



Rise Baking Company **Supplier Requirements Manual**



Dear Supplier:

Rise Baking Company (also referred to as “RBC” in this document) operates a structured approval and performance management process for suppliers of materials as part of the Quality Management System.

It is a condition of doing business with Rise Baking Company that an authorized representative of the material supplier read, understand, and accept these general requirements by signing the acknowledgement at the end of this document and returning it to the appropriate Rise Baking Company contact.

These requirements are general and are minimum expectations for supply. Any necessary local and regional variations due to national legislation, regional standards, and local operational requirements must be agreed upon by the material supplier and Rise Baking Company purchasing as part of any supply contract.

Additionally, Rise Baking Company expects all suppliers shall have a Quality and Food Safety manual established that identifies the processes essential to the production of safe, quality products. The Quality system and all parts within shall be reviewed, authorized, and dated by an appropriate Senior Manager. All staff must be trained and held to the standards therein.

Note: The scope of this document includes all suppliers of raw materials, packaging materials, traders, agents, brokers, co-manufacturers, and re-packers. The following Rise Baking Company business units are included within the scope of this document: Rise Baking Company LLC, Rise Baking Canada Ltd, Brill Inc, South Coast Baking Company, New French Bakery, and Best Maid Cookie Company, and Pita Bread Factory.

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1. Legal Compliance

- 1.1. All suppliers must meet the requirements of the respective food regulations of the country of origin in which they produce and sell products to Rise Baking Company (also referred to as “RBC”). RBC shall only approve suppliers of materials that meet these requirements and those requirements of countries to which Rise Baking Company produces and/or exports goods.

This will be demonstrated by the following as a minimum:

- Nutritional Statement
 - Safety Data Sheets
 - Country of Origin
 - Product Claims
 - Product Descriptions
 - Labeling
 - Letter of Guarantee
- 1.2. Supplier must inform Rise Baking Company within 24 hours of adverse findings by local agencies and authorities that can impact the integrity of product or brand. This includes, but is not limited to, food agencies, health and safety related issues and environmental aspects. Please notify:
- SupplierQuality@risebakingcompany.com – SQM
 - K.McCloud@risebakingcompany.com – QA
 - K.Thew@risebakingcompany.com and A.Saxton@risebakingcompany.com - Procurement

2. Supplier Manufacturing Site Approval

- 2.1. *All suppliers nominated for supply of raw materials and packaging must be evaluated and approved by RBC's Supplier Quality Management Team.*

- 2.2. All new manufacturing sites shall hold a certification to one of the following GFSI recognized Food Safety Schemes. Minimum scores and/or grades may apply.

- BRC Global Standard for Food Safety
- FSSC 22000 Food Safety Systems
- Safe Quality Food (SQF)
- International Food Standard (IFS)
- Other standards, if GFSI recognized (e.g., Canada GAP, Primus GFS, Global G.A.P.)

- 2.3. The approval process for new supplier facilities will include as a minimum:

- Verification of GFSI recognized certification and last non-conformance report. The material being supplied is required to be within scope of the GFSI audit.
- If a supplier does not hold a current GFSI audit, additional documentation will be required, and an onsite/desk audit may be required.
- Review of GFSI compliant programs. If not GFSI certified, then HACCP and GMP programs will be reviewed.
- Satisfactory completion of a supplier quality questionnaire and review of associated documentation listed in Appendix 1. Documents may be reviewed on site or offsite, but review must be done prior to approval.
- Determined supplier risk considering the information received and the material risk categorization to decide if audit is necessary and if approval is feasible.
- Signed copy of these Supplier Requirements

- Adherence to RBC's Supplier Code of Conduct or comparable policy
 - Any other quality related requirements
- 2.4. Where a physical audit of the manufacturing facility is required, this will be conducted by a member of the Rise Baking Company Supplier Quality Team.
- Audits will also include packing and warehouse premises if these are different from the main manufacturing site.
 - In the case of adverse audit findings, the supplier must document planned corrective and preventive actions with clear deadlines and ownership. The supplier must inform Rise Baking Company of an action plan within the timeline requested after the official audit report is communicated.
 - Closures of non-conformities must be timely with evidence submitted by the supplier to validate completion of the corrective action. Evidence may include:
 - Updated Procedures
 - Training Records
 - Maintenance Records
 - Capex Submissions
 - Photographs
- *Audit Acceptance: Rise Baking Company reserves the right to visit the supplier manufacturing site to perform an onsite audit with prior notice. There may be occasions where the Rise Baking Company representative is accompanied by a customer representative during an audit.

