Partners in Food Safety and Quality

Supplier Requirements Manual

Approved by: Deb Kane
VP, Food Safety, Quality, EHSS & Regulatory
Revised November 2024

Introduction

To all Valued Partners:

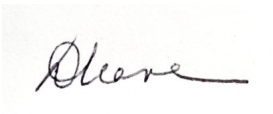
Founded by Gerald B. Schreiber in 1971 with the purchase of a single manufacturing facility, J&J Snack Foods Corp. (JJSF) has become the largest manufacturer of soft pretzels in the world. Our success in the pretzel business has given way to the expansion of products in other niche snack foods, baked goods, frozen novelties, and frozen beverages. Today, JJSF is a publicly traded company with over 4,200 employees, 16 manufacturing locations, and sales across the globe.

At JJSF, we delight our customers by manufacturing safe, quality, fun foods. We are committed to the operation of a socially responsible workplace and continue to advance our sustainable business practices. As a trusted member of our supply chain, it is your responsibility to adhere to our expectations and conduct your business operations in a responsible and ethical manner. To help our members share in our commitment and execute our objectives, we have created the J&J Snack Foods Corp. Supplier Requirements Manual (JJSF SRM).

The JJSF SRM contains an overview of the criteria for the effective management of food safety and quality systems required of our suppliers. These are minimum requirements and are not intended to lessen or eliminate any requirements that may already be in place due to any other contract, specification, or regulatory body. The execution of these requirements applies to all locations supplying JJSF with raw materials, ingredients, or packaging materials. Brokers and distributors are responsible for ensuring these requirements are communicated to and agreed upon by the manufacturing locations they utilize.

We appreciate your partnership in providing safe, quality food products, and we thank you for your interest in partnering with us in this endeavor. Please sign the Supplier Acceptance Statement at the end of this document and upload it to your JJSF TraceGains account.

Robert Cranmer
SVP Operations



Deb Kane
VP, Food Safety, Quality, EHSS & Regulatory

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1.0 MANAGEMENT

1.1 Food Safety and Quality Management System

1.1.1 Suppliers must document and maintain a food safety and quality management system to ensure compliance with JJSF and regulatory requirements. Suppliers must be responsible for the following:

1.1.1.1 Establishing, implementing, communicating, maintaining, documenting, and improving the system.

1.1.1.2 Reporting the performance of the food safety and quality system to plant and senior management at a defined frequency.

1.1.1.3 Reviewing the entire food safety and quality system at least annually.

1.2 Food Safety and Quality Culture

1.2.1 Suppliers must document and maintain a food safety and quality culture which ensures:

1.2.1.1 Sufficient resources to maintain and improve food safety and quality objectives.

1.2.1.2 Food safety and quality expectations are communicated to and understood by employees.

1.2.1.3 Senior site management empowers employees to be responsible for food safety and quality to communicate food safety and quality related issues.

1.3 Organizational Structure

1.3.1 Suppliers must document and maintain an organizational hierarchy identifying employees who have responsibility or authority for food safety and quality.

1.3.2 All levels must be clearly defined, including individuals involved in the management, performance, and/or verification of food safety and quality systems.

1.3.3 Appropriate provisions must be made to cover for the absence of key personnel (i.e., back-up personnel must be identified).

1.4 Change Notification

1.4.1 Suppliers, including brokers and distributors, must document and maintain a system to manage and communicate any/all changes affecting JJSF, including, but not limited to: materials, formulas, specifications, processes, equipment, or changes in manufacturing locations.

1.4.2 Suppliers, including brokers and distributors, must notify JJSF in writing of any changes that may have a potential impact on food safety, quality, and/or processing, including changes in ingredients or manufacturing locations.

1.5 Crisis Management and Business Continuity

1.5.1 Suppliers must have documented procedures to report and effectively manage incidents with a potential impact on food safety and/or quality. The procedures must include the roles and responsibilities for food safety/quality.

1.5.2 Suppliers must have a documented plan in place to continue with business operations due to interruption of critical functions because of a potential known natural danger (i.e., flood, fire, or other severe weather incident) or an unforeseen event. The plan must include the roles and responsibilities for food safety/quality.

1.5.3 Suppliers must specify where manufacturing would take place if the facility became inoperative. Suppliers must ensure that any alternative facilities comply with the food safety and/or quality requirements as detailed in this manual and notify JJSF in the event an alternate facility will need to be used.

1.5.4 Suppliers must test the crisis management plan at least annually and document the results.

1.6 Insurance

1.6.1 Suppliers must have a current Certificate of Insurance (COI) with JJSF listed as Additional Insured under GL & AL and adhere to the following criteria:

1.6.1.1 WC Statutory
1.6.1.2 Employers Liability $1,000,000
1.6.1.3 Automobile Liability $1,000,000
1.6.1.4 General Liability $1,000,000
1.6.1.5 Umbrella over EL, AL & GL $5,000,000 to $10,000,000
1.6.1.6 All insurance with carriers having an A.M. Best Financial Rating of “A-” or “Better"

1.6.2 Suppliers must maintain the most current version of the COI in TraceGains.

2.0 DATA, DOCUMENTS, AND RECORDS

2.1 Document Control

2.1.1 Suppliers must maintain a documented system to control and secure all documents, data, and records pertaining to the food safety and quality system. The system must ensure:

2.1.1.1 Current documents are available on-site at each facility (hard copy or electronic).

2.1.1.2 Outdated and obsolete documents are removed from circulation to prevent unintended use.

2.1.1.3 A register of food safety and quality documents is kept current and maintained.

2.1.1.4 Access to documents and records pertaining to JJSF is secured and restricted from unauthorized personnel and outside sources.

2.1.1.5 The supplier shares requested information with JJSF through TraceGains.

2.1.1.6 The supplier uploads food safety and quality documentation prior to the expiration date (e.g., Global Food Safety Initiative (GFSI) certificate, Kosher certificate) into TraceGains.

2.2 Data Collection

2.2.1 Data for food safety and quality (e.g., analytical tests, monitoring, verifying, audits, inspections, reviews) must be collected and recorded automatically or manually by trained personnel.

