Operational Conditions of Supply to Baker & Baker Netherlands Holding B.V.

For Suppliers of Ingredients, Raw Materials, Food Packaging and Food Products

Please Read and Retain

Baker & Baker Netherlands Holding B.V. (B&B) operates a structured approval and performance management process for Suppliers as part of the B&B Quality Management System.

It is a condition of doing business with Baker & Baker that you read, understand and accept these general Operational Conditions of Supply by returning to your B&B Procurement contact the Acknowledgement and Agreement Statement at the end of the document (Appendix 4) with an authorised signature.

These Operational Conditions of Supply are general. Any necessary local and regional variations due to national legislation, regional standards and local operational requirements must be agreed upon by the Supplier and the B&B purchasing region as part of any supply contract.

Note: The scope of this document includes all suppliers including: raw material, packaging materials, traders, agents, brokers, co-manufacturers and repackers.

Without exception, all suppliers of ingredients, raw materials, food packaging materials and food products and repackers must meet the requirements of the respective Food Regulations of the country or region in which they produce and sell goods to Baker & Baker.

These regulations shall include but not be limited to the European Regulations as well as the Manufacturing Country Food Regulations

Baker & Baker shall only approve suppliers of materials that meet these requirements and those requirements of countries to which Baker & Baker exports goods.

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1. Legal Compliance

- All products, ingredients, raw materials, food packaging, food products and 3rd party manufactured finished products supplied to Baker & Baker (B&B) must comply with all relevant statutory requirements.

2. Supplier Manufacturing Site and Environment

- Materials must only be supplied from approved sites and there must be no change to the manufacturing site, methods of manufacture or source of origin without approval by B&B. Written approval of acceptance of proposed changes must be granted by B&B Supplier Quality Team (SQT) or Compliance and Documentation (C&D) team, if specification related.
- The following activities must be notified in writing to the B&B SQT:
    - Compositional, process conditions or technology changes to an approved product;
    - Changes to the geographical origin of ingredients and raw materials used in processing;
    - Significant changes in the documented chain of custody/ supply chain mapping;
    - Significant change to the configuration of the approved manufacturing site including new buildings and infrastructure or upgrades;
    - Changes to the allergen status of the manufacturing environment; and
    - Change to the use of surrounding lands or premises that may have impact on manufacturing conditions.
    - Any change in grade or scope of certifications (Food Safety, Integrity, Identity Preservation, Sustainability, etc.) within 7 days of notification by awarding body.

3. Supplier Pre-Requisites

The following pre-requisites apply to all suppliers and supply facilities.

3.1. Suppliers must be able to demonstrate the capability to warrant **Legal Compliance** of all goods provided against the target sale markets for finished products nominated by B&B. This includes but it is not limited to:

- Nutritional Statements
- Safety Data Sheets
- Product Claims
- Product Descriptions
- Labelling

Suppliers must inform B&B within 24 hours of adverse findings by local agencies and authorities that can impact on the integrity of product or brand. This includes food agencies, health and safety related issues and environmental aspects.

3.2. All supplying sites manufacturing high and medium risk materials (according to B&B material risk assessment) shall hold a certification to one of the **GFSI Recognised Food Safety Schemes**.

B&B accepts the following GFSI Recognised Schemes. Certification must be maintained against the current edition or issue.

- *BRC Global Standard for Food Safety – Minimum Level B*
- *FSSC 22000 Food Safety Systems*
- *International Food Standard (IFS) – Minimum Higher level*
- *Safe Quality Food (SQF) – Level 2 or 3*
- *Other standards, if GFSI recognized (e.g. Canada GAP, Global G.A.P.)*

Note: *For approved supply to* B&B *operations in some countries, certification to a specific Food Safety Scheme may be required. Also, minimum score/grade may apply.*

3.3. An established **Incident Management Program** in place, including:

- A Recall/ Withdrawal/ Replacement Manual
- Audited evidence of desktop and/or live testing and review at least annually
- The ability to conduct and complete one forward and backward traceability and mass balance studies for materials to be supplied including primary food contact packaging materials within 4 hours, unless otherwise agreed.

