LP FOODS

We work to have the Happiest Customers

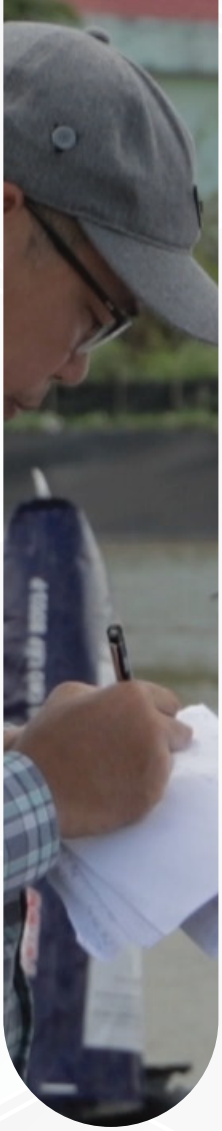
QUALITY ASSURANCE

HANDBOOK

The best dish
LP FOODS
Starts from
the best catch

TABLE OF CONTENTS

Introduction
p. 06



QUALITY
& FOOD SAFTY
p. 09

AUDIT
ACTIVITY
p. 10

QUALITY
CONTROL
p. 12

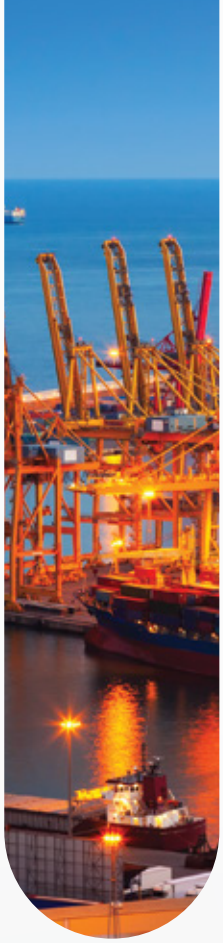
TRAINING
ACTIVITY
p. 13

TRACEABILITY

p. 14

SUSTAINABILITY

p. 18

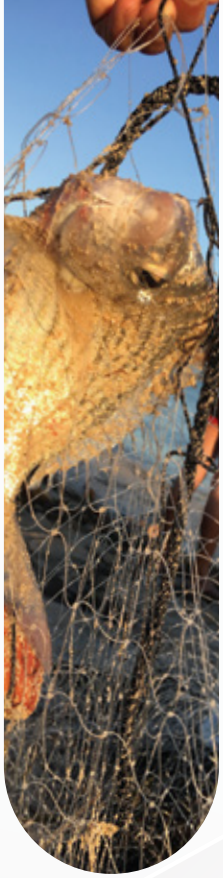


ETHICAL TRADING

p. 26

PRODUCT LIST & CODING

p. 28



SUPLIER MANAGEMENT CHAIN

p. 28

ANNEX: WORKING FORM

- Sustainability policy
- Supplier audit standard
- Factory audit schedule
- Farm audit checklist
- Farm audit schedule
- Traceability procedure

p. 30

Introduction

Introduction
by Mr. Emanuele Petz

President & managing director of LP FOODS

Through many years doing seafood business, we are aware of food safety food security are critical for food processors and distributors.

01 Top concerns of markets and consumers

These issues are top concerns of markets and consumers, as they directly affect the health of people. Proper understanding and control of food safety and food security must be done and monitored throughout the whole supply chain to make sure that our products safely reach consumers.

02 Markets and consumers are increasingly concerned

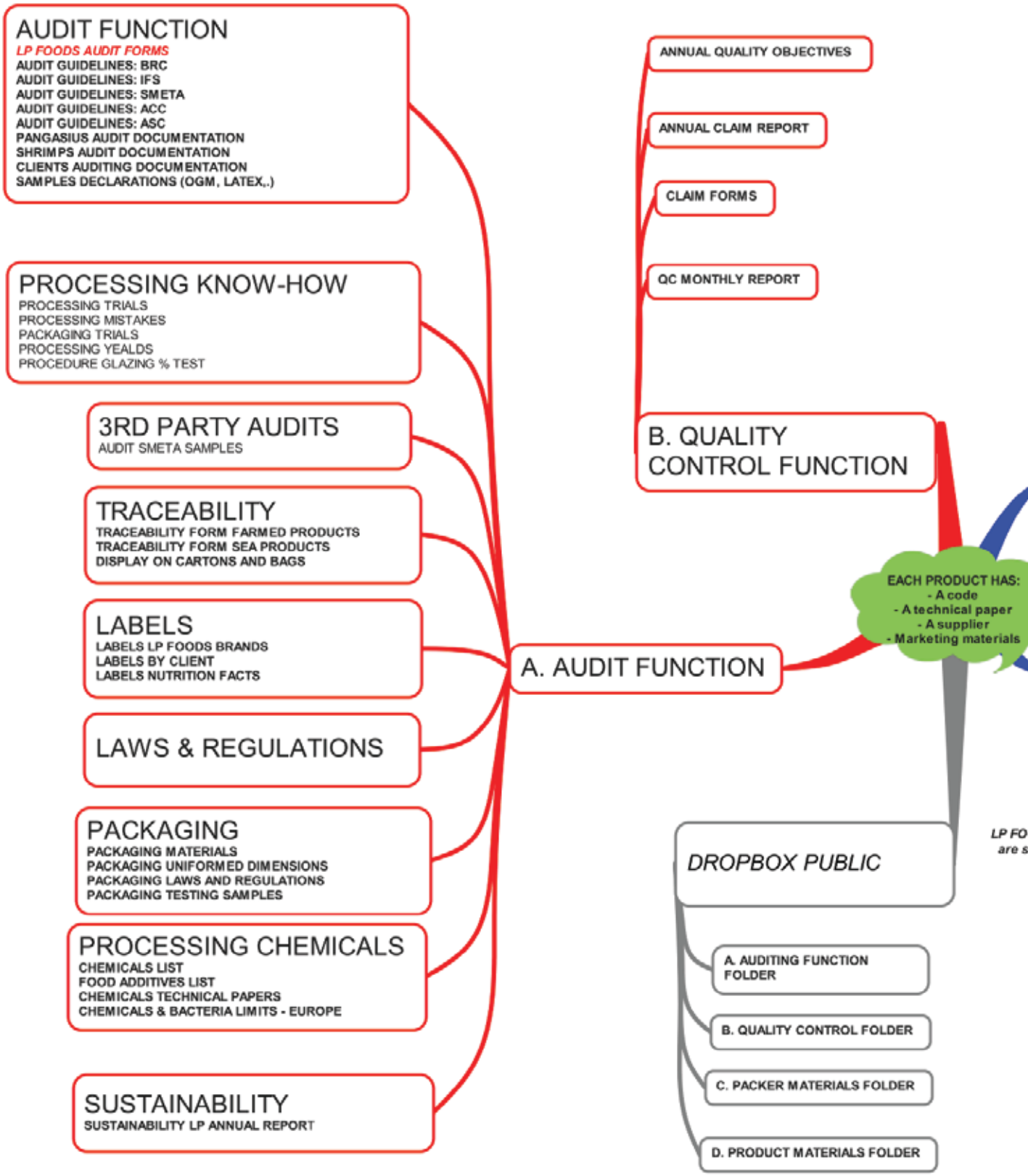
Furthermore, markets and consumers are increasingly concerned, not only with the quality of products but also the full traceability of these products along the supply chain, from farm to table. Catching, farming and processing must be sustainable, and be socially and environmentally responsible, especially with issues relating to illegal fishing, human rights, employment & child labour laws, harming and the destruction of habitats.

03 Deep understanding of these need

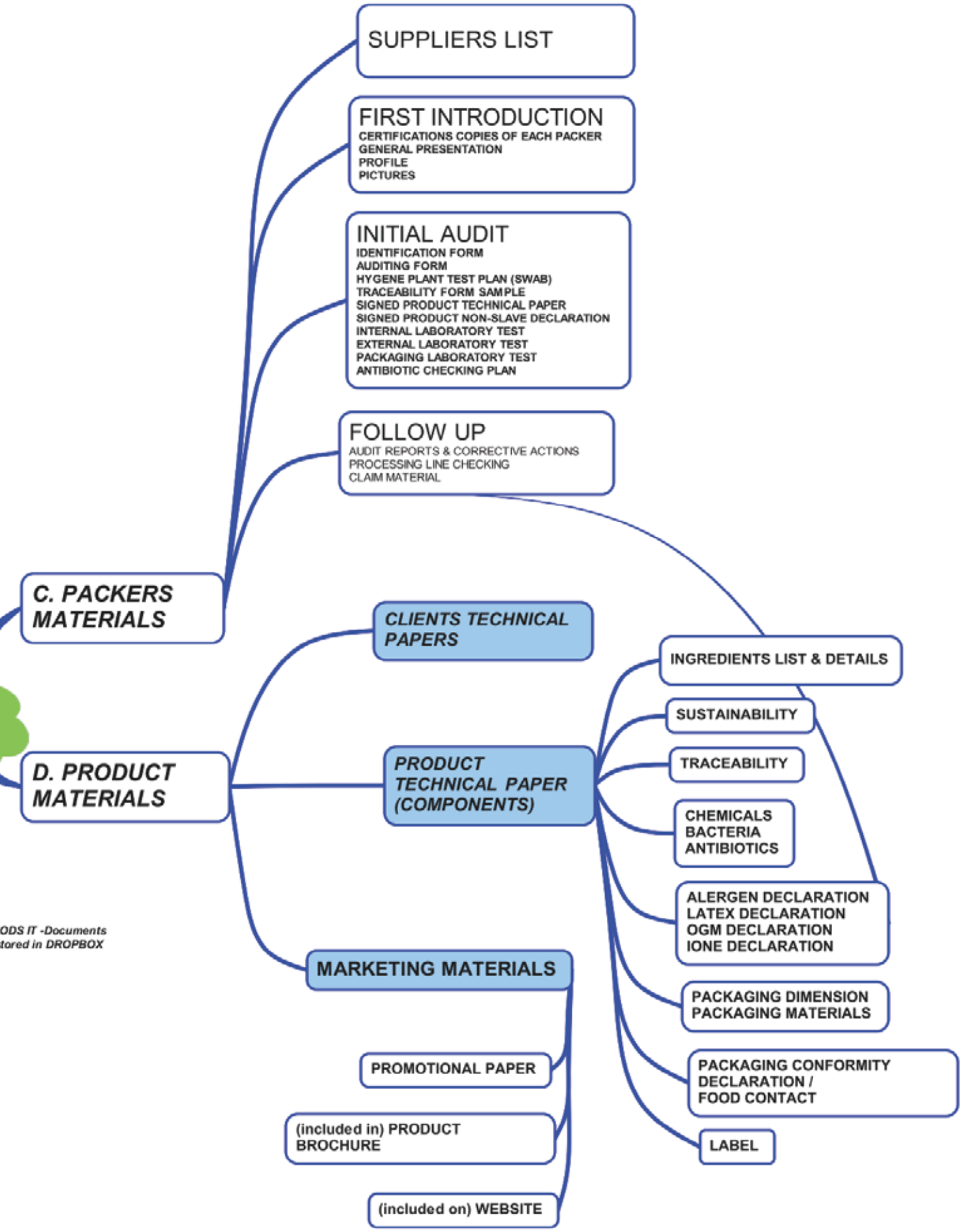
With a deep understanding of these needs, LP FOODS always requests and encourages our suppliers to fully commit to and attain international certification standards in catching, farming
and the processing of seafood products. We also create our own quality management system to monitor catching, farming and processing of products in compliance with Food Safety, Transparency, Traceability, Sustainability, Social; Environmental Responsibility and Animal Welfare.

