

# Foodstuffs Ltd

## **FOOD SAFETY APPROVED SUPPLIER DOCUMENTATION PACKAGE**



**FOODSTUFFS**  
AUCKLAND LIMITED

**FOODSTUFFS**  
(WELLINGTON) CO-OPERATIVE SOCIETY LTD



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4	Food Safety Application
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6	Declaration of Product Supplied to Foodstuffs Ltd
7	Compliance to Labelling Standards
10	Non Food Compliance
11	Policy for Receiving Product

# **FOODSTUFFS COMPANY CONTACTS**

## **FOODSTUFFS AUCKLAND**

Mark Casey

Regulatory Services Manager

Foodstuffs Auckland Ltd

DX Box CX 15021

Auckland

DDI: (09) 621 0633

Mobile: 021 512 362

Email: [mark.casey@foodstuffs.co.nz](mailto:mark.casey@foodstuffs.co.nz)



**FOODSTUFFS**  
AUCKLAND LIMITED

## **FOODSTUFFS WELLINGTON**

**For Approved Supplier inquiries to Foodstuffs Wgtn please contact:**

Fiona Paterson

(06) 351 1699

(06) 351 1621

[legislation@foodstuffs-wgtn.co.nz](mailto:legislation@foodstuffs-wgtn.co.nz)

Wanda Yardley

Legislation Support Manager

Foodstuffs Wgtn.

P.O.Box 1104

703 Roberts Line

Palmerston North

Phone: (06) 351 1698

Fax: (06) 351 1621

Mobile: 029 245 0512

Email: [wanda.yardley@foodstuffs-wgtn.co.nz](mailto:wanda.yardley@foodstuffs-wgtn.co.nz)

**FOODSTUFFS**  
(WELLINGTON) CO-OPERATIVE SOCIETY LTD

## **FOODSTUFF SOUTH ISLAND**

Alona Clark

Food Safety Manager

Foodstuffs South Island Limited

Private Bag 4705

Christchurch

Phone: 03 353 8700

Fax: 03 353 8195

Mobile: 021 713 380

Email: [alona.clark@foodstuffs-si.co.nz](mailto:alona.clark@foodstuffs-si.co.nz)



# FOOD SAFETY APPLICATION

**APPROVAL NUMBER:** \_\_\_\_\_ **APPLICATION DATE:** \_\_\_\_\_

In completing this form the Supplier agrees to abide by all legislative requirements appropriate to the business and to inform Foodstuffs Ltd if and when their Food Safety standards change.

**COMPANY DETAILS:**

NAME: \_\_\_\_\_

TRADING AS: \_\_\_\_\_

PO BOX ADDRESS: \_\_\_\_\_

ADDITIONAL PRODUCTION SITES OR CONTACT MANUFACTURERS: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ CELL: ( ) \_\_\_\_\_

FAX: ( ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

\_\_\_\_\_  
*(Company Name)*

HAS AN APPROVED NZFSA or MAF FOOD SAFETY PROGRAMME COVERING THE SCOPE OF THE FOOD OPERATION. (Copy of certificate included in the application pack)

YES

\_\_\_\_\_  
*(Name of the Approved NZFSA or MAF Food Safety Programme)  
+ (Copy of certificate included in the application pack)*

NO:

\_\_\_\_\_  
*(Company Name)*

Agrees to Implement an Approved NZFSA or MAF Food Safety Programme Covering the Scope of the Food Operation. The Programme Will Be Audited By An Approved NZFSA Auditor On Completion Of The Implementation.

**The Nominated NZFSA Approved Auditor:** \_\_\_\_\_

**Company** \_\_\_\_\_

**Audit Date Set:** \_\_\_\_\_

**Foodstuffs require all suppliers to implement one of the following Food Safety Programmes (that is most appropriate for your business) to gain exemption from the Food Hygiene Regulations 1974 and move under the Food Act 1981 to obtain FULL Supplier Approval:**

- HACCP (Hazard Analysis and Critical Control Point) /
- MAF (Risk Management Programme) /
- NZFSA (New Zealand Food Safety Authority) /
- New Zealand GAP
- GlobalGAP(EurepGAP)
- Wine Standards Management Plan
- Codex or Global standards other than EurepGAP - for international certifications/imports
- Foodstuffs Importer standard
- Food Control Plans (NZFSA)

Foodstuffs will grant six months interim approval from the date of application to become an approved supplier. After six months you are required to have implemented an appropriate Food Safety programme and have had an independent audit from the named company in this application. Once exemption has been granted a copy of your exemption certificate is to be sent to the Foodstuffs sister company to whom you applied for Approved Supplier status.