2.2.2 Data must be recorded in real time when the activity is conducted.

2.2.3 Food safety and quality records must be complete, written legibly in indelible ink (no pencils permitted), or entered electronically in a secure system.

2.3 Retention and Storage

2.3.1 Suppliers must maintain records for two years or for the time required by regulatory bodies if greater.

2.3.2 Records must be stored in a secure area, be easily retrievable, and available for review during audits by JJSF representatives.

2.3.3 Record retrieval must be tested and documented at a defined frequency.

3.0 SPECIFICATIONS AND PRODUCT DEVELOPMENT

3.1 Specifications

3.1.1 Suppliers must document and maintain specifications for all incoming raw materials (ingredients, additives, packaging, and processing aids) and outgoing finish products (goods purchased by JJSF).

3.1.2 All raw materials and finished products must meet the agreed upon specifications.

3.1.3 If the Supplier is not able to meet the specifications or fulfill an order, they must notify their JJSF contact prior to delivery.

3.2 Product Development

3.2.1 Suppliers must document and maintain product development programs for managing the innovation of new finished products, including validation by site trials, shelf-life trials, and product testing.

3.2.2 Records of all product design, process development, shelf-life trials, and approvals must be maintained.

4.0 CO-MANUFACTURING

4.1. Suppliers who utilize co-manufacturers must disclose the name and location of the co-manufacturing site to JJSF and submit a signed JJSF SRM for that manufacturing location.

4.2 Supplier co-manufacturing locations must meet GFSI food safety and quality requirements, the requirements of this manual, and any agreed upon specifications.

4.3 Suppliers who utilize co-manufacturers must ensure there is a process in place to notify JJSF of any recalls pertaining to materials supplied to JJSF.

4.4 All supplier co-manufacturers must carry the same insurance coverage and assume the same indemnification of JJSF as the primary supplier.

4.5 Records of contract reviews and changes to contractual agreements and their approvals must be maintained.

5.0 HACCP AND FOOD SAFETY PLANS

5.1 Suppliers must document and maintain a Hazard Analysis Critical Control Point (HACCP) and/or Food Safety (FS) Plan(s) in accordance with the United States Department of Agriculture (USDA) Code of Federal Regulations (CFR) 9 CFR Part 417 and/or the Food and Drug Administration (FDA) Prevention Controls for Human Food Regulation 21 CFR Part 117 and the twelve steps of HACCP as identified in the Codex Alimentarius Commission Guidelines.

5.2 The HACCP and/or FS Plan(s) must consist of documented preventive controls (PCs)/critical control points (CCPs) for food safety hazards to prevent or minimize the likelihood of foodborne illness or injury.

5.3 The HACCP and/or FS Plan(s) must be developed, implemented, and maintained by a trained, multidisciplinary team overseen by a HACCP Coordinator/ Preventive Controls Qualified Individual (PCQI).

5.4 The effectiveness of the HACCP and/or FS Plan(s) must be verified/validated by the HACCP/FS team annually, when new products are added to the plan, or each time there are changes to raw materials, processes, or equipment.

5.5 The HACCP and/or FS Plan(s) must be compliant with the applicable regulations in 21 CFR (FDA) and 9 CFR (USDA).

6.0 GMP'S AND GLP'S

6.1 Good Manufacturing Practices (GMPs)

6.1.1 Suppliers must document and maintain a GMP program to ensure sanitary conditions in locations where products are received, handled, stored, packed, processed, and distributed.

6.1.2 GMP requirements must be communicated to and understood by all plant personnel, visitors, maintenance, and outside contractors prior to entering the manufacturing facility.

6.1.3 GMP requirements must be prominently posted within the facility, and continually monitored by trained employees.

6.1.4 The GMP program must meet the regulations in 21 CFR Part 117 Subpart B Current Good Manufacturing Practice or 9 CFR Part 416-Sanitation, and ensure:

6.1.4.1 Employees adhere to hygienic principles to prevent contamination and unsanitary conditions.

6.1.4.2 Employee clothing, shoes, and gloves are maintained in a sanitary condition and do not present a contamination risk.

6.1.4.3 Employees who are ill or have communicable diseases are excluded from food production areas.

6.1.4.4 Wounds and sores are covered with metal detectable bandages.

6.1.4.5 Contractors and maintenance personnel adhere to the requirements of the GMP Program while working on the premises.

6.1.4.6 Utensils, tools, equipment, and facilities are maintained in a sanitary condition and do not present a contamination risk.

6.1.4.7 Wood is not permitted as food contact material.

6.1.4.8 Hoses (i.e., for product transfer or washing) are maintained in a sanitary condition and stored off the ground.

6.2 Good Laboratory Practices (GLPs)

6.2.1 GLPs must be followed by all internal supplier laboratories and third-party laboratories who perform testing on ingredients, packaging, and/or finished products.

6.2.2 On-site laboratories must:

6.2.2.1 Be kept separated from processing areas and maintained in a manner so as not to pose a cross-contamination risk.

6.2.2.2 Utilize methods in accordance with International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) 17025.

6.2.2.3 Conduct annual proficiency testing for applicable staff.

6.2.3 Third party laboratories must be accredited to ISO/IEC 17025, or an equivalent standard.

7.0 QUALITY PLANS AND IDENTITY PRESERVED FOODS

7.1 Quality Plans

7.1.1 Suppliers must identify and document the quality parameters which separate acceptable from unacceptable finished products. Suppliers must document the methods, responsibility, and criteria for evaluating quality parameters. The following quality parameters should be considered:

- Brix
- Water Activity (A_w)
- pH
- Salinity
- Refraction
- Viscosity
- Moisture Content
- Net Weight
- Appearance (e.g., size, shape, color, texture)
- Graphics/Labels
- Packaging (e.g., seal integrity)
- Other applicable attributes

7.1.2 Suppliers must conduct and record sensory evaluations (e.g., taste, smell, appearance) at a defined frequency.

7.1.3 Evaluation of the quality parameters must be conducted in accordance with an international or industry recognized standard.

