



[Questionnaire]

[This questionnaire should be filled in and returned together with the application form. It is intended to get from the applicant preliminary information on the product manufacturing or process, service, quality and safety assurance, Halal control system and record keeping.

This document will be used by the Halal Audit Team during visits of the factory/organization. The information given in this document will be treated as confidential document.

1.0 Details of the Applicant

1.1 Name of the Firm/Industry/Service operator:

1.2 Address of the organizations:

Telephone:

Mobile:

Fax:

E-mail:

Web address:

1.3 Address of the Factory (if it is different from 1.2):

Telephone:

Mobile:

Fax:

E-mail:

Web address

1.4 Contact Person:

Name:

Designation:

Telephone:

Mobile:

Fax:

E-mail:

1.5 Details of key Technical Personnel including Islamic Affairs:

Sl. No.	Name and Designation	Mobile No.

2.0 Technical Information:

- 2.1** Description of product/process/service activities for which certificate is sought (details process flow, stages with information of materials added/used and produce as by product/end product)
- 2.2** Please explain the complaint disposal system of the products of the company including Halal products, process and service.
- 2.3** Please provide the information with documents (natural/food grade/Halal) in the following items:
- a) Types of Raw Materials;
 - b) Origin of Halal Raw Materials;
 - c) Additives;
 - d) Primary Packaging Materials.
- 2.4** Please tick the appropriate standards for Halal products from the following and mention the standards number:
- a) Relevant Bangladesh standard (BDS):
 - b) International standard:
 - c) HACCP/GMP-GHP/ISO 22000/ISO 9001:
 - d) No. of HACCP studies as per the product Manufactured (for food operator):
- 2.5** Details of Quality control system or Food Safety Management system and Halal system (including HCCP, HHACCP plan) documentation:
- 2.6** Please mention details of assessment and/or certificate already held (if any):
- 2.7** Any other information, if any (please attach reference document):

3.0 Additional Information:

3.1 Please mention Calibration status of the equipment including critical instrument- Pressure, Temperature, volume and Weight measuring of the company used in production and quality control:

3.2 Please mention details of waste water/effluents management of your organization:

3.3 Please mention transportation and distribution system of Halal Products:

3.4 Please mention previous testing records of the Halal products, against the standard, if any. Please attach the documents.

3.5 Please mention the process of identifying of defective or non Halal Products in production.

N.B: Please attach the separate sheet in case of further information in relevant para.

Signature and Date:

Name:

On behalf of the company/organization:

(Seal of the company/organization)