**OBJECTIVE**

To avoid the introduction of raw materials and packing materials that pose a risk to the quality and safety of the product through the implementation of an approved suppliers program.

**PROCEDURE**

**General**

* + - The company's suppliers are chosen based on the quality of the product, the ability of supply and the price they can offer.
    - The company only purchases raw materials and inputs from approved suppliers.

**Suppliers of raw material**

* For the approval of the suppliers of raw material, the process begins when the person in charge of Quality Control makes a visit to the facilities of the supplier to see the conditions of the product.
* (This is a requirement for GLOBAL GAP audits, If your interest is to implement a food safety program but does not require the GLOBAL GAP certification, remove it from the document, otherwise only delete these instructions) The supplier demonstrates that he implements GAP in the production, storage and transportation of their products. This can be done through documentation indicating their certification with GLOBAL G.A.P., IFA, PSS, HPSS or some other standard that meets the requirements.
* Based on the results shown, Quality Control analyzes whether or not to use the raw material that the supplier offers and makes the decision together with the General Manager.

**Suppliers of packing materials**

* + Suppliers provide the documentation that certifies that the materials are suitable for packaging food (food grade), including their origin and date of purchase.
  + The suppliers send a certificate of quality of the product that they are sending.
  + Quality Control evaluates the quality certificates of each receipt of raw material to corroborate its validity.
  + In order to accept a supplier, the product must not be adulterated and it must meet the specifications contained in the technical sheet.
* The approval process for suppliers is the following:
* The supplier makes an appointment to submit his proposal.
* The supplier meets with the Quality Control manager and the General Manager.
* If necessary, the supplier provides samples and tests are done.
* The supplier negotiates the price and conditions of sale.
* The sale is made and, if necessary, the corresponding certificates are delivered.
* The supplier is added to the list of approved suppliers (REG- APPSUPP-5.1.1).
* In addition to the master list of suppliers, there is a group of emergency suppliers (REG-EMERSUPP-5.1.2) that raw material or inputs may be purchased from when the product requested is not available from the main supplier. Always seek to obtain the same product with the appropriate certificates and documentation.
  + - If the packing materials from the master list require a certificate of analysis, the emergency provider will be asked to compare it with the product specification during the reception process and to ensure its compliance.
  1. **Corrective Action** 
     + If a supplier sends product out of specification, it is rejected.
     + If the supplier is a repeat offender in the rejection of raw material, the contract is canceled.