



This questionnaire will help us understand your business. Please send us your completed application form with your company profile, business registration or other document proof via e-mail [hk@bsigroup.com](mailto:hk@bsigroup.com) or fax to +852 2743 8727. If you have any questions, you can contact us on: +852 3149 3300

# BSI Service Request Form - Food and Supply Chain

- Type of service:** (Tick as many as needed)
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Certification Audit    | <input type="checkbox"/> Additional Standard/Scheme | <input type="checkbox"/> Additional Site/Location  |
| <input type="checkbox"/> GAP Analysis Audit     | <input type="checkbox"/> Extension of Scope Audit   | <input type="checkbox"/> Transfer of Certification |
| <input type="checkbox"/> Inspection of Premises | <input type="checkbox"/> Pre-Assessment             | <input type="checkbox"/> 2nd Party Audit           |

## 1. Organization Details

**Organization name:** \_\_\_\_\_

**Website:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Main site address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Invoice address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Post code:** \_\_\_\_\_

**Post code:** \_\_\_\_\_

**Contact for Service Coordination:**

\_\_\_\_\_

**Job title:**  
 \_\_\_\_\_

**Email address:**  
 \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Mob:** \_\_\_\_\_

**Contact for Finance/Accounts:**

\_\_\_\_\_

**Job title:**  
 \_\_\_\_\_

**Email address:**  
 \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Mob:** \_\_\_\_\_

## 2. Additional site addresses and details (if more than four sites, please outline on a separate sheet)

- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

## 3. Details of main site and other sites/agencies details (if more than four sites, please outline on a separate sheet)

		Site-1	Site-2	Site-3	Site-4
<b>Number of personnel</b>	Production/manufacturing/wholesale/transport				
	Quality assurance/research and development				
	Office-based (e.g. sales, marketing, finance, etc.)				
How many shifts per day?					
Number of fulltime employees on main shift					
Type of facility* <small>(refer to the list of numbers below)</small>					
Size of facility (sqm/sqf/ha)					
Size of entire site (sqm/sqf/ha)					
Total number HACCP studies/plans/families*					
Centrally managed system through a Head Office? (Y/N)					

\*A HACCP study/family corresponds to a group of products [HACCP Plans] with similar hazards and similar production technology

- Type of Facility:**
- |                    |                 |                                    |                   |
|--------------------|-----------------|------------------------------------|-------------------|
| 1. Boning Room     | 2. Broker       | 3. Catering Facility               | 4. Distribution   |
| 5. Factory         | 6. Farm         | 7. Freight Forwarder/Cross Docking | 8. Grading Floor  |
| 9. Hatchery        | 10. Head Office | 11. Packhouse                      | 12. Retail Outlet |
| 13. Slaughterhouse | 14. Warehouse   |                                    |                   |

4. \*Scope – Description of processes activities and product categories to be covered by the certification activity (detail the scope for each site)

Location	Scope
Site 1	
Site 2	
Site 3	
Site 4	

\*List the outsourced processes that may affect your end product conformity. Examples may include processes such as contract packing; contract manufacturing of finished product components.

5. Which Standards/Products/Schemes does your enquiry relate to? (please tick all applicable)

**BSI HACCP & GMP Certification Criteria**

- HACCP and GMP (must apply to manufacturers warehouse/distributors where storing and handling food)
- HACCP only (Head Office, Broker)
- GMP only

**Woolworths Supplier Program**

- Supplier Excellence - Food Manufacturing
  - Base Standard       COPs       Industry Standard       Production Focus
  - Annual       Six monthly
- Supplier Excellence Industry Standard - Meat
- Supplier Excellence Industry Standard - Service Providers (including brokers & agents)
- WQA Produce Standard Version 8
- Endeavour Drinks Liquor Standard
- WQA Ethical
- Supplier Development Programme
- Trolley Collection Ethical Audit
- Cleaning Service Ethical Audit
- Consumer Goods Supplier Standard (Please select applicable subcategories)
  - Toys and seasonal       Electrical Products       Home textiles
  - Apparel       Food Contact Packaging       Cosmetics

**ALDI Supplier Program**

ALDI accepts any GFSI Standard certificate plus the ALDI addendum audit

- SQF       BRC       GlobalG.A.P       FSSC 22000

**ASDA**

**Coles Housebrand Supplier Program**

- Coles Supplier Requirements - Food

Which standard do you want to pair with your Coles Supplier Requirements Standard?

