

Mya Ayer Group of Company Limited

Prepared Date	2.3.2018	Standard Operating Procedure Supplier Evaluation Procedure	Approved By	BOD
Department	Food Safety Management		Prepared By	Food Safety Team
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				Effective date: 5-March-2018

1. Objective.

The purpose of this procedure is to describe how to evaluate the suppliers in Mya Ayer Group of Companies.

2. Scope

This procedure is to apply evaluation of suppliers in Mya Ayer Group of Companies.

3. Reference

Codex Alimentarius- Recommended International Code of Practice General Principles of Food Hygiene based on ISO 22000.

4. Responsibilities

Suppliers are responsible to submit the required documents of their supplies items such as raw materials, packaging materials & chemicals for cleaning.

Purchase Manager & staffs are responsible to evaluate individual suppliers by mark technique for specific requirements.

5. Procedure

5.1 Mya Ayer Group of Companies have established requirements for choosing individual supplier by using mark technique system to approve the long term exception of suppliers.

5.2 The supplier shall comply the requirements of factory when materials are supplied to the factory.

5.3 The supplier shall provide negotiation price of individual item, delivery time duration and stock in hand condition of the whole year whenever the factory need.

5.4 The company used the evaluation of supplier performance by using Supplier's Evaluation Technique.

5.5 After evaluating, the suppliers will be register in approved supplier lists.

5.6 The following techniques are used for supplier evaluation in factory purchase system.

5.7 The suppliers will be accessed who can give 60marks and above.

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Supplier's Evaluation Technique

1		2		3		4		5	
Price	Marks	Quality	Marks	Delivery Time	Marks	Providing Documents	Marks	Stock	Marks
± 5% of market price	10 Marks	Comply with Factory's specification	10 Marks	Local (one week)	10 Marks	Yes	10 Marks	In Hand	10 Marks
± 10 % of market price	5 Marks	Specification	5 Marks	Local (one month)	5 Marks	No	0 Mark	No In hand	5 Marks

6. Records

F-SP-03-03-00 Approved Supplier List

7. Revision History

Revision number	Revision Date	Revision Details	Prepared by	Approved by
0	0	New issue	Food Safety Team	Food Safety Team Leader