





## CERTIFICATION APPLICATION – CONTRACT FORM

**Q.ifs.P11.28**

Rev. 1.1  
Page 2 / 6  
Issue date:  
13.10.2023

<b>Is there any packaging on the field?</b>	YES <input type="checkbox"/>		
	NO <input type="checkbox"/>		
<b>State No. of HACCP plans involved (Filled only for ISO22000 / FSSC22000/ IFS)</b>			
<b>Subcontracted Work Y/N? (If applied specify type and %)</b>			
<b>Please name of Consulting firm (If involved)</b>			
<b>Other standard implemented / Certifications achieved</b>		<b>Is your MS integrated?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Exporting countries</b>			
<b>List any retails brands you supply (e.g. Tesco, Lidl etc)</b>			
<b>If certified by another CB for the standard</b> please attach to the this application the previous reports and certificate	Certification Body: Auditor: Re-audit due date:	<b>IFS COID (if applicable)</b>	
<b>Are any recalls since your last audit?</b> (recall date, product, reason)			
<b>Please indicate the production period/time in which the most complicated production technologies take place</b>			
<b>Justify factory – produced products excluded from the certification</b> ( if applicable)Exclusions are allowed only when the IFS exclusions questionnaire is applied.			
<b>Describe of any trade goods handled by the site</b> (Trade goods: goods that are purchased and sold without any alteration/process)			
<b>Details of any significant changes since your last audit</b> e.g. new service, changes of key personnel, new technologies, extension or reduction in the product range.			
<b>Processes and products outsourced to Subcontractors</b> (if applicable)			
<b>Please confirm if you carry out any treatment on the water to be used on site</b> (Filtration/reverse osmosis, chemical e.g. chlorination/ distillation/UV/None/Other) <b>And what the water is used for</b> (e.g. ingredient/ cleaning only/ product transfer)			

**Select IFS Food Categories and Technology scopes**

Please select IFS product scope categories (Part 1 – Annex 3 of IFS food standards)



**CERTIFICATION  
APPLICATION – CONTRACT  
FORM**

**Q.ifs.P11.28**

Rev. 1.1  
Page 3 / 6  
Issue date:  
13.10.2023

<input type="checkbox"/>	1	Red and white meat, poultry, and meat products															
<input type="checkbox"/>	2	Fish and fish products															
<input type="checkbox"/>	3	Egg and egg products															
<input type="checkbox"/>	4	Dairy products															
<input type="checkbox"/>	5	Fruit and vegetables															
<input type="checkbox"/>	6	Grain products, cereals, industrial bakery and pastry, confectionery, snacks															
<input type="checkbox"/>	7	<p>Combined products (please describe the individual product groups that are used as ingredients, e.g., fruits and vegetables, dairy, dry goods etc. that undergo processing before use, e.g. disinfection, cutting, deboning, millings, marinating, etc. Ingredients that are added as purchased without any further processing (apart from mixing) should not be listed in the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;">Product category (as per the table above)</th> <th style="width: 50%;">Process description</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Product category (as per the table above)	Process description												
	Product category (as per the table above)	Process description															
<input type="checkbox"/>	8	Beverages															
<input type="checkbox"/>	9	Oils and fats															
<input type="checkbox"/>	10	Dry goods, other ingredients, and supplements															
<input type="checkbox"/>	11	Pet food															

<input type="checkbox"/>	<b>IFS processing step – including processing/ treating/ manipulation/storing</b>		
<input type="checkbox"/>	<b>P1</b>	<b>A</b>	<p>Sterilization (e.g. cans)</p> <p>Sterilization (in final packaging) with the purpose to destroy pathogens. Sterilized (e.g. autoclaved) products in final packaging.</p>
<input type="checkbox"/>	<b>P2</b>	<b>B</b>	<p>Thermal pasteurization, UHT/aseptic filling, hot filling, other pasteurization techniques e.g. high-pressure pasteurization microwave</p> <p>Pasteurization with the purpose to reduce food safety hazards (and the UHT process)</p>
<input type="checkbox"/>	<b>P3</b>	<b>C</b>	<p>Irradiation of food</p>



