

NAME OF THE COMPANY		Doc.No. ABC/PR/11 FSSC 22000 V 5.1
TITLE	PROCUREMENT IN EMERGENCY SITUATIONS	ISSUE NO : 1.0 REVISION NO.: 00
		Issue Date: 01 Sept. 2022

SOP - PROCUREMENT IN EMERGENCY SITUATIONS

Emergency situations will include:

- Natural or manmade disasters: such as earthquakes, cyclones, tsunamis, flooding, fires
- Health or environmental emergencies: such as a pandemic Like COVID 19 or food safety incidents.
- Other emergencies: such, civil unrest, terrorist attack etc

Raw Material Approval for emergency supplies

It is quite likely that there will be shortages of raw materials as production shuts down or reduces in parts of the world and the supply chains become disrupted.

If this happens alternative sources of supply for raw materials will need to be used to ensure continuity of production.

The actions will include:

- Regular reviews with suppliers of their stock situation,
- Understanding the situation in countries of origin for key raw materials
- Watching commodity prices as an indication of product scarcity.

3.2.1 Emergency Supplier approval

It will be necessary to use emergency suppliers of raw materials, processing aids or packaging materials and following options will be considered in order to gain confidence in a potential new supplier:

- check for existing certifications or audit reports to review
- consider remote site audits
- carry out online searches for historical site issues or information
- Request product samples and specifications for assessment.

Where new raw materials are sourced via Agents or Brokers the manufacturer of the new raw material must be known. This enables checks on the raw material manufacturer to be

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carried out. If the Agent or Broker is, itself, certificated and has assessed the supplier then further investigation should not be required.

The information obtained as the basis of the approval needs to be documented for future reference.

New suppliers approved through the emergency procedures need to be identified as such in the food safety management system to allow for a more formal review when the situation returns towards normal.

3.2.2 Raw material approval

When introducing new raw materials or processing aids whether from a new supplier or existing supplier it is essential to have information about the material before acceptance.

This allows for a full review of the consequences of its use. This should include:

- Product specification including all component ingredients as applicable
- Identification of any significant variance from the current raw material it will be used to replace
- The nature of the raw material/ processing aides
- Full list of allergens declared or considered likely to have cross contaminated during production. Most importantly check for any new allergens not present in the original raw material
- Any potential effect on product shelf life
- The potential for fraud or substitution.

For each new raw material to be used a full list of finished products which the raw material will be used to manufacture should be compiled and reviewed with particular emphasis on any packaging claims being made which may be affected by the change of raw material. Where any changes have been identified for example the inclusion of a new allergen or component requiring a change to ingredient declaration then this must be addressed before using or accepting the new raw material/ processing aides.

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3.2.3 Packaging Materials

Where it is necessary to change supplier of packaging materials it is important to understand any differences in specification between the new and former product. The packaging specification needs to be reviewed with consideration of any effect on:

- Migration of chemicals into food (where direct food contact)
- Product shelf life – for instance where barrier layer properties have changed
- Product protection during transit.

3.2.4 Raw material inspection and testing

Where new raw materials or suppliers are being used then the raw material inspection and testing procedures should be reviewed before first delivery and additional checks introduced as necessary. This should continue until confidence is established in the new raw material.

When setting the acceptance testing process consideration should be given to:

- The need for positive release of initial deliveries
- enhanced testing and inspection protocols for the new raw material receipt
- Any specific additional laboratory testing required for the ingredient
- The need for certificates of analysis (COA/COC) to be supplied with the raw material.