

# New customer check list

Application for inspection and certification

☐ **Obligatory annex** – current excerpt from the commercial register (or appropriate formal acknowledgement, if excerpt from the commercial register does not exist)

|   |   |
|---|---|
| Name of the company:  |   |
| zip code, city:   |   |
| street:   |   |
| Contact person:   |   |
| Phone:  |   |
| Mobile phone:   |   |
| Homepage:   |   |
| Email:  |   |
| VAT number:   |   |
| Commercial register number:   |   |
| VIS registration number (only AT):  |   |
| Further company/farm units: if so, please provide the addresses, contact details and the activity of the respective company in an obligatory annex to the new customer checklist. | <input type="checkbox"/> yes<br><input type="checkbox"/> no   |
| Kind of company:<br>(trader, processor, importer, exporter, wild collection, farmer)  |   |
| General product range:  |   |
| Interest in inspection/certification according to which standard:   |   |
| <i>Only in case of organic certification – does/did a contract exist with another certification body? If so, with which?</i>  | <input type="checkbox"/> yes, with:<br><input type="checkbox"/> end of contract.<br><input type="checkbox"/> no |
| Experience with aspired standard:   |   |
| Language (if not English):  |   |

## How did you get to know about us?

|   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Print media:                 |  | <input type="checkbox"/> Chamber of trade: |  |
| <input type="checkbox"/> Association/standard holder: |  | <input type="checkbox"/> Exhibition:       |  |
| <input type="checkbox"/> Processor/trader:            |  | <input type="checkbox"/> Other:            |  |
| <input type="checkbox"/> Inspector (name):            |  |  |  |

## Consent to Data Processing

☐ I hereby confirm the accuracy of this data and agree with my signature that my personal data disclosed in this form will be transmitted to Austria Bio Garantie and agroVet for the purpose of sending information about the inspection and certification and other services of Austria Bio Garantie and agroVet. I agree that this data will be processed by Austria Bio Garantie and agrovet for the purpose of answering my inquiry and follow-up questions, including creation of offers for an inspection contract. The terms of the contract apply upon signing the inspection contract.

This consent may be revoked in writing (also by e-mail) to [datenschutz@abg.at](mailto:datenschutz@abg.at) or [datenschutz@agrovet.at](mailto:datenschutz@agrovet.at). A revocation does not affect the legality of the data processing carried out on the basis of the consent until the revocation. Further information on data processing by Austria Bio Garantie and agroVet can be found at [www.abg.at](http://www.abg.at) and [www.agrovet.at](http://www.agrovet.at)

To be completed by „Austria Bio Garantie/agroVet“:

**The scope manager must make an assessment of the information he has received to ensure that:**

- the information about the customer and the product are sufficient for the implementation of the certification process;
- clarify any known differences in understanding between the certification body and the customer, including the agreement on standards or normative documents;
- the scope of the envisaged certification is specified;
- the means are available to carry out all evaluation activities;
- the certification body has the competence and ability to perform the certification activities

|  |  |
|--|--|
| Feasibility checked by: short cut / date |  |
|--|--|

|  |   |
|--|---|
| First info e-mail sent: short cut/date   |   |
| Type of activity:<br><input type="checkbox"/> Production (agricultural production)<br><input type="checkbox"/> Preparation (B – Processor)<br><input type="checkbox"/> Distribution/Placing on the market (H - trader)<br><input type="checkbox"/> Storing<br><input type="checkbox"/> Import (C - Importer from third countries)<br><input type="checkbox"/> Export (L - export to third countries) | Special knowledge according to IPS:<br><input type="checkbox"/> a) unprocessed plants and plant products, including seeds and other plant reproductive material<br><input type="checkbox"/> b) livestock and unprocessed livestock products<br><input type="checkbox"/> c) algae and unprocessed aquaculture products<br><input type="checkbox"/> d) processed agricultural products, including aquaculture products, for use as food<br><input type="checkbox"/> e) feed<br><input type="checkbox"/> f) wine<br><input type="checkbox"/> g) other products listed in Annex I to Regulation (EU) 2018/848 or not covered by the previous categories<br><input type="checkbox"/> VA Others<br><input type="checkbox"/> Organic cosmetic<br><input type="checkbox"/> Communal catering facilities |
| Important information checked:<br><input type="checkbox"/> BIO: Inspection reports of the last 3 years<br><input type="checkbox"/> open cross check requests<br><input type="checkbox"/> open sanctions (S4)<br><input type="checkbox"/> others<br><input type="checkbox"/> not relevant   | Relevant inspection service(s):   |