Sysco France	**Supplier Approval Questionnaire**	Code : SF_E_QP_08
		Version 1
		05/02/2021

Please complete one Quality Approval Sheet for each production site. If the company has several production sites, one questionnaire per site should be completed.

If subcontracting is practiced, a Quality Approval Sheet should also be completed for each subcontractor site.

The documents attached should be drafted in either French or English.

COMPANY NAME : **SYSCO SUPPLIER CODE** :

1. PRESENTATION OF THE COMPANY AND ITS SITES

Date of creation : Number of employees : Sales turnover :

ADRESSES AND DETAILS OF CONTACT PERSONS

Head office : Telephone Contact :

Production / packing sites

	Site de fabrication *Production site*	Site de conditionnement si différent *Packing site (if different)*
Nom / *Name* :		
Adresse / *Adress* :		
Code postal / *Post code* :		
Commune / *City :*		
Pays / *Country* :		
Code Emballeur ou n° agrément sanitaire / Health mark /*Packing code Plant*		

Emergency contacts: *(Please provide us with at least one mobile number)*

	Office hours		**Evenings & Weekends**
	Contact person	**Replacement contact**	**Contact person**
Name			
Job title			
Tel no.			
Fax no.			
Email			

2. PROCESS AND HAZARD ANALYSIS

Products manufactured on site :

List of products to be listed by Sysco :

2.1. HACCP STUDY

KO NO. 1

What types of hazards were examined ?

☐ Biological ☐ Chemical ☐ Physical ☐ Allergen

↳ **PLEASE ATTACH A summary of imperatives and CCP and how they are controlled.**

When was the last update ?

2.2. MANUFACTURING PROCESS / PRODUCTION FLOW

↳ **PLEASE ATTACH : Manufacturing flow diagram**

2.3. TEMPERATURE MONITORING

What workshops are kept at a controlled temperature?

State the target temperatures:

Is the temperature displayed in the rooms concerned? ☐ YES ☐ NO

Are the workshops and/or the rooms that are kept at a controlled temperature alarmed? ☐ YES ☐ NO

How do you monitor the temperature of workshops and coldstores?

At what intervals?

Do you archive these records? ☐ YES ☐ NO For how long ?

⇨ *Comments* :

3. QUALITY PLAN AND SUSTAINABLE DEVELOPMENT

Do you have a quality policy? ☐ YES ☐ NO

Do you have a documented quality system? ☐ YES ☐ NO

If Yes, using : ☐ a compilation of Operating Methods ☐ Procedures ☐ a quality Assurance manual

Is there a named quality manager? ☐ YES ☐ NO

3.1. SITE CERTIFICATIONS

Quality management

☐ IFS Food v Level : ☐ Higher ☐ Basic

☐ BRC Issue v Grade : ☐ AA+ ☐ AA ☐ A+ ☐ A ☐ B+ ☐ B ☐ C ☐ D

☐ FSSC 22000 ☐ ISO 22000 v

If the site is not certified, do you have certification plans in place? ☐ YES : ☐ IFS ☐ BRC ☐ FSSC 22000 ☐ ISO 22000

Within what time frame ? ☐ NO

⇨ *Comments* :

Environmental management

Does your production site possess environmental certification ISO 14001, EMAS)? ☐ YES ☐ NO

Equivalent certification ? ☐ YES ☐ NO

If so, which one ?

Human rights and working conditions

Is your production site OHSAS 18001 or SA8000-certified? ☐ YES ☐ NO

Equivalent certification ? ☐ YES ☐ NO

If so, which one ?

Product certifications

☐ Organic farming

☐ MSC, ASC

☐ RSPO

☐ Fair trade

☐ Other (examples: Label Rouge, Global Gap, BAP, Bleu Blanc Coeur, Agri confiance NF V01-007, Haute Valeur environnementale [‘High Environmental Value’] Level 3. etc.)

Please specify

↳ PLEASE ATTACH : Relevant certificates

3.2. PROBLEMATIC INGRDIENTS

GMOs: Where a GMO variant of an ingredient exists, please specify the nature of any guarantees given regarding the absence of GMOs

⇨ *Comments* :

Nanoparticles: If an ingredient is present in the nanoparticle state, this should be clearly shown in the composition table.

