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| **Customer Information Sheet - IFS Logistics, Broker, Wholesale/CC** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A separate Customer Information Sheet (CIS) should be filled in for each required standard. This sheet is to ensure that we have the correct information about your company activities to draw up an adequate audit and certificaiton agreement and assign a qualified auditor or team of auditors. Wrong or lacking information may cause delays in the certification process or lead to exclusion of some of your products. Please fill out this form in detail in English. Feel free to contact us in case of questions or unclarities. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PART A - Application for Certification** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please underline the applicable:** | | | | **IFS Logistic** | | | | | | | | | | **IFS Broker** | | | | | | | | | | **IFS WS/CC** | | | | | | | | |
| **Type of the audit (Please underline the applicable)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Initial audit | | | Renewal (recertification) audit | | | | | | | | | | | | Follow-up audit | | | | | | | | | | Extension audit | | | | | | | |
| Announced audit | | | | | | | | | | | | | | | Unannounced audit | | | | | | | | | | | | | | | | | |
| **Company data** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of the company in English: | | | | |  | | | | | | | | | | | | Name of the company in local language: | | | | | | | | | | |  | | | | |
| Office address: | | | | |  | | | | | | | | | | | | Visiting address: | | | | | | | | | | |  | | | | |
| VAT Number: | | | | | |  | | | | | | | | | | | | | Company web site: | | | | | | | | | |  | | | |
| Legal representative : | | | | | |  | | | | | | | | | | | | | General e-mail: | | | | | | | | | |  | | | |
| Technical contact person : | | | | | |  | | | | | | Tel: | | | | | | | |  | | | | | | | E-mail: | | | | |  |
| **When more than 1 site to be certified** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of sites to be certified: |  | | | | | | | | Is it one total legal entity or separate entities per site: | | | | | | | YES/NO | | | | | | | Is there one central management responsible for all sites: | | | | | | | | YES/NO | |
| Address of head office (address, postal code, city, country) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | **Site 1** | | | | | | | | | | | | | **Site 2** | | | | | | | | | | | |
| Name of the site : | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | |
| Address : | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | |
| Contact person name, tel, email | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | |
| **Audit scope and certificates** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Does the company want certificates in language different from English, if yes, please specify the language (this may incur additional fees) | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| Proposed scope on the certificate in English: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Proposed scope on the certificate in additional language: \* | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **\* The company is responsible for provided information and correctness of text** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Product scope - Please underline the appropriate** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **IFS Logistics Version 2.2** | | | | | | | | | | | **IFS Broker Version 2** | | | | | | | | | | | **IFS Wholesale** | | | | | | | | | | |
| **1. Storage** | | | | | | | | | | | **1. Trading** (logistical activities are excluded) | | | | | | | | | | | Wholesale | | | | | | | | Cash & Carry | | |
| 1.1. Food products (Please specify the products below) | | 1.2. Non-food products  (Please specify the products below) | | | | | | | | | Food products  (Please specify the products below) | | | | | | | | | | | 1. Classic | | | | | | | | 1. Classic | | |
| **2. Transport** | | | | | | | | | | | Household and Personal Care (Please specify the products below) | | | | | | | | | | | 2. Plus | | | | | | | | 2. Plus | | |
| 2.1. Food products (Please specify the products below) | | 2.2. Non-food products (Please specify the products below) | | | | | | | | | Packaging materials (Please specify below) | | | | | | | | | | | | | | | | | | | | | |
| **Food Product scope - Please check appropriate box or underline** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | |  | |
| **Non-Food Product scope - Please check appropriate box or underline** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Household and Personal Care products (Please specify below) | | | | | | | | | | Packaging materials (Please specify below) | | | | | | | | Electric / electronic devices - household equipment (e.g. kitchen equipment, white goods) - entertainment electronics (e.g. televison and HIFI equipment, computer, telecommunication, cameras, etc.) - light engineering (e.g. lamps, bulbs, contactors, etc.) | | | | | | | | | | | | | | |