NO INTERIM APPROVAL GRANTED FOR:-

- **New Zealand GAP** – A full approval will be given on receipt of the GAP certificate issued by HortNZ
- **Foodstuffs Importer Standard** - Full approval granted once certificated by Assured Food Safety – contact Shane Hopgood 09 846-8492 or mobile 0274 726 657



# DECLARATION OF PRODUCT SUPPLIED TO FOODSTUFFS LTD.



Tick where appropriate

I hereby declare that all food products supplied into Foodstuffs Ltd Warehouses and Member Stores by the Company named below, are **PACKAGED** and ready for immediate trade. No further packaging or re-labeling of the products supplied is required in the retail stores.



Tick where appropriate

I hereby declare that all food products supplied into Foodstuffs Ltd Warehouses and Member Stores by the Company named below, are **UNPACKAGED** and will require labels to be applied by Retailers prior to trade.



Tick where appropriate

I hereby declare that food products supplied into Foodstuffs Ltd Warehouses and Member Stores by the Company named below, are **PACKAGED** and ready for immediate trade **AND UNPACKAGED** and will require labels to be applied by Retailers prior to trade.



Tick where appropriate

I hereby declare that all products supplied into Foodstuffs Ltd Warehouses and Member Stores by the Company named below, are **NON FOOD** and are **NOT intended for human consumption** and are exempt labeling requirements under the Food Standards Code.



Tick where appropriate

I hereby declare that all products supplied into Foodstuffs Ltd Warehouses and Member Stores by the Company named below have been **approved by the appropriate regional Foodstuffs Category Manager/Food Safety Manager**. Supply of any other product will mean immediate suspension of supply to Foodstuffs NZ



Tick where appropriate

I hereby confirm that the company **Audit Certificate pertains to the scope of the product** that the company proposes to supply to Foodstuffs NZ

**Company Name:** \_\_\_\_\_

**Name of Authorized Person – please PRINT:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature of Authorized Person** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **COMPLIANCE TO LABELLING STANDARDS**

<http://www.nzfsa.govt.nz/policy-law/legislation/food-standards>

## **Food Standards Code**

### **Gene Technology**

### **Weights and Measures Act 1987 and Amendments 2001**

### **ANZA Liquor Promotion Code Prevetting System (LPPS) & ASA Code for Naming, Labelling, Packaging & Promotion of Liquor**

- I hereby certify the Company named above will be fully compliant with the Food Identification Requirements Standard 1.2. and related sub clauses of the Food Standards Code from 20 December 2002, for all products supplied.
- I hereby certify the Company named above will be fully compliant with Part 1.3, and related sub clauses of the Food Standards Code from 20 December 2002, for all products supplied.
- I hereby certify the Company named above will be fully compliant with Part 1.4, and related sub clauses of the Food Standards Code from 20 December 2002, for all products supplied.
- I hereby certify the Company named above will be fully compliant with the Food Requiring pre market clearances-Product Produced Using Gene Technology as prescribed in Section 1.5.2 of the Food Standards Cod from the 20 December 2002, for all packaged products supplied.
- I hereby certify the Company named above will be fully compliant with the Microbiological Limits for Foods as detailed in Standard 1.6. and related sub clauses of the Food Standards Code from 20 December 2002, for all products supplied.
- I hereby certify the Company named below will be fully compliant with the Food Products Standards as prescribed in Chapter 2 of the Food Standards Code from 20 December 2002, for all products supplied
- I hereby certify the Company named above will be fully compliant with the Weights and Measures requirements as detailed in the Weights and Measures Act 1987, for all packaged products supplied.

## **HEALTH AND SAFETY OBLIGATIONS**

- I hereby certify the Company named above will be fully compliant with all obligations under the Health and Safety in Employment Act 1992, and will ensure that all Company Representatives and / or Merchandisers will complete the Safe In Store Pass programme, will complete an induction at each of the Foodstuffs stores that they will be conducting work in and will sign the visitors log book noting the Safe In Store Pass number. The Safe In Store Pass will be worn and visible at all time when working in store.