We would like to illustrate our quality management system by the following map

In RED the 'INPUT' of our Quality Assurance, in BLUE the 'OUTPUT' results of our activity



Quality Assurance Map


SUPPLIERS LIST
FIRST INTRODUCTION
CERTIFICATIONS COPIES OF EACH PACKER
GENERAL PRESENTATION
PROFILE
PICTURES
INITIAL AUDIT
IDENTIFICATION FORM
AUDITING FORM
HYGENE PLANT TEST PLAN (SWAB)
TRACEABILITY FORM SAMPLE
SIGNED PRODUCT TECHNICAL PAPER
SIGNED PRODUCT NON-SLAVE DECLARATION
INTERNAL LABORATORY TEST
EXTERNAL LABORATORY TEST
PACKAGING LABORATORY TEST
ANTIBIOTIC CHECKING PLAN
FOLLOW UP
AUDIT REPORTS & CORRECTIVE ACTIONS
PROCESSING LINE CHECKING
CLAIM MATERIAL
C. PACKERS MATERIALS
CLIENTS TECHNICAL PAPERS
INGREDIENTS LIST & DETAILS
SUSTAINABILITY
TRACEABILITY
D. PRODUCT MATERIALS
PRODUCT TECHNICAL PAPER (COMPONENTS)
CHEMICALS
BACTERIA
ANTIBIOTICS
ALERGEN DECLARATION
LATEX DECLARATION
OGM DECLARATION
IONE DECLARATION
ODS IT -Documents
tored in DROPBOX
MARKETING MATERIALS
PACKAGING DIMENSION
PACKAGING MATERIALS
PROMOTIONAL PAPER
PACKAGING CONFORMITY
DECLARATION /
FOOD CONTACT
(included in) PRODUCT
BROCHURE
LABEL
(included on) WEBSITE

QUALITY ASSURANCE & FOOD SAFETY

It has always been our priority that our products reach our customers per their customized requests. A clear and full product specification sheet is the basis for this. We make sure to organise and manage the supply chain so that all aspects of the product specification sheet will be met.

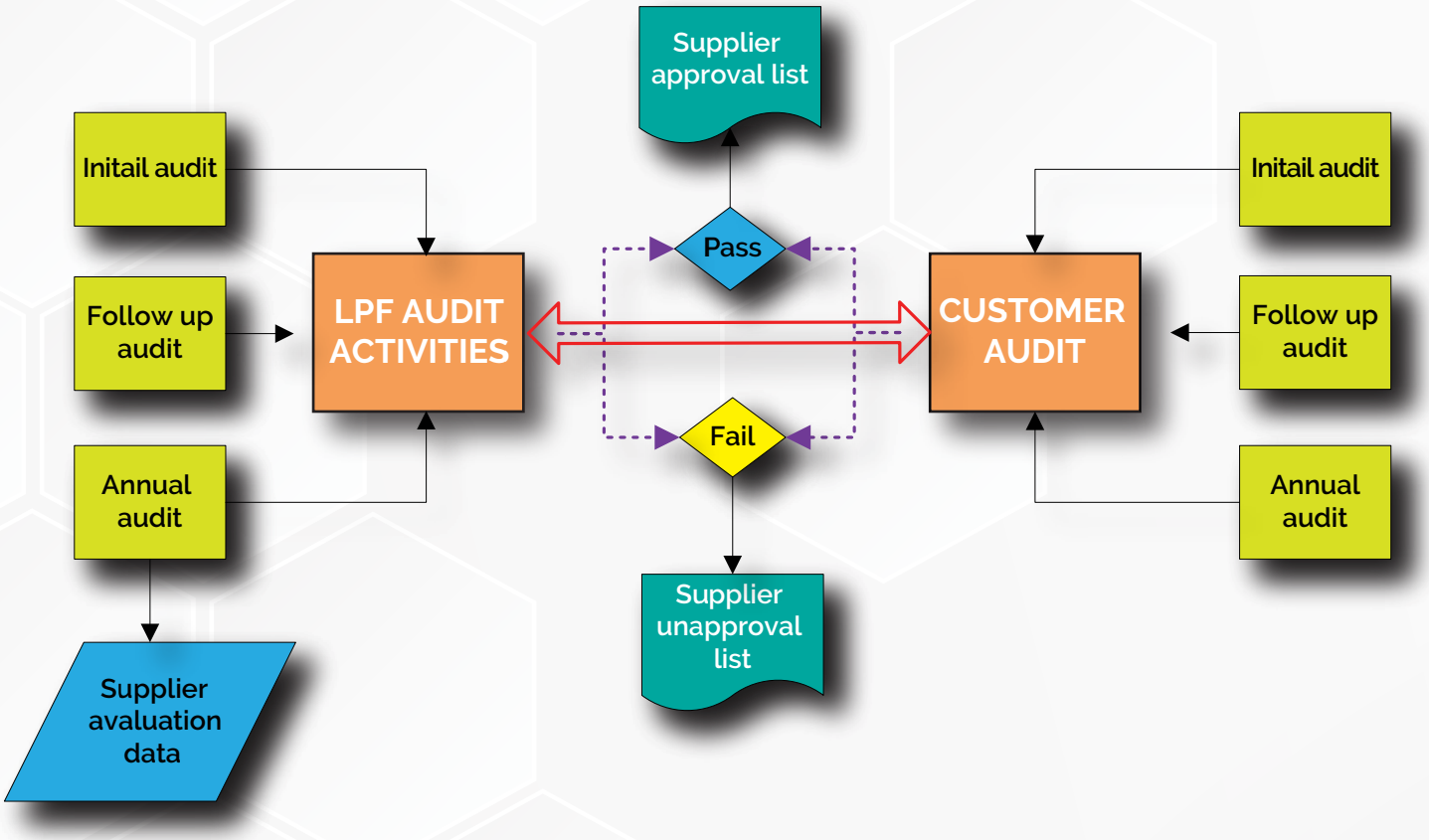
Quality and Food Safety

With that scope in mind, we standardise the Quality & Food Safety with procedures that are often reviewed and updated according to the requirements of customers, markets or by any issues risen during the various stages of catching, farming, processing and delivery. We have our own in-house QA documents to monitor catching, farming, processing and the delivery of products.

Quality Documents

Supplier Identification	*LPF-QA07.rev0/Dec-2015*
Supplier Understanding	*LPF-SSAS01.rev1/May-2017*
Supplier Begining Audit standard	*LPF-QA08.rev5/Jan-2016*
Supplier Annual Audit standard	*LPF-SSAS.rev1/May-2017*
Corrective action reques	*LPF-CAR01.rev1/May-2017*
Supplier Annual Evaluation	*LPF-QA09.rev4/Aug-2015*
List of Product and coding	*LPF-QA09.rev0/Dec-2015*
Specification sheet	*LPF-QA06.rev1/Feb-2017*
Product production chart	*LPF-QA08.rev1/Feb-2017*
Quality Commitment	*LPF-QA08.rev1/Feb-2017*
Traceability procedure	*LPF-QA08.rev1/Feb-2017*
Allergen Policy	*LPF-QA08.rev1/Feb-2017*
Declaration of Conformity of Packaging	*LPF-QA01.rev1/Feb-2017*
Sourcing policy	*LPF-QA10.rev1/May-2017*
Supplier Ethical Trading Questionnaire	*LPF-QA12.rev1/May-2017*
Claim Form	*LPF-29.rev2/June-2013*
Inspectiona manual of final product	*LPF-QA14.rev1/May-2017*
Inspection form	*LPF-QA14.rev1/Jan-2016*
QC Monthly report	*LPF-29.rev3/June-2012*
Recall Policy	*LPF-QA13.rev0/Dec-2015*

Audit Activities



Audit Protocol

Opening Meeting

Ensure company profile, structure, factory map are available in the meeting room.
Ensure all high-ranking managers and relevant personel of factory present in the opening meeting (ex: Director, QA manager, QA staffs, etc.)
Shortly introduce about factory and buyer

Facility Inspection

Lead auditor makes a tour inside facilities to inspect hygiene, construction, tools/equipment, color coding, movements of workers and products, etc. to make sure facilities and operation in compliance with standards or not.

Document Review

Lead auditor will check documents based on the document check list provided.
Ensure all documents required or others are avaiable in the meeting room and arrange in order for easiest finding

Traceability Challenge

Lead auditor will pick up any production dates from list of shipped goods, then asking all records to demonstrate within 4 hours for factories and 24 hours for farms, hatcheries and feed mills.

Closing Meeting

Ensure the high-ranking managers present in the closing meeting
Review all of findings of facilities, documents and records.
Confirm all non-conformities.

The key is QA manager and relevant QA staffs should be proactive to lead the audit, and should be fully aware of what factory are doing, controlling and managing facilities, system, production and products

