

SNACKWERKS OF MICHIGAN, LLC

Title:	Approved Supplier Program	SQF Code Element:	2.3.4
Document:	P022	Version #:	05
Effective Date:	1/26/18	Prepared By:	M. Hittle
Supersedes Date:	8/24/20	Approved By:	M. Hittle

Reason For Revision: 8.14.2021-annual review by Ramona Elwell
8/24/20-annual review by G. Brinkman; updated verbiage
8/8/19 - annual review by K. Joslyn
1/26/18 - align with Ed 8
9/1/17 - Revised to align with current practices and responsibilities
6/6/16 - original issue

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1. PURPOSE

- 1.1. To ensure all Suppliers supplying for Snackwerks of Michigan, LLC follow the food safety and quality requirements and expectations outlined in this policy along with those required by regulatory agencies.
- 1.2. To ensure Supplier performance criteria is outlined, enforced and monitored effectively.

2. RESPONSIBILITY

- 2.1. The Procurement Manager is responsible for managing and maintaining the Supplier Management Program.
- 2.2. Snackwerks of Michigan, LLC may utilize outside food safety advisor for technical support regarding the program.
- 2.3. Customers will typically designate and approve suppliers for their ingredients and packaging materials. Snackwerks and the Customer both are responsible for ensuring these suppliers meet the requirements of Snackwerks.

3. REQUIREMENT

- 3.1. Snackwerks of Michigan, LLC requires that all Suppliers must supply safe, wholesome and unadulterated products that meet the agreed-upon specifications.
- 3.2. All direct-contact packaging material must be food grade rated.
- 3.3. Chemicals used in the manufacturing areas must be rated as Food Grade or approved for use in food production facilities.
- 3.4. Suppliers can be rejected or discontinued if required information is not provided.
- 3.5. Suppliers can also be discontinued based on quality and safety performance.
- 3.6. A master list of approved Suppliers will be created and managed to ensure only wholesome ingredients are received and used from approved Suppliers.
- 3.7. Supplier performance criteria and records will be maintained to ensure ongoing monitoring.

4. PROGRAM OUTLINE

- 4.1. **Suppliers (edible ingredients)** must provide the following information:

Approved By: SQF Practitioner	Signature	Date
Crystal McKeage	<i>Crystal McKeage</i>	8/14/2021

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4.1.1. Letter of Continuing Guarantee

4.1.2. Specification which includes; Lot Code Traceability Information (or lot code description)

4.1.3. COA with each shipment

4.1.4. Gluten Free Statement – *if applicable*

4.1.5. NON-GMO Statement – *if applicable*

4.1.6. Organic Certificate- *if applicable*

4.1.7. Kosher Certificate - required

4.1.8. 3rd Party Audit – GMP or GFSI (Others accepted on case by case basis) All Suppliers must have submitted a 3rd party audit to Snackwerks of Michigan, LLC by the end of calendar year.

4.1.9. Certificate of Insurance

4.2. Primary Packaging Suppliers must provide the following:

4.2.1 Letter of Continuing Guarantee

4.2.2 Specification

4.2.3 Certificate of Conformance

4.2.4 Certificate of Insurance

4.3. Chemical Suppliers must provide or have available the following:

4.3.1 SDS

4.3.2 Product Label and Usage Instructions

4.3.3 Certification of Insurance if applicable, e.g., Pest Control Service

4.4. Frequency of Received Information & Verification

4.4.1 Each piece of information is required at the time of the approval. *If Supplier is slower to provide information, ongoing discussions to obtain the required documentation will occur until all documents are on file.

4.4.2 The Procurement Manager will be responsible for the initial Supplier approval and will be responsible for maintaining all necessary documents and requesting updated information annually.

4.4.3 If a product formulation or SKU changes, the Supplier must notify Snackwerks of Michigan, LLC and provide updated or new information that reflects the change.

4.4.3.a The Customer Change Management Procedure may apply and be used as needed.

4.4.4 Frequency of updates:

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4.4.4.1 Raw Ingredients: Annually

4.4.4.2 Primary Packaging: Annually

4.4.4.3 Other Packaging: As needed

4.4.4.4 Chemicals: Annually for services such as Pest Control. Beyond that, updates are typically not required.

5. Supplier Performance Criteria

5.1.

5.2. Issues may be addressed directly with the Supplier or through the Customer if appropriate.

5 Emergency Supplier or Raw Ingredient Protocol

5.4 Emergency Supplier

6.4.1.1 Ensure COA for shipment is received and reviewed by QA

6.4.1.2 Ensure the new product specification has been reviewed and accepted by QA

6.4.1.3 Product remains on HOLD until QA approves Emergency Supplier and releases or rejects the ingredient/load

7 RECORDS

7.4 Approved Supplier Register

7.5 Supplier Approval Packet

7.6 Receiving Log

7.7 Emergency Supplier Record

7.8 Complaint Tracking

7.9 Supplier Performance Tracking Log

7.10 Supplier Incident Report

8 RELATED PROGRAMS

8.4 Emergency Supplier Program

8.5 Supplier Performance Tracking

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