#

**Produce Suppliers**

**موردين الخضار**

**Prequalification Requirements**

**متطلبات التأهيل المسبق**

**STANDARD OPERATING PROCEDURE**

**اجراءات التشغيل القياسية**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prepared By** | QA Department | **Date** | 17/06/2020 | **Version** | 2 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Commercial Department****قسم المشتريات** | **QA Department****قسم الجودة** | **Supplier** **المورد** |
| **Name****الاسم** |  |  |  |
| **Date****التاريخ** |  |  |  |
| **Signature****التوقيع** |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **PURPOSE:**
	1. To confirm the quality & the safety of all produce items.
	2. Meet Panda standards requirements & comply with the regulatory authorities’ requirements.
2. **SCOPE:**

 **Guidelines for all produce vendors**:* 1. Vegetables and Fruits.
	2. Green Leaves
	3. Cut Vegetables
1. **RESPONSIBILITY:**
	1. Quality Assurance Team.
	2. Category Manager & Buyer.
	3. Vendor Representatives.
2. **REQUIRMENTS**
	1. **Critical Requirements**
		1. The company must have a valid commercial license.
		2. Agricultural license for farms.
		3. The location must have a valid municipality license.
		4. All Staff must have a valid Health Card.
		5. The facility should provide proof that Pest Control Program is in place.
		6. Location must be far from any contamination source.
		7. Rental contract for the facility and shipping trucks in case that the vendor does not own it.
		8. Cool chain is well maintained**. (Appendix 2).**
	2. **Major Requirements**
		1. Workers must maintain accepted level of personal hygiene.
		2. Overall facility cleaning & hygiene level should be maintained on daily basis.
		3. All food items and food contact items should be stored away from the floor and cooling units.
		4. All items should be stored and delivered as per their standard storage temperature.
		5. Entrance, receiving and dispatching doors should be covered with air curtains and plastic curtains.
		6. Glue type fly killing units must be installed inside the preparation room.
		7. Staff toilet & canteen must be isolated and separated from the facility (no gaps around the toilet door & provided with proper cleaning and washing materials) & provided with exhaust fans.
		8. All ventilation system outlets must be sealed properly.
		9. Facility design & construction allow easy workflow & process separation to prevent cross contamination.
		10. The interior walls, ceilings, floors & surfaces should be made of strong & durable material (wood & gypsum board is not allowed).
		11. Facility structure is Free from pits, cracks, and crevices to be in sealed manner to prevent the entry of insects and rodents.
		12. Trash bins should be of sufficient number based on the size of the operation; Foot operated, self-closing & tightly closed.
		13. Facility drains should be designed to be cleanable & covered to prevent pests’ access inside the facility from the drainage
		14. All walk-in chillers must be provided with temperature gauges.
		15. All walk-in chillers must be provided with plastic curtains.
		16. Separated area for damaged & expired items with clear signage (no accumulation and mixing with good items).
		17. Pallets & rust resistant racks must be used inside the facility.
		18. Temperature records and cleaning schedule must available and updated for each chiller and area.
		19. All cleaning materials should be food grade cleaning material.
		20. Only Foot Operated trash bins used should be used.
		21. No trash or scrap accumulating around the facility location
		22. Certificate of origin of all imported items.
		23. Facility has enough number of hand wash stations.
		24. Biosecurity must be maintained at acceptable level (all plants around the ponds must be trimmed on regular basis).
	3. **Green Leaves Additional Requirements**
		1. Vendor should declare the source of raw materials / farms that he is dealing with in advance to Panda Produce Category Team and to QA. These locations should be mentioned in the Contract with GPS locations.
		2. Vendor should be supplying from approved source by QA team.
		3. Before the start of business with Panda – the vendor should collect samples of each item he intends to supply to Panda and send them to a Panda approved Lab for Micro Testing at his own cost.
			1. If the samples Pass as per **(Appendix 3).** The vendor needs to inform Panda Commercial & QA to schedule an audit of all his facilities and locations and collect samples to validate the test results – at the vendors cost.
			2. If the samples Fail as per **(Appendix 3).** the vendor should change source to another clean source farm again to collect samples from and repeat the steps above again.
			3. Once Panda QA approve the facility and farms – The vendor needs to give Panda QA an Undertaking letter confirming that he will source and supply items from the approved list of farms and locations only. Failure to declare in advance on changing the source farm could lead to termination of the contract.
		4. Lab analysis for the irrigation water and products. SASO Standard (**Appendix 3**).
		5. Vendor commits to not using Organic / Animal Manure
		6. Panda reserves the right to test random samples of each vendors products and the cost for testing will be charged to the vendor.
		7. All the tools should be food grade (no wooden tools in use, all the cutting boards are Plastic cutting boards, all the tables are stainless steel).
	4. **Cut Vegetables Additional Requirements**
		1. Vendor agrees to wash & Sanitize All the vegetables before shipping to Panda and all vegetables should be free of all Pathogenic Bacteria. (should have a washing and sanitizing room)
		2. Operation area (slicing and cutting area) should be separated from any surrounding area and provided with air circulation system (AC) not ventilation fan.
		3. A three-compartment washing sink:
			1. 1st compartment Washing, 2nd Compartment sanitizing and 3rd compartment rinsing.
			2. Use Chlorine tablets as per below concentration:70 ppm chlorine,1gm, NaOHCL / 14 Liters of water.
			3. The water supply must be connected to filtration unit (RO and UV unit)-.
			4. The produce after washing in chlorinated chilled water must be transferred to clean plastic crates and stored at +10 to +15 \*C temp until the produce dries.
		4. Lab analysis for the finished products and washing water. SASO Standard **(Appendix 3).**
		5. All the tools should be food grade (no wooden tools in use, all the cutting boards are Teflon cutting boards, all the tables are stainless steel).
		6. The facility has a safe source of water with proof of testing (Microbial analysis for water).
		7. All packaging materials should be food grade.
		8. Should have a UV cabinet to sanitize all tools.
		9. All ingredients used in manufacturing process are of high quality.
		10. After receiving the produce, it must be washed in clean, treated water.
		11. \*The shelf life of all precut vegetables must be followed according to the **(Appendix 1).**  The label must carry the expiration date, the name of the vendor and the barcode on the same label
		12. The facility must be equipped with basic requirement to do the required preparations (hand wash basin, washing sink, proper drainage, food grade &non rusty tools.
		13. Should use color coded chopping boards & tools during preparation processes according to the type of products that undergo processing.
		14. The finished product must be stored inside the walk-in chiller.
		15. The carrots must be peeled, the cabbage outer dried leaves must be removed-Any deformity in produce prior to slicing must be removed.
		16. The garlic must be washed after peeling.
		17. The slicing of the produce must be as per the standard cuts and uniform sizes.
	5. **Delivered Products Requirements**
		1. Vendor representative has a valid municipality card.
		2. Truck must be in good condition (clean, pest free, rust free, odor free…).
		3. Food item should be stored away from the floor and not in direct contact with any part of the truck.
		4. Products are delivered in clean crates or in his own cartons (not used before to deliver other risky products like meat, produce, non-food, eggs )
		5. Trucks must be equipped with temperature gauges.
3. **REFERENCE**
* Appendix 1