## **ALCOHOL**

- I hereby certify that the company named above complies and subscribes to the ANZA Liquor Promotion Code Prevetting System (LPPS) and have appointed Delegated Authorities to manage promotions and / or the naming, packaging and labeling of product prior to supply to Foodstuffs / Members.
- I hereby certify that the company named above complies with the Advertising Standards Authority (ASA) Code for the Naming, Labelling and Promotion of Liquor.

**I \_\_\_\_\_ confirm that \_\_\_\_\_ (Company name) will notify Foodstuffs (Auckland, Wellington and Christchurch) Ltd of any product that does not comply with the standards as prescribed in the Food Standards Code, the Weights and Measure Act 1987, the Liquor Promotion Code Prevetting System or any other legislative requirements and relevant industry standards.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**UNPACKAGED PRODUCT –LABELLING INFORMATION**

**NB. Please copy the next 2 pages and complete for every line you supply to Stores where the Retailer applies the label for trade**

Product: \_\_\_\_\_ Product Code: (If known) \_\_\_\_\_

Description: \_\_\_\_\_ Pack Size(s) \_\_\_\_\_

	<b>INGREDIENTS</b>  (list in descending order)	<b>CHARACTERISING INGREDIENT</b>  (identify and detail the % of product)	<b>GM DERIVED</b> ✓ ingredients <b>GM derived</b> × ingredients not GM derived or exempt labelling requirements	<b>COMMENTS/NOTES</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Nutritional Information		
Servings per Package:	Serving Size (g):	
	Average Quantity per Serving complete nutritional information	Average Quantity per 100g complete nutritional information
Energy	kJ (cal)	kJ (cal)
Protein	g	g
Fat -total	g	g
-saturated	g	g
Carbohydrate	g	g
-sugars	g	g
Sodium	mg (mmol)	mg (mmol)
Is there a nutritional claim made on this product?	<b>YES –</b> Please detail additional nutrient information below	<b>NO</b>
<b>STORAGE DIRECTIONS:</b>		
<b>DIRECTIONS FOR USE:</b>		
<b>MANDATORY WARNING STATEMENTS REQUIRED</b> <i>(circle as appropriate)</i>	<b>NO</b>	<b>YES</b>
<b>If YES for the question above please give Details:</b>		

## DATE MARKING OF FOOD

**NB. Please copy the next 2 pages and complete for every line you supply to stores**

<b>DATE TYPE:</b> circle as appropriate	<b>USE BY</b> or <b>BEST BEFORE</b>
<b>RECOMMENDED SHELF LIFE:</b>	_____ <b>DAYS</b>
<b>REFERENCE INFORMATION FOR SHELF LIFE RECOMMENDATION:</b> Please attach a copy of the reference material used	
<b>FOOD ENVIRONMENT</b> Circle as appropriate	<b>AEROBIC</b> or <b>ANAEROIC</b>
<b>WATER ACTIVITY OF THE FOOD (aw)</b>	
<b>TYPICAL pH</b>	
<b>PREPARATION REQUIREMENTS</b> Circle as appropriate	<b>CONSUMER TO COOK/ PREPARE</b> <b>STORE TO COOK/ PREPARE</b> <b>READY TO EAT</b>
<b>PATHOGENS OF CONCERN:</b>	
<b>COPY OF SHELF LIFE VALIDATION ATTACHED:</b>	<b>YES</b>
<b>QUALITY DETERIORATION:</b>	

# NON-FOOD COMPLIANCE

Company Name: \_\_\_\_\_  
Trading As: \_\_\_\_\_  
PO Box Address: \_\_\_\_\_  
Address of the Company: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Foodstuffs Ltd is committed to trading products compliant with all legislative requirements. The following declaration relies on the Supplier's honesty and integrity.

Foodstuffs Ltd will not be responsible for any false or misleading information supplied / declared by the Supplier.

***The following information is included in the application pack:***

- Certification of packaging
- MSDS for chemicals
- Relevant industry standard certification.

