



Supplier Self-Assessment Seafood Raw materials and finished products

1.0 Supplier/Trader (if you are a trader with more than one production site or sub-supplier please fill in a separate questionnaire for each production-site/sub-supplier)

Name of the factory _____
 Address _____
 City _____
 Country _____
 Contact person _____
 E-mail address _____
 Telephone number/Fax number _____
 1st 24 hour Emergency contact and number: _____
 2nd 24 hour Emergency contact and number: _____
 EC number or plant approval number of the production (Vet. no): _____

General information about the supplier/trader:

History of the supplier (start of trading/production, no of employees, no of sub processors used, part of corporation?, parent company?)

Are your company? **Trader** **Producer** **Packing site**

1.1 Authorisation (Only for companies outside EU)

1.1.1 Does the company have an EU export licence? Yes No

1.1.2 Name of the country authority: _____

1.1.3 Numbers of EU inspections per year 0 1 2 3 4 over 4

1.2 Accreditations

1.2.1 Do you have any of the following certification:

	Grade/level/Category	Version	Approved until
BRC			
BRC / IOP			
IFS			
ISO 9000			
ISO22000			
MSC			
ASC			
BAP			
Other certifications:			
Other certifications:			

We expect you to share your certificate and report with us, either by sending a copy or by access on <http://www.brcdirectory.com/FAQ.aspx>



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Link has been shared:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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1.3 Information about purchasing for supplier/trader:

1.3.1 Do you have a list of approved suppliers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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1.3.2 How do you perform your supplier approval:		
<input type="checkbox"/> Questionnaire <input type="checkbox"/> Audit <input type="checkbox"/> Other (please describe):		

1.3.3 Who is approving the suppliers:		
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1.3.4 How often are re-assessment and/or auditing of suppliers done?		
<input type="checkbox"/> Not re-assessed or audited <input type="checkbox"/> Every 6 months <input type="checkbox"/> Not re-assessed <input type="checkbox"/> Once per Year <input type="checkbox"/> Not audited <input type="checkbox"/> Every 2 nd year <input type="checkbox"/> Less than every 5 th year <input type="checkbox"/> Every 3 rd year		

1.3.5 Are you operating a routine supplier evaluation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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1.3.6 How often is supplier evaluation completed?		
<input type="checkbox"/> Every 6 months <input type="checkbox"/> Every 4 th year <input type="checkbox"/> Once per year <input type="checkbox"/> Every 5 th year <input type="checkbox"/> Every 2 nd year <input type="checkbox"/> Less than every 5 th <input type="checkbox"/> Every 3 rd year year		

1.3.7 What kinds of criteria are considered when performing supplier evaluation?		
<input type="checkbox"/> Type of product(primary or secondary) <input type="checkbox"/> Quality of product delivered <input type="checkbox"/> Number of complaints <input type="checkbox"/> Communication with supplier <input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Country of produce <input type="checkbox"/> Vulnerability <input type="checkbox"/> Risk of fraud <input type="checkbox"/> Audits <input type="checkbox"/> Certifications	

1.3.8 Are you willing to share these evaluations with Royal Greenland, for relevant suppliers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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The questionnaire continues on page 3



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Below information need to be updated at least every 2 years or by major changes or if new sub suppliers/production sites are introduced.

2.0 Producer/Packing site (if using more than one producer/packing site please fill in a form for each producer)

Name: _____
Address : _____
City _____
Country _____
Contact person _____
E-mail address _____
EC number or plant approval
number of the production: _____

Below information is related to producer/packing site.

3.0 General information about the factory

3.0.1 History of the site (building date, rebuilding, bigger renovations) _____
3.0.2 Is factory part of a corporation? _____
3.0.3 Please mention other corporate production sites and if they supply Royal Greenland(if applicable) _____
3.0.4 Production capacity: _____
- Number of production lines? _____
- Approx. capacity of each line in tons? _____
3.0.5 Area of the plant (m2) _____ m²
3.0.6 Is the factory divided into clean and unclean areas Yes No

Please enclose factory lay-out

4.0 Authorisation (Only for companies outside EU)

4.0.1 Does the company have an EU export licence? Yes No
4.0.2 Name of the country authority: _____
4.0.3 Numbers of EU inspections per year 0 1 2 3 4 Over 4

5.0 Accreditations

5.1 Does the producer have the following certification:

	Grade/level/Category	Version	Approved until
BRC			
BRC / IOP			
IFS			
ISO 9000			
ISO22000			
MSC			
Other certifications:			
Other certifications:			

We expect you to share your certificate and report with us, either by sending



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a copy or by access on <http://www.brcdirectory.com/FAQ.aspx>

Link has been shared: Yes No

If you hold a BRC A or B or/and IFS Higher level certificate please go directly to chapter 11.

