1. SCOPE
2. This procedure applies to all Tijule employees that have been given the responsibility of procurement functions, approving suppliers, and the ordering of raw materials.
3. PURPOSE
4. The purpose of this procedure is to outline the process for selection, approval, and monitoring of suppliers performance and considers requirements necessary to support Food Defense.
5. DEFINITIONS

N/A

1. PROCEDURE

RESPONSIBILITIES

1. Risk
2. Each raw material has an assigned risk rating and the supplier will be made aware of the risk level during approval training.
3. **Method Used to Approve and Monitor Suppliers.**
4. A [Hazard Analysis](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\HACCP\Hazzard%20Assessment\RAWMATERIALRISKASSESSMENT.....xlsx) was conducted on all raw materials supplied to determine the risk value of each product. This information was used to determine controls required to approve and Monitor our supply base.
5. The Suppliers are broken down as follows;
6. Agricultural – Raw Material
7. Ingredients (Dry and Wet)
8. Packaging
9. Risk Table;

|  |  |  |
| --- | --- | --- |
| **Values** | **Risk Level** | **Control Measure** |
| 1 to 10 | High | 3rd Party Audit/2nd Party Audit |
| 11 to 16 | Medium | Letter of Guarantee/ C of A /Self Assessment for Food Security / Incoming Inspection |
| 17 to 25 | Low | Incoming Inspection |

1. Supplier Approval Process;
2. All suppliers have to fulfill the requirement based on the risk table above to be listed as an approved supplier.
3. Monitoring Approved Suppliers
4. Suppliers will be monitored based on their risk rating.

1. Suppliers who are approved to supply a Specific raw material can only supply that raw material which her/she is approved for. If any supplier wish to supply ram material that he/her is not approved for they will have to be trained and approved for the new raw material.
2. For suppliers of high risk material an audit is carried out on their facility annually except for tree ripe suppliers who are audited on delivery (see ageing and tamper chart.)

1. RECORDS

Approved Suppliers

[..\..\..\Approved Suppliers](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\Approved%20Suppliers)

1. REFERENCES

Supplier Guarantee

Raw Material

[..\..\..\FORMS\Suppliers guarantee 2015\Suppliers guarantee 2015.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Suppliers%20guarantee%202015\Suppliers%20guarantee%202015.docx)

[Cassva](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Supplier%20Approval\Suppliers%20Guarantee%20Form.docx)

[..\..\..\FORMS\Suppliers guarantee 2015\Cassava Suppliers Guarantee.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Suppliers%20guarantee%202015\Cassava%20Suppliers%20Guarantee.docx)

[Ackee](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Supplier%20Approval\ACKEE%20SUPPLIER%20GUARANTEE.docx)

[..\..\..\FORMS\Suppliers guarantee 2015\ackee suppliers guarantee Nov 2015.doc](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Suppliers%20guarantee%202015\ackee%20suppliers%20guarantee%20Nov%202015.doc)

[Ackee Receival](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\HACCP%20PROCEDURES\Ackee%20CCP\Ackee%20Receival\ackee%20receival.docx) Process

[..\..\HACCP PROCEDURES\Ackee CCP\Ackee Receival\ackee receival.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\HACCP%20PROCEDURES\Ackee%20CCP\Ackee%20Receival\ackee%20receival.docx)

Raw Material Risk Analysis

[..\..\..\HACCP\Hazzard Assessment\RAWMATERIALRISKASSESSMENT.....xlsx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\HACCP\Hazzard%20Assessment\RAWMATERIALRISKASSESSMENT.....xlsx)

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

|  |  |  |  |
| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Owen Glave and Food Safety Team |  | Food Safety Team | 01/07/2015 |