

## AQ Service Request form

Use this form if you are a customer of AsureQuality Ltd. to advise us of:

- Your company's intentions to build new dairy premises,
- To make changes to existing dairy premises including stores,
- Changes to Heat Treatment OR
- Any other service request for our Dairy Recognised agency Services.

If you are not a customer of AsureQuality – please use the SNOW form located on our website.

1. Company Details	
Date:	Version of form submitted: <i>Indicate new versions and corresponding dates when amendments are made to the first version submitted</i>
Full name of operator:	
Name of premises: (e.g. site name)	
Physical address:	
Postal address:	
Unique site identifier: (if registered)	RMP no: (if registered)
Purchase Order number (if applicable)	

### Site Quality / Food Safety Representative Contact Details

Name:	Designation:
Phone:	Mobile:
Email:	

2. Service Requested – please tick applicable services and <b>only</b> complete the relevant section/s			
<input type="checkbox"/>	Evaluation of RMP – <i>complete section 3</i>	<input type="checkbox"/>	Premises Evaluation (new build or minor or significant plant changes) – <i>complete section 6</i>
<input type="checkbox"/>	Country Listing Audits – <i>complete section 5</i>	<input type="checkbox"/>	Heat Treatment Validation – <i>complete section 4</i>
<input type="checkbox"/>	RMP GAP Analysis – <i>complete section 5</i>	<input type="checkbox"/>	Heat Treatment Evaluation – <i>complete section 4</i>
<input type="checkbox"/>	Other – <i>complete section 5</i>	<input type="checkbox"/>	Heat Treatment Independent System Audit – <i>complete section 4</i>
<input type="checkbox"/>		<input type="checkbox"/>	Heat Treatment Operational Check – <i>complete section 4</i>
<input type="checkbox"/>		<input type="checkbox"/>	Engineering Inspections (Fabrication Inspections of Silos, Tankers etc.) – <i>complete section 5</i>
<input type="checkbox"/>		<input type="checkbox"/>	Premises GAP Assessments – <i>complete section 5</i>
<input type="checkbox"/>		<input type="checkbox"/>	Heat Treatment GAP Assessments – <i>complete section 5</i>

3. RMP Details	
New RMP or Significant Amendment ( <i>Select one</i> )	Required MPI Registration Date:
Summary of changes if this is a significant amendment:	
<p>Has the RMP been validated by the operator? YES / NO</p> <p>If YES – Please supply a copy of the validation report</p> <p>If NO – Please indicate a date it will be completed</p>	
Please indicate preferred timelines or applicable deadlines:	
RMP and/or supporting documents (as applicable) attached: YES / NO or advise date when they will be supplied:	
<p><i>Complete this section only if you are an existing verification customer of AsureQuality, otherwise, leave blank.</i></p> <p>Site AP reviewed and confirmed with company – Significant or minor amendment to the RMP            SIGNIFICANT / MINOR (Select one)</p> <p>Name: _____ Date: _____</p> <p>Return form to <a href="mailto:RA@asurequality.com">RA@asurequality.com</a></p>	

**4. Heat Treatment Details**

Scope of service required:

Please indicate number and type of heat treatment/pasteuriser units requiring service:

Please indicate date preferences:

**5. Service Details – Other**

Relevant ULIs:

Scope of service required: *(if the service required is for country listings, identify countries)*

Please indicate date preferences:

Are relevant documents supplied as applicable) (YES/ NO)  
or advise date when they will be supplied:

**6. Dairy Premises – New premises OR minor or significant changes to existing premises or Heat Treatment**

Complete the following sections if you are building a new premise or making a minor or significant change to an existing premises (including stores).

NOTE 1: A new premise or a significant change to a premises or heat treatment will likely also require an RMP Evaluation.

NOTE 2: The arrangements with the engineer need to be confirmed before any construction, installation or commissioning commences.

NOTE 3: If your proposed change requires approval by your Recognised Agency, the Premises and/or Heat Treatment Evaluator will inspect relevant plans and documents, work in progress, and the completed work. The RMP Evaluator will also complete a site visit as part of the RMP evaluation.

<b>Project reference or name (required):</b> <i>Reference or name will be used for all reports issued</i>	
<b>Project manager:</b> <i>Company name and contact details if this is an external contact person (not the operator)</i>	
<b>Phone:</b>	<b>Mobile:</b>
<b>Email:</b>	
<b>Invoice to be sent to:</b>	

**Reporting responsibility**

Contact details of the company representative responsible for reporting to AsureQuality on the progress of the project (if different from the project manager) – Not required if details are the same as page 1

<b>Name:</b>	<b>Designation:</b>
<b>Phone:</b>	<b>Mobile:</b>
<b>Email:</b>	

**Site Quality / Food Safety Representative Contact Details**

Not required if details are the same as page 1

<b>Name:</b>	
<b>Phone:</b>	<b>Mobile:</b>
<b>Email:</b>	

Site Quality representative has been notified of the project	YES/ NO (select one)
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**Summary of Project (including dates)**

*Please indicate milestones for the project and include start date, commissioning dates and planned completion dates*

If this work is not relating to or deemed a significant amendment to the RMP, do you still require a full report?  Alternatively, you will be provided with a Site Report stating compliance and identifying any findings.	<b>Yes / No</b>
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**Plans supplied for review with the application (where applicable)**

*Please indicate:*

Site plans & location	Drainage plan	Building layout
Elevation drawings	Cross-sectional drawings	Ventilation plan
Lighting	Schedule of materials used	Equipment layouts
Equipment drawings	Computer & control systems	CIP systems
Equipment schedules	Process & instrumentation drawings	Other (specify):

**Please send this form and all supporting documentation in electronic form BEFORE changes/construction commences to:**

[RA@asurequality.com](mailto:RA@asurequality.com)