

Standard Operating Procedure (SOP)

Food Sourcing and Supplier Coordination

1. Purpose

This SOP details the process of **food sourcing and supplier coordination**, including supplier selection criteria, procurement procedures, quality assurance standards, delivery scheduling, and communication protocols. The objective is to ensure reliable, high-quality food supplies while maintaining efficient coordination with suppliers and adherence to food safety regulations.

2. Scope

Applies to all procurement personnel and food suppliers engaged in the sourcing, purchasing, and handling of food products for the organization.

3. Responsibilities

- **Procurement Manager:** Oversees supplier selection, contract management, and performance monitoring.
- **Quality Assurance (QA) Team:** Reviews supplier compliance and product quality.
- **Receiving Personnel:** Inspect and accept/reject deliveries as per standards.
- **Suppliers:** Provide food products that meet agreed requirements and delivery schedules.

4. Procedure

1. Supplier Selection Criteria

- Evaluate suppliers based on certification (e.g., local/organic, food safety compliance, licenses).
- Assess past performance, reliability, and reputation.
- Review pricing, payment terms, and delivery capabilities.

2. Procurement Procedures

- Request and review quotations from approved suppliers.
- Finalize order quantities, specifications, and delivery timelines.
- Issue purchase orders (POs) with agreed terms and conditions.

3. Quality Assurance Standards

- Inspect products for freshness, compliance with specifications, and food safety standards upon receipt.
- Document and report any quality deviations to the Quality Assurance Team and supplier.
- Maintain records of certificates and inspection reports.

4. Delivery Scheduling

- Coordinate delivery dates/times in advance with suppliers.
- Establish procedures for urgent or emergency orders.
- Track and log all incoming shipments.

5. Communication Protocols

- Establish main contact points in both organization and supplier teams.
- Utilize written communication (email, order forms) for purchase confirmations and complaints.
- Schedule regular check-ins for feedback and performance review.

5. Documentation & Records

- Supplier contracts and agreements
- Purchase orders and invoices
- Delivery receipts/logs
- Quality inspection reports
- Supplier evaluation forms

6. Review and Update

This SOP should be reviewed annually or after any significant process or regulatory changes. All updates must be

documented and communicated to relevant personnel.

7. Appendix

Document Name	Location/Link	Retention Period
Supplier Approval Checklist	Procurement Shared Drive	3 Years
Quality Inspection Log	Quality Assurance Folder	2 Years
Purchase Order Template	Templates Repository	N/A