3.4. A **Complaint Management System** capable of:

- Investigation using root cause analysis tools
- Response of acknowledgement of a B&B complaint within 24 business hours
- Providing initial investigation findings including root cause analysis and full list of planned corrective and preventive actions to B&B within 5 business days of notification. This time frame may vary depending on B&B customer requirements. Such requirements will be communicated to the supplier at the time of complaint notification
- Providing evidences on corrective action completed and efficiency review and in a timely manner.
- Complaints relating to foreign matter must be investigated immediately and findings and corrective actions forwarded to B&B within 24 hours of notification.

3.5. **Business Continuity Plans** (BCP) to assure on going supply to B&B in the event of an incident at the supplying facility or in the industry, including but not limited to;

- Major equipment failure or key service disruption
- Events as fire and/or Natural disasters including: storm and wind damage, ice/snow, and floods;
- Interruptions to the supply chain;
- Political unrest; and
- Workforce engagement, including strikes.

3.6. A **Vulnerability Assessment** based on risk must be implemented. The assessment must include the potential for risk within the whole supply chain of:

  - Adulteration
  - Malicious Tampering
  - Fraudulent activities

- **Chain of Custody/Supply chain mapping**: Full transparency of the whole **Supply Chain** has to be documented and kept updated for ingredients and components of ingredients and primary packaging materials, identifying vulnerabilities & threats and its corrective measures.
- Suppliers must be able to clearly demonstrate **Control of Authenticity** of products supplied based on the material risk category.

3.7. **B&B Supplier Code of Conduct**:

All suppliers of goods must agree to and return to B&B a signed copy of the B&B Supplier Code of Conduct.

3.8. Audit acceptance: B&B reserves the right to visit the supplier site and audit. There may be occasions where B&B Supplier Quality Team is accompanied by a customer representative during an audit.

3.9. Documentation availability: All documentation may be subject to physical inspection as part of the B&B Supplier Control Program, either onsite or offsite

4. Approval of a New Supplier Manufacturing Site

Approval to Supply from the nominated manufacturing facility is dependent on the approval, from B&B Supplier Quality Team.

The approval for new supplier facilities must be completed through Baker & Baker's third-party approval platform 'TraceGains', where it is be required for the supplier to create a free account (if not already using this system). The approval process will include as a minimum:

- Verification of GFSI recognised certification and last non-conformance report. It is a condition of supply that all sites manufacturing high and medium risk materials have certification to a GFSI Recognised Scheme.
- Satisfactory completion of a Quality questionnaire and review of selected associated documentation listed in Appendix 1Perform Supplier Risk Assessment considering the information received and the material risk categorisation to decide if audit is necessary and if approval is feasible.
- Acceptance by the supplier of the Operational Conditions of Supply (OCOS)
- Any other quality related requirements.

Where a physical audit of the manufacturing facility is required, this will be conducted by B&B Supplier Quality Team or by a 3rd party accredited audit body engaged directly by B&B.

- Audits will also include packing and warehouse premises if these are different from the main manufacturing site.
- In the case of adverse audit findings, the supplier must document planned corrective and preventive actions with clear deadlines and ownership. The supplier must inform B&B of an action plan within 2 weeks after the official audit report is communicated.
- Closures of non-conformities must be timely with evidence submitted by the supplier to validate completion of the corrective action. Evidence may include:
    - Updated Procedures
    - Training Records
    - Maintenance Records
    - Capex Submissions
    - Photographs

4.2 Ongoing maintenance of approved supplier status

To maintain the status as an approved supplier, the following must be adhered to:-

- Maintain your account within the TraceGains platform to ensure contact information and access is available.
- Ensure that new GFSI certificates, or other expiring documents (listed within Appendix 1) are uploaded promptly, to replace expired versions.
- If a supplier risk assessment within Baker & Baker requires submission of periodic Quality Questionnaires (within a 3 yearly validity period), this requirement must be complied with.

4.3 Approval of supply to Baker & Baker (Ashington)

If a supplier is providing materials to Baker & Baker Ashington site, due to the dedicated Gluten-Free status of this facility, and potential of production of other 'free-from' lines – There may be need for the submission of additional approval documentation, inclusive of:-

- Additional allergen risk assessment
- Allergen specific site audits

The frequency of these additional requirements will be determined by Baker & Baker's own risk assessment.

5. Material Specifications

- Material Specifications for all ingredients, raw materials, food packaging materials, and finished goods sourced from co-manufacturers must be provided by the supplier to B&B C&D Team prior to formalisation of the Supply Agreement.
- The B&B Material Specification must be signed by the Supplier.
- Copies of the completed and signed document must be maintained by both B&B and the Supplier. The original document must be maintained by, and remain the property of B&B.
- The supplier must ensure conformance to all aspects of the B&B Material Specification at the point of receipt by B&B and for the nominated shelf life of the material.
- The shelf life of materials supplied must be validated under defined trial conditions, and the results of trials provided to B&B upon request.
- Thereafter, the supplier must not make alterations to the specification without written agreement from B&B. Material Specifications must be co-operatively reviewed once every three years unless there is a specific requirement for earlier review.

6. Management of Allergens

The appropriate management of allergens within the supply chain is vital to the production of food safe products. All approved suppliers must be able to provide to B&B detailed knowledge and risk assessments of the potential for contaminant allergens within their supply chain.

This must include risk arising from:

- Agricultural / field management practices
- Storage of agricultural materials
- Transport of agricultural materials
- Storage of allergens within a processing facility*
- Handling of allergens on common processing lines*
- Storage of processed materials
- Transport of processed materials

Note: * Such allergens must be openly disclosed to Baker & Baker

Refer: Appendix 2 List of Notifiable Allergens

7. Health and Safety

Safety Data Sheets (SDS)

- Prior to the delivery of any new or alternative ingredient, raw material or packaging materials to any B&B site, the appropriate SDS (Safety Data Sheet) must be provided by the Supplier to the B&B site that receives the material in question. SDS must be provided in the local language where material will be delivered.
- Where changes are made to an existing SDS, the supplier must provide an updated version to B&B prior to the next consignment dispatch.

Manual Handling

- Manual handling can present a safety risk to those engaged in the management and movement of materials. The maximum weight of each ingredient unit (e.g. bag, carton, pail, buckets and other non-bulk packaging form) must comply with the Health & Safety regulations of the country in which it is used. Unless otherwise agreed pack sizes, including ingredients, raw materials, packaging materials including flow wrap reels should be preferably less than 15kg net weight and maximum 25kg, with the exception of drums, pallecons and other bulk packaging forms.
- Materials of weights heavier may require the use of mechanical aids and prior to delivery confirmation of acceptance must be confirmed by the receiving facility Health and Safety Leader.

8. Delivery Requirements

General

- All vehicles used in the handling and movement of goods must be fit for purpose.
- Animals are not permitted to be carried in vehicles including the driver cabin.
- Delivery vehicles and shipping containers must be clean, hygienic, free from odours, free from residues from previous loads, in good repair, safe and legal for operation on roads and private facilities.
- Vehicles that are used for the transport of food materials in Europe must be registered food transport vehicles.
- Where loads are consolidated, all materials must be compatible. Unprocessed products such as meats and vegetables, and/or materials of strong odour or materials that present a foreign matter risk are not permitted.
- Where goods are transported using air freight or couriers every effort must be made to assure the integrity of the goods transported.
- The load must be adequately protected and secured to prevent tampering, damage or deterioration during transit.
- Temperature and humidity controls must be appropriate to the conditions and maintaining the integrity of the goods being transported.
- Temperature and humidity records must be made available by the carrier upon request by B&B.
- Internal lights in trailers must be operational and protected by shatterproof coverings to prevent possible glass contamination of the load.
- All products must be loaded onto vehicles with sufficient care and protection to avoid damage during transit. Damaged, soiled or infested containers will not be accepted.