3. Supplier Change Management

- 3.1. Materials must only be supplied from approved manufacturing sites. If additional sites are needed, they must be set up and approved prior to materials being shipped. Suppliers are not to change facilities without prior approval.
- Written approval of acceptance of the following proposed changes including specification must be granted by Rise Baking Company:
 - Compositional, process conditions or technology changes to an approved product.
 - Changes to the geographical origin of ingredients and raw materials used in processing.
 - Significant change in the documented chain of custody/supply chain mapping.
 - Significant change to the configuration of the approved manufacturing site including new buildings and infrastructure or upgrades.
 - Changes to the allergen status of the manufacturing environment.
 - Changes to the use of surrounding lands or premises that may have impact on manufacturing conditions.
 - Any change in grade or scope of certifications (Food Safety, Integrity, Identity Preservation, Sustainability, etc.) within 7 days of notification by awarding body.

4. Supplier Pre-Requisites - The following applies to all approved material suppliers.

4.1. Supplier Approval and FSVP

- An established system for the evaluation of potential material suppliers shall be in place and conform to the minimum requirements set forth by FDA and/or the specific GFSI certification of your facility.
- Supplier approval and ongoing surveillance shall be risk-based and fully documented. Review of such processes shall be annually.
- Verification of the required food safety standards is required and shall be documented.
- If/When foreign sources of materials are used, the FDA's requirements under the Foreign Supplier Verification Program (FSVP) shall be enforced by the supplier of such materials. RBC expects...
 - The supplier is listed as the FSVP Importer of Record (IOR)
 - The supplier confirms the following information is filed electronically with U.S. Customs and Border Protection:
 - Name of FSVP Importer
 - Electronic email address of said importer
 - A unique facility identifier recognized as acceptable by the FDA
 - The supplier is knowledgeable of FSVP and can provide a statement to confirm their responsibility.
- If/When RBC is identified as the IOR, the FDA's requirements under Foreign Supplier Verification Program code shall be enforced.
 - Rise Baking Company requires the completion of the FSVP Assessment Form (provided in TraceGains) for all for foreign manufacturing sites.
 - Rise Baking Company requires all suppliers to disclose/identify the Importer of Record (IOR) for all materials from foreign manufacturing locations.
 - When RBC is identified as the IOR we will require FSVP level approval for the manufacturing site and therefore...
 - Distributors/Brokers acting as liaison shall cooperate with the needs of our program and facilitate communications as needed.
 - If/When FSVP needs are not met, the manufacturer is subject to refusal of supply or RBC will require the company acting as liaison is deemed the IOR assuming FSVP responsibilities.

*typical of suppliers claiming key information as proprietary and an unwillingness to disclose.

4.2. Recall Program is established and includes:

- An identified and established Recall/Withdrawal Team
- A mandated system traceability testing performed at least ANNUALLY
- An efficacy target of 100%
- The ability to conduct and complete a forward and backward traceability exercise WITHIN 4 HOURS. (including primary food contact packaging)

4.3. Allergen Management: The appropriate management of allergens within the supply chain is vital to the production of safe food products. All approved suppliers must be able to provide Rise Baking Company detailed knowledge and risk assessments of the

potential for allergen contamination within their supply chain. This must include risk arising from:

- Agricultural/field management practices
- Storage of agricultural materials
- Transport of agricultural materials
- Storage of allergens within a processing facility*
- Handling of allergens on common processing lines*
- Storage of processed materials
- Transport of processed materials
- Processing aids

*Such allergens must be openly disclosed to Rise Baking Company. Refer: Appendix 2 List of Notifiable Allergens.