⇨ *Comments* :

Additives: do you have a "clean label"-type policy (list of ingredients as short as possible, choosing natural additives where possible) ☐ YES ☐ NO

⇨ *Comments* :

REACH: Do one (or more) substances that go into your packaging appear on the Candidate List of REACH ☐ YES ☐ NO

Have you excluded from your packaging substances that pose particular risks on account of their carcinogenic, mutagenic and reprotoxic nature (e.g. phtalates)? (see Article 59, paragraph 10, of the REACH regulations) ☐ YES ☐ NO

If so, which ones ?

3.3. PRODUCT LIFESPANS

Do you validate product lifespans? ☐ YES ☐ NO

From which viewpoint(s)? ☐ Microbiological ☐ Organoleptic ☐ Stability test

Please describe the protocol in detail:

At what intervals do you perform product lifespan validations?

What is the protocol's documentary reference (AFNOR, etc.)?

↳ **PLEASE ATTACH: Protocol + latest lifespan validation results**

⇨ *Comments* :

Have you evaluated the secondary lifespan of products (after they have been opened or defrosted)?

☐ YES ☐ NO

3.4. SAMPLE COLLECTION

Please specify the sampling frequency and the nature of the samples kept on your site:

How long do you keep each sample for?

⇨ *Comments* :

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4. PRODUCT TESTING PLAN **KO no. 2**

These tests must be able to guarantee the regularity and conformity of the finished product under current legislation in force in European countries.
You should be able to quickly submit all of these records and tests at Sysco's request

NB: Your Product Testing Plan can also be attached in place of answering the following questions.
For each type of test, please feel free to add extra lines giving details of all the desired criteria.

4.1. TESTING LABORATORIES

Do you have an in-house testing laboratory? ☐ YES ☐ NO

If so, what types of analysis are performed in-house?

Do you use an external laboratory to perform analyses? ☐ YES ☐ NO

If so : which one(s) ? Are they all COFRAC-accredited ?

What types of analyses are performed externally?

Are you part of an inter-comparison network? ☐ YES ☐ NO If so, please specify which one:

⇨ *Comments* :

4.2. TESTING OF RAW MATERIALS AT THE TIME OF RECEIPT AT YOUR SITE

Criterion : Threshold : Frequency :

Criterion : Threshold : Frequency :

Criterion : Threshold : Frequency:

Do you archive these records ? ☐ YES ☐ NO For how long?

↳ **PLEASE ATTACH: Latest analysis reports (your raw material testing plan can also be attached)**

4.3. TEST DURING MANUFACTURE LINKED TO THE HACCP STUDY

Production parameters :

Criterion : Threshold : Frequency :

Criterion : Threshold : Frequency :

Criterion : Threshold : Frequency :

Do you archive these records ☐ YES ☐ NO For how long ?

Detection of foreign bodies :

What means are in place to control the risk of foreign bodies?

Do you have metal detectors? ☐ YES ☐ NO

Method used to check operation:

Frequency :

Do you archive these records? ☐ YES ☐ NO For how long ?

Do you have an optical sorter-type tool? ☐ YES ☐ NO

What types of foreign bodies are detected?

Method used to check operation:

Frequency :

Do you archive these records? ☐ YES ☐ NO For how long ?

Do you handle glass in the production workshops? ☐ YES ☐ NO

If so, do you have a broken glass procedure? ☐ YES ☐ NO

↳ **PLEASE ATTACH: Broken glass procedure**

4.4. TESTING OF THE FINISHED PRODUCT

NB : Please feel free to add extra lines giving details of all the desired criteria.

Microbiological tests :

Criteria (security) : Threshold : Frequency :

Criteria (security) : Threshold : Frequency :

Criteria (process hygiene): Threshold : Frequency :

Criteria (process hygiene): Threshold : Frequency :

Criteria (process hygiene): Threshold : Frequency :

Criteria (process hygiene): Threshold : Frequency :

Do you archive these records? ☐ YES ☐ NO For how long ?

What is the source of the data used for these criteria (FCD, inter-branch organisation*, etc.)?*

Physico-chemical tests:

Criterion : Threshold : Frequency :

Criterion : Threshold : Frequency :

Criterion : Threshold : Frequency :

Criterion : Threshold : Frequency :

Criterion: Threshold : Frequency :

Do you archive these records? ☐ YES ☐ NO For how long ?

Metrological tests :

Method : Frequency :

Do you have a checkweighing machine? ☐ YES ☐ NO

Do you archive these records? ☐ YES ☐ NO For how long ?