5.2 Quality Management System

5.2.1 Does the site have a documented quality system in place? Yes No

5.2.2 Is the quality system based on HACCP principles? Yes No

5.2.3 For how long are records kept?

5.2.4 Do you operate a system for keeping reference samples? Yes No

5.2.5 If yes, for how long are they kept?

6.0 Quality system

6.0.1 Does the company have written specifications for raw material, packaging and finished goods Yes No

6.1 Production flow and CCP

6.1.1 Are there Control Points (CP/O-PRP) throughout production Yes No

6.1.2 If yes, which CP points are in place:

6.1.3 Are there any CCP points in the production Yes No

6.1.4 If yes, which CCP (critical control points) are in the production:

Please attach a flow stating CP/O-PRP and CCP, and a HACCP plan for the product(s) requested.

6.2 Traceability system

6.2.1 Please briefly describe the traceability system?

6.2.2 Are you able to trace the raw material back to the catching vessel or farm? Yes No

6.2.3 If no: to what step in supply chain are you then able to trace back to?

6.2.4 Please define a typical batch, e.g., 1 production day xx kg?

6.2.5 How fast, are you able to trace product back to production, in case of rapid alert? (incl. Ingredients /additive /packaging)?

6.3 Calibrations and maintenance

Are written procedures in place for calibration of the following:



6.3.1 Weights Yes No

6.3.3 Are weights calibrated against international standard? Yes No

6.3.4 If Yes, how often?

- Every 6 Months
- Once per year
- Every 2nd year
- Less than every 2nd year
- Not relevant

Are written procedures in place for control and calibration of the following:



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6.3.5 Scales /check weigher, used for measuring units of sale

Yes No

6.3.6 How often are scales/check weigher controlled, with weights during production?

Daily
 Weekly
 Monthly
 every 6 Months
 Yearly
 Not relevant

6.3.7 Are scales/check weigher calibrated against international standard?

Yes No

6.3.8 If Yes, how often?

Every 6 Months
 Once per year
 Every 2nd year
 Less than every 2nd year
 Not relevant

Are written procedures in place for control and calibration of the following:



6.3.9 Temperature probes

Yes No

6.3.10 How often is Temperature probes controlled?

Daily
 Weekly
 Monthly
 6 Month
 Yearly
 Not controlled
 Not relevant

6.3.11 Are Temperature probes calibrated against international standard?

Yes No

6.3.12 If Yes, how often?

Every 6 Months
 Yearly
 Every 2nd year
 Less than every 2nd year
 Not relevant

Are written procedures in place for control and calibration of the following:

6.3.13 Fridge/Freezer temperature gauges?

Yes No

6.4 Maintenance and validation



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- | | | |
|--|------------------------------|-----------------------------|
| 6.4.1 Is there a planned maintenance procedure in place? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.4.2 Is validation of new equipment done in HACCP team? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.4.3 Does any of your lubricants contain allergens | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.4.4 If yes, how do you prevent cross contamination | | |

6.5 Nonconforming products and corrective actions

- | | | |
|---|---|-----------------------------|
| 6.5.1 Does the company have procedures for recording complaints, undertaking investigations and trend analysis? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.5.2 Do you have a documented procedure for product recall? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.5.3 If, yes how often is it tested? | <input type="checkbox"/> Every 3 month | |
| | <input type="checkbox"/> Every 6 month | |
| | <input type="checkbox"/> Every year | |
| | <input type="checkbox"/> Every 2 nd year | |
| 6.5.4 A copy of the records for the latest recall test must be attached to this questionnaire. | | |

