

FOOD SAFETY SELF-ASSESSMENT QUESTIONNAIRE

RSB has commissioned a twinning consultancy project with the financial support of Trade Mark East Africa (TMEA) to boost the certification of agri-food enterprises in ISO 22000 FSMS /RS 184 HACCP as applicable along the food supply chain in the following food chain categories D - Animal Feed Production, D1- Production of Feed; G - Provision of Transport and Storage Services, E - Provision of Catering Services) cognizant that TMEA is already supporting category A - farming of animals and category B - Farming of plant through another project. For the mentioned categories project enterprises will be selected based on a criterion that has been agreed upon.

In that regard, we would like to get some information from your enterprise that will be used in recruiting project enterprises.

Below is a brief questionnaire that we would like you to respond to. *The information will be used for the purpose of this project only and treated with utmost confidentiality:*

Kinyarwanda version

RSB yatangije umushinga ugamije gufasha ibigo bitunganya umusaruro ukomoka ku buhinzi kubona ibyangombwa mpuzamahanga by'ubuziranenge nka ISO 22000 FSMS /RS 184 HACCP mu nzego zikurikira : Ibiryo by'amatungo (Animal Feed Production, D); Ubwikorezi no Guhunika (- Provision of Transport and Storage Services, G) ndetse no kubigemura (Provision of Catering Services, E). Uyu mushinga ukaba ukorwa ku bufatanye na TMAE. Tuzirikane kandi TMEA isanzwe itera inkunga indi mishinga ijyanye n'ubuhinzi n'ubworozi. Ni muri uru rwego twagirango dukusanye amakuru arebana n'ibigo bikora imirimo yavuzwe haruguru.

Twifuza ko muduha ibisubizo ku rutonde rw'ibibazo bikurikira tubizeza ko ibisubizo bizifashishwa gusa ku bijyanye n'uyu mushinga.

PART 1: GENERAL INFORMATION	AMAKURU RUSANGE
Name of the enterprise	Izina ry'uruganda

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Enterprise contact details	Ibiranga uruganda muri rusange/Amakuru arebana n'uruganda.
Registration No.	Inimero iranga uruganda.
Years in operation	Igihe uruganda rumaze rukora.
Do you have mission/vision for your enterprise? Uruganda rwanyu rufite Intego / icyerekezo ?	YES (YEGO) NO(OYA) Remarks/igitekerezo

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<p>Are you a member to any association (Provide name and membership no.) Hari urugaga mubarizwamo? (Niba ruhari, tanga izina n'inomero y'umunyamuryango)</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA) Remarks/Igitekerezo</p>
<p>Food Chain Category/ ikicro mu barizwamo</p>	<p><input type="checkbox"/> D-Production of Feed/Gutunganya ibiryo by'amatungo <input type="checkbox"/> E-Provision of Catering Services/Kugemura ibiryo G - Provision of Transport and Storage Services/Ubwikorezi no guhunika</p>
<p>Number of staff (specify hiring modalities) Umubare w'abakozi(Garagaza uburyo mukoresha mu itangwa ry'akazi)</p>	<p>Permanent/ Abakozi bahoraho Fixed/ Abakozi bafite amasezerano y'igihe kizwi Temporary/Abakozi bafite amasezerano y'igihe gito No. of Youths/ Umubare w'urubyiruko <input type="checkbox"/> Total Male: Umubare w'abagabo <input type="checkbox"/> Total Female: Umubare w'abagore Total Staff: Igiteranyo cy'umubare wabakozi bose bikigo</p>
<p>Do you do Remittance to RSSB Mwaba mwishyurira abakozi banyu ubwisungane mukwivuzza nubwitenganyirize muri RSSB</p>	<p>YES (YEGO) NO(OYA) <input type="checkbox"/> Remarks/igitekerezo <input type="checkbox"/></p>
<p>What other statutory fees do you remit (mugaragaze ibindi mutanga ku bakozi bisabwa n'aategeko)</p>	

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Do you maintain staff records and recruitment procedures	YES (YEGO) NO(YEGO)
Mubika amakuru y'abakozi n'uburyo itangwa ry'akazi rikorwa.	Remarks/Igitkerezo

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<p>Are you in operation currently Mwaba musanzwe mukora?</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA) Remarks/igitekerezo</p>
<p>Annual Volumes /quantity produced/clients served/servicing/transported/stored (specify quantitative units)/ Ingano y'ibyo mukora mu mwaka n'abakiriya mubona mu mwaka.</p>	
<p>PART 2: INFRASTRUCTURE</p>	<p>IMYUBAKIRE</p>
<p>Is the location of business suitable for food safety Operations Ese aho mukorera haberanye nibyo mukora</p>	<p><input type="checkbox"/> YES (YEGO) <input type="checkbox"/> NO(OYA) Remarks/igitekerezo</p>
<p>Do you have access to passable roads Ese imihanda mukoresha ni nyabangerwa.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA) Remarks/igitekerezo</p>
<p>Do your premises provide enough space for all operations? Ese aho mukorera hafite umwanya uhagije ku bihakorerwa byose?</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA) Remarks/igitekerezo</p>
<p>Is the premises owned or rented Aho mukorera harakodeshwa cyangwa ni ahanyu</p>	<p>Owned: <input type="checkbox"/> Ni ahanyu Rented : <input type="checkbox"/> harakodeshwa <input type="checkbox"/></p>

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Do you have adequate equipment to guarantee food safety of the products and services

Ese mufite ibikoresho byizewe bitanga umutekano w'ibiribwa n'izindi serivice.

