**Company Name Document Reference:**

**Program Document**

**Document Type: Supplier Control Page: 1 of 1**

(Company name) maintains a file with documented evidence that all incoming materials (Ingredients, Food Contact packaging/ Utensils) are received from an approved supplier. Suppliers are selected after it is determined the material meets food safety, quality and regulatory requirements. Key areas of review and document procurement:

 -Product meets agreed specifications

 -Submission of certificate of analysis (COA) with each shipment

 - Submission of Certificate of Insurance

 - Submission of Continuing Guarantee

 - Maintain third party audit e.g. GFSI etc. w/ corrective action

 - FSMA compliant food safety program

 - FDA registered facility

 - Import suppliers (if applicable) are required to provide a Certificate of Food Compliance and/or other

 applicable documents

 - Lot key code

 - Allergen statement (if labels need to check incoming to ensure proper allergen declaration)

 (If multiple Allergens run on the same lines, verify Allergen Cleaning validation has been completed)

 - Food Defense and Food Fraud Policy with vulnerability assessment

 - Crisis Management Plan

 - Food Safety Culture

 - Safety Data Sheet

 - GMO/ Bioengineered Product Statement and documentation (If Applicable)

 - Kosher/Halal documentation (If applicable)

 - Contact name and phone/text number email address

The suppliers are required to verify they are complying with specifications for the product supplied by submitting certificates of analysis.

Spot purchases may be approved by management based upon need. In case of a spot purchase specifications and COA’s shall be reviewed prior to use. Records of purchase shall be maintained outlining the purchase.

The approved suppliers program includes providers of contract services. Contact service providers are trained annually to ensure specifications are met.

Suppliers may be disqualified by management if they have a recall, regulatory infringement, poor 3rd party audit results and failure to respond, reoccurring unresolved quality issues and/or major service problems.

If receiving an ingredient that is assessed as high risk due to a hazard analysis, obtain assurance from the supply source that necessary steps have been taken to mitigate the risk i.e., kill step etc. In addition, each receipt shall provide a COA with agreed upon test results per specification. Annual third-party audits and or internal audits shall be conducted to verify that the supply source food safety systems are in place and operating.

A register of approved suppliers is maintained, including contract service providers. The approved supplier program is reviewed at least annually.

**END**