7.1.4 Suppliers must document corrections/corrective actions when results are outside acceptable limits.

7.2 Identity Preserved Foods

7.2.1 Suppliers must have a program to ensure all labeling, handling, operational, and cleaning procedures control the identity preserved status of the product (e.g., Kosher, Halal, Non-Genetically Modified Organism (GMO), Organic, Free from Claims, Free Trade Claims).

8.0 QUALITY MONITORING TOOLS

8.1 Statistical process control methods should be used to effectively control and optimize production process efficiency, product quality, and reduce waste. Suppliers should evaluate performance, utilizing tools such as control charts with defined targets and upper/lower limits.

9.0 SUPPLIER MANAGEMENT

9.1 All JJSF suppliers must document and maintain a Supplier Approval and Monitoring Program which ensures incoming raw materials are only sourced through approved suppliers. The program must be risk-based and include the following components:

9.1.1 The responsibility, methodology, and criteria for granting approval to suppliers and emergency suppliers.

9.1.2 The responsibility, methodology, criteria, and frequency for supplier monitoring.

9.1.3 The responsibility, methodology, criteria, and frequency for reviewing supplier status and performance, including changing supplier status.

9.1.4 A register of all approved suppliers and raw materials.

9.1.5 Verification of raw material adherence to specifications.

9.1.6 Adherence with 21 CFR Subpart G Supply Chain Program (applicable to FDA regulated manufacturers).

9.1.7 Adherence to the Food Safety Modernization Act (FSMA) Final Rule on Foreign Supplier Verification Programs (applicable to FDA regulated manufacturers).

10.0 NON-CONFORMING AND WITHHELD PRODUCT

10.1 Suppliers must document and maintain a non-conforming material management program to effectively prevent the usage or shipment of non-conforming finished products to JJSF. The program must include:

10.1.1 Reporting non-conforming raw materials and finished products to food safety/quality management immediately upon discovery and placing them on hold.

10.1.2 Identifying and controlling non-conforming raw materials and finished products (e.g., hold tags, electronic hold, inventory reconciliation), to prevent accidental release and/or usage.

10.1.3 Defining responsibility for decision-making of non-conforming raw materials and finished products.

10.1.4 Maintaining justification and disposition records for product release, re-work, and disposal/destruction.

10.1.5 Notifying customers when/if they are impacted by non-conforming finished product.

10.1.6 Tracking and trending of holds.

10.1.7 Maintaining investigation and Corrective and Preventive Actions (CAPA) records.

11.0 TRACEABILITY, PRODUCT WITHDRAWAL, AND RECALL

11.1 Traceability

11.1.1 Suppliers must document and maintain a traceability program that effectively accounts for and traces all raw materials, works in progress (WIPs), rework, and finished products. The traceability program must ensure:

11.1.1.1 All raw materials, WIPs, rework, and finished products are labeled, identifiable, and traceable.

11.1.1.2 The finished products are traceable back to the raw material supplier (one back) and forward to the customer(s) (one up).

11.1.1.3 A trace can be completed within four hours.

11.1.1.4 The recovery percentage of raw materials and finished product during a trace exercise meets expectations aligned with industry standards.

11.1.1.5 Traceability exercises on both raw materials and finished products are conducted annually (can be accomplished as part of mock recall).

11.1.1.6 Root cause analysis is performed, and corrective actions implemented, verified, and documented for failed traces.

11.1.1.7 Adherence to the FSMA Final Rule on Requirements for Additional Traceability Records for Certain Foods 21 CFR Part 1 Subpart S (as applicable)

11.2 Recall

11.2.1 Suppliers must document and maintain a recall program that includes:

11.2.1.1 The responsibility and methods utilized to conduct recalls.

11.2.1.2 Identification, contact information, and corresponding responsibilities of the recall team.

11.2.1.3 Procedures to notify JJSF in the event of a recall.

11.2.1.4 Contact information for JJSF, regulatory bodies, and other applicable personnel.

11.2.2. Suppliers must review, test, and verify the effectiveness of the recall program at least annually. Suppliers must ensure:

11.2.2.1 Mock recalls are performed on ingredients, packaging, and finished products.

11.2.2.2 Recalls are conducted within 4 hours.

11.2.2.3 They have supporting documentation, including traceability records, and reconciliation percentages.

11.2.2.4 Corrective actions are taken if the mock recall is not successful.

12.0 ALLERGEN MANAGEMENT

12.1 Suppliers must document and maintain an allergen management program. The program must identify the responsibility and methodology for allergen control and cross-contact prevention. Supplier allergen management programs must ensure:

12.1.1 Ingredients, processing aids, packaging, lubricants, WIPs, rework, and finished products are evaluated for the 9 major food allergens (Eggs, Fish, Milk, Peanuts, Sesame, Shellfish, Soy, Tree Nuts, Wheat) and documented on a facility allergen list.

12.1.2 Sources of cross-contact are identified and mitigated using an allergen risk assessment. The allergen risk assessment must consider the potential of cross-contact via the movement of product, tools, equipment, and personnel.

12.1.3 Employees, tools, utensils, equipment, and processes do not become a source of allergen cross-contact.

12.1.4 Allergens in incoming raw materials are properly identified upon receipt and stored in a manner to prevent allergen cross-contact.

12.1.5 Allergen-containing raw materials, WIPs, rework, and finished products are identified and labeled.

12.1.6 Allergen-containing raw materials, WIPs, rework, and finished products are handled, stored, and transported in a manner to prevent allergen cross-contact.

12.1.7 Allergen rework is reworked into like-material and does not pose a cross-contact risk.

12.1.8 The utilization of progressive scheduling to minimize the risk of cross-contact from changeovers. When a progressive schedule cannot be maintained, suppliers need to have effective changeover and validated sanitation procedures which eliminate the risk of cross-contact.

12.1.9 The effectiveness of allergen sanitation procedures for all equipment, tools, bins, and utensils are verified and validated; any corresponding corrective action must be documented.

12.1.10 The responsibility and methodology for ensuring allergens are accurately declared on labels, including finished products, are documented, and maintained.

