



**QA - HEALTH & SAFETY  
HACCP - Receiving Forms**

CODE: 11.02.010

EDITION: 1

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**Suppliers Approval letter**

<b>To:</b>	<b>Letter Number:</b>
<b>From:</b>	<b>Date:</b>

**Dear Sir / Madam,**

**Since you are one of our current / potential suppliers, we would like some information about your Food Hygiene & Safety programs, as it is important to us to receive a product or service from a supplier who meets our health and safety requirements.**

The Following Questions will help us understand better your positioning toward our requirements. A visit to your premises will be conducted to audit your information and the compatibility of our organizations. This visit will help us both to get to a certain level of understanding of both of our requirements. If the Answer is Yes Or No please verify in your answer. If you wish to send any supportive documents this would be Ideal.

Who developed your HACCP program?	
Who validated your program as effective?	
Has all your staff gone through food hygiene training?	
What are the critical limits, if you have them, for the biological, chemical, & physical hazards that are reasonably likely to be in the products You provide to use?	
Are your staffs adhering to personnel hygiene practices?	
Does all your food handling staff has a valid Food Handlers Health Card?	
Is all your storage facilities- dry, cold or freezer-complies with the hygiene standards required by the municipality of Dubai? Do you have any maintenance records for these areas?	
Do you have Temperature control documents for both your food delivery vehicles and storage facilities?	
Cleaning schedule for food delivery vehicles? Premises and storage areas?	
Do you deal with any laboratories to test you products? Premises and employees? Can we have the results if any?	



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Have you taught each employee who works with food the hazards associated with the task he/she performs & how to perform the necessary controls?

Describe the responsibilities of your Food Hygiene & Safety Control Team/Officer/Department.

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Furthermore we are in process of updating our data, there for we would like to invite you to submit your updated company profile along with trade license and chamber of commerce copy, plus latest product list with competitive price to our purchase division at the earliest. We will appreciate your prompt response

Sincerely Yours

Purchasing Manager