Batch and Lot Coding

- All goods must have a batch or lot code printed on each package.
- The batch or lot code cannot exceed 10 characters
- The maximum number of batches or lot codes per pallet must not exceed one.
- Where by agreement, more than one batch or lot number is permitted on a given pallet, the pallet must be clearly identified with colour contrasted notices on two adjacent faces stating the batch or lot numbers to be found on the pallet and the number of items for each. The oldest batch should be on top of the pallet.
- Accompanying documentation must identify each batch or lot number within a consignment and the number of unit packs per batch or lot number.

Shelf Life Expectancy

- Unless otherwise specified, goods should have the shelf life expiry date printed on each package.
- The shelf life expiry dates must be documented for each batch in a consignment and included on the consignment delivery documents.
- Only raw and packaging materials with at least 65% of the shelf life remaining will be accepted, unless agreed in writing by B&B.
- Only finished goods with at least 85% of the shelf life remaining will be accepted, unless agreed in writing by B&B.

Management of Allergens

- Vehicles used for the delivery of ingredients, and raw materials classified as allergens must NOT be used for delivering products free of allergens. E.g. nut deliveries must not arrive in the same vehicle as non-nut products.

Security

- The use of open topped or flat-bed trailers is not permitted.
- Rigid walled vehicles must be able to be secured with all access points fitted with locking mechanisms and security tag points.
- Curtain sided vehicles (Tautliner®, Eziliner®, etc) must be fully secured using wire rope assemblies, cable lanyards or similar. The use of electronically monitored systems indicating real time damage to the integrity of the security cable is recommended.
- Trailers and vehicles must be secured to prevent unauthorised access.
- For all full load (FTL) consignments, all openings (doors, inspection ports, hatches, etc.) must be sealed with a uniquely numbered, tamper evident, resistant seal and the seal number(s) annotated on the accompanying documentation.
- For less than full load (LTL) consignments and multi-stop loads, all access points must, as a minimum, be secured by a lock or seals (in case of seals, they should be issued by the vendor and appeared on the original bill of loading).
- Where there is any evidence of tampering, damage to seals, or broken seals, consignments will be rejected.

Inspection

- Deliveries will be subject to inspection and approval as appropriate.
- B&B reserves the right to reject any delivery as a result of these inspections.

9. Delivery of Materials

Packaging

- All packaging materials must comply with all relevant statutory requirements for packaging materials in contact with food. They must be new, dry and free from foreign odours, contamination or infestation.
- Where possible packaging in direct contact with product and ingredients must be of contrasting colour, in order to be clearly distinguishable. They must be correctly documented by the supplier on legal migration status, which should be available for B&B on request.
- Packaging must be tamper evident and/or tamper proof where practical.
- Cartons used for packaging ingredients must be fibreboard of such quality as to prevent damage to contents. Sealing of cartons must be by gluing or by adhesive tape. B&B must approve alternative methods. Suppliers must accept responsibility of ensuring that packaging materials and adhesives are thoroughly assessed for potential tainting of contents.
- Primary packaging – paper, with direct food contact, must be made of virgin material
- Drum lids must be firmly in place and well secured with adequate seals.
- Any bungs used are to be new, clean and fitted correctly, preventing them from falling into the drum. Drums must be free of rust, flaking paint and other sources of foreign material.
- Multi-walled bags must be heat or glue sealed. Wire fasteners, staples, plastic or metal clips are not permitted. B&B must approve alternative methods. These will be included in specific product specifications.
- Polyethylene bags used for packaging must be new, dry and free from foreign odours, contamination or infestation. The structure of the material including gauge must be determined based on carriage and storage trials.
- Polyethylene bags must avoid using wire staples, Elastrator Rings, Rubber Bands or Binder Twine. B&B must approve alternative methods; heat sealing is the preferred method. These will be included in specific product specifications.
- Any information displayed on the delivery packaging must be visible on receipt before the material is discharged from the delivery vehicle.
- This information will include as a minimum the requirements listed in Appendix 3 – Consignment Labelling Requirements. Further labelling requirements for any Packaging and Material is referenced in the material's specification under Labelling Requirements.
- Inks or branding materials used for labelling purposes must be non-soluble, non-odorous and non-toxic and must not contact the contents of the package. Handwritten lot codes, use of mark overs, over labelling and correction tape (white out) are not allowed. Any specific requirements for branding will be stated in individual specifications.
- Suppliers must have controls in place in order to prevent the use and presence of illegal solvent residues in the packaging materials supplied.
- B&B item number (MDM number) should be printed on packages.
- Packaging specifications must be complete including glues used. Composite packaging materials (like multiwall bags) must detail the materials/weights used per material type.