*I hereby certify the Company named above is fully compliant with all legislative requirements, and that all non-food products supplied to Foodstuffs Ltd are manufactured, labeled and handled accordingly*

**DATE:** \_\_\_\_\_

**NAME OF AUTHORISED PERSON:** \_\_\_\_\_

**SIGNATURE OF AUTHORISED PERSON:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

## POLICY FOR RECEIVING PRODUCT

Please make sure you understand and sign the following form:

1. ALL GOODS TO BE OF THE CORRECT SIZE, QUANTITY AND QUALITY.
2. THE PRESENTATION / PACKAGING IS TO BE ACCEPTABLE – NO DAMAGED OR DIRTY STOCK. BOXES USED MUST NOT BE RECYCLED OR SECOND HAND.
3. GOODS MUST BE STORED CORRECTLY ON THE DELIVERY VEHICLE (CHEMICALS SEPARATED FROM FOOD PRODUCTS).
4. GOODS HAVE AND ARE WITHIN ACCEPTABLE USE-BY DATES / BEST BEFORE DATES.
5. TEMPERATURE SENSITIVE PRODUCTS WILL NOT BE ACCEPTED IF THEY ARE NOT DELIVERED UNDER REFRIGERATION.
6. TEMPERATURE SENSITIVE PRODUCTS WILL BE TEMPERATURE CHECKED ON ARRIVAL TO THE STORE.
7. ALL TEMPERATURES WILL BE DOCUMENTED AT THE TIME OF DELIVERY AND ANY PRODUCTS THAT DO NOT MEET THE REQUIRED STANDARD WILL BE REJECTED.
8. SHOULD PRODUCT NOT MEET THE STORES REQUIRED STANDARD, FOODSTUFFS WILL BE NOTIFIED BY TELEPHONE AND IN WRITING.
9. REJECTED PRODUCT WILL BE MARKED ACCORDINGLY AND SENT BACK TO THE SUPPLIER.

Please note that: All Stores report any of the listed rejections to Foodstuffs.

NAME OF COMPANY:	
ADDRESS OF THE COMPANY:	

NAME:	
POSITION:	
SIGNATURE:	DATE: / /

Acknowledges the required standard and will endeavour to supply Foodstuffs Ltd with safe food.

## INWARDS GOODS TEMPERATURE LIMITS

The following reference criteria have been derived from a scientific investigation where microbiological levels were accessed in the various types of food at varying temperatures. Depending on the pathogens of concern, temperatures have been set according to the type of category the product falls in.

The following criteria have been approved by the Ministry of Health:

Note:

- Where temperatures are at the Reject Temperature product is rejected immediately.
- Where temperatures are below the Target Temperature product is rejected immediately.
- Notification of rejection will be given to the supplier in writing and copied to Foodstuffs (Auckland, Wellington or South Island as appropriate) Food Safety Department. An explanation regarding the action taken to prevent future temperature abuse must be provided to the store and Foodstuffs in writing.
- Where goods are between the Temperature Range Requiring Corrective Action and the Reject Temperature, the supplier is notified that rejection will occur if temperatures are not reduced to meet the Target Temperature for future loads. An explanation regarding these relatively high temperatures must be provided to the store and Foodstuffs in writing.

## INWARD GOODS MUST ADHERE TO THESE STRICT GUIDELINES

ALL INWARDS GOODS			
PRODUCT GROUP	Target Temperature	Temperature Range requiring Corrective Action	Reject Temperature
<b>Chilled Products</b>			
<b>All Products</b>	0°C to 4.9°C	5.0°C -6.9°C	7°C
<b>Carcass Meat</b>	1°C to 7°C surface temperature (will achieve deep meat temperature of 10°C)	7.1°C – 10.9°C <b>7.1°C – 9.9°C</b> (South Island Only)	11°C <b>10°C</b> (South Island Only)
<b>Fish</b> (fillets and whole)	0°C - 4°C	4.1°C – 4.9°C <b>4.1°C – 6.9°C</b> (South Island Only)	7°C <b>5°C</b> (Auckland Only)
<b>Live Shellfish i.e.</b> Mussels	6°C - 10°C	10.1°C - 15.9°C <b>10.1°C – 11.9°C</b> (South Island Only)	16°C <b>12°C</b> (South Island Only)
<b>Frozen Products</b>			
<b>All Products</b> (Except Ice-Cream)	< -18°C	-17.9°C - 12.1°C <b>-17.9°C – -13.1°C</b> (South Island Only)	-12°C <b>-13°C</b> (South Island Only)
<b>Ice-Cream</b>	< -18°C	-17.9°C –15.1°C	-15°C

# **RECALL REFERENCE**

In the event of a product recall all Suppliers, i.e. the company, individual, partnership, corporation, manufacturer or importer or any other entity primarily responsible for the supply of product to Foodstuffs Ltd and/or its Member stores have to notify the following:

- Statutory authorities
- All Foodstuffs Member Stores
- The public (consumer recalls only)
- Foodstuffs Ltd- specifically:

