|  |  |  |
| --- | --- | --- |
|  | **TCS** Vijay | **DOC.NO: M.122.NC** |
| **EFFECTIVE DATE: 04/05/2009** |

**Developing Processes to Identify, Select, Evaluate & Develop Suppliers**

**1. Introduction**

Selecting and managing reliable suppliers is critical for food manufacturers (NIC Code 10101). This document outlines a structured process for identifying, selecting, evaluating, and developing suppliers to ensure the consistent supply of high-quality raw materials and other necessary goods and services.

**2. Identifying Potential Suppliers**

**Potential suppliers can be identified through various methods:**

* Industry directories: Utilizing online and print directories that list suppliers of food ingredients and related products.
* Trade shows and conferences: Networking with potential suppliers at industry events.
* Online searches: Searching online databases and supplier websites.
* Referrals: Seeking recommendations from other businesses and industry professionals.
* Existing supplier network: Expanding upon relationships with existing reliable suppliers for additional products or services.

**3. Supplier Selection Criteria**

**The selection criteria should be clearly defined and based on factors such as:**

* Quality: Demonstrated ability to consistently supply high-quality materials that meet specifications. This often requires audits of their facilities and processes.
* Reliability: Consistent on-time delivery and a track record of meeting deadlines.
* Capacity: Sufficient production capacity to meet the company's needs.
* Financial stability: Evidence of sound financial health and stability.
* Compliance: Adherence to relevant food safety regulations (e.g., HACCP, FDA regulations).
* Sustainability: Commitment to environmentally responsible practices.
* Pricing: Competitive pricing and transparent cost structures.

**4. Supplier Evaluation**

**Potential suppliers should be rigorously evaluated using a combination of methods:**

* Supplier questionnaires: Collecting information about the supplier's capabilities, processes, and quality control systems.
* Site visits: Conducting on-site audits to assess the supplier's facilities, equipment, and operations.
* Sample testing: Testing samples of the supplier's products to verify quality and compliance with specifications.
* Performance monitoring: Tracking the supplier's performance over time, including delivery times, quality of materials, and responsiveness to inquiries.

**5. Supplier Development**

Once suppliers are selected, a program for ongoing development should be implemented:

* Performance reviews: Regular performance reviews to identify areas for improvement.
* Training and support: Providing training and support to help suppliers improve their performance.
* Collaboration: Working collaboratively with suppliers to improve processes and solve problems.
* Continuous improvement initiatives: Encouraging suppliers to adopt continuous improvement methodologies.

**6. Compliance Notes**

Thorough documentation of the supplier selection and evaluation process is essential for demonstrating compliance with food safety regulations. Maintaining detailed records of supplier audits, inspections, and performance reviews is crucial.