

# FSMS - ISO 22000 CERTIFICATION QUESTIONNAIRE



PLEASE COMPLETE THIS QUESTIONNAIRE AND ATTACH ANY RELEVANT SUPPORTING INFORMATION DESCRIBING THE COMPANY'S QMS AND ACTIVITIES, (e.g. COMPANY PUBLICITY MATERIAL). ON RECEIPT OF THE COMPLETED QUESTIONNAIRE A CUBE TIC LIMITED WILL PREPARE AND SUBMIT FOR YOUR APPROVAL A PROPOSAL DETAILING AUDIT OR TRANSFER COSTS AND TIMESCALES.

## SECTION 1 – ENQUIRY DETAILS

HOW DID YOU LEARN OF A CUBE TIC'S?

REFERRAL FROM CONSULTANTS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
A CUBE TIC LIMITED WEB SITE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DIRECT CONTACT FROM A CUBE TIC LIMITED PERSONNEL?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ADVERTISING?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ACCREDITATION BODY WEB SITE	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## SECTION 2 – HEAD OFFICE/MAIN SITE DETAILS

TYPE OF APPLICATION	NEW <input type="checkbox"/>	RE ASSESSMENT <input type="checkbox"/>	TRANSFER <input type="checkbox"/>	SCOPE EXTENSION <input type="checkbox"/>
REASON FOR TRANSFER (WHEN APPLICABLE)				
<i>(if this is a transfer, please provide the valid certificate and previous reports of the current 3-year certification cycle)</i>				
Reason of transfer (if applicable)				
LEGALLY REGISTERED COMPANY NAME				
COMPANY ADDRESS (including post or Zip code)				
IS THIS ENQUIRY FOR MORE THAN ONE PHYSICAL SITE/LOCATION.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	IF "YES" PLEASE ALSO COMPLETE SECTION 8 OF THIS QUESTIONNAIRE.	
PLEASE DESCRIBE THE COMPANY'S BUSINESS ACTIVITY (SCOPE), INCLUDING REFERENCE TO YOUR CORE PROCESSES				

## SECTION 3: EMPLOYEES/WORK FORCE

TOTAL NUMBER OF STAFF	
NUMBER OF PART TIME STAFF	
TOTAL NUMBER OF OFFICE STAFF	
TOTAL NUMBER OF PRODUCTION/SERVICE STAFF	
NUMBER OF EMPLOYEES WORKING OFF SITE	
NUMBER OF EMPLOYEES SEASONAL WORK (IF ANY)	

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## SHIFT WORK

IS SHIFT WORK OPERATED ON THE SITE OR SITES INVOLVED IN THIS ENQUIRY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF "YES" - HOW MANY SHIFTS?		
TOTAL NUMBER OF STAFF ON EACH SHIFTS		
ARE THE ACTIVITIES OF EACH SHIFT IDENTICAL?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF "NO" PLEASE DETAIL THE DIFFERENT ACTIVITIES BETWEEN EACH SHIFT		
PLEASE PROVIDE THE SHIFT START AND FINISH TIMES		

## SECTION 4 – PROCESS DETAILS

Based on the declared scope of Business and number of employees, please complete below

PLEASE DETAIL ANY CRITICAL FOOD SAFETY RISKS YOU HAVE IDENTIFIED						
HOW MANY HACCP PLANS DO YOU OPERATE?						
0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6+ <input type="checkbox"/>
WHAT SIZE IS YOUR PRODUCTION FACILITY						
0-99 m2 <input type="checkbox"/>	100-999 m2 <input type="checkbox"/>	1000-4999 m2 <input type="checkbox"/>	>5000 m2 <input type="checkbox"/>			
PLEASE PROVIDE DETAIL OF ANY OUTSOURCED PROCESSES/SUB PROCESS <i>Enter on the right the number of companies or freelancers generally used</i>					NUMBER OF OUTSOURCERS /SUB CONTRACTORS (companies) USED/INVOLVED	
PLEASE PROVIDE DETAILS OF ANY LEGAL OR OTHER OBLIGATIONS THAT ARE APPLICABLE TO THE COMPANY ACTIVITIES						

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FROM THE TABLE IN SECTION 9, PLEASE INDICATE WHICH CATEGORY AND SUBCATEGORY APPLIES TO YOUR OPERATIONS

Category		Subcategory	
Category		Subcategory	
Category		Subcategory	
Category		Subcategory	
Category		Subcategory	

PLEASE DESCRIBE ANY TEMPORARY OFF-SITE INSTALLATION/SERVICE ACTIVITIES (IF APPLICABLE)	
HOW MANY INSTALLATION/SERVICE SITES ARE IN OPERATION?	

