

**SCI QUAL INTERNATIONAL PTY LTD
ENQUIRY & APPLICATION/RENEWAL FORM FOR
SQF CERTIFICATION**

PART 1 - ENQUIRY

Note: If our quotation is accepted we will send you a copy of this form for you to sign and return as acceptance of our quote and confirmation that the details are correct

COMPANY DETAILS	
COMPANY NAME (Legal Entity)	
TRADING NAME (if different from above)	
ABN	
NUMBER OF EQUIVALENT FULL TIME STAFF/CONTRACTORS	
WHAT IS THE APPROXIMATE SIZE OF THE SITE(S) TO BE INCLUDED IN THE PROPOSED SCOPE?	
FARM - HECTARES	
PACKING FACILITY – METRES ²	
PROCESSING FACILITY – METRES ²	
SITE ADDRESS* (Please include <u>ALL</u> sites)	
POSTAL ADDRESS (if different from Site Address)	
TELEPHONE	
FACSIMILE	

MOBILE	
ORGANISATION REPRESENTATIVE	
POSITION WITHIN ORGANISATION	
EMAIL ADDRESS OF PRIMARY CONTACT	
EMAIL ADDRESS FOR ACCOUNTS DEPARTMENT (if different from above)	
NAME OF CONSULTANT USED TO DEVELOP SYSTEMS	
CERTIFICATE	Do you wish to receive your certificate by: <input type="checkbox"/> Post <input type="checkbox"/> Email
WHEN DO YOU EXPECT TO BE READY FOR AUDIT?	
NUMBER OF INDIVIDUAL PROCEDURES UNDER CONSIDERATION (MANUFACTURING TECHNOLOGIES, BRIEF DESCRIPTION OF PROCEDURE ETC)	
NUMBER OF HACCP STUDIES	
SPECIAL CHARACTERISTICS/REMARKS	

PLEASE INDICATE THE STANDARD/S AGAINST WHICH CERTIFICATION IS SOUGHT		
<input type="checkbox"/> SQF EDITION 7.2		

Do you interface with any regulatory agencies/authorities (e.g. (Department of Primary Industries, Department of Agriculture) when implementing your management system? If so please provide a list.

Please select the categories that apply to your business

Category	Module	Products/Crops	SQF Code 7.2 (page 191)	
1	2, 5		Production, Capture and Harvesting of Livestock and Game Animals	<input type="checkbox"/>
2	2, 3		Growing and Harvesting of Animal Feeds	<input type="checkbox"/>
3	2, 7 or 7H		Growing and Production of Fresh Produce	<input type="checkbox"/>
4	2, 10		Fresh Produce Pack house Operations	<input type="checkbox"/>
5	2, 8		Extensive Broad Acre Agriculture Operations and Seed Production	<input type="checkbox"/>
6	2, 6		Harvest and Intensive Farming of Fish	<input type="checkbox"/>
7	2, 9		Slaughterhouse, Boning and Butchery Operations	<input type="checkbox"/>
8	2, 11		Processing of Manufactured Meats and Poultry	<input type="checkbox"/>
9	2, 11		Seafood Processing	<input type="checkbox"/>
10	2, 11		Dairy Food Processing	<input type="checkbox"/>
11	2, 11		Honey Processing	<input type="checkbox"/>
12	2, 11		Egg Processing	<input type="checkbox"/>
13	2, 11		Bakery and Snack Food Processing	<input type="checkbox"/>
14	2, 11		Fruit and Vegetable Processing	<input type="checkbox"/>
15	2, 11		Canning (except dairy), Pasteurizing, UHT and Aseptic Operations	<input type="checkbox"/>
16	2, 11		Ice, Drink and Beverage Processing	<input type="checkbox"/>
17	2, 11		Confectionary Manufacturing	<input type="checkbox"/>
18	2, 11		Preserved Foods Manufacture	<input type="checkbox"/>
19	2, 11		Food Ingredient Manufacture	<input type="checkbox"/>
20	2, 11		Recipe Meals Manufacture	<input type="checkbox"/>
21	2, 11		Oils, Fats, and the Manufacture of oil or fat-based spreads	<input type="checkbox"/>
22	2, 11		Processing of Cereal Grains and Nuts	<input type="checkbox"/>
23	Not available	This module will be completed when the GFSI Guidance becomes available.	Food Catering and Food Service Operations	<input type="checkbox"/>
24	Not		Food Retailing	<input type="checkbox"/>
25	2, 12		Fresh Produce Wholesaling and Distribution	<input type="checkbox"/>
26	2, 12		Food Wholesaling and Distribution	<input type="checkbox"/>
27	2, 13		Manufacture of Food Sector Packaging Materials	<input type="checkbox"/>
28	Not		Provision of Crop Spray Services	<input type="checkbox"/>
29	Not		Provision of Field Harvest Services	<input type="checkbox"/>
30	Not available	This module will be completed when the GFSI Guidance becomes available.	Provision of Sanitation and Hygiene Services	<input type="checkbox"/>
31	2, 11		Manufacture of Dietary Supplements	<input type="checkbox"/>
32	2, 4		Manufacture of Pet Food	<input type="checkbox"/>
33	2, 11		Manufacture of Agricultural Chemicals and Food Processing Aides	<input type="checkbox"/>
34	2, 3		Manufacture of Animal Feed	<input type="checkbox"/>
35	2, 14		Broker or Agent	<input type="checkbox"/>