4.4. *A Complaint Management System* capable of:

- Investigation using root cause analysis tools
- Providing initial investigation findings including root cause analysis and full list of planned corrective and preventive actions to Rise Baking Company within requested timeline from notification. This time frame may vary depending on Rise Baking Company complaint severity level. Such requirements will be communicated to the supplier at the time of complaint notification.
- Complaints relating to foreign matter must be investigated immediately and findings and corrective actions forwarded to Rise Baking Company within requested timeline from notification.

4.5. *Business Continuity Plans* to assure on-going supply to Rise Baking Company in the event of an incident at the supplying facility or in the industry, including but not limited to:

- Major equipment failure or key service disruption
- Events as fire and/or natural disasters (examples including storm and wind damage, ice/snow, and floods).
- Interruptions to the supply chain.
- Political/civil unrest; and
- Workforce engagement, including strikes.
- Pandemic

4.6. *Material Storage*

- Prior to delivery, products must be stored in a clean, dry area, well-ventilated and away from direct sunlight, away from odorous and harmful chemicals or materials and maintained free from infestation of any kind.
- Storage areas must be secured and well maintained. Walls, floors, ceiling and drains of the site must be well constructed, weatherproof, clean and in good repair and maintained under the appropriate temperature requirements where applicable.
- All shelves and racks need to be at certain distance (12-18 inches) from walls to allow for cleaning. Shelving and racks need to be cleaned on a regular basis and good housekeeping maintained. Any product found to be infested or damaged must be clearly labelled, segregated, and stored in a quarantined area. The surrounding area and shelving must be thoroughly checked for further infestation.
- Products requiring conditioned storage must be stored under conditions specified by the manufacturer of the products.

- Frozen ingredients must be stored under conditions approved by the respective Health Regulations in the Country or State where produced and delivered, at temperatures of at least -18°C/0°F or below.

5. Material Specifications

- 5.1. All raw materials, food packaging materials, and finished product must be provided by the supplier to Rise Baking Company to formalization of the Supply Agreement.
 - Copies of the completed and signed material specifications must be maintained by both Rise Baking Company and the supplier.
- 5.2. Supplier must ensure conformance to all aspects of the material specification at the point of receipt by Rise Baking Company and for the nominated shelf life of the material.
- 5.3. The supplier must not make alterations to the material specification without written notification to Rise Baking Company as detailed in the Change Management section of this document. Material specifications must be co-operatively reviewed once every three years unless there is a specific requirement for earlier review.

6. Packaging and Transportation of Goods

- 6.1. Packaging of Materials
 - Where possible, packaging in direct contact with product and ingredients must be of contrasting color, in order to be clearly distinguishable.
 - Packaging must be tamper evident and/or tamper proof where practical.
 - Cartons used for packaging ingredients must be fiberboard of such quality as to prevent damage to contents. Sealing of cartons must be by gluing or by adhesive tape ensuring all internal contents are properly tucked inside and not exposed or stuck to closure. Rise Baking Company must approve alternative methods. Suppliers must accept responsibility of ensuring that packaging materials and adhesives are thoroughly assessed for potential tainting of contents.
 - Drum lids must be firmly in place and well secured with adequate seals.
 - Any bungs used are to be new, clean and fitted correctly, preventing them from falling into the drum. Drums must be free of rust, flaking paint and other sources of foreign material.
 - Multi-walled bags must be heat or glue sealed. Wire fasteners, staples, plastic or metal clips are not permitted. Rise Baking Company must approve alternative methods. These will be included in specific product specifications.
 - Polyethylene bags used for packaging must be new, dry and free from foreign odors, contamination or infestation. The structure of the material including gauge must be determined based on carriage and storage trials.
 - Polyethylene bags must avoid using wire staples, rubber bands, zip ties, twist ties, binder twine or any other type of loose closure. Rise Baking Company must approve alternative methods; heat sealing is the preferred method. These will be included in specific product specifications.
 - Any information displayed on the delivery packaging must be visible on receipt before the material is discharged from the delivery vehicle.
 - This information will include as a minimum the requirements listed in Appendix 3 – Consignment Labelling Requirements. Further

labelling requirements for any Packaging and Material is referenced in the material's specification under Labelling Requirements.

