This applies only to Organizations / Companies applying for certification to ISO 22000 Standard

**Important:** In case of more than one site please fill in this form for each site separately

Please fill-in the following information:

|  |
| --- |
| **Number of Personnel per department in the main sift** |
| Top Management  | ... |
| Number of personnel in production | ... |
| Number of personnel involved in cleaning procedures | ... |
| Number of personnel involved in maintenance | ... |
| Number of personnel involved in product(s) storage and / or distribution | ... |
| Number of personnel involved in quality control | ... |
| Number of personnel involved in product research and development | ... |
| Number of personnel involved in site/premises security | ... |
| Number of personnel involved in hiring / managing of personnel | ... |
| Number of personnel involved in marketing activities | ... |
| Number of salesmen  | ... |
| Number of personnel involved in financial management and secretaries  | ... |
| **Total:** ***Note 1: if a person is involved in more than one activity you “count” him/her only once.*** | ... |
| **Reviewed by Q-CERT – Final No of personnel to be used for estimating audit duration:** | ... |

 Instructions:

* This form is always to be send along with Organization Profile (F-2503 form)