# Form AQD2 Advice of Changes to Dairy Premises

Use this form to advise AsureQuality Limited of your company’s intentions to build new dairy premises or to make changes to existing dairy premises including stores. The approval process must be initiated before changes are made or before construction starts.

If your proposed change requires approval by your Recognised Agency, the assessor will inspect relevant plans and documents, work in progress, and the completed work.

|  |  |
| --- | --- |
| *AsureQuality Use Only* |  |
| Date received: | Receipt confirmed: |
| AsureQuality Reference Number: | Project reference/name: |
| Allocated to: | AP Advised: |
| Any COI Restrictions? Yes No | Within current Approved Scopes? Yes No |
| Service covered by contract? Yes No | PON Requested / Received: |
| Pricing Provided: | |
| Updated by & Date: | |

|  |  |
| --- | --- |
| Date: | |
| Full name of operating company: | |
| Name of premises: (e.g. site name) | |
| Physical address: | |
| Postal address: | |
| Phone: | Fax: |
| Unique site identifier:  (if registered) | RMP no:  (if registered) |
| Project reference or name (required):  *\*Reference or name will be used for all reports issued* | |
| Project manager: | |
| Phone: | Fax: |
| Email: | |
| Invoice to be sent to:  *\*Company name and contact person if not the operator* | |

### Reporting responsibility

*\*Name of the company representative responsible for reporting to AsureQuality on the progress of the project (if different from the project manager)*

|  |  |
| --- | --- |
| Name: | Designation: |
| Phone: | Mobile: |
| Email: | |

### Site Product Safety Coordinator

|  |  |
| --- | --- |
| Name: | |
| Phone: | Mobile: |
| Email: | |

|  |  |
| --- | --- |
| Scope of the change/construction *\*Please be as detailed as possible so that an accurate assessment of the submission can be made.* | |
| Planned timetable for work – include major milestones *\*Please be as detailed as possible so that if assessments of the work are required, a date for the assessments can be determined* | |
| Main contractors | |
| Product safety procedures *\*Describe the procedures that will be followed to maintain product safety during construction (where applicable).* | |
| Will the impact of this project necessitate re-evaluation of the RMP? | Yes No |
| Will the impact of this project necessitate re-evaluation of the Heat Treatment Plan?  *\*Some changes to the Heat Treatment Plan may also require re-evaluation of the RMP* | Yes No |
| If Yes to either of the above, please submit the appropriate documents with the form “Dairy Services Request Form **AQD1**” to AsureQuality.  Please note that all work relating to or deemed a significant amendment to the RMP requires a full report. | |
| 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. | Yes No |

### Plans supplied for review with the application

*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 for and all supporting documentation in electronic form BEFORE changes/construction commences to:

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