Supplier Approval Form

Supplier:

* Address
* Contact person & Title
* Contact phone number
* Contact email:

Suppliers file documents:

* Certificate of insurance on file: **yes/no** Insurance expiration date:\_\_\_\_\_\_\_\_
* Safety data sheets on file: **yes/no (if applicable)**  File location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Submission of COA with each shipment: **yes/no**
* Ingredient & Packaging suppliers:
  + Specifications agreed to and on file: **yes/no**
  + Allergen statements: Contains: **yes/no** or Precautionary label (may contain): **yes/no**
  + List Allergens:
  + Continuing guarantee on file: **yes/no**
  + Food defense and Food Fraud Policy: **yes/no**
  + Lot key code explanation on file: **yes/no**
  + Third Party audit on file e.g. GFSI etc.: **Yes/No**  Date of audit\_\_\_\_\_\_\_\_
    - Nonconformance and corrective actions also in file: **yes/no**
  + High risk ingredient/supplier from hazard analysis: **yes/no**
    - What assurance from this supply source that food safety systems are in place and operating to effectively mitigate the risk (Ref Document Supplier Control Pre #1): e.g. kill step, metal detection, environmental monitoring, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Label suppliers:
  + Allergen review check on incoming labels: Yes/No Reference document:\_\_\_\_\_\_\_\_
* Contract service suppliers:
  + Date of last training to ensure specifications are met: \_\_\_\_\_\_\_\_\_\_\_\_
* Is this an import supplier: yes/No
  + Certificate of compliance on file: yes/No

Alternate document on file:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JWI: File for each supplier is maintained with the above information in the individual supplier file.

Verified by:

Date: