

This document ensures ingredient suppliers are aware of The Coca-Cola Company (TCCC) requirements for quality and food safety. These requirements support the Coca-Cola supplier authorization process, including facility audits, and are to be followed in addition to the general supplier requirements defined in Supplier Requirements- General (SU-RQ-005).

This document applies to ingredient suppliers of The Coca-Cola Company.

## Requirements

### *Management*

- 1 Meet all requirements in this document along with current TCCC supplier requirements, agreed specifications, and other agreed TCCC processes.
  - 1.1 Demonstrate that current TCCC specifications and requirements are adhered to and accessible when needed.
- 2 Design, implement and maintain a quality management system equivalent to ISO 9001.
  - 2.1 Ensure management commitment and critical resources are provided to support the quality management system.
- 3 Obtain certification to one of the GFSI recognized food safety management schemes, including full implementation of food fraud and food defense programs.
  - 3.1 If not yet GFSI certified, suppliers must have implemented a HACCP program based on the Codex Alimentarius at a minimum prior to any supply and for limited authorization.
  - 3.2 Notify TCCC business unit (BU) and/or commercial product supply (CPS) of any change of status in GFSI certification.
    - While the content of the quality and food safety management systems are not listed in this document, it is considered that all the requirements therein apply. Any noncompliance to these requirements may be raised during any on site visit from TCCC.
- 4 For agricultural ingredients, ensure the primary source materials comply with regulatory requirements for both country of origin and country of use.
- 5 Notify the Coca-Cola Bottling Plant or CPS plant receiving the material, as well as the BU/CPS contacts, on changes/incidents with potential impact on quality, food safety, and security.
  - 5.1 Provide the following documentation/declarations as requested by TCCC contact:
    - Genetically modified organisms (GMO) statement, where applicable based on European Union directives and other countries that may require GMO declaration.
    - Allergen status and updates to status changes, using the Global Food Allergen and Sensitivity Template (SU-FM-110).
    - Supplier documentation related to ingredient shelf life.

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- Other documents required by local regulation, such as certificates of legality, certificates of origin, or customs classifications.
  - Other declaration documents, such as religious certifications and organic certification.
- 6** Implement good laboratory practices (GLP) for any on site laboratory, including:
- validated methods
  - trained analysts and
  - calibrated and verified equipment.
- 7** Where a supplier outsources testing they must have a process to select the laboratory to ensure that the results are accurate, reliable and reproduceable.
- 7.1** Where requested by the TCCC BU/CPS- use only TCCC approved laboratories for testing.

### **Operational**

- 8** Demonstrate compliance to purchased materials specifications for materials supplied to the Coca-Cola system.
- 9** Implement a system to detect and prevent contamination (physical, chemical, biological or odor).
- 9.1** For metal contamination implement the use of sieves, magnets, metal detection or x-ray to effectively prevent contamination (note it is not mandated that the supplier uses all four (sieves, magnets, metal detection and x-ray, rather knowing their system the use what is needed from this to manage the risk of contamination from metal).
- 9.2** For Agricultural Residues, Chemical and Microbiological Contamination Control:
- 9.2.1** Use only local regulatory approved chemical and processing aids.
  - 9.2.2** Additionally, for processing aids meet any additional standards set by the local TCCC BU.
  - 9.2.3** Develop and implement a process to prevent chemical residues or contaminants that may exceed the regulatory level or may have impact on food safety from carrying over to finished ingredients.
  - 9.2.4** For organic certified ingredients, meet applicable regulation and organic scheme requirements such as USDA, JAS, etc. The proven record of the allowable synthetic fertilizers, herbicides and pesticides that are applied and analyzed must be available upon request.
- 10** Provide Certificate of Conformance (COC)/ Certificate of Analysis COA for each batch/lot against agreed testing parameters and frequency as defined by BU.
- 10.1** At a minimum, provide an annual COA that includes all parameters listed in TCCC specifications.
- 11** Take retain samples of products provided to TCCC for agreed duration.
- 12** When TCCC requests a sample to be sent for analysis at TCCC's authorized laboratories (pre-shipment, co-shipment or a set-frequency pre-shipment sample, and/or an annual):

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- 12.1** Ensure that the sample represents the batch/blend or lot intended to be shipped to TCCC.
- 12.2** Provide a certificate of analysis with each sample.
- 13** Implement an effective Traceability program.
  - 13.1** Be able to trace 100% of stock within 24 hours or less where required by TCCC or customer (note that many BUs require to have full traceability within 3 hours to meet specific customer needs).
  - 13.2** Provide two-way traceability (one step forward and one step back) in the supply chain.
- 14** Ensure ingredient primary package (including flexible bulk container) is
  - 14.1** fit for purpose
  - 14.2** suitable for use in food industry, proven by documentation and
  - 14.3** protected and secured.
- 15** Establish a weight/fill control program that ensures compliance with applicable regulations and TCCC specifications, contract agreements, or purchase orders.
- 16** For pallets used to transport finished material ensure the pallets are made of suitable material and are clean, dry and free from contaminants.
  - 16.1** Do not use untreated wooden pallets. Heat-treatment is the preferred method.
  - 16.2** Where local regulatory authorities require the chemical treatment of wooden pallets, ensure the pallets do not contaminate package materials during shipment and storage. If pallets are chemically treated, declare the treatment to TCCC. The following restrictions apply:
    - 16.2.1** Do not use halogenated phenols.
    - 16.2.2** Conform with applicable heavy metal regulations.
- 17** Develop and implement a security program for the facility, including warehouse, distribution center, and transportation.
  - 17.1** Use supplier identifiable (e.g. electronic, unique numbering, logo or trademark) tamper evident seals (SITES) for individual packages, containers and bulk container/transport.
  - 17.2** Ensure controlled access and security of SITES.