***Foodstuffs Auckland Ltd: Mark Casey (09) 621 0633 or 021 512 362***

***Foodstuffs Wellington Co-Operative Society Ltd: (see below)***

***Foodstuffs South Island Ltd: (see below)***

***Further details are attached in the Foodstuffs Ltd region specific criteria.***

Foodstuffs Auckland Ltd: Page 14

Foodstuffs Wellington Co-Operative Society Ltd: Page 16

Foodstuffs South Island Ltd: Page 17

## **Recall details shall include:**

- Product name and description, including package size and type lot identification (batch or serial number).
- Foodstuffs Product Code & Barcode
- “Use-by” date, “packed on” date, or “best before” date where relevant (may also be the lot identification).
- Reason for recall and strategy for the return of stock/credits.

**RECALL: FOODSTUFFS AUCKLAND LTD**

Regulatory Services Manager	Mark Casey	09 621 0633
<a href="mailto:Mark.casey@foodstuffs.co.nz">Mark.casey@foodstuffs.co.nz</a>		021 512 362
Food Safety Advisor	Jacqui Martin	09 621 0855
<a href="mailto:jacqui.martin@foodstuffs.co.nz">jacqui.martin@foodstuffs.co.nz</a>		021 375 493
Food Safety Advisor	Caroline Roberts	09 621 0624
<a href="mailto:caroline.roberts@foodstuffs.co.nz">caroline.roberts@foodstuffs.co.nz</a>		021 959 693
Regulatory Advisor	Cecilia Manese	09 621 0855
<a href="mailto:cecilia.manese@foodstuffs.co.nz">cecilia.manese@foodstuffs.co.nz</a>		021 02006215
Manager Grocery and Efficiency	Jack Dill-Russell	09 621 0677
		021 946 094
General Manager, Retail Sales and Performance	Murray Jordan	09 621 0665
General Manager Procurement and Logistics	Gijs Faber	09 621 0268

Communication to the above Foodstuffs (Auckland) Ltd personnel will be in the order listed and will be by landline telephone in the first instance. This process will continue until person-to-person telephone conversation is established with one of the listed personnel. All enquiries to Food Safety Team, Foodstuffs (Auckland) Ltd

**The following notification must be completed by the supplier for all supplier initiated recalls:**



**Please advise by return notice, completion of this Product Recall – Recall # \_\_\_\_\_**

Please sign and return notice to **Mark Casey** on fax **(09) 621-0857** or email [mark.casey@foodstuffs.co.nz](mailto:mark.casey@foodstuffs.co.nz) **immediately** after this instruction has been executed by the supplier in each Foodstuffs Auckland Member Store.

All New World Members contacted and product accounted for

All Pak 'n Save Members contacted and product accounted for

All Four Square Members contacted and product accounted for

All Gilmours Members contacted and product accounted for

All Foodstuffs Warehouses contacted and product accounted for

SUPPLIER: \_\_\_\_\_ SIGNED: \_\_\_\_\_

\*DATE RETURNED: \_\_\_\_\_

- \* Same Day for Level One Recall – Serious consumer health consequences may result from consumption of the products
- \* 24 Hours for Level Two Recall – Precautionary measure e.g. incorrect labeling
- \* One week for Level Three Recall – Use of product is unlikely to cause adverse health effects e.g. poor quality, incorrect colour, flavour etc

