



Company	
Address	
Phone	
Fax	
Contact person Dispo	
Phone Dispo	
Contact person QM	
Phone QM	
Emergency phone no.	

Which quality management system is in place at your company?

<input type="checkbox"/> IFS [International Food Standard] Logistics	<input type="checkbox"/> QS Logistik Obst und Gemüse [QA Logistics Fruit and Vegetables]	<input type="checkbox"/> ISO 22000-2005
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Currently no certification	Planned as of _____

Please enclose a copy of the current certificate.

**Requirements placed on freight forwarding companies**

- All vehicles / semi-trailers must be equipped with a cooling system, which is able to comply with the temperatures specified by us, regardless of outside temperatures and maximum load, insofar as the transport of temperature-controlled goods is commissioned.
- All vehicles / semi-trailers must have a temperature recording to be submitted on request, insofar as the transport of temperature-controlled goods is commissioned. It must be archived for at least 2 years. The temperature recording must be clearly assigned to the order
- The specified temperature must be set and documented before loading.
- The temperature specification can be found in the order and can only be changed pursuant to prior consultation.
- The company ensures with the acceptance of the transport order, to comply with all hygiene requirements referred to below (including the requirements of the loading points)

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- Insofar as goods which must be refrigerated are transported, an alarm system is introduced, which triggers a warning in case of deviations of the transport temperature. The company VIP GmbH must be informed immediately, in such cases.

**Hygiene requirements**

- The loading area of the transport vehicle must be easily passable and in a hygienically perfect condition. The cargo space must be clean and odourless.
- The cleanliness of the transport vehicle must be checked before each loading. Insufficient cleanliness requires immediate cleaning before loading.
- Deployed cleaning agents must be approved for the food industry.
- There are cleaning plans and protocols, which can be requested if required.
- Defective goods are to be stored separately from transportable goods or respectively with suitable measures, in order to exclude a contamination risk.
- Mixed transportation with products posing a risk of contamination is prohibited.
- The transportation of Genetically Modified Organisms (GMOs) is strictly prohibited. This also applies to preliminary loads.
- Insofar as such products are to be transported in preliminary loads, a basic cleaning with subsequent disinfection must be carried out and documented.
- Empties may only be loaded, insofar as it constitutes no risk to other products.
- Pallets in exchange must be visually inspected to reduce the likelihood of sabotage.
- The company VIP GmbH reserves the right to exclude vehicles from loading, in case of non-compliance with the hygiene regulations.
- All employees of the Contractor who have direct contact with the goods or transport the, must be instructed at least once a year in questions of hygiene.

**Service and maintenance**

- The Contractor disposes over a service and maintenance plan of the cooling units.
- All testing and measuring equipment used is regularly calibrated and tested.
- All maintenance and servicing must be documented and capable of being viewed on demand.

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**Transportation and emergency**

- Faults or defects in the cooling system of a transport vehicle during transport must be reported immediately.
- Insofar as the Contractor can not meet the specified delivery time, the Contractee shall be informed immediately, as soon as this is foreseeable.
- Insofar as an order is subcontracted, the Contractor is responsible for ensuring that all items listed here are implemented and fulfilled.
- The Contractor has introduced an emergency plan in the event of product recalls or product manipulation. This is regularly trained and checked.
- 24-hour access is guaranteed under the aforementioned emergency number.

**Food Defence**

- The Contractor undertakes to train his/her personnel with regard to product protection and product manipulation possibilities.
- A product manipulation must be excluded, when loading and unloading
- The Contractor warrants that he has introduced a program for product protection, which secures the goods within his sphere of influence against unauthorised access or influence and that a risk analysis for product protection is regularly carried out
- The Contractor has appointed a Food Defence Officer.

Name: \_\_\_\_\_

We hereby confirm that we undertake to comply with all the above requirements of the Company VIP GmbH, as well as all currently valid and relevant national and European laws.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature/ Stamp

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