- Freshcare
- SQF
- BRC
- GlobalGAP

**Costco Supplier Program**

Costco accept the following programmes OR a Costco audit

- BRC (A or B rating only)
  - SQF (G or E rating only)
  - FSSC 22000 (pass)
- or
- Costco Audit

5. Which Standards/Products/Schemes does your enquiry relate to? (please tick all applicable)

**BRC** (select sub-category)

BRC Global Standard for Food

	1. Raw red meat		2. Raw poultry		3. Raw prepared products (meat & veg)		4. Raw fish products and preparations
	5. Fruits, vegetables and nuts		6. Prepared fruit, vegetables and nuts		7. Dairy, liquid egg		8. Cooked meat, fish products
	9. Raw cured, or fermented meat & fish		10. Ready meals and sandwiches and ready eat desserts		11. Low, high acid in cans, glass		12. Beverages
	13. Alcoholic drinks and fermented/ brewed products		14. Bakery		15. Dried foods and ingredients		16. Confectionery
	17. Cereals and snacks		18. Oils and fats				

BRC Global Standard for Storage and Distribution

	1. Chilled and Frozen Food		2. Ambient Food		3. Packaging and Packaging Materials		4. Consumer Products
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BRC Global Standard for Packaging and Packaging Materials

	1. Glass Manufacture		2. Papermaking		3. Metal Forming		4. Rigid Plastics
	5. Flexible Plastics		6. Other Manufacturing		7. Print Process		8. Chemical Process

BRC Global Standard for Agents & Brokers

	1. Chilled and Frozen Food		2. Ambient Food		3. Packaging materials		4. Consumer products
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BRC Global Standard Voluntary Modules

	Module 8 - Traded Goods		Module 9 - Management of Food		Module 11 - Meat Supply		Module 12 - AOECs Gluten-Free Foods
	Module 15 - FSMA Preventive Controls		Unannounced				

**GLOBALG.A.P.** (BSI can conduct audits for following Crop Base scopes - Fruit and Vegetables, combinable crops, Tea)

**Option 1**

- Individual Farmer (grower) applies for GLOBALG.A.P. certificate
- Multisite operation without implementation of a QMS
- Multisite operation with implementation of a QMS

**Option 2**

- A Producer Group applies for a GLOBALG.A.P. group certificate
- Produce safety standard

- FSMA Module

**SQF CODE Edition 8**

Legend for grey shaded cells: Standard is not auditable for the relevant food sector category

Category Number	SQF Food Sector Categories	Food Safety Fundamentals	Food Safety Code for Primary Production	Food Safety Code for Manufacturing	Food Safety Code for Storage & Distribution	Food Safety Code for Food Packaging	Food Safety Code for Retail	The Quality Code
1	Production, Capture and Harvesting of Livestock and Game Animals							
2	Growing and Harvesting of Sprouted Seed Crops for Human Consumption							
3	Growing and Production of Fresh Produce and Nuts							
4	Fresh Produce and Nuts Pack-house Operations							
5	Extensive Broad Acre Agriculture Operations							
6	Harvest & Intensive Farming of Seafood							
7	Slaughterhouse, Boning and Butchery Operations							
8	Processing of Manufactured Meats & Poultry							
9	Harvest and Intensive Farming of Seafood Processing							
10	Dairy Food Processing							
11	Apiculture and Honey Processing							
12	Egg Processing							
13	Bakery & Snack Food Processing							
14	Fruit, Vegetable, Nut and Fruit Juice Processing							
15	Canned, UHT & Aseptic Operations							
16	Ice, Drink & Beverage Processing							
17	Confectionery Manufacturing							
18	Preserved Foods Manufacture							
19	Food Ingredient Manufacture							
20	Recipe Meals Manufacture							
21	Oils, Fats & the Manufacture of oil or fat-based based spreads							
22	Processing of Cereal Grains							
23	Food Catering & Food Service Operations							
24	Food Retailing							
25	Repackaging of products not manufactured on site							
26	Food Storage & Distribution							
27	Manufacture of Food Packaging							
31	Manufacturing of Dietary Supplements							
32	Manufacture of Pet Food							
33	Manufacture of Food Processing Aids							
34	Manufacture of Animal Feed							

SQF Voluntary Unannounced Audit Program

FSMA Preventive Controls Rule SQF Addendum

5. Which Standards/Products/Schemes does your enquiry relate to? (please tick all applicable)

**PAS 96 VerifEye Audit - Protecting Food and Drink from Deliberate Attack**

**Gluten Free Certification Program (GFCP)**

Schedule A to be submitted to Allergen Control Group Inc.

Have you already made a formal application to GFCP?

