



## Example Procedure

# 'Approved Supplier' Procedure

## 1. PURPOSE

This procedure describes how [Insert Company Name] will ensure that all raw materials/products/services are procured by assessed and approved as competent, reliable and economic suppliers.

With the assistance of a documented and controlled approved supplier evaluation program, a selection of approved suppliers shall be established to build up a long-term, reliable business connection and to facilitate product quality, safety and integrity.

## 2. SCOPE

This procedure is valid for all departments, in which products and services are purchased and procured, and that have an impact on product quality, safety and integrity.

An integral component of this approved supplier program is that all of the above departments have been made aware of their obligations under this procedure and have been trained accordingly.

## 3. TERMS & DEFINITIONS

<b>A – Supplier</b>	suitable and preferred for all deliveries
<b>B – Supplier</b>	suitable to only a limited extend
<b>C – Supplier</b>	unsuitable for deliveries, delivery block

**Approved Supplier** – Any supplier of product that may have influence on the quality, safety and integrity of finished goods manufactured by [Insert Company Name].

## 4. PROCESS

### 4.1 Product Suppliers.

[Insert Company Name] shall establish and maintain a documented approval and review program for all its product suppliers.

Where possible, approved product suppliers should have a third-party certified quality program in at least one of the following or equivalent systems;

- ISO 9001 plus HACCP
- FAMIqs
- SQF-Animal Feed Manufacturing
- GMP+

Product suppliers will be rated against their ability and capacity to satisfy the requirements of [Insert Company Name] for product quality and safety, as documented in the Quality Manual.

In addition, product suppliers must be able to perform consistently, efficiently and reliably.

[Insert Company Name] shall in its best endeavor only use suppliers that can show a commitment to the environment and sustainability.



Product suppliers shall be rated in their performance to satisfy the above requirements through a three tier rating system. The three tiers will be identified as:

- A – approved as suitable and preferred for all deliveries of designated product
- B – suitable to only a limited extent. To be used in contingency purposes if required.
- C – unsuitable for deliveries, delivery block, non-approved.

The [insert staff position with responsibility] is responsible for determining the status of the supplier evaluation and rating.

Through the evaluation of product specifications, product samples or probationary deliveries the qualification of new suppliers can be assessed. New suppliers are initially classified as A-suppliers. Qualification can be assessed with the help of following criteria;

- Product offering
- Quality of the products (also regarding contaminations)
- Price
- Delivery period
- Product security
- Provision of service
- Corporate image
- Reliability.

A new supplier, after evaluation, shall commence with the status "A". As a result of continuous deliveries the supplier is permanently evaluated. This permanent evaluation is the basis for an eventual setting back to status "B" or "C". C-suppliers are blocked for all deliveries. The block can only be lifted through the evidence of improved performance criteria conditions by the supplier or by on-site audit.

Product Supplier approval, status and rating shall be maintained on the Approved Suppliers List.

Documents pertaining to approved suppliers shall be maintained in individual supplier files.

Incidents, which change the individual supplier status are either filed within the supplier folder.

Approved supplier non-conformances and product or delivery failure incidents shall be included in all Management Review meetings.

The Management Committee shall manage all communication with Approved Suppliers including non-conformances reports, customer complaints and audit reports.

#### **4.2 Service Provider**

Service providers may include transport contractors, stationery supplies, and consultants, at the discretion of the [insert staff position with responsibility].

The evaluation of service providers takes place in the same manner as for product suppliers.

## **5. DOCUMENTATION & RECORDS**

The following records shall be maintained to assure this program was conducted according to the Quality Policy.

- Approved supplier audits
- Approved Supplier List
- Non-Conformance Reports, including complaints



ABN 84 816 063 155  
PO Box 151 Curtin ACT 2605  
www.sfmca.com.au

- Corrective Action Register

## 6. DOCUMENT HISTORY

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Original Author:		Date:	
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