

## PURCHASING PRACTICES



**Good purchasing practices means that products and ingredients purchased must be of the highest quality. Only reputable suppliers must be used, and they must be able to provide details of product traceability and specifications for products. These suppliers have a food safety system in place.**

### **Choosing Suppliers**

It is important to ensure that ingredients and packaged products are purchased from suppliers who follow Good Manufacturing Practices (GMP's). Good quality and safe ingredients will ensure that the best quality product is produced for your customers. Product and customer complaints must be recorded and monitored. Consistent quality complaints should raise questions about the supplier's facility standards. The supplier must inform the retailer and The SPAR Group Ltd, Central Office immediately should any food safety issue arise in the product/s, including but not limited to, high bacteria levels, incorrect labelling and undeclared allergens. Suppliers should take responsibility for conducting a recall and/or withdrawal of the product at their own cost.

Remember, it is your right to expect excellent quality! You can then restrict orders or stop ordering from them and request a follow-up audit from an independent company, until quality improves. You must be very astute when choosing suppliers as you are ultimately responsible for selling safe products to your customers. Ensure that it is possible to trace each product back to the source.

### SPAR Private Label Products

SPAR Brand, Freshline, Smart Chef, Smart Baker, Delicious, Smart Butcher and SaveMor suppliers are independently audited against a more stringent SPAR standard, including traceability requirements, GMP's, facility and staff hygiene. All private label suppliers are required to be audited against GFSI Intermediate level annually and progress towards a GFSI recognised food safety certification (e.g. FSSC 22000/BRC Global Standard/IFS etc. as per [www.mygfsi.com](http://www.mygfsi.com) recognised schemes).



It is the supplier's responsibility to make sure they are audited by contacting the necessary assessing bodies from the list published on the CGCSA website. All Freshline farmers are being audited against International Standards for growing fruit and vegetables called Global GAP. This standard includes strict monitoring of pesticide application, good environmental practices, hygiene packhouse facilities, staff hygiene and adherence to water quality testing.



### Products through the Distribution Centres and Dropshipment Suppliers

Product and supplier facility standards are monitored by the marketing and food safety team on an annual basis. Suppliers must comply with the GFSI Intermediate certification level expected and provide proof of passing this before a DC buyer is to purchase from the supplier.

Suppliers are required to adhere to SPAR business rules:

- All suppliers must have a Certificate of Acceptability for their premises from the Dept of Health (R. 638).
- All farmers must undergo a Global GAP certification. If there is a processing facility on the farm, then an additional GFSI Intermediate assessment will be required.
- Suppliers who are 'high risk' and supplying highly processed foods e.g. processed meat, cut vegetables & fruit, frozen goods, dairy and other perishable foods will automatically be expected to be assessed on the GFSI Intermediate Level.
- Suppliers on GFSI Intermediate Level are encouraged to work towards a GFSI recognised food safety certification (e.g. FSSC 22000/BRC Global Standard/IFS etc. as per [www.mygfsi.com](http://www.mygfsi.com) recognised schemes).
- All suppliers who have a food safety certification do not have to undergo an additional inspection but are requested to send proof of certification.
- Suppliers failing the assessment outright i.e. critical non-conformance/s detected, will be expected to address this within 3 months and undergo a re-assessment. All suppliers will be expected to send through an action plan for the non-conformances issued. If suppliers fail for a 2nd time, they will be expected to meet with the regional buyer urgently to address the future of supply.

### Direct Suppliers

- It is required that direct suppliers adhere to Foodstuffs, Cosmetics and Disinfectant Act, 1972 (Act No 54 of 1972) Regulation Governing General Hygiene Requirements for Food Premises, The Transport of Food and Related Matters R. 638. The food facility must have a valid Certificate of Acceptability (COA) from the Department of Health that is issued in the name of the current "person in charge" of the business; and that a certified copy of this is provided to the Retailer.
- Suppliers must comply with government regulation requirements relevant to the supplier specific sector/ category of product being produced or manufactured e.g. groundnuts, peanuts and peanut products and processed meats must have completed minimum Regulations Related to The Application of The Hazard Analysis and Critical Control Point System (HACCP System) R.1060 and auditable Food Safety Management System (FSMS).
- The level of FSMS certification required is dependent on the type of product being supplied i.e. in general low risk products would be expected to hold minimum HACCP certification whilst medium to higher risk product would be expected to hold GFSI Basic to Intermediate certification e.g. of further certification available would be FSA/ISO 22000/FSSC 22000/BRC Certification/Dairy Standard Agency (DSA) Audit for dairy products.
- The foodstuffs supplied are compliant with current labelling and advertising regulations published by the Department of Health (DOH) and the Department of Agriculture, Forestry and Fisheries (DAFF), and SABS Trade Metrology as applicable for the type of foodstuff supplied, and that the Supplier will make available to the retailer any documentation regarding tests conducted in this regard on foodstuffs should the DOH or DAFF require such documents from the SPAR store.
- If the foodstuff is imported it must comply with all relevant import requirements, compulsory specifications, and South African labelling regulations. The foodstuff's label, packaging and composition comply with all Regulations relevant to that applicable food sector, including, but not limited to the Meat Safety Act; Bottled Water Regulations; Regulations for Maximum Pesticide Residue Levels etc.
- The foodstuff's packaging and wrapping is hygienic and is free from all hazardous matter that is harmful to the safety of the consumer, as per SANS 10049:2012 (food safety management - requirements for prerequisite programmes (PRPs)).
- The foodstuff is supplied with enough shelf life for sale and that it is labelled with a date of durability as applicable to the relevant foodstuff, as per South African Labelling Regulations. The foodstuff is produced, stored, transported and delivered at the correct temperature and hygienic conditions as relevant to the foodstuff, as per R. 638 (Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food) published by the Department of Health.
- Supplier complies with the conditions of the Consumer Protection Act 68 of 2008 in relation to the supply of goods and services and with the provisions of section 61 of the Consumer Protection Act. The above requirements also apply to agents distributing on behalf of suppliers.
- Product (Fresh Produce or other) coming from the Market **must be traceable** to the farm it was grown on. Supplier and store buying direct from the Market must request from the Market agent a Local Gap or Global Gap certificate for the relevant farm. If you are unable to obtain the necessary product certification you are purchasing at your own risk.

You must request copies of the relevant certification/audit for each supplier on an annual basis and this information must be kept on file. The Direct Supplier agreement can be found on Retail Studio under the Food Safety Section. Pre-packaged products that are bought-in must comply with South African labelling regulations. (Please refer to the **food labelling made easy** booklet for details).

If you continue to purchase from Direct Suppliers who are not willing to comply with the necessary requirements you are purchasing at your own risk. It would be wise to source an alternate compliant supplier.