



Firm Questionnaire

GENERAL INFORMATION

Firm Name:

Trade Register (*No., issue date & place*):

Responsible Operator Name:

Position:

Head Office

Address:

Phone / Fax:

E-Mail / Website:

Contact Person:

Operation Plant (1)

Address:

Phone / Fax:

E-Mail / Website:

Contact Person:

* Are there any other locations? Yes No , Please specify

Operation Plant (2)

Address:

Phone / Fax:

E-Mail / Website:

Contact Person:



1. FIRM PROFILE

Date of Establishment:

Current Activities:

Handled Products :

Herbs Vegetables Fruits Field Crops

Juice & Concentrates Others (Please State)

Paid Capital (LE): Last Year Turn Over (LE):

Does your company apply any quality / safety / ISO management System?

No Yes, (Please Specify)

Personnel:

Department : Processing Purchase Sales Adm / Fin

No. of staff:

Organization Chat: Please draw the organization chart of your company

2. PRINCIPLES APPLIED TO PROCESSING OF ORGANIC FOOD

- The production of organic food from organic agricultural ingredients, except where an Ingredient is not available in the market in organic form.
- The restriction of the use of food additives, of non-organic ingredients; they are used to a Minimum extent and only in case of essential technological need or nutritional purposes.
- The exclusion of substances and processing methods that might be misleading regarding the true nature of the product.
- The processing of food with care, preferably with the use of biological, mechanical and Physical methods.



3. ORGANIC PROCESSING PLAN

Do you currently certified by another control body?

- No Yes, *(Name of control body)*

Do you have parallel processing (handling conventional as well as organic products)?

- No Yes

Do you intend to continue parallel processing with EgyCert?

- No Yes

Remarks :

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Please Describe the Separation & Identification System in case of parallel processing and / or storage:

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4. DESCRIPTION OF OPERATOR PROCESSING UNIT

(If subcontractors are used for processing, please fill in form ADM –032)



4.1 Layout of firm premises

*(please hand in a sketch of all buildings including processing facilities, packing units, store for raw ingredients and finished goods,.....etc. *)*

4.2 Room / Building Utilization

* Room Code #	Name of the Room	Area (m ²)	Function	Summarized Description of Processing Step

5. MANUFACTURING PROCESS

5.1 Product List

Code #	Product Name	Grade *	Code #	Product Name	Grade *

* O = Organic Grade
 IO = In Conversion Grade
 C = Conventional Grade.

Intended Certification Scheme :

- EU Regulation 848/2018 & its Updates & consolidated versions
- EGYCERT Production Standards & Control Measures
- Other



5.2 Recipes

(Fill in separately for each product)

Product Name:

Product Code No. :

Ingredients Code #	Ingredient Name	Quantity Used	Percentage	Grade
Z 01 .1				
Z 01 .2				
Z 01 .3				
Z 01 .4				
Z 01 .5				
Z 01 .6				

Kg = 100 % Total weight raw

Kg = % weight finished product

Kg

- Kg = % water

Kg = 100 % calculator base

- Kg = % non-organic quality

Kg = % Rate according EC

Remarks :

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5.3 Product Flow

A detailed step by step description of the manufacturing process of each product undertaken within the operator facilities should be described in this section. (If subcontractors are used for processing, please fill in form ADM – 032)

Product / Product Group:		Product Code No. (s) :			
Process Code #	Process Name	Function & Technology used	Ingredients	Room Code	Type of Separation (Time, Place, Others)
P 01					
P 02					
P 03					
P 04					
P 05					
P 06					
P 07					
P 08					
P 09					

6. PACKING / SEALING/ LABELING

Product Name	Package Type & Material	Capacity (Kg)	Type of Sealing	Labels Reference No. *

* The package labels for each product should be attached.



7. DOCUMENTATION SYSTEM

7.1 Book Keeping

Are documents for organic activities kept separate?

Yes

No

Where the following documents are kept?

At Plant

At Headquarter

- | | | |
|--|--------------------------|--------------------------|
| ▪ Stores Records | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Purchase Records | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Processing Records | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Sales / Export Records | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Complaints Register & Corrective Actions | <input type="checkbox"/> | <input type="checkbox"/> |

Please attach samples of each type of the above mentioned records and describe your documentation system below:

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7.2 Traceability & Recall System

Please describe your traceability & product recall system in case of infringements / irregularities:

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8. QUALITY / SAFETY SYSTEM



8.1 Organic Quality

Please describe your practical measures & activities for quality keeping according to organic standards.

