



Supplier Approval and Monitoring

Introduction

The company has established, documented and implemented procedures for the approval and monitoring of suppliers, which are maintained in order to ensure all purchased materials conform to agreed specifications in order that the quality and safety of the end product is not compromised.

This is achieved by:

- A defined Purchasing Procedure
- Supplier Assurance and Approval
- Verification of Raw Materials and Purchased products
- Material and Service specifications

Scope

The scope of the procedures for supplier monitoring and approval includes all purchasing activities that have an impact on the Packaging Safety and Quality Management System. Subcontracted processes are managed as per QM 3.7 Management of Subcontracted Processes, Suppliers of services are also covered in QM 3.8 Management of Suppliers of Services.

Procedure

Initially suppliers are used because of their historic service record including Quality/Safety Performance, Customer nomination or Price. This the starting point for an approved supplier list. With the implementation of a controlled approved supplier list, suppliers who do not reliably achieve specification are either delisted or if critical to the business, are given technical support to become reliable. New suppliers are only added to the list following successful sampling and technical approval. Customers can add a nominated supplier to the list. This nomination may be overruled where product safety could be jeopardised.





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Materials and Services can only be purchased using the Approved Supplier List. Orders for materials, inks, dyes, chemicals, and packaging are raised and consignments of approved materials are called off from approved suppliers against planned product order requirements.

The Approved Supplier List is maintained by the Quality Manager and includes details of the material or service the supplier is approved to supply. Suppliers can only be added to this list after passing through the Supplier Approval procedure. Suppliers can be delisted following supplier audits or poor service levels. Rejected suppliers should be kept on the supplier data as delisted in order to help identify delisted suppliers reapplying for inclusion.

New materials, services and suppliers are initially selected by the Purchasing Manager, who is responsible for selection of vendors and subcontractors, and for negotiating supply contracts. On selecting a new material, service or supplier the Planning Manager requests approval from the Quality Manager. All new materials are then subject to the Design and Development Procedure. The new material, service or supplier is assessed by the HRM team then approved by the Quality Manager prior to supply. Criteria for selection, evaluation and approval of suppliers are recorded.

Purchasing Specifications

Suppliers are required to provide a suitable specification for the products or services they are providing or complete the Company Specification form. The Quality Department reviews the completed specification for acceptability. The signed specification is authorised by the Quality Manager and held in the purchased products and services specification file.

Food Contact Material Compliance

All packaging materials in use are required to be approved for direct food contact and meet the requirements of acts, regulations and orders applicable where manufactured and sold.

It is the responsibility the Quality Manager to ensure all food contact material suppliers provide the following information for each material supplied:

Document Reference **Supplier Approval and Monitoring QM 3.6**

Revision 1 1st August 2015

Owned by: Quality Manager

Authorised By: General Manager



| Goods In QA Clearance Label | |
|-----------------------------|--|
| Pallet Number | |
| Product | |
| Supplier | |
| Best Before Date | |
| Batch Number | |
| QA PASS | |
| Released By | |
| Date | |

| | |
|--------------------|--|
| Pallet Number | |
| Product | |
| Supplier | |
| Best Before Date | |
| Batch Number | |
| Release/Hold | |
| QA HOLD | |
| Reason For Holding | |
| | |
| Signature | |
| Date | |

Non conforming goods are isolated in a Quarantine area for supplier assessment or collection

Non-conforming materials which do not fall into the above category and are therefore deemed rejectable and are labelled "REJECTED " and placed in the quarantine area. The material is also labelled with the nature of non conformity, date held and disposal or return instructions.

The delivery of non-conforming product should be communicated to the Quality, Purchasing and Planning Departments. Non compliance notification is sent to the Quality Manager who reports the issue to the supplier.

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QMR 005 Supplier Evaluation Form Summary Page

| | |
|---------------------------------------|--|
| Company Name: | |
| Materials or Services Supplied | |
| Date: | |
| Assessor: | |

| Assessment Area | Rating | Corrective Action Required |
|--------------------------------------|--------|----------------------------|
| Supplier Assurance Questionnaire | | |
| Quality System certified to ISO 9001 | | |
| BRC Certification | | |
| Supply History | | |
| Complaints Record | | |
| Audit Rating | | |

Ratings System:

- S = Satisfactory
- CA = Corrective Action and Response Required

All Ratings Satisfactory - Approved to supply

1 or more Corrective Actions - Conditional Approval based on receipt of satisfactory responses and corrective action

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