



## **Introductory Information on the Foodstuffs Approved Supplier Programme**

Current requirements for supply of food products to Foodstuffs member stores can be found via the following link - [Foodstuffs Suppliers Trade Requirements](#)

If you are a brand owner, broker, distributor, or food importer you are likely to need an assessment to confirm that you meet Foodstuffs' food safety requirements for approved suppliers. We can help – both with your assessment and with putting the right systems in place if needed.

Below you will find information about what is involved in your assessment and the documentation you need to compile. Having the right paperwork available before we visit for your assessment will speed up the process, saving you time and money.

**Please Note:** *Completing the approved supplier assessment with us is one part of the process of becoming an approved supplier to Foodstuffs. There are a number of commercial/trading requirements that also need to be met ... These need to be discussed directly with the category manager or store buyer/s that you are dealing with. The decision to purchase products from your company rests solely with Foodstuffs.*

When you're ready to proceed, please email ([operations@assuredfoodsafety.co.nz](mailto:operations@assuredfoodsafety.co.nz)) or call us on 09 846 8492 or 021 141 6769. Also feel free to get in touch if you have any questions or need more information.

### **What's involved in your food safety assessment?**

**Important:** This assessment is specific to Foodstuffs nationally (North Island and South Island.) If you also wish to supply Woolworths NZ Ltd, please check directly with them about their requirements – they may be different.

### **STEP 1 – If you have not already, complete the Foodstuffs Compliance Package**

If you have not already, please complete the Foodstuffs compliance package for the products you supply. See Approved Supplier Compliance Documentation Package - this can be downloaded at: [Foodstuffs Product Safety and Compliance](#)

- Keep a copy (we will need to review this during the assessment)
- Send it to your Foodstuffs Category Manager, or Regulatory Support Foodstuffs (North Island) Ltd / Foodstuffs (South Island) Ltd

### **STEP 2 – Additional documentation for you to compile before we visit for your assessment**

If there are documentation requirements that you cannot currently meet, we can help with templates, or suggest options.

If you need more advice about any items in the following list, please contact us.

1. For each product you wish to supply, a copy of finished product specifications.

**Note that this is not required for alcoholic beverages.**

- A Technical Product Specification template will be provided as an example. You're welcome to adapt and use this form yourself or ask your suppliers to complete it.



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2. For each manufacturer/supplier for each product line that you wish to supply, a copy of one or more of the following approval certificate(s):

- **New Zealand food and beverage manufacturers** - Food Control Plan (FCP), National Programme (NP), or Risk Management Programme (RMP)
- **New Zealand based wineries/bottlers (wine/cider products only)** - Wine Standards Management Plan (WSMP)
- **Overseas suppliers/manufacturers** - Food Safety/Quality System (e.g., ISO22000, BRC, FSSC 22000, SQF, HACCP & GMP) **and/or**
- **Overseas suppliers/manufacturers** - food safety registration certificates e.g., any issued by the local government food safety agency in the country of manufacture

3. For all storage facilities and transport companies that are contracted by your company in New Zealand, a copy of EITHER:

- Any government certification, e.g. Local Council or MPI registered National Programme, MPI registered Risk Management Programme (RMP), MPI registered Transitional Facility, approval/registration (e.g., Regulated Control Scheme (RCS) for transport)
- Note that if a RMP or RCS is held by the service provider then National Programme registration will also be required for non-animal products (or the scope of RMP registration to include non-animal products)

4. Samples of product labels so we can do a spot check on the labelling compliance. Your assessor will confirm which labels to provide for review (typically 3 labels per assessment)

***Important:*** *The products must fully comply with general labelling requirements for packaged products (refer to copy of the MPI Food or Alcoholic Beverage Labelling Guide attached), as well as any compositional standards that apply, in line with the [Australia New Zealand Food Standards Code](#).*

5. For each batch of product supplied, copy of the documentation that the manufacturer/supplier provides to show inwards traceability e.g., packing list for imported product consignments with batch/expiry date details for each line item/sku.

6. Copy of any documentation that you include with your outgoing consignments to customers, to help track products e.g., Recording Best Before Dates on retained copy of packing slips.

