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| **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 |  |
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| **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. |  |
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| **Additional details:**Use this space to add any further information you wish to. |
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Please email this form with all attached documents to hello@eKatering.co.uk