



Supplier Self Assessment Questionnaire

All details provided will be treated as confidential and will only be used to support our supplier approval process.

Section 1. Supplier & Facility Information

Section 1.1. Supplier Information

Business Name and Address:	<<Business Name>> <<Business Address - 1st Line>> <<Business Address - 2nd Line>> <<Business Address - Postcode / Zip Code>> <<Business Address - City>>, <<Business Address - Country>>
Trading Name:	<<Trading Name>>
Business Website:	<<Business Website>>
Does the supplying facility have a different address to the business address provided above?	<<Does the supplying facility have a different address to the business address provided above?>>

Section 1.2. Facility Information

This section is only required when the facility address differs from the supplier's business address.

Facility Name and Address:	<<Facility Name>> <<Facility Address - 1st Line>> <<Facility Address - 2nd Line>> <<Facility Address - Postcode / Zip Code>> <<Facility Address - City>>, <<Facility Address - Country>>
Facility Website:	<<Facility Website>>

Section 1.3. Supplied Product, Packaging & Site Information

What type of products does the facility produce?:	<<What type of products does the facility produce?>>
What product will this facility be supplying HelloFresh businesses?:	<<What product will this facility be supplying HelloFresh businesses?>>
How many and which days of the week is the facility operational?:	<<How many and which days of the week is the facility operational?>>

Comments regarding "Section 1. Facility & Supplier Information"
<<Comments regarding "Section 1. Facility & Supplier Information">>

Section 2. Contact Information

Contact	Name	Phone Number	Email
Emergency Contact	<<Emergency Contact Name>> <<Emergency Contact Title / Business Function>>	<<Emergency contact mobile number>>	<<Emergency Contact Email Address>>
Food Safety & Quality	<<Food Safety & Quality>>	<<FSQA Contact Number>>	<<FSQA Contact Email>>

Assurance (FSQA)	Assurance (FSQA) Contact Name>>		Address>>
Sales / Account Management	<<Sales / Account Management Contact Name>>	<<Sales / Account Management Contact Telephone Number>>	<<Sales / Account Management Contact Email Address>>
General Manager / Operations Manager	<<General Manager / Operations Manager Contact Name>>	<<General Manager / Operations Manager Contact Telephone Number>>	<<General Manager / Operations Manager Contact Email Address>>

Comments regarding "Section 2. Contact Information"
<<Comments regarding "Section 2. Contact Information">>

Section 3. Facility Inspection & Accreditation

Has the facility undergone a third party GFSI audit that is relevant to products supplied to HelloFresh? (Certificate 1)	<<Has the facility undergone a third party GFSI audit that is relevant to products supplied to HelloFresh? (Certificate 1)>>
Date of expiry - Certificate 1:	<<Date of expiry - Certificate 1>>
Grade / Score Achieved - Certificate 1:	<<Grade / Score Achieved - Certificate 1>>
Additional third party GFSI audit that is relevant to products supplied to HelloFresh (Certificate 2):	<<Has the facility undergone an additional third party GFSI audit that is relevant to products supplied to HelloFresh? (Certificate 2)>>
Date of expiry - Certificate 2:	<<Date of expiry - Certificate 2>>
Grade / Score Achieved - Certificate 2:	<<Grade / Score Achieved - Certificate 2>>
Any Comments Relating to GFSI Accreditation:	
<<Any comments relating to GFSI accreditation>>	
Does the facility have the relevant license(s) to supply and process food as applicable?:	<<Does the facility have the relevant license(s) to supply and process food as applicable?>>
Please provide the license number for the facility. E.g. Canadian facility license number, New Zealand Food Act 2014 Site Reg. Number, Australian Food Act 2008 Site Reg. Number, identification or health mark for animal product facilities in Europe and UK, etc.	<<Please provide the license number for the facility if applicable.>>
Has the facility undergone other third party certifications which are relevant to products to be supplied to HelloFresh businesses? Please provide certification scheme names below.:	
<<Has the facility undergone other third party certifications which are relevant to products to be supplied to HelloFresh businesses? Please provide certification scheme names below.>>	
Date of other third party certificate(s) expiry (DD/MM/YYYY):	<<Date of other third party certificate(s) expiry (DD/MM/YYYY)>>
Grade(s) / Score(s) of other third party certificate(s)	<<Grade(s) / Score(s) of other third party certificate(s)>>
Provide details of any recalls or other incidents related to food safety impacting this facility that occurred within the last 12 months. For each instance, provide the Date, Details, Volume Affected, and indicate if the authority was involved.:	
<<Provide details of any recalls or other incidents related to food safety impacting this facility that occurred within the last 12 months. For each instance, provide the Date, Details, Volume Affected, and indicate if the authority was involved.>>	



