



## **VITALIS CROP – ECHO NET ORGANIZATION – FILE PRODUCERS (FP) REV. 2.0 (21.10.2008)**

### VITALIS CROP PROTOCOL FOR PRODUCERS

IN ORDER TO KNOW YOUR MANAGEMENT QUALITY SYSTEM WE WOULD THANK YOU FOR OFFERING THE FOLLOWING INFORMATION

PRODUCTS	ORIGIN	VARIETY/BRANDS	PERIOD	VOLUMES	TRACEABILITY Y/N	CERTIFICATIONS Y/N	NAME OF CERTIFICATE



Notes:

NAME, SURNAME, PLACE AND DATE OF BIRTH, RESIDENCE OF THE PERSON IN CHARGE AND/OR OWNER

Please, enclose business company report

Keys to Requirements:

Color	Type of Requirement	Class Key
RED	Compelling	C
YELLOW	Suggestion	S
GREEN	Optional	O
NOT APPLICABLE	N/A	SPECIFY



## QUALITY STATEMENT AND MANAGEMENT SYSTEM INFORMATION ABOUT THE COMPANY

<b>FIRM NAME:</b>	
<b>LINE OF BUSINESS:</b>	
<b>REGISTERED OFFICE:</b>	
<b>ADDRESS:</b>	
<b>MORE ADDRESSES:</b>	
<b>VAT CODE / COMPANY ID.:</b>	
<b>PHONES:</b>	
<b>FAX:</b>	
<b>WEBSITE:</b>	
<b>EMAIL:</b>	
<b>CONTACT PERSON:</b>	
<b>CONTACT TEL.:</b>	
<b>CONTACT EMAIL:</b>	



### VITALIS CROP's 13 - BASICS

<b>DO YOU MEET THE FOLLOWING BASICS?</b>	<b>YES</b>	<b>NO</b>	<b>Class</b>
a) Do you comply with all the laws as for enterprise's regulations, as for trade regulations and do you behave ethically?	<b>X</b>		<b>C</b>
b) Do you comply with all the laws on job safety?	<b>X</b>		<b>C</b>
c) Are you in state of full financial solvency (no bankruptcy proceedings admitted) and never altered the balance sheets?	<b>X</b>		<b>C</b>
d) Did you receive in last 3 years injunctions proceedings?		<b>X</b>	<b>C</b>
e) Are you paid up with tax dues?	<b>X</b>		<b>C</b>
f) Do you employ a quality system control though you have no certification?	<b>X</b>		<b>C</b>
g) Are you able to show your system for customers care and complaints?	<b>X</b>		<b>C</b>
h) Do you comply with all the laws on the recyclable waste collection?	<b>X</b>		<b>C</b>
i) Do you have relationships with business companies and/or subjects and/or organizations which are inclined to illegal behaviour of any kind?		<b>X</b>	<b>C</b>
j) Have the owners and/or partners and/or holders ever been under coercive measures for crimes of Mafia or against Public Civil Service?		<b>X</b>	<b>C</b>
k) Do you have in use a kind of organization able to keep with the Human Rights and consider the centrality of the human being?	<b>X</b>		<b>C</b>
l) Are you able to give evidence of all management and technical procedures in use for your business?	<b>X</b>		<b>C</b>
m) During the performance of your trade and business do you respect the human health and environment?	<b>X</b>		<b>C</b>



**PRODUCT SPECIES:**

**ORIGIN:**

<b>1 – QUALITY SYSTEM</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>	<b>Class</b>
<b>Have you got any quality certification? Please, list your certifications and specify the Body:</b>				
• ISO 9001				<b>O</b>
• ISO 14000				<b>S</b>
• BRC				<b>O</b>
• EUREPGAP				<b>S</b>
• ORGANIC				<b>S</b>
• QUALITY MARKS				<b>O</b>
• Integrated Crop Management				<b>S</b>
• OTHERS				
• Whether your company is not certified do you intend to comply with one? Which one? Which time?				<b>S</b>
<b>Please, make clear the name, the phone number and possibly the email of the Quality Manager in charge</b>				<b>C</b>
<b>Your quality management system includes:</b>				
• Executive settings?				<b>C</b>
• Guidelines?				<b>C</b>



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2 – PRODUCTION ITINERARY	YES	NO	REMARKS	Class
<b>Are the production procedures registered on a processing/treatment record for each lot?</b> -				<b>C</b>
- Soils management - enrichment				<b>C</b>
- Crops management (picking, blanching, etc.)				<b>C</b>
- Pesticide Treatments				<b>C</b>
- Irrigation and Manuring				<b>C</b>
<b>Have all these procedures been scheduled after environmental impact studying?</b>				<b>C</b>
<b>Are any methods of biological fight in use?</b>				<b>C</b>
<b>Please, a brief explanation upon pesticides management.</b>				<b>C</b>



	YES	NO	REMARKS	Class
<b>3 – TRACEABILITY</b>				
Did you establish a system for traceability? Is it good to find the producer and/or the lot?				<b>C</b>
Is your traceability system good to find the production itinerary (since the seeding up to the harvest)?				<b>C</b>
Is your traceability system good to manage the store control procedures (storage, calibration, selection, packaging, delivery)?				<b>C</b>
Do the goods have identification tags on each package reporting the lot number when they shipped?				<b>C</b>
In order to guarantee the traceability do you register any shipment with the lot number? Do you register all the customers by associating the lot numbers?				<b>C</b>



