

FOOD SUPPLIER SAFE SYSTEM QUESTIONNAIRE NATCO INGREDIENTS



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FSMAN/REC/021

Issue No: 2

Date: 24.12.07

Please complete and return to Natco Ingredients within 14 days.

SUPPLIER:

DATE:

Section 1 : Supplier Details

1.1 Full name of supplier

1.2 Business type

Manufacturer

Processor

Packer

Distributor

Warehouse

Importer

Other

1.3 Business Address:

Post Code:

Tel No:

Fax No:

e-mail address:

As above If not complete address below

Manufacturing Address:

Post Code:

Tel No:

Fax No:

e-mail address:

1.4 Company contacts

Managing Director

Technical Director

Technical Manager

Emergency Contacts 1)

2)

Emergency Numbers 1) Mobile:

For contact above 2) Mobile:

1.5 Products supplied to Natco Ingredients

1.6 Number of employees

Full Time

Part Time

1.7 Are you accredited to a recognised industry standard? e.g. ISO9002
BRC, EFSIS **If yes, please supply copies of certification documents**

Y

N

1.8 Do you have a fully documented company policy and procedures to
control food quality and safety?

Y

N

Section 2: Manufacturing Arrangements

2.1	Was the manufacturing premises purpose built for food handling?	Y	N
2.2	Give details of the type and nature of the surrounding industry		
2.3	Do you have temperature and humidity controls in processing areas?		
	Temperature	Y	N
	Humidity	Y	N
2.4	Is waste removed from site by a recognised waste control contractor?	Y	N
2.5	Do you have a procedure for the control of wood in the factory?	Y	N
2.6	Do you have a glass and hard/brittle plastic register?	Y	N
2.7	Do you have a documented glass and hard plastic breakage policy on site?	Y	N
2.8	Is there a procedure to control the issue and condition of hand tools and knives?	Y	N
2.9	Do you have a written cleaning schedule for all areas of the factory?	Y	N
2.10	Do you have a contract cleaning arrangement?	Y	N
2.11	Who carries out training of cleaning staff?		
2.12	Are cleaners trained to comply with all health and safety aspects of chemical handling?	Y	N
2.13	Do you employ you own engineering staff?	Y	N
2.14	Is a planned maintenance program followed?	Y	N
2.15	Are engineering staff trained in food safety issues?	Y	N
2.16	Does management carry out regular documented food safety audits of the factory?	Y	N
2.17	Are procedures regularly monitored, reviewed and changed where applicable?	Y	N

Section 3 Pest Control

3.1	Do you have a pest control contract?	Y	N
	Name of Contractor		
3.2	What type of cover does the pest control contractor provide?		
3.3	Do you have electronic fly killing units?	Y	N
3.4	Do you use moth traps/pots?	Y	N
3.5	Who is responsible for the corrective action for pest control issues?		
3.6	How frequent are visits from the pest control contractor?		
3.7	Are pest control records maintained and available for inspection?	Y	N

Section 4 : Procedures for supplier approval

4.1	Do you have a documented supplier approval system?	Y	N
4.2	Do you audit raw material suppliers?	Y	N
4.3	Do you only use approved suppliers?	Y	N
4.4	Do you require raw material suppliers to complete food safety questionnaires or quality surveys?	Y	N
4.5	Do you require test certification and/or certificates of conformance from your suppliers?	Y	N
4.6	Do documented specifications exist between you and your suppliers? Please make sure Natco Ingredients have <u>up to date</u> copies of all specifications relating to the products you supply to them	Y	N

Section 5 : Quality Control Procedures

5.1	Have you undertaken hazard analysis (HACCP) of your processes? (defining and documenting areas of potential risk to the product and monitoring them) * PLEASE PROVIDE EXAMPLE DOCUMENTATION OF THIS SYSTEM	Y	N
5.2	Do you inspect all incoming raw materials?	Y	N
5.3	Do you carry out tests on incoming raw materials?	Y	N
5.4	Are raw materials segregated from other stock prior to approval for use?	Y	N
5.5	Are raw materials passed by quality control before being handled?	Y	N
5.6	Do you maintain up to date product specifications for all products?	Y	N
5.7	How is quality monitored throughout processing/production?		
5.8	Do you have documented calibration procedures for measuring instruments?	Y	N
5.9	Do all your finished products pass through a foreign body detection system?	Y	N
	Ferrous metal detector	Y	N
	Non Ferrous metal detector	Y	N
	Stainless Steel	Y	N
	Visual	Y	N
	Magnets	Y	N
	Rare earth magnets	Y	N
	Other (please specify)		
	Metal detection test piece sensitivity		
	Ferrous	Non Ferrous	Stainless Steel
	How often are metal detection units tested to ensure they are working correctly?		
5.10	What system of weight checking do you use?	Minimum	
		Average	
		Both	

Section 5 : Quality Control Procedures - Contd

5.19 ALLERGENS

Do you handle any of the following allergens either as finished products or as raw ingredients in products?:

Celery	Y	N
Cereals containing gluten (wheat, barley, rye, oats)	Y	N
Crustaceans (such a lobster and crab)	Y	N
Eggs	Y	N
Fish	Y	N
Milk	Y	N
Mustard	Y	N
Nuts (almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios, macadamia nuts)	Y	N
Peanuts	Y	N
Sesame seeds.....	Y	N
Soybeans.....	Y	N
Sulphur dioxide (e.g. as a preservative in garlic and ginger)	Y	N

If Sulphur dioxide is present in products please provide details of the maximum levels and tests carried out

