1. **PURPOSE**

To describe all stages of the technological process of crisps for USA market according to the FDA food safety, Kosher, NON GMO project standart and final product quality requirements.

1. **SCOPE**

This procedure applies to these processes - evaluation of suppliers, raw, packaging materials, acceptance and storage of raw, packaging materials, allergens control, production of pellets and final chickpea crisp product, labeling, storage of final product and distribution.

1. **RESPONSIBILITIES**

Responsible for carrying out the procedure respectively:

* Food safety groups members, Quality Manager - for the development of safe processes, validation of a new product, evaluation of raw materials and suppliers;
* the Manager of the raw material warehouse - for the acceptance of raw, packaging materials, the provision of an identification code for each lot of raw, packing materials and safe, proper storage;
* the Head of the pellet department - for safe pellet production process, pellet labeling, traceability at this stage of production;
* the Head of the crisps department - for safe crisps production process, ensuring traceability in this process, product labeling, packaging;
* the Head of sales - for a clear distribution process, preparation of documents accompanying the products, communication with the customer, feedback.

1. **DEFINITIONS**

4.1. *GMO product* – a genetically modified organism (GMO) is an organism in which the genetic material has been changed through biotechnology in a way that does not occur naturally by multiplication and/or natural recombination. GMOs are changed through biotechnology, not through natural selection or traditional breeding methods.

4.2. *High-Risk Inputs* - Alfalfa, canola, corn, cotton, papaya, soy, sugar beets, zucchini and yellow summer squash, potato, microorganisms and enzymes, animal-derived products.

4.3. *NON GMO products* - all inputs must be not GMOs and are not derived from GM facilities have standard operating procedures covering traceability of ingredients, segregation and separate storage, and proper clean-outs of shared equipment.

4.4. *Kosher food* - food prepared according to the requirements of kashrut.

4.5. *Allergens in USA* (plant-specific allergens in bold):

- **milk and milk products** (in spices mixes for not USA market products “Cream and onion”, “Cheese and onion”, “Mushrooms”;

- eggs and eggs products;

- fish shellfish;

- tree nuts (Almond, Beech nut, Brazil Nut, Butternut, Cashew, Chestnut, Chinquapin, **Coconut** (in spices mix **BBQ Kanzas,** **Bacon** for USA market products), Filbert/Hazelnut, Ginko Nut, Hickory Nut, Lichee Nut, Macadamian Nut, Pecan, Pine Nut, Pili Nut, Pistachio, Sheanut, Walnut );

- peanuts;

- **wheat**;

- soybean;

- sesame (from January 1, 2023);

- Food ingredients that cause nonallergic hypersensitivity reactions in sensitive individuals (**others Gluten-containing cereals (rye,barley**, Dommon wheat, Durum wheat, Club wheat Spelt, Semolina , Einkorn, Emmer , Khorasan wheat ,Triticale ),certain additives (e.g., yellow 5, carmine, sulfites).

4.6. *CRISPS FACILITY ALLERGENS LIST:*

- milk and milk products in spice mixies “Cream and onion”, “Cheese and onion”, “Mushrooms”;

- coconut in spice mixies BBQ Kanzas, Bacon.

**5. EQUIPMENT**

5.1. Warehouse of raw materials:

- scales;

- shelves.

5.2. Warehouse of packing materials:

- shelves.

5.3. Pellets department:

- mixer;

- granulator.

5.4. Crisps department:

- shelves;

- mixer;

- extruders;

- transporter;

- spices drums;

- package machine;

- Metal detector.

5.5. Sanitation process:

- steam generator;

- vacuum cleaner.

1. **PROCEDURES**

**6.1. PROCEDURE OF evaluation of suppliers, raw, packaging materials**

6.1.1. PRINCIPLES OF SELECTION, EVALUATION, MANAGEMENT

The supplier management process is based on a risk analysis of food safety, non GMO aspect at all stages of production and includes:

6.1.1.1. documentary assessment of the supplier for food safety, quality requirements, specifications, NON GMO status;

6.1.1.2. audit assessment of the supplier's company;

6.1.1.3. assessment of the supplier's third party certificates;

6.1.1.4. monitoring the activities of the supplier, proving the constant status of compliance, including compliance of products, materials with the requirements of specifications, results of test reports, results of audits;

6.1.1.5. the status of the supplier in terms of social responsibility;

6.1.1.6. sustainability strategy.

