This questionnaire has to be filled in, signed and returned for each of your facilities supplying to Hochwald. In case of upstream intercompany-deliveries please provide additionally the questionnaire filled in by the manufacturer. This has to be done also in case of contractors (e.g. co-packer or manufacturer).

**Please note that we only accept fully completed questionnaires with all fields filled in according to the requirements.**

Please indicate whether you are a manufacturer and/or trader. If you are a trader please add the questionnaire(s) of the manufacturer(s).

**[ ]** Manufacturer

**[ ]**  Trader (please fill in the manufacturer(s):      , please add the questionnaire(s) of the manufacturer(s))

|  |
| --- |
| **Company information** |
| Company |       |
| Address |       |
|       |
| Phone |       | Fax |       |
| E-mail |       | Website |       |
| Managing Director |       |

🗐 Please enclose an extract from the Commercial Register.

|  |
| --- |
| **Contact in the company** |
| Commercial |
| Name |       | Function |       |
| Phone |       | Fax |       |
| E-mail |       |
| Quality Management |
| Name |       | Function |       |
| Phone |       | Fax |       |
| E-mail |       |

|  |
| --- |
| **Crisis management phone numbers** |
| Contact person |       |
| Phone during business hours |       |
| Phone out of office hours |       |
| 24 hours emergency service |       |

# **Management systems Yes No**

* 1. Do you have a management system certified by an accredited agency? **[ ]**  **[ ]**

###  If yes, based on which standard?

###  (Amendments and multiple choice possible)

 [ ]  ISO 50001 [ ]  IFS Food [ ]  IFS PACsecure

 [ ]  ISO 14001 or EMAS [ ]  BRC [ ]  BRC Packaging Materials

 [ ]  ISO 9001 [ ]  FSSC 22000 [ ]  EN 15593

 [ ]  ISO 22000 [ ]  IFS Broker [ ]

🗐 Please enclose a copy of the certificate(s).

The questions 1.2 – 1.5 have **only** to be answered if you have **no** implemented and certified **management system** which is approved by the Global Food Safety Initiative (GFSI) e.g. FSSC 22000, IFS Food, IFS PACsecure, BRC, BRC/IoP.

* 1. Do you have a HACCP system? [ ]  [ ]
	2. Do you have a system of pest control? [ ]  [ ]
	3. Do you have a traceability system? [ ]  [ ]
	4. Do you conduct inspections of the final product to verify the conformance of the

product with the legal requirements and the agreed specification? [ ]  [ ]

1. **Product certification**

Are products available covering the following standards?

[ ]  Halal [ ]  Kosher [ ]  Rain Forest Alliance (UTZ) [ ]  RSPO [ ]  VLOG [ ]  FairTrade [ ]        [ ]  No

🗐 Please a copy of the certificate, if applicable.

# **Social Responsibility**

The corporate social responsibility in terms of sustainable economic development taking into account environmental and social aspects is an important task in the perception of Hochwald. We only are able to achieve these tasks together with our partners.

#  **Yes No**

* 1. Have you already conducted an ethical/social audit
	acc. to another as the above mentioned standard? [ ]  [ ]

 If yes, when?       Name of the certification body:

🗐 Please add a copy of the certificate [or](http://dict.leo.org/ende/index_de.html#/search=respectively&searchLoc=0&resultOrder=basic&multiwordShowSingle=on) the audit report.

* 1. Are you a member of SEDEX? [ ]  [ ]

Please provide access for „Site Details, Site Contact Details, Self Assessment“ and „Audit“,

if applicable (Hochwald SEDEX-Reference number is: ZC1075508)

 Access for Hochwald has been granted [ ]  Supplier SEDEX reference number:

In case you have answered question 3.1 **and** 3.2 with "no", please answer the following questions:

* 1. Do you consider the following principles in your business?
	2. Compliance concerning rule of law. [ ]  [ ]
	3. Human rights (especially no forced or child labour). [ ]  [ ]
	4. Prevention of corruption. [ ]  [ ]
	5. Compliance to the fundamental rights at work and international labour standards as
	defined by the International Labour Organisation (ILO) [ ]  [ ]
	6. Does adequate procedures exist to ensure the compliance to the existing prohibition of discrimination in recruitment and employment due to race, skin colour, religion, sex, age, physical condition, national origin or other discrimination prohibited by law? [ ]  [ ]

# **Security Declaration for Authorised Economic Operators (AEO)**

According to the current customs legislation, Hochwald is obliged to be provided with a Security Declaration for Authorised Economic Operators (AEO) by all suppliers.

Is your company currently classified as AEO? [ ]  [ ]

🗐 If yes, please attach a copy of your current AEO certificate.

🗐 If no, please attach the filled in and signed form “Security Declaration for Economic Operators AEO“.

# **Final Clause**

For Hochwald suppliers the code of conduct is known and accepted (available at <https://www.hochwald.de/en/hochwald-group/hochwald-group/suppliers>).

We will inform Hochwald about all changes concerning the above mentioned information and the agreed quality of the delivered goods.

|  |  |  |  |
| --- | --- | --- | --- |
| Location |       | Date |       |
| Name |       | Function |       |
| StampandSignature |       |