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Date 07.05.2020	Author: Schäfer		

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2. OUR COMPANY

N°	Questions:	Comment:
2.1	Company established date:	1991
2.2	Name:	AKO GmbH
2.3	Address: Phone number/Fax: Email:	Chemnitzer Straße 14-16, 30952 Ronnenberg, Germany +49 (0) 511 94685-0 / +49 (0) 511 94685-55 info@ako-gewuerze.de
2.4	Website address:	http://www.ako-spice.com
2.5	Number of people employed:	Approx. 30
2.6	Nature of business:	Import, trading and processing of raw spices and herbs, production of special-blends
2.7	Belonging to group:	Salz Richter Verwaltung Olaf Richter e.K.
2.8	Is there product liability insurance in place?	Yes, Allianz Insurance
2.9	Is there product recall insurance?	Yes, Allianz Insurance
2.10	Describe your sourcing	Exporters of raw spices and herbs worldwide
2.11	Assortment:	
<input checked="" type="checkbox"/>	Dried raw spices and raw herbs (Conventional and Organic)	
<input checked="" type="checkbox"/>	Dried raw spices and herbs processed re-cleaned and/or milled (Conventional and Organic)	
<input checked="" type="checkbox"/>	Spice blends & spice seasonings	
<input checked="" type="checkbox"/>	Special salt blends	

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3. MANAGEMENT SYSTEM FOR FOOD SAFETY

N°	Questions:	Yes	No	Comment:
3.1	Does your company have a certified quality and/or Food Safety Management system?	X		DIN EN ISO 22000; FSSC 22000 5.0

FSSC 22000 is an internationally recognized Management system for Food Safety, for all steps of food production. It is not a private standard, but based on international standards and is GFSI recognized.

3.2	Certification	Level	Yes	No
	ISO 22000		X	
	FSSC 22000	E	X	
	BIO		X	
	Kosher (for individual customers and their products only)			
	HALAL (for individual customers and their products only)			
	Other:			X


4. GENERAL INFORMATION

N°	Questions:	Yes	No	Comment:
4.1	Do you have a food safety policy?	X		
4.2	Do you have a person designated as responsible for food safety?	X		
4.3	Have you a Quality Management manual?	X		
4.4	Do you have a HACCP?	X		
4.5	Do you have a Food-Defense Group?	X		
4.6	Are your employees regularly trained in food safety at work recording, as well as in the current year?	X		
4.7	If yes, what kind of training do you perform and how often?			Hygiene- and Infection protection act, Workplace- and FSSC training (HACCP), Organic training, Halal and Kosher 1 p/a

5. PURCHASE, LABORATORY AND GOODS RECEIVING

N°	Questions:	Yes	No	Comment:
5.1	Are specifications for raw materials available?	X		
5.2	Is there a supplier selection process?	X		
5.3	Are suppliers audited by you?	X		
5.4	Do you carry out about supplier evaluation?	X		
5.5	Is the delivery of raw materials protected under one roof?	X		
5.6	Are the goods delivered in containers sealed and do you check the seal-number?	X		
5.7	Are all goods and raw materials on delivery tested?	X		
5.8	If yes, what tests are made?			Integrity, completeness, laboratory analysis

