



Supplier Warranty Letter

To:

Address:

Dear Name:

Food Supplied to:

As part of our commitment to food safety, we are seeking confirmation from our suppliers of high risk foods that they supply in accordance with food safety requirements.

We should be grateful therefore if you would provide copies of your relevant food safety policy document, hazard analysis and your operational standards, together with details of any independent auditing arrangements your company participates in.

In addition, we are seeking your confirmation that you adhere to the following requirements:

- You deliver chilled food at or below 8°C.
- You deliver frozen food at -15°C or colder.

Our company, or its representative, may periodically visit your premises to ascertain food safety and hygiene standards, by appointment.

We look forward to receiving your reply shortly and trust that you respect our intention to maintain a high level of food safety standards.

Yours sincerely

Name:

Signature:

Company Name:

Address:

As part of our commitment to food safety we are seeking confirmation from our suppliers of high risk foods that the supply in accordance with food safety requirements.

Please complete the questionnaire and return it to us along with the following:

- Copy of your Food Safety Management System
- Details of independent audits

Supplier Details

Supplier Name:

Address:

Postcode:

Contact:

Telephone No:



Supplier Audit

Food Supplied:

Audit

1 Management of Food Safety		Yes/No
1.1	Did the supplier show a positive and helpful attitude towards this visit/inspection?	
1.2		
1.3	Were the written food safety procedures in use?	
1.4	Were quality control records available and are food quality standards checked?	
1.5	Has the responsible manager received food hygiene training? <input type="radio"/> None <input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Advanced	
1.6	Have food handlers received at least basic food hygiene training? <input type="radio"/> None <input type="radio"/> Some <input type="radio"/> All	
1.7	Do food safety training standards seem appropriate to the food supplied?	
1.8	Is there a routine pest prevention contract in operation?	
1.9	Do records indicate the absence of pest control problems?	
Does the supplier operate a formal HACCP system of food safety management?		
2 Contamination Controls		Yes/No
2.1	Is glass and wood prohibited from production areas?	
2.2	Is there metal detection equipment in operation?	
2.3	Are sources of potential physical contamination evident?	
2.4	Are ingredients stored in closed containers?	
2.5	Are raw and finished products kept separate?	
2.6		
2.7	Are foods bacteriologically tested regularly? Are other sources of potential bacterial contamination kept well apart from food?	
2.8	Do results indicate satisfactory bacteriological quality?	
3 Temperature Controls		Yes/No



Supplier Audit

3.1

3.2 Are other critical temperatures checked and recorded?

3.3 Do temperature records seem up-to-date and adequate?

3.4 Are high risk foods kept under proper temperature control (at all stages)?

3.5 Are high risk foods delivered in temperature-controlled vehicles?

3.6

Are all chiller temperatures checked and recorded?

Are chilled foods delivered to customers at 8°C or below?

3.7 Are frozen foods delivered to customers at -15°C or colder?

4 Personal Hygiene Standards Yes/No

4.1 Is appropriate protective over-clothing worn?

4.2 Are there adequate hand washing facilities in food production and handling areas?

Do food handlers appear to wash hands regularly?

4.3

4.4 Do food handlers appear to be clean?

4.5 Are colleagues keeping areas clean and tidy?

5 Cleanliness Standards Yes/No

5.1 Are written cleaning schedules available?

5.2

5.3 Is all food contact equipment, e.g. containers, sanitised?

5.4 Is static food production machinery cleaned-in-place?

5.5 Is waste under proper control and waste areas clean?

5.6 Are the premises generally kept clean and tidy?

Are all food production, handling and storage areas kept clean and tidy?

5.7 Are internal surfaces of delivery vehicles clean?

6 Structural Conditions Yes/No

6.1 Are food production, handling and storage areas in a sound structural condition?



Supplier Audit

Are these areas above constructed of cleanable materials?

6.2

6.3 Is equipment generally sound and able to be cleaned?

6.4 Are external openings into the premises pest-proofed?

7 Sustainability, Environment, Ethical and Social Responsibility	Yes/No
7.1 Do you have a sustainability policy, if yes please provide a copy.	
7.2 Are you working to reduce your carbon emissions and measure your carbon footprint?	
7.3 Do you aim to minimise food waste?	
7.4 Are your raw materials sustainably sourced, if yes please provide any relevant certifications (Fair trade, B Corp)	
7.5 Do you actively use packaging that is recyclable, compostable or re-usable?	
7.6 Are you able to support with sustainability reporting data?	
7.7 Do you have an ethical trading policy, if yet please provide a copy.	