## RECALL: FOODSTUFFS WGTN

### FOODSTUFFS WGTN PRODUCT RECALL AND WITHDRAWAL PROCESS

BY WHOM	LOGICAL SEQUENCE	COMMENTS/DETAILS
Supplier	Product contamination identified (Through manufacture, industry and/or customer feedback)	
	↓	
Supplier	Supplier obtains product details e.g. name, brand, batch code, date etc to appropriately identify contaminated stock.	
	↓	
Supplier to Foodstuffs	Supplier notifies Foodstuffs Category Manager of product recall/withdrawal: <b><u>1<sup>st</sup> point of contact</u></b> Senior Category Manager or Merchandise Manager Foodstuffs Wgtn (04) 527 2510 (See following page for contact details) AND <b>Cc <a href="mailto:legislation@foodstuffs-wgtn.co.nz">legislation@foodstuffs-wgtn.co.nz</a></b> (this email will be delivered to : Merchandise Co-ordinator and the Legislation Department)	<b>Contact Category Manager first</b>  <i>If not able to make contact</i>  Wanda Yardley Legislation Support Manager 029 245 0512
	↓	
Supplier to Foodstuffs	Senior Category Manager or Merchandise Manager <b>Foodstuffs Wgtn</b> Obtains all details of product recall. Finds product codes. Emails all information required for the recall/withdrawal to <b>Merchandise Co-ordinator: <a href="mailto:legislation@foodstuffs-wgtn.co.nz">legislation@foodstuffs-wgtn.co.nz</a></b>	<b>If the Merchandise Co-ordinator &amp; Category managers are away:</b> Legislation Support will process product recall <a href="mailto:legislation@foodstuffs-wgtn.co.nz">legislation@foodstuffs-wgtn.co.nz</a>
	↓	
Supplier to Stores	<b>Supplier will ring all stores that stock the product</b> <b>Company Representatives communicating to Stores regarding the incident MUST ensure that they accurately relay information</b>	
	↓	
Foodstuffs to Stores	<b>Merchandise Co-ordinator</b> types up product recall notice and emails and/or faxes product recall/withdrawal to Stores and Warehouses (as appropriate) notifying appropriate personnel of contaminated product and the corrective action to follow	Primary point of contact and communication /information flow is through Foodstuffs Senior Category Manager or Merchandise Manager
	↓	
Stores to the Supplier	<b>Product recall/withdrawal process conducted, corrective action followed and documentation completed accordingly. Fax/Post PRODUCT RECALL/ACKNOWLEDGEMENT FORM to the supplier</b>	<b>Care to be taken not to damage or disturb forensic evidence.</b> Place product in a confined credit area and label appropriately until product is collected or returned
	↓	
Supplier to Foodstuffs	Supplier fills in the <b>RECALL COMPLETION FORM</b> and email it to <a href="mailto:legislation@foodstuffs-wgtn.co.nz">legislation@foodstuffs-wgtn.co.nz</a> and the Senior Category Manager.	

## CONTACTS FOR PRODUCT RECALLS

NAME	POSITION & CATEGORY	PHONE CONTACT	FAX CONTACT	EMAIL CONTACT
Tim Watson	Meat Merchandise Manager	04 527 2542 Ext:4782 027 495 8539	04 527 2697	<a href="mailto:Tim.watson@foodstuffs-wgtn.co.nz">Tim.watson@foodstuffs-wgtn.co.nz</a>
Kerin Hicks	Bakery Merchandise Manager	06 351 1677 Ext:6677 027 212 5070	06 351 1621	<a href="mailto:kerin.hicks@foodstuffs-wgtn.co.nz">kerin.hicks@foodstuffs-wgtn.co.nz</a>
George Kosmadakis	Seafood Merchandise Manager	04 527 2510 Ext:4661 027 285 5311	04 527 2697	<a href="mailto:george.kosmadakis@foodstuffs-wgtn.co.nz">george.kosmadakis@foodstuffs-wgtn.co.nz</a>
Sharon Grundy	Deli Service Merchandise Manager	04 527 2510 Ext: 4758 027 207 2919	04 527 2697	<a href="mailto:sharon.grundy@foodstuffs-wgtn.co.nz">sharon.grundy@foodstuffs-wgtn.co.nz</a>
Serena Lee	Senior Category Manager – Chilled and Frozen	04 527 2928 Ext: 4971	04 527 2611	<a href="mailto:Serena.lee@foodstuffs-wgtn.co.nz">Serena.lee@foodstuffs-wgtn.co.nz</a>
Paul Gilbert	Senior Category Manager – Health & Beauty, Baby, Pet Foods.	04 527 2668 Ext:4868	04 527 2611	<a href="mailto:paul.gilbert@foodstuffs-wgtn.co.nz">paul.gilbert@foodstuffs-wgtn.co.nz</a>
Guy Davis	Senior Category Manager – Liquor & Tobacco	04 527 2890 Ext: 4432	04 527 2611	<a href="mailto:guy.davis@foodstuffs-wgtn.co.nz">guy.davis@foodstuffs-wgtn.co.nz</a>
Debbie Harrison	Senior Category Manager – Grocery	04 527 2694 Ext: 4894	04 527 2611	<a href="mailto:Debbie.harrison@foodstuffs-wgtn.co.nz">Debbie.harrison@foodstuffs-wgtn.co.nz</a>
Andrew Loveridge	Private Label & Import Manager - Housebrands	04 527 2655 Ext: 4855	04 527 2611	<a href="mailto:andrew.loveridge@foodstuffs-wgtn.co.nz">andrew.loveridge@foodstuffs-wgtn.co.nz</a>
Kerstin Maslen	Senior Category Manager – General Merchandise	04 527 2651 Ext: 4851	04 527 2611	<a href="mailto:kerstin.maslen@foodstuffs-wgtn.co.nz">kerstin.maslen@foodstuffs-wgtn.co.nz</a>
Stephen Vogtherr	Senior Category Manager – General Merchandise	04 527 2654 Ext: 4854	04 527 2611	<a href="mailto:stephen.vogtherr@foodstuffs-wgtn.co.nz">stephen.vogtherr@foodstuffs-wgtn.co.nz</a>
Peter Davis	Merchandise Divisional Manager	04 527 2639 Ext: 4839 029 478 5932	04 527 2611	<a href="mailto:peter.davis@foodstuffs-wgtn.co.nz">peter.davis@foodstuffs-wgtn.co.nz</a>
Jo-Anne Brown	Merchandise Co-ordinator	04 527 2470 Ext: 4481	04 527 2611	<a href="mailto:Jo-Anne.Brown@foodstuffs-wgtn.co.nz">Jo-Anne.Brown@foodstuffs-wgtn.co.nz</a>