5.9	Are raw materials (herbs and spices) at delivery compared with the corresponding specifications/ tests?	X		See Analyses cluster
5.10	Do you have your own laboratory? If yes how many employees work there?	X		2 employees
5.11	Is the test equipment calibrated?	X		
N°	Questions:	Yes	No	Comment:
5.12	Are laboratory methods are validated? If yes, how often?	X		At least 1x per year
5.13	Which tests for herbs & spices are performed?			Food authenticity/sensorial, optical, micro-biological and chemical, physical analysis depending on product
5.14	Do you make regulatory a pesticide analysis for organic products?	X		See Analyses cluster
5.15	Is a measure implemented, when delivered products do not correspond to the specifications?	X		
5.16	Are packaging materials tested?	X		Optical tests are conducted
5.17	Do you have declarations of packaging/ conformity for products you process?	X		Available on website
5.18	How is the status of raw material lots identified?			HS-Order-Processing System and Marks on Packagings
5.19	Do you have a quarantine station for problematic goods?	X		
5.20	Is the quarantine container located outside the warehouse?	X		
5.21	Do you have separate storage areas for different product groups?	X		Different storage zones for different product groups
5.22	If yes, which kind of storage areas?			Packaging material, Allergenic P., Organic P. Raw-Material, Processed Goods
5.23	Do you use FIFO?	X		
5.24	Is cross contamination (raw materials and finished products) prevented?	X		Separate storage areas
5.25	Is a quality control during processing implemented?	X		Monitoring
5.26	Are finished product tested against specification?	X		
5.27	Which finished product tests are performed and how often?			See Analyses cluster (Website)
5.28	Is the equipment used for weight or volume checks calibrated?	X		
5.29	Can laboratory block goods?	X		Each employee can block the goods
5.30	Describe how out of specification materials are handled.			Blocked, reworked, controlled, released or destroyed
5.31	Are retained samples of finished products stored? If yes how much, for which period?	X		Expiry date
5.32	Are the retained samples controlled after expiry date?	x		
5.33	Is upstream and downstream traceability possible?	X		


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5.34	Is the traceability system tested? If yes, what is the frequency of testing?	X		At least 2 times a year
5.35	Are employees trained on traceability?	X		Via regular training
6. CRISIS MANAGEMENT				
N°	Questions:	Yes	No	Comment:
6.1	Do you test a crisis management?	X		
6.2	Do you have a 24h crisis phone number?	X		Available on website
7. FOREIGN OBJECT MANGEMENT				
N°	Questions:	Yes	No	Comment:
7.1	Do you have a glass and hard plastic cadastre?	X		
7.2	Is there open or un-protected glass or hard plastic nearby of open product?		X	
7.3	Do you regularly check the intactness of glass hard plastic parts? If yes, what is the frequency of testing?	X		At least 2 times a year
7.4	Do you have special instruction to handle wood in production?	X		
7.5	Do you control foreign body hazards during production?	X		Optical control
7.6	If yes, how do you do it?	X		Magnets, Wind-Blowers, Sieves, Metal-Detector (on demand)
7.7	Indicate the power of the magnets.			9.000 Gauss
7.8	Do you check the performance of the magnets and if yes, how many times?	X		Once a year
7.9	Please indicate the sieve sizes.			Ground goods: 0,8-1,2 (4,0) mm Re-cleaned goods: 2,0-10,0 mm depending on product
7.10	Indicate the performance of your metal-detector.			Fe (Ferrum) 2,5 mm, NFe (NonFerrous) 3,0 mm Such as StSt (Stainless Steel) 3,0 mm
7.11	Do you verify the performance of the metal-detector?	X		Before each use and yearly on maintenance by manufacturer of metal-detector
7.12	Describe the actions taken if foreign bodies are found.			Product is blocked, reworked, control, release or destroyed
8. CLEANING AGENTS AND OTHER MATERIAL				
N°	Questions:	Yes	No	Comment:
8.1	Do you use food-grade cleaning-agents and do you have instructions how to use them?	X		
8.2	Are instructions for cleaning-agents available?	X		
8.3	Is the access to chemicals in laboratory limited?	X		Chemicals are under lock
8.4	Are cleaning-agents and other chemicals stored separately?	X		
8.5	Do you use food safe lubricants if product is involved?	X		
8.6	Are data sheets available for chemicals that are used?	X		
8.7	Do you use water during production?		X	
8.8	Are other processing aids used?	X		CO ₂

