	<b>Supplier Inspection/Audit</b>	HIAB – HACCP/R/23
		Revision no. - 05
		Issue no. - 01
		Date- 01/05/2017

**Section 1: Supplier Details**

1.1 Full Name of Supplier: **Fresh Supplies** Date: **13.04.17**

1.2 Business type:

Manufacturer  Processor  Packer

Distributor  Warehouse  Importer

Others

1.3 Business/ Manufacturing Address: P.O.Box 32539. Dubai, Al Quoz, Dubai  
Tel : 04-3392654, Fax : 04-3388569  
E-Mail: mail@freshsupplies.ae

1.4 Products Supplied: **Cooking Cream, Cold Custard**

1.5 Audit Type: Complaint/Follow Up/as per HIAB HACCP :

**Audit done as per HIAB HACCP plan**

1.6 Number of Employees Full Time/Part Time: 65 employees

1.7 Is your organization is certified into any quality standards(HACCP/ISO 22001): **HACCP certified by SGS**

**Evaluation:**

Fully complied	Partially complied	Process on draft	Not complied
3	2	1	0

<b>Section 2: Manufacturing Arrangements/Facility</b>	<b>Score</b>	<b>Remarks</b>
1.7 Do you have temperature/humidity controls in processing areas?	3	yes
1.8 Is waste removed from site by a recognized waste control Contractor/yourself?	3	Municipality/ Daily
1.9 Do you have any allergen/wood/glass control program?	3	
2.0 Do you have a written cleaning schedule for all areas of the factory?	3	yes



Holiday Inn

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<b>Observation</b>	<b>Score</b>	<b>Remarks</b>
2.1 Do you conduct training for cleaning staff? Records?	3	
2.2 Are cleaners trained to comply with all health and safety aspects of Chemical handling?	3	
2.3 Is a planned maintenance program followed?	3	In-house
2.4 Are engineering staff trained in food safety issues?	2	
2.5 Does management carry out regular documented food safety audits of The factory?	3	
2.6 Are procedures regularly monitored, reviewed and changed where Applicable?	3	
2.7 Are the vehicles carrying high risk food items installed with Refrigeration or freezer units?	3	Calibrated by Jubilant
2.8 Is there any cleaning schedule for the vehicles and verification system Available?	3	
2.9 Are the vehicles are only dedicated for transport of Food stuffs?	3	
<b>Section 3 Pest Control</b>		
3.2 Do you have a pest control contract? Name of contractor?	3	Al mobidoon pest control
3.3 How frequent are visits from the pest control contractor?	3	Monthly
3.4 Are pest control records maintained along with chemicals used/MSDS And available for inspection?	3	
<b>Section 4: Procedures for supplier approval</b>		
3.5 Do you have a documented supplier approval system?	3	
3.6 Do you audit raw material suppliers?	3	
<b>Section 5 : Quality Control Procedures</b>		
3.7 Have you undertaken hazard analysis (HACCP) of your processes? (defining and documenting areas of potential risk to the product and Monitoring them)	3	
3.8 Do you inspect all incoming raw materials?	3	

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Observation		Score	Remarks
3.9	Do you carry out tests on all incoming raw materials? Or the final product?	3	
4.0	Do you have documented calibration procedures for measuring Instruments?	3	Jubilant
4.1	What quality control checks are carried out before releasing products to Customers?	3	
4.2	Do you keep reference sample for the life of the product?	3	
4.3	Is there a procedure for controlling non-conforming product?	3	
4.4	Do you have a comprehensive product recall procedure?	3	
4.5	Is there a written procedure for dealing with customer complaints?	3	
4.6	Do you use your own transport?	3	
<b>Section 6 : Personnel</b>			
4.8	Do you have an induction programme for all new staff	3	
4.9	Do you have a written hygiene policy?	3	
5.0	State the type of food hygiene training employees receive?	3	PIC, BFH
5.1	Do all employees undergo periodic refresher training?	3	
5.2	Are training records kept for all members of staff?	3	
5.3	Do you provide protective clothing to all food Handlers?	3	
<b>5.4 Additional Comments:</b>			
Name of the Auditors/Inspectors : Chef Sameh, Mr. Sridhar		Date:13.04.17	<b>Total Score = 97% Superior</b>
Designation: Executive Chef, Purchase in charge			

Superior = >95%, Satisfactory = 85-94%, Unsatisfactory/Revisit required = 75-84%, Poor = <75%