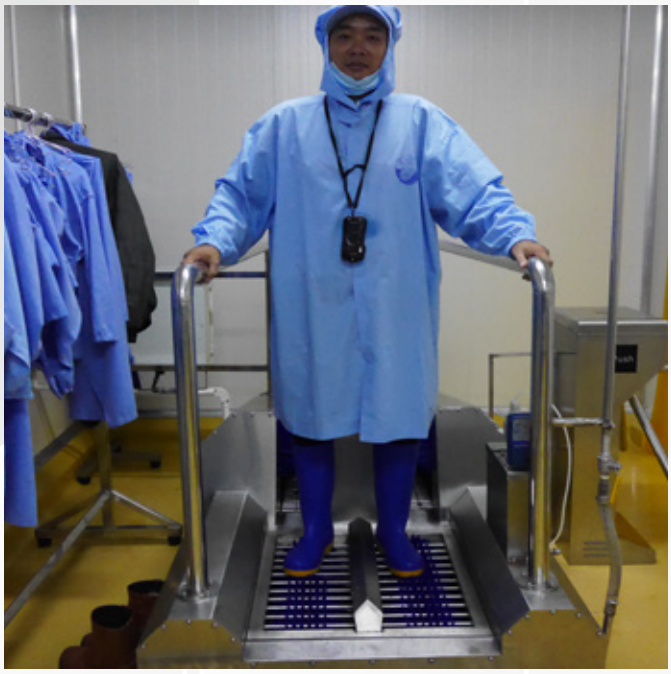
Audit Funtion

Audit Follow Up

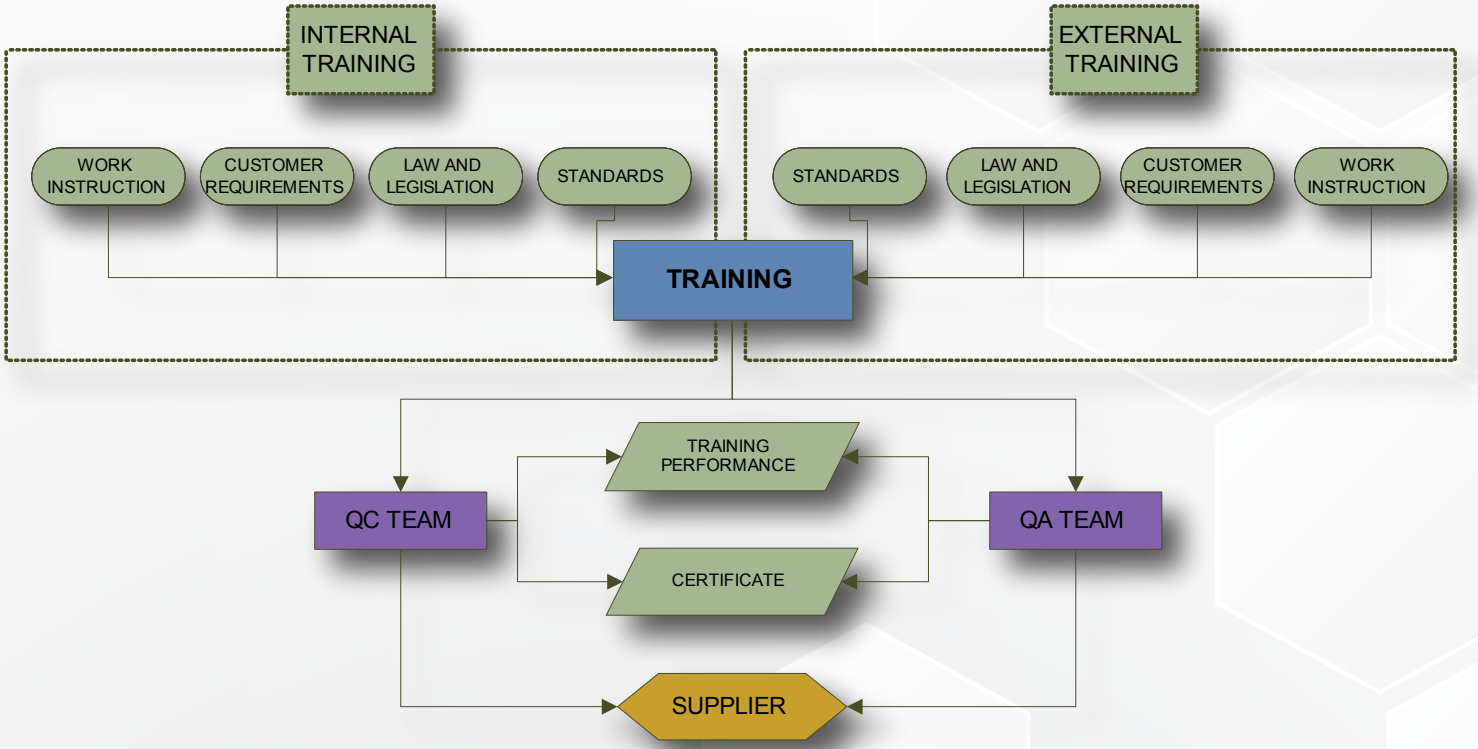
Quality Control

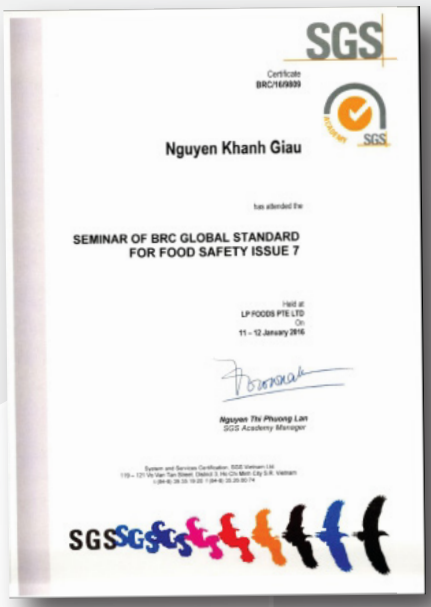
We provide clear and accurate product specifications to our partners and secure this through our quality control procedures by expertised QC team:

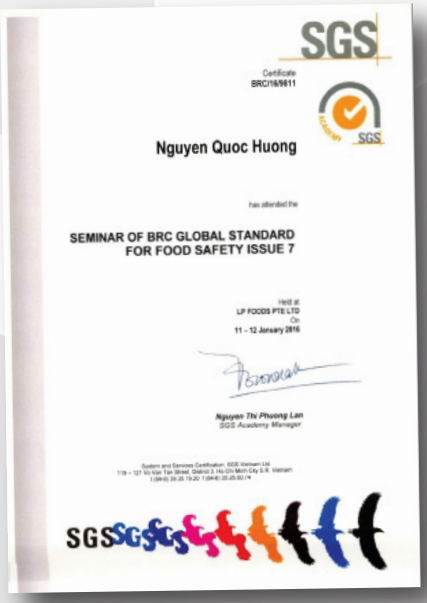
- During production check
- Final random inspection
- Loading supervision



Training activities







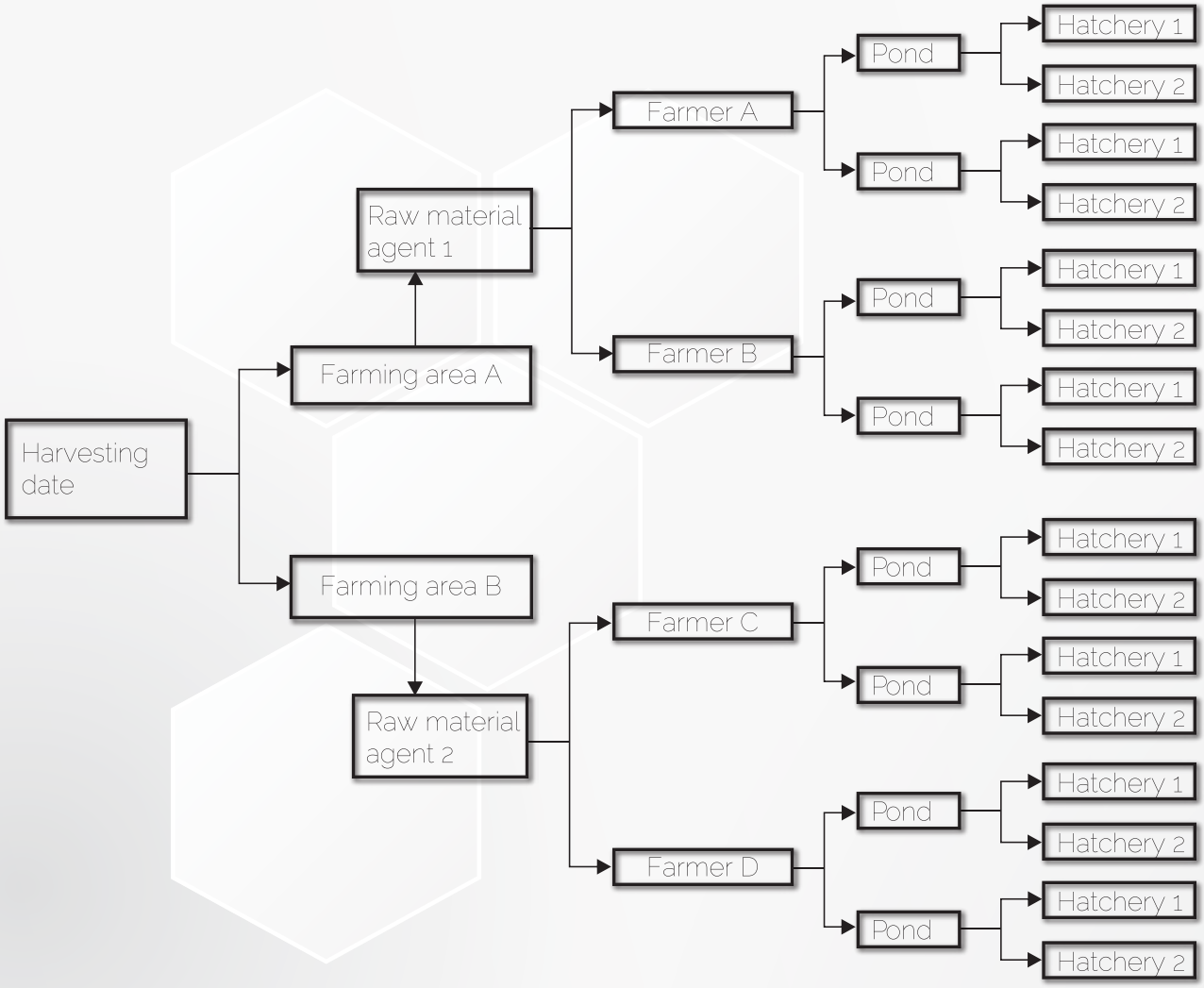
TRACEABILITY

We will not purchase seafood of unknown origin. We will only purchase seafood that is fully traceable. We will carry out traceability exercises on a regular basis throughout the year. Suppliers will be expected to take part and complete and provide for LPF with the required documentation within 24 hours.

Farmed Products

Fully traceable back to our approved farm sites.
The records at the farm must show:

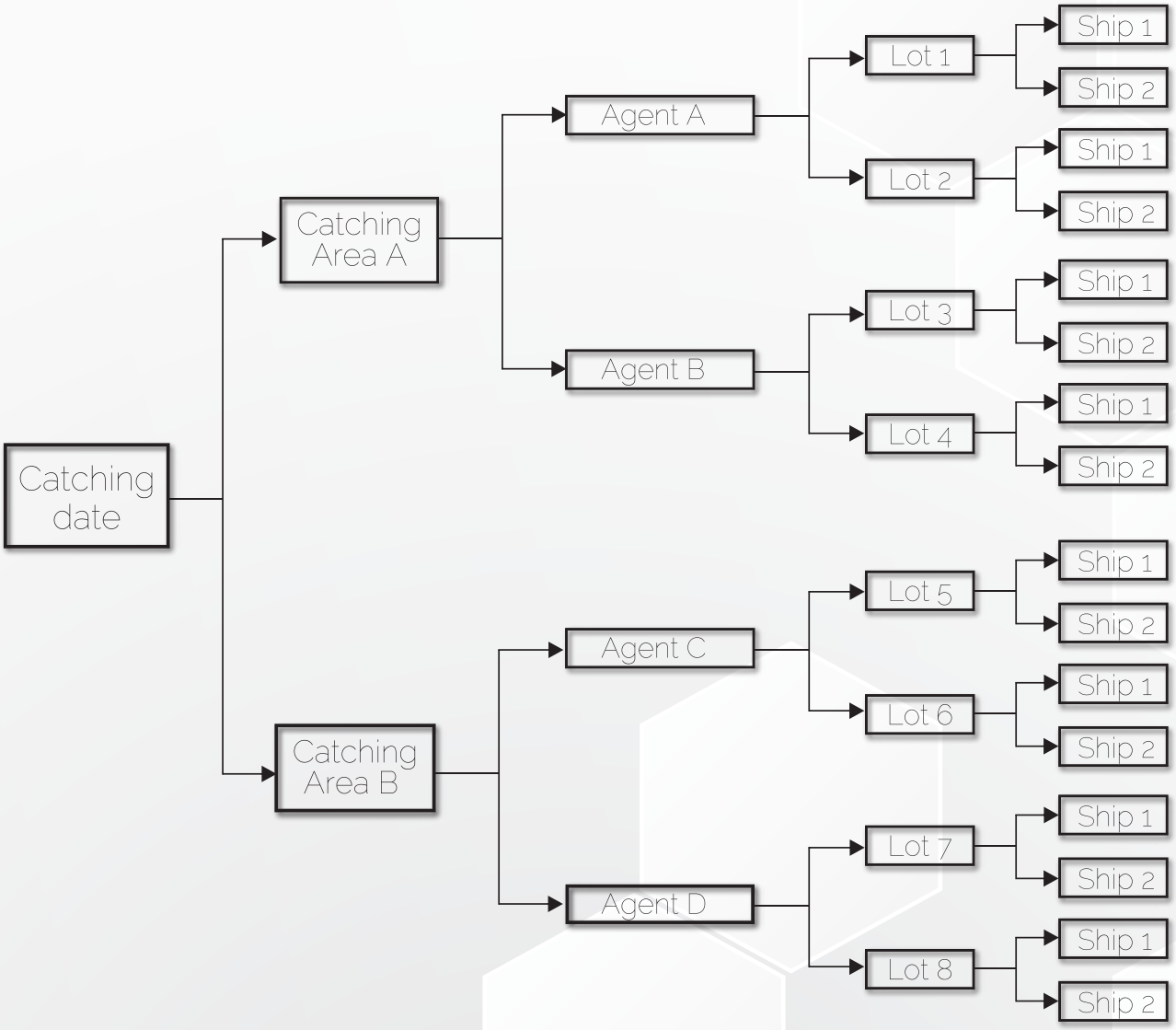
- Traceable feeding records back to approved feeds.
- Traceable movement and origin back to brood stock from approved hatcheries



Traceability tree

Wild caught products

Fully traceable to either to our customer-approved catching vessel or groups of vessels and their landing ports. In addition, this must also include the specific catch area for legal compliance. It is necessary to indicate the following information for the traceability code.