8.9	Are cleaning procedures for facilities and premises documented and controlled?	X		
9. FOOD FRAUD/ PRODUCT ADULTERATION				
N°	Questions:	Yes	No	Comment:
9.1	Is a hazard analysis and risk assessment created with regard to food fraud?	X		
N°	Questions:	Yes	No	Comment:
9.2	Do you have a FOOD FRAUD PLAN	X		
9.3	Do you perform an authentic check for incoming raw materials?	X		
9.4	How do you ensure the authenticity of the finished products?			Incoming goods control, 4-eyes principle in the process and inspection of the finished products (monitoring).
10. PROCESS CONTROL & HACCP				
N°	Questions:	Yes	No	Comment:
10.1	Do you have a HACCP program?	X		
10.2	Are CCP's identified, evaluated and assured?	X		
10.3	Do you have Flow-Charts for that?	X		See Appendix
10.4	Do you have a HACCP Plan?	X		See Appendix
10.5	How do you manage CCP'S and CP'S?			Preventive programs, controls before and during production, analysis after production, verification and validation.
11. DEALING WITH GMO/ IRRADIATION AND ALLERGEN, PRODUCT INFORMATION				
N°	Questions:	Yes	No	Comment:
11.1	Do you have a philosophy on genetically modified organisms?	X		See Analysis and Specifications
11.2	Do you irradiate your products?		X	
11.3	Do you have an allergen policy?	X		Available on website
11.4	Do you have special instructions to avoid an allergenic cross contamination? If yes, which ones?	X		Method- and working instructions for warehousing, cleaning, production, waste, laboratory
11.5	How do you deal with native cross contamination?			See Risk assessment allergens web site.
11.6	Does your product information comply with Regulation (EU) 1169/2011?	X		
11.7	Where can one find the country of origin of a single product?			In the analysis
12. HYGIENE/ HOUSEKEEPING				
N°	Questions:	Yes	No	Comment:
12.1	Do you conduct hygiene checks? If yes, how often?	X		At least 1 times a year
12.2	Who is responsible?			Laboratory
12.3	What happens with the results?			Research, take action, control
12.4	Are instructions available for washing and disinfecting hands, before beginning work?	x		
12.5	Do you have work- and hygiene-instructions?	X		

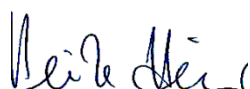
12.6	Are hands washing facilities with hygiene instructions available?	X		
12.7	Do you prohibit smoking in production?	X		
12.8	Do you have instructions how to deal with infectious diseases?	X		
N°	Questions:	Yes	No	Comment:
12.9	Is cleaning of factory and machinery documented and verified?	X		
12.10	Do you have a service provider for the cleaning work in production?		X	Performed by own employers
12.11	Are cleaning measures for machinery and areas documented and verified?	X		
12.12	Do you regularly remove waste from the process and storing area?	X		
12.13	Where is the waste stored?			Waste compactor outside the buildings
12.14	Do you store defective pallets outside of the production?	X		
12.15	Is a pest control system implemented?	X		
12.16	Is the pest control documented and evaluated?	X		
12.17	Are checks carried out by an external Service provider? If yes, please add the name of the Pest Control Company?	X		Vermin-Bielefeld Kopietz GmbH
12.18	Frequency of control?			12 actions per year.
12.19	Which pests are controlled?			Rodent, flying and crawling insects, rats and mice
12.20	Do you have electric insect lamps (UV light)?	X		
12.21	Are toxic baits used?	X		
12.22	Are buildings constructed in such way that rodents/ animals cannot enter?	X		
13. ETHICS AND SOCIAL RESPONSIBILITY				
N°	Questions:	Yes	No	Comment:
13.1	Are you certified upon BSCI?		X	
13.2	Do you allow using child labour in your company?		X	
13.3	Does your company offer safe and healthy working environment?	X		
13.4	Is there any kind of discrimination in your company (i.e. race, religion, sex)?		X	
14. ENVIRONMENT				
N°	Questions:	Yes	No	Comment:
14.1	Does your company comply with the actual environmental legislations?	X		
14.2	Is the sensible management of resource part of your Food Policy?	X		
14.3	Do you respect biodiversity?	X		
14.4	Are energy- and waste management part of your business practice for environmental protection?	X		


