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	<b>QUESTIONNAIRE</b>	Version: 3
		S-RF.II.01.01 a

Date: 01/02/2009

<b>GENERAL INFORMATION</b>		
<b>COMPANY NAME AND LEGAL FORM (N.V., BVBA, etc.):</b>		
Pellicula NV		
<b>QUESTIONNAIRE COMPLETED BY (name of the authorized person):</b>		
Mia Debaene (Quality responsible)	TEL	+32 51 317 878
<b>GENERAL ADDRESS DATA OF THE COMPANY</b>		
ADDRESS: Ambachtenstraat 54 8870 Izegem	FAX TEL WEBSITE VAT No.	+32 51 312 006 +32 51 317 878 <a href="http://www.pellicula.be">www.pellicula.be</a> BE 0412 820 815
<b>PRODUCTION SITE ADDRESS (if different from the address above)</b>		
ADDRESS:	FAX TEL	
<b>DETAILS OF THE PERSON RESPONSIBLE FOR QUALITY ASSURANCE</b>		
NAME: Mia Debaene	FUNCTION E-MAIL TEL FAX	Quality responsible <a href="mailto:mia@pellicula.be">mia@pellicula.be</a> +32 51 317 878 +32 51 312 006
<b>DETAILS OF THE GENERAL MANAGER / MANAGING DIRECTOR</b>		
NAME: Guido Roelstraete (plant manager)	E-MAIL TEL FAX	<a href="mailto:guido@pellicula.be">guido@pellicula.be</a> +32 51 317 878 +32 51 312 006
<b>NUMBER OF EMPLOYEES RESPONSIBLE FOR QUALITY AND HYGIENE:</b>		2
<b>TOTAL NUMBER OF EMPLOYEES:</b>		± 30

## I CERTIFICATION / APPROVALS

• Is your company part of a larger (international) group?	YES	
• And if so, which group? <b>SFINC nv</b>		
• Do you hold one or more of the following certifications?	YES	
• And if so, since when and awarded by which certifying body? <b>ISACert Belgium c/o AIB-vinçotte International</b>		
• And if so, please send us a copy of the certificate(s).		
- ISO 9001		NO
- ISO 22000		NO
- IFS (version 4)		NO
- HACCP certification		NO
- BRC (version 3 Higher level – Lower level)		NO
- BRC (version 4)		NO
- BRC (Version 5)	YES	


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<ul style="list-style-type: none"> <li>Are you allowed to use certain labels (BIOgarantie, Meritus, etc.)? If so, which labels? Please add a list of products falling under this label.</li> </ul>		<b>NO</b>
<ul style="list-style-type: none"> <li>Do your premises have the necessary CE approvals?</li> <li>If so, please state your approval number:</li> </ul>	<b>YES</b>	
<b>REMARKS AND ADDITIONAL INFORMATION</b>		
<p>Toelating n° AER/WVL/000635  Erkenning n° F1115  Erkenning n° CO 540  Erkenning n° OV 5745</p>		

## II GMP

<b>Layout of the Premises</b>		
<ul style="list-style-type: none"> <li>Do you make a distinction between low- and high-risk areas?</li> </ul>		<b>NO</b>
<ul style="list-style-type: none"> <li>Are these areas strictly separated? <b>N.A.</b></li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Do you use overpressure in the high care areas? <b>N.A.</b></li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Which precautions are taken when entering a high care area, if any? <b>N.A.</b></li> </ul>		
<ul style="list-style-type: none"> <li>Please add a valid floor plan and mark the routes of raw materials/products, employees, packaging material, + the various risk areas.</li> </ul>		
<ul style="list-style-type: none"> <li>Are the ceilings in the production and packaging departments easy to clean?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Are all the windows that can be opened equipped with insect screens?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Do your storage or production departments have doors / gates leading outside?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>- And if so, which precautions are taken to keep out vermin? <b>Closing doors and gates + pest control</b></li> </ul>		


<b>Technical Maintenance</b>		
<ul style="list-style-type: none"> <li>Do you have a maintenance programme for your machinery and equipment?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Do you keep records of the maintenance operations that are carried out?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Do you keep records of breakdowns?</li> </ul>	<b>YES</b>	
<b>REMARKS AND ADDITIONAL INFORMATION</b>		

