



Food Manufacture

Purchasing Department

Lesson 5

Improve your knowledge of the purchasing department and the various purchasing processes completed in food manufacture.





The purchasing department have a list of approved suppliers who ensure the goods they supply adhere to food safety, legality and quality standards required.



When goods are purchased the approved supplier list must be checked and suppliers from the list used.

If the goods are not available by an approved supplier then it must be determined if the relevant checks need to be performed on new suppliers.





In a food factory it is essential that suppliers who supply food grade materials, packaging and equipment/ machinery are used.





Suppliers should have the appropriate certificates of approval, licencing and standards. Copies of these are kept by the food factory for audit and due diligence purposes.





The technical department will perform annual supplier audits to ensure the supplier stays on the list of approved suppliers.





The areas looked at during a supplier audit are:

- Management commitment
- HACCP and risk assessment
- Quality management systems
- Environmental systems
- Material control
- Process control
- Personnel



The outcome of the supplier audit results in the determination of a risk rating.

The risk rating can help to decide the frequency of audits required and if supplier approval is achieved.





Any non-conformances issued to suppliers can result in a change of risk rating and more frequent audits.





Revision Activity 5

Name two areas looked at when auditing a supplier?