

	Document No: <b>MWFS-PM-002</b>
Procedures Manual: <b>METROWORLD FOOD SERVICES</b>	Revision No. <b>00</b> Effectivity Date: <b>mm/dd/yy</b>
Document Title: <b>Supplier Accreditation</b>	

## 1.0 OBJECTIVE

To ensure that all suppliers providing raw materials, ingredients, packaging, and services meet the company's quality, safety, and business standards, ensuring compliance with food safety regulations and operational requirements.

## 2.0 SCOPE

This process applies to all new and existing suppliers of raw materials, ingredients, packaging, and services for MetroWorld Food Services. It covers supplier evaluation, accreditation, and periodic reassessment to ensure continuous compliance.

## 3.0 DEFINITION OF TERMS

- 3.1 **Supplier Accreditation** – The process of evaluating and approving suppliers based on predefined criteria.
- 3.2 **Food Safety Compliance** – Adherence to food safety standards such as HACCP, GMP, and local food safety laws.
- 3.3 **Audit Dept. Representative** – The person responsible for conducting supplier evaluations and audits.
- 3.4 **Purchaser** – The person responsible for sourcing and negotiating with suppliers.
- 3.5 **Audit Checklist** – A structured form used to evaluate a supplier's compliance with company and regulatory standards.
- 3.6 **Non-Conformance Report (NCR)** – A document issued when a supplier fails to meet quality or safety requirements.
- 3.7 **Corrective Action Plan (CAP)** – A plan provided by a supplier to address non-conformances.
- 3.8 **ExeCom/Top Management** – The body responsible for final supplier approval and policy implementation.

#### 4.0 A. STEP-BY-STEP PROCEDURE FOR SUPPLIER'S ACCREDITATION

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		<ul style="list-style-type: none"> <li>➤ Regular audits and performance reviews are conducted.</li> <li>➤ Non-compliant suppliers are issued a Non-Conformance Report (NCR) and must submit a Corrective Action Plan (CAP).</li> </ul> <p><b>Forms:</b> Supplier Performance Review Form (SPRF) MWFS-FM-008, Non-Conformance Report (NCR) MWFS-FM-009</p>
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