**Quality Standards for Brokers**

This information is used for the approval of our suppliers and has a relevant influence on our supplier assessment. The information is binding and must be submitted to us signed before the first conclusion of a contract, otherwise no delivery can be made to us.

**Step 1 (QMS)**

Does your company have a current certificate of the following standards?

- ISO 9001: Yes [ ]  No [ ]

Please send us a copy of the certificate if you have ticked "Yes".

If yes then you can go directly to step 2 otherwise:

- Do you have a quality policy? Yes [ ]  No [ ]

- Do you have a system for the control of quality relevant documents ? Yes [ ]  No [ ]

- Do you conduct training for continuous improvement? Yes [ ]  No [ ]

**Step 2 (EMS)**

Does your company have a current certificate of the following standards?

- ISO 14001: Yes [ ]  No [ ]

Please send us a copy of the certificate if you have ticked "Yes".

If yes then you can go directly to step 3 otherwise:

- Are you certified to a comparable standard? Yes [ ]  No [ ]

 If yes, which:      , please send us a copy oft he certificate.

- Do you have an environmental policy? Yes [ ]  No [ ]

- Do you take measures to improve the environment and sustainability ? Yes [ ]  No [ ]

 If yes, which:

- Do you train your employees in environmental and sustainability issues? Yes [ ]  No [ ]

**Step 3 (Occupational Safety, Health protection, Business Ethics)**

Does your company have a current certificate of the following standards?

- ISO 45001: Yes [ ]  No [ ]

- Sedex: Yes [ ]  No [ ]

Please send us a copy of the certificate if you have ticked "Yes".

If yes for both certificates you can go directly to step 4 otherwise:

- Are you certified according to a comparable standard? Yes [ ]  No [ ]

 If yes, which:      , bitte senden Sie uns eine Kopie des Zertifikates zu.

- Do you have an occupational health and safety regulation? Yes [ ]  No [ ]

- Do you take measures to improve occupational health and safety? Yes [ ]  No [ ]

 If yes, which:

- Do you train your employees in health and safety tasks? Yes [ ]  No [ ]

**Step 4 (Food Safety)**

Does your company have a current certificate of the following standards?

- BRC oder BRC Agent and Broker: Yes [ ]  No [ ]

- IFS Food oder IFS Broker: Yes [ ]  No [ ]

- FSSC 22'000: Yes [ ]  No [ ]

Please send us a copy of the certificate of each standard you have marked with "Yes".

If you ticked at least one standard with "Yes", go directly to step 7,

if you ticked each standard with "No", go to step 5.

**Step 5**

Can you guarantee that all your producers (for products delivered to us) meet one of the above standards? Yes [ ]  No [ ]

Is your HACCP-system certified by an external company? Yes [ ]  No [ ]

Please send us a copy of the certificate if you have ticked "Yes".

If yes then you can go directly to step 7 otherwise:

if you have ticked "No" go to step 6.

**Step 6**

Please mark «Yes» or «No» in below table:.

|  |  |  |  |
| --- | --- | --- | --- |
| **Questionnaire** | **Yes** | **No** | **Score for „Yes“** |
| Is there a HACCP concept in place? | [ ]  | [ ]  | 15% |
| Is there NO possibility of breakage of glass? | [ ]  | [ ]  | 15% |
| If ⌧ „No“ Is there a system in place to manage any breakage of glass in order to avoid any negative impact on the products? | [ ]  | [ ]  | (15%) |
| Your employees are skilled about the meaning of allergens according to the general food law regulation? | [ ]  | [ ]  | 5% |
| Your employees know how allergens can be transmitted with other products into your company and how to handle cross-contamination? | [ ]  | [ ]  | 5% |
| In conlusion: your product specifications declare all allergens correctly? | [ ]  | [ ]  | 5% |
| Any contamination of the products through water or air can be excluded? | [ ]  | [ ]  | 15% |
| Is there a hygienic-concept in place regarding production facilities, equipment, packaging material and the staff? | [ ]  | [ ]  | 15% |
| Are there specifications for all raw materials, components and packaging material? | [ ]  | [ ]  | 5% |
| Are retain samples kept for each lot? | [ ]  | [ ]  | 5% |
| Do documents exist for the relevant processes and requirements and are they stored properly? | [ ]  | [ ]  | 5% |
| Storage and transportation:- Do the product-oriented temperatures meet the requirements?- Are the hygienic conditions faultless?- Are food products separately stored/ transported from non-food  products? | [ ]  | [ ]  | 5% |
| Do you carry out systematic pest control checks? | [ ]  | [ ]  | 5% |
| **Total** |  |  |       |

If your score is higher than 75% you fulfill our minimum standard. If your score is lower than 75% we will contact you for further clarifications.

**Step 7**

As a supplier of Louis Ditzler AG we confirm that we know about the Ditzler supplier code of conduct and will support and implement this corporate policy.

**Step 8**

|  |  |
| --- | --- |
| Company name: |       |
| Place/ date: |       |
| Signature: |  |

**To be completed by Ditzler AG**

Classification Supplier Assessment:

|  |  |  |  |
| --- | --- | --- | --- |
| Management System | Degree of fulfillment(max. 100% each) | Measures | Due date / Responsable |
| QMS |  |  |  |
| UMS |  |  |  |
| AS/GS |  |  |  |
| LMS |  |  |  |

Checked by Purchasing: Date: Signature:

Checked by QMS (or QA): Date: Signature: