

## CHECKLIST FOR SUPPLIER ASSESSMENT IN ACCORDANCE WITH IP FOOD 2022:1

<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. If you need more information, please refer to the IP Food handbook that can be downloaded on <a href="http://www.sigill.se">www.sigill.se</a>.</p>	<p>If a question is not relevant for your type of business, please tick the N. A (not applicable) box. Please note that all the criteria's that are relevant for your type of business must be adhered to. 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

	<b>SELF-ASSESSMENT, DOCUMENT MANAGEMENT</b>	<b>YES</b>	<b>NO</b>	<b>NOT RELEVANT</b>	<b>COMMENTS</b>
1.1	Are you registered or approved by a competent authority.				
1.2	Did you perform a self-assessment?				
1.3	Are all documents, including the written procedures mentioned in this standard, current, clearly named and dated.				
	<b>VULNERABILITY</b>				
2.1	Did you establish a vulnerability analysis including food fraud?				
2.2	Did you establish a vulnerability analysis including sabotage, threats (internal and external)?				
	<b>KNOWLEDGE/COMPETENCE</b>				
3.1	Do all the staff with an impact on food safety, have knowledge of basic food safety and hygiene?				
3.2	Is there good competence within the company to introduce, apply and develop the HACCP system?				

3.3	Is there at least one person who has the responsibility, knowledge and authority to apply relevant legislation for information/labelling/probity?				
<b>HACCP-SYSTEM</b>					
<b>HACCP-expert</b>					
4.1	Is it written down who is responsible for the HACCP-plan and what mandates that are within their task?				
<b>HAZARD ANALYSIS</b>					
5	Has the business executed a hazard assessment according to the HACCP principles?				
<b>CRITICAL CONTROL POINTS (CCP) AND HACCP PLAN</b>					
6.1	Are the critical control points (CCP) identified and documented for each product group?				
6.2	Are there critical limit values for the critical control points (CCP:s)?				
6.3	Is there an action plan for what needs to be done if the limit values for the critical control points (CCP:s) are exceeded?				
6.4	Is there a system for validation of the HACCP system?				
6.5	Is there a system for yearly verification of the HACCP system?				
<b>STAFF HYGIEN</b>					
7.1	Are there written hygiene regulations and routines for both staff and visitors/contractors?				
7.2	Does everyone who have access to the food handling areas wear special clothing and shoes?				
<b>PLANTS, PREMISES AND EQUIPMENT</b>					
8.1	Are the plants and premises appropriate and enable safe food handling?				
8.2	Are there a routine for maintenance of interiors and equipment?				
8.3	Are there a routine for maintenance of measuring- and control equipment relevant to food safety and probity?				

<b>SAMPLING</b>					
9.1	Is there a routine for sampling which ensures relevant microbiological and chemical criteria.				
<b>CLEANING</b>					
10.1	Are there written routines for efficient cleaning and sanitation of the premises and the equipment?				
10.2	Are cleaning agents and other chemicals and cleaning equipment kept in a separate area away from the food stuffs?				
10.2	Is important information about the chemicals available and are they properly labeled?				
<b>WASTE</b>					
11.1	Is there a routine for the disposal of waste?				
<b>VERMIN CONTROL</b>					
12.1	Is there a routine for vermin control, including risk assessment, preventative measures, and a routine for monitoring?				
12.2	If there is a risk of pests in areas where food is present, are the pests monitored?				
<b>WATER</b>					
13.1	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?				
<b>STORAGE AND HANDLING OF FOOD STUFF</b>					
14.1	Are there routines for how food, packaging (for instance packaging materials) and equipment is managed and stored under hygienic conditions?				
14.2	Is the turnover of goods complied with the "first in-first out" principle (FIFO).				
14.3	Are foods stored and handled in a safe environment, with respect to temperature and humidity?				
14.4	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?				
14.5	Are foods stored and packaged in packaging that are approved for the food stuff in question?				
	<b>ALLERGENS</b>				
15.1	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?				
15.1	Are work surfaces that have been in contact with allergens cleaned before other foods are handled on the same surfaces?				
	<b>GOODS RECEPTION AND SUPPLIER CONTROL</b>				
16.1	Is there a list of suppliers and criteria for supplier approval?				
16.1	Is there a routine for approving new suppliers with regard to food safety and traceability?				
16.2	Is there a plan for follow-up of suppliers that proves the criteria for approval?				
16.3	Are there any routines for what is to be checked when goods are delivered and how it is to be done?				
	<b>DELIVERY AND TRANSPORT</b>				
17.1	Is food delivered and transported under suitable temperature and hygiene conditions?				
	<b>INFORMATION/LABELLING/PROBITY</b>				
18.1	Are the pre-packed foods labelled in a correct way/are there correct information in respect of product safety and probity?				
18.2	Are non-pre-packed foods labelled in a correct way/are there correct information in respect of product safety and probity?				
18.3	Are there any routines for segregation and good production planning ensuring probity?				

<b>TRACEABILITY AND RECALL</b>					
19.1	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?				
19.2	Is there a routine for regular control of the traceability?				
19.3	For companies which handle food with a requirement from authority or other stakeholders on internal traceability: Is there a routine for internal traceability?				
19.4	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?				
19.5	Is there a written routine for recalls?				
19.6	Is the routine for recalls tested regularly?				
<b>MANAGEMENT OF NONCOMPLIANCES AND REFUNDS</b>					
20.1	Is there a system for dealing with refunds and non-compliances?				