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# KRAFT FOODS

## SUPPLIER QUALITY EXPECTATIONS ADDENDUM

	<b>Issued by:</b>	<b>Reviewed by:</b>
<b>Function:</b>	<b>Procurement Quality</b>	<b>Global Procurement Quality</b>



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## CHAPTER 1 - INTRODUCTION

The safety and quality of our products are of the highest importance to us – as are the trust and confidence of our consumers and customers.

This Addendum includes corrections and/or updated of the following documents:

- SQE Manual,
- SQE Resource Document,
- Supplier and External Manufacturer HACCP Manual.

The document which the correction/update applies is referred under the title of the chapter. Changes are highlighted in red.

- ~~Strike text~~ is to be removed from the original texts on the respective document.
- **Red text** is to be added on the original texts on the respective document.



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## CHAPTER 2 - CORRECTIONS AND UPDATES

### 2.1 Ionizing Radiation

Applicable document: Supplier Quality Expectation (SQE) page 8

Ionizing radiation:: ~~No ionized ingredients shall be used to make Kraft Foods materials. Material itself shall not be ionized either.~~ Suppliers of irradiated raw materials and products must comply with the Kraft Foods written policy for these products. If suppliers do not have a copy of the policy, it can be provided by your Kraft Foods representative. It is also available on the Supplier Quality website.

### 2.2 Kraft Foods Biologically Sensitive Ingredient Category List

Applicable document: Supplier and External Manufacturer HACCP Manual pages 32 and 33

“General Exemptions (only those listed)

Ingredients/products, sourced from approved suppliers:

- Fully deodorized: cocoa butter
- Anhydrous oils, fats and lecithin
- ~~Pasteurized & hot filled fruit purees/pastes/juice concentrate”~~

Kraft Foods		
Biologically Sensitive Ingredient Categories		
Category of Biologically Sensitive Ingredient	Category includes (but not limited to):	Exclusions (only those listed):
<b>Milk/Dairy Products</b>	Proteins, e.g., caseinates; dulce de leche (milk caramel)	Lactose
<b>Starter Media</b>		
<b>Yeast/Yeast Extracts</b>		
<b>Enzymes/Rennets</b>		Microbial origin
<b>Gelatin</b>		



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<b>Meat/Fish/Poultry/Seafood</b>		
<b>Eggs/Egg Products</b>		
<b>Soy products</b>	Soy flour, all types	Soy lecithin
<b>Fruits/Fruit Products</b>		Candied fruit, fruit in alcohol, jams/jellies, <del>dried fruits having an Aw of <math>\leq 0.81</math> and a pH of <math>\leq 4.0</math>, dried fruits having an Aw of <math>\leq 0.81</math> with an initial sulfite content of 100ppm minimum</del>
<b>Spices/Herbs</b>	Flavors/enhancers made from spices/herbs	Extracts (e.g. alcohol/solvent based), e.g., oleoresins
<b>Tea</b>	Instant teas	Grain tea
<b>Mushrooms</b>		
<b>Coconut</b>		
<b>Vegetables/Vegetable Products</b>	Mushrooms, Hydrolyzed vegetable proteins (HVP)	Brined vegetables (high acid/high salt)
<b>Seeds/Seed Products</b>	Sesame seed paste (tahini)	
<b>Grains/Grain Products</b>	Ground grains, including all flour, powdered malt extract, pasta	Starch and heat extruded processed products, e.g., corn flakes, rice crisps
<b>Cocoa Products</b>	Pure pressed cocoa butter	
<b>Natural Gums/Thickeners</b>	Gelatine	Microbial origin (e.g. Xanthan gum), <del>gelling agents (e.g. pectin, agar agar), micro reticulated cellulose</del>
<b>Green Coffee beans</b>		
<b>Nuts/Nut Products</b>	Nut pastes, marzipan	
<b>Flavors</b>	With sensitive carrier (e.g., gum arabic) or other components that are regarded as sensitive	Containing (w/w) (applicable to flavor and it's sensitive ingredients) >10% ethanol, >30% propylenglycol, > 80% <del>50%</del> Triacetin, or essential oils as main carrier, or flavoring substances (as defined by European Flavouring Directive 1334/2008/EEC <del>88/388/EEC</del> )



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### 2.3 Specification Compliance and Contract Review

Applicable document: Supplier Quality Expectation (SQE) page 21

Where Certificates of Analysis (COA) are part of the Specification requirements or have been separately requested by the Kraft Foods receiving plant, these must be provided to Kraft Foods prior to acceptance of the material at Kraft Foods locations. If a pathogen test is required for the COA based on Kraft Foods Specifications, the test must be performed by a laboratory approved by Kraft Foods (see Section 2.6 - Testing Controls: Laboratory Requirements). ~~The COA from the approved laboratory must be supplied to Kraft.~~ The COA from the approved laboratory or a supplier generated COA (e.g., through SAP), must be provided to Kraft Foods and shall include the approved laboratory name, address, pathogen test results, and any other specified COA required information.



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## **CHAPTER 3 - ADDITIONS**

### **3.1 Pure Food Guaranty Letter (applicable only to suppliers for US locations)**

Suppliers of food products (including finished food products, food ingredients, and primary packaging materials) that will be used in the manufacture or sale of products in the United States must submit a Continuing Pure Food Guaranty to Kraft Foods. The Continuing Pure Food Guaranty must be on file with Kraft Foods prior to receiving the first shipment from the supplier. This requirement applies only to suppliers that ship food products (including finished food products, food ingredients, and primary packaging materials) directly to the United States.

A Pure Food Guaranty is a common regulatory document that food industry suppliers use to assure customers that their products comply with the Federal Food, Drug, and Cosmetic Act and related requirements. A company being investigated by FDA may use a Pure Food Guaranty to show that the company acted in good faith in procuring products. The suggested form of a Pure Food Guaranty is spelled out in FDA regulations.

The form to be submitted to Kraft Foods is available on [web address.]

[http://brands.kraftfoods.com/kraftsupplier/pdf\\_documents/PFG\\_Instructions.pdf](http://brands.kraftfoods.com/kraftsupplier/pdf_documents/PFG_Instructions.pdf)

### **3.2 Label Control – Destruction or Recycling of Kraft Foods Labeled Finished Packaging Material**

Supplier must ensure that any discarded or recycled materials (including any scrap or waste) containing any Kraft Foods' name, trademark or logo, or any other Kraft Foods identifying information, cannot be reused. Finished packaging material must be defaced or destroyed (crushed, shredded, etc.) so that no part of the packaging material (containers, labels, caps, etc.) could be used in any manner. Trash compacting is viewed as acceptable means of disposal / disfigurement.



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#### CHAPTER 4 - REVISION LOG

<b>Date Revised:</b>	<b>Summary of Revision:</b>
20-Dec-2010	New document. Changes on Ionization (SQE), Updates on the "Kraft Sensitive Ingredient Category List" (HACCP), Addition of PFG letters for NA (SQE).
20-Dec-2011	Update to Specification Compliance and Contract Review requirements, addition to Label Control requirements.