15. PREMISES/ OTHER				
N°	Questions:	Yes	No	Comment:
15.1	Is the warehouse temperature and humidity controlled?	X		
15.2	Are temporary repairs done in such way that there is no risk for food safety?	X		
15.3	Is a preventive maintenance plan implemented?	X		
15.4	Is maintenance work documented?	X		
15.5	Are breakdowns documented and yearly evaluated?	X		
15.6	Which kind of preventive measures do you undertake to avoid contamination during repairs?			Stop of production, additional protection of adjoin equipments.
16. LOGISTIC AND SHIPMENT				
N°	Questions:	Yes	No	Comment:
16.1	Are loading areas covered?	X		
16.2	Are trucks and containers inspected prior to loading? If yes, by whom?	X		Warehouse employee
16.3	Are these inspections logged?	X		
16.4	Are goods well protected during transport? If yes, please describe measures taken.	X		Loading solely on pallets, shrink foiled
16.5	Do you fumigate goods prior to loading in your warehouse?		X	
16.6	Dou you transport the product in dry and non-refrigerated trucks?	X		
17. Food Defense				
N°	Questions:	Yes	No	Comment:
17.1	Do you have a hazard analysis and risk assessments for Food Defense?	X		
17.2	Do you have a Food Fraud Team?	X		
17.3	Are your employees trained on addressing external unaccompanied persons?	X		
17.4	Do you check the effectiveness of training? If yes, how often?	X		Once a year
17.5	Are all entrances to production locked by a security system?	X		Fingerprint and alarm system.
17.6	Are there any entry restrictions to risk areas? If yes, which ones?	X		Only one access to production (Fingerprint)
17.7	Is an external security service in place?		X	

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N°	Questions:	Yes	No	Comment:
17.8	Is it necessary for employees and visitors to wear protective clothing when entering production?	X		
17.9	Are surveillance cameras used in external areas?	X		
17.10	Are surveillance cameras used in key internal processing areas?		X	
17.11	Do drivers have free access to your warehouse and production places?		X	
18. VERIFICATION AND VALIDATION OF THE SYSTEM				
N°	Questions:	Yes	No	Comment:
18.1	How often do you perform a verification and validation of the system?			Once a year Food safety/ HACCP Team
18.2	Do results of Complaints Management have influences on this, such as intern statistic to not-conform goods?	X		
18.3	Do you work with PDCA (Controlled improvement concept)?	X		

All information above comply with the current state of our management system for food safety und have no legal claim to completeness/ liability.