6.6 Allergens

- | | | |
|---|------------------------------|-----------------------------|
| 6.6.1 Do you have an allergen policy (please attach) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.6.2 Please confirm if the site handles allergens from the EU list?
EU Food allergen list | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.6.3 If yes, which one(s): | | |
| 6.6.4 Does the site produce any products with the claim 'free from' one or more of these allergens? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.6.5 Does the site operate allergen segregation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.6.6 Is there a risk analysis for control of cross contamination of allergens? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.6.7 Does this risk analysis eliminate the risk of cross contamination | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.6.8 Please describe the procedure for handling allergenic ingredients and control of cross contamination incl. cleaning procedures? | | |

6.7 Laboratory

- | | | |
|---|------------------------------|-----------------------------|
| 6.7.1 Is there a laboratory on site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.7.2 If yes, is it accredited & to which standard? | | |
| 6.7.3 Does the lab conduct microbiological tests? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.7.4 Does your laboratory handle pathogens? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.7.5 If yes, which one(s)? | | |

7.0 Factory questions

7.1 Walls

- | | | |
|--|------------------------------|-----------------------------|
| 7.1.1 Are wall surfaces smooth and easy to clean? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7.1.2 Are all wall and floor joint close fitting and smooth? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7.1.3 Are there sloping junction between wall and floor? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7.1.4 Are there any holes in the walls? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

7.2 Ceiling

- | | | |
|--|------------------------------|-----------------------------|
| 7.2.1 Are ceiling surfaces smooth and easy to clean? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

7.3 Floor

- | | | |
|---|------------------------------|-----------------------------|
| 7.3.1 Are all floor surfaces smooth without cavities and easy to clean? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7.3.2 Is there a downward gradient towards the drain? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



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7.4 Drain

7.4.1 Are all drains covered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.4.2 Do drains run from clean into unclean areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.4.3 Are drain covers easily removed for cleaning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7.5 Doors, windows, Hard plastic and glass

7.5.1 Are doors and windows made of materials that cannot absorb water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.5.2 Can doors and windows in production area (unpacked product) be opened to the outside?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.5.3 If yes, are they fitted with fly screens?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.5.3.1 Are these screens fixed, so they cannot be opened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.5.4 Is there hard plastic in the factory (production and storage area)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.5.5 Is there glass in the factory (production and storage area)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.5.6 Does the company have procedures for hard plastic or glass in the factory	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.5.7 Does the company have procedures for what to do in case of breakage of glass and/or hard plastic in production area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.5.8 How often is hard plastic/glass controlled for breakage (production or areas with unpacked products)?	<input type="checkbox"/> Daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> 6 month <input type="checkbox"/> Yearly <input type="checkbox"/> Not controlled	
7.5.9 How often is hard plastic/glass controlled for breakage (storage and/or places with packed products)?	<input type="checkbox"/> Daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> 6 month <input type="checkbox"/> Yearly <input type="checkbox"/> Not controlled	

7.6 Changing facilities

7.6.0 Does the factory provide clothes for the employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.6.1 Are there changing facilities for the employees (locker rooms)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.6.1.1 Are these facilities separated from the production area (unpacked products)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.6.2. Are the employees provided with separate storage facilities for their own clothes and for company clothing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.6.3 What is the frequency of clothing change	<input type="checkbox"/> Daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> 6 month <input type="checkbox"/> Yearly	

7.7 Ventilation and temperature

7.7.1 Is there positive air flow from clean into unclean areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.7.2 What is the temperature in the production work area?	°C	
7.7.3 What is the temperature in the storage premises?	°C	



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7.7.4 How often are temperatures monitored and recorded of chilling and freezing facilities?

