



Packaging Material Supplier Questionnaire

Version: 4
 Issue Date: Jun. 20, 2022
 Revision Date: Sep 15, 2023
 Approved By: Mike Friesen

PART 1A: SUPPLIER INFORMATION

Completed By:	
Title:	
Company:	
Company Address:	
Direct Telephone Number:	
Fax Number:	
Email:	
Website:	

Do you directly supply to Buffalo Creek Mills (2017) Inc.?	Yes	No
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Do you manufacture materials supplied to Buffalo Creek Mills (2017) Inc.?	Yes	No
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If you are a manufacturer of materials but not a distributor, please fill in Part 1B.

PART 1B: MANUFACTURER INFORMATION (IF DIFFERENT FROM SUPPLIER)

Manufacturer Name:	
Manufacturer Address:	
Telephone Number:	
Fax Number:	
Website:	
Email:	

PART 2. SUPPLIED GOODS

List of Product(s) (separate with a ", "):	
Description (describe each in above line separately):	

PART 3. FOOD SAFETY & QUALITY MANAGEMENT

Are you currently certified under a GFSI certified scheme?	Yes	No
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If Yes to above, please attach current GFSI Audit Certificate & Report	Attached
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Please attach all Packaging Specifications of products supplied to Buffalo Creek Mills	Attached
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If your GFSI Certification has a total score of 85% or higher (SQF), Grade B or above (BRCGS), Passing (FSC22000), skip to "Additional Information" section.

If you are not GFSI certified, please complete the full questionnaire on following pages.





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All below information must be fully completed and accurate. If the question is not applicable to your establishment, please explain why.

QUESTION	YES	NO	N/A	COMMENTS / ADDITION INFORMATION
Do you have a written food safety policy? Please attach.				
Are any of your manufactured products not designated as food safe? Please explain.				
Do you have a documented HACCP plan? Please attach.				
Are manufacturing instructions documented?				
Do you use compressed air in your manufacturing processes?				
Do you have documented packaging specifications? Please attach.				
PERSONNEL PRACTICES				
Do you have an employee hygiene program?				
Do you have measures in place to prevent cross-contamination via personal transmission?				
EMPLOYEE TRAINING				
Is there a documented training program on good manufacturing practices?				
Is there a documented training program specific for critical control points?				
TRANSPORT, STORAGE & SECURITY				
Do you have a documented carrier inspection program?				
Are products transported and stored in order to prevent cross contamination (Physical, Chemical, Biological)? Please explain.				
Have you conducted a security/fraud vulnerability assessment on your location(s) and manufactured products? Please attach.				
Has there been any evidence of malicious activity (i.e., tampering, vandalism) on any storage site or transport equipment in your control in the past 2 years? If so, please provide detail.				



EQUIPMENT MAINTENANCE				
Do you have a documented preventative maintenance program, including pre-operation inspections?				
Do you have a documented calibration program?				
Are there preventative measures against contamination via compressed air and chemicals not approved for food contact?				
ALLERGEN CONTROL				
Is there a documented allergen control program in place? Please attach.				
Do you have allergens on-site? If yes, please attach a list of known allergens.				
Are allergens identified and stored separately?				
FOREIGN MATTER CONTROL				
Do you have a foreign material control program? Please attach.				
Are there metal detectors in place?				
Do you have a broken glass and brittle plastic control procedure in place?				
SANITATION				
Do you have a documented sanitation program in place? Please attach.				
Do you have Sanitation Standard Operating Procedures (SSOPs)?				
Are chemicals approved for food contact?				
PEST CONTROL				
Do you have a pest control program? Please attach.				
RECALL AND TRACEABILITY				
Do you have a documented recall program?				
Do you conduct mock recalls to ensure the reliability of your program? If yes, please specify the frequency.				
Do you have a system for handling customer complaints?				
Do your finished products contain lot codes?				





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Are lot codes of finished products recorded on the bill of lading for delivery?					
Do you have a fully documented traceability system that covers backward and forward tracing of products?					
Has there been recall history of any of your products in the past 2 years? If so, please provide reason for recall.					

Please attach a traceability summary representative over the past 12 months.	Attached
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PACKAGE LABELLING

Are there measures to prevent the mislabelling of packaging?					
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SUPPLIER APPROVAL

Do you have a supplier approval program?					
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Additional Information:

Are any of the above products listed derived from animal products or byproducts, synthetic fumigants, fungicides, pesticides or produced using nanotechnology? Please attach supporting documentation.					
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Provide all applicable ingredient formulations and technical specifications of products listed in Part 2.	Attached
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Provide Allergen Matrix of all known allergens potentially impacting food contact materials directly or indirectly. Please provide separate explanation if unavailable.	Attached
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By completing and signing this document, you understand that Buffalo Creek Mills (2017) Inc. maintains the right to ask for additional documentation or conduct on-site audits as deemed necessary in preserving the safety and quality of products in its supply chain.

Signature:	Date:
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Send signed copy of form directly to the Buffalo Creek Mills agent in contact with you within 15 business days.

For Buffalo Creek Mills Personnel Only

This fulfilled Packaging Material Questionnaire has been reviewed as indicated below:

Signature:	Date:
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