<b>4 – STOREHOUSE</b>				
<b>Have you programmed a checking plan for all the products?</b>				
Kind of checking	Internal Check	External Lab	Scheduling	<b>Class</b>
Temperatures (receipt – storage – shipping)				<b>C</b>
Brix – Acidity Degree				<b>S</b>
Hardness				<b>O</b>
Visual ageing checking (on size – caliber...)				<b>C</b>
Analyses for pesticides – MLR				<b>C</b>
Ripeness				<b>C</b>
Optical Electronic Check (optical selection)				<b>O</b>
Shipping Controls / Terms				<b>C</b>
Other (specify)				
<b>Employed Instruments for checking (specify which type)</b>				
• Refractometer				<b>S</b>
• Penetrometer				<b>S</b>
• Calibrators				<b>S</b>
• Optical Selector				<b>S</b>
• Other (specify)				
<b>HACCP.</b>				<b>C</b>
Do you comply with HACCP regulations?				
Please, make clear name and date of your HACCP manager in charge				



<b>5 – PROVIDERS CHECKING</b>				
	YES	NO	REMARKS	<b>Class</b>
Do you buy products from other producers? If so, please, specify which ones and proportions.				<b>C</b>
Have you got a system to select these producers / providers? Please, specify which ones				<b>C</b>
Do the criteria of your system consider the security, traceability, environmental and social equity requirements? (Corporate Social Responsibility)				<b>C</b>
How do you make sure that your providers meet these requirements? By means of audit, questionnaire... Please, specify which ones.				<b>C</b>
Does it occur that you deliver your customers contract terms to your providers? If so, please, specify how				<b>S</b>



<b>6 – ENVIRONMENTAL RESPECT</b>				
	YES	NO	REMARKS	Class
Did you schedule an environmental policy (kind of ISO 14000)? Please, specify				<b>C</b>
- Waste disposal				<b>C</b>
- Mud disposal				<b>C</b>
- Nitrate disposal, standards for saving resources (water, soil, seeds, breeding materials)				<b>C</b>
Do you meet with procedures apt for recycling packages? If so, please, specify				<b>C</b>



<b>7 – SOCIAL EQUITY – SOCIAL ACCOUNTABILITY</b>				
	YES	NO	REMARKS	Class
Have you got settings for corporate responsibility check? (social accountability, HACCP...) If so, please, specify how				<b>C</b>
Do you meet the job law about:				
- Child labour protection				<b>C</b>
- Equal rights men / women				<b>C</b>
PACKAGING/CONDITIONING HOUSE  Are there sanitary fittings like toilets, wardrobes, changing rooms, next to the work places? Are there medical treatments and aids for emergencies?				<b>C</b>
Are there signs and notices announcing on hygiene and safety for your employees? If so, please, specify which ones				<b>C</b>
To the production plants.  Please, describe how you provide with hygienic and medical outfits				<b>S</b>
Brief explanation about job safety. It is sufficient to mention if the system is according with the law (please, specify the essential data of the law)				<b>C</b>



<b>8 – SKILLS AND I.T. SYSTEMS</b>				
			REMARKS	Class
Please, list your staff according to their job tasks				<b>C</b>
- EXECUTIVES				
- ACCOUNTING/ADMINISTRATION				
- TECHNICAL DEPT.				
- CONDITIONING PLANT				
- PRODUCTION PLANT				
- OTHER				
Do you recognize skills of problem solving among your staff?				<b>C</b>
How much do you consider important the business organization within your company frame?				<b>C</b>
Do you have a scheduling to requalify and retrain your staff when necessary?				<b>C</b>
Do you have a customer care dept?				<b>C</b>
Please, a concise list of the software applications in use.				<b>C</b>
A summary description of your reference market				<b>C</b>



<b>9 – MANAGEMENT AND PLANNING</b>				
	YES	NO	REMARKS	Class
Forecast production plan. Summary description				<b>C</b>
How do you schedule your productions? Summary description.				<b>C</b>
Do you use a scheduled system for the circulation of information? Are the staff informed on management system? Summary description.				<b>C</b>
Please, describe relationships between technical staff and workers				<b>C</b>
Please, describe relationships between sales staff and technical staff				<b>C</b>
Please, describe relationships between executives and workers				<b>C</b>
Though you have not a certified quality system, explain how you get the quality.				<b>C</b>

The undersigned ..... legally authorized representative, declares that all reported in the current statement is absolutely true, besides guarantees that the company meets all the laws and regulations about accounting and tax dues, it is in full solvency, in the last 3 years never received injunction proceedings, nobody of the owners, partners, executives was ever sentenced for crimes of Mafia or against the Public Civil Service.

Date, Stamp and Signature



FILL IN THE CURRENT PROTOCOL FORM – FILE PRODUCERS (FP) REV 2.0 21.10.2008, IN FULFILMENT AS REQUIRED.

PLEASE, ENCLOSE A CERTIFICATE OF THE COMPANY

SEND BY EMAIL TO: [info@vitaliscrop.com](mailto:info@vitaliscrop.com)

ORIGINAL COPY MUST BE ADDRESSED TO:

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