 weeks before the “Due date” stated on your IFS Logistics certificate. TÜV NORD Integra must register your choice for an unannounced audit in the IFS portal **4 weeks** before the start of the window. If we do not receive your application on time, your next audit may be performed unannounced, but the certification cycle will change and there may be an interruption in your certification. |

|  |
| --- |
| **6.7 IFS Broker** |
| It is not mandatory to have an unannounced IFS Broker audit, but it is allowed.  You must request the **voluntary unannounced audit** yourself via [food-safety@tuv-nord.com](file:///\\BE1ANT01FS\BE\Verwerkingsstandaarden\FSMS\OVW%20FSMS\food-safety@tuv-nord.com%20). The window starts 18 weeks before the “Due date” stated on your IFS Broker certificate. TÜV NORD Integra must register your choice for an unannounced audit in the IFS portal **4 weeks** before the start of the window. If we do not receive your application on time, your next audit may be performed unannounced, but the certification cycle will change and there may be an interruption in your certification. |

|  |
| --- |
| **6.8 IFS Progress Food** |
| It is not mandatory to have an unannounced IFS Progress Food assessment, but it is allowed.  You must request the voluntary unannounced assessment yourself via [food-safety@tuv-nord.com](file:///\\BE1ANT01FS\BE\Verwerkingsstandaarden\FSMS\OVW%20FSMS\food-safety@tuv-nord.com%20). The window starts 18 weeks before the “Due date” stated on your IFS Progress Food Letter of Confirmation. TÜV NORD Integra must register your choice for an unannounced assessment in the IFS portal 4 weeks before the start of the window. If we do not receive your application on time, your next assessment may be performed unannounced, but the cycle will change and there may be an interruption in your letter of confirmation. |

|  |
| --- |
| **PART 7: Additional information** |

|  |
| --- |
| Do you wish to add something to your application? |