6.1.2. SELECTION OF SUPPLIERS

At first, the Technologist prepares a procurement specification with the required purchase quality characteristics, safety indicators, Non GMO status and submits it to the Procurement Manager, who organizes the selection of procurement suppliers. During the selection, the Procurement Manager submits to the potential suppliers (after assessing the price, supply possibilities) to fill in the Supplier Evaluation Questionnaire and collects the food safety, quality assurance, NON GMO data and documents of the procurement:

6.1.2.1. purchase Specification (with full list of ingredients, list of allergens, nutritional values, method of packaging, GMO status), laboratory test protocols;

6.1.2.2. copies of third-party certificates, including certificates of approval for organic products;

6.1.2.3. verifies that the local market supplier is not included in the State Food and Veterinary Service List of Unreliable Entities.

6.1.3. EVALUATION OF SUPPLIERS

The Food Safety Team (FST) assesses the reliability of all potential suppliers of a particular purchase in terms of food safety based on the data provided by the Procurement Manager. First of all, the evaluation questionnaire PR-3-TVK for raw materials, materials, suppliers / manufacturers is evaluated on the ability to ensure food safety, Non GMO status at all stages of production, storage, transportation and delivery of possible raw materials and materials. The Purchase Specification, supplier company audit, third party certificates, complaints, non-conformities are further assessed:

6.1.3.1. if more than 6 answers to the questionnaire are NO, additional evidence on food safety is requested;

6.1.3.2. if the questionnaire contains more than 12 answers No - the supplier is automatically rejected;

6.1.3.3. if the Purchasing Specification does not meet the quality indicators that do not affect food safety, GMO status, a sample of the raw material is requested for testing;

6.1.3.4. if data on the characteristics of the purchase are lacking, laboratory tests and test reports for the relevant food safety, GMO status and quality indicators are requested;

6.1.3.5. if the supplier is certified BRC, FSSC, IFS, ISO22000, NON GMO, the audit of the supplier's company may not be performed;

6.1.3.6. assessment of non-conformities of the existing supplier;

6.1.3.7. final evaluation (COMPLIANT, NON-COMPLIANT) is marked on the questionnaire, purchase Specifications to be signed by at least two FST members. Nearby additions are possible for assessment nuns.

When there are several eligible and positively assessed potential suppliers, the Procurement Manager continues to assess eligible suppliers based on the purchase price, supply favorability (order, delivery speed, required shipment size, payment terms), supplier social responsibility status, and development sustainability (sustainability policy, environmental standards). A procurement contract is signed with the selected supplier, the SUPPLIER's file is opened for the selected supplier, in which all documents related to this supplier are stored - supplier's evaluation documents, Specifications, contracts, further audit reports, Non-compliance protocols.

* 1. **PROCEDURE OF acceptance of raw, packaging materials**

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| PROCEDURE OF ACCEPTANCE OF RAW, PACKAGING MATERIALS | | | |
| ACTION | WHAT? | WHEN? | WHO? |
| Documents vertification | CMR  Invoice  Declaration of conformity  NON GMO certificate  Organic certificate  Kind  Quantity  Labeling | Upon receipt of the goods | Head of warehouse, head of department |
| Vertification of transport conditions | Higienic environment  Storage conditions | Upon receipt of the goods | Head of warehouse, head of department |
| Inspection of package | Whether intact and clean, properly marked | Upon receipt of the goods | Head of warehouse, head of department |
| Quality control | Savor, texture, moisture | Upon receipt of the goods | Head of warehouse, head of department |
| Provision of an identification code | Identification code for each batch of raw material, packing material | After acceptance action | Head of warehouse, head of department |
| Records | In Acceptance log PRTRAP-03-01- raw materials  PRTRAP-03-02 – packing materials | After acceptance action | Head of warehouse, head of department |