Section 3.2. Third Party Repacking / Production Facility[ies]

Does repacking / production in a different facility outside of the main manufacturing site take place?	<<Does repacking / production in a different facility outside of the main manufacturing site take place?>>
Detail the name(s) and address(es) of the facility[ies] of the third party repacking / production:	
<<Detail the name(s) and address(es) of the facility[ies] of the third party repacking / production.>>	
Detail the products processed/repacked there:	
<<Detail the products processed/repacked there>>	
Have all third party processing[facility/ies] undergone a third party GFSI audit?	<<Have all third party processing facility[ies] undergone a third party GFSI audit?>>
Details of GFSI Audit Carried out at third party repacking/production facility 1:	
<<GFSI Audit Carried out at third party repacking/production facility 1>>, Expiring on <<Date of audit certificate expiry - third party repacking/production facility 1>>, Grade/Score <<Grade / Score Achieved - third party repacking/production facility 1>>	
Details of GFSI Audit Carried out at third party repacking/production facility 2:	
<<GFSI Audit Carried out at third party repacking/production facility 2>>, Expiring on <<Date of audit certificate expiry - third party repacking/production facility 2>>, Grade/Score <<Grade / Score Achieved - third party repacking/production facility 2>>	
If more than two third party repacking/production facilities are used, please outline further details regarding these below.	
<<If more than two third party repacking/production facilities are used, please outline further details regarding these below.>>	

Section 3.3. Certified Fresh Produce

Will the facility use fresh produce in any products to be supplied to HelloFresh?	<<Will the facility use fresh produce in any products to be supplied to HelloFresh?>>
Does the facility only use fresh produce procured from certified farms/growers?	<<Does the facility only use fresh produce procured from certified farms/growers?>>

Comments regarding "Section 3. Facility Inspection & Accreditation"
<<Comments regarding "Section 3. Facility Inspection & Accreditation">>

Section 4. HACCP

Does the facility have a current and verified HACCP program in place, with inspections of CCPs?:	<<Does the facility have a current and verified HACCP program in place,
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	with inspections of CCPs?>>
Do you have CCP and operational validation and verification procedures in place?:	<<Do you have CCP and operational validation and verification procedures in place?>>
Are foreign material detection devices used during the process?:	<<Are foreign material detection devices used during the process?>>

Comments regarding "Section 4. HACCP"
<<Comments regarding "Section 4. HACCP">>

Section 5. Inbound Practices

Does the facility have Incoming Material Control and/or Inspection Programs implemented, and does this include vehicles inspection, recording of lot codes & dates?:	<<Does the facility have Incoming Material Control and/or Inspection Programs implemented, and does this include vehicles inspection, recording of lot codes & dates?>>
Are temperature logs maintained for incoming time & temperature-sensitive ingredients?:	<<Are temperature logs maintained for incoming time & temperature-sensitive ingredients?>>

Comments regarding "Section 5. Inbound Practices"
<<Comments regarding "Section 5. Inbound Practices">>