12.1.11 Adherence to 21 CFR Part 117 (applicable to FDA regulated manufacturers).

13.0 TRAINING

13.1 Suppliers must have a documented and effective training program. The program must ensure:

13.1.1 Personnel have the required competencies to carry out functions affecting food safety and quality.

13.1.2 Training is provided in the language(s) relevant to personnel, including full-time, seasonal, part-time, temporary, and contractors.

13.1.3 Training frequency, including refresher training, are determined, implemented, and documented.

13.1.4 Training records include:

13.1.4.1 A description of the training topic.

13.1.4.2 The name(s) of the participant.

13.1.4.3 The name(s) of the individual(s) trainer(s).

13.1.4.4 The date.

13.1.4.5 Evaluation/validation of competency.

14.0 SITE REQUIREMENTS

14.1 Suppliers must ensure manufacturing and storage locations are designed, constructed, and maintained in a manner to not present a food safety or quality risk.

14.2 The facility, outside grounds, and utilities must be maintained to prevent food safety threats (e.g., pest harborage, unauthorized access).

14.3 Suppliers must document the methodology and responsibility for ensuring the following are maintained and monitored as to not present a food safety risk:

14.3.1 Environmental air

14.3.2 Compressed air

14.3.3 Potable water

14.3.4 Inert gases

14.3.5 Steam

14.3.6 Ice

14.3.7 Backflow devices

14.3.8 Ventilation systems and fans

14.4 Shatterproof light fittings, or those protected by a shatterproof covering, must be used to avoid product contamination. Emergency lighting, forklift lights, and other work lights must be adequately protected and controlled.

14.5 Suppliers must document and maintain the method and responsibility for collecting, handling, and disposing of waste. Waste containing bins/receptacles must be properly identified, stored, and managed in a manner to not pose a food safety risk. Waste must be removed from food storage and processing areas as often as necessary to prevent accumulation.

14.6 Drains must be designed, situated, and maintained so that they do not pose a food safety risk.

14.7 Sanitary drains must not be connected to any other drainage system within the facility. All drainage systems must go directly to the septic tank or sewage system.

14.8 Bathrooms and breakrooms must be separated from food processing and handling locations.

15.0 MAINTENANCE AND CALIBRATION

15.1 Maintenance

15.1.1 Suppliers must document and maintain a maintenance program which ensures repairs and maintenance activities are conducted in a sanitary manner. The program must include:

15.1.1.1 Methods, responsibility, and scheduling of planned, routine maintenance (preventative maintenance).

15.1.1.2 Methods and responsibility for unplanned maintenance, including emergency and temporary repairs.

15.1.1.2.1 temporary repairs, where required, to be documented, maintained in a sanitary condition, and not become a permanent solution.

15.1.1.3 Methods and responsibility for:

15.1.1.3.1 maintaining and repairing equipment and facilities that are critical to food safety and quality.

15.1.1.3.2 ensuring new equipment is of a hygienic design.

15.1.1.3.3 ensuring construction projects do not become a food safety or quality risk.

15.1.1.3.4 managing outside maintenance contractors.

15.1.1.3.5 tool reconciliation.

15.1.1.3.6 sanitation and inspection after maintenance activities.

15.1.1.3.7 ensuring food-grade lubricants are properly controlled.

15.2 Calibration

15.2.1 Suppliers must document and implement a calibration program for all measuring, monitoring, and testing devices required for food safety and quality. The calibration program must include:

15.2.1.1 The identification of all equipment requiring calibration.

15.2.1.2 The methodology, frequency, and responsibility for calibration.

15.2.1.3 Procedures and reference standards aligned with international or industry recognized practices.

15.2.1.4 The maintenance of calibration records.

15.2.1.5 Procedures for:

15.2.1.5.1 when equipment is deemed to be out of calibration.

15.2.15.2 determining if out of tolerance (failed calibration) of equipment, measuring, monitoring, and testing devices created a food safety, legality, or quality issue and corrective actions to take for implicated product.

16.0 PEST MANAGEMENT

16.1 Suppliers must have a written pest management program to monitor and control pest activity in the facility and outside grounds.

16.2 Suppliers must document the responsibility and methodology for managing the program.

16.3 The pest management program must ensure:

16.3.1 The facility, grounds, and transport vehicles are maintained in a manner to exclude pest entry and infestation.

16.3.2 Targeted pests are identified.

16.3.3 Only approved chemicals are used.

16.3.4 Pest control and monitoring devices are:

16.3.4.1 Inspected at a defined frequency by a licensed Pest Control Operator (PCO).

16.3.4.2 Documented on a current site map which includes the type of device, location, and unique identification number.

16.3.4.3 Appropriately spaced and located based on risk. Electrocution devices are not permitted in production areas and locations with exposed food/packaging.

16.3.4.4 Free of rodenticides, except for exterior bait stations.

16.3.4.5 Shatterproof and protected from breakage.

16.3.3 Pest activity is recorded during the inspection of pest control and monitoring devices.

16.3.4 Pest activity and inspection records are directly reported to those responsible for the maintenance of the pest control program.

16.3.5 Pest activity is trended and analyzed at a defined frequency.

16.3.5 Corrective and preventive actions are implemented when unfavorable trends, activity, or infestation are identified and ensure any potentially affected product is not released into commerce.