Pallets

- Pallets must be in good condition, dry, clean and free from any evidence of previous loads.
- Pallets should have NO evidence of allergenic materials e.g. loose nut debris or nut spillage.
- Wooden pallets must be constructed of untreated and seasoned wood and must not contain fungicides or insecticides.
- Preferably, wooden pallets should be heat treated.
- There must not be any evidence of splintering.
- There must not be any protruding nails.
- Pallets must be free of odours or agents of taint.
- The surface of each pallet should be covered with a clean pallet liner/ slip sheet before forming the load.
- Where loads are formed using multiple pallet layers a clean pallet liner/ slip sheet must be placed between layers.

- Pallet loads must be stable with bags or boxes/ cartons neatly stacked onto the pallet with no boxes/ cartons bags protruding/ hanging from the edge of the pallet.
- Only Returnable or Reusable pallets from an approved B&B supplier are permitted.
- The maximum net weight of a loaded single height pallet must not exceed 1,250kg unless specifically approved by B&B.
- The pallet load must be stabilised by using shrink-wrapping, stretch wrapping, strapping or palletising adhesive.
- Pallet loads must have a top waterproof cover/ shroud placed over the whole pallet load.
- Pallets must be free from rodents, rodent droppings and bird droppings.
- Pallets must be free from all infestations such as but not limited to, cockroaches, spiders and termites

Intermediate Bulk Containers (IBC's)

- IBC's must be in good condition, clean and free from any evidence of previous loads.
- All IBC's pallecons must be lined with food grade liners that protect the integrity of the contents from contamination.
- All liners must be single use; cleaning and reusing liners is not permitted.
- Where there is a need to clean the IBC, it must be with food grade cleaning materials that will not interact with or taint the intended content.
- Cleaning records must be available on request.

Bulk Tankers and rail cars

- Bulk tankers supplying B&B sites must be dedicated "FOR FOODSTUFFS ONLY".
- Tankers delivering goods must have no visible evidence of damage to the integrity of the internal surfaces and for jacketed and insulated tanks to the external skin.
- For bulk tankers, transport providers must be able to provide, to B&B, documentation of the materials transported and certificates for the cleaning and sanitation.

- All bulk tanker hatches, and fitments must be tamper evident. Outlet nozzles must be secured with a tamper evident seal. All hoses and fittings must be free from dirt and debris and maintained in a hygienic condition.
- Delivery documentation must include the load seal number.
- Fats and oils must be delivered on road tankers that are registered and operated to the applicable codes of practice.
- Tankers used for bulk consignments using pneumatic transfer technology must comply to the B&B specified delivery flow rate and pressure, and B&B 's Safety procedures must be complied with, e.g. atex on flour deliveries.
- The material must be loaded and unloaded with sufficient care and protection to prevent contamination of the material and environment.

10. Storage

- Prior to delivery, materials must be stored in a clean, dry area, well ventilated and away from direct sunlight, odorous and harmful chemicals or materials and maintained free from infestation of any kind.
- Storage areas must be secured and well maintained. Walls, floors, ceiling and drains of the site must be well constructed, weather proof, clean and in good repair and maintained under the appropriate temperature requirements where applicable.
- All shelves and racks need to be at certain distance from walls to allow cleaning and proper pest control. Any ingredient found to be infested or damaged must be clearly labelled, segregated and stored in a quarantined area. The surrounding area and shelving must be thoroughly checked for further infestation.
- Goods requiring conditioned storage must be stored under conditions specified by the manufacturer of the goods.
- Frozen ingredients must be stored under conditions approved by the respect Health Regulations in the Country or State at temperatures of at least -18°C or below.

