



Qualitätssicherung. Vom Landwirt bis zur Ladentheke.



## Annex 9.6 Quality questionnaire for the procurement of former foodstuffs

Company information on the food manufacturer (hereinafter called "supplier")			
Name of business		Contact person	
Street / Number		Phone number	
Town/City		Email	
County/State		Fax	

Company information for QS Scheme participant (hereinafter called "customer")			
Name of business		Contact person	
Street / Number		Phone number	
Town/City		Email	
County/State		Fax	

Quality management system	
General matters	
<p><u>Legal registration</u></p> <p>Is the supplier registered as a feed business in accordance with the Feed Hygiene Regulation (183/2005)?</p> <p>Is the supplier registered with regard to animal by-products (1069/2009)?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> not applicable</p>
<p><b>Quality management system</b></p> <p>Is the supplier certified in accordance with a quality management system for the food or feedstuff manufacture?</p> <p>If yes, system name: _____</p> <p>.....</p> <p>Does the supplied product come under the quality management system in question?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>



Product information	
Specifications	
<p><u>Nature of the supplied products and composition (if necessary attach as annex):</u></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Are specifications available for the products supplied? If Yes, is it possible to obtain copies of the latest versions?</p> <p>What are the reasons for delivery of the products (e.g. packaging is wrong, etc.)?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Could the supplied products contain animal protein (except for milk and eggs) or other contaminants (such as glass, metal, plastic, etc.)? If yes, which?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Could products be amongst these, which are on the QS Exclusion List? If yes, which?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>What risks (chemical, physical, biological) were defined in the supplier's HACCP concept, which may be relevant to the products delivered to the customer?</p> <p>.....</p> <p>.....</p> <p>.....</p>	



**Process information**

**Storage**

The employees of the supplier, who come into contact with the products delivered to the customer, must be aware that they are intended for re-use in animal feed. How does the supplier ensure this?

.....  
.....  
.....

Are there hygiene regulations for the supplier's employees, who come into contact with these products?

Yes

How does the supplier ensure these are complied with?

No

.....  
.....  
.....

The supplier must be able to guarantee that the products delivered to the customer are stored in closed containers/receptacles to prevent infestation with, amongst other things, pests.

How does the supplier ensure this?

.....  
.....  
.....

According to the estimation of the supplier, how long can the products delivered to the customer be stored before mould forms or other degradation processes begin?

.....  
.....  
.....

How does the supplier ensure that the storage period will not be exceeded before the products transfer into the possession of the customer?

.....  
.....  
.....

Type of the labelling and set-up location of containers/receptacles

How are the containers/receptacles labelled and where are they set up/placed?



<p>.....</p> <p>.....</p> <p>.....</p> <p>Is the area in which the collection containers/receptacles are set up, integrated in the supplier's pest control programme?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><u>Product contacting parts</u></p> <p>Are the resources that come into contact with the products supplied (including worm conveyor, machines, lubricants, etc.) all suitable for foodstuffs?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><u>Cleaning</u></p> <p>Who is responsible for the cleaning of the containers/receptacles?</p> <p>If the supplier is responsible for cleaning, what cleaning measures have been defined and how does the supplier make sure that cleaning is carried out after each emptying?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/> Supplier</p> <p><input type="checkbox"/> Customer</p>
<p><u>Transport (only for unpackaged goods)</u></p> <p>Who initiated the transport?</p> <p>If the transport is initiated by the supplier, at least the ICRT cleaning specifications must be complied with. How is this guaranteed?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/> Supplier</p> <p><input type="checkbox"/> Customer</p>



Traceability, crisis management and production errors	
<p><b>Traceability</b></p> <p>Does the quality management system include a procedure for the traceability of products (if applicable, from raw material to finished product)?</p> <p>Is it possible to inform the customer within 12 hours, in the case of deviations during production, which may have a negative impact on the products to be delivered?</p> <p>Do the internal processes allow traceability within 4 hours?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><u>Retained samples</u></p> <p>Are (sealed) samples of the products delivered to the customer retained?</p> <p>How long are these samples kept?</p> <p>.....</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><u>Product recall</u></p> <p>Does the supplier's quality management system include a procedure for initiating a product recall?</p> <p>Is the customer involved in this process?</p> <p>In the event of a crisis or emergency, is the supplier contactable 24 hours/day and if so what is the contact number?</p> <p><i>Emergency telephone number:</i>.....</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>



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<b>Documents received</b>	
Certificates	Valid until:
<b>Product specifications</b>	
<b>Other</b>	
<b>Space for further notes/agreements</b>	



### Declaration of consent

The signatories hereby confirm that the above questions have been answered to the best of their knowledge and belief.

The supplier hereby guarantees that he will immediately inform the customer if product batches or consignments do not meet the specifications stated, for example, as a result errors during the production or an incident.

The supplier hereby also confirms that in the case of changes in the production process, which render the declarations in this quality agreement no longer applicable, he shall immediately inform the customer.

Place, Date:

Company stamp

Name, company and signatory (supplier)

Signature

Place, Date:

Company stamp

Name, company and signatory (customer)

Signature

Was this quality questionnaire completed as part of a supplier audits?

Yes

No



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<b>Supplier audit</b>	
Location/Site audited: Street / Number: Postal code/Town	
Initial audit: <input type="checkbox"/> Follow-up audit: <input type="checkbox"/>	
Auditing on:	From/to:
Audit conducted by (Auditor):	Function:
Additional audit participants (Name, company): 1. 2. 3. 4. 5.	Function:
Date, signature (Auditor):	
Date, signature (supplier):	