



For office use only

PLANT #	
REGION	
CODE	
AUDITOR	
# DAYS	
PROMAN	

Client representative providing this information: _____

How did you hear about our services?

- Customer Requirement
 Internet Search

The AIB International Inc. inspection
 is
NOT A "CERTIFICATION" AUDIT.

 It is a standard assessment and statement
 of performance measured against the
 AIB Consolidated Standards for Inspection
 and its associated templates.

What type of audit do you want to schedule?

- Food Safety/GMP
 Food Security
 Allergen
 QSE
 Other _____

 No, thanks. DO NOT send me a program information packet including costs, criteria, and training material.

PHYSICAL ADDRESS OF FACILITY TO BE AUDITED

PLANT NAME _____
 STREET #1 _____
 STREET #2 _____
 CITY/STATE/ZIP _____
 COUNTRY _____
 TELEPHONE # _____

MAILING ADDRESS OF FACILITY TO BE AUDITED

PO BOX _____
 CITY/STATE/ZIP _____
 COUNTRY _____
 FAX # _____

TYPE OF FACILITY (*mfg, DC, etc.*) & **PRODUCT** (*food, packaging, etc.*) (*Required*) _____

SIZE OF FACILITY Specify sq. ft., sq. m., acreage/# of fields, etc (*Required*) _____

PURCHASE ORDER #

(*MUST be provided if YOUR company requires a PO# to pay the invoice.*) _____

SPECIFY TIME FRAME OF AUDIT

(*Month (Jan., April, Oct. etc.) OR processing season*) _____

INDICATE # OF AUDITS REQUIRED PER YEAR

(*Audits will occur yearly unless client informs AIB otherwise.*) _____

Is this a one-time audit? Yes No

WOULD YOU LIKE YOUR FIRST AUDIT TO BE CONSIDERED TRAINING/NOT SCORED?

Unscored training audit Scored audit

ANNOUNCED

OR **ANNOUNCED**

OR **UNANNOUNCED**

(*ONLY the notification person listed on p. 2 will be told the audit date.*)

TO CORPORATE ONLY

(*Audit date will NOT be provided to anyone.*)

PLEASE PROVIDE ANY DATES WE SHOULD AVOID SCHEDULING YOUR AUDIT. _____

Once you have confirmed your audit, you must give us **AT LEAST 22 DAYS NOTICE IF YOU NEED TO CANCEL.**

If you cancel the audit 22 days (7 day week x 3 weeks + 1 day) or more before the agreed audit date, you will be responsible for any costs already incurred such as change fees for airline tickets, hotel reservations or rental cars. No charges for the audit days will be incurred.

If you cancel the audit 21 days (7 day week x 3 weeks) or less before the agreed audit date and the auditor's time cannot be filled, you will be billed for the audit days, as well as any associated and non-reimbursable costs incurred, such as non-refundable tickets, penalties for redoing airline tickets, rental car and hotel reservations, etc. **Cancellations will be considered case by case.**

