

## **Food Supplier Questionnaire**

Company Name:

Trading Name:

Main contact person:

Contact Number:

Address:

Summary of the products produced:

As part of our commitment to food safety, we are seeking confirmation from our food suppliers that they supply in accordance with food safety requirements. We would be grateful if you would be able to complete this Food Supplier Questionnaire and provide supporting documentation as detailed below that will be reviewed by the Procurement team, and Food Compliance Manager.

<b><u>Action Point:</u></b>	<b><u>Comments:</u></b>
<b>Accreditation</b>	Please provide supporting documentation
Does the company have BRC accreditation? <i>If yes, please enclose certificate</i>  Does the site supplying us have BRC/IFS accreditation? <i>If yes, please enclose certificate</i>	
<b>Local Authority</b>	Please provide supporting documentation
Has the Company been registered as a food business with the Local Authority?	
<b>Food Hygiene Rating Scheme</b>	Please provide supporting documentation
When was your last EHO inspection, and what was the FHRS award? <i>Must be a 3 or above</i>  Have your Company premises, processes or staff ever been served with any statutory notices? <i>If yes, please provide information</i>	

<p><b>FSMS/SFBB/HACCP</b>  (Please provide as much information as possible. Copies may be requested on a case by case basis)</p>	Please provide supporting documentation
<p>Provide a copy of the Food Safety Policy</p> <p>Does the Company operate a formal documented system of HACCP or FSMS?  <i>If yes, please provide details</i></p> <p>Have work instructions been written for all CCPs identified?  <i>If yes, please provide details</i></p> <p>Are all CCPs monitored and recorded?  <i>If yes, please provide details</i></p> <p>What is your company's supplier approval process?  <i>Please provide details</i></p> <p>Does the Company operate a formal documented system of all Due Diligence?  <i>Please provide details</i></p> <p>What are your allergy management procedures?  <i>(To comply with Food Information Regulations 2014)</i>  <i>Please provide details</i></p> <p>How will changes to recipes be communicated to customers?  <i>Please provide details</i></p> <p>How will product substitutions be communicated to customers?  <i>Please provide details</i></p>	
<p><b>Pest control</b></p>	Please provide supporting documentation
<p>Do you have a routine pest prevention contract in operation?  <i>If yes, please provide details</i></p> <p>Do records indicate the absence of pest control problems? <i>Yes or No?</i></p> <p>How do you manage pest proofing issues? <i>Please provide details</i></p>	

<b>Training</b>	
<p>Are Company staff asked to fill out a medical screening questionnaire before commencing employment? <i>If yes, please provide details</i></p> <p>Do you have a training matrix to include all tiers of food handlers within your business? <i>If yes, please provide details</i></p>	
<b>Cross Contamination</b>	
<p>Is glass or wood prohibited from production areas? <i>Yes or No?</i></p> <p>Is there metal detection equipment in operation? <i>Yes or No?</i></p> <p>Are sources of potential physical contamination controlled? <i>If yes, please provide details</i></p> <p>Are food items bacteriologically tested? <i>If yes, please provide details</i></p>	
<b>Calorie Labelling Regulation</b>	
<p>Do you employ over 250 employees? <i>Yes or No?</i></p>	
<b>In addition, Please Provide the following documentation:</b> (Updated copies should be provided as and when they expire on an ongoing basis)	
<p>Public Liability Insurance</p> <p>Product Liability Insurance <i>If applicable</i></p> <p>Professional Indemnity Insurance</p>	
<p>As part of our commitment to food safety The University reserves the right to periodically visit any food premises to ascertain food safety and hygiene standards, by appointment when not on Bath University grounds. Any visits while on Bath University grounds will be unannounced.</p>	<p>Name:</p> <p>Signed:</p> <p>Position:</p> <p>Company:</p> <p>Date:</p>

An approved company Food Supplier list should be available with each venue's Food Safety Management System, and include the Supplier Name, contact name, Food Supplied, Special instructions and contact details

<b>Revision No.</b>	<b>Revision date</b>	<b>Purpose of revision</b>	<b>Revised by</b>
1	05/05/2020	Initial building of page	Cheryl Herbert
2	06/04/2022	Review to add calorie question	Cheryl Herbert
3			
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