Are the balances calibrated? ☐ YES ☐ NO Frequency :

Method :

Are the balances checked in-house? ☐ YES ☐ NO Frequency :

Method :

Organoleptic tests :

☐ Visual ☐ Texture ☐ Odour ☐ Taste Frequency :

Do you archive these records ? ☐ YES ☐ NO For how long?

Temperature checks :

Do you check the temperature of products at the time of dispatch? ☐ YES ☐ NO

Frequency :

Do you archive these records ? ☐ YES ☐ NO For how long ?

What is the procedure in the event of a difference *vis-à-vis* the threshold value?

Are the thermometers calibrated? ☐ YES ☐ NO Frequency :

Method :

Allergen tests :

Do you have an allergen management policy? ☐ YES ☐ NO

What arrangements are in place to control the risks of of allergen cross-contamination?

Do you perform allergen detection analyses? ☐ YES ☐ NO

If so, please describe the method used and if applicable, specify the laboratory responsible for performing analyses:

Other parameters tested :

Nature : Threshold : Frequency :

Nature : Threshold : Frequency :

Nature : Threshold : Frequency :

Do you archive these records ? ☐ YES ☐ NO For how long ?

↳ **PLEASE ATTACH: Latest relevant analysis reports as a function of the product risk (bacteriological, physico-chemical, allergens, etc.)**

⇨ *Comments* :

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5. MASTERING PRODUCT TRACEABILITY **KO no. 3**

REMINDER (European Regulation 178/2002): If it is requested, you must be able to provide the following information ***immediately:***
- Supplier's name and address, nature of the products supplied by them,
- Client's name and address, nature of the products delivered to them,
- Date of transaction / delivery.

And, as soon as possible thereafter:
- Batch numbers (required by French legislation at product labelling level),
- Data on volumes and quantities,
- Product descriptions (pre-packed or otherwise, fruit and vegetable varieties, product processing).

Is your UPSTREAM traceability tool computerised? ☐ YES ☐ NO

Is your DOWNSTREAM traceability tool computerised? ☐ YES ☐ NO

Please explain the codification system used for your batch numbers:

Do you show the BEST BEFORE/USE BY date and the batch number on the delivery note and/or invoice? ☐ YES ☐ NO

Does your traceability system comply with Regulation (EC) 178/2002? ☐ YES ☐ NO

For a given BEST BEFORE/USE BY date or batch number, can you indicate the traceability of the ingredients used, the dispatch dates, the quantities delivered to each Sysco depot receiving them and the nature of the pallets delivered (single or multiple BEST BEFORE/USE BY dates)?

☐ YES ☐ NO

Do you have a withdrawal-recall procedure in place for foodstuffs? ☐ YES ☐ NO

Do you archive the traceability documents? ☐ YES ☐ NO For how long ?

Do you perform traceability tests in-house? ☐ OUI ☐ NON If so, at what intervals?

Method :

⇨ *Comments* :

6. WORKFORCE HYGIENE

Are hygiene instructions on display? ☐ YES ☐ NO

Are the production workshops equipped with a "washing airlock" at their entrance? ☐ YES ☐ NO

If so, is it locked until compulsory hand-washing has taken place? ☐ YES ☐ NO

Do you have a cleaning and disinfection plan? ☐ YES ☐ NO

How do you check its effectiveness?

How often is it updated?

Does the workforce receive hygiene training? ☐ YES ☐ NO

Frequency of training:

Who receives the training?

Do you have a plan for combatting pests? ☐ YES ☐ NO

How often is it updated?

Is it monitored by an external service provider? ☐ YES ☐ NO

If not, how often are checks performed on bait and traps?

Do you ban the presence of chemical bait? ☐ YES ☐ NO

⇨ *Comments* :

7. OTHER VIGILANCE POINTS

7.1. SUPPLIER SUPERVISION

Do you have a listing procedure in place for suppliers of food raw materials? ☐ YES ☐ NO

What are the selection criteria?

Do you have an evaluation procedure for these suppliers? ☐ YES ☐ NO

Do you have a preferential policy for IFS and/or BRC-certified suppliers? ☐ YES ☐ NO

What proportion of your food raw material suppliers are IFS and/or BRC-certified?

Do you perform audits on raw material suppliers? ☐ YES ☐ NO Proportion of suppliers audited:

If so, which ones are audited first?

