**Company Profile Questionnaire**

Please return this completed questionnaire as an editable Word Document with the attachments requested at the end of the form to [samg@safefoodalliance.com](mailto:samg@safefoodalliance.com)

In accordance with ISO 17065 standards, all information will be maintained as confidential and will not be shared outside of Safe Food Certifications.

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| **Company and Contact Information** | |
| Facility/Site Name: | Click or tap here to enter text. |
| Facility Address: | Click or tap here to enter text. |
| Company/Corporation Name: | Click or tap here to enter text. |
| Billing Address: | Click or tap here to enter text. |
| Primary Audit Contact Name: | Click or tap here to enter text. |
| Primary Contact Phone: | Click or tap here to enter text. |
| Primary Contact E-mail: | Click or tap here to enter text. |
| Billing Contact Name:  (Accounts Receivable) | Click or tap here to enter text. |
| Billing Contact Phone: | Click or tap here to enter text. |
| Billing Contact E-mail: | Click or tap here to enter text. |
| Date of Application: | Click or tap to enter a date. |
| **Audit Type** | |
| Please select all audits for which you would like to be quoted: | SQF (Safe Quality Foods) Certification  SQF Pre-Assessment *(mock audit)*  SQF Quality Module  BRC (British Retail Consortium) Certification  BRC START! Basic  BRC START! Intermediate  BRC Pre-Assessment *(mock audit)*  HACCP Verification  Costco Quality and Food Safety GMP Audit  Costco Small Supplier Audit  FSMA PC Compliance Evaluation  FSMA Foreign Supplier Verification Program  Almond Board DV Audit |
| If you selected SQF or BRC Certification, please select any addenda you would like to be included: | Costco Addendum  FSMA Module  Jamba Juice Addendum |
| If you selected BRC, you **must** indicate whether Traded Goods are included or excluded. This cannot be changed once the audit begins: | Included  Excluded |
| If you have a Costco supplier number, please provide: | Click or tap here to enter text. |
| If you are a Costco supplier, roughly what percentage of your product process is or would be supplied to Costco? | Click or tap here to enter text. |
| **Facility Information** | |
| If applicable, list documents controlled and managed at Corporate Office: | Click or tap here to enter text. |
| Age of Company: | Click or tap here to enter text. |
| Years at Present Site: | Click or tap here to enter text. |
| Date of Construction at Present Site: | Click or tap here to enter text. |
| Will you have a minimum of three months of production records at the time of certification audit? | Choose an item. |
| Building Size: *(Total building space, in square feet)* | Click or tap here to enter text. |
| Number of processing lines in the facility: | Click or tap here to enter text. |
| Does the facility have an on-site laboratory? | Choose an item. |
| Will the audit include any off-site storage facilities? | Choose an item. |
| * If yes, what is the size of the storage facility? | Click or tap here to enter text. |
| * If yes, how many miles is the storage facility from the main facility? | Click or tap here to enter text. |
| * If yes, what is the total square footage of all buildings included in the audit? *(Sum of buildings at main facility and any off-site buildings)* | Click or tap here to enter text. |
| Total Number of Permanent Employees:  *(Including Full-time and Part-time)* | Click or tap here to enter text. |
| Estimate total Number of Temporary/Seasonal Employees:  *(at peak season)* | Click or tap here to enter text. |
| Total Number of Employees at Peak Season:  *(Sum of Permanent and Temporary Employees)* | Click or tap here to enter text. |
| Does the facility operate year-round? | Choose an item. |
| * If yes, please indicate peak season: | Click or tap here to enter text. |
| * If no, please specify months of operation: | Click or tap here to enter text. |
| How many shifts does your facility have in a day? | Click or tap here to enter text. |
| Does your facility use gas(es) to treat products such as sulphur dioxide (SO2), Chlorine dioxide, Chlorine or any other gases or solutions? | Choose an item. |
| **Product Information** | |
| Product Distribution: *(check all that apply)* | Domestic  International |
| Number of HACCP Plans:  *Please note, this must be accurate before the audit begins. If you have many HACCP plans that are actually all part of a few HACCP families, make that clear here. The audit duration and process depends on accuracy in this regard.* | Click or tap here to enter text. |
| List CCPs: | Click or tap here to enter text. |
| List Raw Materials: *(note Country of Origin)* | Click or tap here to enter text. |
| List Allergens on-site: | Click or tap here to enter text. |
| List Packaging Materials/Types: | Click or tap here to enter text. |
| List Preservation Methods:  *(e.g., cooling, freezing, roasting, pasteurizing, etc.)* | Click or tap here to enter text. |
| List Outsourced Processes and Treatments:  *(e.g. PPO, packaging, etc.)* | Click or tap here to enter text. |
| List Co-packers/Co-manufacturers: | Click or tap here to enter text. |
| Storage and Transport Methods:  *(check all that apply)* | Ambient Storage  Refrigerated Storage  Frozen Storage  Ambient Transport  Refrigerated Transport |
| Please list all products that this site manufacturers : | Click or tap here to enter text. |
| Production Processes: *(note all relevant process steps as noted in process flow diagrams)* | Click or tap here to enter text. |
| List any of these products or processes to be excluded from scope of certification: | Click or tap here to enter text. |
| **Audit Information** | |
| If applicable, would you like this audit to be unannounced? | Choose an item. |
| * If yes, please list any requested blackout dates in the audit window with justification for blackout: | Click or tap here to enter text. |
| Was your previous audit performed by a Certification Body other than Safe Food Certifications? | Choose an item. |
| * If yes, name of previous Certification Body: | Click or tap here to enter text. |
| * If yes, please submit your most recent audit report and certificate with this application. | Click or tap here to enter text. |
| * If yes, list the site code from previous audit/certificate: | Click or tap here to enter text. |
| List any Major Changes since last audit:  *(Please include site/facility expansions & improvements, new equipment, new processes, key personnel changes, change of ownership, etc.)* | Click or tap here to enter text. |
| Recalls or Incidents in the last year: | Click or tap here to enter text. |
| **Additional Documents** | |
| In addition to sending this completed form, as a Word document, please attach all of the listed items: | Process Flow Diagrams  Facility Map  Organizational Chart of Management/ Reporting Employee Structure |
| If your facility has existing certification from a Certification Body other than Safe Food Certifications, please attach the listed items: | Most Recent Audit Certificate  Most Recent Audit Report |
| **Registration** | |
| If you are requesting an SQF audit, you must register your facility at least one month in advance of your audit (if you are new to SQF) or before your current registration expires (if you are being recertified under SQF). | Follow [this link](https://www.sqfi.com/assessment-database/).  If you are new to SQF, select “New Suppliers” and register through the process.  If you an exiting supplier in the SQF database, select “Existing Suppliers” and complete the registration. |
| If you are requesting the Costco Quality and Food Safety GMP Audit or the Costco addendum, you must register your facility with Costco through the TraQtion system at least one month in advance of your audit. | Costco is presently making a transition with their directory and we are awaiting the link for supplier registration. |

