

1.06.01 Procedure for detailing how Suppliers and Service Providers are evaluated for approved supplier list

In order for a supplier to be approved, they must supply or manufacture products that meet the Company's specifications. Onions 52 requires that any of the onion suppliers that we purchase raw onions from provide us with a copy of their annual third party audit certificates, audit reports with the corrective actions, and/or letters of guarantee. Onions 52 requires that any of the suppliers that we purchase packaging and film items from provide us with a copy of their third party audits and letters of guarantee are also acceptable. This list is updated each year and all approved suppliers are to respond each year with updated audits. Annually about May or June, Onions 52 sends a letter to the vendors requesting their reply to these requirements. Once they respond with the required documentation, and their documentation is acceptable, they will remain or gain approval. Third party audits must have scores in the 90's to remain on the list of approved suppliers. Suppliers that do not comply with the proper product specifications and/or the required documentation are then removed from the list and it is noted on the spreadsheet.

Any outsourcing of any process that may have an effect on food safety is documented and monitored to make sure that they are conducted in a fashion such that the product is not compromised and that good practices are followed. Examples include agency labor for production, pest control, sanitation services, maintenance services, etc. Orkin Pest Control manages our pest control program. Intermountain Staffing will assist when employee help is needed, they are to conduct the background checks on the employees and ensure that they are legal to hire. Onions 52 will train the employees in food safety aspects. Currently Robinson Waste Removal handles the waste disposal. We will ensure that they provide us with the proper equipment and handle waste removal properly. Bear River CO-OP supplies and provides services for our field practices. Outsourced processes are required to provide some of the following for example, business license, insurance, certifications etc.

United Site Services provides the portable toilets for the ranches. Cleaning is monitored by documentation that is locate on the walls within the facility. They are cleaned weekly and then documented as such. The cleaning occurs at the warehouse facilities that are located miles away from any of the ranches.

A detailed spreadsheet is maintained providing information as to the status of those that have provided their requested information. The spreadsheet tracks most of the technical issues that can be seen at a glance. All supplier documentation is electronically stored and may be reviewed. The sheet has records of when the initial request for information went out, and was received. Additional requests may be sent to suppliers as a reminder. If there is no response after several tries, the supplier will be removed as approved supplier and that is communicated to those within the office that may be effected by the removal. Service providers must provide a combination of the following, depending upon the type of service provided, proof of business licenses, certifications for testing, letters of guarantee concerning food safety etc. Onions are not an allergen, and Onions 52 does not utilize any ingredients, therefore, hazard analysis is not applicable.

1.06.02 Supplier Monitoring and Control

There is a list of the onion specifications located at the back of this book. Sizing, grade and tolerances limits are explained for dry onions. Suppliers are expected to follow these guidelines when onions have been purchased from outside sources. In addition to product specifications, packaging materials, production materials or any source that comes into direct contact with the food product has also been deemed safe and backed up by a copy of the supplier's letter of guarantee and/or 3rd party current audit. There is a list of the specifications located in the back of this book.