- Inks or branding materials used for labelling purposes must be non-soluble, non-odorous and non-toxic and must not contact the contents of the package. Handwritten lot codes, use of mark overs, over labelling and correction tape (white out) are not allowed. Any specific requirements for branding will be stated in individual specifications.
- Rise Baking Company item number should be printed on packages whenever possible.
- Packaging specifications must be complete including glues used. Composite packaging materials (like multi-wall bags) must detail the materials/weights used per material type.

6.2. Transport of Materials

- All vehicles used in the handling and movement of product must be fit for purpose.
- Delivery vehicles and shipping containers must be clean, hygienic, free from odors, free from residues from previous loads, free from pests and evidence of pests, in good repair, safe and legal for operation on roads and private facilities.
- Where loads are consolidated, all materials must be compatible. Unprocessed products such as meats and vegetables, and/or materials of strong odor or materials that present a foreign matter risk are not permitted.
- Where product is transported using air freight or couriers every effort must be made to assure the integrity of the product while being transported.
- The load must be adequately protected and secured to prevent tampering, damage or deterioration during transit.
- Temperature and humidity controls must be appropriate to the conditions specified and maintain the integrity of the product while being transported.
- Temperature and humidity records of product while in transport must be made available by the carrier upon request by Rise Baking Company.
- Internal lights in trailers must be operational and protected by shatterproof coverings to prevent possible contamination of the product.
- All products must be loaded onto vehicles with sufficient care and protection to avoid damage during transit. Damaged, soiled, or infested containers will not be accepted.
- *Pallet Requirements*
 - Pallets must be in good condition, dry, clean, and free from any evidence of previous loads.
 - Pallets must be free from rodents and rodent/bird droppings.
 - Pallets must be free from all infestations such as, but not limited, to cockroaches, spiders, and termites.
 - Pallets must be GMA Grade A, equivalent, or meet contract standards.
 - The surface of each pallet should be covered with a clean pallet liner/slip sheet before building the load.

- Pallet loads must have a top cover/shroud. And, where loads are built using multiple pallet layers a clean pallet liner/slip sheet must be placed between layers.
- The maximum net weight of a loaded single height pallet must not exceed 2,755 lbs (1,250 kg) unless specifically approved by Rise Baking Company.
- The pallet load must be stabilized by using shrink-wrapping, stretch wrapping, strapping or palletizing adhesive.
- *Transport Security*
 - The use of open topped or flat-bed trailers is not permitted.
 - Rigid walled vehicles must be able to be secured with all access points fitted with locking mechanisms and security tag points.
 - Trailers and vehicles must be secured to prevent unauthorized access.
 - For all full truck load (FTL) consignments, all openings (doors, inspection ports, hatches, etc.) must be sealed with a uniquely numbered, tamper evident, resistant seal and the seal number(s) annotated on the accompanying documentation.
 - For less than full truck load (LTL) consignments and multi-stop loads, all access points must, as a minimum, be secured by a lock or seals (in case of seals, they should be issued by the vendor and appear on the original bill of loading).
 - Where there is any evidence of tampering, damage to seals, or broken seals, deliveries may be rejected by Rise Baking Company.

