Approved Supplier Program

An approved supplier program is a set of procedures implemented by the facility to assure the safety and quality of incoming goods and services. It may be based on the safety risk presented by the raw material, or based on historical performance or prior history of the supplier.

The facility should be able to provide documented evidence that incoming materials have either been inspected or that they come from an approved supplier.

The methods for selecting, evaluating, approving and monitoring an approved supplier must be documented. This will be risk-based and may be as simple as a good supply history, sourcing from certified suppliers (e.g. 3rd party audit), or personally auditing/inspecting the material supplier’s operations, depending on risk, supplier knowledge and past history.

The facility should require their suppliers verify they are complying with specifications for the products supplied. The methods of analyses must conform to recognized industry standards.

The facility should maintain a list of approved suppliers, including contract service providers. All providers of goods and services must be included on the register.

The approved supplier program should be reviewed at least annually or more frequently, based on supplier performance.

In an emergency situation, a facility receives raw materials from a non-approved supplier. The ingredients should be inspected before use. Records of the use of a non-approved supplier and their inspection should be maintained.