## SECTION 5 – MANAGEMENT SYSTEM DETAILS

WAS THE MANAGEMENT SYSTEM DEVELOPED/UPDATED INTERNALLY OR WITH THE SUPPORT OF A CONSULTANT? <i>If yes, please provide the Consultant Company name and the Consultant name</i> ARE INTERNAL AUDITS PERFORMED BY EXTERNAL PERSONNEL? <i>if yes, please provide the name</i>
PLEASE NOTE THAT IT IS POSSIBLE THAT THE EXTERNAL PROFESSIONAL/CONSULTANT YOU NOMINATE, MAY HAVE A BUSINESS RELATIONSHIP WITH OUR ORGANISATION (EVEN A REMUNERATED ONE). SUCH A RELATIONSHIP DOES NOT PUT YOUR COMPANY IN AN ADVANTAGEOUS POSITION AND WILL NOT AFFECT THE CERTIFICATION PROCESS.

IS YOUR COMPANY ALREADY CERTIFIED BY AN ACCREDITED 3 <sup>RD</sup> PARTY CERTIFICATION BODY IN ANY OF THE STANDARDS BELOW?											
14001	<input type="checkbox"/>	45001	<input type="checkbox"/>	27001	<input type="checkbox"/>	9001	<input type="checkbox"/>	13485	<input type="checkbox"/>	others	<input type="checkbox"/>
IF "YES" PLEASE PROVIDE THE NAME OF THE CERTIFICATION BODY INVOLVED							<input type="checkbox"/>				

## SECTION 6 – CONTACT INFORMATION

### PRIVACY

BY SIGNING THIS FORM, YOU DECLARE THAT THE INFORMATION PROVIDED IS CORRECT AND COMPLETE. YOU ALSO DECLARE THAT YOU HAVE READ THE A CUBE TIC LTD INFORMATION NOTICE PUBLISHED ON THE COMPANY'S WEBSITE, THAT YOU HAVE READ THE INFORMATION CONTAINED THEREIN AND THAT YOU GIVE YOUR FREE AND INFORMED CONSENT TO THE FOLLOWING TYPES OF PROCESSING:

- A. PROCESSING OF PERSONAL DATA FOR MARKETING, DIRECT SALES AND MARKET RESEARCH PURPOSES  
 I CONSENT  I REFUSE CONSENT
- B. COMMUNICATION OF PERSONAL DATA TO OTHER COMPANIES IN THE A CUBE TIC LTD GROUP  
 I GIVE CONSENT  I REFUSE CONSENT

NAME		SIGNATURE	
POSITION		DATE OF COMPLETION	
EMAIL ADDRESS		PHONE NUMBER	

We inform you that, as a data subject, you have the right to withdraw your consent for one or more processing purposes at any time. This

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revocation, however, in no way affects the lawfulness of the processing carried out by us on the basis of the consent you have previously granted us.

**PLEASE RETURN COMPLETED QUESTIONNAIRE TO A CUBE TIC Limited  
OR TO YOUR LOCAL A CUBE TIC LIMITED's OFFICE**

A CUBE TIC LIMITED: Unit 5, Middle Bridge Business Park, Bristol Road, Portishead, BS 20 6PN, UK  
Tel: +44 - 01275 397423; E-mail: K.Bashar@acubetic.com

## SECTION 7 – AUDITOR CONFIRMATION (A CUBE TIC LIMITED USES ONLY)

TO BE COMPLETED BY THE APPOINTED A CUBE TIC LIMITED LEAD AUDITOR AT TIME OF THE STAGE 1 OR RECERTIFICATION/EXTENSION AUDIT ARISING FROM ENQUIRY AND PRESENTED WITHIN THE RELEVANT PACKAGE					
I CONFIRM THAT THE INFORMATION AND DATA SHOWN ON THE COMPLETED QUESTIONNAIRE IS VALID AND ACCURATE TO THE COMPANY CIRCUMSTANCES SEEN AT THE TIME OF THE STAGE 1 AUDIT/RECERTIFICATION - (Note – if any significant discrepancies between the information and data shown on the Questionnaire and those observed during the Stage 1 audit/ recertification are identified these must be brought to the attention of the company and to the attention of the A Cube TIC Limited's office Accreditation Review Officers immediately as these may impact the validity of the original proposal and contract as well as the adequacy of audit planning)					
Name		Signature		Date	

## SECTION 8 - MULTISITES ONLY

SITE ADDRESS	ACTIVITIES INVOLVED (SCOPE)	TOTAL EMPLOYEE	SHIFT WORK YES/NO	START AND END TIME OF EACH SHIFT

## SECTION 9 - CATEGORY AND SUBCATEGORY

CLUSTER	CATEGORY	SUBCATEGORY	EXAMPLES OF INCLUDED ACTIVITY
Primary production	A	Farming or handling of animals	<ul style="list-style-type: none"> <li>Raising animals (other than fish and aquaculture) used for meat production, egg production, milk production or honey production.</li> <li>Growing, keeping, trapping, hunting (slaughtering at point of hunting).</li> <li>Associated temporary packing without modification or processing of the product.</li> </ul>
		All	<ul style="list-style-type: none"> <li>Farming of fish and seafood</li> <li>Raising fish and seafood used for meat production.</li> <li>Growing, trapping and fishing (slaughtering at point of capture).</li> <li>Associated temporary packing without modification or</li> </ul>