6.3. Batch and Lot Coding

- All products must have a batch or lot code printed on each package.
- The batch or lot code cannot exceed 10 characters
- The maximum number of batches or lot codes per pallet must not exceed one (1).
- Whereby agreement, more than one (1) batch or lot number is permitted on a given pallet, the pallet must be clearly identified with color contrasted notices on two adjacent faces stating the batch or lot numbers to be found on the pallet and the number of items for each. The oldest batch should be on top of the pallet.
- Accompanying documentation must identify each batch or lot number within a consignment and the number of unit packs per batch or lot number.
- There shall be no more than 3 lot codes per product within the same shipment.
- Shelf-Life Expectancy:
 - Unless otherwise specified, product should have the shelf-life expiry date printed on each package.
 - The shelf-life expiration dates must be documented for each batch in a delivery and included on the delivery documents.
 - Only product with at least 65% of the shelf life remaining will be accepted, unless agreed in writing by Rise Baking Company.

7. Receiving Goods and Additional Considerations

7.1. Shelf-Life Expectancy

- Unless otherwise specified, product should have the shelf-life expiry date printed on each package.
- The shelf-life expiration dates must be documented for each batch in a delivery and included on the delivery documents.
- Only product with at least 65% of the shelf life remaining will be accepted, unless agreed in writing by Rise Baking Company.

7.2. Inspection

- Deliveries will be subject to inspection and approval upon arrival.
- Rise Baking Company reserves the right to reject any delivery as a result of these inspections.

7.3. Intermediate Bulk Containers (IBCs):

- IBC's must be in good condition, clean and free from any evidence of previous loads.
- All IBC totes must be lined with food grade liners that protect the integrity of the contents from contamination.
- All liners must be single use; cleaning and reusing liners is not permitted.
- Where there is a need to clean the IBC, it must be with food grade cleaning materials that will not interact with or taint the intended content.
- Cleaning records must be available on request.

7.4. Bulk Tankers and Rail Cars

- Bulk tankers supplying Rise Baking Company sites must be dedicated "FOR FOODSTUFFS ONLY".
- Tankers delivering product must have no visible evidence of damage to the integrity of the internal surfaces and for jacketed and insulated tanks to the external skin.
- For bulk tankers, transport providers must be able to provide, to Rise Baking Company, documentation of the products transported and certificates for the cleaning and sanitation.
- All bulk tanker hatches, and fitments must be tamper evident. Outlet nozzles must be secured with a tamper evident seal. All hoses and fittings must be free from dirt and debris and maintained in a hygienic condition.
- Delivery documentation must include the load seal number(s).
- Fats and oils must be delivered on road tankers that are registered and operated to the applicable codes of practice.
- Tankers used for bulk consignments using pneumatic transfer technology must comply to the Rise Baking Company specified delivery flow rate and pressure, and Rise Baking Company's safety procedures must be complied with, e.g. Atex on flour deliveries.
- The product must be loaded and unloaded with sufficient care and protection to prevent contamination of the product and environment.

7.5. Delivery Documentation

- All consignments must be accompanied by documentation that includes as a minimum the requirements listed in Appendix 3 – Delivery Labelling Requirements.
- Where identified in material specifications, chain of custody/material integrity documentation must be provided prior to delivery.

- CoA's and CoC's are required for all materials shipped to Rise Baking Company, unless otherwise agreed upon.
 - Pre-delivery samples may be requested by the receiving site for testing ahead of the scheduled delivery date. CoA's must accompany all samples.
- CoA's must include the following information:
 - Material Description and Unique Part Number
 - Purchase Order Number
 - Batch/Lot Number of product tested
 - Name and address of the manufacturing sites of the product
 - The name and address of the laboratory and the location where analyses were conducted if different to the manufacturing address
 - The name and address of the Rise Baking Company site
 - Specific test results for those Chemical, Physical, Microbiological, Radiological and Allergen tests required in the Material Specification, including limits according to the agreed specification (as applicable)
 - Identification of the method(s) used
 - Where applicable, any deviations, additions, or exclusions from the nominated test method
 - A description of the sample analyzed
 - The unique identifying code of the sample
 - The date of performance of the analyses
 - The name and signature of the person authorizing the test report (responsible person in charge of the laboratory or approved analyst) and date.
- For primary/food contact packaging materials, a CoC must be provided to RBC for each shipment.
- Deliveries with incomplete or missing CoA's or CoC's or other documentation will be considered non-conforming and subject to potential rejection by RBC.

