**Scope and Nature of Works Agreement (SNOW)**

Please complete this form to detail the scope and nature of the services requested of AsureQuality Limited and return it signed to [ra@asurequality.com](mailto:ra@asurequality.com)

**Section 1** – required for all customers

**Section 2** – required for all customers

**Section 3** – required for customers requesting a Farm Dairy RMP verification

**Section 4** – required for customer requesting a Store and/or Transport RMP or RCS verification

**Section 5** – required for customers requesting a Dairy RMP Manufacturing Site verification

**Section 6** – required for all customers (signature page)

**SECTION 1 – COMPANY AND KEY CONTACT PERSON CONTACT DETAILS .**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.1 Company Details** | | | | |
| Company Legal Name: |  | | | |
| Company Trading Name or  Site name: |  | | | |
| Head Office name: (if applicable) |  | | | |
| Physical address of premises: | Number | Street / Avenue / Road / Lane name | Suburb | City |
| Postal Address:  (if different from above) |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.2 Key Technical Person Contact Details** | | | | |
| Full Name: |  | | Title: |  |
| E-mail Address: |  | | | |
| Phone Number: (landline) |  | Phone Number: (mobile) | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.3 Key Commercial Person Contact Details** | | | | |
| **Same contact as in item 1.2? Yes (leave this item blank)**  **No (please fill in this item)** | | | | |
| Full Name: |  | | Title: |  |
| E-mail Address: |  | | | |
| Phone Number: (landline) |  | Phone Number: (mobile) | |  |

|  |  |
| --- | --- |
| **1.4 Existing Operator Details**  **If this is for a new RMP application, please skip this section and go to section 2.** | |
| Name of Current RA: |  |
| Registration IDs (RMP, ULI, RCS): |  |
| Current PBV Step: |  |
| Last Audit Date: |  |
| Next Audit Due Date: |  |

**end of section 1 . .**

SECTION 2 – Intended Market Eligibility .

|  |
| --- |
| **2.1 Information Required (please tick as applicable)** |
| * Domestic Market |
| * Export without Official Assurance |
| * Export with Official Assurance |
| Please list all intended market |
|  |

|  |
| --- |
| **2.2 RA Scope of Work Requested (please tick as applicable)** |
| * Dairy RMP Evaluation – Required for new custom RMP or Significant amendment to an existing RMP **(Denote one)** (not required for MPI template RMP where no changes have been made) |
| * Ongoing Recognised Agency Service (verification audits, exceptions, dispositions) |
| * Premises Evaluation – for new site or changes to an existing site (building or equipment) **(Denote one)** |
| * Heat Treatment Evaluation – for new heat treatment equipment or significant change to existing equipment |
| * Other: |

**end of section 2 . .**

SECTION 3 – Farm Dairy RMP .

|  |
| --- |
| **3.0 Information Required (please tick as applicable)** |
| 3.1 Are you using the MPI Farm Dairy RMP Template? **Yes / No**  (If No, it will require RMP evaluation. Please complete AQD1 service request) |
| 3.2 Are you intending to sell raw milk to the public? **Yes / No**  (If Yes, please request separate Scope and Nature of Work Form for Raw Milk RCS) |
| 3.3 Do you have your own farm dairy/ies that will be covered under this RMP application? **Yes / No** |
| How many farm dairies are confirmed or likely to be covered under this RMP?  Please provide addresses of all farm dairies or if a larger multi farm RMP, provide supplier list or indication  of locations within NZ: |
| 3.4 Please provide RMP identifier if you receive milk from another Farm Dairy RMP provider or please provide  the name of company if you supply milk to another dairy company. |

**end of section 3 . .**

SECTION 4 – Stores and / or Transport .

