Supplier Approval Form

Supplier:

* Address
* Contact person & Title
* Contact phone number
* Contact email:

Suppliers file documents:

* Certificate of insurance on file: **yes/no** Insurance expiration date:\_\_\_\_\_\_\_\_
* Safety data sheets on file: **yes/no (if applicable)**  File location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Submission of COA with each shipment: **yes/no**
* Ingredient & Packaging suppliers:
	+ Specifications agreed to and on file: **yes/no**
	+ Allergen statements: Contains: **yes/no** or Precautionary label (may contain): **yes/no**
	+ List Allergens:
	+ Continuing guarantee on file: **yes/no**
	+ Food defense and Food Fraud Policy: **yes/no**
	+ Lot key code explanation on file: **yes/no**
	+ Third Party audit on file e.g. GFSI etc.: **Yes/No**  Date of audit\_\_\_\_\_\_\_\_
		- Nonconformance and corrective actions also in file: **yes/no**
	+ High risk ingredient/supplier from hazard analysis: **yes/no**
		- What assurance from this supply source that food safety systems are in place and operating to effectively mitigate the risk (Ref Document Supplier Control Pre #1): e.g. kill step, metal detection, environmental monitoring, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Label suppliers:
	+ Allergen review check on incoming labels: Yes/No Reference document:\_\_\_\_\_\_\_\_
* Contract service suppliers:
	+ Date of last training to ensure specifications are met: \_\_\_\_\_\_\_\_\_\_\_\_
* Is this an import supplier: yes/No
	+ Certificate of compliance on file: yes/No

Alternate document on file:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JWI: File for each supplier is maintained with the above information in the individual supplier file.

Verified by:

Date: