

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM -027			Revision No :00
Date Issued :01.01.2024 Revision Date:			Page No : 1 of 2
Title : Procedure For Meal Supplier Registration			

27. PROCEDURE FOR REGISTRATION OF MEAL SUPPLIERS

27.1 Purpose –Standardize registration of Meal Suppliers in SRI

27.2 Scope: The registration of Meal Suppliers’ process and Evaluation

27.3 Responsibility: The overall responsibility of the execution, monitoring and updating the procedure is held with Central Human Resources Division

27.4 Authority: CHR Department and Factory HR Departments hold the authority of the procedures

27.5 Procedure

No	Steps	Authority	Document
5..1	Identify the suppliers through the nomination of Welfare Committee Meeting, contacts of other suppliers and referrals of Senior Management	FHR Manager	
5..2	Conduct an interview with suppliers to assess the suitability of offering the contract and collect required information through the registration form of suppliers.	FHR Manager HR Officer- Meal Coordination	CHR-004
5..3	Continue the selection process if the registration of the suppliers’ requirements are satisfactory.	” ” ”	
5..4	Visit the selected suppliers and check health and hygiene factors of food supply while looking into sanitary facilities, health conditions of workers and other food safety requirements, recommended by Public Health Inspectors. It is required to get photos of the above areas to take final decision with the Management	FHR Manager HR Officer- Meal Coordination Nurse	
5..5	After the field visit, prepare a report with required suppliers’ information inclusive of health, hygienic and food safety factors, attach the photos as evidence, and send the final report to Managing Director for the approval.	AGM -HR FHR Manager	Field Visit Report
5..6	After the Managing Director’s approval, the selected supplier is required to bring Meal samples (25 samples). The following members are supposed to check the quality of meal samples. <ul style="list-style-type: none"> The Members of the Welfare Committee HR Staff Members The feedback of the above members are to be taken in writing for final evaluation of the supplier.	FHR Manager HR Officer- Meal Coordination	CHR-003

If MR signature is absent this will not be a controlled document.	Signature of Management Representative	
	Date	

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5..7	If the member's evaluation meets the expectations of the company, formal registration is to be done.	AGM- HR FHR Manager HR Officer -Meal Coordination	
5..8	<p>After registration of the supplier, service contract agreement will be signed between FHR Manager and the Supplier. Selected Supplier should submit the below documents to the Factory HR department.</p> <ol style="list-style-type: none"> PHI report Business registration form. ID copy Bank Account Details Periodical health reports on hygienic conditions of employees who involve in preparation of meals. 	FHR Manager	CHR-001
5..9	<p>Ensure at least one field visit to the supplier's place quarterly. If required, conduct uninformed visit/s to supplier location to check the hygienic, food safety and sanitary conditions.</p> <p>If any deviation on safety, quality and hygienic conditions of meals is reported the supplier is to be summoned to FHR Division and issue an advice or warning letter and if required penalty can be decided to avoid the repetition of the deviation. If the deviation of food supply is, repeated (Maximum 3 times) FHR Manager immediately stop the service of the supplier and backlist the supplier where there will not be reevaluation of the blacklisted supplier.</p>	FHR Manager HR Officer- Meal Coordinator Nurse	CHR-002 CHR-005

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