Traceability tree

Catching date | Code of catching area | Code of raw material agent | Code of raw material lot | Code of processing shift

SUSTAINABILITY

At LP FOODS, we pride ourselves on our long - standing commitment to operating a socially and environmentally responsible business. We realize that our sustainability obligations don't end when the seafood is caught, but extend all the way through to processing, packaging, and delivery to our customers.

We request and encourage our suppliers to fully apply for catching, farming, processing and delivery according to the global standards: BAP, **ASC, Global GAP, MSC, FOS, BRC, IFS and ISO.** We work with major NGOs, Governmental Offices and Research Institues to set up, participate and promote Fisheries Improvement Projects (FIPs).

The company's corporate sustainability policy has some core components: Complying with and exceeding all legal regulatory requirements; reducing its consumption of energy, fuel, water, packaging and other resources; energy conservation/water conservation/pollucion reduction; promoting its efforts to consumers and customers.

"Promoting sustainability helps us to meet our goal to put consumers and customers first,"

"All our marketing and sales teams know some of our achievements in this area, but we want to go much further and asked to our corporate sustainability program committee to build upon our ongoing sustainability initiatives throughout our operations."

Capture/fishing method

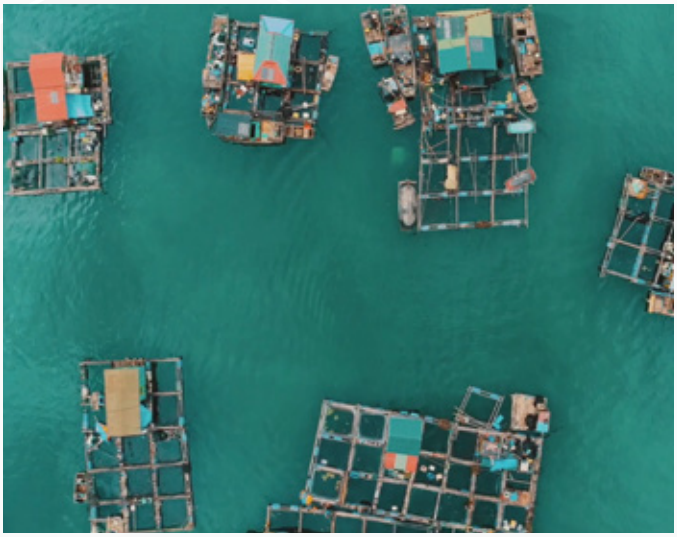
We will not purchase seafood caught using fishing methods known to be particularly damaging to other marine species, and resulting in unacceptable by-catch of non-targeted species such as turtles, dolphins and seabirds.
Capture methods must be the most selective available and we favour the following:

- Line caught: hand line or rod and line
- Pole and line or troll
- Potting or creeling
- Traps
- Diver caught
- Hand gathered, hand raked
- Ring netting (small scale, e.g. vessels under 15m)
- Mid water pelagic trawling

Where trawl nets are used mesh size should be appropriate to the size at which the target species matures. The insertion of separator or square mesh panels, grids or other available technology should also be used to increase the selectivity of the fishery and reduce by-catch and discard rates to an absolute minimum.

Where pelagic or bottom set nets are used the fishery must be able to demonstrate a commitment in minimizing by-catch of marine mammals and birds by adoption of appropriate measures such as use of acoustic devices or pingers; observer monitoring; and restrictions on soak times for example.

Beam trawling will require an environmental impact assessment which indicates that the nature and composition of the sea bed and benthic fauna are resistant to any long term ecological which can be caused by this fishing method.



Long-line fisheries must be able to demonstrate a commitment to minimizing by catch by adoption of appropriate seabird deterrent or Turtle excluding devices.

Breeding Season and seafood size

We discourage the capture of seafood just prior to or during their breeding season. We will not purchase seafood below the minimum landing size (MLS). Where the MLS is below the minimum size at which a species reproduces, we will engage with our supply base to ensure they do not source such juveniles. We aim to source from fisheries able to demonstrate sustainable management of the stock through effective quotas based on scientific advice and stock assessments, with provision for zone closures to allow protection of spawning and nursery grounds.

Exclusion to trading - LP FOODS wild caught red list

We will never knowingly purchase seafood that is:

Illegal, Unreported & Unregulated (IUU) or deal with suppliers implicated in practices such as

- Exceeding quota limits
- Fishing outside prescribed areas
- Using banned fishing methods
- Capture and sale of non-target species

From any company involved in capturing or processing warm blooded animals such as whales, dolphins, seals and sea lions.

From any company involved in capturing or processing "shark finning"

Classified as endangered or under threat as detailed in the IUCN Red List of Threatened Species™. The IUCN Red List of Threatened Species ™ is widely recognized as the most comprehensive, objective global approach for evaluating the conservation status of plant and animal species and will be used as a source of reference.

Captured using destructive fishing methods such as dynamite and cyanide.

Aquatic Feed requirements

All ingredients used in the manufacturing of feeds must be approved under the relevant national and EC legislation. We will only approve aquaculture feeds supplying these fisheries, whose source of fishmeal, fish oil and capture methods are identified. We aim to source the feed using solely 'IFFO RS' certified fish meal and fish oil.

However, we recognise that this is not always the best policy to address certain localised fishery issues. We are aware that certain Non-Targeted Mixed Fisheries (NTMF), including fisheries that supply fishmeal and fish oil to aquaculture, are not well managed, and use some unsustainable practices. Rather than boycott these sources and let the fisheries continue as they are, we support and are actively engaged in the international work being undertaken to address and improve management of such fisheries.

We also require our suppliers to clearly demonstrate that active measures are

being taken to drive improved practices and management in these fisheries. However, the inclusion of the following ingredients and substances are not permitted in the diets of aquaculture species:

- Mammalian proteins (other than products permitted under EU law for technical purposes), meals, fats or by-products
- Avian proteins, meals, fats orby-products
- Blood products, Feather meal
- Ingredients containing viable parasites or human or shrimp pathogens
- Antibiotics as growth promoters or digestion enhancers
- Veterinary medicines other than those included on the formal instructions of the nominated veterinary surgeon. Guarantees must be obtained from the feed manufacturers on measures to eliminate the possibility of contamination of non-medicated feeds by in-feed veterinary medicines.
- Colouring agents and pigments other than those specifically approved for the purpose
- Substances likely to cause tainting of the flesh.

Effluent & water quality management

We require all suppliers to work towards the Best Aquaculture Practices (BAP) criteria for effluent management and BAP water quality.

Waste handling

Wastes and by-products must be disposed of with minimal impacts on the environment. Farming operations should comply with relevant environmental and other legislation.

Animal Welfare & Husbandry

The farming systems (broodstock, egg incubation, growing and harvesting) must provide an environment that provides for normal behaviour and growth. This will include understanding and control of appropriate stocking densities, access to food, disease avoidance and control, humane slaughter. A high regard for fish health and welfare must be demonstrable through high standards of husbandry at all stages of the fish lifecycle. The process of eyestalk ablation is widely used in shrimp reproduction facilities to stimulate spawning. This is to date the only technique ensuring the required volumes of eggs/baby shrimps are produced without any chemical or genetic manipulation of the animal. We support R&D into alternate methods of reproduction and until successful, require that eye stalk ablation is undertaken by fully trained personnel and under controlled conditions without any unnecessary distress to the shrimp.

Soya Policy

There are serious concerns over the deforestation of the Amazon region to make room for farmland, much of which is used to grow Soya. Soya is one of the key ingredients in the feed used in products of aquaculture. We require our suppliers do not use Soya from the Amazon region.

Drug and chemical management

We require all suppliers to work towards the Best Aquaculture Practices (BAP) criteria for effluent management and BAP water quality.

The safety of our products is paramount and aquaculture operations must reflect this. Compliance with legislative requirements (both current exporting countries and EU legislation) is critical for control of microbiological and chemical hazards. Animal diets used in aquaculture must be monitored and appropriately tested for routine and pathogenic microorganisms, veterinary residues, heavy metals and organic pollutants.

Antibiotics or chemicals that are proactively prohibited in both the producing country and the import country must not be used in feeds, pond additives or any other treatment.

We favour modern anti-biotic free aquaculture, but where legal antibiotics are utilised, they must only be when absolutely needed and not on a routine basis. Withdrawal periods prior to harvest must be fully documented.

When used on shrimp farms, sulphites shall be handled responsibly to control risks to consumers and the environment.

Palm oil policy

The Roundtable on Sustainable Palm Oil (RSPO) is a global, multistakeholder initiative on sustainable palm oil. The principal objective of the RSPO is "to promote the growth and use of sustainable palm oil through co-operation within the supply chain and open dialogue between its stakeholders."

Any palm oil or palm oil derivatives used in our products must be sourced through an RSPO certified sustainable supply chain system.

Packaging policy

We are committed to ensuring our packaging is sourced responsibly with minimal impact on the environment.

The Programme for the Endorsement of Forest Certification (PEFC) is an international non-profit, non-governmental organisation dedicated to promoting Sustainable Forest Management (SFM) through independent third-party certification.

FSC certification ensures that products come from well managed forests that provide environmental, social and economic benefits.

All cardboard and paper products used in LPF products must be PEFC or FSC certified

Ethical Trading Initiative
Respect for workers worldwide

BSCI
Business Social Compliance Initiative

Ethical Trading

We are very conscious of the responsibility we share with our suppliers for the welfare and safety of workers who produce the goods we buy, manufacture and sell. We are committed to ensure all our products are sourced and produced under a minimum set of socially equitable criteria.