16.3.6 Employees are trained to report pest activity.

16.3.7 A pest sighting log is maintained with corrections/corrective actions.

16.3.8 The use of pesticides adheres to the following criteria:

16.3.8.1 Are only applied by trained, licensed PCO.

16.3.8.2 Are on the approved pesticide list.

16.3.8.3 The type of pesticide, quantity of pesticide, and location of pesticide application is documented.

16.3.8.4 Usage, including residual amounts, are in accordance with applicable regulatory limits.

16.3.8.5 Pesticide Safety Data Sheets (SDS) are maintained and available to all facility personnel.

16.3.8.5 Appropriate measures are taken to prevent contamination of raw materials and packaging.

16.3.9 Internal and External PCOs meet the following criteria:

16.3.9.1 Are properly licensed and applicably insured.

16.3.9.2 Comply with regulatory requirements.

16.3.9.3 Use only approved chemicals.

16.3.9.4 Maintain and update a documented pest control map.

16.3.9.5 Conduct regular inspections.

16.3.9.6 Document and communicate pest control related findings.

16.3.9.7 Maintain records of applicable treatments and corrective actions.

17.0 RECEIVING, STORAGE, AND SHIPPING

17.1 Receiving

17.1.1 Suppliers must have a program describing the responsibility and methods used for receiving raw materials that ensures the following:

17.1.1.1 Raw materials are received from approved suppliers.

17.1.1.2 Raw material labels match the bill of lading (BOL) and certificate of analysis (COA).

17.1.1.3 Transport vehicles (e.g., trucks, bulk containers, railcars) are protected from tampering via seals or equivalent devices.

17.1.1.4 Documented inspections of transport vehicles for tampering, sanitary condition, pests, odor, and contamination upon receipt.

17.1.1.5 Records of disposition for non-conforming materials are maintained.

17.1.1.6 Raw materials which require temperature control for food safety and/or quality are received within the proper range. Temperature settings and/or measurements must be documented, and disposition of non-conforming materials maintained.

17.1.1.7 Unloading occurs in a sanitary manner which protects raw materials from contamination.

17.1.1.9 Adherence to the FSMA Final Rule on Sanitary Transportation of Human and Animal Food 21 CFR Part 1 Subpart O for FDA regulated facilities.

17.2 Storage

17.2.1 Suppliers must have a program describing the responsibility and methods used for storing raw materials, WIPs, rework, and finished products that ensures the following:

17.2.1.1 Storage locations are maintained in a sanitary manner and are easily accessible for cleaning, inspection, and maintenance.

17.2.1.2 All raw materials, WIPs, rework, and finished goods are properly labeled and sealed.

17.2.1.3 Allergens are segregated whenever possible. When segregation is not possible, procedures are developed to manage potential cross-contact.

17.2.1.4 When required for food safety and/or quality, proper temperatures are maintained, monitored, and recorded.

17.2.1.4.1 procedures are in place to ensure the safe disposition of materials when temperature ranges exceed specified parameters.

17.2.1.5 Stock rotation and First In First Out (FIFO)/First Expire First Out (FEFO) are effectively implemented.

17.2.1.6 Hazardous chemicals are stored in a secure location away from raw materials, WIPs, rework, and finished products.

17.3 Shipping

17.3.1 Suppliers must have a program describing the responsibility and methods for shipping products that ensures the following:

17.3.1.1 Documented inspections of transport vehicles for tampering, sanitary condition, pests, odor, and contamination prior to loading.

17.3.1.2 Refrigerated/frozen transport vehicles are maintained at the proper temperature. Temperature checks and refrigeration settings are recorded.

17.3.1.3 Materials are loaded in a sanitary manner preventing the risk of contamination.

17.3.1.4 Shipped materials match the BOL, are properly sealed, and in a state of good repair.

17.3.1.5 Materials transported to JJSF have at least 50% shelf life remaining at the time of receipt unless otherwise agreed upon (i.e., short shelf-life items have longer requirements as specified in contracts).

17.3.1.6 Whenever applicable, transport vehicles are sealed (tamper resistant) prior to departing from the supplier's facility.

17.3.1.7 Adherence to the FSMA Final Rule on Sanitary Transportation of Human and Animal Food 21 CFR Part 1 Subpart O for FDA regulated facilities.

18.0 FOOD FRAUD, FOOD DEFENSE, AND PLANT SECURITY

18.1 Food Defense

18.1.1 Suppliers must document and maintain a food defense plan to prevent acts of intentional adulteration. FDA regulated facilities must build and implement a food defense plan in accordance with the FSMA Final Rule for Mitigation Strategies to Protect Food Against Intentional Adulteration detailed in 21 CFR Part 121.

18.1.2 The food defense plan must include:

18.1.2.1 The methods and responsibility for:

18.1.2.1.1 identifying threats

18.1.2.1.2 ensuring only authorized individuals are allowed access to the facility.

18.1.2.1.3 controlling, monitoring, and protecting the facility, raw materials, rework, WIPs, finished product, and sensitive areas (e.g., bulk liquid receiving tank).

18.1.2.1.4 protecting transport vehicles.

18.1.2.1.5 implementing and maintaining mitigation strategies in compliance with the FSMA Final Rule for Mitigation Strategies to Protect Food Against Intentional Adulteration for FDA regulated facilities.

18.1.2.2 A documented annual review and test of the food defense system.

18.1.2.3 Facility registration with the applicable regulatory agency.

18.2 Food Fraud

18.2.1 Suppliers must document and maintain food fraud vulnerability assessment(s). Suppliers must conduct food fraud vulnerability assessments to determine which raw materials are potentially subject to economically motivated adulteration. The vulnerability assessment must consider the risk of substitution, dilution, counterfeiting, and mislabeling for purposes of economic gain.

18.2.2 Suppliers must implement a food fraud mitigation plan based on the results of the food fraud vulnerability assessment.

18.2.3 The food fraud vulnerability assessment and mitigation plan must be reviewed at least annually.

19.0 PROCESSING AND REWORK

19.1 Processing

19.1.1 Suppliers must develop and implement documented process control procedures to ensure compliance with all JJSF food safety, quality, and material specification requirements.

19.1.2 The most current process control procedures, work instructions, and specifications must be available to plant personnel as needed.

19.1.3 In-process and finished products must be inspected/tested to ensure they meet product specifications.

19.1.4 Records must be kept of process data and inspections critical to food safety and quality.

19.1.5 A COA or Certificate of Conformance (COC) must be provided to JJSF.

19.2 Rework

19.2.1 Suppliers must have a program describing the responsibility and methods for reworking raw materials, WIP, packaging, and finished products that ensure the following:

19.2.1.1 All components are labeled and traceable.

19.2.1.2 Allergens are only added back into products which contain the same allergens.

19.2.1.3 Rework is processed according to the HACCP and/or FS plan, including all applicable CCPs and PCs.

19.2.1.4 Reworked products are subject to the same testing, review, labeling, identification, coding, and release procedures as other products.

