

## 6.1.2. Documented Purchasing Program

### Standard

Is there a documented purchasing program implemented with emphasis on raw material quality and safety risks?  
*This needs to define how suppliers are approved and added to or removed from the approved supplier listing and who is authorised to approve new suppliers.*

### Purpose

To ensure that operators follow a purchasing program designed to guarantee that all materials used in feed production are safe and meet quality standards.

### Reason

When purchasing from and approving raw material suppliers, the operator must be mindful of feed safety risks. Inadequate Quality Control and Good Manufacturing Practice can lead to:

- Contamination during production or packaging.
- Significant deviations from product specifications.

### What is Acceptable?

This section should be viewed in conjunction with Section 6 of Fact Sheets. The documented purchasing program should apply to all departments, products and services that have an impact on feed safety. The aim of a purchasing program is to ensure all raw materials are safe to use in production.

#### Documented Procedure

The procedure will outline the criteria for approving suppliers and purchasing decisions, including those related to products, materials and services.

#### Training & Awareness

An integral component of a purchasing program is that all relevant departments have been made aware of their obligations under the documented procedure and have been trained accordingly (Fact Sheet 3.2.7). Any authorisation to approve or reject suppliers shall be written under the responsibilities of the employee.

#### Supplier Assessment

Suppliers will be assessed based on their ability to meet the organisation needs/contract requirements, quality requirements, and feed safety requirements. Initially, the program should obtain general supplier information, including contact details, product or services provided and relevant license/certification. If the supplier provides any of the following certification:

- FAMI-QS
- APVMA GMP
- FeedSafe
- Relevant Australian Standard Certification (Labs = ISO17025)

The operator shall ensure that the services or product provided fall within the scope of certification. In the absence of a license or certification listed above, the supplier shall complete a full supplier approval form (example found below) and conduct a supplier audit.

#### Evaluation

The information obtained from supplier assessment shall also include any history with the supplier both positive and negative. Evaluations should include product specifications, product samples, supplier certifications, etc. Relevant legislated requirements and standards need to be identified in the process.

Any rejected suppliers need to be documented as removed along with the reasons why.

Any non-conformances or product delivery failures are to be recorded as per the corrective action procedure (Fact Sheet 10.2.1). These shall be recorded and assessed at the next management review or supplier review.

#### *Grain Suppliers*

Suppliers of grain products must be able to meet your internal material specifications as per your receival process. As well as that, these suppliers should provide evidence they are aware of [GTA standards](#) and can achieve those standards.

In some cases, particularly at harvest, new suppliers may need to be accepted based on delivery inspection, sampling and testing with little or no prior assessment. In this case the approval process needs to place emphasis on the relevant grain receival standard and supplier acceptance based on a load-by-load basis.

#### *Rendered Products*

Suppliers of rendered products (animal protein meals) and materials must be able to meet your internal material specifications as per your receival process and be certified to AS5008:2007 "Hygienic rendering of animal products." ([ARA](#)). If the supplier cannot provide an in-date certificate to this standard, please refer to the next section, 'supplier audits'.

#### *Vegetable Protein Meals*

The supplier shall provide a QA certification together with purchase under contract that references and adhered to the [AOF Trade Standards](#).

#### *Recycled Oils and Fats Products*

Suppliers of recycled oils and fats must be able to meet your internal material specifications as per your receival process and be certified according to the "National Standards for Recycling of Fats and Oils". If the supplier cannot provide an in-date certificate to this standard, please refer to the next section, 'supplier audits'.

#### *Premix, Additive, or Supplement Products*

Suppliers of premixes, additives, or supplement products must be able to meet your internal material specifications as per your receival process, and be certified to one of the following standards:

- FAMI-QS
- FeedSafe
- APVMA GMP
- Or equivalent (equivalent = HACCP + GMP)

If the supplier cannot provide an in-date certificate to one of these standards, please refer to the next section, 'supplier audits'.

#### *Food Processing and other by-products*

Evaluation and acceptance shall be based on contracted quality specification, industry trading standard or food safety quality certification (e.g. FSSC22000), receival sampling and testing and/or prior record of meeting specification. Example includes material such as biscuit meal, malt combings, reject milk powders, millrun, oat hulls, rice hulls, etc.

#### *Service Providers*

Service providers, such as transport contractors, consultants, laboratories, warehousing facilities, or contract manufacturers, must be evaluated according to the supplier approval/purchasing program. The assessment should take into account product integrity, relevant GMP and feed safety considerations based on scope of product exposure. A HACCP certification for a subcontracted warehouse is favourable.

#### Class/Ranking

A rating process can be assigned to ensure personnel responsible for ordering raw materials use the correct supplier. For example, in the event an approved supplier is unable to fulfil an order, a contingency supplier can be used, based on their rating:

- 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.

A new supplier, after evaluation, shall commence with the status “A”. Through continuous performance monitoring, the supplier is regularly assessed. Based on this ongoing monitoring, underperforming suppliers ranking can be adjusted back to status “B” or “C”, while the top-performing suppliers are retained as “A” suppliers.