|  |  |
| --- | --- |
| 4.0 Information Required | |
| Risk Management Programme (RMP) | |
| 4.1 RMP - Stand Alone Store  or Store & Transport  or Transport Only | MPI RMP Template Yes / No  (If No, it will require RMP evaluation. Please request an AQD1 service form) |
| 4.2 Stand Alone Store/s RMP | Ambient / Refrigerated |
| Domestic Meat storage under an RMP due to site EU listing requirement |
| 4.3 Transport RMP | Ambient |
| Refrigerated |
| Raw Milk/Liquid Dairy Material  (for export this cannot be covered by a template RMP) |
| Dairy Material or Product |
| Non-dairy Animal Product/s |
| Includes ELFs or CTFs  (Where Packed Containers are stored for short periods)  ) |
| Includes Depots / VDFs/ Truck to Truck Transfers (Depot is where product comes off truck for up to12 / 24 hrs) |
| Are you planning to transport any meat or meat products that may be eligible for export to the European Union (EU) or Great Britain(GB)?  Yes / No | |
| If yes. To above, Will you have any depots (product taken off truck for 12 / 24 hours) or do any truck to truck transfers of meat / meat products?  Yes / No | |
| Brief description of what you are planning on doing and what types of Products (also note any non-animal products) – *(for example: sealed container transport of dairy and non-dairy animal products, including meat, direct site to port):* | |
| Please provide a list and addresses of all Stores and/or transport (including transport head office, depots/VDFs) covered under this RMP application | |
| Transport Regulated Control Scheme (RCS) | |
| 4.4 RCS Transport | Ambient |
| Refrigerated |
| Dairy products |
| Non-Dairy animal products |
| Includes ELFs or CTFs/  (Where Packed Containers are stored for short periods) |
| Includes Depots / VDFs/ Truck to Truck Transfers (Depot is where product comes off truck for up to12 / 24 hrs) |
| Are you planning to transport any meat or meat products that may be eligible for export to the European Union (EU) or Great Britain (GB)?  Yes / No | |
| If yes. To above, Will you have any depots (product taken off truck for 12 / 24 hours) or do any truck to truck transfers of meat / meat products?  Yes / No | |
| Brief description of what you are planning on doing and what types of Products (also note any non-animal products) *– (for example: sealed container transport of dairy and non-dairy animal products, including meat, direct site to port):* | |
| Please provide a list and addresses of all sites covered under this RCS application: (including Transport Operations - head office, depots, VDFs, CTFs) | |

**end of section 4 .**

**.**

SECTION 5 – Dairy Manufacturing site RMP .

|  |
| --- |
| 5.0 Information Required |
| 1. Do you already have a registered RMP, If yes provide the RMP number |
| Is the RMP an MPI template RMP (Domestic) or a custom RMP? If the RMP is a new modified template or a custom RMP this will require evaluation, Please request an AQD1 service form if you require an evaluation) |
| 2. Intended consumer?  General Public  High Risk/ Sensitive Population    Animal consumption |
| 3. Are you intending to manufacture products for export , export & domestic or domestic market only? |
| 3. Is this a new or existing premise? If new, at what stage is construction at currently? |
| 4. Please provide a brief Process Description and intended Product types: *eg. Milk Powder manufacture, Dry blending plant, canning, etc* |
| 5. Are the products dairy only or will their be other Animal Products (for example apiary products, collagens, green lipped mussel etc). If so please provide information |
| 6. Will you be completing regulatory heat treatment of unpasteurised liquid materials? |
| 7. Are there currently any other Regulatory Approvals for this premises: please list. eg. Food Control Plan, National Programme, RMP for other Animal Products i.e Apiary, Meat etc |

**end of section 5 . .**

SECTION 6 (required for all customers)

I agree to carry out the company operations in accordance with AsureQuality Limited’s Terms and Conditions of Certification, the standard Terms of Business and the appropriate Audit Programme Standards, and accept, in the event of infringements, implementation of measures as referred to in these documents.

I understand that in the event of all exception and product disposition, the company shall inform AsureQuality Limited:

* within twenty-four (24) hours of identification by phone
* within 3 (three) working days of identification in writing

For Farm Dairy only – I agree to provide periodic (monthly) reports to the RA

I agree to allow AsureQuality to release information on my/our organisation to the appropriate

regulatory body, standard holder and applicable accreditation bodies as required.

Signed on behalf of the Company requesting the service:

Date: \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_ Full name:

Signature:

**TERMS AND CONDITIONS:**

Unless otherwise agreed our standard terms of trade as set out on our website [www.asurequality.com/about/terms-of business](http://www.asurequality.com/about/terms-of%20business) apply to all goods and services supplied by AsureQuality