19.2.1.5 Rework records are maintained in accordance with the record retention policy.

20.0 PRODUCT AND CONTAINER INTEGRITY

20.1 Suppliers must document and maintain a defined process to ensure packages and containers:

20.1.1 Are properly sealed and labeled.

20.1.2 Protect the finished product through all stages of use.

20.1.3 Have been approved and released through a label and packaging component review.

20.1.4 Meet required specifications.

20.1.5 Are approved for food contact use (primary packaging).

20.1.6 Do not contain Bisphenol A (BPA), Phthalates, Heavy Metals, hazardous chemicals, or intentionally added Per- and Polyfluoroalkyl Substances (PFAS).

20.2 Suppliers must document work instructions for testing container integrity/seals.

20.3 Suppliers must ensure labels and packaging are properly cleared from the line when changing to a new product.

20.4 Suppliers must ensure that the finished product has been approved and released through a label and packaging component review.

20.5 Suppliers must ensure food storage containers are sanitary, in good repair, identifiable, and approved for food-contact usage.

21.0 CODING AND LABELING

21.1 Coding

21.1.1 Suppliers must maintain a documented program of the responsibilities and methods for finished product coding that ensures:

21.1.1.1 Compliance with regulations in the country of manufacture and intended country of sale.

21.1.1.2 Sufficient information to facilitate an effective traceback of the finished product.

21.1.1.3 Inclusion of a quality date (e.g., shelf life, best is used by).

21.1.1.4 Application of a correct, permanent, and legible code to every package.

21.1.1.5 Finished products are coded at time of manufacturing.

21.1.1.6 Coding is monitored and recorded at a defined frequency.

21.1.1.7 Corrective actions are taken when non-conformances are identified.

21.2 Labeling

21.2.1 Suppliers must maintain a documented program of the responsibilities and methods for ensuring accurate labeling of finished product that requires:

21.2.1.1 Compliance with regulations in the country of manufacture and intended country of sale.

21.2.1.2 Review of labels for accuracy at time of receipt and usage.

21.2.1.3 Handling and storage procedures including product changeover and rework operations.

21.2.1.4 Version control maintenance.

21.2.1.5 Label application at time of manufacturing.

21.2.1.6 Label application to be monitored/verified at a defined frequency.

21.2.1.7 Records of label reviews to be maintained at receipt and during manufacturing.

21.2.1.8 Corrective actions taken when non-conformances are identified.

21.2.2 Labels must include ingredient statement, allergen declaration, and net weight/piece count.

22.0 FOREIGN MATERIAL CONTROL

22.1 Suppliers must document and maintain a foreign material control program that includes:

22.1.1 A documented risk assessment to determine sources of foreign material in all incoming raw materials and process flow steps within the HACCP and/or FS plan.

22.1.2 The responsibility and methods for controlling and preventing foreign material contamination.

22.1.3 The responsibility, methods, and frequency for monitoring, maintaining, calibrating, and utilizing foreign material detection and removal devices such as screens, sieves, filters, magnets, metal detectors, and x-rays.

22.1.4 Established limits, sensitivities, and locations of detection and removal devices based on risk and aligned with industry standards.

22.1.5 X-ray and/or metal detection systems are capable of:

22.1.5.1 Isolating detected product via line stops or rejection mechanisms.

22.1.5.2 Ensuring detected and rejected products do not re-enter the food stream.

22.1.5.3 Alerting of a rejection via visual and/or audible alarms.

22.15.4 Ensuring access of rejected products to trained personnel only.

22.1.6 Procedures to inspect, log, and investigate detected/rejected materials.

22.2 Suppliers must document the responsibilities and methods for controlling glass and brittle plastic that ensures:

22.2.1 Glass and brittle plastic containers, equipment, and utensils are prohibited on the production floor when avoidable.

22.2.2 Lighting is shatterproof or covered with shatter resistant materials.

22.2.3 The quantity and location of glass/brittle plastic is inventoried and periodically inspected based on risk for damage.

22.2.4 Incidents of damaged or unaccounted for glass and brittles plastic are investigated.

22.2.5 When breakage occurs, the area is isolated, cleaned, and inspected prior to resuming operations.

22.3 Suppliers must ensure wooden pallets are kept intact and inspected at a defined frequency to ensure they do not become a source of contamination.

22.4 Suppliers must ensure knives are inventoried, inspected at a defined frequency, and do not have snap-off blades.

22.5 The integrity of tools, utensils, bins, etc. must be inspected at a defined frequency based on risk.

23.0 CUSTOMER AND CONSUMER COMPLAINTS

23.1 Suppliers must document and maintain a customer and consumer complaint program which includes:

23.1.1 Procedures, responsibilities, and methods for recording, investigating, and tracking/trending food safety and quality complaints.

23.1.2 Closure of the complaint, including corrective and preventive actions.

23.1.3 Investigation of trends.

24.0 FOOD SAFETY AND QUALITY INCIDENT REPORTING

24.1 Suppliers must have a program in place detailing the responsibilities and procedures for identifying, reporting, recording, and investigating food safety and quality incidents (i.e., non-conformances). The program must ensure:

24.1.1 All employees are encouraged to report food safety and quality incidents.

24.1.2 Investigations are recorded, and corrective actions are initiated when applicable.

24.1.3 Corrective actions include the root cause analysis, preventative actions, and verification.

24.1.4 Risk assessments and product disposition records are maintained.

24.1.5 JJSF is notified of food safety/quality incidents affecting JJSF products.

25.0 SANITATION AND ENVIRONMENTAL MONITORING

25.1 SANITATION

25.1.1 Suppliers must document and implement a sanitation program to maintain the cleanliness of equipment, tools, utensils, and facility environment. The program must ensure:

25.1.1.1 Sanitation practices adhere to FDA (21 CFR 117 Subpart) or USDA (9 CFR 416) requirements.

25.1.1.2 The methods, materials, resources, frequencies, and responsibilities for cleaning and sanitizing equipment, tools, utensils, and environment are defined and documented.