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<b>Staff Facilities</b>		
• Do you provide changing rooms for all your employees and hired workers?	<b>YES</b>	
• Is there a clear distinction between work clothes and personal clothes?	<b>YES</b>	
• Do you have a separate canteen?	<b>YES</b>	
• Do you have washbasins: <ul style="list-style-type: none"> <li>- in the washroom area?</li> <li>- in the changing rooms?</li> <li>- before entering the production and packaging departments?</li> <li>- in the production and packaging departments?</li> </ul>	<b>YES</b> <b>YES</b> <b>YES</b> <b>YES</b>	<b>NO</b>
• Are the washbasins equipped with: <ul style="list-style-type: none"> <li>- hot and cold running water?</li> <li>- hands free taps?</li> <li>- soap dispensers?</li> <li>- disposable towels or roll towels?</li> </ul>	<b>YES</b> <b>YES</b> <b>YES</b> <b>YES</b>	
<b>REMARKS AND ADDITIONAL INFORMATION</b>		

<b>Physical and Chemical Risks of Product Contamination</b>		
• Do your storage, production or packaging departments still contain wood or cardboard? • And if so, in which form and where exactly?		
• Are all light bulbs and neon lights – including those of insect killers – that are installed in places where they might present a hazard to the product, protected against breakage?	<b>YES</b>	
• Have you inventoried all the glass and hard plastic elements?	<b>YES</b>	
• Do you check this inventory at regular intervals? - And if so, how often?	<b>YES</b>	
• Have you drawn up a glass breakage procedure?	<b>YES</b>	
• Do you use glass packaging (raw materials or finished products)?  - And if so, which precautions have you taken?		<b>NO</b>
• Do you have a separate storage area for chemicals?	<b>YES</b>	
• Can this area be locked and is its access limited to a small number of people?	<b>YES</b>	
<b>REMARKS AND ADDITIONAL INFORMATION</b>		


<b>Cleaning and Disinfecting</b>		
• Do you outsource the cleaning and disinfecting services? - And if so: which part?  to whom?		<b>NO</b>

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• Have you drawn up a cleaning and disinfecting programme?	<b>YES</b>	
• Does it include: <ul style="list-style-type: none"> <li>- floors and drains?</li> <li>- walls?</li> <li>- ceilings?</li> <li>- (cooling) fans?</li> <li>- cleaning materials (brooms, wipers, etc.)?</li> </ul>	<b>YES</b> <b>YES</b> <b>YES</b> <b>YES</b> <b>YES</b>	
• How and how often do you test and check the efficiency of the cleaning and disinfecting services? <b>Visual control (daily/weekly) + bacteriological control (every 2 weeks)</b>		
<b>REMARKS AND ADDITIONAL INFORMATION</b>		

<b>Pest Control</b>		
• Do you have a pest control programme?	<b>YES</b>	
• Do you outsource the pest control services to a specialised company?	<b>YES</b>	
○ If so: to which company?	<b>ECOB</b>	
○ If not: do you have your own inspection procedure?	<b>YES</b>	<b>NO</b>
• How often do you check the bait and the traps? <b>8 times a year</b>		
• Do you use electric insect killers?	<b>YES</b>	
• How often do you clean these electric insect killers and how often do you change their light tubes?		
• Are these operations carried out by: <ul style="list-style-type: none"> <li>- the pest control company?</li> <li>- your own employees?</li> </ul>	<b>YES</b> <b>YES</b>	<b>NO</b>
• Do you keep a file containing the floor plan, the pesticides used, an inspection checklist, and the inspection reports?	<b>YES</b>	
<b>REMARKS AND ADDITIONAL INFORMATION</b>		

<b>Transport</b>		
• Are the transport operations carried out: <ul style="list-style-type: none"> <li>- with your own means of transport?</li> <li>- by a third party?</li> <li>- partially with your own means of transport and partially by a third party?</li> </ul>	<b>YES</b>	<b>NO</b>
• Are the meat transports carried out in conformity with the Royal Decree of 22/5/2005 and with the Royal Decree of 30/12/1992 regarding the transport of fresh meat, meat products and meat preparations?	<b>YES</b>	<b>NO</b>
<b>Own means of transport</b>		
• Are they equipped with an automatic temperature recording apparatus?	<b>YES</b>	
- If not, how do you guarantee and monitor the cold chain integrity?		


