

Department Purchasing	Kuwait Aviation Services Company	No.	FSP/PUR/01
	Food Safety Procedure	Issue No.	01
		Date	01-11-2010

ISO 22000- Food Safety Procedure

Procedure Ref No.

FSP/PUR/01

Master Copy
Food Safety Procedure
for
Purchasing Process
(VW)

Reviewed By

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Approved By

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0. **AMENDMENT SHEET:**

ISSUE NO.	REV. NO.	DATE	Amended Pages	Nature of Amendment

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1.0 Purpose

The purpose of this procedure is to provide uniform and consistent method for purchasing goods for KASCO to ensure that purchased products or services satisfies requirements and suitable control is established to produce safe food and maintain proper control on food safety hazards.

2.0 Scope

This procedure covers all purchases, both products (Catering Materials and Consumables) and services, undertaken as per the followings:

- 2.1 Supplier selection and evaluation
- 2.2 Purchasing data
- 2.3 System of purchasing catering material etc.
- 2.4 The development of alternative sources for purchasing.

3.0 Responsibility

Purchasing Manager is responsible for review and approval selection of supplier etc. He is responsible for entire purchasing activity. Inventory control procurement planning and follow-up is also done.

Store Manager is responsible for supplier rating of suppliers. He is responsible for preparation of purchase specifications.

4.0 Description of activity

4.1 Supplier Selection And Evaluation

- 4.1.1 For each category of items, a list of selected and Approved Suppliers is prepared on whom purchase documents can be placed.

Suppliers are selected by Directors on the basis of their capability to satisfy the requirements of the appropriate specifications. Capabilities of suppliers are established based on one or combination of following after ensuring the food safety. Their ability to supply material conforming to our specification based on our past experience for timely supply of Safe Quality Product.

- (a) Evaluation and review in terms of their production facilities, customer list and capability for timely consistent supply of safe products to us.
- (b) Trial order and / or evaluation of the product samples.
- (c) Market reputation for safe food producer dealership for purchasing of miscellaneous items and service activity.
- (d) Other reason, e.g., monopoly suppliers and clients preferred.

All the existing sub-contractors / suppliers are approved based on any of the above selection criteria and included in the ASL (Approved Supplier List). Any new supplier / sub-contractor are selected based on selection criteria listed above. After selection trial order is given and approval given based on performance in first supply. Sufficient experience will decide on supplier status.

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4.1.2 Approved Supplier List

- (a) Purchase Manager maintains a list of suppliers known as the Approved Supplier List (ASL) for each applicable category of items on the basis of selection / approval of supplier. Also as a preventive step supplier is instructed to give assurance certificate for no presence of banned chemicals in the flavoured material or any other raw material supplied to us. During selection of supplier we ensure that supplier is having perfect system to prevent biological hazards to acceptable levels. For the packing materials suppliers are strictly instructed to ensure that there is no use of banned chemicals, Plasticiser, packaging migrants etc. Such care is also taken during selection of supplier for the packing materials and letter is also sent to them.
- (b) For Raw Material suppliers, Approved Supplier List is updated based on supplier evaluation. The criterion for supplier evaluation is quality performance as per supplier rating format. Procurement of all applicable items and services are made from suppliers registered in ASL for that category or passed the selection criteria as per details given in 4.1.1.
- (c) The preference for procurement of packing Material is done from supplier listed in ASL, after considering skill (speciality), Price and Delivery in the case of multiple suppliers and based on review of comparative statement.

4.2 Purchasing Data

4.2.1 Catering material specification sheet is prepared considering raw materials and final products requirements. The same specifications are addressed in the purchasing documents and provided to the suppliers in the form of purchase order.

4.2.2 The following whichever is applicable are included in the purchase documents depending on type of product

- The product name, type, brand name or other precise identification.
- Reference of specification sheet, packaging, mode of dispatch, etc.
- The specifications documented for all catering materials.
- Requirements for food grade material and food safety requirements.
- Delivery requirement and price where necessary.
- Requirement of test certificates, method of product approval, etc.

4.3 Purchase document review and issue

The purchasing system for different types of products is described below. In purchase document purchasing data are documented as per details given in para 4.2. ensures that all purchase data like quality (specification), quantity, food safety requirements, and delivery is clearly documented and reviewed before approval of purchase order. If any guarantee certificate for food safety is required then same is conveyed to supplier.

4.4 Purchasing of services

For the purchasing of services like Calibration of instruments / maintenance of equipments / pest control / fumigation / testing of products / transportation including airfreight agent, insurance, testing, etc. is done through approved supplier. In such case, no purchase order is prepared but Director and concerned Functional Heads are authorised to do it from the selected party whenever need arises. In such case necessary correspondence is done with the party by concerned person.

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4.5 Control on supplier

4.5.1 The type and extent of the control exercised over suppliers depend upon the type of the product, the supplier past performance, the impact of the product being procured on the quality of the final product and quality records supplied with the product whenever required. Control measures shall be specified in Purchase Order or contract.

4.5.2 All raw materials are tested at our end for each supply. Verification of chemical test certificate is done at our end as a part of control.

4.6 All the necessary records for Approved Supplier List and purchase activity are prepared and maintained as described above.

5.0 References

Purchase specifications for products required

6.0 Enclosures Nil

7.0 Formats / Exhibits

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| 7.1 | F/PUR/01 | Indent And Incoming Inspection Report |
| 7.2 | F/PUR/02 | Approved Supplier / Sub-Contractor List |
| 7.3 | F/PUR/03 | Supplier Registration Form |
| 7.4 | F/PUR/04 | Approved Supplier / Sub-Contractor list for Production Related Ingredients & Raw Materials |
| 7.6 | F/PUR/05 | Approved Supplier / Sub-Contractor list for offices and services list |
| 7.7 | F/PUR/06 | Supplier Performance Evaluation |
| 7.8 | F/PUR/07 | Supplier Control |
| 7.9 | F/PUR/08 | Supplier Hygiene Checklist |