Yes  No

**ISO 9001:2015**

**ISO 14001:2015**

**OHSAS 18001:2008**

**ISO 45001:2018**

**Social Responsibility** (select sub-category)

Sedex (SMETA)

Other \_\_\_\_\_

**2nd Party Supplier Verification Audits** \_\_\_\_\_

**FSSC 22000 - Food Safety System Certification** (select sub-categories)

**FSSC 22000 Food Requirements + ISO 22000 + ISO/TS 22002 (applicable part/s only)**

CI. Perishable animal products i.e. Production of animal products including fish and seafood, meat, eggs, dairy and fish products

CII. Perishable plant products i.e. Production of plant products including fruits and fresh juices, vegetable, grains, nuts and pulses

CIII. Perishable animal and plant products (mixed products) i.e. Products of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready-to-eat meals

CIV. Ambient stable products i.e. Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt

I. Auxiliary Services: Production of Food Packaging and Packaging Material i.e. Production of food packaging material

K. Biochemical: Production of (Bio) Chemicals i.e. Production of food and feed activities, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids, Pesticides, drugs, fertilizer, cleaning agents

## 5. Which Standards/Products/Schemes does your enquiry relate to? (please tick all applicable)

### ISO 22000 - Food Safety System Certification (select sub-categories)

- AI. Farming of Animals (for Meat/Milk/Eggs/Honey) i.e. Raising animals (other than fish and seafood) used for meat production, egg production, milk production, or honey production; Growing, keeping, trapping and hunting (slaughtering at point of hunting); Associated farm packing b and storage
- AII. Farming of Animals (of Fish and Seafood) i.e. Raising fish and seafood used for meat production; Growing, trapping and fishing (slaughtering at point of capture); Associated with packing b and storage
- BI. Farming (of Plants) i.e. Growing or harvesting of plants (other than grains and pulses): horticulture products (fruit, vegetables, spices, mushroom, etc). and hydrophytes for food associated farm packing b and storage
- BII. Farming (of Grains and Pulses) i.e. Growing and harvesting of grains and pulses for food: Associated farm packing b and storage
- CI. Food Manufacturing (Perishable animal products) i.e. Production of animal products including fish and seafood, meat, eggs, dairy and its fish products
- CII. Food Manufacturing (Perishable animal and plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses
- CIII. Food Manufacturing (Perishable animal and plant products (mixed products) i.e. Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready-to-eat meals
- CIV. Food Manufacturing (Ambient stable products) i.e. Production of food products from any source that are stored and sold at ambient temperature including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
- E. Catering i.e. Preparation, storage and, where appropriate, delivery of food for consumption, at the place of preparation or at a satellite unit
- FI. Distribution (Retail/Wholesale) i.e. Production of finished food products to a customer (retail outlets, shops, wholesalers)
- FII. Distribution (Food Broking/Trading) i.e. Buying and selling food products on its own account or as an agent for other
- DI. Animal Feed Production (Production of Feed) i.e. Production of feed from a single or mixed food source, intended for food-producing animals
- DII. Animal Feed Production (Production of Pet Food) i.e. Production of feed from a single or mixed food source, intended for non-food producing animals
- GI. Transport and Storage (for Perishable Food and Feed) i.e. Storage Facilities and distribution vehicles for the storage and transport of perishable food and feed
- GII. Transport and Storage (for Ambient Food and Feed) i.e. Storage facilities and distribution vehicles for the storage and transport of ambient food and feed
- H. Services i.e. Provision of services related to the safe production of food, including water supply, pest control, cleaning services, waste disposal
- J. Equipment manufacturing i.e. food processing equipment and vending machines
- I. Production of Food Packaging and Packaging Material i.e. food packaging material
- K. Production of (Bio) Chemicals i.e. Production of food and feed activities, vitamins, minerals, bio-cultures, flavourings, enzymes, and processing aids; Pesticides, drugs, fertilizers, cleaning agents

### Other \_\_\_\_\_

6. Please confirm any restricted areas/proprietary information/confidentiality requirements

Yes  No If yes, please give details:

7. Are you using a consultant to help you with implementing a management system?  Yes  No

Consultant name: Address: Email: Phone: Fax:

8. Please specify if you're already certified to other management systems

Table with 4 columns: Standard, Certification body, Certification No. / Expiry date, Accreditation body

9. For transfer to BSI only

Certification body: Accreditation body: Certificate expiry date: Last audit date by previous CB: Reason for transfer:

For BRC only, include a copy of last audit report and current BRC certificate to be submitted to BSI

10. When are you seeking certification (e.g. month/year)

11. Declaration

I confirm that I am an authorized representative of my organization and that the above information is correct. I confirm that the organization undertakes to comply to the conditions related to the requested services and to pay all fees and charges connected with the registration process, irrespective of the eventual granting of registration.

www.bsigroup.com/en-AU/About-BSI/BSI-Certification-Guidebooks

Name: Position: Date: