

Company Name

Document Reference: #1

PC/Pre Document

Document Type: Supplier Control

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(Company name) maintains a file with documented evidence that all incoming materials came from an approved supplier. Suppliers are selected after it is determined the material is a safe quality product and are approved after meeting the required criteria.

- 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
- Import suppliers 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)
- Safety Data Sheet
- Contact name and phone number

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 a 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.

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END

Date	Action	Approved By
	New Document	

Artisan Dairy Producer Food Safety Initiative