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8.2 Reaction for suspected products detection

Please describe your procedure upon detection of suspicious products not conforming to organic standards: (Identification, Separation, & EgyCert Notification).

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8.3 Hygiene / Cleaning

Please describe your cleaning schedules & protocols as well as the used substances, in cleaning your processing as well as storage areas.

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8.4 Pest Control

Please describe the used equipment & applied materials to control pest in your processing as well as storage areas.

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11. DECLARATION

I hereby declare that all the information supplied to my application are to the best of my knowledge, accurate and complete. I also declare that I have full management control of all entities, products, practices, and measurers mentioned in my application in case of any modification the application shall be updated.

أقر بموجب هذا بأن جميع المعلومات المقدمة إلى طلبي هي على حد علمي ودقيقة وكاملة. كما أقر بأن لدي سيطرة إدارية كاملة على جميع الكيانات والمنتجات والممارسات والمقاييس المذكورة في طلبي في حالة حدوث أي تعديل سيتم تحديث التطبيق.

I hereby declare and undertake the following responsibilities:

أقر وأتعهد بموجب هذا بالمسؤوليات التالية:

(a) to perform the operations in accordance with the organic production rules;

القيام بالعمليات وفقا لقواعد الإنتاج العضوي;

(b) to accept, in the event of infringement or irregularities, the enforcement of the measures of the organic production rules;

القبول، في حالة حدوث انتهاك أو مخالفات، إنفاذ تدابير قواعد الإنتاج العضوي

(c) to undertake to inform in writing the buyers of the product in order to ensure that the indications referring to the organic production method are removed from this production;

التعهد بإبلاغ مشتري المنتج كتابة لضمان إزالة البيانات التي تشير إلى طريقة الإنتاج العضوي من هذا الإنتاج

(d) to accept, in cases where the operator and/or the subcontractors of that operator are checked by other control authorities or control bodies than EGYCERT, in accordance with the control system, the exchange of information between EGYCERT and those authorities or bodies;

أن تقبل، في الحالات التي يتم فيها فحص المشغل و/أو المتعاقد من الباطن لذلك المشغل من قبل سلطات مراقبة أو هيئات رقابة أخرى غير إيجيسيرت، وفقا لنظام المراقبة، تبادل المعلومات بين إيجيسيرت وتلك السلطات أو الهيئات

(e) to accept, in cases where the operator and/or the subcontractors of that operator change their control authority or control body, the transmission of their control files to the subsequent control authority or control body;

أن يقبل، في الحالات التي يغير فيها المشغل و/أو المتعاقدون من الباطن لذلك المشغل سلطتهم الرقابية أو هيئة الرقابة، إحالة ملفات المراقبة الخاصة بهم إلى سلطة الرقابة أو هيئة المراقبة اللاحقة

(f) to accept, in cases where the operator withdraws from the control system, to inform without delay EGYCERT and the relevant competent authority, if applicable in the Country of operation;

القبول، في الحالات التي ينسحب فيها المشغل من نظام التحكم، إبلاغ إيجيسيرت والسلطة المختصة ذات الصلة دون تأخير، إن أمكن في بلد التشغيل

(g) to accept, in cases where the operator withdraws from the control system, that the control file is kept for a period of at least five years;

أن يقبل، في الحالات التي ينسحب فيها المشغل من نظام المراقبة، الاحتفاظ بملف المراقبة لمدة خمس سنوات على الأقل

(h) to accept to inform EGYCERT without delay of any irregularity or infringement affecting the organic status of their product or organic products received from other operators or subcontractors.

قبول إبلاغ إيجيسيرت دون تأخير بأي مخالفة أو انتهاك يؤثر على الحالة العضوية لمنتجاتها أو المنتجات العضوية المستلمة من المشغلين الآخرين أو المقاولين من الباطن

(i) No GMO materials are used.

لا يتم استخدام مواد معدلة وراثيا.

Organic production is in compliance with Regulation (EU) 848/2018 and its and its delegated and implementing acts as well as EGYCERT Production Standard and Control Measures.

يتوافق الإنتاج العضوي مع لائحة الاتحاد الأوروبي 848/2018 وأعمالها المفوضة والتنفيذية بالإضافة إلى معايير الإنتاج وتدابير التحكم في إيجيسيرت

I also declare that I have full management control of all entities, products, practices, and measurers mentioned in this questionnaire.

أقر أيضا بأن لدي سيطرة إدارية كاملة على جميع الكيانات والمنتجات والممارسات والمقاييس المذكورة في هذا الاستبيان.

Responsible Operator:

Name:

Signature:

Date:

Place:

Reviewed by:

Name:..... Signature:..... Date:.....