|  |
| --- |
| Date: |

|  |  |  |
| --- | --- | --- |
| COMPANY IDENTIFICATION | | |
| Legal Company name: |  | |
| Québec Enterprise Number (NEQ): |  | |
| Address of the main site to certify: | Address: City:  Province:  Postal Code: | |
| Office phone number: |  | |
| Company website: |  | |
| Name of the principal manager: |  | |
| Email address of the principal manager: |  | |
| Name of the system manager: |  | |
| Title of the system manager: |  | |
| Phone number of the system manager: |  | Cell phone: |
| Email address of the system manager: |  | |

**PLEASE CHECK THE STANDARD INTENDED BY THE CERTIFICATION**

|  |  |  |
| --- | --- | --- |
|  | BNQ 8000-001 - HACCP System | |
|  | SQF Safe Quality Food | SQF Safe Quality Food – Quality code |
|  | Costco food safety additional requirements with an SQF audit (addenda Costco) | |
|  | Costco food safety requirement audit (Costco GMP) | Costco Small supplier audit (only available for sites with less than 25 employees, for one year) |

**SPECIFY THE DESIRED TIMElinE**

|  |  |
| --- | --- |
| Documentation of the system in place: | Yes Since :   No  If no, approximate target date: |
| System established and implemented: | Yes Since :   No  If no, approximate target date: |
| Preliminary assessment (Stage 1, only if initial audit):  *NOTE: Preliminary assessment is not mandatory for SQF  certification, but is offered)* | **Approximate date:**  SQF: Preliminary documentary audit on site  SQF: Preliminary documentary audit remote |
| Certification audit (date of the visit): | **Approximate date:** |
| Do you have a deadline for acquiring the certificate?  *(ex.: strict requirement of a customer, end of a subvention program)* |  |

NOTE: Please note that we may not be able to carry out the activities on the desired dates due to availability of resources but be assured that we will make every effort to respond to your request.