Section 6. Outbound Practices

Does the manufacturing facility have Outgoing Material Control and/or Inspection Programs implemented, and does this include recording of outbound lot codes & dates?:	<<Does the manufacturing facility have Outgoing Material Control and/or Inspection Programs
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	implemented, and does this include recording of outbound lot codes & dates?>>
Are temperature logs maintained for outgoing time & temperature-sensitive ingredients?:	<<Are temperature logs maintained for outgoing time & temperature-sensitive ingredients?>>

Comments regarding "Section 6. Outbound Practices"
<<Comments regarding "Section 6. Outbound Practices">>

Section 7. Allergens

Does the facility have an allergen management and control program?	<<Does the facility have an allergen management and control program?>>
What systems are in place to prevent allergen cross contamination?	<<What systems are in place to prevent allergen cross contamination?>>
If allergen cleaning takes place, what validation has been completed to prevent allergen contamination? Detail swabs used and frequency of validation.	<<If allergen cleaning takes place, what validation has been completed to prevent allergen contamination? Detail swabs used and frequency of validation.>>

Comments regarding "Section 7. Allergens"
<<Comments regarding "Section 7. Allergens">>

Section 8. Facility Temperature Control

Does the facility produce time & temperature-controlled foods?	<<Does the facility produce time & temperature-controlled foods?>>
Are temperatures manually checked and recorded?	<<Are temperatures manually checked and recorded?>>
Are temperatures probes externally calibrated at least once annually?	<<Are temperatures

	probes externally calibrated at least once annually?>>
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Comments regarding "Section 8. Facility Temperature Control"
<<Comments regarding "Section 8. Facility Temperature Control">>

Section 9. Supplier Approval

Do you have a supplier approval program which encompasses all ingredient and packaging suppliers?	<<Do you have a supplier approval program which encompasses all ingredient and packaging suppliers?>>
Do you have specifications for all ingredients and packaging procured?	<<Do you have specifications for all ingredients and packaging procured?>>

Comments regarding "Section 9. Supplier Approval"
<<Comments regarding "Section 9. Supplier Approval">>

Section 10. Policies, Procedures & Good Manufacturing Practices (GMP)

Does the facility have documented Good Manufacturing Practices (GMP), personnel and personal hygiene policies?	<<Does the facility have documented Good Manufacturing Practices (GMP), personnel and personal hygiene policies?>>
Is access to the facility restricted to approved personnel only with visitor access controlled?	<<Is access to the facility restricted to approved personnel only with visitor access controlled?>>
Are all employees in processing areas trained in GMP and Food Safety practices with training records maintained?	<<Are all employees in processing areas trained in GMP and Food Safety practices with training records maintained?>>

	practices with training records maintained?>>
Does the facility have Hold Management Procedures in place to identify, isolate, evaluate, and dispose of materials where the quality or food safety of the finished products or raw materials are compromised?	<<Does the facility have Hold Management Procedures in place to identify, isolate, evaluate, and dispose of materials where the quality or food safety of the finished products or raw materials are compromised?>>
Does the facility have a documented Pest Management Program in place to control rodents, insects and birds?	<<Does the facility have a documented Pest Management Program in place to control rodents, insects and birds?>>
Does the facility have a documented cleaning / sanitation program in place including a documented schedule?	<<Does the facility have a documented cleaning / sanitation program in place including a documented schedule?>>

Comments regarding "Section 10. Policies, Procedures & Good Manufacturing Practices (GMP)"
<<Comments regarding "Section 10. Policies, Procedures & Good Manufacturing Practices (GMP)">>

Section 11. Microbiological Control & Migration Testing

Is there a microbiological testing program in place for finished products and to verify product safety?	<<Is there a microbiological testing program in place for finished products and to verify product safety?>>
Do you employ microbiological techniques to establish and validate product shelf life?	<<Do you employ microbiological techniques to establish and

	validate product shelf life?>>
Do you have a program/schedule for swabbing to detect microbial contamination in place (e.g. Environmental Pathogen Testing or "EPT")?	<<Do you have a program/schedule for swabbing to detect microbial contamination in place (e.g. Environmental Pathogen Testing or "EPT")?>>
Do you have water control procedures and routine testing in place?	<<Do you have water control procedures and routine testing in place?>>

