**Supplement Company information form for unannounced FSSC22000 audit**

1. How is your standard production planning build up? (shifts, days)

|  |  |  |  |
| --- | --- | --- | --- |
| **Shift** | **Days a week production** | **Weekends also production ?** | **At national holidays also production ?** |
| 1 |  | YES / NO | YES / NO |
| 2 |  | YES / NO | YES / NO |
| 3 |  | YES / NO | YES / NO |
| 4 |  | YES / NO | YES / NO |
| 5 |  | YES / NO | YES / NO |

1. What are the planned non-productionperiods ?

*Definition non-productionperiods: Planned cleaningdays/maintenancedays with no production taking place*

|  |  |  |
| --- | --- | --- |
| **Period** | **Applicable days/weeks** | **Reason/description period** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. Do you have seasonal production and therefore certain periods of the year no production: YES / NO   
   1. If yes, which applicable product(group)s ?

……………………………………………………………………………………………………………..

* 1. If yes, in which period is there CERTAIN production of these seasonal products ?

………………………………………………………………………………………………………………..

1. Which maximum 15 days do you want to block extra ?

These are extra days IN ADDITION to the non-production days/national holidays/non- productionperiods.

In the case of seasonal production NO extra blocking days are allowed

|  |  |  |
| --- | --- | --- |
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |
| 10. | 11. | 12. |
| 13. | 14. | 15. |

1. If during the audit it appears that a certain line has to be audited which is not operational at that moment, is there then a possibility to start this line later in the day or on day 2/3 of the audit so that it can can still be audited? YES / NO   
   If no, an additional audit (scope extension audit) will have to be scheduled and executed at a different time
2. Our auditors normally always start between 8 and 9 a.m. Who can the auditor notify at his/her arrival [[1]](#footnote-1)? .................................................................................................................…………………………………………………………………………………………………………………………………… …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
3. A person (Operational Manager, Plant Manager etc.) must be present at all time, who is responsible for the daily operation and who can attend the opening and closing meeting on behalf of the management. Enter the names and functions of the person (s) in question below or send a replacement matrix if available:

Name……………………………… Function………………………………….. Telephonenumber………………………………

Name……………………………… Function………………………………….. Telephonenumber………………………………

Name……………………………… Function………………………………….. Telephonenumber………………………………

Name……………………………… Function………………………………….. Telephonenumber………………………………

Name……………………………… Function………………………………….. Telephonenumber………………………………

Name……………………………… Function………………………………….. Telephonenumber………………………………

**Important general information**

1. During the opening meeting, the auditor will assess the risks associated with the products, product categories, process steps and packaging forms. If it turns out that part of the scope can’t be audited, because the production line is not operational, a scope extension audit will have to be scheduled at a different time on the basis of the standard. This planning will be agreed in consultation with ISACert and will also be carried out on the basis of the requirements of the standard. The additional costs of a scope extension audit are for your account.

1. *Name and telephonenumber. Also consider possible replacement in the absence of the specified contact person.* [↑](#footnote-ref-1)