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Third party means of transport		
• Does the transport company have a HACCP plan?	<b>YES</b>	
• Are its lorries equipped with an automatic temperature recording apparatus?	<b>YES</b>	
- And if so, do you ask for the recorded data?	<b>YES</b>	
- How often? <b>monthly</b>		
- If not, how does the transport company guarantee and monitor the cold chain integrity?		
• Have specific procedures been drawn up describing what to do to guarantee product safety in case of a breakdown and/or a defect during transport?	<b>YES</b>	
REMARKS AND ADDITIONAL INFORMATION		

### III PRODUCT MANAGEMENT

<b>Design</b>		
• When developing new products, do you always carry out a hazard analysis first?	<b>YES</b>	
• Are the use-by dates determined on the basis of:	<b>YES</b>	
- microbiological shelf-life testing?	<b>YES</b>	
- sensorial (appearance, smell, taste, colour, etc.) shelf-life testing?	<b>YES</b>	
• At which temperature are the shelf-life tests carried out? <b>Depending on product</b>		
• Do you regularly verify your products' shelf life?	<b>YES</b>	
- And if so, how often?		
Microbiological:		
Sensorial:		
REMARKS AND ADDITIONAL INFORMATION		


<b>Product and Packaging</b>		
• Do your products meet the legal requirements regarding product designation and labelling?	<b>YES</b>	
• Is the packaging material used intended to come into contact with food (Regulation 2004/1935/EC)?	<b>YES</b>	
• Can you provide guarantees with regard to possible animal diseases (BSE, avian influenza, foot-and-mouth disease)?	<b>YES</b>	<b>NO</b>
• If so, please describe: <b>Statement suppliers</b>		
REMARKS AND ADDITIONAL INFORMATION		

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<b>Analyses</b>		
<ul style="list-style-type: none"> <li>• How often do you carry out analyses on your products? <ul style="list-style-type: none"> <li>- Microbiological (flora causing deterioration):</li> <li>- Microbiological (pathogenic agents):</li> </ul> </li> <li>• Do you also carry out chemical analyses on your products?</li> <li>• If so, which analyses and how often?  <b>In accordance with our sample plan (see quality manual)</b></li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>• Have your products been submitted to a challenge test?</li> <li>• And if so, do your products support the growth of <i>Listeria monocytogenes</i>?</li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>• Do you have your own laboratory? <b>External laboratory</b></li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>- And if so: Do you have specific analysis procedures?</li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>- If not: Is the external laboratory accredited for the analyses you ask it to carry out?</li> </ul>	<b>YES</b>	
<b>REMARKS AND ADDITIONAL INFORMATION</b>		

<b>Metal Detection</b>		
<ul style="list-style-type: none"> <li>• Is there a metal detector installed on: <ul style="list-style-type: none"> <li>- each of your packaging lines:</li> <li>- a few of your packaging lines (please specify): <b>for all dry products</b></li> </ul> </li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>• What are the detection limits for: <ul style="list-style-type: none"> <li>- ferrous metals? <b>1.5 mm</b></li> <li>- non-ferrous metals? <b>3 mm</b></li> <li>- stainless steel? <b>3 mm</b></li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Have you provided instructions for operating and regulating the metal detector?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>• Have you provided instructions for checking whether the metal detector is functioning properly?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>• How often is the metal detector checked? <b>3 times a day</b></li> </ul>		
<ul style="list-style-type: none"> <li>• Which actions are undertaken if it turns out that the metal detector is not functioning?</li> </ul>		
<ul style="list-style-type: none"> <li>• Are the products checked for metal in case of an alarm?</li> </ul>	<b>YES</b>	
<b>REMARKS AND ADDITIONAL INFORMATION</b>		

<b>Non-conformities / Complaints</b>		
<ul style="list-style-type: none"> <li>• Have you drawn up a procedure describing how to deal with non-conformities?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>• Have you drawn up a procedure describing how to deal with customer complaints?</li> </ul>	<b>YES</b>	
<b>REMARKS AND ADDITIONAL INFORMATION</b>		