| **general information** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Type of application: |  | Initial Certification | | | |
|  | Transfer of an active certification  Certification body: | | | |
| List the types / families of products you make:  *NOTE:* *A family of products corresponds to products with common processes or technologies* |  | | | | |
|  | | | | |
| If you do not manufacture products, describe the nature of your operations: (ex.: dry goods storage, clothing cleaning service, etc.) |  | | | | |
| List the contract manufacturers: |  | | | | |
| Are any of your products or processes considered **high-risk**? | Yes, describe | | | No | |
| Are there any products/processes/areas on the site that should be **excluded** form your certification application? | Yes, justify why | | | No | |
| Total number of permanent employees: | Office: | | | Operation: | |
| Total number of agency employees: | Office: | | | Operation: | |
| Do activities take place outside the main site? (ex.: external storage)  If so, please indicate the address(es): |  | Yes |  | No | |
| Name of the site: | Address: | | | Number of employees: | |
| Name of the site: | Address: | | | Number of employees: | |
| Do you have a seasonal production? If so, specify which one and the applicable period of the year: |  | | | | |
| Total number of seasonal employees: | Office: | | | Operation: | |
| Specify number\* and title of food safety plans (HACCP):  *NOTE*: *A food safety (HACCP) plan corresponds to a risk analysis for a family of products / services with similar risks and identical production technologies: for example. Cookie and cheese production  = 2 plans* | **\*At least 1 food safety plan is required to qualify for certification.** | | | | |
| Federal approval licence, if applicable: |  | | | | |
| Provincial permit number, if applicable: |  | | | | |
| Area of building(s) (ft2): |  | | | | |
| Desired language for the audit: |  | French | |  | English |
| Your system documentation is in: |  | French | |  | English |
| Do you currently hold any other accreditations/certifications?  (ISO/IEC 17025, ISO 9001, ISO 14001, etc.)  If yes, according to which standard?  What is your accreditation/certification body?  Would you be interested in being contacted by a BNQ representative to analyze the different accreditation/certification options? | Yes  No      Yes  No | | | | |
| Do you use the help of a consultant for the implantation of your system? (Name and company): |  | | | | |
| How did you hear about the BNQ? | BNQ website  Consultant  Social networks (e.g.: LinkedIn)  Advertising  Other: | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY OF THE FOOD CHAIN FOR SQF CODE**  **(Identify the category or categories that best fit your operations)** | | | |
| **Check** | **Sector** | **Category** | **Applicable BPF module** |
|  | 1 | Production, Capture and Harvesting of Livestock, Game Animals and Apiculture | Module 5: GPP for farming of animal products |
|  | 2 | Indoor Growing and Harvesting of Fresh Produce and Sprouted Seed Crops | Module 18: GAP for indoor farming of plant products |
|  | 3 | Growing and Production of Fresh Produce and Nut | Module 7: GAP for outdoor farming of plant products |
|  | 4 | Fresh Produce, Grain and Nuts Packhouse Operations | Module 10: GOP for pre-processing of plant products |
|  | 5 | Extensive Broad Acre Agriculture Operations | Module 8: GAP for farming of grains and pulses |
|  | 6 | Intensive Farming of Seafood | Module 6: GAP for farming of seafood |
|  | 7 | Slaughterhouse, Boning and Butchery Operations | Module 9: GMP for processing of animal products |
|  | 8 | Manufactured Meats and Poultry | Module 9: GMP for processing of animal products |
|  | 9 | Seafood Processing | Module 9: GMP for processing of animal products |
|  | 10 | Dairy Food Processing | Module 11: GMP for processing of food products |
|  | 11 | Honey Processing | Module 11: GMP for processing of food products |
|  | 12 | Egg Processing | Module 11: GMP for processing of food products |
|  | 13 | Bakery and Snack Food Processing | Module 11: GMP for processing of food products |
|  | 14 | Fruit, Vegetable and Nut Processing, and Fruit Juices | Module 11: GMP for processing of food products |
|  | 15 | Canning, UHT and Aseptic Operations | Module 11: GMP for processing of food products |
|  | 16 | Ice, Drink and Beverage Processing | Module 11: GMP for processing of food products |
|  | 17 | Confectionary Manufacturing | Module 11: GMP for processing of food products |
|  | 18 | Preserved Foods Manufacturing | Module 11: GMP for processing of food products |
|  | 19 | Food Ingredient Manufacturing | Module 11: GMP for processing of food products |
|  | 20 | Recipe Meals Manufacturing | Module 11: GMP for processing of food products |
|  | 21 | Oils, Fats, and the Manufacturing of oil or fat-based spreads | Module 11: GMP for processing of food products |
|  | 22 | Processing of Cereal Grains | Module 11: GMP for processing of food products |
|  | 23 | Food Catering and Foodservice | Module 16: GRP for foodservice |
|  | 24 | Food Retailing | Module 15: GRP for retail |
|  | 25 | Repackaging of products not manufactured on site | Module 11: GMP for processing of food products |
|  | 26 | Storage and Distribution | Module 12: GDP for transport and distribution of food products |
|  | 27 | Manufacture of Food Packaging | Module 13: GMP for the manufacture of food packaging |
|  | 31 | Dietary Supplements Manufacturing | Module 17: GMP for processing of dietary supplements |
|  | 32 | Manufacture of Pet Food | Module 4: GMP for processing of pet food products |
|  | 33 | Manufacture of Food Processing Aides | Module 11: GMP for Processing of food products |
|  | 34 | Manufacture of Animal Feed | Module 3: GMP for animal feed production |

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY OF THE FOOD CHAIN for HACCP OR**  **COSTCO FOOD SAFETY AUDIT**  **(Identify the category or categories that best fit your operations)** | | | |
| **Check** | **Sector** | **Category** | **Subcategories** |
|  | AI | Farming of animals | Farming of animals for meat/milk/eggs/honey |
|  | AII | Farming of animals | Farming of fish and seafood |
|  | BI | Farming or handling of plants | Farming of plants (other than grains and pulses) |
|  | BII | Farming or handling of plants | Farming of grains and pulses |
|  | BIII | Farming or handling of plants | Pre-process handling of plant products |
|  | C0 | Food, ingredient and pet food processing | Animal primary conversion |
|  | CI | Food, ingredient and pet food processing | Processing of perishable animal products |
|  | CII | Food, ingredient and pet food processing | Processing of perishable plant products |
|  | CIII | Food, ingredient and pet food processing | Processing of perishable animal and plant products (mixed products) |
|  | CIV | Food, ingredient and pet food processing | Processing of ambient stable animal and plant products (mixed products) |
|  | D | Production of feed | |
|  | E | Catering\Food Service | |
|  | FI | Trading, retail and e-commerce | Retail\wholesale |
|  | FII | Trading, retail and e-commerce | Broker\agent |
|  | G | Provision of Storage and Distribution Services | |
|  | H | Provision of Food Safety Services | |
|  | I | Production of food packaging | |
|  | K | Production of (Bio) Chemicals and Bio-Cultures Used as Food Ingredients or Processing Aids in Food Production | |

Please return this form duly completed to the person mentioned below and do not hesitate to contact us for any further information.

|  |  |
| --- | --- |
| Ms. Nancie Carrière  Sales Technician  Email: nancie.carriere@invest-quebec.com  Phone: 418-425-1676 | Section réservée au BNQ :Le présent formulaire a été revu par : Date : |