



ICEA
M.RCVOL 01A

**INFORMATIVE QUESTIONNAIRE
VEGETARIAN & VEGAN PRODUCTS**

Ed.00 Rev.00 del 03.05.2016

Dear operator of VEGETARIAN & VEGAN PRODUCTS

We are very pleased that you have decided to enhance your eco-biological products using the certifications offered by our Institute.

This form is sent as a result of the **ACCEPTANCE and SIGNING** of
RC.VOL – **REGULATION FOR CERTIFICATION**
RC.VOL 01 – **APPLICATION FORM CONTROL AND CERTIFICATION** and related contractual conditions
M.RVOL 02 – **LIST OF FEES FOR THE CERTIFICATION**

From this moment ICEA will launch the **VERIFICATION OF DOCUMENTATION** concerning:

A) CONFORMITY OF PRODUCTION UNITS/USED SUBCONTRACTORS

You will be requested for information and documents referred to production units, packaging and labelling, aimed to assess conformity to most important and obligatory requirements and those related to the applicable technical specifications.

B) CONFORMITY OF PROPOSED FORMULATIONS

You will be asked for the recipes of the products for which certification is required, the technical sheets of the raw materials / ingredients, the labels and other materials related to the products, features and claims claimed, etc.

C) MANAGEMENT PLAN (or business quality plan) with indication of all the particular measures that will be adopted to ensure compliance with the requirements imposed by the specification, with respect to the normal operation of the production process.

After the successful completion of the first phase of documentary control, our inspectors will contact you to carry out the **FIRST START INSPECTION**, to verify conformity to the requirements of the technical specifications and regulation for certification at the **PRODUCTION, PACKAGING AND LABELLING UNITS**.

After the successful completion of the start inspection visit and/or any resolved non-conformities which were detected by our Inspector, ICEA Certification Committee will decide about the **ISSUANCE OF THE CERTIFICATE OF CONFORMITY** for all products deemed compliant. This certificate will be published in our web site www.icea.info.

MONITORING PHASE will follow. For the whole period of validity of the certificate ICEA will check compliance with the requirements laid down by regulation whether by **PERIODIC INSPECTIONS** at the production units/packaging and labeling or at commercial and administrative offices. All in accordance with a **PLAN OF CONTROL AND ANALYSIS** drafted annually on the basis of criteria and risk levels set by ICEA and approved by the Committee for impartiality safeguard (CNC-CSI). ICEA reserves the right to carry out **CONTROLS and SAMPLING DIRECTLY ON THE MARKET**, during fairs, markets or on the web (in terms of advertising, labelling and certification presentation modalities).



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This document has to be SIGNED by the responsible of the company that requires certification and must be sent electronically to the ICEA VEGAN Office.

Name of Applicant :

VAT:

Address:

Operator Code:

1. PRODUCTION UNIT

NAME OF THE COMPANY

STREET/ AVENUE

N°

CITY

LEGAL OFFICE IN

VAT

TAX CODE

ACTIVITIES: PRODUCTION PACKAGING LABELLING

.....
Responsible (ex technical director)

.....
Responsible Quality Assurance

.....
Legal Representative

.....
Responsible Quality Control

.....
Responsible Certification Management
.....

Description of the activities and production cycle



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Name of applicant:

VAT:

Address:

Operator Code:

2. PRODUCT SHEET

Fill out a product sheet for each of the items for which you request the certification

Denomination product

Responsible of Label

Ingredients⁽¹⁾

Allergens

(indication On the label)

Product Properties(claim)

Production Site⁽²⁾

Packaging Site⁽²⁾

Labelling Site⁽²⁾

ICEA alphanumeric Code⁽³⁾

Denomination product

Responsible of Label

Ingredients⁽¹⁾

Allergens

(indication On the label)

Product Properties(claim)

Production Site⁽²⁾

Packaging Site⁽²⁾

Labelling Site⁽²⁾

ICEA alphanumeric Code⁽³⁾

Denomination product

Responsible of Label

Ingredients⁽¹⁾

Allergens

(indication On the label)

Product Properties(claim)

Production Site⁽²⁾

Packaging Site⁽²⁾

Labelling Site⁽²⁾

ICEA alphanumeric Code⁽³⁾

- (1) Attach the technical data sheets of all the ingredients, indicate with an asterisk (*) the certified organic raw materials.
- (2) Indicate the name of the production unit, the address and the name of the contact person.
- (3) Indicate the name of the production unit, the address and the name of the contact person.