| Housekeeping goods (which are not already included in the HPC scope, like porcelain, dishes, cutlery, pans, etc.) | | | | | | | | | | Textiles (clothing, underwear and shoes, leather, bedclothes and tablecloths, etc.) | | | | | | | | Media products (newspapers, books, CDs and other sound storage media, computer games, software, etc.) | | | | | | | | | | | | | | |
| Furniture | | | | | | | | | | Tools and technical equipment (DIY) | | | | | | | | 9. Stationary / office materials | | | | | | | | | | | | | Toys | |
| 11. Plants and flowers | | | | | | | | | | Gardening equipment | | | | | | | | 13. Other, please specify: | | | | | | | | | | | | | | |

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| **Product scopes according to IFS PACSecure version 1 - Please check appropriate box or underline** | | | | | | | | | | | | | | | | |
| Pc: Cosmetic = Personal care products – Skin contact | | | | – Cleaning and polishing products, as well as impregnatedproducts intended for household and car activities (e.g. detergents, all products intended for cleaning activities, liquid or wipes, window cleaners, etc.). It also includes specific cleaning products e.g. products for swimming pools. – Products and materials that are intended to improve the air odor (e.g. air freshener sprays or aerosols, candles, etc.) – Insecticide products.  washable temporary tattoos, cosmetic wipes, make up for dolls or children, skin patches and substances applied with skin-patches, etc.) | | | | | | | | | | | | |
| 2. Hcp: Household chemical products | | | | – Cleaning and polishing products, as well as impregnatedproducts intended for household and car activities (e.g. detergents, all products intended for cleaning activities, liquid or wipes, window cleaners, etc.). It also includes specific cleaning products e.g. products for swimming pools. – Products and materials that are intended to improve the air odor (e.g. air freshener sprays or aerosols, candles, etc.) – Insecticide products. | | | | | | | | | | | | |
| 3. Hp: Housekeeping properties – Food contact | | | | - Materials and articles described in the Regulation (EC) No 1935/2004, which are intended to come into contact with food (e.g. plastic and carton cups/forks/plates, aluminum foils, products for “daily use”,etc.) – Other kinds of materials and articles (e.g. sponges, dustbinplastic bags, etc.) | | | | | | | | | | | | |
| 4. Ph: Personal hygiene – Skin contact | | | | – Products or materials that are intended for human body care, except cosmetic products (e.g. hair brushes, shavers, tissues, some medical devices class 1, diapers, feminine hygiene, wigs, artificial lashes, artificial nails, jewelry, etc.) – Product or materials that are intended to come into contact with the inside of the mouth (e.g. toothbrush, dental floss, dental wood/plastic sticks, etc.) | | | | | | | | | | | | |
| **Product scopes according to IFS HPC version 1 - Please check appropriate box or underline** | | | | | | | | | | | | | | | | | |
| 1. Flexible packaging | | | | | | | | | | | | | | | | | |
| 2. Rigid plastic | | | | | | | | | | | | | | | | | |
| 3. Paper | | | | | | | | | | | | | | | | | |
| 4. Metal | | | | | | | | | | | | | | | | | |
| 5. Glass | | | | | | | | | | | | | | | | | |
| 6. Other natural materials | | | | | | | | | | | | | | | | | |
| **Applicable treatment and /or processing activities for IFS Wholesale / Cash & Carry “plus” modules** | | | | | | | | | | | | | | | | | |
| **IFS Food version 6 product scopes** | | **Module Wholesale “plus”** | | | | | | | | | **Module Cash & Carry “plus” (quantity limit 2,5 to / week per product group)** | | | | | | |
| 1.1 Red and white meat, poultry and meat products | | sorting, freezing (block-frozen), thawing, labelling | | | | | | | | | freezing, thawing, cutting, packaging, weighing, sorting, ripening, labelling, preserving | | | | | | |
| 1.2 Fish and fish products | | sorting, freezing (block-frozen), thawing, labelling | | | | | | | | | freezing, thawing, cutting, packaging, weighing, sorting, ripening, labelling, preserving, slaughtering of living fish | | | | | | |
| 1.3 Egg and egg products | | sorting, labelling, packaging, | | | | | | | | | sorting, cooking, packaging, labelling | | | | | | |
| 1.4 Dairy products | | sorting, freezing (block-frozen), thawing, labelling | | | | | | | | | cutting, packaging, labelling | | | | | | |
| 1.5 Fruit and vegetables | | sorting, freezing (block-frozen), thawing, weighing, removing stems, confectioning, labelling, ripening, washing, packaging | | | | | | | | | freezing, thawing, cutting, packaging, weighing, sorting, ripening, labelling, preserving | | | | | | |
| 1.6 Grain products, cereals, industrial bakery and pastry, confectionary, snacks | | sorting, freezing (block-frozen), thawing, labelling, cleaning (seeds: foreign materials), filling, bagging | | | | | | | | | filling, baking, bagging, packaging, labelling | | | | | | |
| 1.7 Combined products | | labelling | | | | | | | | |  | | | | | | |
| 1.8 Beverages | | sorting, labelling | | | | | | | | |  | | | | | | |