We support the principles of the ETI Base Code which is founded on the conventions of the International Labour Organisation (ILO) and is an internationally recognised code of labour practice:

- Employment is freely chosen
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and hygienic
- Child labour shall not be used
- Living wages are paid
- Working hours are not excessive
- No discrimination are practiced
- Regular employment is provided
- No harsh or inhumane treatment is allowed
- Monthly interview workers to monitor Worker Welfare Standard

Sedex®

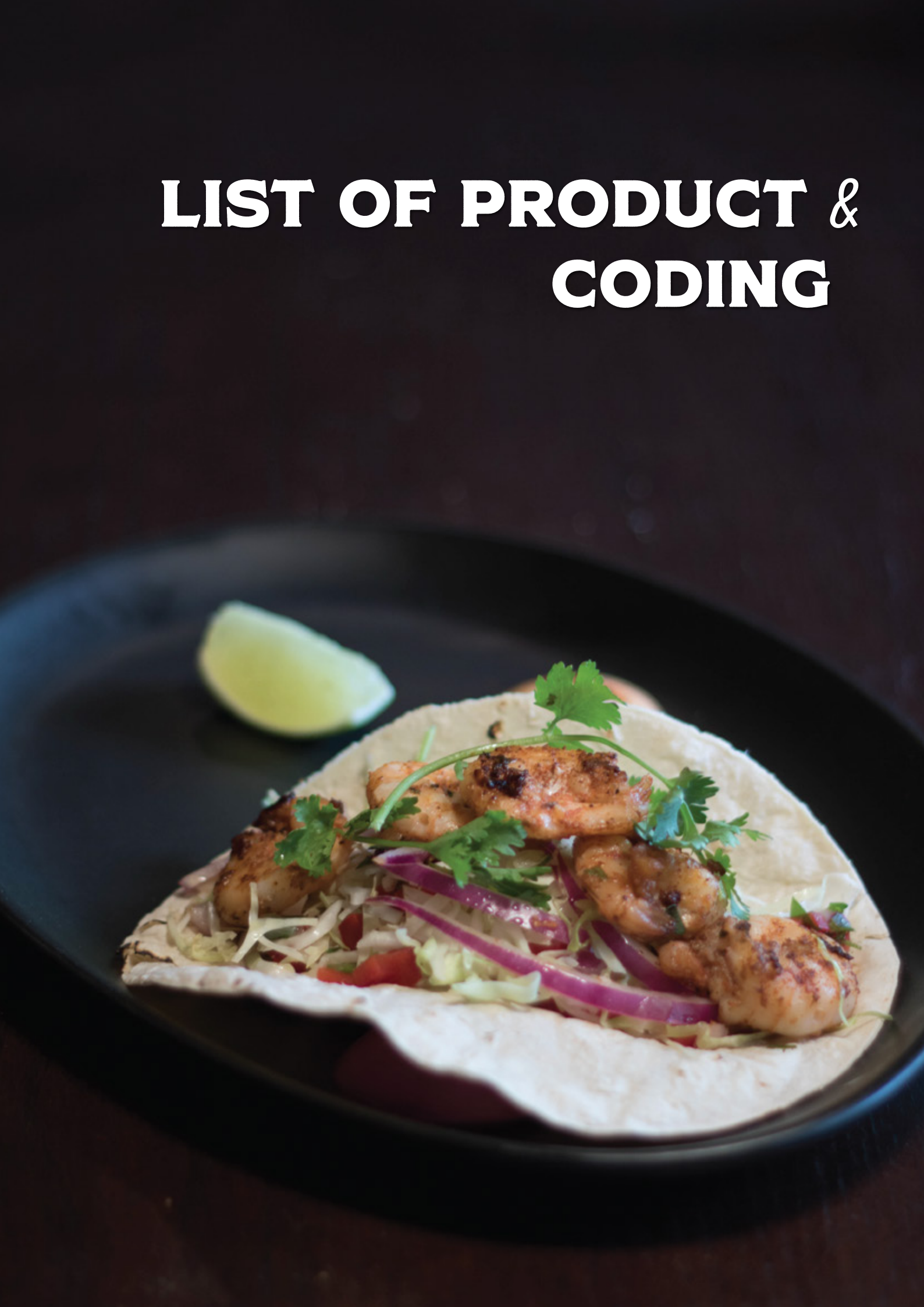
We expect our suppliers to adopt the ETI base code as a minimum standard and to see ethical trading performance improving continuously

We respect the **UNIVERSAL DELARATION OF HUMAN RIGHTS**, United General Assembly on December 10, 1984 and engage our suppliers in an improvement process.

We request all of our suppliers are audited according to social standards such as **BSCI, SA8000, SMETA** or equivalent independent audit schemes and do not accept non-compliances in the following categories: Child Labour, Forced Labour, Slavery Labour, Safety and lack of supplier commitment to perform a social audit. We will work together with our suppliers to achieve a responsible supply chain that acts according to the principle, respect for all.

We require our selected suppliers to carry all processing steps in-house. Where packers purchase semi-finished product, and where this is a necessity based on local supply chain organization on the ground, our packers are responsible for guarantee that standards are according to what is stated in this QA book. We also request packer to disclose full details of 3rd party supplier, so that we can carry our own independent Audit and Inspections to further ensure to our customers to respect of our QA and Ethical principles and procedures

LIST OF PRODUCT & CODING



To ensure traceability and have high standards of control, we have created the list of products and codes. We divide products into 6 different groups: Bivalves, Cephalopod, Crustacean, Farmed fish, Marine Fish, Seafood Mix and Value-Added products

- For each group, we give a code for each species
- For processing methods, we make codes for 29 processing types
- For appearance of product, we make codes for 6 statuses
- For treatment, we make codes for 5 different treatment
- For each individual product, we use 3 digits from 001 to 999 to differentiate amongst products.

When we buy or sell products, we always send specification sheets and other QA documents to suppliers to guide them on how to properly follow our QA procedures. We also request suppliers to sign/stamp and return to us the specification sheets, which we keep on file.
The picture below is an illustration on the way we make the list of products and coding.

Code of product' group		Code of Species		Code of processing way		Code of appearance		Code of treatment		Code of Spec sheet
A		BB		CC		D		E		FFF
Code	Meaning	Code	Meaning	Code	Meaning	Code	Meaning	Code	Meaning	Meaning
1	Bivalves	**Bivalves**		01	HOSO	1	Raw	1	No treated / Natural	Every spec has number
2	Cephalopod	01	White clam	02	HLSO	2	Blanched	2	Salt treated	(according to spec of
3	Crustacean	02	Yellow Clam	03	PTO	3	Cooked	3	Chemical treated	customers or LP's standard
4	Fish (Farmed)	...	...	04	PD	4	Fry	4	CO treated	although it is same item)
5	Fish (Marined)	**Cephalopod**		05	PUD	5	Pre-fried	5	Mixed treated	
6	Sea Food mix	01	Cuttlefish	06	Shushi	6	Mixed			
7	VAP products	02	Squid	07	Whole round/whole shell					
		03	Octopus	08	Whole clean					
		...	...	09	Tube clean					
		Crustacean		10	Butterfly					
		01	Black Tiger	11	Stripes					
		02	Vannamei	12	Rings					
		03	Cat tiger	13	Tentacles					
		04	Pink	14	Meat					
		...	...	15	GGS					
		Fish (Farmed)		16	Loins					
		01	Pangasius	17	Chunk					
		02	Tilapia	18	Center cut					
		...	...	19	Steak(SLBL/SOBL)					
		Fish (Marined)		20	DVT					
		01	Alaska Pollack	21	Fillets(SOBL/SLBL)					
		02	Cobia	22	Cut / Portions (SLBL /SOBL)					
		03	Grouper	23	Skewer					
		04	Mahi	24	Marinade					
		05	Snapper	25	Breaded					
		06	Swordfish	26	Tempura					
		07	Tuna	27	Mixed					
		08	Wahoo	28	Buffet					
		...	...	29	Mixed (with spices, vegetable)					
		Sea Food mix								
		01	One specie							
		02	Two species							

LP FOODS PTE LTD
SUSTAINABILITY POLICY

WE AT LP FOODS RECOGNISE THAT THERE ARE VARIOUS SOCIAL AND ENVIRONMENTAL IMPACTS ASSOCIATED WITH SEAFOOD PRODUCTION. WE ARE FULLY COMMITTED TO SOURCING OUR SEAFOODS RESPONSIBLY AND PROMOTING SUSTAINABILITY HELPS US TO MEET OUR GOAL OF PUTTING CONSUMERS AND CUSTOMERS FIRST. TO ACHIEVE THIS, WE AIM TO INCORPORATE THE FOLLOWING GOALS THROUGHOUT OUR OPERATIONS.

1. COMPLIANCE WITH LAWS Suppliers and their designated facilities must fully comply with all applicable national laws and regulations

2. COMPLIANCE WITH LP FOODS Suppliers and their designated facilities must fully comply with all applicable requirements, procedures and regulations of LP FOODS. Before any changes, suppliers must notify and seek LP FOODS approval before continuing

3. ETHICAL TRADING Suppliers and their designated facilities must adopt the principles of the ETI Base Code which is founded on the conventions of the International Labour Organisation (ILO) and is an internationally recognised code of labour practice http://www.ethicaltrade.org/eti-base-code

4. ENVIRONMENT Suppliers and their designated facilities must ensure that all their activities of manufacturing, farming and catching comply with all national environmental laws and thirdparty certification standards

They should not use fishing methods known to be particularly damaging to ecosystems and do not capture seafoods prior to or during their breeding season Suppliers and their designated facilities should not capture, process and purchase seafoods that are illegal, unreported & unregulated (IUU), warm-blood animals such as whales, dolphins, seals, sea lions, shark finning, endangered or under threat species in the IUCN Red List
Feeds

Feeds in farming should use sources of fishmeal & fish oil certified “IFFO RS” and other ingredients that do not relate to deforestation

5. FOOD SAFETY & TRACEABILITY Suppliers and their designated facilities must ensure hygienic conditions and food safety, and all activities of manufacturing, farming and catching must be recorded adequately and precisely for traceability

6. ANIMAL WELFARE The farming systems (brood stock, egg incubation, growing, harvesting) must provide an adequate environment that allows the animals to grow and mature normally while providing for their health and well-being. The slaughtering should be done in humane ways and do not cause great pain for animals

The process of eyestalk ablation is widely used in shrimp reproduction; LP FOODS supports R&D into alternative methods to replace the eyestalk ablation as soon as possible

7. TRANSPARENCY LP FOODS expects our suppliers to be fully transparent in their manufacturing, farming, capturing and trading activities

We do not tolerate any illegal activities that violate laws or have an adverse impact on the society, environment and consumers

LP FOODS, MANAGING DIRECTOR
For
EMANUELE PETZ

SUPPLIER AUDIT STANDARD

LP FOODS

Ver:LPF-08.rev5/ Jan 2016	Created by: Nguyen Khanh Giau QA Manager	Approved by: Lisa C. Joven

Factory name :

Products :

Address :

Contact person :

Email: Phone number:

Audit date:

SCORE %	0.0%

GENERAL EVALUATION

Oustanding	86% - 100%	- Quality policy, HACCP and/or other quality control programs are functional, and have complete documentation - GMP (good manufacturing practises) and SSOP (sanitation standard operating procedures) are effective throughout the plant - No food safety and sanitation issues observed during auditing - Active in identifying and responding to quality and food safety issues - Security programs are mandated and in place for all products and premises
Acceptable	76% - 85%	- Quality policy, essential elements of HACCP and/or other quality control programs exist - Documentation exists but not 100% implemeted - No major food safety and sanitation issues observed during auditing - Some adjustments in HACCP/control points monitoring or sanitation required - Security programs are mandated but not 100% implemented for all products and premises
Needs improvement	60% - 75%	- HACCP and/or other quality control manuals exist but not used - Significant portions of the programs and documentation are missing - Serious defects, hazards, deviation from standards noted - Insufficient QC monitoring of food safety and sanitation practices - Slow to implement improvements in procedures and operation practices needed to prevent contamination - Security programs are not mandated and in place for all products and premises
Fails to meet standards	<59%	- Critical defects and potential or actual contamination observed - Total lack of documented programs - No quality control programs in place - Reluctance or inability of plant management to implement improvements in procedures and operating GMP - No security programs exist throughout the plant

