

**Supplier Evaluation Form**



Please answer all questions and provide any additional information that you feel is pertinent.

<b>Company Details</b>	
Company Name:	
Address:	
Please provide Head Office address if different from above:	-   
<b>Technical or Quality Manager Contact Details</b>	
Name of Contact:	
Position Held:	
Telephone No:	
What is the total number of employees in your company?	
<b>Products to be Supplied</b>	
Product Name	
Please provide a full product specification with each product supplied	
<b>Certification</b>	
Are your facilities and products certified to any recognized food safety or quality schemes?	
If yes which?	
Please provide a copy of your certificates	
<b>Hygiene</b>	
Have your staffs received any Food Hygiene & Safety Training to date & certificate copies are available?	

**Supplier Evaluation Form**



Do you have documented Personal Hygiene standards & monitoring procedure? YES	
Do all food handlers have valid health cards? YES	
Is there an illness reporting procedure available? YES	
Do the staffs have separate changing facility & toilet away from the food handling area? YES	
<b>Foreign Body Control</b>	
Is there a policy for the control of glass and exclusion of glass from production areas?	
Is there a glass/brittle material breakage procedure?	
Is there a policy for the control of wood and exclusion of wood from production areas?	
Is there a policy for the control of metal and exclusion of potential metal contaminants from production areas?	
Is there a policy for the control of knives and exclusion of unauthorized knives from the production area?	
<b>Cleaning</b>	
Do you have documented cleaning schedules that include frequency of clean, chemicals used step by step instructions and the standard required?	
Do you monitor cleaning standards?	
Is there a separate area away from food preparation & storage available for cleaning chemicals & equipment storage?	
Do you use Sanitizing Chemicals specifically for Sanitizing or Disinfecting all food contact surfaces?	
Do you have effective waste disposal system?	
<b>Pest Control</b>	
Do you have a Contract with Approved Pest Control Company?	
Are raw materials, packaging and finished products stored so as to minimize the risk of infestation?	
Are all buildings adequately proofed?	

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Is there a complete inventory of pesticides detailing the location and safe use and application of baits and other materials such as insecticide sprays or fumigants?	
Are flying insect controls in place?	
<b>Food Safety &amp; Quality Systems</b>	
Do you have a documented Quality and Food Safety Policy & Objectives (eg. HACCP, ISO, HALAL, GMP)?	
Do you have a documented food safety & quality assurance manual that includes procedures for:	
Resources and Training?	
Purchasing and Verification of Purchased Materials?	
Identification and Traceability?	
Internal Audit?	
food complaint reporting procedure with corrective action plan?	
Corrective Action and Preventive Action?	
Product Recall?	
Are there maintenance programs for equipment and buildings?	
Is there a system for staff training such that all key personnel are trained and have training records?	
Do you have facilities and systems for the transportation that protects products and prevent contamination?	
Do you have laboratory facilities on site and are they accredited?	
If yes, please list any tests carried out on the products supplied	
Do you use outside/contract facilities for any product testing? If yes give details	

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Do you monitor the quality/safety of your raw materials and request certificates of analysis/conformity from your suppliers?	
Do you have a traceability system and maintain records of batch codes of materials used?	
Do you hold specifications for all your raw materials?	
Do you have procedure for dealing with out of specification/non-conforming raw materials and finished products?	
Do you have specifications for your finished products?	
Do you test all finished product against your specification?	
Do you have a procedure for dealing with non-conforming raw materials and finished products?	
<b>Food Safety &amp; Quality Controls</b>	
Please provide a copy of your HACCP plans for each product supplied	
Have your critical control points (safety and quality) been identified for your production process?	
Is there a temperature monitoring system in place during chilled or frozen storage, heat processing, cold processing etc.?	
<b>Transportation</b>	
Is the vehicle temperature is monitored during transportation?	
Is there a cleaning schedule for the vehicles & verification system available?	
Are all the vehicles holding valid food control regulatory approval?	
<b>Production Area Controls</b>	
Are your production methods documented and available on the factory floor?	
Are critical measurement devices calibrated to a National Standard?	
Do you metal detect your finished product?	
Are all points of entry and ventilation protected from access by birds, insects, rodents, dust and debris?	
Do you operate a planned maintenance programme?	

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Is the equipment used in production fit for purpose, easy to clean and in a good state of repair?	
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### Declaration

All products supplied to Trans Emirates livestock Trading LLC comply with all relevant local and international legislation. The information supplied in this self-audit questionnaire is a true and accurate reflection of the production and control systems applied.

Name: .....

Position Held: .....

Signed: .....

Date: .....

Company seal