

## 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

#### Legal registration

Is the supplier registered as a feed business in accordance with the Feed Hygiene Regulation (183/2005)?

Yes

No

Is the supplier registered with regard to animal by-products (1069/2009)?

Yes

No

not applicable

#### **Quality management system**

Is the supplier certified in accordance with a quality management system for the food or feedstuff manufacture?

Yes

No

If yes, system name: \_\_\_\_\_

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Does the supplied product come under the quality management system in question?

Yes

No

## Product information

### Specifications

Nature of the supplied products and composition (if necessary attach as annex):

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.....  
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Are specifications available for the products supplied?

If Yes, is it possible to obtain copies of the latest versions?

What are the reasons for delivery of the products (e.g. packaging is wrong, etc.)?

Yes

No

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Could the supplied products contain animal protein (except for milk and eggs) or other contaminants (such as glass, metal, plastic, etc.)?

If yes, which?

Yes

No

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Could products be amongst these, which are on the QS Exclusion List?

If yes, which?

Yes

No

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What risks (chemical, physical, biological) were defined in the supplier's HACCP concept, which may be relevant to the products delivered to the customer?

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## 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?

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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

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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?

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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?

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

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

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

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.....  
.....

Is the area in which the collection containers/receptacles are set up, integrated in the supplier's pest control programme?

- Yes
- No

Product contacting parts

Are the resources that come into contact with the products supplied (including worm conveyor, machines, lubricants, etc.) all suitable for foodstuffs?

- Yes
- No

Cleaning

Who is responsible for the cleaning of the containers/receptacles?

- Supplier
- Customer

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?

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Transport (only for unpackaged goods)

Who initiated the transport?

- Supplier
- Customer

If the transport is initiated by the supplier, at least the ICRT cleaning specifications must be complied with. How is this guaranteed?

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**Traceability, crisis management and production errors**

**Traceability**

Does the quality management system include a procedure for the traceability of products (if applicable, from raw material to finished product)?

- Yes
- No
- Yes
- No

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?  Yes  No

Do the internal processes allow traceability within 4 hours?

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Retained samples

Are (sealed) samples of the products delivered to the customer retained?  Yes

How long are these samples kept?  No

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Product recall

Does the supplier's quality management system include a procedure for initiating a product recall?  Yes  No

Is the customer involved in this process?  Yes  No

In the event of a crisis or emergency, is the supplier contactable 24 hours/day and if so what is the contact number?  Yes  No

Emergency telephone number:.....  No

**Documents received**

Certificates

Valid until:


**Product specifications**


**Other**


**Space for further notes/agreements**

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## 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.

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Place, Date:

Company stamp

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Name, company and signatory (supplier)

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Signature

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Place, Date:

Company stamp

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Name, company and signatory (customer)

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Signature

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

Yes

No

## Supplier audit

Location/Site audited:

Street / Number:

Postal code/Town

Initial audit:

Follow-up audit:

Auditing on:

From/to:

Audit conducted by (Auditor):

Function:

Additional audit participants (Name, company):

Function:

1.

2.

3.

4.

5.

Date, signature (Auditor):

Date, signature (supplier):