**Gafta Standard for Analysis and Testing – Pre-Audit Questionnaire**

***Scope of Certification:*** *This Standard is for analytical facilities engaged in the profession of sample analysis and the subsequent provision of certificates of analysis of agricultural commodities and animal feedingstuffs.*

|  |  |
| --- | --- |
| **Business Name:**(to appear on certificate of conformance) |  |
| **Main Site Address:**(to appear on certificate of conformance) |  |
| **Gafta Membership Number:** |  |
| **Gafta Laboratory Number:** |  |
| Contact Details for Audit – **Name:** |  |
| **Job Title:** |  |
| **Email:** |  |
| **Telephone/Mobile:** |  |
| **Contact / Email for invoicing (if different from above):** |  |
| **Gafta Approval(s) held or applied for:**(please circle) | Grain Feed |
| **Date of last Gafta Ring Test:** |  |
| **Result of last Gafta Ring Test:**(please circle) | Grain: Pass / FailFeed: Pass / Fail  |

* Gafta Approved Analysts must carry out testing in accordance with [Gafta No 130 Register of Analysis Methods](https://www.gafta.com/Contracts-2018/130).
* Where ‘in-house’ methods are used, evidence must be provided in the audit to demonstrate validation against the Gafta No 130 methods.

NOTES:

1. Please provide an Organisation chart/diagram which shows fulltime and/or contracted employees and their reporting lines for the scopes covered under this audit.
2. The on-site audits will take place at all locations from which activities are carried out.
3. Remote audits will take place over the telephone, email or via Skype (or similar).
4. A separate Gafta Membership and Approval is required in each country the company is registered. For more information please contact membership@gafta.com
5. Audits will be conducted in English so please ensure someone is available to assist during the audit. It is your responsibility to arrange a suitable independent interpreter, if required, at your cost.

Please tick here if you will employ an interpreter during the audit

1. In order to congratulate you on your Approved status in GaftaWorld magazine and on our social media platforms please provide your social media handles/links. Please let us know if you do not want us to do this.
2. Please note that NSF will be unable to start planning your audit until we have received a copy of your completed pre-audit questionnaire.
3. If any audit is cancelled or postponed by the member within 2 weeks of the audit date, 100% cancellation fee applies.

Please return this form to ApprovedRegisters@gafta.com

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_