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## IV PROCESS CONTROL

<b>Time / Temperature</b>		
<ul style="list-style-type: none"> <li>• Tick how you monitor the temperature in frozen and refrigerated storage spaces and in refrigerated production and packaging departments:               <ul style="list-style-type: none"> <li>- visually</li> <li>- visually + manual registration</li> <li>- automatic registration</li> <li>- automatic registration + alarm</li> <li>- <b>automatic registration + alarm + telephone warning system</b></li> </ul> </li> </ul>		
Only for cooked food		
<ul style="list-style-type: none"> <li>• Is the time/temperature profile monitored during the heating phase?               <ul style="list-style-type: none"> <li>- And if so, how? <b>automatic</b></li> </ul> </li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>• Do you know the pasteurization value?               <ul style="list-style-type: none"> <li>- And if so, which pasteurization value is obtained?</li> </ul> </li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>• Is the time/temperature profile monitored during the cooling phase?               <ul style="list-style-type: none"> <li>- And if so, how?</li> </ul> </li> </ul>	<b>YES</b>	
REMARKS AND ADDITIONAL INFORMATION		
<b>Calibration</b>		
<ul style="list-style-type: none"> <li>• Have you developed a calibration scheme for the measuring instruments used for monitoring the CCPs?</li> </ul>	<b>YES</b>	

## V EMPLOYEES


<ul style="list-style-type: none"> <li>• Do you have clear personal hygiene guidelines for your employees?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>• Do they address:               <ul style="list-style-type: none"> <li>- the employees' health?</li> <li>- the cleanliness of the work clothes?</li> <li>- hand washing and disinfecting?</li> <li>- jewellery, watches, etc.?</li> <li>- hair restraints?</li> <li>- smoking?</li> <li>- eating?</li> </ul> </li> </ul>	<b>YES YES YES YES YES YES YES</b>	
<ul style="list-style-type: none"> <li>• Are these guidelines and the hygienic work practices explained to the employees when they are presented to them?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>• Is appropriate clothing provided to visitors and subcontractors when they enter the production department? Are they refused entry if they are not wearing these clothes?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>• Do you regularly check whether these hygiene rules are observed?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>• Do all of your employees undergo an annual medical examination?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>• Do you organize regular employee training sessions:               <ul style="list-style-type: none"> <li>- with regard to hygiene?</li> <li>- with regard to their function?</li> </ul> </li> </ul>	<b>YES</b>	

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<ul style="list-style-type: none"> <li>If so, please specify the name of the external body or of the person responsible within your company.</li> <li>If not, please specify the date on which you will start providing training.</li> </ul>		
<ul style="list-style-type: none"> <li>Do you keep records of the provided training and of the employees who attended them?</li> </ul>	<b>YES</b>	
<b>REMARKS AND ADDITIONAL INFORMATION</b>		

## VI HACCP

<ul style="list-style-type: none"> <li>Has a HACCP manual been drawn up? When?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Who has drawn up this HACCP manual? <b>Quality responsible</b> <ul style="list-style-type: none"> <li>Internal / HACCP team :- <b>see quality manual</b></li> <li>-</li> <li>-</li> <li>-</li> </ul> </li> <li>External guidance? <b>University of Gent</b></li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Has the HACCP plan already been put into practice? Since when?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Does the HACCP plan cover all process activities and all product groups? - If not, which are not covered?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Which product groups are distinguished in the HACCP plan? <b>See quality manual</b></li> </ul>		
<ul style="list-style-type: none"> <li>Has: <ul style="list-style-type: none"> <li>a flowchart been drawn up,</li> <li>a hazard analysis been carried out,</li> <li>a risk analysis been carried out based on chance and effect</li> </ul> for each product group? </li> </ul>	<b>YES</b> <b>YES</b> <b>YES</b>	
<ul style="list-style-type: none"> <li>Which CCPs are taken into consideration? <b>See quality manual (weighing additives, pH, metal detection, sieving)</b></li> </ul>		
<ul style="list-style-type: none"> <li>How have they been identified? <b>See quality manual</b></li> </ul>		
<ul style="list-style-type: none"> <li>Has any distinction been made between a CCP and a POA?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Have <ul style="list-style-type: none"> <li>criteria and tolerances,</li> <li>monitoring procedures,</li> <li>corrective measures,</li> <li>responsibilities</li> </ul> been laid down for each CCP? </li> </ul>	<b>YES</b> <b>YES</b> <b>YES</b> <b>YES</b>	
<ul style="list-style-type: none"> <li>Is each CCP monitored continuously or batch wise so that it remains possible to adjust the product in case of abnormalities?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>How long do you keep HACCP data? <b>5 years</b></li> </ul>		
<ul style="list-style-type: none"> <li>Have you drawn up a procedure to verify that the HACCP plan is working</li> </ul>	<b>YES</b>	

