

 	GERARDO TRADING CC GMP & FSSC Management System		Doc no: BGMPRO12
			Date of issue: 13/03/2017
			Revision no: 01 (18/10/2019)
Applicant: Gerardo Trading Cc	Subject: Purchasing Procedure		Page 1 of 4
Authorised by:	Executive Director	Lance Abrahams	Effective date: 18/10/2019

1 PURPOSE

To ensure that all purchasing processes that are critical to product safety legality and quality and to ensure that products and services procured conform to defined requirements.

2 SCOPE

This procedure applies to all personnel at GERARDO TRADING who are responsible for purchasing items critical to product safety, legality and quality

3 REFERENCES

Codex Alimentarius, SANS 10049, ISO 22000, ISO 22002-1, MCC GMP Guidelines

4 RESPONSIBILITY

Procurement, Production, Warehouse, Operations	Procurement of Ingredients, Raw Materials, Cleaning and Sanitation Chemicals, Packing materials, Labels and Outsourced processes such as Pest Control, Engineering items Deep cleaning and Distribution
QC Manager	Product Specifications

5 ACTION/ METHOD

5.1 Supplier Selection

Suppliers are selected based on the following criteria: -

- Reputation for service excellence, product quality and competitive price
- All raw materials must be clearly identified with product type, supplier details, usage instructions, safety precautions (where relevant) and supplied with unique batch code to ensure traceability.
- Suppliers should have proof of a Quality Management System/HACCP System (ISO 9001:2000, SANS 10330:2007, BRC, FSSC 22000)
- Suppliers should provide Certificates of Analysis where relevant.
- Packaging Material suppliers – Suppliers must provide certificates stating


that the products are compatible with food and that the material is Food Grade.

Packaging Specifications must be provided and formally approved.

vi. Cleaning Chemicals and Disinfectant suppliers must provide certificates stating that the products are SABS approved and Food Grade. Material Safety Data

Sheets must be provided.

vii. Lubricant suppliers – Must provide certificates stating that their products are food grade.

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viii. Outsourced services: ex. Hygiene, Pest Control – must be provided by a reputable company with experience in the Food Industry and Pest Control Companies must comply with SABS 10133 Application of Pesticides in Food handling, food processing, and catering establishments.

5.2 Supplier approval

Existing Suppliers who comply with the relevant criteria listed above and have a good performance track record are listed on the Approved Suppliers List in the relevant Supplier category.

New Suppliers complete the New Supplier Evaluation Form. A raw material risk assessment is conducted, and a sample accompanied by a certificate of analysis is requested where relevant.

These new suppliers that comply with the criteria are monitored within a 3 – 6 months trial period, where the supplier performance is assessed using the Existing Supplier Assessment Form.

Raw material inspections (in-house checks) based on food safety/quality risks are conducted upon each delivery to ensure that the supplier complies consistently with the requirements. Certificates of Analysis for Ingredients/Additives must be provided, and these must be traceable by batch number to the label on the container.

Suppliers can also be audited during the trial stage where relevant. Suppliers can also be audited during the trial stage where relevant. Suppliers who perform well during this period are included on the Approved Suppliers list with a unique code

number after the trial period. Items or services purchased are ordered against the in-house item/supplier code.

Handling of exceptions – items that do not comply with standards and code of conduct will be returned immediately, will not be off loaded at premises. These should be handled by means of a concession as per CAR procedure.

5.3 Performance Monitoring

The performance of new and existing suppliers is reviewed at least Bi-annually at the Management Review meetings where the results of the supplier assessments are discussed. The following records are used to assist in the supplier assessment:

- i. Raw Material Inspection Records
- ii. Certificates of Analysis

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- iii. Internal/Supplier audit results
- iv. Customer complaints
- v. Corrective Actions
- vi. Non-Conformance Reports
- vii. Previous Supplier Assessments

Results of the supplier assessments are recorded on the minutes of the Management Review meeting.

5.4 Product Specifications

Before new ingredients/products are purchased/processed, specifications for these products are drawn up by the responsible persons. The specifications will include:

- i. Formulation or recipe of the food product
- ii. The raw materials
- iii. The formulation/composition of the final product
- iv. Processing parameters
 - v. The sampling and testing protocols with reference to analytical methods, key parameters and shelf-life testing relevant to food safety
- vi. Packaging system
- vii. Storage conditions
- viii. Physical, chemical and sensory characteristics and microbiological



specifications relevant to food safety

- ix. Instructions for storage
- x. Transport requirements and
- xi. Date of manufacture, batch numbers, and the expiry date (where necessary)

Any potential hazards associated with the product, risk of cross-contamination and controls to prevent risk are identified in the hazard analysis.

5.5 Supplier Audits

Suppliers with products that have been deemed as critical to food safety by the team or who supply products that have an impact to the safety of the final product may be subject to an annual audit depending on the risk posed by the product and the practicality of the audit. This also applies to those suppliers, who upon inspection their products were found to be non-compliant to specifications.

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6. RECORDS

Record Title	Doc No	Retention		Authority for Disposal
		Location	Period	
Approved Suppliers List	SFMS3.1	Admin Office	2 yrs	Management Representative
New Supplier Evaluation Form	SFMS3.2	Admin Office	2 yrs	Management Representative
Existing Annual Supplier Evaluation Form	SFMS3.3	Admin Office	2 yrs	Management Representative
Supplier Quality Questionnaire	SFMS3.4	Admin Office	2 yrs	Management Representative