YES(YEGO) NO(OYA)

Remarks/igitekerezo

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<p>Do you have access to reliable water and electricity supply? <i>(Specify source of water)</i></p> <p>Mwaba mufite aho mukura amazi n'amashanyarazi (Garagaza inkomoko y'amazi)</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/igitekerezo</p>
<p>Do you have trucks or vans for transportation (how many, rented or owned)</p> <p>Mwaba mufite imodoka zibafasha mu gutwara umusaruro,(niba zihari ni zingahe, Murazikondesha cgangwa ni izanyu)</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks</p>
<p>PART 3: PRODUCTION/SERVICE OPERATIONS</p>	
<p>Do you maintain a list of raw material suppliers</p> <p>Ese mufite urutonde rw'abantu babagemurira ibikoresho mwifashisha mu gutunganya umusaruro wanyu.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks</p>
<p>Are the suppliers of raw material subjected to an evaluation criteria</p> <p>Ese mufite uburyo buhamye mu itangwa ry'isoko ry'abagemurira ibikoresho</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>
<p>What services do you outsource</p> <p>Ni izihe serevisi muhabwa n'ibindi bigo</p>	
<p>What are your target market (customers)</p> <p>Ni abahe bakiriya banyu?</p>	
<p>Do you export your products or services</p> <p>Ese mwohereza hanze umusaruro cyangwa servisi zanyu</p>	<p><input type="checkbox"/> YES(OYA) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>

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<p>Do your suppliers of packaging material maintain food safety standards</p> <p>Ese ababangemurira ibyo mupfunyikamo babikora ku buryo bwujuje ubuziranenge</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>
<p>Do you set objectives/goal or targets</p> <p>Ese mugira intego/icyerekezo by'uruganda rwanyu.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>
<p>Do you have any policies in place (e.g. Food safety, quality, health and safety etc.)</p> <p>Ese mwaba mufite politiki igenga umutekano w'ibiribwa ,n' ubuzima bw'abakozi.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>
<p>Do you have quality control processes in place with a quality control department</p> <p>Mwaba mufite uburyo mukurikirana niba ibyo mukora byujuje ibisabwa.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>
<p>Do you maintain procedures and work instructions?</p> <p>Mwubahiriza amabwiriza agenga imikorere.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>
<p>Do you maintain a Preventive and corrective maintenance Programme.</p> <p>Haba hari gahunda ihamye mukoresha mu kwirinda no</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>

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gukosora ibyangiritse.

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<p>Do you have Waste disposal mechanism in place</p> <p>Mwaba mufite uburyo mukoresha mu kubika imyanda ivuye mubyo mukora.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>
<p>PART 4: STANDARDS, COMPLIANCE AND CERTIFICATION</p>	
<p>Do you have any certification (e.g. HACCP, BRC, FSSC, Global GAP, HALAL etc.)</p> <p>Mwaba mufite icyemezo cy'ubuziranenge, (urugero HACCP, BRC, FSSC, Global GAP, HALAL etc).</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>
<p>Have you had plans for seeking food safety certification?</p> <p>Mwaba mwarigeze mugira igitekerezo cyo gushaka icyemezo cy'ubuziranenge ku bijyanye n'umutekano w'ibiribwa.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>
<p>Have you carried out any legal inspection(s) before (specify when and criteria/purpose)</p> <p>Mwaba mwarigeze mukorerwa ingezurwa mbere ,(niba ryarabaye ni ryari, kubera iki?</p>	<p><input type="checkbox"/> YES (YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>
<p>Have you carried out any food safety trainings (specify)</p> <p>Mwaba mwaratanze amahugurwa ku bijyanye n'umutekano w'ibiribwa.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>
<p>Does the enterprise maintain commitment to food safety (specify how)</p> <p>Uruganda rwanyu rwubahiriza amahame y'umutekano w'ibiribwa.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA)</p> <p>Remarks/Igitekerezo</p>

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<p>Do you maintain a training programme for staff. Mugira gahunda y'amahugurwa y'abakozi banyu.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA) Remarks/Igitekerezo</p>
<p>Do you maintain calibration certificates for measuring resources? Ese hari icyangombwa mwaba mwarigeze muhabwa mwifashisha mu gihe cyo kureba ko ibyo ukora byujuje ubuziranenga?</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA) Remarks/Igitekerezo</p>
<p>Do you validate your product analysis with external laboratory Ese mwifashisha ibipimo byatanzwe n'ikigo gishinzwe ubuziranenge.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO Remarks/Igitekerezo</p>
<p>Do you have any contacts with RSB.(specify the nature if any) Mwaba mufite imikoranire na RSB, Niba ihari, ni iyihe?</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA) Remarks/Igitekerezo</p>
<p>Do you maintain a Pest control Programme or a service provider? Ese mwaba mufite gahunda ihamye y'uburyo bwo kugenzura imiti yo kurwanya udukoko.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA) Remarks/Igitekerezo</p>
<p>Are the staff subjected to medical checkup and maintain a medical certificate? Ese abakozi banyu hari ibizami by'ubuzima bakorerwamundetse mukaba munabika ibyemezo byuko ubuzima bwabo bumeze.</p>	<p><input type="checkbox"/> YES(YEGO) <input type="checkbox"/> NO(OYA) Remarks/igitekerezo</p>

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Any other relevant information (**Andi makuru mwaba mufite**).....

Information given by (**Amakuru atanzwe na**)-----..

Designation (**Umukono**)-----

Date (**Itariki**)-----

***Thank you for taking your time on the questionnaire!
Mwakoze cyane kuduha imwanyu wanyu mudusubiza bino bibazo!***

Contacts

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