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					processing of the product.
	<b>B</b>	Farming or handling of plants	BI	Farming - handling of Plants (other than grains and pulses)	<ul style="list-style-type: none"> <li>Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms etc.) and hydrophytes for food.</li> <li>On farm storage of plants other than grains and pulses) including horticultural products and hydrophytes for food.</li> </ul>
			BII	Farming – handling of grains and pulses	<ul style="list-style-type: none"> <li>Growing or harvesting of grains and pulses for food. Handling grains and pulses.</li> <li>On farm storage of grain and pulses for food.</li> </ul>
			BIII	Pre-process handling of plant products	<ul style="list-style-type: none"> <li>Activities on harvesting plants that do not transform the product from original whole form, including horticultural products and hydrophytes for food. These include cleaning, washing, rinsing, fluming, sorting, grading, trimming, bundling, cooling, hydro-cooling, waxing, drenching, aeration, preparing for storage or processing, packing staging storing and loading.</li> </ul>
Processing food for humans and animals	<b>C</b>	Food Ingredient and pet food processing	C0	Animal – primary conversion	<ul style="list-style-type: none"> <li>Conversion of animal carcasses intended for further PROCESSING including lairage, slaughter, evisceration, bulk chilling, bulk freezing, bulk storage of animals and game gutting, bulk freezing of fish and storage of game.</li> </ul>
			CI	Processing of perishable animal products	<ul style="list-style-type: none"> <li>Processing and packing including fish, fish products, seafood, meat, eggs and dairy requiring chilled or frozen temperature control.</li> <li>Processing of pet food from animal products only</li> </ul>
			CII	Processing of perishable plant-based products	<ul style="list-style-type: none"> <li>Processing and packaging including fruits and fresh juices, vegetables, grains, nuts, pulses, frozen water-based products, plant-based meat and dairy substitutes.</li> <li>Processing pet food from plant products only.</li> </ul>
			CIII	Processing of perishable animal and plant products (mixed products)	<ul style="list-style-type: none"> <li>Processing and packaging including pizza, lasagne, sandwiches, dumplings and ready to eat meals.</li> <li>Includes off-site catering kitchens not offered for immediate consumption.</li> <li>Processing perishable pet foods form mixed products.</li> </ul>
			CIV	Processing of ambient stable products	<ul style="list-style-type: none"> <li>Processing and packing of products stored and sold at ambient temperature including canned goods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, and food-grade salt.</li> <li>Processing ambient stable pet food.</li> </ul>
	<b>D</b>	Feed and animal food processing			<ul style="list-style-type: none"> <li>Processing feed material intended for food and non-food producing animals not kept in households, e.g. meal from grain, oilseeds, by-products of food production.</li> <li>Processing feed mixtures, with or without additives, intended for food producing animals, e.g. premixes medicated feed, compound feeds.</li> </ul>
Catering/food services	<b>E</b>	Catering/food services			<ul style="list-style-type: none"> <li>Open exposed food additives such as cooking, mixing and blending preparation of components and products for on-site direct consumer consumption or take away. Examples include restaurants, hotels, food trucks, institutions, (school or factory cafeteria), including retail with on-site preparation (e.g. rotisserie chicken). Includes reheating of food, event catering, coffee shops and pubs.</li> </ul>
Retail, transport and storage	<b>F</b>	Trading, retail, and e-commerce	FI	Retail/wholesale	<ul style="list-style-type: none"> <li>Storage and provision of finished products to customers and consumers (retail outlets, shops, wholesalers). Includes minor processing activities, e.g. slicing, portioning, reheating.</li> </ul>
			FII	Brokering/trading	<ul style="list-style-type: none"> <li>Buying and selling products on its own account without physical handling or as an agent for others of any item that enters the food chain.</li> </ul>
	<b>G</b>	Transport and			<ul style="list-style-type: none"> <li>Storage facilities and distribution vehicles for perishable</li> </ul>

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		storage services			<p>food and feed where temperature integrity shall be maintained.</p> <ul style="list-style-type: none"> <li>Storage facilities and distribution vehicles for ambient stable food and feed.</li> <li>Relabelling/repackaging excluding open exposed product materials.</li> <li>Storage facilities and distribution vehicles for food packaging material.</li> </ul>
Auxiliary services	H	Services			<ul style="list-style-type: none"> <li>Services provisioned relating to the safe production of food and feed including water supply, pest control, cleaning services and waste disposal.</li> </ul>
Packaging material	I	Production of packing material			<ul style="list-style-type: none"> <li>Production of packing material in contact with food, feed and animal food.</li> <li>May include packaging produced on-site for use in processing.</li> </ul>
Auxiliary equipment	J	Equipment			<ul style="list-style-type: none"> <li>Equipment for food, feed or packaging processing, vending machines, kitchen equipment, processing utensils, filters, hygienic design of equipment and facilities.</li> </ul>
Bio/chemical	K	Chemical and bio-chemical			<ul style="list-style-type: none"> <li>Production of food and feed processing aids, additives (e.g. flavourings, vitamins) gases and minerals.</li> <li>Production of bio-cultures and enzymes.</li> </ul>
<p>NOTE "Perishable can be considered as food of a type or condition such that it can spoil and must be preserved in a temperature-controlled environment.</p>					