8. Required Certifications

- 8.1. *Kosher* – RBC maintains majority of its facilities and subsequent finished goods as kosher certified. Therefore, incoming raw materials must be kosher certified. Raw material suppliers shall maintain and provide proof of kosher certification upon request. All incoming raw materials shall be inspected and must contain appropriate kosher symbol on packaging.
- 8.2. *Roundtable for Sustainable Palm Oil (RSPO)* – All suppliers sourcing oil-based products for RBC containing palm oil shall be RSPO certified and provide such proof of this certification upon entering such agreement with RBC. The supplier shall maintain a valid certification throughout its partnership with RBC and include certification number on shipping documents. If this certification is interrupted it is the duty of the supplier to notify RBC immediately.
- 8.3. *Animal Welfare* - Where products are animal-derived manufacturing sites must have a valid animal welfare program in place. Proof of this program in the form of a certification and/or membership will be required and submitted to RBC for verification.

- 8.4. *Other Product Claims* – Proof of product claims such as Halal, Vegan, GMO-Free, and Organic shall be requested and maintained. If/when these claims are interrupted and/or no longer valid, the supplier is required to RBC immediately as stated in the Change Management section in this document.

9. Emergency and Incident Reporting

- 9.1. In the event of any product safety incident by the supplier that may result in a product recall, or which could adversely impact Rise Baking Company brands or operations, the supplier MUST immediately contact Rise Baking Company Supplier Quality, Procurement, and Quality.
- SupplierQuality@risebakingcompany.com – SQM
 - K.McCloud@risebakingcompany.com – QA
 - K.Thew@risebakingcompany.com and A.Saxton@risebakingcompany.com - Procurement
- 9.2. The procedure and the Rise Baking Company names, departments and contact details will be communicated to the Supplier by Rise Baking Company Procurement as part of the supplier agreement.
- 9.3. These will be appropriate for the business location, country of operation and regional offices.
- 9.4. If the supplier is contacted on any issue by the media that relates to Rise Baking Company, the supplier must immediately inform Rise Baking Company for the approval of any communication. All communication by supplier on the behalf of Rise Baking Company must be approved prior.

10. Confidentiality

- 10.1. Terms and conditions of business are strictly confidential between the supplier and Rise Baking Company.
- 10.2. Information on Rise Baking Company products or processes must not be communicated to any other party.
- 10.3. The Supplier must sign the appropriate confidentiality agreement as a prerequisite to doing business with Rise Baking Company.

11. Supplier Code of Conduct

- 11.1. Supplier must have established ethical standards and work conditions that meet the demands of our global partners.
- 11.2. Supplier shall review and ensure their compliance to the Rise Baking Company Code of Conduct.

Acknowledgement and Agreement Statement

We acknowledge receipt of a Rise Baking Company's Supplier Requirements. This document will be retained in original format until it is updated as deemed appropriate or necessary by Rise Baking Company. Any disputes for the terms of this document are communicated via an Addendum to this document.

Supplier/Company Name *Specify division, if applicable	
Supplier Locations Represented	
Representative Name	
Representative Title/Position	
Representative Email Address or Phone	
Date	

