



## Contract Third Party Storage or Distributor Lesson

### 1. Policy

- 1.1. The site documented the procedures detailing ensuring that products under control of the contact storage and distribution facility meet customer specifications and the requirements of the SQF Code.
- 1.2. The site confirms that facilities selected to outsource some of its operational needs are committed to meeting the requirements of the SQF System. Includes management commitments, required programs, document control and records, compliance with specifications, food safety plans, and all other food safety controls.
- 1.3. All changes to customer specifications and requirements are fully documented. Procedures include a communication plan for engaging DCs in identified specification changes.

### 2. Procedure

#### 2.1. Quality System Controls

- 2.1.1. Quality System Controls is required for contract manufacturers including:
  - 2.1.1.1. Management Commitment
  - 2.1.1.2. Pre-requisite Programs
  - 2.1.1.3. Document Control and Records
  - 2.1.1.4. Adhering to Specifications
  - 2.1.1.5. Food Quality Plans, Food Safety Plans, HACCP
  - 2.1.1.6. Quality Controls
- 2.1.2. The contracted manufacturer's SQF certification is preferred; however, in the event the contracted manufacturer does not have the SQF certification, the establishment audits the contracted manufacturer based on the SQF Food Safety Code and to control the conditions in the contracted facility via Sampling, Testing, and Inspection and Internal Audit.

#### 2.2. Contract Manufacturer Register

- 2.2.1. Contract manufacturer records are defined appropriately, agreed upon, and governed to avoid misunderstandings leading to poor quality products or work.
- 2.2.2. The contract manufacturer record stated how the authorized person releasing each batch of product for sale takes full responsibility.

#### 2.3. Contract Manufacturer Quality Agreement

- 2.3.1. The quality agreement covered all activities to ensure compliance with the SQF system.
- 2.3.2. Quality agreements document the roles and manufacturing activities of each party and who is responsible for specific activities.

### 3. Responsibility

#### 3.1. Management/Auditor

- 3.1.1. The auditor will look for proof of a written agreement tying the contract DC to it. Specifically describing how the site confirms the arrangements in accordance with the SQF Code.
- 3.1.2. The evidence is sought by observation, record study, and interview.
- 3.1.3. Review of the contract's terms and the process for keeping track of and confirming the performance of the service.
- 3.1.4. Internal audit reports and certifications from contractual establishments.

#### 3.2. Contract Manufacturer

- 3.2.1. Ensures that each party will fulfill any obligations spelled out in the agreement such as all customer requirements being always met, ensuring compliance with the SQF system and changes to contractual agreements shall be maintained.



#### 4. Corrective Action

- 4.1. When the auditor believes that the contracted location poses a risk to the products, the auditor may necessitate a visit to that location to verify that the Code and the agreed-upon arrangements are being followed.

#### 5. Review – Quality

- 5.1. Review of the contract agreement and procedure for monitoring and verification of contracted service.
- 5.2. Records of certification and internal audits from contracted facilities.

#### 6. History

Revision No.:	Revision Date:	Description of Change:	Originator / Author Name:	Title / Department:
0	20220906	Original	Arnel Ryan	PCQI / Compliance

#### Requirements:

- (1) The trainee has read or received a verbal translation of all or part of the policy, procedure, method, and or SOP for which they are being trained.
- (2) The trainee has demonstrated the task they are to perform or the procedure for which they are being trained as required.
- (3) The trainee has demonstrated the ability to perform the task with acceptable proficiency and with minimal supervision as required.