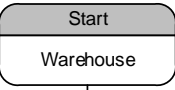
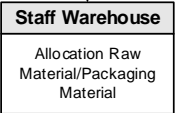
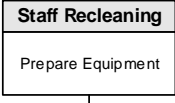
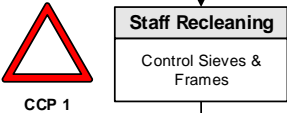
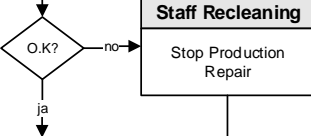
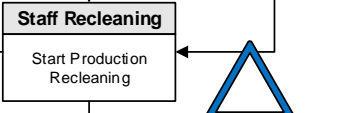
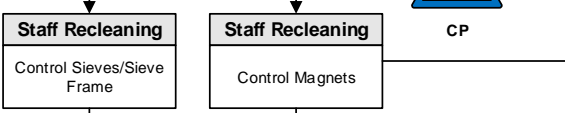
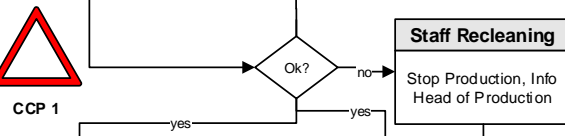
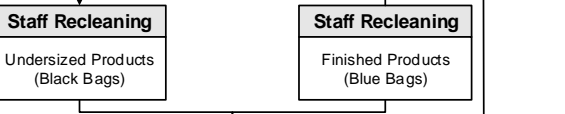
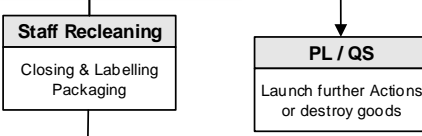
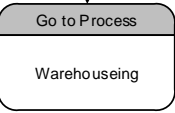
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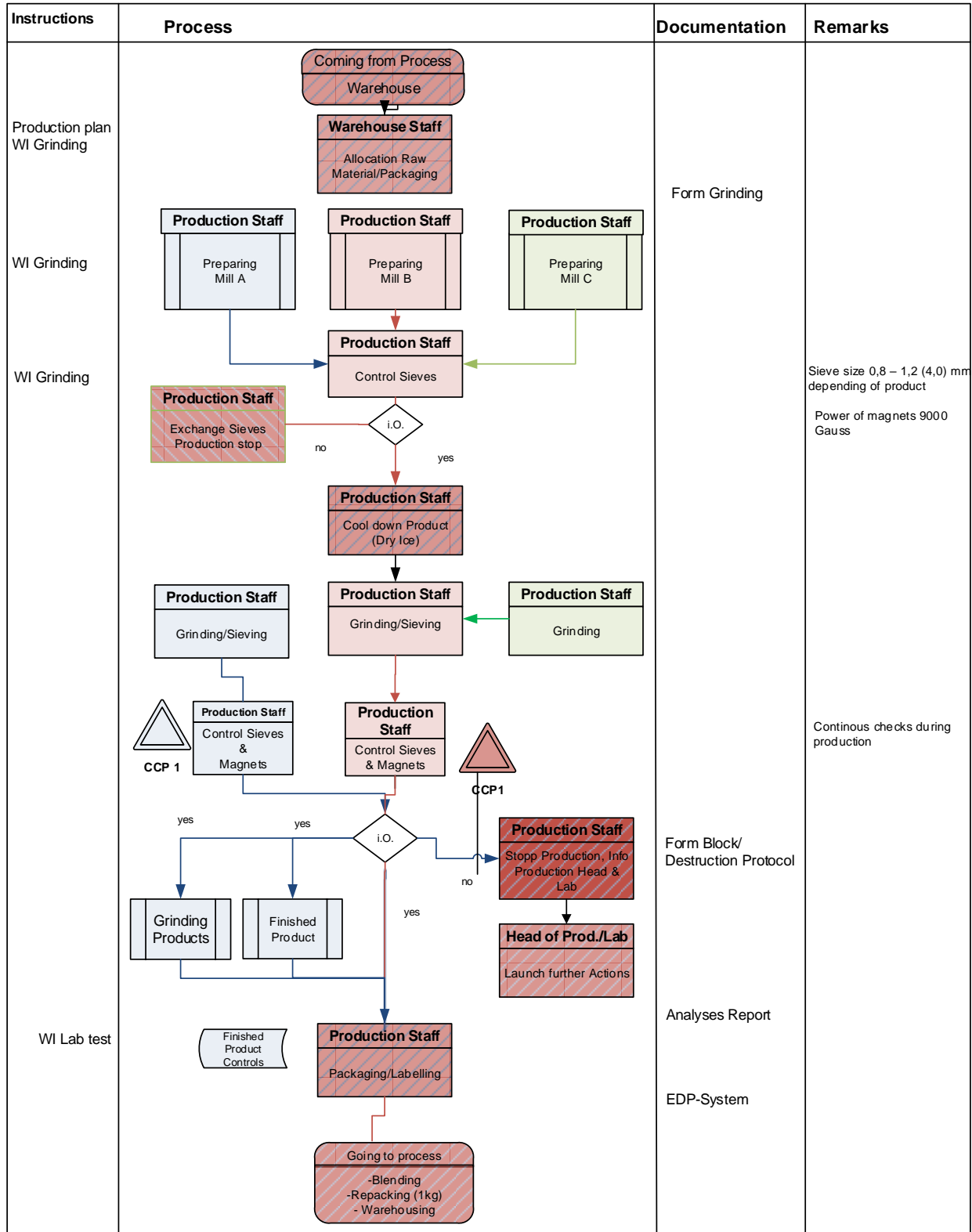
Appendix 1. Abbreviations

