



Western Commodities Limited

Generic Questionnaire

Controlled Document

D3.5.5

SUPPLIER	Western Commodities Ltd
ADDRESS	Unit 13 South View Estate
	Willand
	Devon
	EX15 2QW
TEL NO :	(01884) 821069
FAX NO :	(01884) 822858
WEBSITE :	www.westerncommodities.com
COMERCIAL CONTACT	Richard Stoker
POSITION	Managing Director / Sales / Buyer
EMAIL	Richard@westerncommodities.com
TECHNICAL SUPPORT	Quality Manager
EMAIL	qa@westerncommodities.com
EMERGENCY CONTACT NAME	Richard Stoker
EMERGENCY CONTACT NO	07785 236567

				COMMENTS
1	Do you have product liability insurance cover?	Yes	No	£10,000,000 worth of cover.
2	Do you maintain a list of approved suppliers?	Yes	No	They are approved by supplier self audit questionnaires.
3	Do you audit your suppliers?	Yes	No	According to risk & volume.
4	Do you have specifications for all your suppliers?	Yes	No	Generally the composition of our products does not change so specifications are only reviewed when necessary such as when technical or legal changes occur. They are mutually agreed.
5	Do you operate a goods inwards control procedure?	Yes	No	Goods are tested against specification before being released to production.
6	Do you operate a positive release system?	Yes	No	Goods are positively released against the relevant risk criteria within the agreed specification for a particular product.
7	Is there a stock rotation procedure?	Yes	No	F.I.F.O. First in First out.
8	How do you ensure the microbiological safety of your products?	Depending on product. Mostly certificates of analysis done at source if necessary duplicate testing is done when the product is received in the UK. Any test can be undertaken on request with all charges for buyers account.		
9	How do you ensure that all your products are free from any form of infestation? If fumigated how often and where are the products fumigated?	Depending on product. Fumigated at factory / Warehouse and again inside shipping container prior to shipment. All Organic products are placed in to cold store and if necessary are deep frozen if infestation occurs.		
10	How do you ensure that all your products do not contain levels of mycotoxins above those stipulated by current UK legislation?	depending on product. Mostly independent certificates of analysis done at source with additional testing on receipt of goods in the UK. (e.g. Aflatoxin – Figs)		
11	How do you ensure that all your products do not contain levels of pesticides above those stipulated by current UK legislation?	Analysis completed on an annual basis.		
12	Do you have a full traceability system?	Yes	No	
	Please explain how your traceability system works.	Each product has its own unique, 'P' reference which includes all details of the product. Origin, Supplier, Grade, vessel, container no, lot no etc. Every movement is recorded on our Contrac computer system and is fully traceable from cradle to grave. From lot numbers, delivery numbers, invoices or 'P' References we can trace goods to source within seconds.		



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13	Do you have a product recall system in place?	Yes	No	It is has been tested annually
14	Do you have a customer complaint handling system?	Yes	No	All complaints are logged onto computer. Each complaint is treated accordingly and always concluded to the customer's satisfaction.
15	Do you have your own transport?	Yes	No	We use Evans Transport and Task Force who are members of the Palletline system.
16	Do you have your own warehouse facilities?			We have a large warehouse on site for raw material and finished goods stock. We also use The Commodity Centre (Fanpac) store in Essex for storage of raw materials. Both sites have been audited, are BRC Accredited and both have organic status and cool store areas. They also have contracts with major pest control companies. Fanpac - Igrox Gold Service with 12 visits per annum plus 4 field biologist inspections per annum.
17	Has your company been externally audited by any organisation/customers?	Yes	No	
	If yes, please list the organisation/customers who have approved your company:	We are subject to audits from major clients but for reasons of commercial confidentiality these are not listed here.		
18	Does your company belong to any association/federation	Yes	No	
	If yes, please detail the association/federation and your status:	Organic Farmers and Growers		
19	Are all levels of your management aware of relevant legislation concerning food safety, hygiene composition, labelling and quality codes of practice etc, which affect your business?	Yes	No	We are kept informed by the NDFTA, & Newsletter emails from The Food Standards Agency, Food Navigator & Food Production Daily. Additionally, we are associate members of the CCFRA who have a Food Law Alert emailing service. Customer demands often precede legislation.
20	Are all your products supplied free from genetically modified ingredients?	Yes	No	All products are also free from radiation. Allergen information on specific products can be obtained on request.
21	Do you provide an induction training programme covering food hygiene for new food handling staff?	Yes	No	Basic Food Hygiene
22	Do you conduct internal audits to verify food safety and hygiene standards are being maintained?	Yes	No	The frequency is governed by the associated risk (we have no High Risk areas). All areas are audited at least once annually. Swabs are taken from the hands of staff and items of machinery according to our test schedule and sent for analysis at a UKAS accredited laboratory.
23	Do you have visitor / contractor policy?	Yes	No	
24	Do you have a protective clothing policy?	Yes	No	
25	Does your protective clothing policy cover - overalls / coats - head cover - beard cover - footwear	Yes Yes Yes Yes	No No No No	
26	Who launders non-disposable protective clothing? Please detail.	Our self laundering system is based on that employed by NHS staff.		
27	Do you have a jewellery policy?	Yes	No	Plain wedding band only and or medical tags.
28	Do you have a dedicated staff changing room?	Yes	No	It is forbidden to bring personal effects into the working area.
29	Do you have separate canteen facilities?	Yes	No	It is a non smoking site.
30	Do you have a pest contractor to cover your site(s)?	Yes	No	



