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**Scope and Nature of Works Request**

Please complete this form to detail the scope and nature of the services requested of AsureQuality Limited

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| --- | --- |
| 1. Company Details – New or Existing Operation (please denote) | |
| Company/Trading Name: | |
| Site Name (if applicable): | |
| Physical address of premises: | |
| Postal address: | |
| Key Contact:  Title: | Phone No:  Fax No:  Email: |

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| 2. Operation Summary – please denote activities |
| **Farm Dairy** – Domestic / Export |
| **Transport** – Ambient / Refrigerated - Raw Milk / Liquid Dairy Material /  Dairy Material or Product / Non-dairy animal product / VDF |
| **Storage** – Ambient / Refrigerated |
| **Manufacture** – Domestic / Export |
| **Other:** |

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| 3. AsureQuality Services Available – please denote those interested in or more information required about (refer www.asurequality.com) | |
|  | Farm Dairy Assessments |
|  | Engineering Services |
|  | Laboratory Services |
|  | Training |
|  | Recognised Agency Services |
| Other: | |

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| 4. Standards – Animal Products Act **(if unsure please complete sections 1-3 and send in form)**  (denote if using MPI approved RMP/RCS Templates with Evaluation Exemption) | |
|  | Dairy RMP – Farms (Domestic **or** Export) RMP Template **Yes / No** |
|  | Raw Milk RCS – Farms (please request separate Scope and Nature of Work Form) |
|  | Dairy RMP – Export requiring MPI Official Assurances |
|  | Dairy RMP – Domestic RMP Template **Yes / No** |
|  | Dairy RMP – Stores RMP Template **Yes / No** |
|  | Dairy RMP – Transport RMP Template **Yes / No** |
|  | RMP- Transport Non-Dairy animal products with **or** without VDF’s /Ambient **&/or** Refrigerated |
|  | RCS – Transport (Dairy **or** Non-dairy animal products **or** Both)/Ambient **&/or** Refrigerated |
|  | Domestic Meat storage under an RMP due to site EU listing requirement |
|  | Other: |

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| 5. Scope of Work Required | |
| Dairy RMP Evaluation – new / existing **(Denote one)** |
| Ongoing Recognised Agency Services (verification, exceptions, dispositions) |
| Premises (Evaluation – new or existing) |
| Heat Treatment Evaluation |
| Other: |
| Other: |

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| 6. Existing Operator Details | |
|  | Current RA: |
|  | Registration IDs (RMP, ULI, RCS): |
|  | If Template RMP denote type: |
|  | Current PBV Step: |
|  | Last Audit Date: |
|  | Next Audit Due by: |

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| 7. Operation Details |
| New operation or current operation: |
| Other operators the business will be (is) in ‘partnership’ with that already contract AsureQuality: |
| Number and location of sites / farm dairies: |
| Dairy Product Description/Intended Market: |
| Brief Process Description: *eg. Milk Powder dry blending, canning, etc* |
| Other non-dairy products: *eg. Meat, Bee, etc* |
| Other Regulatory Approvals: |
| Are any processes “outsourced”? ie. contracted outside of the organisation? |
| Customer requirements/expectations: *eg. Anticipated start date* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | |  | |
| Signature: |  | Date: | |  |

**Please return completed SNOW form to:** **RA@asurequality.com**

### AsureQuality Use Only

|  |  |
| --- | --- |
| Date received: | Receipt confirmed: |
| Tech/Ops Mgr Review: Accept / Decline | Credit Applic required? Yes No |
| Customer Category: A B C | Contract Initiated by: |