11. Delivery Documentation and Samples

Documentation

All consignments must be accompanied by documentation that includes as a minimum the requirements listed in Appendix 3 – Consignment Labelling Requirements.

> ***Note:*** *Consignments are not permitted to contain more than three (3) batch /lot numbers unless with prior agreement*.

Where identified in Material Specifications, Chain of Custody/Material Integrity documentation must be provided prior to delivery

Samples and Certificates of Analysis

- For some materials, pre-delivery samples may be requested by the receiving site for testing ahead of the scheduled delivery date.
- When required in the specification, deliveries must be accompanied by a Certificate of Analyses (CoA)/ Certificate of Conformance (CoC), unless previously provided to the receiving site. Certificates must contain test results for all attributes identified in the material specification including:
  - Chemical;
  - Physical;
  - Microbiological; and
  - Allergens

- For packaging materials in direct food contact, migration tests conducted by independent accredited laboratories must be provided to B&B upon request.
- For primary packaging materials, a Certificate of Conformity must be provided to B&B. This certificate of Conformity must be directly linked with the material used in the conditions defined by B&B
- Deliveries with incomplete or missing CoA's or CoC's or other documentation will be considered non-conforming and subject to potential rejection.
- The test methods used must be internationally accepted or as agreed by the supplier and B&B.
- Where external testing facilities are used, the testing laboratory must be accredited (ISO 17025) by a recognised body for the scope of testing conducted.

Certificates of Analysis (CoA) Format

CoA's must include the following information:

- Material Description and Unique Part Number;
- Purchase Order Number;
- Batch / Lot Number of goods tested;
- Name and address of the manufacturing sites of the goods tested;
- The name and address of the laboratory and the location where analyses were conducted if different to the manufacturing address;
- Specific test results for those Chemical, Physical, Microbiological and Allergen tests required in the Material Specification, including limits according to the agreed specification.
- Identification of the method(s) used;
- Where applicable, any deviations, additions or exclusions from the nominated test method;
- A description of the sample analysed;
- The unique identifying code of the sample;
- The date of performance of the analyses;
- The name and signature of the person authorising the test report (responsible person in charge of the laboratory or approved analyst) and date.

12. Confidentiality

- Terms and conditions of business are strictly confidential between the Supplier and B&B.
- Information on B&B products or processes must not be communicated to any other party.
- The Supplier must sign the appropriate confidentiality agreement as a pre-requisite to do business with B&B.

13. Emergency and Incident Reporting

- In the event of any product safety incident by the Supplier that may result in a product recall or which could adversely impact on a B&B Brands or Operations, the Supplier MUST immediately contact B&B.
- The procedure and the B&B names, departments and contact details will be communicated to the Supplier by B&B Procurement as part of the Supplier Agreement
- These will be appropriate for the business location, country of operation and regional offices.

14. Media Enquiries

- If the Supplier is contacted on any issue by the media that relates to B&B, the Supplier must immediately inform B&B for the approval of communication related to B&B name (who must approve any communication related to B&B).

Appendix 1 Supplemental documentation for Supplier Approval Process

Supplemental documentation for Supplier Approval Process	
Supplier Quality Questionnaire	*Supplier name & location; producer name, location & production line; emergency, technical & documentation contacts*
Operational Conditions of Supply	*Signed by the Supplier*
GFSI Certification	*Including audit or non-conformance report. Only for GFSI certified supplier*
Supplier Code of Conduct	*Signed by the Supplier*
HACCP Flow Chart	*CCPs should be identified on flow chart & CCP control plan.*
Product Traceability Procedure	*Including lot code explanation*
Chain of Custody Assessment	*Required for all suppliers/producers*
Mock Recall Summary Report	*Only if supplier is not GFSI certified*
Allergen Management Process	*Required for all suppliers/producers*
Foreign Matter Standards and Procedures	*Required for all suppliers/producers*
Food Defence and Food Fraud procedures	*Only if supplier is not GFSI certified*

*Additional information may be required, including Business Continuity and Commercial Exposure and Ethics & Sustainability based on material, receiving customer and/or receiving Country