Comments regarding "Section 11. Microbiological Control & Migration Testing"
<<Comments regarding "Section 11. Microbiological Control & Migration Testing">>

Section 12. Traceability

Does the facility have a system to document, identify and trace individual lot numbers of all raw materials and packaging used in a particular finished product batch?	<<Does the facility have a system to document, identify and trace individual lot numbers of all raw materials and packaging used in a particular finished product batch?>>
Does the facility have a Product Recall Plan in place?	<<Does the facility have a Product Recall Plan in place?>>

Comments regarding "Section 12. Traceability"
<<Comments regarding "Section 12. Traceability">>

Section 13. Product and Process Control

Do you notify customers when product specifications are changed or amended?	<<Do you notify customers when product specifications are changed or
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	amended?>>
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Comments regarding "Section 13. Product and Process Control"
<<Comments regarding "Section 13. Product and Process Control">>

Section 15. Required Documentation and Statements of Compliance

Supplying Facility's Third Party GFSI Audit Certification(s)	<<Facility Third Party GFSI Audit Certification(s)>>
Allergen Management Procedure of the Facility	<<Allergen Management Procedure of the Facility>>
HACCP program including process flow(s), description of all CCPs in place and risk assessment of the facility	<<HACCP program including process flow(s), description of all CCPs in place and risk assessment of the facility>>
Product Traceability and Recall Procedure(s)	<<Product Traceability and Recall Procedure(s)>>
Supplier Approval Procedure	<<Supplier Approval Procedure>>
Can you guarantee the ingredient(s) used in products supplied to HelloFresh have not been subject to irradiation?	<<Can you guarantee the ingredient(s) used in products supplied to HelloFresh have not been subject to irradiation?>>

Comments regarding "Section 15. Required Documentation and Statements of Compliance"
<<Comments regarding "Section 15. Required Documentation and Statements of Compliance">>

Section 16. Country Specific Questions

Section 16.3. Canada Requirements

Provide a description of outbound practices.:
<<Provide a description of outbound practices.>>

Comments regarding "Section 16. Country Specific Questions"
<<Comments regarding "Section 16. Country Specific Questions">>



Section 17. Supplier Submission

1. I hereby acknowledge that I am competent in Food Safety and Quality Management understanding of my organisation to accurately complete this questionnaire.
2. I declare that, to the best of my knowledge, the answers I've provided within this questionnaire are true and accurate. I understand the information I have supplied here in conjunction with information submitted in any service level agreement will be used to evaluate and assess the named organisation's suitability as a supplier to HelloFresh businesses. By signing I also agree to inform HelloFresh of any future changes to the information provided within this questionnaire which could impact compliance.
3. I have provided my name below in place of my signature and declare that all information provided is valid without my signature as this is an electronic query.

Supplier, Reviewed & Approved by (name):	<<Your Name (first & last)>>
Supplier, Reviewed & Approved by (position):	<<Your Job Title>>
Supplier, Reviewed & Approved on (date):	<<Timestamp>>
Supplier, Reviewed & Approved by (email):	<<Email Address>> <<Email address>>

Section 18. HelloFresh FSQA Review

Approval Date:	<<Today>>
Status:	<<Workflow status>>
HelloFresh, Reviewed by (name):	<<Workflow approver>>
HelloFresh, Reviewed by (signature):	<<Workflow signature>>
HelloFresh, Reviewed on (date):	<<Workflow date>>
HelloFresh, Additional review comments:	<<Workflow comment>>

Section 19. Document Amendment History

History of Amendments				
New Version	Replaces Version	Date Effective	Amended	Owner
01	N/A	17 Apr 2019	Document Creation	Amy Bredehoft



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