Appendix 1: Required Documentation for Supplier Approval and Approved Suppliers

Supplier Documentation	
GFSI Certification	<i>Including audit or non-conformance report</i>
Operational Conditions of Supply	<i>Signature required by the supplier</i>
Supplier Quality Questionnaire	<i>Including supplier name & location; producer name, location & production line; emergency, technical & documentation contacts</i>
FSMA/FDA Compliance documentation	<i>FSMA compliance statement/document to confirm compliance to new FDA/FSMA regulations such as Food Safety Plans, FSVP, Sanitary Transportation, etc.</i>
Letter of Continuing Guarantee	<i>Required for all suppliers/producers</i>
Product Traceability/Recall Procedure	<i>Required for all suppliers/producers</i>
Lot Code Breakdown Explanation	<i>Required for all suppliers/producers</i>
FDA Registration	<i>Required for all raw material suppliers</i>
Bioterrorism compliance statement	<i>Required for food contact packaging manufacturers to verify packaging materials are appropriate for food contact</i>
Heavy Metals/Toxin Statement	<i>Required for food contact packaging manufacturers</i>
FSVP Letter	<i>Corresponding Letter required for foreign suppliers</i>
RSPO Certification	<i>Required contracted for Palm Oil suppliers only</i>
HACCP Flow	<i>CCPs should be identified on flow chart & CCP control plan Desirable, but only mandatory for non GFSI certified Supplier</i>
Preventative Controls and/or HACCP Plan	<i>Required for all suppliers/producers</i>
Mock Recall Summary Report and/or Requested Traceability Test	<i>Only if supplier is not GFSI certified</i>
Allergen Management Process	<i>Only if supplier is not GFSI certified</i>
Vulnerability Risk Assessment	<i>Required for high vulnerability suppliers/producers, which includes the fruit/vegetable and nut material categories</i>
Animal Welfare Certification/Statement	<i>Suppliers producing animal-derived products (ex. egg, milk, etc.) must have a written Animal Welfare Program and provide passing Animal Welfare audit certification from: PAACO, National Chicken Council, American Humane Association or United Egg Producers.</i>
Coa's or Coc's	<i>Certificate of Analysis or Certificate of Conformance (containing chemical, physical, microbiological, radiological analyses as applicable)</i>
Shelf-life Information	<i>Shelf-life verification testing or migration testing for direct food contact suppliers</i>

Appendix 2: List of Notifiable Allergens

- Eggs and products thereof
- Fish and products thereof
- Milk [and products thereof (including lactose)]
- Peanuts and products thereof
- Shellfish, crustacean, mollusks and products thereof
- Sesame Seeds and products thereof
- Soybeans and products thereof
- Tree nuts [Almonds (*Amygdalus communis* L.), Hazelnuts (*Corylus avellana*), Walnuts (*Juglans regia*), Cashews (*Anacardium occidentale*), Pecan nuts (*Carya illinoensis* (Wangenh.) K. Koch),

Brazil nuts (*Bertholletia excelsa*), Pistachio nuts (*Pistacia vera*), Macadamia nuts and Queensland nuts (*Macadamia ternifolia*), and products thereof]

- Wheat [Cereal containing gluten (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridized strains) and products thereof]
- Sensitizing Agents
- FD&C Yellow No.5
- Sulphur dioxide and sulfites at concentrations > 10 mg/kg or > 10 mg/l or >10parts per million expressed as SO₂
- Color additives made from cochineal extract and carmine

Appendix 3: Delivery Labeling Requirements

	Requirements	Individual packaging unit (e.g. bag, carton, pail, drum, film)	Pallet Label	Delivery Docket
1	Supplier's name (*)	√	√	√
2	Supplier's address (*)			√
3	Full name of ingredient (or standard name of material) including Brand Integrity detail and specific product compositional claims (e.g. low fat)	√	√	√
4	Date of manufacture	√	√	√
5	Batch or lot number	√	√	√
6	Product shelf life	√		√
7	Correct unit of measure as stated in the purchase order	√	√	√
8	Correct net quantity per unit (e.g. bag, pail, carton, drum etc.)	√	√	√
9	Correct total net quantity per consignment as stated in the purchase order			√
10	Country of origin	√		√
11	Rise Baking Company product/stock number, where agreed with Rise Baking Company	√	√	√
12	Supplier item/part code			√
13	Appropriate hazard signs and special storage and handling instructions	√	√	
14	Storage Conditions	√		√
15	Rise Baking Company purchase order number			√
16	Correct delivery docket number - same as quoted on invoice			√
17	Delivery address			√
18	Number of pallets per consignment (as applicable)			√
19	Number of items per pallet (as applicable)			√
20	Allergen Label	√	√	
21	Packaging Material Recyclability	√		

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