- Daily
- Weekly
- 2 weeks
- Monthly
- 6 monthly
- Yearly
- Not controlled

7.8 Lighting

7.8.1 Are all electric light shatterproof?

- Yes
- No

7.9 Wash basin facilities

7.9.1 Are there wash basins at the entrance to each work area?

- Yes
- No

7.9.2 Are taps food or knee-operated automated, or with photocells when entrance the production areas?

- Yes
- No

7.9.3 Please, describe the hand washing procedure:

7.9.4 Is the water used for hand washing potable?

- Yes
- No

7.9.5 Are wash basins supplied with both hot and cold water?

- Yes
- No

7.10 Electricity and water

7.10.1 Is it guaranteed that electricity power is always supplied, under normal conditions

- Yes
- No

7.10.2 Is it guaranteed that water is always supplied, under normal conditions:

- Yes
- No

7.10.3 Is there a back up plan if water or/and electricity is lost?

- Yes
- No

8.0. Hygiene and Good Manufacture Practice:

8.1 Cleaning and disinfection

8.1.1 Does a plan of cleaning exist?

- Yes
- No

8.1.2 Is disinfection necessary in factory?

- Yes
- No

8.1.3 Does a disinfection plan exist?

- Yes
- No

8.1.4 Are written cleaning schedules in place?

- Yes
- No

8.1.5 Is cleaning and disinfection done by

- Internal department
- External company

8.1.6 Cleaning is done with?

- Running water
- Low pressure (>5 bar)
- High pressure (>20 bar)

8.1.7 Is cleaning carried out during production?

- Yes
- No

8.1.8 How often is cleaning performed

- Daily
- Weekly
- Monthly
- Yearly

8.1.9 What kind of cleaning control is carried out?

- Visual
- ATP test
- Microbiological
- All types

8.1.10 Who is responsible to approving the quality of cleaning:

- Daily
- Weekly
- Monthly
- Yearly

8.1.11 How often is disinfection performed



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8.1.12 What kind of disinfection control is carried out?

- Visual
- ATP test
- Microbiological
- All types

8.1.13 Who is responsible to approve quality of disinfection:

8.2 Clothes, footwear

8.2.1 What type of protective clothing do employees wear?

- 8.2.1.1 Trousers
- 8.2.1.2 Blouse/coat
- 8.2.1.3 Hairnet/Hat
- 8.2.1.4 Shoes/Clogs
- 8.2.1.5 Other

8.2.2 Are the working clothes washed by

Internal
personnel

External
company

Home washing

8.2.3 How do ensure that clean clothes do not possess a contamination risk when re-entered into production?

- 8.2.3.1 Disinfection
- 8.2.3.2 High Temperature
- 8.2.3.3 Ozone
- 8.2.3.4 UV-radiation
- 8.2.3.5 Other, please describe:

8.2.4 Do you control that washing of clothes is efficient enough, by doing microbiological swaps?

- Yes No

8.3 Personal / employees

8.3.1 Do staffs complete a pre-employment health questionnaire?

- Yes No

8.3.2 If Yes, how often are they updated?

8.3.3 Are the employees trained in personal hygiene and safety products?

- Yes No

8.3.4 If yes, how often is training reinforced?

- More than 1 yearly
- 1 year
- 2 year
- 3 year
- 5 year
- When needed

8.3.5 Are the employees trained in product knowledge?

- Yes No

8.3.6 If yes, how often reinforced?

- More than 1 yearly
- 1 year
- 2 year
- 3 year
- 5 year
- When needed

8.3.7 How often are staffs trained in HACCP-principles?

- More than 1 yearly
- 1 year
- 2 year
- 3 year
- 5 year



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- When needed
 Not trained

8.4 Water

- 8.4.1 How is the water provided? Own drilling / Well Public provider Both
- 8.4.2 How often is the water supply controlled? 1 month
 2 month
 6 month
 1 Yearly
 2 year
 Not controlled
- 8.4.3 Is microbial testing carried out on water pipelines in factory? Yes No
- 8.4.4 If yes, for what parameters?
- 8.4.5 Are microbiological tests carried out on glazing water before use? Yes No
- 8.4.6 Is the water treated on site in any way? Yes No
- 8.4.7 If yes, how is it treated? (For example, UV, Chlorinated)?
- 8.4.8 What is the concentration in the water (microbiological)?

8.5 Pest control

- 8.5.1 Are there flytraps/ killers in the production premises? Yes No
- 8.5.2 Are there flytraps/ killers in High risk areas Yes No
- 8.5.3 Who control the fly traps /killers Internally control External company
- 8.5.4 Which contractor is used?
- 8.5.5 How many visits does the contractor conduct per year? 1 month
 2 month
 6 month
 1 Yearly
 2 year
 Not controlled
- 8.5.6 How often are fly killers controlled? 1 month
 2 month
 3 month
 6 month
 1 Yearly
 2 year
 When blown
- 8.5.7 How often are fly killers bulbs changed? 1 month
 2 month
 3 month
 6 month
 1 Yearly
 2 year
 When blown
- 8.5.8 Are there mouse/rat traps in the production premises? Yes No
- 8.5.9 If yes, are toxic baits used anywhere inside? Yes No
- 8.5.10 Are the traps secured to floors/walls? Yes No
- 8.5.11 Are there mouse/rat traps in High risk areas Yes No
- 8.5.12 Who control the mouse/rat traps Internally control External company
- 8.5.13 How often are mouse/rat traps controlled? 1 month
 2 month
 3 month
 6 month
 1 Yearly
 2 year