25.1.1.3 Sanitation Standard Operating Procedures (SSOPs) are developed and ensure effective cleaning and removal of physical, microbial, and allergenic contamination.

25.1.1.4 Personnel are trained on SSOPs.

25.1.1.5 The facility develops and follows a Master Sanitation Schedule (MSS) which documents the schedule, frequency, and location of cleaning.

25.1.1.6 The responsibility, materials, and methods for pre-operational (pre-op) and post-operational (post-op) sanitation inspections are documented.

25.1.1.7 Pre-op and post-op inspections are recorded, and corrective action taken when deficiencies are identified.

25.1.1.8 Results of sanitation activities are monitored, tracked, and trended (e.g., visual inspection/adenosine triphosphate [ATP] data).

25.1.1.8.1 negative trends are investigated and corrected through documented corrective actions.

25.1.1.9 Sanitation verification and validation responsibilities, frequencies, materials, and methods are documented. Verification and validation results are recorded, and corrective action(s) taken when deficiencies are identified.

25.1.1.10 Detergents and sanitizers are approved for use, accurately labeled, and do not exceed regulatory concentration limits.

25.1.1.11 Detergent and sanitizer concentrations are recorded at a defined frequency and corrective action is taken if results are outside of defined parameter.

25.1.1.12 Cleaning in Place (CIP) parameters (e.g., heat, time, chemical concentration) are defined, monitored, and recorded.

25.1.1.12.1 non-conforming results (e.g., water temperature does not meet defined parameters) are addressed through documented corrective action.

25.1.1.13 Cleaning equipment is identified, stored, and maintained to prevent contamination.

25.1.1.14 Cleaning equipment for drains is kept separate from other types of cleaning equipment.

25.1.1.15 Hoses are used in a manner which minimizes the risk of overspray and cross-contamination.

25.2 ENVIRONMENTAL MONITORING PROGRAM

25.2.1 Suppliers must have a documented risk-based Environmental Monitoring Program (EMP) that includes:

25.2.1.1 Documented responsibilities, materials, and methods for conducting environmental monitoring.

25.2.1.2 A hygienic zoning map.

25.2.1.3 Controls for preventing cross-contamination between hygienic zones (e.g., High Care, Primary Pathogen Care, Basic GMP).

25.2.1.4 The sampling schedule, organism type(s), number of samples, sample location, collection and analysis methods are documented.

25.2.1.5 Target pathogens are aligned with industry standards and applicable to the type of processing environment.

25.2.1.6 Samples are tested by a lab accredited to ISO/IEC 17025 or equivalent and follow Association of Agricultural Chemists (AOAC) or equivalent test methods.

25.2.1.7 Environmental monitoring results are recorded, monitored, tracked, and trended.

25.2.1.8 Unfavorable pathogen results are remediated, investigated, vectored, and corrected to return the location to a sanitary condition and prevent cross-contamination.

25.2.1.9 Corrective action is taken when unfavorable trends emerge.

25.2.1.10 JJSF is notified if a result implicates JJSF product.

25.2.1.11 Finished product and zone 1 testing is performed in a manner so as to not directly implicate JJSF product.

26.0 AUDITS AND INSPECTIONS

26.1 Internal Audits

26.1.1 Suppliers must document and maintain an internal audit program to verify the implementation and effectiveness of the food safety and quality system. The internal audit program must include:

26.1.1.1 The methods, responsibility, and frequency for conducting internal audits. Internal audits of the entire food safety and quality system (including JJSF requirements) are conducted and documented at least once per year.

26.1.1.2 Documented corrective and preventative actions when non-conformances are identified.

26.1.1.3 Communication of internal audit results to applicable personnel.

26.2 Second- and Third-Party Audits

26.2.1 Suppliers must permit JJSF representatives to audit their food safety, quality, environmental and Environmental, Social, and Governance (ESG) practices. JJSF representatives must be allowed access to:

26.2.1.1 All locations used to manufacture, pack, hold, and transport materials purchased by JJSF.

26.2.1.2 All food safety, quality, environmental, and ESG documentation/records applicable to materials purchased by JJSF.

26.2.2 Suppliers, including brokers and distributors, must be GFSI certified or undergo an annual 3rd party GMP audit. JJSF needs to be notified in writing of any audit failures or suspensions.

27.0 CONTINUOUS IMPROVEMENT

27.1 Suppliers must document and maintain a continuous improvement program for their food safety and quality management system.

27.1.1 The continuous improvement program must ensure:

27.1.1.1 The Key Performance Indicators (KPIs) utilized to evaluate improvement are defined and documented. Suppliers should consider the following KPIs in their food safety and quality system:

- Non-Conformances
- Internal/External Audit Results
- Customer Complaints
- Recalls/Retrievals
- JJSF TraceGains Scorecard Results
- Environmental Monitoring Results
- On-Time Deliveries

27.1.2 The methods for evaluating, trending, and analyzing KPIs is documented and occurs at a defined frequency.

27.1.3 Action steps taken to achieve the KPIs are documented, communicated, and understood by applicable personnel.

28.0 REGULATORY REQUIREMENTS

28.1 Suppliers must be compliant with the applicable federal, state, and local laws concerning the regulation of food and packaging including but not limited to:

- Code of Federal Regulations (CFR) Title 21 Food and Drugs
- Federal Food, Drug, and Cosmetic Act (FD&C Act)
- Food Safety Modernization Act (FSMA)
    - Foreign Supplier Verification Program (FSVP)
    - International Adulteration (IA) Rule
    - Produce Safety Rule
    - Preventive Controls for Human Foods Rule
    - Sanitary Transportation Rule
    - Food Traceability Rule
- Public Health Security and Bioterrorism Preparedness and Response Act of 2002
- Nutrition Labeling and Education Act (NLEA)
- Code of Federal Regulation (CFR) Title 9 Animals and Animal Products
- The Federal Meat Inspection Act (FMIA)
- Poultry Products Inspection Act (PPIA)
- Egg Products Inspection Act (EPIA)
- Humane Methods of Slaughter Act (HMSA)
- California Proposition 65
- The California Food Safety Act (Food Additives Ban)
- Any other additional CFR, local, or state regulations pertinent to the items of manufacture; including future amendments to existing legislation.

