Please answer all questions and provide any additional information that you feel is pertinent.

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| --- |
| **Company Details** |
| Company Name: |  |
| Address:  |  |
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|  |
| Please provide Head Office address if different from above: |  |
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|  |
| **Technical or Quality Manager Contact Details**  |
| Name of Contact:  |  |
| Position Held: |  |
| Telephone No:  |  |
| What is the total number of employees in your company? |  |
| **Products to be Supplied** |
| Product Name |  |
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|  |  |
|  |  |
| Please provide a full product specification with each product supplied |
| **Certification** |
| Are your facilities and products certified to any recognised food safety or quality schemes? |  |
| If yes which? |  |
| Please provide a copy of your certificates |
| **Hygiene** |
| Have your staffs received any Food Hygiene & Safety Training to date & certificate copies are available? |  |
| Do you have documented Personal Hygiene standards & monitoring procedure? |
| Do all food handlers have valid health cards? |
| Is there an Illness reporting procedure available? |
| Do the staffs having separate changing facility & toilet away from the food handling area? |
| **Foreign Body Control** |
| Is there a policy for the control of glass and exclusion of glass from production areas?  |  |
| Is there a glass/brittle material breakage procedure? |  |
| Is there a policy for the control of wood and exclusion of wood from production areas? |  |
| Is there a policy for the control of metal and exclusion of potential metal contaminants from production areas? |  |
| Is there a policy for the control of knives and exclusion of unauthorised knives from the production area? |  |
| **Cleaning** |
| Do you have documented cleaning schedules that include frequency of clean, chemicals used step by step instructions and the standard required? |  |
| Do you monitor cleaning standards?  |  |
| Is there a separate area away from food preparation & storage available for cleaning chemicals & equipment storage? |  |
| Do you use Sanitizing Chemicals specifically for Sanitizing or Disinfecting all food contact surfaces? |  |
| Do you have effective waste disposal system? |  |
| **Pest Control** |
| Do you have a Contract with Approved Pest Control Company? |  |
| Are raw materials, packaging and finished products stored so as to minimise the risk of infestation? |  |
| Are all buildings adequately proofed? |  |
| Is there a complete inventory of pesticides detailing the location and safe use and application of baits and other materials such as insecticide sprays or fumigants? |  |
| Are flying insect controls in place? |  |
| **Food Safety & Quality Systems** |
| Do you have a documented Quality and Food Safety Policy & Objectives (eg. HACCP , ISO,HALAL,GMP)? |  |
| Do you have a documented food safety & quality assurance manual that includes procedures for: |  |
| Resources and Training? |  |
| Purchasing and Verification of Purchased Materials? |  |
| Identification and Traceability? |  |
| Internal Audit? |  |
|  food complaint reporting procedure with corrective action plan? |  |
| Corrective Action and Preventive Action? |  |
| Product Recall? |  |
| Are there maintenance programs for equipment and buildings? |  |
| Is there a system for staff training such that all key personnel are trained and have training records? |  |
| Do you have facilities and systems for the transportation that protect products and prevent contamination? |  |
| Do you have laboratory facilities on site and are they accredited?  |  |
| If yes, please list any tests carried out on the products supplied   |  |
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|  |
| Do you use outside/contract facilities for any product testing? If yes give details  |  |
| Do you monitor the quality/safety of your raw materials and request certificates of analysis/conformity from your suppliers?  |  |
| Do you have a traceability system and maintain records of batch codes of materials used?  |  |
| Do you hold specifications for all your raw materials? |  |
| Do you have procedure for dealing with out of specification/non-conforming raw materials and finished products?  |  |
| Do you have specifications for your finished products? |  |
| Do you test all finished product against your specification?  |  |
| Do you have a procedure for dealing with non-conforming raw materials and finished products? |  |
| **Food Safety & Quality Controls** |
| Please provide a copy of your HACCP plans for each product supplied |
| Have your critical control points (safety and quality) been identified for your production process? |  |
| Is there a temperature monitoring system in place during chilled or frozen storage, heat processing, cold processing etc.? |  |
| **Transportation** |
| Is the vehicle temperature is monitored during transportation? |  |
| Is there a cleaning schedule for the vehicles & verification system available? |  |
| Are all the vehicles holding valid food control regulatory approval? |  |
| **Production Area Controls** |
| Are your production methods documented and available on the factory floor? |  |
| Are critical measurement devices calibrated to a National Standard?  |  |
| Do you metal detect your finished product?  |  |
| Are all points of entry and ventilation protected from access by birds, insects, rodents, dust and debris?  |  |
| Do you operate a planned maintenance programme? |  |
| Is the equipment used in production fit for purpose, easy to clean and in a good state of repair? |  |

**Declaration**

All products supplied to Trans Emirates livestock Trading LLC comply with all relevant local and international legislation. The information supplied in this self-audit questionnaire is a true and accurate reflection of the production and control systems applied.

Name: ........................................................................

Position Held: .........................................................................

Signed: ...........................................................................

Date: ................................................

Company seal ................................................