

		ROYAL ESWATINI SUGAR CORPORATION LIMITED		PRO FO 1.1.3
		EXPECTATIONS, REQUIREMENTS AND SPECIFICATIONS QUESTIONNAIRE FOR SUPPLIERS		Issue 03 Reviewed: April 2020
Company Name				
Physical Address				
E-mail Address				
Telephone Number				
Product or Service Rendered				
Contact Person				
Position		Date of Assessment		
1.0	Legal Compliance	Requirement	Yes/No/Partly/N/A	Comments
1.1	Ownership of business	Registered directors aligned with RES Database		
1.2	Registered Business	Operational premises aligned with trading licence and RES database		
1.3	Ownership of business premises	Rented or owned		
1.4	Statutory Compliance	Availability of a Trading Licence, Tax Clearance Certificate (Attach copies)		
1.5	Insurances	Workman's compensation, Public Liability Insurance & Poor Workmanship		
1.6	Business Back-up Support	Dealership (attach copies)		
2.0	Building and Grounds	Requirement	Yes/No/Partly/N/A	Comments
2.1	Is the Exterior Appearance neat and clear of debris?	Neat and clear of debris. In good repair. Sealed where appropriate, neat and clear of waste.		
2.2	Site layout Logical and efficient?. Access & Traffic Control on Site?	Clearly signposted, logical & efficient traffic flow. Logical and efficient site layout.		
2.3	Security	Grounds and buildings are able to be properly secured, including regular security patrols.		
2.4	Interior - Raw Material Storage *	Neat and clear of debris. In good repair. Suitable for the functions required and to protect materials / process from damage / contamination.		
2.5	Interior - Finished Goods Storage *	Neat and clear of debris. In good repair. Suitable for the functions required and to protect materials / process from damage / contamination.		
2.6	Interior - Manufacturing *	Neat and clear of debris. In good repair. Suitable for the functions required and to protect materials / process from damage / contamination.		
2.7	Interior - Spare parts / workshop	Neat and clear of debris. In good repair. Suitable for the functions required and to protect materials / process from damage / contamination.		
2.8	Toilet Facilities	Clean with self closing doors, wash basins, soaps, disposable or single use towels and rubbish bins.		
3.0	Hazard ID	Requirement	Yes/No/Partly/N/A	Comments
3.1	Certified program *	The organisation has a certified; HACCP / ISO, FSSC, BRC, System. (Please specify)		
3.2	Hazard ID *	The organisation has documented the hazards to food safety.		
3.3	Hazard Controls *	Where food safety hazards have been identified, controls are in place and effective.		
3.4	Records of Controls *	Records of controls are maintained ie, training, monitoring etc.		
4.0	Good Manufacturing Practices	Requirement	Yes/No/Partly/N/A	Comments
4.1	Housekeeping - Plan *	The organisation has a documented housekeeping plan. The standard of housekeeping is adequate to prevent product contamination.		
4.2	Allergen Management	The organisation has a documented program on the management of allergens		
4.3	Hazardous Chemical Control	Controls are in place to prevent uncontrolled hazardous chemicals from entering the manufacturing areas.		
4.4	Hazardous Chemical Use & Storage	MSDS's are available, chemicals are stored as per instructions and to minimise product contamination.		
4.5	Chemical Contamination	Only food approved chemicals are used where contact with product is likely, possible.		
4.6	Preventative Maintenance	A program is in place to ensure that equipment will not contribute to product contamination, eg metal detectors etc.		
4.7	Product Contamination *	All potential areas of contamination have been identified and controled		
4.8	Personal Hygiene *	Personnel practice good personal hygiene.		
4.9	Personal Protective Equipment (PPE)	Protective clothing provided, in clean condition, cannot contaminate product, e.g. peeling labelling, buttons, zippers		
4.10	Sanitation Controls *	Equipment is maintained in a sanitary condition.		
4.11	Environmental Controls	Controls are in place to prevent cross contamination ie airflow, traffic flow controls.		
4.12	MSDS availability	Are material safety data sheets (MSDS) available for purchased chemicals?		

5.0	Purchasing	Requirement	Yes/No/Partly/N/A	Comments
5.1	Supplier Control	Are materials used in production purchased from approved suppliers		
5.2	Supplier Control	Do you have a system of expediting deliveries of goods and services from your suppliers		
5.3	Raw Materials Control *	Is there a procedure for verification of in-coming material		
6.0	Process Controls	Requirement	Yes/No/Partly/N/A	Comments
6.1	Specifications - Control	Product specifications are suitably approved, documented and controlled.		
6.2	Production Planning	There are documented procedures for the programming of production.		
6.3	Manufacturing Controls *	The manufacturing processes are suitably controlled through procedures etc.		
6.4	Training *	All personnel are suitably trained / qualified to perform their task.		
6.5	Inspection & Testing *	Adequate inspection and testing is performed to ensure the product is made to specification.		
6.6	Inspection & Test Equipment	Equipment used for inspection and testing is suitably controlled and maintained (calibration).		
6.7	Process change notification	In the event of a significant process or material change is there a system for notifying the customer.		
6.8	System Evaluation	There is a system in place to evaluate compliance to established controls, (internal audits etc).		
7.0	Control of Non-conforming Product	Requirement	Yes/No/Partly/N/A	Comments
7.1	Product Release *	There are documented procedures in place to prevent the unauthorised use or despatch of nonconforming product.		
7.2	NCP Controls *	Non-conforming product is clearly identified and segregated.		
7.3	Corrective Action	There is a documented procedure for implementing corrective action to correct system failures.		
7.4	Customer Complaints	There is a documented procedure for addressing customer complaints		
8.0	Product Identification & Traceability	Requirement	Yes/No/Partly/N/A	Comments
8.1	Product Identification and Tracking System *	There is a documented system to ensure product is clearly identified to allow suitable traceability.		
8.2	Recall System *	There is a documented system for product recall in the event of a food safety concern.		
8.3	Mock Recall	The recall system has been trialed to verify it's effectiveness.		
8.4	Records of Tests and Inspections	There are adequate records of inspections and tests to provide traceability.		
9.0	Pest Control	Requirement	Yes/No/Partly/N/A	Comments
9.1	Pest Control Program *	A scheduled pest control program is in place, (normally contracted out). A map of the bait station locations is available and current.		
9.2	Pest Control Performance	Action is taken and recorded when significant activity is identified.		
9.3	Internal Pest Control	Additional checks are conducted by internal sources, especially for outside bait stations.		
9.4	Inspection Reports	Inspection reports are provided that detail activity and are signed off by the responsible employee.		
10.0	Packaging, Storage and Delivery	Requirement	Yes/No/Partly/N/A	Comments
10.1	Packaging	Are the procedures in place for handling the product to prevent deterioration or contamination.		
10.2	Storage	Are storage conditions adequate to prevent product deterioration or contamination.		
10.3	Delivery	Do procedures cover the protection of goods in-transit and storage?		
10.4	Emergency response	Do you have an emergency response plan for dealing with incidents of spills, transport accidents, fire hazards etc?		
11.0	Waste Management	Requirement	Yes/No/Partly/N/A	Comments
11.1	Handling of hazardous waste	Do you have a procedure for dealing with the disposal of hazardous substances?		
11.2	Hazardous waste disposal	Do you have permits for the disposal of hazardous substances?		
General Comments				