1. SCOPE
2. All purchasing of raw material, ingredients and packaging within the food safety management system
3. PURPOSE
4. To ensure that goods and services are purchased from approved suppliers**.**
5. DEFINITIONS

N/A

1. PROCEDURE
2. Responsibility
3. **Factory Manager/Production Manager**
4. Writes request for items from approved suppliers needed based on customer order.
5. Submit request to Managing Director for approval.
6. Adjust purchase requisition if necessary.
7. Re-submit to MD.
8. Maintain a copy for record.
9. **Managing Director/Functional Responsibility**
10. Receives request**.**
11. Consults with Production Manager/Factory Manager.
12. Approves or deniesrequest.
13. If request is denied it is returned to the Factory Manager/Production Manager for adjustments.
14. Approved request are sent to the Accounting department.
15. **Financial Controller/Functional Responsibility**
16. Generates purchase order with the relevant purchasing data on the **PO** which includes;
    * 1. The Approved Supplier Name
      2. The item description
      3. The unit quantity
      4. Specifications where necessary
17. Purchase order is sent to the supplier.
18. Accounts keep a copy of the purchase requisition and the Purchase Order along.
19. **Fresh Produce Suppliers.**
20. Purchase orders are generated against accepted purchase requisition from the **Factory Manager/Production Manager/Functional Responsibility**
21. **Factory Manager/Production Manager/Functional Responsibility**
    1. Receive fresh produce from approved supplier and generates purchase requisition.
    2. Request Certificate of Analysis (COA) for the raw material before delivery.

Send the requisition to the Accounting Dept.

1. RECORDS

Raw Material receival

[..\..\..\FORMS\Raw Material Monitoring Form\Raw Material Monitoring Form.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Raw%20Material%20Monitoring%20Form\Raw%20Material%20Monitoring%20Form.docx)

Purchase Requisition

[..\..\..\FORMS\Traceability\Raw Material Requisition Form\Raw Material Requisition Form.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Traceability\Raw%20Material%20Requisition%20Form\Raw%20Material%20Requisition%20Form.docx)

Approved Supplier List

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

1. REFERENCES

Supplier Approval Process

[..\..\PreRequisiteProcedures\Supplier ApprovalProcess (DID)\Supplier Approval Process.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\PreRequisiteProcedures\Supplier%20ApprovalProcess%20(DID)\Supplier%20Approval%20Process.docx)

Raw material Receival procedures

[Raw material receival](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\PreRequisiteProcedures\RawMaterialReceiving%20(DID)\Raw%20Material%20Receival%20(revised).docx)

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

Certificate of Analysis (located in QC Lab)

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

|  |  |  |  |
| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Owen Glave and Food Safety Team |  | Food Safety Team | 09/09/2015 |