

BEKOPAK	BRCGS PACKAGING MATERIALS HANDBOEK	04-06-2025
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1. Company information		
Supplier name		
Street name + number		
Postal code		
City + Country		
Phone number		
email address		
Website		
Contact person Sales	Name	
	Phone number	
	email	
Contact person Quality Assurance	Name	
	Phone number	
	email	
Contact person and phone number in case of a calamity or recall (within and outside office hours)		
Product groups		
Company process		
Are you a Producer, trader or agent?		
Does your company have a certified system on Social Accountability?		Yes / No
If Yes, please enter which certificate(s) and attach a copy of the certificate.		
If no, please describe here what measures are being taken in this area and also complete question 5.		
Does your company hold a certified environmental system?		Yes / No
If Yes, please enter which certificate(s) and attach a copy of the certificate.		
If no, please describe here what measures are being taken in this area		
Does your company have a certified quality system?		Yes / No

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If yes, please enter which certificate(s) and attach a copy of the certificate(s).	
If no, continue with question 3.	
Is this quality certificate(s) GFSI approved?	Yes / No
If no, continue with question 3.	
If yes, continue at question 4.	
3. HACCP / GMP (good manufacturing practice) system	
Do you have an implemented HACCP-system in your company? (e.g. a hygiene code)	Yes / No
If no, you do not meet the legal requirement of having a HACCP / GMP system and we cannot accept you as a supplier. In that case, please contact the quality assurance department of Bekopak before the start of possible delivery: (kwaliteitszorg@bekopak.nl).	
If yes:	
Send an overview of the CCPs / CCM's and CPs / OPRPs for the products going to be delivered to us by you.	
How is the traceability and recall organized for your products?	
In what way the tracing takes place (e.g. by production date, lot number, order number, etc.). Please describe briefly. If you refer to a procedure, please enclose it.	
How often and in what way is this procedure tested?	
Is your company able to track and trace products both backward and forwards within 4 hours?	Yes / No
Are there records of which products were delivered with which batch and when?	Yes / No
Is the delivery always from a unique batch?	Yes / No
If not a unique batch, is it possible that there are multiple batches in one repackaging?	
Send a copy of the applicable hygiene rules.	
Send a copy of the most recent verification of your HACCP system	
Send your management plan regarding food defence.	
Send your management plan regarding food fraud and authenticity.	
Are you giving us permission to carry out or have an audit carried out at your premises with the scope of food safety management?	Yes / No
Are you giving us permission to conduct a tracking / trace test with you?	Yes / No

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Complaints		
Does your company have a complaints procedure?	Yes / No	
If no complaint procedure, describe reason.		
What actions are taken when Bekopak has a complaint about one of your products? Please describe briefly. If you refer to a procedure, please include it.		
4. I hereby declare that I am aware of the requirements set by Bekopak, namely:		
If a risk arises to the safety and/or quality of the products, you should inform us immediately. The necessary actions will be determined in consultation.		
You determine the cause of the arising risk and the improvement measures and these are communicated to us to implement improvement in product safety and/or quality and prevent recurrence of the risk.		
If desired, we can carry out an audit at your company (e.g. following an incident)		
Legislation		
Your products must comply with the applicable and current European and Dutch legislation, such as Regulation (EC) No. 1935/2004 (materials and articles intended to come into contact with food), Regulation (EC) No. 2023/2006 (good manufacturing practices for materials and articles intended to come into contact with food), Regulation (EU) No. 10/2011 (plastic materials and articles intended to come into contact with food), Regulation (EU) No. 2020/1245 (amendment and correction of Regulation (EU) No. 10/2011), Directive 2007/19/EC (plastic materials and articles intended to come into contact with food), Regulation (EU) No. 2015/174 (plastic materials and articles intended to come into contact with food), Recommendation (EU) 2017/84 (monitoring of mineral oil hydrocarbons), Directive 2007/42/EC (regenerated cellulose film), Regulation (EU) 2022/1616 (recycled plastic materials and articles), <i>Regulation (EU) 2024/3190 (concerning the use of bisphenol A (BPA))</i> , Regulation (EC) No. 1895/2005 (epoxy derivatives, BADGE), Directives 94/62/EC, 2005/20/EC, and 2013/2/EU (packaging and packaging waste), <i>Regulation (EU) 2025/40 (on packaging and packaging waste, repealing Directive 94/62/EC as of 12 August 2026)</i> , Regulation (EC) No. 1907/2006 (REACH), the Dutch Packaging and Consumer Articles Regulation including annexes, the Dutch Packaging and Consumer Articles Decree, and must also comply with the legislation in the following countries of destination: < if applicable, this will be communicated to you in advance >.		
The products you supply have not undergone ionising radiation treatment.		
Product specifications and declarations of conformity		
Your company has drawn up product specifications (including material properties, material type, dimensions, chemical, microbiological and physical standards and allergen information) and declarations of conformity for all products.		
If applicable, migration tests have been performed and please send these along (not older than 3 years).		
Please include all product specifications of the products delivered / going to be delivered to us. If you have recorded the specifications in a database, we ask you to grant us access to this.		
By signing this declaration, you indicate that you will notify us in advance if your product specifications are going to change.		

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Product specifications and declarations of conformity (continuation)

Your company has a Declaration of Conformity / Declaration of Compliance available for all products, which includes the following information:

We would like to receive a statement "suitable for the food industry" for our products, which are not older than 3 years. This declaration must contain at least the following:

- Name and address of the producer
- Name of the relevant packaging material
- Date of declaration
- *Confirmation that the materials comply with Regulation (EC) No. 1935/2004 (materials and articles intended to come into contact with food), Regulation (EC) No. 2023/2006 (good manufacturing practices for materials and articles intended to come into contact with food, including for the printing inks used), Regulation (EU) No. 10/2011 (plastic materials and articles intended to come into contact with food), Regulation (EU) No. 2020/1245 (amendment and correction of Regulation (EU) No. 10/2011), Directive 2007/19/EC (plastic materials and articles intended to come into contact with food), Regulation (EU) No. 2015/174 (plastic materials and articles intended to come into contact with food), Recommendation (EU) 2017/84 (monitoring of mineral oil hydrocarbons), Directive 2007/42/EC (regenerated cellulose film), Regulation (EU) 2022/1616 (recycled plastic materials and articles), Regulation (EU) 2024/3190 (concerning the use of bisphenol A (BPA)), Regulation (EC) No. 1895/2005 (epoxy derivatives, BADGE), Directives 94/62/EC, 2005/20/EC, and 2013/2/EU (packaging and packaging waste), Regulation (EU) 2025/40 (on packaging and packaging waste, repealing Directive 94/62/EC as of 12 August 2026), Regulation (EC) No. 1907/2006 (REACH), the Dutch Packaging and Consumer Articles Regulation including annexes, and the Dutch Packaging and Consumer Articles Decree.*
- Adequate information about substances used
- Information on Dual-use additives
- Adequate information on substances with an SML or QM (SML = specific migration limit, QM = maximum amount in the material)
- Total migration limit.
- Statement that BADGE, NOGE and BFDGE are not present.
- Adequate information on migration testing
- Specification of use for the packaging material.
 - Type of food with which it may come into contact
 - Duration and temperature of the treatment and storage when it comes into contact with food
 - Ratio between the surface area that comes into contact with food and the volume
- Confirmation that the functional barrier layer is sufficient in the case of a multilayer material

Consumer packaging or packaging components for consumer packaging including labels, stickers etc. made of wood, paper, cardboard or cellulose (Tissue). Should preferably be made of certified recycled material (FSC or German Blue Angel Certificate).

If the use of recycled material is not feasible for quality reasons, FSC certified fresh fibre should be used. The packaging material used must be certified according to the current guidelines of the FSC (FSC100%, FSC Recycled, FSC Mix), Blue Angel or equivalent standards.

Mineral Oil

Mineral oil components should not be transferable to the food. Bekoak can request analyses. The requirements for these analyses are that they are generally accepted by the retailers.

Toxic fluorines (PFAS, PFCs, PFOs, PFOA)

Toxic fluorines are not used in the manufacture of the packaging materials you supply to Bekopak, nor are they used in the manufacture of the raw materials used for the packaging materials you supply to Bekopak.

Plastics

All difficult-to-recycle packaging (EPS, PVC undetectable plastic) may **not be delivered** to Bekopak, unless agreed in writing with Bekopak.

Plastics that are allowed are (HDPE, LDPE, PP, BOPP, PET, PETG, PLA, Multilayer)

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KIVD Decision tree Recycle check

Can you inform us about the recycling check decision tree for the products you supply to Bekopak? See: <https://kivd.nl/recyclecheck>

Yes / No

5. Social accountability

The supplier takes full responsibility to only purchase from suppliers who can guarantee that the packaging has been produced without the use of child labour and that the labour and human rights laws applicable in the country of origin are observed.

Bekopak expects suppliers to work according to the requirements set out in the ETI code of conduct (Ethical Trade Initiative) and OECD guidelines. This code of conduct and guidelines are based on important international conventions for the protection of labour rights. This includes the International Labour Organization (ILO) conventions and recommendations. The code of conduct describes, among other things, the following matters:

- Work is done on the basis of free will, there is no forced labour;
- Discrimination against employees is prohibited;
- Employees are entitled to a healthy and safe working environment;
- Child labour is prohibited;
- Disciplinary measures are prohibited;
- Compliance with legally established, sector-dependent minimum/standard incomes;
- Compliance with legally established working hours;
- A normal working week is a maximum of 48 hours with a maximum of 12 hours of overtime;
- Environmental protection;
- Employees are free to form associations and to negotiate collectively.
- Companies have a policy regarding Corporate Social Responsibility (CSR);
- Companies have bribery and corruption policies.

More information can be found at:

- <http://www.ethicaltrade.org/eti-base-code>
- Home | National Contact Point for OECD Guidelines (oesorichtlijnen.nl)
- MNE Guidelines - Organization for Economic Co-operation and Development (oecd.org)

Supplier hereby declares that it and/or the producer of articles supplied to Bekopak is not involved or has not been involved in a (food) safety scandal.

If you have any comments regarding this questionnaire, please state them below.

Current affairs

As the Supplier, you are always responsible for keeping the data up to date. This includes, unsolicited, sending us the documentation if you supply a new packaging material or use a different supplier.

6. Signature

The undersigned declares that this document and all attached documents have been answered truthfully and that the above conditions are met.

No changes have been made to the questions asked and statements made. Changes that affect this completed questionnaire will be discussed with Bekopak quality assurance department before implementation.

Name	
Function	
Date	

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Signature	
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