28.2 JJSF must be notified in writing of any regulatory visits, sample collection, recalls, withdrawals, and regulatory actions which may affect JJSF product.

29.0 SUSTAINABILITY

29.1 At JJSF we continue to advance sustainable business practices to mitigate our environmental impact. We expect our network of suppliers to partner with us on this journey and demonstrate a commitment to environmental sustainability by:

29.1.1 Fully abiding by all local, state, federal, and international environmental laws.

29.1.2 Ensuring environmental permits and registrations are current.

29.1.3 Adhering to all applicable reporting requirements for environmental emissions and discharge.

29.1.4 Implementing measures to minimize environmental impact, such as waste reduction, recycling, energy efficiency, reducing greenhouse gas emissions, water conservation, and responsible resource management.

29.1.5 Adhering to sustainable sourcing practices for raw materials, including efforts to minimize deforestation, habitat destruction, and pollution.

29.1.6 Adherence to sustainable standards and certifications such as Roundtable on Sustainable Palm Oil (RSPO), Fair Trade, Rainforest Alliance, Sustainable Forestry Initiative, Program for the Endorsement of Forest Certification, Forest Stewardship Council, and Recyclability when specifically required by JJSF.

30.0 CORPORATE SOCIAL RESPONSIBILITY

30.1 At JJSF, we are committed to conducting business ethically and responsibly. As part of our dedication to sustainability and social impact; we expect all suppliers to adhere to the following Corporate Social Responsibility (CSR) requirements:

30.1.1 Compliance with applicable laws and regulations: Suppliers must comply with all local, national, and international laws and regulations governing labor practices, environmental protection, health and safety standards, and ethical business conduct.

30.1.2 Labor Practices: Suppliers must adhere to the requirements outlined in the JJSF Labor and Human Rights policy and uphold fundamental human rights, including but not limited to:

30.1.2.1 Prohibition of forced labor, child labor, and human trafficking.

30.1.2.2 Provision of fair wages and benefits in accordance with local laws and industry standards.

30.1.2.3 Respect for freedom of association and the right to collective bargaining.

30.1.2.4 Providing a safe and healthy work environment that complies with all applicable laws pertaining to health and safety in the workplace.

30.1.6 Ethical Sourcing: Suppliers must ensure that all raw materials used in the production of ingredients and packaging are sourced ethically and responsibly, with consideration for social and environmental factors throughout the supply chain.

30.1.7 Transparency and Traceability: Suppliers must provide transparency into their operations and supply chains, including the origins of raw materials and the methods used for sourcing, production, and distribution.

30.1.8 Community Engagement: Suppliers are encouraged to engage with local communities in which they operate, contributing positively to social and economic development through initiatives such as skills training, education programs, and philanthropic efforts.

30.1.9 Continuous Improvement: Suppliers must commit to ongoing improvement in CSR practices, regularly assessing and updating policies, procedures, and performance metrics to drive positive social and environmental outcomes.

30.1.10 Fraud, Bribery, Corruption: Suppliers must comply with all applicable laws and common business practices concerning bribery, corruption, fraud, and any other prohibited business practices.

31.0 PACKAGING SUPPLIER SUPPLEMENT

31.1 Packaging suppliers must adhere to the following requirements in accordance with the type of packaging they provide:

31.1.1 Federal Food, Drug, and Cosmetic (FD&C) Act regulations including, but not limited to, 21 CFR 170—199

31.1.2 California- Assembly Bill No. 1200, Colorado- HB22-1345, Connecticut- Public Act No. 21-191, Hawaii- HB 1644 HD1, Maryland- Environment – PFAS Chemicals – Prohibitions and Requirements (George “Walter” Taylor Act). Minnesota- 325F.075 FOOD PACKAGING; PFAS., New York- Hazardous Packaging Act, Title 2 of Article 3, Rhode Island- HB 7438, Vermont- S.20 (Act 36).

31.1.3 Manufacturing facilities utilize Good Manufacturing Practices (GMPs).

31.1.4 Packaging materials are free of adulterants including but not limited to pests, filth, hazardous substances, foreign materials, and allergens.

31.1.5 Packaging materials do not contain phthalates, BPA, and intentionally added PFAS.

31.1.6 Suppler will indemnify JJSF against any claim, suit or proceeding brought forth as a result of intentionally added PFAS in packaging materials.

31.1.7 Provide JJSF with packaging specifications detailing material: dimensions, dye lines, color, shape, intended use, part #, pack size, weight, graphics, thickness, and material composition.

31.1.8 Packaging purchased by JJSF meets the agreed upon specifications.

31.1.9 Packaging is traceable and is identified with a designated lot number.

31.1.10 Packaging materials are backed by a letter of guarantee from the manufacturer.

31.1.11 Packaging is manufactured, stored, and transported in a manner to prevent adulteration, fraud, and quality defects.

31.1.13 Deliveries of packaging materials are accompanied by a lot specific COC or COA.

SUPPLIER ACCEPTANCE STATEMENT

The undersigned SUPPLIER hereby acknowledges receipt of the JJSF Supplier Requirements Manual and as a condition of being approved as a Supplier, agrees to comply with all the terms and conditions of the Supplier Requirements Manual. Once you have read and understood the contents herein, please sign this agreement page and upload it to TraceGains or email to the address below. Failure to comply with these requirements may result in the discontinuation of the SUPPLIER and/or associated manufacturing locations.

Dated this_____day of_____, 20___

SUPPLIER:

_____

_____
Signature of Authorized Representative

_____
(Print Name)

_____
Job Title/Position

Please direct questions or comments to:

Adam Kingsbury
Sr. Supply Quality Manager akingsbury@jjsnack.com

Upload Supplier Acceptance Statement to TraceGains or email to: TGSupplyQuality@jjsnack.com