7. Copy of HACCP plan for your business processes (covering importing/brand owner/storage and transport processes).

***If you do not currently have a plan in place, we will provide a completed one using a generic template following your assessment.***

8. Copy of any customer complaint and/or product recall procedures/forms for your company.

***If you do not currently have a procedure in place, we will provide templates when we confirm your assessment date.***

9. Copy of recent test results for any microbiological / chemical / compositional (e.g., comparative alcohol % results for alcoholic beverages) testing performed on finished products (where applicable), including any at-border testing for imported foods of high or increased regulatory interest (as per Imported Food Requirements).



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### **Additional documentation required for food importers ONLY**

1. A copy of your Ministry for Primary Industries food importer listing/registration.

You will receive this once you have completed and submitted the Food Importer Listing/Trade Single Window Client Registration Form (includes listing with Customs)

- If you have not yet taken this step, please do so immediately.

For more information see: [MPI Food Imports](#)

As an importer, you must meet all relevant New Zealand legislation. See: [Importing Processed Food](#) and [Food Importing](#)

### **Find out more about importing food -**

Read these guides to learn more about importing food into New Zealand.

- [Before Importing into New Zealand \(overview\)](#) [PDF, 316 KB]
- [Meeting Requirements as a Registered Food Importer \(detail\)](#) [PDF, 369 KB]
- [How to Import Food into New Zealand \(overview\)](#) [PDF, 225 KB]
- [Importing Food into New Zealand \(details\)](#) [PDF, 201 KB]

If you are importing food, we strongly recommend that you subscribe to updates on food importation requirements on the MPI website. See: [Updates on Food Importing Requirements](#)

### **STEP 3 - Your assessment – the process**

We meet with you for about 2 hours, to confirm your current systems and processes, and to help you achieve Foodstuffs' requirements.

Alternatively, if you are based outside the Auckland region, we are able to conduct your assessment remotely via phone/email/Skype.

#### **Note:**

A re-assessment is required at the specified frequency (this will be annual, every 2 years or every 3 years depending on your business type) in order to maintain approved supplier status. It is your responsibility to ensure that the re-assessment is conducted prior to expiry of your approved supplier certificate (which is issued at the completion of the assessment process).

#### **Estimate of costs plus terms & conditions**

The assessment preparation, travel time (if applicable; for Auckland-based assessments), on-site assessment, reporting etc, typically costs approximately \$550 + GST, plus 70c plus GST per km.

In some cases, this may be higher e.g., if there are a number of assessment findings, number of product labels that require review, or if a number of product lines are being included in the scope of the assessment. In other cases, the assessment fees are less than this – we have an hourly charge out rate (\$125 + GST), so the cost is directly related to the time required to complete the assessment process.

Follow-up work (after the initial/annual assessment report is issued) is charged at \$125 + GST per hour. Follow-up is unlikely to exceed 1 hour, but this depends on the outcome of your initial assessment



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(e.g., if there are a number of non-compliances or labelling issues then additional time is likely to be incurred).

**Payment terms are strictly 20<sup>th</sup> of the month following each invoice.**

You will usually receive two invoices for our services – one following the face-to-face or phone/virtual assessment (once the report has been issued to you), and a second invoice once certification is granted (covering follow up work completed after the assessment report has been issued). Note that should full payment for services not be made according to our stated terms of trade above we reserve the right to rescind certification, and to notify Foodstuffs accordingly.

### **Next steps**

1. If you have not already, please complete the following [online enquiry form](#) to enter your details into our database. We will then send you an introductory email.
2. Please email ([operations@assuredfoodsafety.co.nz](mailto:operations@assuredfoodsafety.co.nz)) when you're ready to proceed with the assessment (this confirms you accept our terms and conditions of service provision outlined above) – or call us on 09 846 8492 or 021 141 6769 if you need more information about any of the above.

Note that we typically book 2-3 weeks in advance, due to our forward assessment schedule.

We look forward to working with you.

Shane Hopgood  
**Managing Director**  
**Assured Food Safety Ltd**