

GENERAL INFORMATION	
Name of the company	AKO GmbH
Address	Chemnitzer Straße 14
Place	D-30952 Ronnenberg/Germany
Telephone-number	+49 (0) 511/94685-0
Fax-number	+49 (0) 511/9468555
@-mail	info@ako-gewuerze.de
Internet (website)	www.ako-spice.com
Process / packing site(s):	AKO GmbH Chemnitzer Str. 14 D-30952 Ronnenberg
Materials currently supplied:	Spices and herbs, additives
Overall contact persons:	Heike Heine (Mrs.)
Quality management representative:	NN
General description of the operations/ process:	International spice/herb dealer, storage, cleaning, milling and packaging.
Person to be contacted in case of emergency:	Olaf Richter

1. GENERAL QUALITY-MANAGEMENT SYSTEM	
1.1 Are you certified for one of the quality standards like DIN EN ISO 22000:2005, BRC or IFS? Provide accrediting body and the scope of the certification.	YES
We are certified upon DIN EN ISO 22000:2005, which is European strictest management system for secure food stuffs. Accrediting body is TÜV Germany. This certification adheres to BRC and of course IFS. It includes also HACCP.	
1.2 Is there an HACCP- system in place? If yes, does it cover all relevant quality aspects or only food safety hazards? If yes, how often is the HACCP-study reviewed and updated?	YES
The HACCP of AKO covers all relevant qualities. It is supervised (at least) once a year by external Auditors.	
1.3 Is there a written quality policy available?	YES
1.4 Are written procedures and instructions available for all operatives?	YES
1.5 Are there documented procedures available for Inspection and testing of raw-materials ↘ in-process manufacture ↘ Product release ↘ Product recall ↗ Complaint handling ↗	YES
	in our Quality Management Manual
1.6 If you have a HACCP plan, are the following risks taken into account during the risk assessment: Biological risk (Pathogenic microorganisms incl. potential mycotoxins and toxins) Physical contamination Chemical contamination Allergens	YES
1.7 Do you maintain records that can substantiate product quality trough your process including storage?	YES
1.8 Is there an established program for personnel training? If yes, are there records of personnel training?	YES YES
1.9 Is there a program for internal auditing for all disciplines?	YES
1.10 Is there a written procedure for dealing with customer complaints and corrective actions?	YES
1.11 Do you have a system in place for monitoring changes in laws and regulations?	YES
1.12 Does the plant hold a current GMP certificate	NO

2. RAW MATERIALS (INCLUDING PACKAGING MATERIALS)	
2.1 Is there a program for raw material supplier auditing?	YES
AKO is working on long terms business relationships, all suppliers are well-known and are mostly audited, if supplier is not creditable, or failed supplier won't be used again.	
2.2 Is there a formal program for auditing off- site/ third party production or storage operations?	YES
Third party production and storage operations are checked several times, documentation of suppliers is checked on a yearly frequency.	
2.3 Do you purchase the raw material against written specifications? If no, how do you guarantee the product quality?	NO
All products we buy must comply to European regulations. Product qualities are supervised upon arrival of the goods by our own laboratory as well as by accredited external laboratories.	
2.4 Do you have for all raw materials an approval for the use in food industry?	YES
All European suppliers confirmed, that packaging materials are approved to use in food industry.	
2.5 Do you have any protection or storage for the moulds, or die cuts or any relevant subjects after production? If no, explain how you can guarantee the safety of these materials?	YES
As a part of our DIN EN ISO 22000:2005 this is part of our working environmental safety program.	

3. PROCESSING	
3.1 How often are the CCP's checked?	
The critical control points are checked within the working process, according to instructions.	
3.2 Are there records of foreign bodies found by metal detection, sieving etc., concerning the investigation of the source of the material captured and necessary actions that are taken?	YES
3.3 Which measures do you take regarding product foreign components?	
Incoming goods control and laboratory tests. Further on we work with special cleaning machines and metal detection systems.	
3.4 Is there a procedure for positive release of the production area after completion of engineering work in the production area?	YES
Goods are checked on arrival. In case products do not comply with our food safety standard they will be rejected. For mixtures and special - processed goods - we do an additional product release after production.	
3.5 Are only food grade lubricants used on process equipment?	YES
As far as lubricants could have contact with the product we only use food grade ones.	
3.6 If water is used in the process: describe the source, controls and treatment.	
No water used in production.	