AA/WI	Arbeitsanweisung/Working instructions
CCP	Critical Control Point
DIN	Deutsches Institut für Normungen e.V.
EN	Europäische Normen/European Standards
FB/Form	Formblatt/Form
GF	Geschäftsführer/CEO
HACCP	Hazard Analysis Critical Control Point
ISO	International Standardisation Organisation
MA	Mitarbeiter/Staff
oPRP	Operatives Preventive Program
PRP	Präventivprogramm/Preventive Program
QM	Qualitätsmanagement/Quality Manager
QMB	Qualitätsmanagement-Beauftragter/Quality Management Representative
QMH	Qualitätsmanagement-Handbuch/Quality Management Manual
QMS	Qualitätsmanagementsystem/Quality Management System
QS	Qualitätssicherung/Quality Assurance
SD/OD	Sonstiges Dokument/Other document
VA/MI	Verfahrensanweisung/Method instructions

Appendix 2. Flow Chart Re-cleaning VS 07

Instructions	Process	Documentation	Remarks
Production Plan WI Re-cleaning			
		Form Re-cleaning	
			
WI Re-cleaning		Form Re-cleaning	
WI Re-cleaning		Form Re-cleaning	Sieve size: - upper sieve 3,6-10,0 mm - lower sieve 2,0-4,75 mm Depending on the product
		Form Re-cleaning	
WI Re-cleaning		Form Re-cleaning	Magnet strength 9000 Gauss
WI Re-cleaning		Form Re-cleaning	Continuous Controls during Production
		Booking, Adding to Stock in EDP System	
WI Re-cleaning		Form Block/ Destruction Protocol	
			

Appendix 3. Flow Chart Grinding Vers. 09



Appendix 5.HACCP Plan Monitoring Plan Rev. 09

Process step	Hazard	CCP	Limit	Monitoring				Corrective action when limits are	Note
				What?	How?	Frequency	Who?		
Cleaning Spices	Top sieve suffers loss of function, foreign body in goods	CCP	from 3,6 to 10 mm (depending on product) Particle size bigger 2,0 to. 4,75 mm = lower sieve size depending on product	Control from upper sieve	Visual inspection for sieving (Fill level)	After each product change	Machine worker	Information to production manager, sieving, repeat the cleaning process	- WI Re-cleaning - Form Re-cleaning - WI Material/ Machinery breakage -WI Blocked goods - Form Block-/ Extermination- and Rework protocol
Grinding	Damaged sieve, Foreign bodies/ sieve constituents coming in goods	CCP	Damaged Sieve Particle size of 800 to 4000 µ depending on product	Control sieves	Visual inspection for intactness	After each product change	Machine	Information to production manager, product stop, visual control, sieving or product destruction	- Form Mill -WI Blocking - Form Block-/ Extermination and Rework protocol - WI Material/ Machine breakage
Grinding S. Grinder	Damaged Sieve, Foreign Bodies/Sieve constitutions coming in goods	CCP	Damaged Sieve, Particle size of 800 to 3000 µ depending on product.	Control sieves	Visual inspection for intactness	After each product change	Machine	Information to production manager, product stop, visual control, sieving or product destruction	- Form .S Mill -WI Blocking - Form Block-/ Extermination and Rework protocol - WI Material/ Machine breakage