### ***Transportation (Both Domestic and International)***

- 18** Communicate type(s) of transportation that will be used to deliver the ingredients to TCCC's purchaser, BU Technical, and the receiving facilities. This includes aviation, ship, land, above/underground pipeline transports.
  - 18.1** Use dedicated tankers, for foodstuff, that will not have a sensory impact on ingredients delivered to TCCC.
- 19** Implement an effective cleaning and sanitation program for storage and transportation vessels.

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- 19.1** Provide tanker cleaning records, prior-load materials, and cleaning procedure information to the receiving facilities as requested.
- 19.2** If specifically requested by TCCC business units or purchaser, only use Company-approved wash and/or transfer stations.

### ***Flexible Tanker***

- 20** Demonstrate effective implementation of container selection.
  - 20.1** Ensure a procedure or program is in place for cleaning, inspecting, maintaining and prior-loading of the metal shipping container used to hold the flexible tanker.
    - 20.1.1** If the entire shipping container or a part of the container (e.g. wood floor) is made of wood, do not use the chemical treated wood as described in the Pallet section in this document.
      - 20.1.1.1** Exceptions and mitigating controls require approval from the local BU.
  - 20.2** Conduct a risk assessment to determine if partial or full coverage of a container liner is needed.
    - 20.2.1** The assessment must include sensitivity of ingredients and other factors that may impact quality and safety of the ingredient.
    - 20.2.2** TCCC's Business Unit Technical and Purchaser must agree upon the use of the liner and include it in the contract.
  - 20.3** Ensure both primary package (plastic bag) and the liner material are suitable for use in the food industry.
    - 20.3.1** Provide the following:
      - A certificate of Food Law Compliance, for the food contact materials, for each country of use or equivalent if requested by TCCC.
      - Material compatibility test results that include migration and product taste compatibility, and other testing if it's required by regulations.
    - 20.3.2** Do not reuse primary package materials.

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### References

Global Food Allergen and Sensitivity Template	SU-FM-110
Supplier Requirements—General	SU-RQ-005
Supplier Food Allergen and Sensitivity Control	SU-RQ-110

### Definitions

**Distributor:** A facility that holds finished goods stock but does not open the primary package.

**Foreign Material:** Any undesirable material that is a natural portion of the product, such as stems, leaves and seeds.

**Finished Product:** Product, equipment, packaging material or ingredient created by a supplier's manufacturing process for use by the Coca-Cola system.

**Food Allergen:** Foods or food constituents known to produce allergic reactions to an "at risk" portion of the population.

**Foreign Material:** Any material which is not natural to the product, such as metal, wood, glass, plastic, rock, paper or cloth.

**GFSI:** Global Food Safety Initiative – for more information, visit [www.mygfsi.com](http://www.mygfsi.com).

**Good Agricultural Practice (GAP):** The Food and Agricultural Organization of the United Nations (FAO) uses Good Agricultural Practices as a collection of principles to apply for on-farm production and post-production processes, resulting in safe and healthy food and non-food agricultural products, while taking into account economic, social and environmental sustainability.

**Good Laboratory Practice (GLP):** Embodies a set of principles that provides a framework in which laboratory tests are planned, performed, monitored, recorded, reported and archived. These tests are undertaken to generate data so the hazards and risks to users, consumers and third parties (including the environment) of exposure to pharmaceuticals, agrochemicals, cosmetics, food and feed additives and contaminants, novel foods and biocides. GLP helps assure regulatory authorities that the data submitted is a true reflection of the results obtained during the testing and can therefore be relied upon when making risk/safety assessments.

**Good Manufacturing Practice (GMP):** Relates to the manufacturing, processing, and storing of food materials that assure the food materials are safe for human consumption and have been prepared, packed and stored under sanitary conditions. This includes the prevention of any type of contamination. Good Manufacturing Practice requires correctly designed and constructed buildings and equipment, adequate training of personnel to produce quality food materials, and properly maintained plant conditions.

**HACCP:** (Hazard Analysis Critical Control Point) A broadly recognized preventive and systematic approach for the identification, evaluation and control of food safety hazards.

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**Lot:** A defined quantity of a product (another term for batch).

**Lot Record:** A collection of records or data that identifies a complete history of a lot. This includes procurement, manufacturing, test and shipping information to enable traceability (another term for batch record).

**Regulatory Authority:** Any duly authorized agent or employee of any government agency empowered to enforce laws.

**Supplier:** The facility that is the last step in the supply chain that transform the nature of the material (not intended to apply to transfer stations, distributors or agents and brokers).

**Tamper-Evident Seal:** Seals or sealing mechanisms that are unique to the supplier and are non-toxic and designed to readily show any violation or attempted violation of the integrity of the seal or a change in status of the package or object on which they are placed; such as containers or valves. For suppliers, seals should be unique and identifiable to that specific supplier. The design and strength of the seals used depend on specific use of the seal and the risk inherent with inadvertent damage or violation of the seal's integrity: for example, plants bulk-shipping Company products should select stronger high-tensile strength numbered seals for protection.

## Revision History

Revision Date	Summary of Change
31-Jan-2019	Published as a result of the 2017 Technical Governance review and optimization of the Coca-Cola operational requirements. Evaluated and reformatted the content against the lean governance model. Ensured language is more concise and eliminated redundancies against global consensus standards.