Remarks: **C = critical point** **M = major point** **m = minor point**

How to determine C, M and m as appendix 1

4 = very good **3 = good** **2 = satisfactory** **1 = need improvement** **0 = not compliance** **NA = not applicable**

SPECIFIC AUDIT

FACTORY ENTRANCE, BUILDING & FACILITIES							
A. EXTERIOR							
(m) 1	Waste area separated & kept cleaned by washing & sanitizing	4	3	2	1	0	NA
m) 2	All premises kept cleaned with no exposed waste material	4	3	2	1	0	NA
(M) 3	Mice traps are observed surrounding facility and checked regularly and documented	4	3	2	1	0	NA
B. FACTORY ENTRANCE							
(M) 4a	People security Procedure to inform contractors and visitors to provide photo ID and be accompanied by a designated employee before entering the factory monitored and documented	4	3	2	1	0	NA
(M) 4b	Employee applications are complete and on file	4	3	2	1	0	NA
(M) 5a	Physical security measure System to control each individual entrance (human or electronic) monitored and documented	4	3	2	1	0	NA
(M) 5b	Procedure to guide employees and visitors to emergency exits when alarmed, monitored & documented	4	3	2	1	0	NA
(M) 5c	At least 2 candles of light illuminated at outside area monitored & documented	4	3	2	1	0	NA
(m) 6	Running water Hand-operated ☐ Foot/knee-operated ☐ Sensor-operated ☐ Soap type used: Soap dispenser used Yes No Sanitizer used: Concentration: Hand drying (by paper/towel/dryer machine):	4	3	2	1	0	NA
(m) 7	Sanitation footbath Sanitizer used: Concentration:	4	3	2	1	0	NA
(m) 8	Workers wash hands after changing uniform and going to toilets	4	3	2	1	0	NA
(m) 9	Changing uniform areas are located in processing buildings and have well-controlled system	4	3	2	1	0	NA
(M) 10	Efficiency of cleaning and sanitizing method at factory entrance, toilets, changing rooms	4	3	2	1	0	NA
(m) 11	Pest activity noted Yes No Funtioning insect killer ☐ (frequently check for insects and change bulks regularly) Dark hall ☐ Plastic curtain ☐ Screen ☐	4	3	2	1	0	NA

Other comments

C. RAW MATERIAL RECEIVING								
(m)	1	Enclosed area for raw material receiving	4	3	2	1	0	NA
(m)	2	Effectiveness of washing and sanitation for hands & footbath	4	3	2	1	0	NA
(m)	3	General cleanliness and conditions of the area	4	3	2	1	0	NA
(M)	4	Proper washing, sanitation and segregation of equipment for different seafood	4	3	2	1	0	NA
(m)	5	Pest activity under control (insect killers, doors, curtain)	4	3	2	1	0	NA
(M)	6	Workers are properly attired with minimum risk of cross-contanination	4	3	2	1	0	NA
(M)	7a	The light provided should be 400 lux in work areas and 600 lux at inspection points	4	3	2	1	0	NA
(M)	7b	Lights must be covered well to avoid breaking and drop in products, daily check the status of lights and documented	4	3	2	1	0	NA
(m)	8	Sufficient and efficient (CL_2 water) washing with frequent changing of water Concentration of CL_2:	4	3	2	1	0	NA
(M)	9a	Temperature of raw material monitored and documented Temperature:	4	3	2	1	0	NA
(m)	9b	Temperature of room monitored and documented Temperature:	4	3	2	1	0	NA
(M)	10	QC tests (organoleptic, size, uniformity, defects) of raw material performed regularly and documented	4	3	2	1	0	NA
(m)	11	Appropriate and sufficient sanitation stations for products/workers	4	3	2	1	0	NA
Other comments								

D. PRIMARY PROCESSING AREA								
(m)	1	Enclosed area for primary processing	4	3	2	1	0	NA
(m)	2	Effectiveness of washing and sanitation for hands & footbath	4	3	2	1	0	NA
(m)	3	General condition and cleanliness of wall, ceiling, floor, drainage, shielded light	4	3	2	1	0	NA
(M)	4	Proper washing, sanitation and segregation of equipment for different seafood	4	3	2	1	0	NA
(m)	5	Pest activity under control (insect killers, doors, curtain)	4	3	2	1	0	NA
(M)	6	Workers are properly attired with minimum risk of cross-contanination	4	3	2	1	0	NA
(M)	7a	The light provided should be 400 lux in work areas and 600 lux at inspection points	4	3	2	1	0	NA
(M)	7b	Lights must be covered well to avoid breaking and drop in products, daily check the status of lights and documented	4	3	2	1	0	NA
(M)	8a	Temperature of semi-products monitored and documented Temperature:	4	3	2	1	0	NA
(m)	8b	Temperature of processing room monitored and documented Temperature:	4	3	2	1	0	NA
(M)	9	QC tests (organoleptic, size, uniformity, defects) of semi-products performed regularly and documented	4	3	2	1	0	NA
(m)	10	Appropriate and sufficient sanitation stations for products/workers	4	3	2	1	0	NA
Other comments								

D. MAIN PROCESSING AREA								
(m)	1	Effectiveness of washing and sanitation for hands & footbath	4	3	2	1	0	NA
(m)	2	General condition and cleanliness of wall, ceiling, floor, drainage, shielded light	4	3	2	1	0	NA
(m)	3	Area separated with sufficient ventilation to prevent build-up of vapor, condensation, dust	4	3	2	1	0	NA
(m)	4	Pest activity under control (insect killers, doors, curtains)	4	3	2	1	0	NA
(M)	5	Workers are properly attired with minimum risk of cross-contanination	4	3	2	1	0	NA
(M)	6	Cleaning & sanitizing of equipment for different seafood with proper detergent & equipment visually cleaned and sanitized	4	3	2	1	0	NA
(M)	7a	The light provided should be 400 lux in work areas and 600 lux at inspection points	4	3	2	1	0	NA
(M)	7b	Lights must be covered well to avoid breaking and drop in products, daily check the status of lights and documented	4	3	2	1	0	NA
(M)	8a	Proper temperature of semi-products monitored and documeted Temperature:	4	3	2	1	0	NA
(m)	8b	Temperature of processing room monitored and documented Temperature:	4	3	2	1	0	NA
(M)	9	QC check for physical defects performed regularly and documented	4	3	2	1	0	NA
(M)	10	Proper soaking of products with correct chemical/concentation/duration/temp	4	3	2	1	0	NA
(m)	9	Appropriate and sufficient sanitation stations for products/workers	4	3	2	1	0	NA
(M)	10	Procedures to protect unusual events during processing/production, monitored & documented	4	3	2	1	0	NA
(m)	11	Designed filter house for incoming environmental air available & in use protected, locked, monitored & documented	4	3	2	1	0	NA
Other comments								

E. FREEZING AREA								
(m)	1	General condition and cleanliness of wall, ceiling, floor, drainage, shielded light	4	3	2	1	0	NA
(m)	2	Area separated with sufficient ventilation to prevent build-up of vapor, condensation, dust	4	3	2	1	0	NA
(m)	3	Pest activity under control (insect killers, doors, curtains)	4	3	2	1	0	NA
(M)	4	Workers are properly attired with minimum risk of cross-contanination	4	3	2	1	0	NA
(M)	5	Cleaning & sanitizing of equipment for different seafood with proper detergent & equipment visually cleaned and sanitized	4	3	2	1	0	NA
(M)	6a	The light provided should be 400 lux in work areas and 600 lux at inspection points	4	3	2	1	0	NA
(M)	6b	Lights must be covered well to avoid breaking and drop in products, daily check the status of lights	4	3	2	1	0	NA
(C)	7a	Proper core temperature (< - 18°C) of products monitored and documeted Temperature:	4	3	2	1	0	NA
(C)	7b	Temperature of freezers monitored and documented Temperature:	4	3	2	1	0	NA
(M)	8	QC check for physical defects performed regularly and documented	4	3	2	1	0	NA
(m)	9	Appropriate and sufficient sanitation stations for products/workers	4	3	2	1	0	NA
(M)	10	Procedures to protect unusual events during processing/production, monitored & documented	4	3	2	1	0	NA
Other comments								

F. PACKAGING AREA								
(m)	1	General cleanliness & condition of packaging area	4	3	2	1	0	NA
(m)	2	Area separated with sufficient ventilation to prevent build-up of vapor, condensation, dust	4	3	2	1	0	NA
(M)	3	Workers are properly attired with minimum risk of cross-contanination	4	3	2	1	0	NA
(C)	4	Correct & legible labelling & stamping of inner & master cartons	4	3	2	1	0	NA
(m)	5a	Proper sealing & strapping master carton monitored & documented	4	3	2	1	0	NA
(M)	b	Proper sealing of inner bags/inner package monitored & documented	4	3	2	1	0	NA
(m)	c	Proper barcode at desinated position for traceability, monitored & documented	4	3	2	1	0	NA
(C)	6	Metal detector available & in use with frequent checking against standard Fe, Non-Fe and SUS test pads. Records of monitoring available	4	3	2	1	0	NA
Other comments								

G. COLD STORAGE/ANTEROOM AREA AND DRY STORES								
(m)	1a	General cleanliness & organisation in cold storage/anteroom area	4	3	2	1	0	NA
(M)	b	Efficient monitoring system in-place Actual temp of cold-storage: Temperature of anteroom:	4	3	2	1	0	NA
(m)	c	All products stored properly without exposure	4	3	2	1	0	NA
(M)	d	System in-place to segregate conformant & non-conformant products (Hold area isolated, labeled & on-hold log book available)	4	3	2	1	0	NA
(M)	e	Program to assure & protect products with tamper-evident features monitored & documented	4	3	2	1	0	NA
(m)	2a	General cleanliness & organisation in packaging storage area	4	3	2	1	0	NA
(m)	b	Packaging materials elevated from floor & stored away from wall	4	3	2	1	0	NA
(m)	3a	General cleanliness & organisation in chemical storage (food & non-food items)	4	3	2	1	0	NA
(M)	b	Procedure for incoming goods inspected to assure packaging integrity	4	3	2	1	0	NA
(M)	c	System in-place to segregate food & non-food items (separated area & labeled)	4	3	2	1	0	NA
Other comments								

H. LOADING AREA								
(m)	1	Refrigerated & enclosed loading dock, temp:	4	3	2	1	0	NA
(m)	2	General cleanliness & organisation	4	3	2	1	0	NA
(m)	3	Documented product/container temp & cleanliness of container prior to loading	4	3	2	1	0	NA
(M)	4	Loading tally system in-placed with effective load out verification	4	3	2	1	0	NA
Other comments								

I. LABORATORY								
(m)	1	General cleanliness & organisation, laboratory must be far away from processing areas to avoid cross-contamination	4	3	2	1	0	NA
(M)	2	Efficiency & proper calibration of autoclave, hot air oven, incubator, water-bath and other machines of testing of antibiotics	4	3	2	1	0	NA
(M)	3	Internationally-affirmed standard methods correctly followed	4	3	2	1	0	NA
(m)	4	Condition of media with opening & receiving date recorded	4	3	2	1	0	NA
(M)	5	Knowledge of lab personnel in microbiological testing & methodologies	4	3	2	1	0	NA
(M)	6	All tests performed with final & raw data recorded correctly	4	3	2	1	0	NA
(m)	7	Sterility control of media & equipment performed & recorded every batch	4	3	2	1	0	NA
Other comments								