A-Suppliers are the preferred suppliers of raw materials. A-suppliers have third party certification, have been second-party audited and have shown consistent compliance to incoming raw material specification, performance and criteria.

B-Suppliers may not have third-party certification but have provided evidence that they can satisfy all other approved supplier obligations. B-Suppliers can be used as back-up or second party supply. The company can work with B-suppliers to assist them to become A-suppliers.

C-Suppliers are blocked for all purchases and deliveries. This may be due to poor performance in past audits and supply, or that the supplier does not comply with company policy and objectives (for example other non-feed safety issues). The block can only be lifted through the evidence of improved performance criteria conditions by the supplier or by on-site audit.

#### Supplier Audits

If a supplier fails to meet the required third-party certification standards as outlined in the ‘Evaluation’ section above, they must undergo an audit within the first 6 months of receiving the initial raw material. A risk assessment should be used to determine whether the audit is a desk review, remote audit, or onsite audit. Records of this assessment need be kept in the supplier approval files. The audit needs to consider Good Manufacturing Practices (GMP) and feed safety risks (HACCP). For rendered products or recycled oils and fats there are further considerations that need to be considered to meet regulatory requirements (see [Supply Chain QA Overview](#)).

#### Purchasing

Purchasing shall be from approved suppliers only as outlined in Fact Sheet 6.1.1.

If a purchase is necessary before the approval process is complete, ensure that the approval documentation has been initiated and evaluate whether any material testing is required prior to release for use. Consider both potential feed safety risks and quality profiling.

Example Supplier Approval Form below:

## SUPPLIER APPROVAL FORM

### SECTION A

#### SUPPLIER DETAILS

Supplier Name:	
Address:	
Phone:	
Contact Name (Sales):	
Title/Position:	

Email:	
Mobile:	
Contact Name (Quality):	
Title/Position:	
Email:	
Mobile:	

**PRODUCTS OR SERVICES SUPPLIED**

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**RELEVANT LICENCE/CERTIFICATION TO PROVIDE PRODUCT OR SERVICE\***

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**COMPLETED BY:**

Name:	
Position:	
Date:	

## SECTION B

### CERTIFICATIONS

Do you have a quality system in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is it third party certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate Number:		<i>Please supply certificate.</i>
Do you have a feed safety system in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is it third party certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate Number:		<i>Please provide copy.</i>

*\*If you have FAMI-QS, APVMA GMP, FeedSafe, GMP+, UFAS/FEMAS, or FSSC22000, or Relevant Australian Standard Certification (Labs = ISO17025) please proceed to section C. All others please continue below.*

### QUALITY MANAGEMENT

Do you have a documented Quality Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Please provide copy.</i>
Are documented procedures established & records available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a complaint handling system?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
How do you evaluate your suppliers? What are your criteria?		
How do you verify your incoming materials? What are your criteria?		
Do you perform internal audits on any quality processes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of last audit?
Do you have an annual traceability test?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of last test?
Do you formally confirm product meets specification?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the product tested prior to dispatch?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you retain samples of every final product?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Retention period?
Do you manage any animal based products as well?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a cleaning/sanitation program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Doc#:

### FEED SAFETY MANAGEMENT

Do you have a feed safety system in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is it third party certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate Number:		<i>Please provide copy.</i>
Do you have a documented Feed Safety Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What measures in place to ensure products are free of contaminants? Including cross-contamination and foreign objects?		
Do you have a Hygiene Policy or procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Please supply copy.</i>
Do you have an audited Feed Fraud and Defence program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Please provide copy.</i>
If no, what measures do you have in place to prevent product tampering and product fraud?		

## SECTION C

### DOCUMENTS

PLEASE MARK THE DOCUMENTS/SHEETS/CERTIFICATES ATTACHED

	YES	NO
Relevant Licence	<input type="checkbox"/>	<input type="checkbox"/>
Quality Certification	<input type="checkbox"/>	<input type="checkbox"/>
Feed Safety Certification	<input type="checkbox"/>	<input type="checkbox"/>
Feed Fraud & Defence Certification	<input type="checkbox"/>	<input type="checkbox"/>
Hygiene Policy	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Product Data Sheet	<input type="checkbox"/>	<input type="checkbox"/>
SDS	<input type="checkbox"/>	<input type="checkbox"/>
Label	<input type="checkbox"/>	<input type="checkbox"/>
Product testing results	<input type="checkbox"/>	<input type="checkbox"/>

### ASSESSMENT

*INSTRUCTION: Insert score in "Risk rating" based on Supplier Procedure. Use comments to provide reference to evidence (eg. expiry date of certification).*

Area	Criteria	Risk rating	comments/reference
Product/ Service	Independent testing	/5	
	Delivery on time	/5	
Quality	GMP based system	/5	
Feed safety	HACCP based system	/5	
Fraud prevention	Measures in place	/5	
Total		/25	

#### Risk Outcome Matrix

20+	Review in 3 years or upon certification expiry.
15-19	Remote or desk audit required at least 3 yearly.
10-15	Onsite audit required at least 2 yearly.
<10	Management to take corrective action.

Summary:

Reassessment date:

**Reviewed by (name):**

**Date:**

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