| 1.9 Oils and fats | | freezing (block-frozen), thawing, labelling | | | | | | | | |  | | | | | | |
| 1.10 Dry goods, other ingredients and supplements | | labelling | | | | | | | | |  | | | | | | |
| 1.11 Pet food | | labelling | | | | | | | | |  | | | | | | |
| **Personnel** | | | | | | | | | | | | | | | | | |
| Total number of workers at the busiest time of the year Total number of workers at the busiest time of the year, including: temporary/seasonal workers, administrative personnel, workers in production, subcontracted workers performing key activities, related with the food production and food safety. | | | | | | | | | | | | | |  | | | |
| Number of shifts: | | |  | | | Full-time employees, including seasonal workers - per main shift | | | | | | |  | | | | |
| **Other important information** | | | | | | | | | | | | | | | | | |
| The size of the manufacturing facility, including storage facilities on site (m2): | | | | | | | | | | | |  | | | | | |
| The number of HACCP studies included within the scope (excluding raw materials): | | | | | | | | | | | |  | | | |  | |
| Total number of product groups: | | | | | | | | |  | | | | | | | | |
| Does the site have been assessed by other Certification body YES/NO: |  | | | | Name of the CB : | | |  | | Valid Certificate? YES/NO (Please attach a valid or most recent certificate) | | | | |  | | |
| **Correctness of data** | | | | | | | | | | | | | | | | | |
| The undersigned declares that the data filled out in this form is correct and represent the current organisation and company situation. | | | | | | | | | | | | | | | | | |
| Name:  Date: | | | | | | | Function: | | | | | | | | | | |

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| **Customer Information Sheet – all standards** | | | | | | | | | | | |
| A separate Customer Information Sheet (CIS) should be filled in for each required standard. This sheet is to ensure that we have the correct information about your company activities to draw up an adequate audit plan and to perform an audit and certification process that complies with the requirements. Wrong or lacking information may cause delays in the certification process or lead to exclusion of some of your products. Please fill out this form in detail in English. Feel free to contact us in case of questions or unclarities. | | | | | | | | | | | |
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| **PART B - Audit and Certification process Preparation** | | | | | | | | | | | |
|  | | Product group 1 | | | Product group 2 | | | | Product group 3 | | |
| Describe product group or family of products with similar hazard and similar production technology/ stoage technology | |  | | |  | | | |  | | |
| Main process/technology steps for product group | |  | | |  | | | |  | | |
| Packaging material | |  | | |  | | | |  | | |
| Packaging method ( vacuum, MAP…) | |  | | |  | | | |  | | |
| Storage conditions | |  | | |  | | | |  | | |
|  | | Product group 4 | | | Product group 5 | | | | Product group 6 | | |
| Describe product group or family of products with similar hazard and similar production technology/ storage technology | |  | | |  | | | |  | | |
| Main process/technology steps for product group | |  | | |  | | | |  | | |
| Packaging material | |  | | |  | | | |  | | |
| Packaging method ( vacuum, MAP…) | |  | | |  | | | |  | | |
| Storage conditions | |  | | |  | | | |  | | |
| **Outsourcing and Exclusions** | | | | | | | | | | | |
| Does the company produce some products which are not under the proposal scope of certification, if yes please describe | | | | | | | | | | | |
| Are there any outsourced production and/or packaging processes ? | | | YES/NO | Total number of outsourced product groups : | | | | | |  | |
| Describe outsourced products groups: |  | | | | | | | | | | |
| Is there external storage under your own company responsibility ? | YES/NO | | On what distance (in km's) from the production site is this storage located? | | | |  | Do you want to include this external storage in this certification audit | | |  |
| Are there present goods that are not manufactured or further processed on site but bought from an outside supplier, stored at the site and sold on (traded goods). If yes , please describe. | | | | | | | |  | | | |
| **Markets, Retailers, Private labels** | | | | | | | | | | | |
| List the main markets you are exporting to: | | | | | |  | | | | | |
| List the main retailers per country you are supplying to: | | | | | |  | | | | | |
| List the main private labels you are working for: | | | | | |  | | | | | |
|  | | | | | | | | | | | |
| **Additional information** | | | | | | | | | | | |
| **Please provide: HACCP Plan; Process flow diagram; Organizational chart** | | | | | | | | | | | |
| **Correctness of data** | | | | | | | | | | | |
| The undersigned declares that the data filled out in this form is correct and represent the current organisation and company situation. | | | | | | | | | | | |
| Name: Function: Date: | | | | | | | | | | | |
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