* 1. **STORAGE OF RAW MATERIALS, PACKING MATERIALS**

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| --- | --- | --- | --- |
| PROCEDURE OF STORAGE OF RAW MATERIALS, PACKING MATERIALS | | | |
| ACTION | HOW? | WHEN? | WHO? |
| Segregation allergens | All allergens from Allergens list are stored only in the designated area | During the all storage | Head of warehouse |
| Segregation organic raw materials | All organic raw materials, packing materials are stored only in the designated area | During the all storage | Head of warehouse |
| Monitoring of storage conditions | Temperature (no more 23\* C ) and humidity (no more 50 %) | Once a day | Head of warehouse |
| Records PRTRAP-03-03 |
| Sanitation | Cleaning under the Sanitation program | 1.Floor cleaning after each shift.  2.Shelfs cleaning once a month.  3. Unpacking area cleaning - after each shift. | Warehousekeeper |
| Issue of goods | By FIFO | always | Head of warehouse |
| Unpacking in unpacking area | Before issuing to the production department | Warehousekeeper |
| Allergens are transmitted separate from other products in closed bags. |
| Organic raw, packing materials are transmitted separate from other materials |
| Documentation formatting - internal bills of lading with indentification codes for traceability | Head of warehouse |

* 1. **PROCEDURE OF pellet production process**

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| PROCEDURE OF PELLET PRODUCTION PROCESS | | | |
| ACTION | HOW? | WHEN? | WHO? |
| Pellet production sheet formation | In internal accounting system | Upon receipt of the order | Head of department |
| Raw materials dosing, mixing | By recipe and Pellet production sheet | Upon receipt of the order | Operator |
| Granulation | By Pellet production sheet |
| Monitoring of technological parametres of granulation | Temperature monitoring | For each lot once a work sheet | Operator |
| Records in Pellet production sheet |
| Quality control of pellets | Determination of density, moisture with manual measuring instruments | For each lot once a work sheet | Operator |
| Packing | Into PP bags | After quality control | Operator |
| Labeling | Providing an identification code, production date on the each bag | After packing | Operator |
| Sanitation | Cleaning under the Sanitation program | Equipment cleaning after each shift  Inside cleaning after each shift | Operator  Cleaners |

* 1. **CRISPS PRODUCTION PROCESS**

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| PROCEDURE OF CRISPS PRODUCTION PROCESS | | | |
| Crisps production sheet formation | In internal accounting system | Upon receipt of the order | Head of department |
| Crisps mixture sheet formation | In internal accounting system | Upon receipt of the order | Head of department |
| Prepearing pellets mixture | By recipe | Upon receipt of the order | Operator |
| Pouring mixture to extruder | Throw magnetic filter | Always | Operator |
| Monitoring metal impurities | After each shift |
| Records PRTRAP-8-01 |
| Extrusion | By technological instruction | always | Operator |
| Monitoring temperature, extrusion time CCP1 | For each lot once a shift |
| Records in Production sheet |
| Seasoning | Under recipe |  | Operator |
| Allergens (spice mixes ) are kept separate from other products in closed containers |
| Packing | Throw automatic line by Product specification |  | Operator |
| Labeling | Production date  Lot number  Best before date |  | Operator |
| Metal detection | All packages throw metal detector | always | Operator |
| Disposal of non -conforming package, records, utilization | After each shift | Operator |
| Quality control | Sensory properties | Each lot | Head of department |
| Moisture |
| Packaging tightness |
| Weight control | Operator |
| Laboratory test | Once a year | Quality Manager |
| Palletization | Upon Product specification | After quality control | Operator |
| Sanitation | Cleaning under the Sanitation program | Equipment cleaning after each shift with steam generator | Operator |
| Inside cleaning after each shift | Cleaners |
| Filling in the production sheet | Final quantity of products produced, Lot number, Sanitation records | Upon completion of all works | Operator |
| Products removal to the warehouse |  |  | Operator |

* 1. **FINAL PRODUCT STORAGE**

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| --- | --- | --- | --- |
| FINAL PRODUCT STORAGE | | | |
| Segregation organic products | All organic products are stored only in the designated area | During the all storage | Head of warehouse |
| Monitoring of storage conditions | Temperature (no more 23\* C ) and humidity (no more 50 %) | Once a day | Head of warehouse |
|  | Records PR TRAP-3-06 | Once a day | Warehousekeeper |
| Sanitation | Cleaning under the Sanitation program | 1.Floor cleaning after each shift.  2. General cleaning of warehouse – once a month | Warehousekeeper |
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