Appendix 2 List of Notifiable Allergens

Legal Allergens (according to Regulation (EU) No 1169/2011	
1	Cereal containing gluten (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridized strains) and products thereof
2	Crustaceans and products thereof
3	Eggs and products thereof
4	Fish and products thereof
5	Peanuts and products thereof
6	Soybeans and products thereof
7	Milk and products thereof (including lactose)
8	Nuts, i.e. Almonds (Amygdalus communis L.), Hazelnuts (Corylus avellana), Walnuts (Juglans regia), Cashews (Anacardium occidentale), Pecan nuts (Carya illinoiesis (Wangenh.) K. Koch), Brazil nuts (Bertholletia excelsa), Pistachio nuts (Pistacia vera), Macadamia nuts and Queensland nuts (Macadamia ternifolia), and products thereof
9	Celery and products thereof
10	Mustard and product thereof
11	Sesame and products thereof
12	Sulphur dioxide and sulphites at concentrations > 10 mg/kg or > 10 mg/l expressed as SO_2
13	Lupine and products thereof
14	Molluscs and products thereof
Other Allergens according to LEDA (ALBA List)	
15	Gluten
16	Wheat
17	Rye
18	Barley
19	Oat
20	Spelt
21	Kamut
22	Crustaceans
23	Egg
24	Fish
25	Peanuts
26	Soy
27	Milk
28	Nuts
29	Almonds
30	Hazelnuts
31	Walnuts
32	Cashew
33	Pecan Nuts
34	Brazil Nuts
35	Pistachio Nuts
36	Macadamia / Queensland Nuts
37	Celery
38	Mustard

39	Sesame
40	Sulphite
41	Lupine
42	Molluscs
43	Lactose
44	Cocoa
45	Glutamate (E 620 – E 625)
46	Chicken meat
47	Coriander
48	Corn
49	Legumes
50	Beef
51	Pork
52	Carrot
Other Allergens	
53	Soy Oil
54	Fructose
55	Guar gum
56	Poppy Seed
57	Saccharose
58	Yeast
59	AZO Colours (E 102. E 104, E 110, E 122, E 124, E 129)
60	Cinnamon
61	Vanillin
62	Umbelliferae
63	Benzoic acid / Parabenes

Appendix 3 Consignment Labelling Requirements

	Requirements	Individual packaging unit (e.g. bag, carton, pail, drum, film)	Pallet Label	Delivery Docket
1	Supplier's name (*)	√	√	√
2	Supplier's address (*)			√
3	Full name of ingredient (or standard name of material) including Brand Integrity detail and specific product compositional claims (e.g. low fat)	√	√	√
4	Date of manufacture	√	√	√
5	Batch or lot number	√	√	√
6	Product shelf life	√		√
7	Correct unit of measure as stated in the purchase order	√	√	√
8	Correct net quantity per unit (e.g. bag, pail, carton, drum etc.)	√	√	√
9	Correct total net quantity per consignment as stated in the purchase order			√
10	Country of origin	√		√
11	B&B material/stock number, where agreed with B&B	√	√	√
12	Supplier item code			√
13	Appropriate hazard signs and special storage and handling instructions	√	√	
14	Storage Conditions	√		√
15	B&B purchase order number			√
16	Correct delivery docket number - same as quoted on invoice			√
17	Delivery address			√
18	Number of pallets per consignment (as applicable)			√
19	Number of items per pallet (as applicable)			√
20	Allergen Label	√	√	
21	Packaging Material Recyclability	√		

(*) For finished goods, indicate B&B name and address

Appendix 4 Acknowledgement and Agreement Statement

Receipt:

We acknowledge receipt of a copy of the Baker & Baker Operational Conditions of Supply for Suppliers of Food Products, Raw Materials, Ingredients and Food Packaging. This document will be retained in original format until it is updated, as required by B&B.

Signed on behalf of (name of Supplier):

Signature: ……

Print Name: ……

Supplier Location: ……

Date: ……

As part of the pre-qualification process please complete and return this receipt by e-mail or post to the B&B Procurement Manager at the appropriate B&B Location.