



## Example Procedure

# RAW MATERIAL PURCHASING

## 1. PURPOSE

This procedure describes sound management practices to ensure that consumable products and services purchased conform with [Insert Company Name] stated specifications and standards.

## 2. SCOPE

The procedure includes all purchases to approved suppliers of consumable products and services that may affect quality of processing services and or customer supplied products.

All purchasing activities must take into account [Insert Company Name]'s commitment to both food safety and workplace safety.

In addition, wherever possible, purchasing should attempt to be sustainable and environmentally sound:

- Preference will be shown to those suppliers that can exhibit compliance to HACCP Principles.
- Preference will be shown to those suppliers that can exhibit commitment to the environment (ISO:14001).
- Preference will be shown to those suppliers that can exhibit commitment to safe work (OSHA:18001)

The [insert relevant positions] are directly responsible for this procedure.

## 3. TERMS & DEFINITIONS

NIL.

## 4. PROCESS

### APPROVED SUPPLIERS

Preference for purchasing shall be through suppliers that have been assessed and listed on the Approved Suppliers List. Where commodities and materials are only available from a non-approved supplier, a Supplier Evaluation Form should be completed and the new supplier listed on the Approved Supplier List as tentative.

### ACCREDITATION

Purchasing from all suppliers shall place priority of those suppliers that can provide evidence of accreditation to a recognised GMP System such as FeedSafe, FAMI-QS, ISO:9000 and HACCP.

Preference will be shown to those suppliers that can exhibit commitment to the environment (ISO:14001).

### VENDOR DECLARATIONS

All commodities purchased should be made with suppliers that can provide a recognised Vendor Declaration.



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#### **CEREAL GRAINS**

All cereal grain (wheat, barley, sorghum, etc.) shall be purchased under contract that references and adheres to the GTA Trade Standards.

#### **VEGETABLE PROTEIN MEALS**

All vegetable protein meals (cottonseed, canola, copra, etc.) shall be purchased under contract that references and adheres to the AOF Trade Standards

#### **FIBRE & FODDER**

All fibre and fodder products shall be purchased under contract that references the appropriate Trade Standard (AOF, AFIA, Etc.).

#### **LIQUID & BY-PRODUCT RAW MATERIALS**

All liquid (molasses, vegetable oil) and by-products (millmix, cottonseed hulls, etc.) shall be purchased under contract that references the appropriate Trade Standard (AOF, AFIA, GTA, etc.).

#### **PACKAGING**

All purchasing of packaging materials shall be purchased, where applicable, through suppliers that are signatories to the Australian Packaging Covenant.

Preference will be shown to those suppliers that can exhibit commitment to the environment (ISO:14001).

#### **NON-CONSUMABLES**

Purchasing of non-consumables such as cleaning agents, agvet chemicals and lubricants shall be made through recognised suppliers that have the required licensing from appropriate agencies such as the AVPMA and/or have industry or third-party accreditation from a recognised body.

Preference will be shown to those suppliers that can exhibit commitment to the environment (ISO:14001).

#### **MSDS**

All purchasing of materials shall require a valid copy of the current MSDS to be available. All MSDS shall be logged in the MSDS Master Folder.

#### **OUTCOME**

All purchasing activities will take into account **[Insert Company Name]**'s commitment to quality, food safety, workplace safety and the environment.

## **5. DOCUMENTATION & RECORDS**

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

- Approved Suppliers Register
- Ingredient Specifications
- Purchasing Records
- Incoming Goods Checklist
- MSDS Register



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## 6. DOCUMENT HISTORY

Version No.:			
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