SQF Level (1, 2, 3)	
Details of SQF Practitioner (refer SQF Code section 1.5)	
Name	
Position	
HACCP Training details	
Certificate number SQF systems training	
Email address	

SQF REGISTRATION

Registration on the SFQ database is mandatory.

We are unable to conduct your audit and process your certification until you have registered.

You must pay the SQF registration fee below to SQFI at the time of registration.

Please indicate whether you have registered with SQF and nominated Sci Qual International as your Certification Body on the SQF database. YES NO

Register here: [SQF Registration](#)

Do you need assistance in registering your company?

Check out the Assessment Database registration user materials below designed just for you. Both demonstrate the entire registration process, from company set up to payment. [Registration User Guide](#)

If you need any further assistance with the Assessment Database registration process, feel free to contact SQFI at database@sqfi.com or +1 202-220-0635.

SQFI REGISTRATION FEES FOR SUPPLIERS

CLASSIFICATION	DESCRIPTION	US\$
A	Suppliers with a gross sales <\$100,000	\$100
B	Suppliers with a gross sales >\$100,000 < \$5 Million	\$250
C	Suppliers with a gross sales >\$5 Million < \$25 Million	\$350
D	Suppliers with a gross sales >\$25 Million < \$50 Million	\$500
E	Suppliers with a gross sales >\$50 million	\$600
M	Multi-site configuration	
	Individual Central-site	\$1,000
	Individual Sub-Site	\$25

NAME TO APPEAR ON CERTIFICATE

Please ensure that this is the correct name of your company as it will be published on your certificate and on the JAS-ANZ Register and SQFI Website.

Do you have any management systems certified by another Certification Body? If so, please provide the name of the Certification Body, the certification date and the certification expiry date.

Certification Body	Standard	Certification Date	Certification Expiry Date

Do you have any Major Corrective Action Requests outstanding with another Certification Body?
(Please note you will be required to provide a copy of your most recent report prior to Transfer.)

REGISTRATION AGREEMENT TO BE SIGNED BY COMPANY REPRESENTATIVE

I/We warrant that we have viewed the [SQI Regulations](#) on SQI Website & the [Certification Process](#) and that the information contained in this Application for Assessment is true and correct.

I/We confirm that SQI may vary the Assessment methods and costs if incomplete information was provided at the Initial Assessment/Audit stage.

I/We confirm that the Company/Organisation named in this Application has agreed to proceed with all Assessment/Audit Activities leading to Certification/Registration by SQI.

I/We undertake to pay all other costs required under the Regulations governing the SQI Scheme for Registration connected with Assessment and administration, irrespective of the eventual granting of a Certificate of Registration. In the event that we are granted a Certificate of Registration, I/We undertake to conform to the Regulations governing the SQI Scheme for Registration and in particular, to pay all annual fees charged for Registration, Certificate maintenance and Assessment Cancellation fees if applicable. SQI may cancel Certification if fees are not paid in full in a timely manner.

I/We accept that SQI may modify or vary the Audit methodology, Scope of Certification, Surveillance Schedule and costs depending upon the findings of SQI Assessors/Auditors of your Company or Organisation.

I/We warrant that all information in any Annexure to this document is true and correct & agree to comply with SQI appeal process.

I/We warrant that SQI will be advised in a timely manner of any Product Recalls or issues related to product safety, food safety or legality to enable us to establish if this presents any issues relating to certification.