## RECALL COMPLETION FORM

**THE FOLLOWING NOTIFICATION MUST BE COMPLETED BY THE SUPPLIER FOR ALL SUPPLIER INITIATED RECALLS:**

On completion of the recall please complete and return the Recall Completion Form to **the Senior Category Manager and the [legislation@foodstuffs-wgtn.co.nz](mailto:legislation@foodstuffs-wgtn.co.nz)**

Supplier Company Name: \_\_\_\_\_  
Product Recalled: \_\_\_\_\_  
Date of Recall: \_\_\_\_\_

### Tick

- All New World Members contacted and product accounted for
- All PAK'n SAVE Members contacted and product accounted for
- All Four Square Members contacted and product accounted for

SUPPLIER: \_\_\_\_\_  
SIGNED: \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_

## RECALL: FOODSTUFFS SOUTH ISLAND LTD

We wish to remind you that our Group Members and Foodstuffs South Island Limited have an obligation to comply with the New Zealand Food Amendment Act 1996, the Food Standards Code Australia New Zealand and the New Zealand Health and Safety in Employment Act 1992. In order to do so we have to be assured that product(s) supplied either direct to our Members or via our Warehouses comply with this legislation.

In the event of a Food & Health Safety issue resulting in either a Public Product Recall or Trade Product Recall, we request that the following communication lines to Foodstuffs South Island Limited be followed:

<b>ORDER OF CONTACT</b>	<b>TITLE AND POSITION</b>	<b>DAY TIME NUMBER (8AM – 5PM)</b>	<b>AFTER HOURS CONTACT NUMBER</b>
1	Alona Clark Food Safety Manager	(03) 353 8700	021 713 380
2	Jocelyn Thornley Food Safety Advisor		021 957 537
3	Annie Hay Retail merchandise manager – fresh foods, food safety		021 320 617
4	Dave Pawson Wholesale Merchandise Manager		021 906 204
5	Tim Donaldson Retail brands manager		021 713 299
6	Alan Malcolmson General manager – retail operations		021 713 261
7	John Mullins General manager - wholesale operations and procurement.		021 838 378

**Contact by telephone** must be made with one of the above listed Foodstuffs South Island Limited employees in the order specified, followed by written confirmation of the Product Recall.

Information required in the event of a Product Recall is as follows;

- Company Name
- Product Description – Description on package, net weight/volume, number of content in retail package
- Batch Code and position on product if not obvious
- Date Markings and position on product if not obvious
- Product Barcode
- Distribution area if applicable
- Reason for Recall
- Return and collection procedure for recalled product
- Public advice contact number if available
- Other information relevant to the product recall

**Foodstuffs South Island Limited will then advise our Branch Managers and Members of the Product Recall via our internal fax and email systems. Obviously, if suppliers and retailers work in tandem, we will minimise any effects that defective product may have on our customer base.**

Any queries please contact the undersigned  
Alona Clark Food Safety Manager.  
Foodstuffs South Island Limited.  
Private Bag 4705  
Christchurch, Fax: 03 353 8195  
Email: [alona.clark@foodstuffs-si.co.nz](mailto:alona.clark@foodstuffs-si.co.nz)