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PURPOSE: To define the Gordon Food Service (GFS) supplier third party audit program requirements necessary to achieve and maintain the quality and safety requirements for GFS product brands. This audit program is an integral part of the GFS and Supplier business relationship. It is designed to facilitate initial and ongoing qualification of GFS suppliers and to help ensure mutual business success through initial and on-going review of suppliers and GFS-contracted outside storage facility quality systems, safety systems and practices.

SCOPE: This is a North American program (GFS U.S. and Canadian operations) that applies to worldwide GFS Brand suppliers and outside storage facilities. It applies to the GFS functions participating in approving and maintaining the supplier source qualification.

DEFINITIONS:


- “**Supplier**” means any domestic or international supplier that manufactures/processes GFS Branded food or food packaging materials, except for further manufacturing/processing suppliers that consists solely of the addition of labeling or any similar activity of a minimal nature.
- “**Outside storage**” refers to any GFS-contracted warehousing facilities. (Supplier-contracted facilities are the responsibility of the supplier and are expected to conform to the same level of compliance that GFS has for our supplier’s facilities.)
- “**Audit**” refers to an independent third party GMP audit or GFSI certification as defined below.

RESPONSIBILITIES:

- GFS PROCUREMENT is responsible to initiate request for independent audit via the new vendor survey and provide details of the program to prospective new suppliers.
- GFS SUPPLIERS AND OUTSIDE STORAGE FACILITIES are responsible to support this program by scheduling audits, providing any required corrective action responses, and demonstrating a high standard of performance and commitment to improvement.
- GFS FOOD SAFETY AND QUALITY ASSURANCE is responsible to follow-up on required corrective actions and determine the status of supplier/outside storage facility qualification. Food Safety and Quality Assurance will routinely monitor supplier/outside storage facility participation and notify the appropriate internal function of any non-compliances.

GENERAL PROGRAM REQUIREMENTS:

- All facilities that manufacture GFS Brand products or are GFS-contracted outside storage are required to undergo an annual audit from a GFS-approved auditing source and provide complete scored reports (GMP) or certificate (GFSI). Prospective new suppliers/GFS-contracted outside storage facilities are required to provide GFS with an independent audit report completed within the past 12 months or within the past 36 months for those vendors who qualify for (according to Table 1) and have received ISO 9001 certification.
- GFS suppliers and outside storage facilities are responsible for all costs associated with the audit and reporting of results.
- GFS reserves the privilege of auditing a supplier/facility in situations where audit findings indicate potentially significant business risks to GFS brands. If such an audit is deemed necessary, the vendor will be responsible for all expenses related to the GFS audit.
- GFS Quality Assurance will utilize third party audit report information as input to final supplier/GFS-contracted outside storage facility quality qualification: There are three possible supplier qualification statuses:
 - Approved
 - Disapproved

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- Probationary/pending supplier required action

AUDIT SCHEDULING:

- The supplier/facility is responsible for scheduling the annual audit from an approved third party source. If an audit is obtained by an audit firm other than the GFS-approved firms listed in Table 1, GFS QA must approve that the audit scope and content is equivalent and sufficient to meet the standard requirements. GFS QA reserves the right to request a copy of the inspection/audit standard from the supplier.
- Each calendar year the supplier/facility must schedule an audit to be completed within 12 months (+/-1 month) of previous report or 36 months (+/-1 month) for those vendors who have ISO 9001 certification. Yearly appraisal audits for those vendors who are ISO 9001 certified need to be submitted to GFS QA as they are received from the audit source.
- It is our preference that suppliers sign or authorize a direct release for GMP audit formats with the auditing firm to provide a completed audit report to GFS Quality Assurance. GFSI Certifications shall be provided as soon as they become available.

AUDIT SCORING STANDARDS:

- Each supplier/facility is required to maintain an acceptable overall score per Table 2. Facilities who have a below acceptable score may be required to complete a re-audit within 90 days.
- The supplier/outside storage facility must provide a documented corrective action plan to GFS as defined in Table 2. This plan must be provided within 10 business days of GFS receipt of the audit report. Upon request, the supplier shall provide a corrective action response for any noted deficiency.
- Failure to maintain acceptable audit reports and audit scores will at minimum place supplier on probationary status and/or result in disqualification as a GFS supplier/GFS-contracted outside storage facility.

APPROVED AUDIT SOURCES & FORMATS:

- Audit formats must cover safety and quality practices and must be appropriately scored.
- Vendors must determine their Category from Table 1 and pick an Approved Audit Type from the right column. Vendors must then choose one of the auditing sources in Table 2 to conduct their audit.

TABLE 1:

Category	Example	Approved Audit Types
Foods and Beverage	Beef, Juice, Crackers, etc.	<ul style="list-style-type: none"> • GMP audit (AIB, NSF, Silliker, Others if approved by GFS QA) • GFSI certifications (eg. SQF, BRC)
Non-foods and cleaning solutions (food contact)	Paper plates, dish soap, bleach, napkins, toothpicks, etc.	<ul style="list-style-type: none"> • GMP audit (AIB, NSF, Silliker, Others if approved by GFS QA) • GFSI certifications (eg. SQF, BRC) • ISO9001 & NA SOP0302 (Attachment A) - GFS Pest Management Survey
Non-foods and cleaning solutions (non-food contact)	Trash bags, tablecloths, oven mitts, hairnets, toilet cleaner, etc.	<ul style="list-style-type: none"> • GMP audit (AIB, NSF, Silliker, Others if approved by GFS QA) • GFSI certifications (eg. SQF, BRC) • ISO9001 & NA SOP0302 (Attachment A) - GFS Pest Management Survey • NA SOP0302 (Attachment A) - GFS Pest Management Survey



