**Confirmation of quality for suppliers/manufacturers**

Please complete this form, tick the relevant boxes and return it by e-mail to your contact person at Manor AG or to the following address:

Manor AG

Manor Food

Product Manager:

Rebgasse 34

CH-4005 Bâle

|  |  |
| --- | --- |
| **Nr. Manor suppliers/manufacturers:** |       |
| **Company:** |       |
| **Address:** |       |
| **ZIP/City:** |       |
| **Name and title of contact person:** |       |
| **Phone:** |       |
| **E-Mail:** |       |

***1. Regulatory compliance***

The supplier/manufacturer hereby undertakes to comply with Swiss legislation, in particular with regard to foodstuffs ([legislation on foodstuffs, nutrition and everyday objects](https://www.blv.admin.ch/blv/fr/home/lebensmittel-und-ernaehrung/rechts-und-vollzugsgrundlagen/gesetzgebung-lme.html)) and, if applicable, with regard to animal feed.

***2. Quality assurance and self-regulation***

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

by:

- a quality management system including at least:

* an internal, documented [concept of self regulation](https://www.fedlex.admin.ch/eli/cc/2017/63/fr#chap_4) [ ]  yes [ ]  no
* a [traceability system](https://www.fedlex.admin.ch/eli/cc/2017/63/fr#chap_4/sec_6) [ ]  yes [ ]  no

- a risk/hazard analysis (e.g. [HACCP](https://www.fedlex.admin.ch/eli/cc/2017/63/fr#chap_4/sec_3)) [ ]  yes [ ]  no

- a Food Safety Standard certification (enclose certificates) [ ]  yes [ ]  no

* if yes, which one(s): [ ]  FSSC 22’000, [ ]  BRC, [ ]  IFS, [ ]  other:

-an environmental certification and/or CSR (Corporate Social Responsibility) labelling [ ]  yes [ ]  no.

if yes, which one(s): [ ]  ISO14000, [ ]  other:       (enclose certificates)

- other certifications (enclose certificates): [ ]  yes [ ]  no

* if yes, which one(s):

- an external consulting/audit company [ ]  yes [ ]  no

Company name:       Address:

- analyses performed by a private/internal laboratory [ ]  yes [ ]  no

Company name:       Address:

**2.2 Analyses**

If analyses are compulsory and/or deemed relevant to guarantee the quality and safety of the products, the

supplier/producer undertakes to regularly carry out these analyses (microbiological, chemical, biochemical and/or physical) on the products delivered to Manor.

Microbiological analyses must be carried out at least on the germs listed in the hygiene ordinance (OHyg) for foodstuffs.

All analyses carried out on products delivered to Manor must be forwarded to Manor AG at the latter's request.

Note :

***3. Labelling***

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

Animal feed complies with the requirements of the Ordinance on the Production and Marketing of Animal Feed.

***4. Raw materials and ingredients***

1. **Palm oil:**

|  |
| --- |
| The products contain palm oil: [ ]  yes [ ]  no |
| The palm oil contained inthese products is: | [ ]  RSPO Segregation certified |
| [ ]  RSPO Identity Preserved certified |
| [ ]  otherwise, certified (RSPO Book & Claim, RSPO Mass Balance, GreenPalm, etc.). If this applies, name of certification:       |
| [ ]  not certified |
| Note: Only RSPO Segregation or RSPO Identity Preserved certified palm oil may be used for Manor home brand products (Local and Bio Natur Plus. For all other products, Manor AG adheres to the legislation. |

1. **Eggs and egg products:**

|  |
| --- |
| The products contain eggs or egg products: [ ]  yes [ ]  no |
| The eggs contained inthese products are: | [ ]  barn eggs |
| [ ]  free-range eggs |
| [ ]  other, please specify:       |
| Note: Only barn eggs or free-range eggs may be used f or Manor home brand products (Local and Bio Natur Plus). For all other products, Manor AG adheres to the legislation. |

1. **Animal welfare:**

|  |
| --- |
| The products contain animal products: [ ]  yes [ ]  no |
| Animal products (meat,fish, eggs, dairy products,etc.) are produced inaccordance with: | [ ]  the Animal Protection Ordinance ([RS 455.1 OPAn](https://www.fedlex.admin.ch/eli/cc/2008/416/fr)) |
| [ ]  the European law |
| [ ]  other, please specify:       |

1. **Genetically modified organisms (GMO) and irradiation:**

Regarding GMO and irradiation, Manor AG strictly adheres to the legislation. By signing this document, the supplier/manufacturer agrees to do the same.

***5. Special regulations***

The supplier/manufacturer agrees to:

* Deliver the complete specifications of the product concerned by the "[Cassis de Dijon](https://www.blv.admin.ch/blv/en/home/import-und-export/rechts-und-vollzugsgrundlagen/cassis-de-dijon.html)" principle.
* fully comply with all ethical and social guidelines listed in the Code of Conduct f or 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 AG about every change of raw materials, recipes or manufacturing methods, if this has in 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 lif e, 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 f or 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>, SUPPLY CHAIN).

Manor AG reserves the right to update this document and to require the supplier/producer to sign the updated version.

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

Manor AG Supplier/manufacturer:

Rebgasse 34

4005 Basel

Date :       Date :

Signature : Signature :

(Product Manager Manor) (Director of sales)

(Quality Management Manor) (Quality Management)