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Not controlled

8.5.14 Which contractor is used?

8.5.15 How many visits does the contractor conduct per year?

8.6 Foreign body control

8.6.1 Do you have a foreign body control policy available upon request? Yes No

8.6.2 Are all products metal detected? Yes No

8.6.3 If no, why not?

8.6.4 If Yes, is metal detection done inline? Yes No

8.6.5 Which kind of metal do you detect for:

mm Fe non Fe mm stainless steel

- Start/end production
- Hourly
- Second hour
- Daily
- Weekly
- Monthly
- Not tested

8.6.6 How often is the detector tested?

8.6.7 Who controls the rejected products?

8.6.8 Please briefly describe how other foreign bodies are controlled?

8.6.9 Are there a detector/other kind of control for other foreign bodies? No x-ray Visual

8.7 Room temperature

8.7.2 Do production premises have a temperature control system? Yes No

8.7.3 Do storage premises (Cold storage/freezer) have a temperature control system? Yes No

8.7.4 Is there a 24 hour alarm system if temperature falls outside critical limits? Yes No

9.0 Information about purchasing

9.0.1 Does the factory have a list of approved suppliers? Yes No

9.0.2 How do you perform your supplier approval:

Questionnaire Audit Other: please describe

9.0.3 Who is approving the suppliers:

9.0.4 How often are re-assessment and/or auditing of suppliers of raw material done?

- Not re-assessed or audited
- Not re-assessed
- Not audited
- Less than every 5th year
- Every 6 months
- Once per Year
- Every 2nd year
- Every 3rd year

9.0.5 Is the site operating a routine supplier evaluation? Yes No

9.0.6 How often is supplier evaluation completed?

- Every 6 months
- Once per year
- Every 2nd year
- Every 3rd year
- Every 4th year
- Every 5th year
- Less than 5th year

9.0.7 What kinds of criteria are considered when performing supplier evaluation?

Type of product(primary or Country of produce



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secondary)

- Quality of product delivered
- Number of complaints
- Communication with supplier
- Other (please specify):

- Vulnerability
- Risk of fraud
- Audits
- Certifications

9.0.8 Are you willing to share these evaluations with Royal Greenland, for relevant suppliers?

Yes No

10.0 Incoming controls

10.0.1 Are incoming goods & packaging checked and recorded against agreed specifications

Yes No

10.0.2 At what stage are raw materials approved for use?

- Before production
- During Production
- After production

10.0.3 Is risk analysis used to determine the frequency of incoming controls?

Yes No

11.0 Ethical and social Policies

11.0.1 Did you receive and complete the Royal Greenland CSR Code of Conduct?

Yes No

Remember to include to this fulfilled questionnaire:

- Process flow, HACCP including all CP/o-prp & CCPs
- Copy of BRC, IFS, ISO certification



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This product must comply with all relevant and current EU Food Legislation.

No changes can be made to this assessment without written approval from Dragon Group

Dragon Group does not accept fraudulent or adulterated food raw materials, we therefore reserve the right to undertake random testing of the authenticity of all products supplied to Royal Greenland to ensure that all claims are accurate and legal.

By signing the company agrees to the above and has read and will work to Dragon Group's Corporate policies.
see: www.dragongroup.hk

Questionnaire completed by:	
Signature:	Company stamp:
Position	
Date:	
The Questionnaire is only valid with physical signature and/or company stamp	

For Dragon Group use only		
RISK ASSESSMENT SCORE		
Validation of Questionnaire	Approved KO of possible:	
	Total score:	
	Possible score:	
	Score (%)	
Approval (DSG):	Company stamp:	
Signature:		
Date:		

Document no. 6.4.1A DSG
Version: 06
Made by: es

Date 26-11-2016



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A copy of this questionnaire, with DSG signature, must be returned to the supplier.