

BMS 12.2 Supplier Approval Questionnaire:

Please complete and return electronically for each manufacturing site supplying Vestey Foods UK Ltd.

If the proposed site has current BRC certification (Grade A or B) Global Standard For Food Safety, Issue 5, please provide a copy of the certificate and soft copy of the report and complete Section A.

Where third party certification mentioned above is not held, answers must be given in full to both section A and B with example documentation where requested.

Please sign the document electronically. Where this is not possible the signature page is to be signed; scanned and returned electronically.

Thank you for your assistance in providing necessary manufacturing site technical information.

Section A	
Products being supplied from site	
Supplier Name	
Technical Name and Contact Details	
Manufacturing Site: <ul style="list-style-type: none"> • Address • Country of Origin • Health Mark, if applicable. 	
Detail activities on site	
Do you have third party accreditation for Quality Management System (QMS) – please attach copy of current certificate and accreditation body audit report.	
Do you have third party accreditation for Environmental Management System (EMS) i.e. ISO 14001 or equivalent – please attach copy of current certificate and accreditation body audit report.	
If you use meat in your products, does the origins of the meat comply with the 'five freedoms' of animal welfare ie (1) freedom from hunger, (2) freedom from discomfort (3) freedom from pain or injury (4) freedom to express normal behaviour and (5) freedom from fear and distress.	
Does your company comply with the Ten Principles of the United Nations Global Compact? http://www.unglobalcompact.org/AbouttheGC/TheTENPrinciples/index.html	

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Does the packaging you supply comply with the Packaging (Essential Requirements) Regulations 2003? http://www.opsi.gov.uk/si/si2003/20031941.htm	
Does the packaging you supply comply with the Plant Health (Forestry) Order 2005 (if applicable)? http://www.england-legislation.hmsso.gov.uk/si/si2005/20052517.htm	
Senior Management Commitment & Continual Improvement BMS review process shall be undertaken at regular intervals – attached minutes from last meeting and frequency.	
Attach HACCP with Product Assessment Questionnaire Confirm Codex Alimentarius principles used and reference made to relevant legislation. Multi-disciplinary food safety team; designated & qualified team leader; records maintained; review HACCP plan minimum annually or prior to any change e.g. raw material, processing conditions	
Section B	
Provide details for BMS:	
Attach Food Safety and Quality Policy	
Food Safety and Quality Manual – SOP's documented & readily available to key staff	
Organisation Structure & Responsibilities – organisation chart, responsibilities clearly defined, arrangements to cover absence of key staff	
Detail Customer Focus – define individuals responsible for communication with customers, customer requirements reviewed and communicated to appropriate departments, performance indicators	
Internal auditing - procedure detailing scope, frequency, trained auditor, corrective action verified. Attach last internal audit document.	
Detail Supplier approval procedure and on-	

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going performance monitoring	
Documentation Control - procedure, properly authorised, correct version, summary of any changes	
Specifications - confirm they exist for raw material and finished products, procedure for amendment, accessible by relevant staff, formal agreement with Vestey Foods UK Ltd	
Records - legible, genuine, appropriate authorised and retained for minimum of shelf life of product	
Detail Corrective Action procedure, assigning responsibility and accountability, time scale for completion	
Detail Traceability procedure, test annually	
Detail Complaint Handling procedure - logged, investigated, corrective action, data analysed	
Please detail Emergency Preparedness and Response systems that are in place at this site.	
Product Recall Procedure - procedure, test annually	
Provide details of Site Standards:	
External Standards - maintained in good order, any impact by other local activities.	
Security to prevent unauthorised persons to production or storage areas	
Brief description of fabrication including raw material, processing and storage facilities. Also detail segregation i.e. low to high risk	
Utilities e.g. water, ice, steam as raw material or processing aid monitored to ensure no risk to product.	
Equipment - suitable designed for process & effective cleaning	
Maintenance - scheduled, control of contractors, hygiene control after maintenance	
Staff Facilities - change areas, smoking policy, food and catering facilities	
Chemical Controls - approved, identified,	

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controlled storage	
Foreign body controls - metal, glass, hard plastic, wood, other	
Hygiene - documented cleaning procedure, monitoring & frequency, corrective action, chemical review to ensure fit for purpose	
Waste / Waste disposal - to avoid accumulation, meet legislation requirements, clearly labelled	
Pest Control - site plan, identification of bait/monitoring stations, defined responsibility for program, inspections reviewed and analysed	
Storage Facilities - procedures to control risk of physical or chemical contamination of product	
Transport - procedures to maintain product safety, transport breakdown procedure, if third party companies utilised define contract and monitoring systems.	
Provide details for Product Control:	
Product development - HACCP development, labelling, shelf life validation	
Allergen controls - risk assessment, storage, processing and rework controls cleaning procedures, validation monitoring.	
Foreign body detection i.e. metal – documented checks, sensitivity, alarm or belt stop, corrective action procedures	
Product Inspection and testing - detail testing, limits and frequency	
Laboratory or sub-contractor accredited or working in accordance to principles to ISO 17025	
Stock rotation – procedures in place to ensure products are used in correct order and within allocated shelf life	
Control of non-conforming products – detail procedure	
Product release – detail procedure	
Provide details for Process Control:	



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Control of Operations - temperature, time, pressure, failure alert systems, deviation to process controls etc	
Quantity control - weight, number	
Calibration - thermometers, scales	
Provide details for Personal:	
Training program	
Access & movement of personnel	
Personal hygiene	
Medical screening	
Protective clothing	



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Supplier Approval Questionnaire:

Supplier: <ul style="list-style-type: none">• Completed by• Signature• Position• Date	
Vestey Foods UK Ltd: Status: <ul style="list-style-type: none">• Reviewed by• Signature• Position• Date	Approved Provisional Approval - site audit required Not Approved