If you handle any of the above please describe procedures for ensuring no cross contamination will occur

5.20 Do you supply organic products? Y N

5.21 If yes to 5.20 please provide accreditation schedule and certificate Y N

5.22 Do you keep retained samples for the life of the product? Y N

5.23 Is there a procedure for controlling non-conforming product? Y N

5.24 Is there a procedure for agreeing a concession with customers in the case of non-conforming product? Y N

5.25 Do you have a comprehensive product recall procedure? Y N

5.26 Do you have a fully documented traceability system in place to support product recall that covers backward and forward tracing of products? Y N

5.27 How are finished products coded for traceability?

5.28 Will you notify customers immediately of any specification changes to products being supplied to them? Y N

5.29 Is there a written procedure for dealing with customer complaints? Y N

5.30 Do you use your own transport? Y N

5.31 Give the minimum details which will appear on the finished product label

5.32 Packaging - Describe the type of packaging used to pack your products

Do you have a specification for the packing material? Y N

Does all food contact packaging comply with EU and UK legislation for contact with food? Y N

Section 5 : Quality Control Procedures - Contd

PLEASE PROVIDE A COPY OF PACKAGING SPECIFICATIONS AND CERTIFICATION OR PACKAGING SUPPLIER STATEMENT CONFIRMING THAT THE PACKAGING MEETS LEGISLATION REQUIREMENTS

5.33 List the minimum details which will appear on the finished product label

Section 6 : Personnel

6.1	Do you have an induction programme for all new staff?	Y	N
6.2	Do you have a written hygiene policy?	Y	N
6.3	State the type of food hygiene training employees receive? In House training Foundation Intermediate Advanced Other (specify)		
6.4	Who carries out hygiene training? Own staff External resources Both		
6.5	Do all employees undergo periodic refresher training?	Y	N
6.6	Are training records kept for all members of staff?	Y	N
6.7	Do you provide protective clothing for all food handlers?	Y	N
6.8	Type of clothing issued Hats Hairnets Overalls Beard covers Gloves Footwear Other		
6.9	How often are overall changes made?		
6.10	Do you use a contractor for overall cleaning?	Y	N
6.11	If overall cleaning contractors are used have their premises been audited?	Y	N
6.12	Are lockers available to staff to ensure no personal possessions are taken in to production areas?	Y	N
6.13	What is the company policy on the wearing of jewellery?		
6.14	What is the company policy on smoking?		
6.15	Are staff provided with separate areas for eating and drinking?	Y	N
6.16	Do you interview staff who return to work following sickness?	Y	N
6.17	What medical provisions are available to the staff?		
6.18	Do you maintain a register of industrial accidents?	Y	N

Section 7 : Ethical Trading

Natco Ingredients is committed to the sourcing of goods and services which conform to the Ethical Trade Practices as defined by The Ethical Trade Initiative (ETI) Base Code. Natco Ingredients has an obligation to ensure our suppliers source goods and services following ethical guidelines as outlined below.

Conditions must be met by yourselves AND these requirements must be passed on as a requirement of relevant suppliers to yourselves.

Please state that you agree with the statements below :

7.1	Employment is freely chosen: no forced labour or bonded labour is allowed. Employees must be free to leave their employer after reasonable notice. Employees must not be forced to lodge 'unreasonable' deposits, or their identity papers with their employer	Agree
7.2	Freedom of association: employees shall be given the rights to free association as granted by the national laws of that country	Agree
7.3	Safe and Hygienic working conditions: Suppliers must provide a safe place of work and meet all local laws relating to health, safety and welfare. This extends to living accommodation where provided by the employer (ILO Convention 155 and recommendation 164). Fire escapes must be unblocked, adequate and available at each floor level	Agree
7.4	Employment of children: children are not employed other than under ILO Convention 138 and recommendation 146 which defines a child as a person younger than 15 years old. There will be no new recruitment of child labour	Agree
7.5	Living wages are paid: wages and other benefits must meet or exceed any national legal standards and minimum wage agreements	Agree
7.6	Working hours: hours of working must comply with the relevant national laws	Agree
7.7	Equality: Employees must be treated fairly without discrimination regardless of their sex, marital status, race, colour, creed, nationality, religious beliefs or age. Equivalent rates of pay must be given to staff who perform the same function	Agree
7.8	No harsh or inhumane treatment is allowed: employees must not be subjected to any form of corporal punishment or any other form of physical or mental abuse	Agree
7.9	Do you have an ethical policy that you communicate to your suppliers? Do you audit suppliers to ensure they meet the above standards?	Y N Y N

Policy - Section 8 : Food Safety Statement

We agree to comply at all times with all current & relevant food hygiene and food safety legislation and to take whatever steps may be necessary to ensure that the food supplied by this company is of good quality, the correct substance and nature and completely safe for human consumption.

We undertake to notify Natco Ingredients of any hazard or risk to food safety pertaining to our products immediately that we become aware of such an issue.

Completed by:

Name:

Position:

Date:

Signed on behalf of

FSMAN/REC/021

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Use this checklist to ensure all required information has been included with your return. Please send hard copies of any pages, which require signatures and supporting documentation (Please note the questionnaire may be emailed and pages, which require a signature, faxed separately).

Fully completed questionnaire**HACCP forms Proof of Accreditation i.e. copy of certificates****GM Statement - company policy Irradiation statement - company policy****Product Specifications Process flow diagrams Packing Specifications****Packaging supplier statements Organic schedule and certificate**

It is important to retain a copy of this questionnaire on file for future reference.

Thank You**Contact Details**

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