J. SAFETY OF WATER & ICE								
(m)	1a	Source of water supply: In-house water treatment & its efficiency	4	3	2	1	0	NA
(m)	b	Method of water treatment: Ozone/CL2/UV light/others, monitored & documented	4	3	2	1	0	NA
(M)	c	Physical, chemical & microbiological testing of water performed regularly & recorded Frequency:	4	3	2	1	0	NA
	2a	Source of ice used: in-house /external In-house water treatment & its efficiency	4	3	2	1	0	NA
(m)	b	Cleanliness of ice	4	3	2	1	0	NA
(M)	c	Physical, chemical & microbiological testing of water performed regularly & recorded Frequency:	4	3	2	1	0	NA
Other comments								

K. PROGRAMS EVALUATION								
(C)	1	Quality policy and HACCP plan in English available, signed & validated by management	4	3	2	1	0	NA
(M)	2	HACCP records checked and verified regularly	4	3	2	1	0	NA
(m)	3a	Complaint procedures is avaialbel in place	4	3	2	1	0	NA
(m)	3b	Customer complaint investigations are documented	4	3	2	1	0	NA
(M)	4a	Recall program available & in use with contact details of person in charge (at least 2)	4	3	2	1	0	NA
(C)	4b	Record of product/ ingredients coding & finished product distribution records available for traceability	4	3	2	1	0	NA
(M)	4c	Standard procedures in-placed to follow in the event of a recall described	4	3	2	1	0	NA
(M)	4d	Mock Recall Program though the distribution system conducted semi-annually & documented	4	3	2	1	0	NA
(M)	5a	Supply chain security awareness program in-placed with system to indentify contamination risks	4	3	2	1	0	NA
(M)	5b	Product security awareness team available with written responsibilities	4	3	2	1	0	NA
(M)	5c	Security program communicated to all employees, suppliers and customers	4	3	2	1	0	NA
(M)	6a	Crisis Management Team & plan in-placed to evaluate risk, identify appropriate resources for all events & notify to proper customer within 4 hours	4	3	2	1	0	NA
(M)	6b	Crisis plan including procedure for product security, recalls, emergency & disaster events available & in use	4	3	2	1	0	NA
(M)	6c	Recovery recall able to track, locate & account for at least a 99.5% of the product within 4 hours	4	3	2	1	0	NA
(M)	7a	Pest control program available & in use Internal/ external	4	3	2	1	0	NA
(M)	7b	Map & effectiveness of mice-trap locations (numbered) & placed in proper areas	4	3	2	1	0	NA
(M)	8a	Calibration procedures of weight checkers, thermometers and other equipment available in place	4	3	2	1	0	NA
(M)	8b	Updated calibration certificates and verification documented	4	3	2	1	0	NA
(M)	9a	Cleaning & sanitation program available & in use Detergent used: Yes/No Sanitizer used: Yes/No Rotate type of sanitizer used: Yes/No	4	3	2	1	0	NA
(M)	9b	Effectiveness of the cleaning & sanitation procedure	4	3	2	1	0	NA
(M)	9c	Pre & post operation inspection record available & updated	4	3	2	1	0	NA
(M)	10	Planned preventative maintenance schedule and records	4	3	2	1	0	NA
(m)	11	Records of employee training at least annually in hygiene/GMP/HACCP concepts etc.	4	3	2	1	0	NA
(M)	12	Medical screening of workers conducted at least one time or twice per year and documented	4	3	2	1	0	NA

Other comments

No.	Scope	Audited scores	Highest scores
1	Factory entrance, building & facilities	0	56
2	Raw material receiving	0	52
3	Primary processing area	0	48
4	Main processing area	0	60
5	Freezing area	0	48
6	Packaging area	0	32
7	Cold storage/Anteroom area and dry stores	0	40
8	Loading area	0	16
9	Laboratory	0	28
10	Safety of water & ice	0	24
11	Programs evaluation	0	96
	Total	**0**	**500**

Score : **0** Total percentage **0%**

LP FOODS AUDIT PERSONNEL

Name & Job title	Opening meeting	Site evaluation	Procedure review	Closing meeting	Signature

SUPPLIER PERSONNEL

Name & Job title	Opening meeting	Site evaluation	Procedure review	Closing meeting	Signature

FACTORY AUDIT SCHEDULE

PREPARED BY: Giau
AUDIT YEAR: 2019

Month / Date	Jan	Feb	Mar	Apr	May	June
1						
2				GODACO		HUY NAM
3						
4			THUAN PHUOC	NGUYEN TRAN		
5						
6					TAIKA	VIET LONG
7		Tet holiday	NTSF			
8					HUY LONG	
9				AQUAMARINE		NVD
10						
11				LONG TOAN		
12						
13					QUOC LAP	
14			DUONG HA			
15					CAMIMEX	
16						
17						
18		HASUVIMEX				NTSF
19			QUOC TOAN			
20						
21		BIDIFISCO	AN CHAU		CASES	
22						
23						
24						
25						
26						
27		TRANG THUY				
28		SUNRISE				
29						
30						
31						

LP FOODS	FARM AUDIT CHECKLIST	Certificate No.:AJA09/14043
Doc number: LPF-QA14	Created: Nov 10, 2017 Updated:	Doc owner: QA department

FARM NAME:	
BAP NO.	
ASC NO.	
GGN	
AUDIT DATE:	
LP AUDITOR:	

BAP REFERENCE	COMPLIANCE OR NOT	WHY NOT COMPLAINT?
1/ Propery rights and regulatory compliance		
2/ Community relations		
3/ Worker safety and employee relations		
4/ Mangrove and wetland conservation		
5/ Effluent management		
6/ Water quality and sediment control		
7/ Soil and water conservation, pond sludge managent		
8/ Fishmeal and fishoil conservation		
9/ Stocking sources and GMOs		
10/ Control of escapes		
11/ Biodiversity and wildlife protection		
12/ Storage, disposal of farm supplies and wastes		
13/ Animal health and welfare: culture conditions and practices		
14/ Drug and chemical management		
15/ Microbial sanitation, hygiene, harvest and transport		
16/ Disease control		
17/ Traceability: record keeping		

LP FOODS PTE.,LTD

Head quarter office: International Building, #10-08, 360 Orchard Road, Singapore 238 869

Viet Nam office: Harbour View Building, 35 Nguyen Hue Str., District 1, HCM city

Tel: +65 6836 2527 Fax: +65 6836 9353

www.lpfoods.com.sg

Compliant	0
Non compliant	0
Partially compliant	0
N/A	0

FARM AUDIT SCHEDULE

PREPARED BY: GIAU
AUDIT YEAR: 2019

Month / Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2	DIEN HUONG		DIEN HUONG		DIEN HUONG		DIEN HUONG		DIEN HUONG		DIEN HUONG	
3												
4												
5	VAN HUNG		VAN HUNG		VAN HUNG		VAN HUNG		VAN HUNG		VAN HUNG	
6												
7	PHUOC THE		PHUOC THE		PHUOC THE		PHUOC THE		PHUOC THE		PHUOC THE	
8												
9	DUONG HOA		DUONG HOA		DUONG HOA		DUONG HOA		DUONG HOA		DUONG HOA	
10												
11												
12	GIANG THANH		GIANG THANH		GIANG THANH		GIANG THANH		GIANG THANH		GIANG THANH	
13												
14												
15												
16	TAIKA		TAIKA		TAIKA		TAIKA		TAIKA		TAIKA	
17	VINH THUAN		VINH THUAN		VINH THUAN		VINH THUAN		VINH THUAN		VINH THUAN	
18												
19												
20												
21												
22	CAMIMEX		CAMIMEX		CAMIMEX		CAMIMEX		CAMIMEX		CAMIMEX	
23												
24												
25												
26												
27												
28												
29												
30												
31												

LP FOODS	TRACEABILITY PROCEDURE	Certificate No.:AJA09/14043
Doc number: LPF-QA 03	Created: Dec 01, 2014 Updated: Feb 9, 2017	Doc owner: QA DEPARTMENT

A. Purpose

Trace back products if having complaints from customers to investigate and take corrective actions accordingly.

Avoid damages by sorting the unsafe or out-of-specification products out of the acceptable ones.

Effectively and efficiently withdraw or recall products if they are identified as unsafe or out of specification.

B. Scope of application

This traceability procedure is applied for suppliers that supply products for LP FOODS only.

This traceability procedure is used internally in LP FOODS Company and for customers of LP FOODS.

C. General traceability

Suppliers must have a traceability system in place with enables the identification of product lots and their relation to batches of raw materials, packaging in direct contact with food, packaging intended or expected to be in direct contact with food. The traceability system shall incorporate all relevant receiving processing and distribution records. Traceability shall be ensured and documented until delivery to the customer.

Downstream traceability records (from production sites to the customers) shall be available. The timeframe for producing these records for review shall be compliant with customer's requirements.

The traceability shall be in place to identify the relationship between batches of final products and their labels.

The traceability system shall be tested on a periodic basis at least annually and each time traceability system changes. The test shall verify upstream and downstream traceability (from delivered products to raw materials, and vice versa); including quantity checking and test results shall be recorded. Full traceability should be achievable within four hours.

The traceability shall be ensured at all stages, including work in progress, post treatment and rework.

Boxes and master cartons shall be accurately labeled, including all labeling required by local legislation and legislation of the country of destination. Primary box or bag packaging that is in direct contact with seafood shall be clearly marked with a lot identification number.

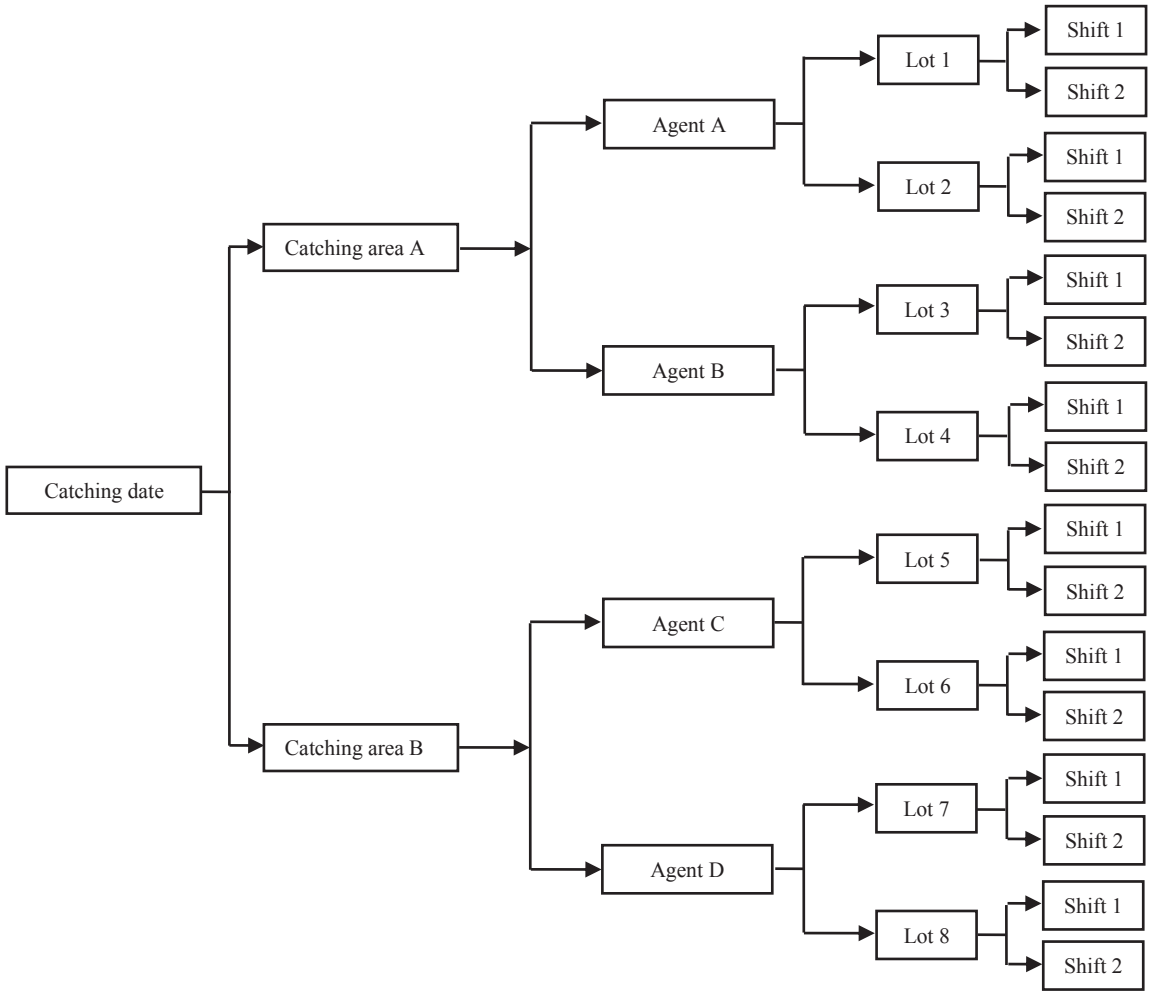
Labeling of semi-finished or finished product lots shall be made at the time when the goods are directly packed to ensure a clear traceability of goods. Where goods are labeled at a later time, the temporarily stored goods shall have been provided with a specific lot labeling. The shelf life (e.g. best before date) of the labeled goods shall be calculated from the original production batch.