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correctly?		
<ul style="list-style-type: none"> <li>How often is the HACCP plan verified? <b>2 times a year</b></li> </ul>		
<ul style="list-style-type: none"> <li>What does the verification encompass?           <ol style="list-style-type: none"> <li><b>results of HACCP measurements (CCP, POA, PRP, evaluation suppliers, non-conformity, microbiological and chemical analysis, action list)</b></li> <li><b>Evaluation and verification HACCP</b></li> <li><b>Results of internal audits</b></li> </ol> </li> </ul>		
<ul style="list-style-type: none"> <li>Are the hazard and risk analyses submitted to revision?</li> </ul>	<b>YES</b>	
<b>REMARKS AND ADDITIONAL INFORMATION</b>		

## VII ALLERGEN POLICY

<ul style="list-style-type: none"> <li>Have you developed an allergen policy?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Does your allergen policy take into account the allergens included in Directive 89/2003/EC?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Does your allergen policy take into account the allergens listed in the ALBA list?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Does your allergen policy, in addition to direct allergens (= present in the product), also take into account cross contamination?</li> </ul>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Do you take precautions to avoid cross contamination?           <ul style="list-style-type: none"> <li>If so, please specify.</li> </ul> </li> </ul>	<b>YES</b>	


## VIII GMOs

<ul style="list-style-type: none"> <li>Have you developed a GMO policy in conformity with Regulations (EC) No. 1829/2003 and No. 1830/2003?</li> </ul>	<b>YES</b>	
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## IX QUALITY SYSTEM

<ul style="list-style-type: none"> <li>Does the company have a quality manager?           <ul style="list-style-type: none"> <li>To whom does the quality manager report?</li> </ul> </li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Has any quality manual been drawn up?           <ul style="list-style-type: none"> <li>When?</li> </ul> </li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Have you developed clear procedures, work instructions, and documents that must be observed in order to obtain safe and high-quality products?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Can you provide specifications for each of the raw materials?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Are these specifications checked for adequacy and completeness?           <ul style="list-style-type: none"> <li>And if so, by whom?</li> </ul> </li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Can you provide specifications for each of the packaging materials?</li> </ul>	<b>YES</b>	
<ul style="list-style-type: none"> <li>Do these specifications:           <ul style="list-style-type: none"> <li>say whether they are suitable for contact with food?</li> <li>contain a reference to the currently applicable legislation?</li> <li>contain the results of the analyses carried out as required by law?</li> </ul> </li> </ul>	<b>YES</b> <b>YES</b> <b>YES</b>	
<ul style="list-style-type: none"> <li>Have you drawn up a procedure to keep these specifications up to date?</li> </ul>		



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## X RECALL

<ul style="list-style-type: none"> <li>If products have to be recalled because of food safety and/or quality problems, who is the person we should contact at your company?</li> </ul>	
<ul style="list-style-type: none"> <li>Name: <b>Guido Roelstraete</b></li> <li>Function: <b>Plant manager</b></li> <li>Mobile phone number: <b>0473/32.38.90</b></li> <li>Telephone number: <b>+ 32 51 317 878</b></li> <li>Fax number: <b>+ 32 51 312 006</b></li> <li>Person to be contacted during weekends and/or holidays:</li> </ul>	
<ul style="list-style-type: none"> <li>Is it necessary to take into account specific arrangements in case of a product recall?</li> </ul>	<b>YES</b>
<ul style="list-style-type: none"> <li>If so, please specify.</li> </ul>	<b>NO</b>

This written audit has been completed by: Lies Desimpelaere  
function: Quality  
on : 10/09/2009