|  |  |  |
| --- | --- | --- |
| **SKU** | **DESCRIPTION** | **SHELF LIFE** |
| 2177800 | BEANS GREEN FAMILY PACK | 3 DAYS |
| 2177980 | CARROTS AUST FAM PACK 1.5KG | 3 DAYS |
| 2177820 | CUCUMBER FAMILY PACK | 3 DAYS |
| 2177840 | EGGPLANT LONG FAMILY PACK | 3 DAYS |
| 2177990 | EGGPLANT MINI FAMILY PACK | 3 DAYS |
| 2177870 | EGGPLANT ROUND FAMILY PACK | 5 DAYS |
| 2177970 | OKRA FAMILY PACK | 3 DAYS |
| 2177940 | PEPPER GREEN FAMILY PACK | 5 DAYS |
| 2177900 | PEPPER HOT FAMILY PACK | 5 DAYS |
| 2177910 | PEPPER HOT LONG FAMILY PACK | 5 DAYS |
| 2178000 | TOMATOES FAMILY PACK | 3 DAYS |
| 2178010 | ZUCHINI FAMILY PACK | 3 DAYS |
| 2663000 | CHILI RED T/PACK 250GR | 7 DAYS |
| 923250 | PUMPKIN SLICED T/PACK | 3 DAYS |
| 1814190 | ZUCHINI MASHE T/PACK | 3 DAYS |
| 1814240 | EGGPLANT MASHE T/PACK | 3 DAYS |
| 1814250 | MIXED VEGETABLE T/PACK | 3 DAYS |
| 909590 | PRODUCE INDIAN VEGETABLE T/PK | 5 DAYS |
| 447940 | BEANS SPROUTS KG | 3 DAYS |
| 1102110 | BEANS BROAD PEELED FRSH KG | 3 DAYS |
| 1814230 | BEANS SLICED T/PACK | 3 DAYS |
| 2662230 | BEANS SPROUT T/PACK 500GR | 3 DAYS |
| 2662240 | BEANS SPROUT T/PACK 250GR | 3 DAYS |
| 2662290 | BROAD BEANS SPROUT T/PACK 500G | 3 DAYS |
| 2662750 | BEANS GREEN T/PACK 500GR | 3 DAYS |
| 923240 | CARROT SLICED T/PACK | 3 DAYS |
| 926300 | SALAD MIX (CARROT+CABBAGE) | 3 DAYS |
| 443990 | GARLIC PEELED 0.5KG BAG | 7 DAYS |
| 449310 | GARLIC GROUND 500GR TRAY | NO |
| 457780 | GARLIC ROUND PCS | 7 DAYS |
| 2662350 | GARLIC PEELED FRESH 250GR | 7 DAYS |
| 2177960 | PEPPER RED/YELLOW FAMILY | 3 DAYS |

* Appendix 2

|  |  |
| --- | --- |
| **Place** | **Temperature** |
| Walk-in chillers | 0°C to 4°C |
| Preparation room | 10°C to 15°C |
| Ambient items | 22°C to 25°C |
| Dryer room | 10°C to 15°C |
| Delivery chilled trucks | 0°C to 4°C |

* Appendix 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Microorganisms | Limit per ml or gram n c m M |  |  |  |
| Green leaves.Precut washing water.Irrigation water. | * E. Coli.
* Faecal Coliform.
 | 5 2 10 1005 2 10 100 |  |  |  |
| Precut vegetable | * E. Coli
* E. Coli O157
* Salmonella
* Listeria monocytogenes

Staphylococcus aureus | 5 2 10 1005 0 0 -5 0 0 -5 0 0 -5 2 100 1000 |  |  |  |

 |

**END OF DOCUMENT**