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	If yes please detail the methods and equipment used to control pests on site.	Rokill - Providing an Advanced pest control service with 8 routine visits per year and four field biologist visits. Tamper proof bait stations, moth pots and electronic fly killers are the primary methods of pest control.		
31	Do you have a glass and hard clear plastic monitoring procedure?	Yes	No	It is audited on a monthly basis.
32	Do you have a documented food safety policy?	Yes	No	(Section 12 of our Good Manufacturing Practices)
33	Do you have a fully documented HACCP system in operation?	Yes	No	It is reviewed annually or when changes in working practices are needed.
	If yes please enclose a copy.	Commercial In Confidence		
34	Do you have a documented hygiene and cleaning programme?	Yes	No	All chemicals used are food grade such as Selgeine C020 & Amphoclen F104
35	Are all finished products metal detected?	Yes	No	Machines are checked on an hourly basis with test pieces. We now have an X-Ray machine that works to finer tolerances than the metal detector.
	If yes please detail sensitivities:	Ferrous – 2.5 mm Non Ferrous – 2.5 mm Stainless Steel – 3 mm		
36	How many full time employees at this site?	49		
37	How many part time employees at this site?	0		
38	What is the minimum age of employees?	16		
39	Does this site employ anyone under the age of 18 to work throughout the night or in potentially hazardous conditions?	Yes	No	Our shift pattern is as follows :- 06.00 – 16.30 Monday – Thursday
40	How do you ensure that all employees are working legally?	Work permits must be produced.		
41	Are there methods in place to share information with employees information which will affect working conditions	Yes	No	Staff notice boards and regular team meetings
42	Do employees always have access to clean toilets, drinking water and washing facilities at the place of work?	Yes	No	We use Selgeine (Hand Care) food grade soap, nail brushes, paper towels and knee controlled taps at the entrance to and in the production area.
43	Is a senior manager responsible for H&S?	Yes	No	
44	Do you have an H&S committee and is there employee representation?	Yes	No	
45	Are all employees involved in hazardous work suitably trained and supervised with respect to H&S?	Yes	No	
46	Is any H&S training recorded?	Yes	No	
47	Have all H&S hazards been removed, reduced or managed to ensure safe and healthy working conditions?	Yes	No	
48	Do you have Employers Liability Insurance?	Yes	No	
49	Do you pay sickness benefit for permanent employees?(Where this is a legal requirement)	Yes	No	
50	Do your normal working hours	Yes	No	

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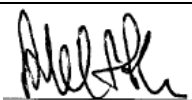
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	including overtime, exceed the legal maximum?			
51	Is overtime always voluntary?	Yes	No	
52	Do all workers, subject to ability, have access to jobs, training and benefits on equal terms?	Yes	No	We are an equal opportunity employer
53	Do you comply with all relevant environmental regulations?	Yes	No	
54	Do you ensure waste is disposed of in a responsible manner?	Yes	No	Yes by Mid Devon District Council
55	Do you take steps to avoid contaminating the local environment?	Yes	No	
56	How long has be the business been established?	Established in 1999 in a purpose built unit moved to much larger premises in 2010.		

The details have been completed to the best of our ability and accurately reflect our operations and facilities.

SIGNED		POSITION	Managing Director
Name	Richard Stoker	DATE	14.09.2015

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