I/We warrant that SQI will be advised of the closure of any sites covered by our certification. Failure to do so will be considered a misuse of the certification and could result in cancellation of your certification.

I/We warrant that SQI will be advised without delay of any significant events including, but not limited to fatal incidents, serious injuries, occupational disease or legal action by a regulatory authority.

I/We agree that we will fulfil the certification requirements, including implementing appropriate changes when they are communicated by Sci Qual International (SQI). This includes

1. completing the certification agreement;
2. paying all necessary fees;
3. providing information about changes to certified product;
4. providing access to certified products for surveillance activities

I/We agree that if the certification applies to ongoing production, the certified product will continue to fulfil the product requirements.

I/We agree that audits will be scheduled with adequate notice for both the client and the auditor/certification body.

I/We agree that the cancellation of a scheduled audit by either party (client or Certification Body) may result in a penalty fee in accordance with the terms of the agreement.

I/We agree that on request we will provide unimpeded access to the site and premises, to documentation and records and to product, for the purpose of conducting the audit.

I/We confirm that we will provide all reasonable assistance required by the auditor in the conduct of the audit.

I/We agree that an auditor may be accompanied on the audit for training or accreditation purposes, e.g. auditor training, auditor calibration, witness audits (SQF, Certification Body or Accreditation Body). SQFI reserves the right to conduct its own audit of a certified site in response to complaints or as part of routine compliance activities. These audits may be announced or unannounced.

I/We agree to make all the necessary arrangements for

1. the conduct of the evaluation and surveillance (if required), including provision for the examining documentation and records, and access to the relevant equipment, location(s), area(s), personnel, and client's subcontractors;
2. investigation of complaints;
3. the participation of observers, if applicable;

I/we agree that a copy of the audit report, associated support documentation & certificate will be made available to SQFI (in confidence); & that the audit result will be communicated to SQFI & the Accreditation Body.

I/we agree that SQFI may contact the client directly for feedback on auditor and/or Certification Body performance.

Clients may lodge a complaint in confidence with SQFI. This will be fully investigated with the auditor & SQI.

I/We agree that if certified to the SQF standard our certification details will be displayed on the SQFI website as follows:

Supplier name, country, certificate type & number, accreditation body logo & accreditation number, audit date, date of next audit, date of issue, certification expiry date, food sector category(s), product(s) covered by the certificate.

SQI will advise SQFI of any misuses of the SQF certification logo by certified suppliers or any other third party.

I/We agree that if certified to the SQF standard, the following certificate details will be accessible by our customers via the SQFI website as follows:

Customer/retailer name, supplier name, country, certificate type and number, certification expiry date, food sector category(s), product(s), company representative name and contact details, audit rating, name of Certification Body, audit frequency, date of last Audit, date of next audit.

The only information that SQI will place in the public domain for anything other than SQF as described above, is the information on the certificate of compliance, which includes the company name, standards that have been certified; scope of certification, site addresses and certification dates.

I/We agree that all claims regarding the certification will be consistent with the scope of certification.

I/We agree that we will not use our certification in such a manner as to bring SQI into disrepute and will not make any statement regarding our certification that SQI may consider misleading or unauthorized;

I/We agree that upon suspension, withdrawal, or termination of certification, we will discontinue the use of all advertising matter that contains any reference to certification and will take action as required by the certification scheme (e.g. the return of certification documents) and any other required measure;

I/We agree that copies of the certification documents provided to others, shall be reproduced in their entirety or as specified in the certification scheme;

I/We agree that in making reference to certification in communication media such as documents, brochures or advertising, we will comply with SQI requirements or as specified by the certification scheme;

I/We agree to comply with any requirements that may be prescribed in the certification scheme relating to the use of marks of conformity, and on information related to the product. We understand and accept that where we have used marks in a way that are deemed to be inappropriate by SQI that these will need to be removed promptly.

I/We agree to keep a record of all complaints made known to us relating to compliance with certification requirements and to make these records available to SQI when requested, and we will take appropriate action with respect to such complaints and any deficiencies found in products that affect compliance with the requirements for certification and we will document the actions taken;

I/We agree to inform SQI, without delay, of changes that may affect our ability to conform with the certification requirements or any relevant changes to the business including, but not limited to scope, crop, site and business ownership.

This is a legally enforceable document & the signature below denotes agreement to the terms & conditions in this document as required by our accreditation agreement with JAS-ANZ.

AUTHORISED COMPANY REPRESENTATIVE		SIGNATURE	
POSITION		DATE	