

CHECKLIST FOR SUPPLIER ASSESSMENT IN ACCORDANCE WITH IP FOOD 2024:1

<p>We are certified according to the IP Food standard. Therefore, regular supplier's assessments are a part of our quality assurance procedure. Please fill in the checklist by answering "Yes" or "No" after each question below.</p>	<p>If a question is not relevant for your type of business, please tick the N. A (not applicable) box. Send the filled in checklist to the sender of this form and keep a copy for your own record keeping.</p>
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Name of the company:	
Org.nr./GC-nr:	
Telephone:	
Address:	
County:	
Product/products:	
Date:	

	SELF-ASSESSMENT, DOCUMENT MANAGEMENT	YES	NO	NOT RELEVANT	COMMENTS
1.1	Are you registered or approved by a competent authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Did you perform a self-assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	MANAGEMENT AND ORGANIZATION				
2.1	Is there a division of responsibility for different areas within food safety at your company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Do you work with food safety culture at your company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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2.3	Do you have documented procedures regarding food safety that are accessible and easy to understand for the staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
KNOWLEDGE/COMPETENCE					
3.1	Do all staff and other people who may have an impact on food safety received sufficient information about the hygiene rules/routines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Do all staff have the required knowledge, adapted to the tasks involved with food safety, hygiene, information/labeling, probity and possible allergen management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Is there sufficient competence/knowledge of the person responsible for HACCP, information/labelling, probity and allergens, as well as traceability and recall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
VULNERABILITY					
4.1	Did you establish a vulnerability analysis including food fraud?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Did you establish a vulnerability analysis including sabotage, threats (internal and external)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HACCP-SYSTEM					
HAZARD ANALYSIS					
5	Has the business executed a hazard assessment according to the HACCP principles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OPERATIONAL PREREQUISITE PROGRAMME, CRITICAL CONTROL POINTS (CCPS), VALIDATION AND VERIFICATION					
6.1	Are the operational prerequisite programme and/or critical control points (CCP) identified and documented for each product group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Are there documented procedures for monitoring of the operational prerequisite programme and the critical control points (CCPs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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6.3	Is there an action plan for what needs to be done if the limit values for the operational prerequisite programme and critical control points (CCP:s) are exceeded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Is there a system for validation of the HACCP system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Is there a system for yearly verification of the HACCP system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STAFF HYGIEN					
7.1	Are there written hygiene regulations and routines for both staff and visitors/contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Does everyone who have access to the food handling areas wear special clothing and shoes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PREMISES AND FACILITIES					
8.1	Are the premises and furnishings appropriate for the activities conducted and enable safe food handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Are there a routine for maintenance of interiors and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Are there a routine for maintenance of measuring- and control equipment relevant to food safety and probity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CLEANING					
9.1	Are there written routines for efficient cleaning and sanitation of the premises and the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.1	Are there routines for how food, packaging (for instance packaging materials) and equipment is managed and stored under hygienic conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Are work surfaces that have been in contact with allergens cleaned before other foods are handled on the same surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	Are cleaning agents and other chemicals and cleaning equipment kept in a separate area away from the food stuffs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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9.3	Are important information about the chemicals available and are they properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SAMPLING AND WATER QUALITY					
10.1	Is there a routine for sampling which ensures relevant microbiological and chemical criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Are there routines in place to ensure that water is used in food production meets the requirements for drinking water quality and can measurements and results, report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WASTE					
11.1	Is there a routine for the disposal of waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
VERMIN CONTROL					
12.1	Is there a routine for vermin control, including risk assessment, preventative measures, and a routine for monitoring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	If there is a risk of pests in areas where food is present, are the pests monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STORAGE AND HANDLING OF FOOD STUFF					
13.1	Are foods stored and handled in a safe environment, with respect to temperature and humidity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.2	Store resp. are foods handled that are stored in a refrigerator and freezer, kept warm, cooled down and heated to the correct temperature, and can it be explained which temperatures apply to current items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.3	Are there procedures to enable separation, production_ and process planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ALLERGENS					
14.1	Are foods containing allergens stored and handled in such a way as to minimize the risk of an allergic reaction in the end consumer? Are allergens clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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SUPPLIERS, GOODS RECEPTION AND PACKAGING					
15.1	Is there a list of suppliers and criteria for supplier approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.1	Is there a routine for approving new suppliers with regard to food safety and traceability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.2	Is there a plan for follow-up of suppliers that proves the criteria for approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.3	Are there any routines for what is to be checked when goods are delivered and how it is to be done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.4	Are foods stored and packaged in packaging that are approved for the food stuff in question?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DELIVERY AND TRANSPORT					
16.1	Is food delivered and transported under suitable temperature and hygiene conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INFORMATION/LABELLING AND PROBITY					
17.1	Are the pre-packed foods labelled in a correct way/are there correct information in respect of product safety and probity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.2	Are non-pre-packed foods labelled in a correct way/are there correct information in respect of product safety and probity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.3	Do you use any form of voluntary labeling such as e.g. eco-labels, labels of origin or similar and do you have any agreements, certificates or similar that showing that the label can be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.4	Do you use any form of nutrition and health claims, "trace of" labeling (PAL) and/or "free from" labeling and do you meet special authority and legal requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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17.5	Do you have control procedures that ensures the correctness of information/labeling and which parties must be informed in the event of significant information changes in the labeling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TRACEABILITY AND RECALL					
18.1	Can the raw material and semi manufactured goods that make up the product be traced one step backward and one step forward in the food chain? This also goes for packaging materials that has direct contact with foodstuffs. Is there a traceability one step backward for companies which sells/deliver foods directly to the final consumer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.2	Is there a routine for regular control of the traceability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.3	For companies which handle food with a requirement from authority or other stakeholders on internal traceability: Is there a routine for internal traceability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.4	For products with special information/labelling that concerns the raw material; Are there any statistical material (e.g. invoices/delivery notes) for receiving and delivering goods and for handling and processing to enable quantitative traceability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.5	Is there a written routine for recalls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.6	Is the routine for recalls tested regularly (at least annually)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MANAGEMENT OF NON-COMPLIANCES AND REFUNDS					
19.1	Is there a system for dealing with refunds and non-compliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	