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| **For Certification Body use only below this line** | |
| **Audit Scope** | |
| Standard/Version: | Safe Food Alliance v10.6/HACCP Verification Audit  SQF Code Edition 8.1 for Food Manufacturing  SQF Quality Module  BRC Global Standard for Food Safety, Issue 8  BRC START! Basic  BRC START! Intermediate  Costco Quality and Food Safety GMP Audit  Costco Small Supplier Audit  FSMA PC Compliance Evaluation  FSMA Foreign Supplier Verification Program  BRC START! Basic  BRC START! Intermediate  Almond Board DV Audit |
| Audit Scope: | Click or tap here to enter text. |
| Included Addenda/Modules: | Costco Addendum  FSMA PC Voluntary Module  Gluten-Free  Jamba Juice Addendum |
| List Exclusions: | Click or tap here to enter text. |
| Off-site Storage included in Scope: | Click or tap here to enter text. |
| SQF Food Sector Category: | Choose an item.  Choose an item.  Choose an item.  Choose an item. |
| BRC Food Sector Category: | Category  Category  Category  Category |
| BRC 8 – Traded Goods: | Included  Excluded  Not Applicable |
| Gluten Free Category: | Choose an item. |
| Type of Audit: | Initial Certification  Recertification  Surveillance |
| **Audit Duration** | |
| Pre-Assessment: | Click or tap here to enter text. |
| Desk Audit: | Click or tap here to enter text. |
| Facility Audit: | Click or tap here to enter text. |
| **Audit Information** | |
| Assigned Auditor: | Choose an item. |
| Reviewer Name: | Samuel Greenlee |
| Reviewed Date: | Click or tap to enter a date. |
| Reviewer Signature: |  |
| Audit Scope verified by: | Click or tap here to enter text. |
| Verification Signature: |  |
| Verified Date: | Click or tap to enter a date. |
| **Review Change Log** | |
| Change Date: |  |
| Change Summary: |  |
| Reviewer making the change: |  |