

**SALSA Requirement: “The business shall ensure that suppliers of all materials, including food contact packaging and processing aids, are reputable and are regularly reviewed.”**

### Why?

If you fail to make appropriate checks on your suppliers and the products they supply, you could be legally accountable should there be an incident of contaminated food causing illness or injury, originating from an unchecked raw material, in a product supplied by you.

### Tools

- 🕒 A Supplier Assessment questionnaire
- 🕒 A list of all your approved suppliers for use in Purchasing, ‘Goods-in’ etc
- 🕒 Specifications for all raw materials, including food contact packaging
- 🕒 Copies of relevant audit certificates from your suppliers, especially if any claims are made eg BRC, SALSA, Organic, Red Tractor, Halal, Kosher etc
- 🕒 Segregated areas for products if required by any labelling/provenance claims eg Organic

### Tips

- 🕒 You must have proof that suppliers are reputable and can provide you with safe & legal products. Don’t just take their word for it! If in doubt, don’t buy from the supplier
- 🕒 Compile a list of your Approved Suppliers and provide a copy to ‘Goods-in’ staff to help them with delivery checks
- 🕒 Include expiry dates of Approval certificates on your Supplier matrix (if you choose to use this approval method)
- 🕒 Keep records of all ‘Goods-in’ checks as part of your Due Diligence defence
- 🕒 Do not accept raw materials that are incorrectly labelled or are untraceable
- 🕒 Ensure areas needed for segregation are adequate and clearly labelled.

### What do I need to do?

- Document the way you approve your suppliers. This may be by:
  - Third Party audit certificates/reports
  - Supplier Assessment questionnaires - reviewed by you before final Supplier Approval
  - Carrying out Audits
- Train relevant staff in how to approve a new supplier and don’t buy materials from a new supplier before they are approved.
- A simple way to record Approved Suppliers is a matrix listing suppliers and approval method.
- Ensure that those responsible for buying ingredients and food contact packaging are aware of the Approved Supplier list.
- Also ensure that ‘Goods-in’ staff are aware of the Approved Supplier list and that they know what to do if a delivery comes from an unapproved supplier/supplier not on their list.
- Keep records of deliveries which show the supplier’s details.
- If you buy products from markets, supermarkets, wholesalers or agents/brokers, you need to think carefully how you can demonstrate compliance with this Requirement. Where possible obtain information about the manufacturer of the goods.



- Keep copies of relevant supplier certificates (BRC, SALSA, Organic *etc*) in a file and ensure they are up-to-date.
- Knowing as much as possible about your suppliers helps you to conduct a thorough Hazard Analysis and produce a good HACCP plan. For instance, you may buy a product from a supplier where you know they handle nuts on the same production line. This will influence your Risk Assessment when it comes to Allergen controls.
- Review your Approved Suppliers list annually and consider delivery records as a 'performance' measure. You may decide to stop using poorly performing suppliers, or even increase business with a particular company if their record is excellent!
- Keep records of staff training relating to Supplier Approval.

### Example

- Below is an example of a suitable questionnaire for the pre-qualification or Approval of your raw material and food contact packaging suppliers.
- This example provides the typical level of detail a SALSA Auditor will be expecting from you to comply with this part of the SALSA Standard. Please use this as a guide to create your own records. You may wish to request additional information in the questionnaire relevant to your particular business *eg* Sector Standards or Codes of Practice, Organic Certification or compliance with religious or lifestyle requirements such as Halal, Kosher, Vegetarian *etc*.

*Dear Supplier,*

*In order to comply with our legal responsibilities regarding EU Food Hygiene Regulations, and our SALSA Certification requirements, we kindly ask all our potential suppliers to complete the following questionnaire. All information you supply will be treated in the strictest confidence. Please return the completed questionnaire to me as soon as possible. Thank you for your cooperation.*

*Yours sincerely,*

SECTION A. SUPPLIER INFORMATION	
Company Name:	
Address:	
Telephone:	
Email:	
Contact Person:	
Position:	
Department:	
Does your company have programmes for the following? <i>Tick as many as apply</i>	
Food Hygiene Training	HACCP
Supplier Approval/Audits	Traceability
Is your Company certified by a recognised organisation? <i>Tick as many as apply</i>	
BRC Global Food Standard	SALSA
ISO 22000	Other (specify)
Please enclose a copy of your certificate(s).	
SECTION B. SPECIFIC QUESTIONS	
1	Please classify the nature of your main business.
2	Does your Company comply with current UK and EU Regulations?
3	Please describe all the food categories that your Company supplies
4	In what form are these products supplied <i>eg</i> fresh, chilled, frozen, dried, pasteurised <i>etc</i> ?



5	Is your business registered with the appropriate Government Authority <i>eg</i> Local Authority, DEFRA <i>etc</i> ? If YES, please give details of Authority and Registration Number.
6	Are you willing to allow our Company representative to visit and inspect your premises?
7	Are all your products clearly labelled and traceable in accordance with EU legislation?
8	Does your Company have documented procedures for handling complaints and for responding to food safety incidents (poisoning or physical/chemical contamination)?
9	What Allergens do you handle on site? Is there a risk of cross-contamination?
Signed: _____ Print Name: _____	
On behalf of (Company): _____ Position: _____	
Date: _____	
Issue: 2 Issue Date: 19/05/18 Issued By: T.P. Doc. Ref. 1.6.1a	

**Need more help?**

- See **Tools & Tips** for 1.6.2 Specifications for Raw Materials; 1.6.3 Raw Material Intake; 1.12 Labelling.
- **SALSA Guidance Notes** for 3.4.3 Labelling Claims; 3.4.1a (for STS) Traceability of Meat