


Confirmation of quality for suppliers/ manufacturers

 Please fill in this form completely, tick the appropriate boxes (please note the mandatory boxes, marked with an asterisk *) and return it to the following address:

Manor AG
Manor Food
* Product Manager: _____
Rebgasse 34
CH-4005 Basel

* Company:	
* Address:	
* ZIP/City:	
* Name and title of contact person:	
* Phone:	
* E-mail:	

1. Regulatory compliance

By signing this document, the supplier/manufacturer agrees to respect Swiss Legislation in its entirety (Classified Compilation of Federal Legislation SR 817): <https://www.blv.admin.ch/blv/fr/home/lebensmittel-und-ernaehrung/rechts-und-vollzugsgrundlagen/gesetzgebung-lme.html>

2. Quality assurance and self-regulation

2.1 Analyses

By signing this document, the supplier/manufacturer agrees to regularly conduct significant analyses (microbiological, chemical, biochemical and/or physical) of products sold to Manor. The analyses must be performed according to the criteria considered important for the quality of the products. In the case of microbiological analyses, at least the germs specified in the Hygiene Ordinance (HyO) for the product(s) in question must be analyzed.

On request, all analyses conducted on products sold to Manor must be made available to Manor.

* **2.2** The system for **quality assurance and/or self-regulation** of the supplier/manufacturer is implemented by:

- ☐ an internal, documented concept of self-regulation
- ☐ a traceability system
- ☐ a quality management system
- ☐ an up-to-date and documented system of HACCP
- ☐ a Food Safety Standard certification (☐ FSSC 22'000, ☐ BRC, ☐ IFS, ☐ other: _____)
- ☐ other certifications: _____
- ☐ an external consulting/audit company
 - Company name: _____
 - Address: _____
 - Audit frequency: _____
- ☐ analyses performed by a private/internal laboratory
 - Company name: _____
 - Address: _____
 - Frequency of analyses: _____



please enclose a copy of all certificates

3. Labelling

The labels must be formulated according to the Swiss food law (Legislation: [Link](#)), in particular in compliance with the Ordinance on the Labelling and Advertising of Foodstuffs:
<https://www.fedlex.admin.ch/eli/cc/2017/158/fr>.

4. Raw materials and ingredients

- a) **Palm oil:** Only RSPO Segregation or RSPO Identity Preserved certified palm oil (see <http://www.rspo.org/en/home>) may be used for Manor home brand products (for example: Lokal, Bio Natur Plus, Manor everyday, ...). For all other products, Manor adheres to the legislation.
- * The products contain palm oil: ☐ yes ☐ no
- The palm oil contained in these products is:
- ☐ RSPO Segregation certified
 - ☐ RSPO Identity Preserved certified
 - ☐ otherwise certified (RSPO Book & Claim, RSPO Mass Balance, Green Palm, etc.). If this applies, name of certification: _____
 - ☐ not certified
- b) **Eggs and egg products:** Only barn eggs or free-range eggs may be used for Manor home brand products (for example: Lokal, Bio Natur Plus, Manor everyday, ...). For all other products, Manor adheres to the legislation.
- * The products contain eggs or egg products: ☐ yes ☐ no
- The eggs contained in these products are:
- ☐ barn eggs
 - ☐ free-range eggs
 - ☐ other, please specify: _____

- c) **Animal welfare:** Manor attaches great importance to the way animals are bred, raised, kept, transported and slaughtered.

* The products contain animal products: ☐ yes ☐ no

Animal products (meat, fish, eggs, dairy products, etc.) are produced in accordance with:

- ☐ the Animal Protection Ordinance, AniPO (Classified Compilation of Federal Legislation SR 455.1)
- ☐ the European law
- ☐ other, please specify:

- d) **Genetically modified organisms (GMO):** Regarding GMO, Manor strictly adheres to the legislation. By signing this document, the supplier/manufacturer agrees to do the same. For reasons of transparency, the supplier/manufacturer confirms that **none** of his/her products, ingredients, additives or processing aids:

- i. contain GMO,
- ii. are made out of GMO,
- iii. are developed from crossings of different GMO or from crossings of GMO and other organisms,
- iv. contain or use enzymes produced from genetically modified microorganisms,
- v. contain or use genetically changed microorganisms.

If one or more products do not meet the requirements listed above, the supplier/manufacturer shall be obliged to deliver the exact designation of these products.

- e) **Irradiation:** Regarding irradiation, Manor strictly adheres to the legislation. By signing this document, the supplier/manufacturer agrees to do the same. For reasons of transparency, the supplier/manufacturer confirms that

- i. none of the products have been treated with irradiation,
- ii. the ingredients used for the products have not been treated with irradiation.

If one or more products do not meet the requirements listed above, the supplier/manufacturer shall be obliged to deliver the exact designation of these products.

5. Special regulations

The supplier/manufacturer agrees to:

- deliver the complete specifications of the products concerned by the "Cassis de Dijon" principle (Federal Act on Technical Barriers to Trade, TBA [*Bundesgesetz über die technischen Handelshemmnisse, THG*]; Ordinance on the Placing on the Market of Products manufactured according to Foreign Technical Regulations and their Monitoring on the Market, CdDO [*Verordnung über das Inverkehrbringen von nach ausländischen technischen Vorschriften hergestellten Produkten, VIPaV*]). These products may only be offered on the Swiss market if an authorization or a general ruling decree have been issued by the Federal Food Safety and Veterinary Office, FSVO (*Bundesamt für Lebensmittelsicherheit und Veterinärwesen, BLV*).
- adhere to the code of conduct on nanotechnologies issued by the Swiss Retailers Association (*IG Detailhandel Schweiz*), see <https://ci-commercededetail.ch/fr/>. This includes, among other things, that the supplier/manufacturer is obliged to declare all information about the potential use of nanotechnologies (see chapter 2.2 and 3 of the Code of Conduct on Nanotechnologies of the *IG Detailhandel Schweiz*).
- fully comply with all ethical and social guidelines listed in the Code of Conduct for Manor Suppliers of Manor AG (<https://www.manor.ch/fr/u/suppliers-en>).
- fully comply with the General Purchase Conditions of Manor AG (<https://www.manor.ch/fr/u/suppliers-en>).
- inform Manor about every change of raw materials, recipes or manufacturing methods, if this has an impact on the labelling.

- inform the Product Manager mentioned in the letter head and/or the Quality Management of Manor AG in case of problems with one or more products (especially in case of a warning message – withdrawal or recall).
 - meet the response deadlines set by Manor SA.
 - use packaging of which the overall migration limits and specific migration limits, which were defined for products to be delivered to Manor, comply with the current Swiss or European law, respectively. Shelf life, storage temperature and intended purpose of the product/s must be respected to avoid migration of unwanted substances in foodstuffs (ink, softeners, etc.).
- Manor AG reserves the right to access any relevant documents.

Manor AG is obliged to treat as confidential all information provided by the supplier/manufacturer in this document. All information is intended for internal use only.

In the event of a breach of the above rules, Manor SA reserves the right to impose the penalties defined in the "Service Level Agreement (SLA)" document (see <https://www.manor.ch/fr/u/suppliers>).

This document will remain valid until and unless the supplier/manufacturer changes his/her product (recipe/procedure) or a new or revised form is presented by Manor and subsequently filled in and signed by both parties.

We confirm that our information is compliant and we are able to provide evidence concerning this matter.

Manor AG
Rebgasse 34
4005 Basel

Supplier/manufacturer: _____

Date:

Date:

Signature and company stamp:

Signature and company stamp:

(Product Manager)

(Director of sales)

(Head of Quality Management)

(Head of Quality Management)