4. FACTORY HYGIENE, PERSONNEL HYGIENE AND HOUSEKEEPING		
4.1 Are there formal cleaning instructions for buildings and machinery?		YES
4.2 Are records kept of cleaning tasks completed?		YES
4.3 Describe chemicals (if they are used) for cleaning:		
Agents and disinfection chemicals, approved for using with food.		
4.4 What checks are carried out on cleaning and housekeeping and by whom		
<i>Check</i>	<i>Frequency</i>	<i>Responsible person</i>
hygienic working conditions	regularly	Quality manager/ Production manager
hygienic personal tests	irregularly/regularly	Quality manager/ Laboratory
4.5 Is the condition of any wood (incl. pallets) checked? If yes, at which frequency is this check carried out?		YES
Irregularly and at least once a year.		
4.6 Is there a glass policy (incl. breakage incident records)? If yes, does it include a periodic control on all glass objects? If yes, at what frequency is the periodic control carried out?		YES YES
Irregularly and at least twice a year minimum.		
4.7 Are all lamps covered with non-breakable material?		YES
4.8 Do you have a pest control plan? If yes, do you control it by yourself or by an external company?		YES
External company		
4.9 Are all external openings, such as doors and windows, pest proofed?		YES
4.10 What other environmental pest control measures are taken? (insectocutters, pheromone traps, baits/ traps for rodents, fogging/ pesticide spraying in the building, others)		
We use pheromone traps and insect lights.		
4.11 Is there a possibility that chemicals get into contact with products?		NO
4.12 Are records kept of control finds Glass Metal Insect		YES YES YES
4.13 Are all waste types (and also all rework materials) clearly identifiable from each other and from good product?		YES
All persons are requested by operating instructions to waste immediately or at the end of the working procedure all waste types.		
4.14 Are the employees medically screened prior to employment?		NO
4.15 Is there a sickness reporting system?		YES
All employees are instructed to report on stomach flu, sanied wounds and similars.		
4.16 Are there first aid facilities?		YES
4.17 Are metal detectable waterproof plasters in use and freely available?		NO
In case of injuries, people are instructed to use special protections with the plasters.		
4.18 Does the company provide protective clothing?		YES
4.19 Is frequent clothing changed earlier if clothes are dirty?		YES
4.20 Are all overalls/coats free from buttons and external pockets?		YES
Special food production clothes are used.		
4.21 Is there a hairnet policy for all people coming in the production areas?		YES

4.22 Are personnel belongings like jewellery, watches, etc. forbidden in the production areas?	YES
4.23 Is smoking and eating restricted to controlled areas, away from production?	YES
4.24 Are disposables or hot air used for hand drying?	YES
4.25 Are toilet facilities separated from production areas?	YES
4.26 State the hygiene training which is provided to (introduction of) employees	
New employees get a personal hygiene training before starting work, regular trainings (yearly) and irregular trainings on demand. Trainings take place according to legal requirements and according to DIN EN ISO 22000:2005.	

5. PRODUCT TRACEABILITY + RECALL	
5.1 Are the batches numbered with a unique batch number? Are you able to recover all relevant batch documentation necessary for identification of complaints or potential recalls?	YES
5.2 Is there a traceability system from raw material deliveries via the process to the final product and vice versa?	YES
5.3 Is there a recall procedure?	YES
5.4 Is the recall procedure tested on effectiveness? If yes, how often?	YES
Twice a year.	
5.5 Are retained samples kept of each raw material delivery? If yes, for how long are they retained?	YES
Samples are retained according to expiry date.	

6. ALLERGY	
6.1 Do you have a procedure for allergens?	YES
For allergenic products we have specific instructions and procedures.	

7. QUALITY ASSURANCE			
7.1 Are analysis of raw materials carried out on:			
<i>Sort of analysis</i>	<i>Method</i>	<i>Parameters</i>	<i>Frequency</i>
Sensorical Chemical/Physical Microbiological	several/product-specific	taste, smell, color, contaminants, etheric oils, TCP, E. coli, Enterobacteriaceae, mould, yeast, Salmonella, Coliforms, starch,packed weight, moisture	on incoming goods
Mycotoxines	product-specific	B1, total Aflatoxins	on incoming goods
Additional tests	product-specific	pesticides, sudan-red, cumarin.	on incoming goods on suspicion
7.2 Do you have your own laboratory facilities?			Yes
7.3 Is this facility covered by DIN EN ISO 22000:2005?			Yes
7.4 Do you calibrate your analytical equipment/instruments?			Yes
7.5 Are the analytical methods validated?			Yes
7.6 Summarize the parameters and frequency of the quality control checks of the final product.			
<i>Parameters</i>		<i>Frequency</i>	
Very close controls on incoming goods and controls on CCP's during the process, very close controls on hygienic affairs. Frequent controls on processed goods.		Permanent and frequent	
7.7 Describe the key equipment calibration procedures			
According to DIN EN ISO 22000:2005 in different ways.			
7.8 Are records of the quality checks taken and stored?			YES
Yes, records are taken and stored.			
7.9 Does a laboratory operate on site?			YES
7.10 Are there written procedures for holding and resolving non conforming products?			YES
7.11 Are vehicle-/ container-/ vessel- or barge checked prior to loading?			YES
7.12 Is there a final product specification			YES
7.13 Do you irradiate or fumigate the products?			NO
If requested, this could be done by external suppliers			

8. OTHER INFORMATION	
8.1 Has the company an employment policy, which is in accordance with European human rights?	YES
8.2 Does the company have a certified environmental management system?	NO
No, but all employees are requested to use all sources carefully.	

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