|  |  |  |  |
| --- | --- | --- | --- |
| **Ref: (Office Use)** | |  | |
| **Date** | |  | |
| **Name (required)** | |  | |
| **Job Title** | |  | |
| **Phone number (required)** | |  | |
| **Email address (required)** | |  | |
| **Company name** | |  | |
| **Trading name (if different from above)** | |  | |
| **Company registration number** | |  | |
| **Business Trading Address** | |  | |
|  | |  | |
| **Description of establishment:**  Manufacturing, catering, processing, wrapping, cold storage | |  | |
| **Type of products:**  Meat products, meat preparation, fish products, dairy products, egg products | |  | |
| **Customers:**  Other manufacturers, distributors, caterers, retailers, the public customer database | |  | |
|  | |  | |
| **Amount**  Kg or litres per week  % sales | |  | |
|  | |  | |
| **Process description:**  Brief description of all stages, from delivery to final product and distribution | |  | |
|  | |  | |
| **Documentation:**  What documentation do you currently have in place, thus, HACCP, policies, procedures, traceability, product, labels, supplier and client list, and monitoring records? Please provide these when submitting the form. | |  | |
|  | |  | |
| **Staff**  Number of staff, level of training, | |  | |
|  | |  | |
| **Laboratory testing:**  Are you currently doing this? If yes provide all results. | |  | |
|  | |  | |
| **Structure description:**  Briefly describe your premises, noting designated areas. Attach photos and the plan of the premises if possible. | |  | |
|  | |  | |
| **Additional details:**  Use this space to add any further information you wish to. | | | |

Please email this form with all attached documents to [hello@eKatering.co.uk](mailto:hello@eKatering.co.uk)