D. Traceability code

D.1 Wild-caught raw material

It is necessary to indicate the following traceability information:

Catching date
Code of catching area
Code of raw material agent
Code of raw material lot
Code of processing shift

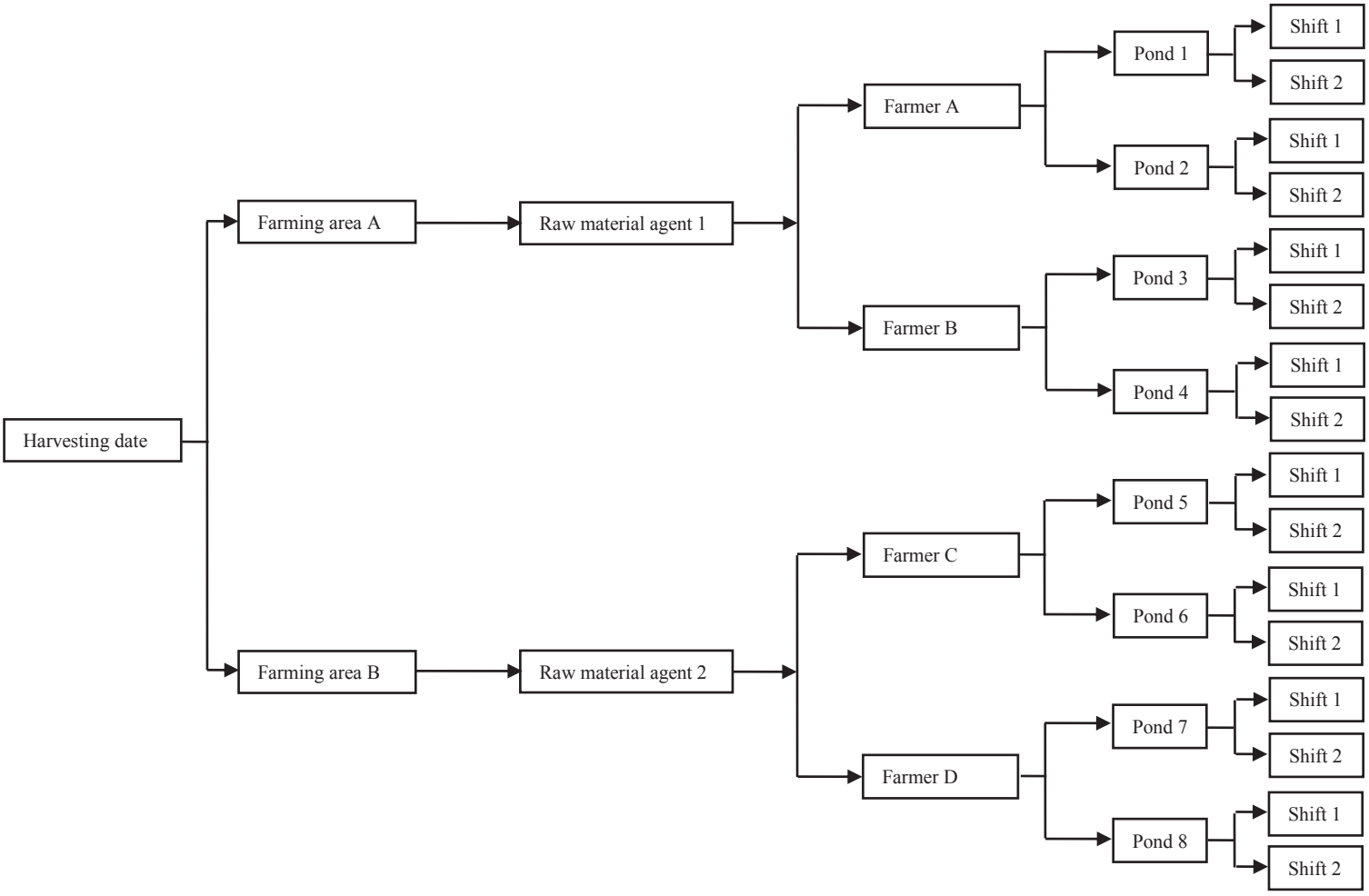


Traceability tree: → → → →

D.2. Farmed raw material

It is necessary to indicate the following traceability information:

Harvesting date
Code of farming area
Code of raw material agent
Code of farmer
Code of cultivating pond or code of raw material lot
Code of processing shift



Traceability tree: → → → → →

D.3. How to put the traceability code on packaging

The traceability code must write after LP code on the easy-seen sides of cartons (see photo).

For easy unloading of customers, besides making and stamping the traceability code by numbers suppliers should mark each traceability code by big A, B, C…or numbers 1, 2, 3…or the different-color banding or stickers. Which way is up to suppliers' decision

Ex: the traceability code is 1021431001, then marking it to A (photo above)

The traceability code must stamp/print on riders or printing bags as well

The traceability code (numbers & marks) must write down in the traceability sheet and include the clear explanation.

Suppliers must load cargoes into containers according to code by code and size by size, that means after finishing loading one code and one size then continue with another code and another size. DO NOT LOAD CODES & SIZES MIXING TOGETHER IN SAME LINE UNLESS THE CODES/SIZES ARE NOT ENOUGH QUANTITY FOR ONE LINE

Must write clearly the traceability codes (numbers & marks) and sizes in loading maps for customers unload easily

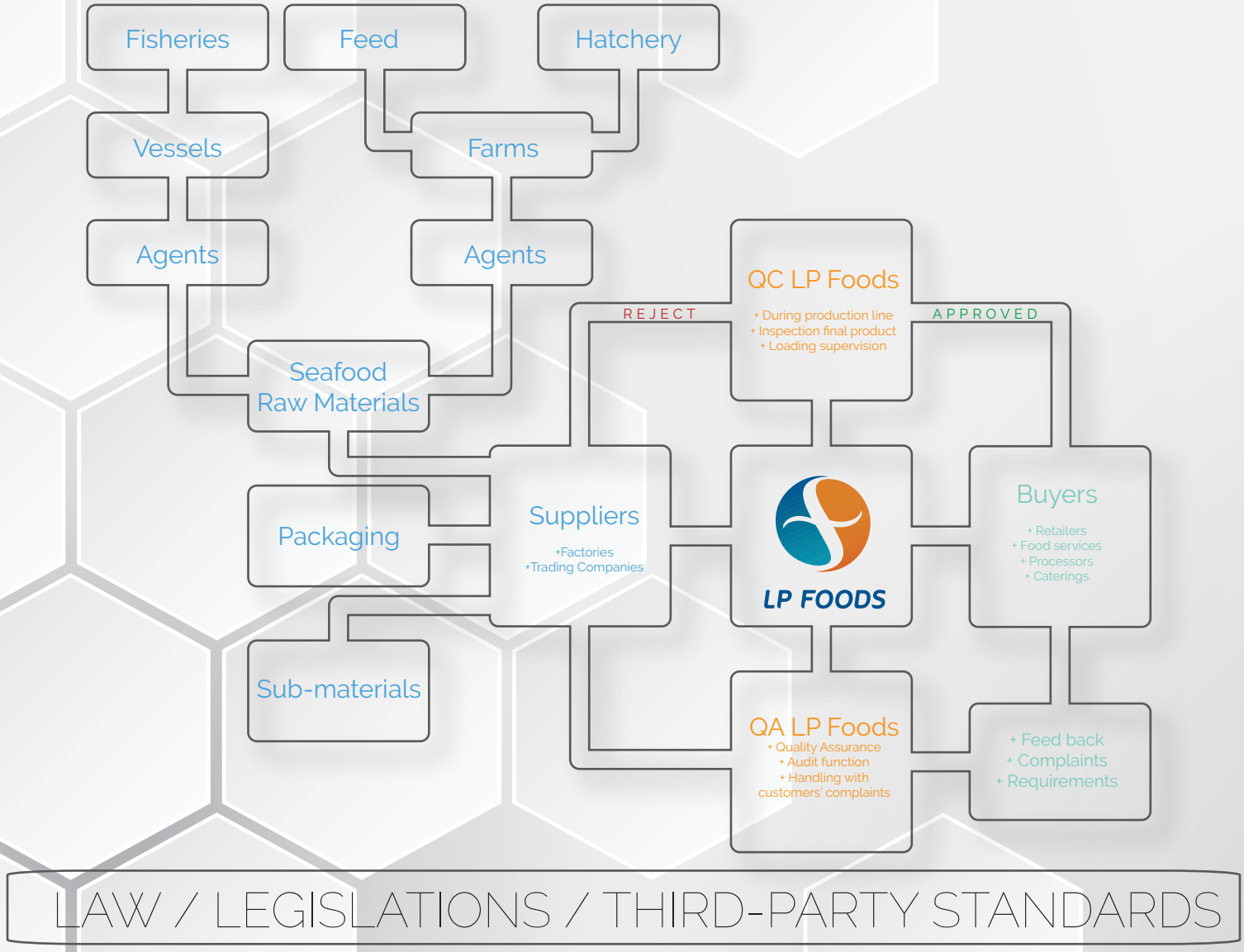
Source
Destination

SINGAPORE HEAD OFFICE
360 Orchard Road
#10-08 International Building
Singapore 238869
Tel. +65 6836 2527

INDONESIA REPRESENTATIVE OFFICE
16th Floor, APL Tower Podomoro city
Jl. Let Jend S. Parman Kav 28
Jakarta 11470
Tel: +62 81289259330

VIETNAM REPRESENTATIVE OFFICE
35 Nguyen Hue Str., 9th Floor Harbour View Tower, Ben Nghe Ward
District 1, HCMC, Vietnam
Tel. +84 8 38298970

VIETNAM TEST KITCHEN
35 Nguyen Hue Str.,
Unit 604 – 06th Floor – HarBour View Tower Building,
District 1, HCMC, Vietnam

lpfoods.com.sg

QUALITY MANAGEMENT MAP