**CERTIFICATION  
APPLICATION – CONTRACT  
FORM**

**Q.ifs.P11.28**

Rev. 1.1  
Page 4 / 6  
Issue date:  
13.10.2023

<input type="checkbox"/>	<b>P4</b>		Preserving: salting, marinating, sugaring, acidifying/pickling, curing, smoking, etc. Fermentation, acidification	Processed products: treatment with the purpose to modify the product and or/extend the self life and/or reduce food safety hazards by preservation techniques and other processing techniques. Note – exception: irradiation is attributed to this category although aimed at the destruction of microorganisms
<input type="checkbox"/>	<b>P5</b>		Evaporation/dehydration, vacuum filtration, freeze drying, microfiltration (less than 10µ mesh size)	
<input type="checkbox"/>	<b>P6</b>	<b>D</b>	Freezing (at least -18oC/ 0oF), including storage, quick freezing, cooling, chilling processes and respective cool storing	Systems and treatments to maintain product integrity and or safety. Treatment with the purpose to maintain the quality and/or integrity of the products including treatments to remove contamination and/or prevent contamination
<input type="checkbox"/>	<b>P7</b>		Antimicrobial dipping/ spraying, fumigation	
<input type="checkbox"/>	<b>P8</b>	<b>E</b>	Packing MAP, packing under vacuum	Processes to prevent product contamination, especially microbiological contamination by means of high hygiene control and/or specific infrastructure during handling, treatment and/or processing and/or packaging (e.g. MAP) All treatments applied to potable water used as an ingredient or in direct contact with the product e.g. filtration, chlorination, UV, etc
<input type="checkbox"/>	<b>P9</b>		Processes to prevent product contamination esp. microbiological contamination, by means of high hygiene control and/or specific infrastructure during handling, treatment and/or processing e.g. clean room technology, “white room” (controlled working room temperature for food safety purposes, disinfection after cleaning, positive air pressure systems like filtration below 10µ)	
<input type="checkbox"/>	<b>P10</b>		Specific separation techniques e.g. filtration like reverse osmoses, use of active charcoal	
<input type="checkbox"/>	<b>P11</b>	<b>F</b>	Cooking,baking, bottling, fillings of viscous products, brewing, fermentation (e.g. wine), drying, frying, roasting, extrusion, churning	Any other manipulation, treatment, or processing not being listed in A, B, C, D, E
<input type="checkbox"/>	<b>P12</b>		Coating, breading, battering, cutting, sicing, dismembering, mixing/blending, stuffing, slaughtering, sorting, manipulation, packaging, storing under controlled conditions (atmosphere) except for temperature.	
<input type="checkbox"/>	<b>P13</b>		Distillation, purification, steaming, damping, hydrogenating, milling	

**For unannounced audit protocol Only**  
I would like to participate in the “IFS Unannounced audit protocol”



**CERTIFICATION  
APPLICATION – CONTRACT  
FORM**

**Q.ifs.P11.28**

Rev. 1.1  
Page 5 / 6  
Issue date:  
13.10.2023

Blackout date- a maximum of 10 operational days when the site is not available for the audit and can be split into a maximum of 3 periods Not applicable for seasonal sites and doesn't include non-operating periods (e.g Easter and Christmas Holidays)	
Reason	
Site entrance requirements	
List of contacts when first arriving on site	
Specific protective clothing arrangements	
Are any specific security arrangements to follow to gain access to the site?	

<b>On behalf THE APPLICANT:</b>	<b>Date:</b>
Signed: (Name and Surnames in capital letters)	

Please, send by fax, postal mail or scanned by email to **Q-check** or to the corresponding **Q-check** delegation in your country. In addition to the information requested in this document, please submit with this form a) a site plan, b) organization chart, c) a summary of the site's critical control point (CCP's) and the process flow diagrams, d) description of any special handling requirements (e.g. allergens), e) description of the site and building fabrications, f) any recent quality issues or customer complaints.



**CERTIFICATION  
APPLICATION – CONTRACT  
FORM**

**Q.ifs.P11.28**

Rev. 1.1  
Page 6 / 6  
Issue date:  
13.10.2023

**Information to be filled only by Q-check office**

<b>COMPANY</b>		<b>CLIENT I.D</b>	
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<b>TOTAL AUDIT DURATION IFS</b>	<b>MAN- DAYS STAGE 1</b>	<b>MAN – DAYS STAGE 2</b>	<b>MAN-DAYS SURVEILLANCE</b>
<b>IFS AUDIT TIME CALCULATION (Minimum 2 days -16hours, but shall never exceed 10hours):</b>			
IFS PRODUCT CATEGORIES			
IFS TECHNOLOGY SCOPES			
TOTAL NUMBER OF EMPLOYEES			
Justification for deviation as per IFS doctrine. Max reduction 4h: a) decrease reasons IFS combined Assessments (more than 1 IFS standard), b) Multi-location, c) Multi-legal entity production site, d) Labour-intensive repetitive processes (based on a risk assessment). Max reduction 6h: a) site with PS5, performing simple handling, b) site with PS 3,6,8,9,10 and/or 11, that has simple processes such as: sorting, bottling, simple packaging, mixing/blending only in the case of PS10			
Amended audit duration			
Combined factor (2-4hours)			
Translator Presence + 20% minimum (if applicable)			
Preparation time (2 hours)			
Report time (4 hours)			
Travel time round trip			
Total hours			

<b>Q-check signature</b>		<b>H.Q Approval</b>	
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