Do you have a contractual requirement specification covering all raw materials purchased? ☐ YES ☐ NO

Do you have any raw material suppliers in an at-risk country that appears on the BSCI list? ☐ YES ☐ NO

If so, do you ask them to perform a social audit (such as GSCP, ICS, SEDEX, BSCI, ETI), validated by an external third party? ☐ YES ☐ NO

If so, which one ?

Do you perform audits on your logistic service providers? ☐ YES ☐ NO Proportion of service providers audited:

If so, which ones are audited first?

Do you have a contractual requirement specification covering all your logistic service providers? ☐ YES ☐ NO

7.2. REGULATORY SUPERVISION

How do you carry out regulatory oversight?

Do you belong to your industry federation or professional association? ☐ YES ☐ NO

If so, please specify which one:

7.3. FOOD DEFENCE

Do you have a procedure in place to protect against acts of sabotage? ☐ YES ☐ NO

Are employees are trained in protecting the food chain against acts of sabotage? ☐ YES ☐ NO

⇨ *Comments* :

7.4. PACKING / PACKAGING:

Packaging suitable for contact with food under current European legislation? ☐ YES ☐ NO

Can you detail all of the “batches" on the documents accompanying the delivery? ☐ YES ☐ NO

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8. SER / Sustainable Development :

Local production and transport optimisation

More than 50% of raw material purchases come from:

☐ Local suppliers

☐ France or one other country (specify)

☐ Europe (the EU)

☐ Outside the EU

Protection of the environnement

Have you performed a water / air pollution or ground contamination risk study and put in place an action plan to deliver improvements? ☐ YES ☐ NO

⇨ *Comments* :

Do you have an energy-saving policy? ☐ YES ☐ NO

Do you have a water-saving policy? ☐ YES ☐ NO

Have you put in place actions to protect biodiversity? ☐ OUI ☐ NON

⇨ *Comments* :

Do you have a packaging reduction policy? ☐ YES ☐ NO

⇨ *Comments* :

Working relationships and conditions

What was the TF1 Frequency Rate (Frequency Rate of lost-time accidents) for last year?

What was the TF2 Frequency Rate (Frequency Rate of accidents at work with and without lost time) for last year?

Do you have a plan in place to improve working conditions in order to reduce TMS? ☐ YES ☐ NO

Animal welfare

Have you put animal welfare audits in place?
☐ YES ☐ NO
Please specify at what stage(s) these are performed (slaughter, rearing, transportation):

Have you incorporated animal welfare criteria into your raw material selections?

☐ Density reduction (animals kept in confined surroundings, free range/outdoors)

☐ Limiting preventive antibiotic treatments

☐ Other quality improvement actions over and above the OIE's 5 "pillars" concerning animal welfare

Please specify :

Do you work with bodies such as CIWF or Wellfarm to improve the conditions under which the animals used as raw materials on your site are reared, transported or slaughtered?

☐ YES ☐ NO

Animal feed

Have you excluded GMOs from animal feed?

☐ OUI ☐ NON

If soy is present in foodstuffs

Are you able to guarantee that animal feed is free of any soy GMOs (including on an integrated supply chain)?

☐ YES ☐ NO

Are you able to guarantee that animal feed is RTRS soy-certified (including on an integrated supply chain)?

☐ YES ☐ NO

9. List of appendices to be attached to the Supplier Quality Approval dossier

At minimum :

- ☐ A copy of the health mark certificate no. awarded to the production site
- ☐ A copy of the haelth mark approval certificate no. awarded to any subcontractors
- ☐ Manufacturing flow diagram for listed products
- ☐ Quality certificates (IFS, BRC, ISO 22000)
- ☐ Summary of CCP (and PrPo if applicable)
- ☐ Protocol + latest lifespan validation results (fresh products)
- ☐ Broken glass procedure
- ☐ Self-checks on receipt, during the course of manufacture and on finished products : microbiological, physico-chemical, etc.

Depending on the product risk analysis, for example:

- ☐ *Listeria monocytogenes* Challenge test
- ☐ Aflatoxin testing plan + latest analysis results
- ☐ Species authenticity analyses
- ☐ Other

The Sysco Quality Department may ask you to provide any other documents that will provide additional information in terms of controlling the food security of your products.

⇨ *Comments* :

For Sysco Quality Department use only :

☐ A > Supplier approved

☐ B > Supplier approved **subject to closer scrutiny of a vigilance point raised by the Sysco Quality Department:**

☐ C > Supplier not approved. Reasons for rejection:

Approval granted/rejected on : **By :**

** e.g. testing for Aflatoxin risk*