

Application for SGF-Membership

Name of the Company	
Street/Number	
Postcode/Town	
Country	

We hereby apply for membership in SGF International e.V. and for participation in the Voluntary Control System (VCS) of SGF.

We agree that SGF will verify our compliance with the relevant legislation and the requirements of the Voluntary Control System.

We agree that SGF will nominate us as a participant in the VCS in the Member Portal of the SGF website and will place audit reports and certificates as confidential documents in our personal area of the Member Portal. As a member, we can make this information available to all other members.

We have read and understood the information on data protection, which can be found at www.sgf.org.

We have read and understood the current SGF [statutes](#) and [membership fees regulations](#).

DOC_OP_069_V5

Ort/Datum

Unterschrift/Firmenstempel



An:

SGF International e.V.
Am Hahnenbusch 14 b
55268 Nieder-Olm
Deutschland
Tel: +49 6136 9228 0

Contact:

Ute Latz
ute@sgf.org
Amarjargal Naran
amra@sgf.org

Questionnaire

Please give detailed information and complete clearly in block capitals

1. General Data

a) Headquarter/Administration

Company's Name

Country

Street

Postcode

Town

Phone

E-Mail

Homepage

VAT-Number (for EU-Companies only)

b) Invoice Address (if different)

Company's Name

Country

Street

Postcode

Town

VAT-Number (for EU-Companies only)



c) Contact Persons

General Management

_____	_____	_____
Title	First Name	Last Name
_____		_____
E-Mail		Phone

Finances

_____	_____	_____
Title	First Name	Last Name

E-Mail		

Quality Management

_____	_____	_____
Title	First Name	Last Name

E-Mail		

d) SGF Member Portal

Please indicate **one** e-mail address for our automatic notifications regarding new documents in the member portal e.g. SGF certificate, analysis results and audit reports. The e-mail address is visible as contact address for all members in the database of VCS participants.

E-mail address for SGF Member Portal



e) SGF Newsletter

Please indicate up to 4 e-mail-address, that shall receive the SGF Newsletter.

E-Mail

E-Mail

E-Mail

E-Mail

f) SGF Advocate System

Please indicate a SGF-member (obligatory), that is one of your business partners and that supports your SGF-membership.

Company's Name

Country

Town

Contact Person

E-Mail

g) Did a special company / person recruit you? If yes, which or who?

h) How did you become aware of SGF International e.V. (internet, reference, fair, etc.)?



2. Registration of Plants

All in all we run _____ plant/s (incl. headquarter),
of which _____ are rented.

Please notice that production sites not registered with SGF will be no participants in the Voluntary Control System (VCS).

a) Plant 1 (only to complete if not identical to the headquarter)

_____	_____
Company's Name	Country

Street	
_____	_____
Postcode	Town
_____	_____
E-Mail	Phone

Contact Person Quality Management

_____	_____	_____
Title	First Name	Last Name

E-Mail		

Plant 1 is owned by majority or entirely by our company Yes No
Plant 1 is rented Yes No

E-mail address for SGF Member Portal _____

E-mail address for the SGF newsletter _____



b) Plant 2

Company's Name

Country

Street

Postcode

Town

E-Mail

Phone

Contact Person Quality Management

Title

First Name

Last Name

E-Mail

Plant 2 is owned by majority or entirely by our company

Yes

No

Plant 2 is rented

Yes

No

E-mail address for SGF Member Portal

E-mail address for the SGF newsletter

3. Technical Information

a) Multisite applicant

Does each site follow a common management system?

b) Please indicate further existing certifications (e.g. ISO, SQAS)

c) SGF – Voluntary Control System Audit Checklist. Do you fulfill the requirements of the following issues?

Have you got an outright HACCP-System? (Checklist 4.1)

Have you got an appropriate computer data system? (Checklist 9.12)

Is the cleaning carried out with drinking water solely? (Checklist 10.1)

Is there a clear spatial separation of cleaning stations for food and for chemicals? (Checklist 11.1)

d) Further information

Have you got a HACCP-Plan?

Number of detected CCP _____

Total amount of cleaning stations _____

How many of them are for food, only? _____

Have you installed an appropriate process data measuring system so that you are able to measure temperature, pressure and flow at intervals of at least 4 times per minute?



Please provide details of any part of your company's overall activity that is outsourced to other subcontractors/contractors

If your company carries out work at customer sites, please provide details of the work carried out by your company

Typical number of customer sites operating at any time

e) Please indicate any further certifications your company may be interested in

ISO 9001 ISO 14001 ISO 13485 OHSAS 18001

ISO 22000 ISO 27001 SQAS Other: _____

Place / Date

Stamp / Signature