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TABLE 2:

AUDIT TYPE	SOURCES	CONTENT	ACCEPTABLE SCORES	CORRECTIVE ACTION REQUIRED
GMP	AIB INTERNATIONAL www.aibinternational.com	Food Safety & Quality, or Packaging Safety, or Chemical Safety	90 to 100% No section of audit to receive score <160 points	Overall score falls below 90% -or- Any "Unsatisfactory" or "Serious" Deficiency -or- Any section of audit receiving score of <160 points
GMP	NSF International www.nsf.org	Food Safety & Quality, or Packaging Safety, or Chemical Safety	95 to 100% No section of audit to receive <85%	Overall score falls below 95% -or- Any "Critical" or "Major" Deficiency -or- Any section of audit receiving score of <85%
GMP	SILLIKER – Merieux NutriSciences www.merieuxnutrisciences.com	Food Safety & Quality, or Packaging Safety, or Chemical Safety	95 to 100% No section of audit to receive <85%	Overall score falls below 95% -or- Any "Critical" or "Major" Deficiency -or- Any section of audit receiving score of <85%
GMP	Other	Upon GFS Quality Assurance review		
GFSI	GLOBAL FOOD SAFETY INITIATIVE www.globalfoodsafetyinitiative.com	BRC Certification	AA+, AA, A, B, C	For "C" score, facility must have corrective actions verified by auditor within 28 days and must have re-certification audit conducted within 6 months
		SQF Certification	Level 2 or 3 (version 7), Food Safety Code (version 8), Quality Code AND Food Safety Code (version 8)	N/A
		PrimusGFS	90-100%	N/A
		Other approved GFSI formats	Upon Review	N/A
ISO	ISO 9001 www.iso.org	ISO 9001:2015 Quality Management	Certification and acceptable annual surveillance audits (Upon Review) **Actual	N/A

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		Systems (or equivalent, upon review)	facility manufacturing product for GFS must have PARTICIPATED in certification audit	
Survey	NASOP0302 GFS Pest Control Survey	Pest Control Survey	All responses should be "Yes"	Any "No" response

QUESTIONS:

- Supplier/outside storage facility questions regarding specific third party audit source fees, scheduling and audit content should be addressed by the supplier/outside storage facility directly with the audit source agency.
- Third party audit reports should be sent to the following email address: foreignsupplierqa@gfs.com
- Gordon Food Service outside storage audits should be sent to the following email address: dcfoodsafetysupport@gfs.com
- Questions about this policy can be directed to the roles below:

Role	Area of Responsibility	Email
Supplier Compliance Specialist	General Supplier Audit Inquiries, General Supplier Outside Storage Inquiries	QASupplierCompliance@gfs.com
Food Safety Operations Specialist	General GFS Owned Storage Inquiries	dcfoodsafetysupport@gfs.com

Description of Revision	Revisor
<ul style="list-style-type: none"> - Revised Questions table to reflect current information (removed names and names of individuals and updated to role specific email inboxes. - Added contact information for "GFS owned Storage inquiries" - Added "a" to "Is there a record of all pest control inspections and service on pest monitoring devices?" 	Tabitha Vance

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ATTACHMENT A

PURPOSE: The purpose of this survey is to ensure that non-food suppliers have adequate pest control programs in place to guarantee there is no pest ingress onto GFS properties or products. An effective and comprehensive pest control program will have all attributes listed in this survey.

SCOPE: This plan applies to all non-food suppliers who qualify for use of GFS Pest Management Survey in lieu of GMP or GFSI third party audits.

EXPECTATION: All responses to the survey should be "Yes". If a "No" response is recorded, the supplier is responsible for implementing a corrective action and/or program that will close the program gap and sharing that corrective action with the GFS QA Operations Specialist.

RESPONSIBILITIES: It is the qualified supplier's responsibility to accurately complete and sign this survey on an annual basis and provide to the appropriate GFS quality contact.

Written integrated pest management program that includes the following components:

	Yes	No
<input type="checkbox"/> Is the pest management program written and implemented by trained in-house personnel, or by registered, trained or licensed contractors?		
<input type="checkbox"/> Is there a copy of training, certification or registration document for each person who performs pest management services in the facility, as required by regulation?		
<input type="checkbox"/> Is the location of all pest control measures identified on a plan/diagram of the site?		
<input type="checkbox"/> Are routine inspections performed to ensure adequacy of the program to prevent pests?		
<input type="checkbox"/> Is there a record of all pest control inspections and service on pest monitoring devices?		
<input type="checkbox"/> Are corrective actions established as response to evidence or sighting of pests?		
<input type="checkbox"/> Do receiving and shipping procedures have requirements for inspection to ensure each load is free from pest infestation and contamination?		

Facility structure and upkeep meet the below requirements:

	Yes	No
<input type="checkbox"/> Does the building have barriers in place to protect against birds, rodents, insects and other pests?		
<input type="checkbox"/> Are the structures free from cracks, holes and crevices that would allow pest entry?		
<input type="checkbox"/> Are external doors, windows or other openings close-fitting or otherwise pest-proofed?		
<input type="checkbox"/> Is the facility regularly reviewed to identify and address facility deficiencies?		

Date:	
Name & Location of Facility:	
Responsible party name/signature:	