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FOOD SAFETY and QUALITY SYSTEMS SUMMARY

Food Safety Plan- HACCP Program & Preventive Controls

The HACCP program identifies essential controls for the prevention of hazards and risks of all stages of the process, location of critical control point (CCP), action levels, responsibilities and corrective action/disposition requirements.

- A formal HACCP plan and Food Safety team is in place to modify, implement and maintain the plan.
- The facility has an established CCP, metal detector with clearly defined critical limits.
- The physical inspection of the stainless steel cone sieve is done with every lot of finished product, verified and documented.
- Personnel responsible for monitoring CCP's have received documented HACCP training.

Preventive Controls for Human Food is intended to ensure safe manufacturing/processing, packaging and holding of food products for human consumption in the United States. The Preventive Control program is a proactive and systematic approach to food safety.

- A comprehensive, risk-based Preventive Control Hazard Analysis is maintained.
- A Preventive Control Qualified Individual with formal training led development of the Food Safety Plan, validation of the Preventive Controls, records review, and reanalysis of the Food Safety Plan.
- Appropriate risk-based Preventive Controls are in place, monitored, verified and validated.
- A Food Safety Team meets regularly to implement and maintain the entire Food Safety Plan.

Allergen Control

An effective program is in place to evaluate, identify and control food allergens to assure that specific allergens are not incorporated as an undeclared component of any product.

- The facility has evaluated and documented procedures to determine allergenic components, which follow the FDA regulations.
- Allergens are clearly identified using a colored tagging system. Along with the segregation of utensils and procedures are in place to prevent cross-contact of non-allergenic ingredients with allergenic components.
- Cleaning procedures, line inspections, allergen verification test and validation swabbing are established and documented.
- Allergen Preventive Controls have been implemented and are monitored, verified and validated.
- Annual awareness training is documented for all employees.

Master Cleaning and Sanitation Program

Cleaning and Sanitation programs are essential in a food manufacturing/handling facility to allow the manufacturing and protection of safe, high quality products.

- Cleaning and Sanitation schedules are established with policy, work instructions, and calendar schedule frequency.
- SOP's are written for all equipment and zones.
- There is written sanitation procedures for wet and dry process cleaning of equipment. Organic wet and dry process cleaning of equipment has specific written sanitation procedures.
- Concentration of cleaning solutions and sanitizers are written, posted and managed in a log.
- All equipment and utensils are stored in designated racks for food contact and non -food contact usage. The equipment is properly identified using a color coding system.

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- ATP is used as a cleaning verification after each wet clean performed. The effectiveness of Allergen removal is also validated by performing random allergen specific testing.
- Sanitation Preventive Controls have been implemented and are monitored, verified and validated.

Environmental Testing

Savor Seasonings performs quarterly scheduled monitoring of the processing environment for the presence of pathogens and bacterial indicator organisms.

- The microbiological testing is performed by an accredited third party laboratory. Results outside of the set specifications must be investigated to determine the potential cause and Corrective & Preventative Action Record shall be implemented.
- All water used in the preparation of product, hand washing or for equipment or plant cleaning shall be potable at point of use or pose no risk of contamination according to applicable legislation. The microbiological and chemical quality of water shall be analyzed bi-annually and performed by an accredited third party laboratory.
- Compressed air used directly in contact with the product shall be filtered and monitored to ensure that this does not present a contamination risk.

Chemical Program

Procedures are in place to ensure that all products and raw materials are free from non-food grade chemical.

- All personnel using chemicals are trained for proper usage, application and the wearing of safety equipment.
- All chemicals are on a master list and verified monthly in the chemical usage log as well as SDS documents reviewed annually..
- Chemicals are stored in a locked cabinet and appropriately identified.
- SDS sheets are available for chemicals and employees are aware of the location.
- Dilutions for cleaning and sanitation chemicals are verified and recorded to insure an effective food safety environment.

Foreign Material Prevention

Effective quality programs are in place to prevent, detect and control foreign material.

- A standard stainless steel cone sieve, various sizes depending on particle size, shall be used on the milling station to monitor and manage foreign material, which is considered a CP, on most finished product runs. .
- A documented glass, brittle plastic and ceramic program is in place to assure the prevention of glass, brittle plastic and ceramic contamination and breakage. Inventories are conducted monthly and documented. Procedures include instructions for line stoppage, segregation of suspect product, cleaning and re-inspection of equipment prior to start-up.
- Comprehensive wood control program and metal control program is followed.
- All finished product is metal detected prior to shipment.

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Recall and Traceability

Developed procedures and systems are in place to identify and trace all finished products, ingredients and packaging.

- A documented procedure is on file for performing trace recall of raw ingredients, components, and packaging materials through all stages of processing, storage and distribution.
- Ingredients, rework and food contact packaging lots are traceable to distribution.
- Mock Recalls are performed on a systematic basis, at least annually, with results of this process documented.
- Written procedures exist for the return, storage and control of products.
- Legible code date for Savor Seasonings finished products appears on the shipping pallets.
- Savor Lot Numbers are a unique number given to each batch of product manufactured which provides ingredient tracking information.
- The Recall and Traceability Program is in compliance with FDA Preventive Controls for Human Food regulations.

Pest Control

The facility has an effective program to ensure that pest control is adequate to effectively prevent pest activity in the building and surrounding area.

- The facility has a written pest control program and a partnership with ECO Lab Pest Management to control and monitor the program.
- Routine interior facility inspections are performed twice a month and exterior facility inspections are performed monthly.
- Annual reviews are performed and documentation.
- The program includes schematics, placement of traps and bait stations, inspection records and reports, corrective actions and chemical treatment records.
- All Pest Control treatment activities are in compliance with the facilities Organic Certification.

Audits and Inspections

We have documented procedures for internal audits and inspections which include verification of food safety and quality compliance.

- Our facility also undergoes an annual GFSI 3rd party Audit. A copy of our BRC certificate is available upon request. The FDA and ODA conduct and perform inspections on a regular basis. Annual inspections are performed by an accredited organic certifier.
- We are available for customer visits and inspections.
- Internal GMP Self-Inspections, for the entire facility, are performed on a monthly basis for all aspects of the manufacturing area relating to Food Safety. Self-Inspection reports are issued and findings are responded to with timely corrective actions or continuous improvement. Quality records, Food Safety records and Manufacturing records are inspected monthly as validation and for compliance.

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Personnel Practices and Training

All personnel performing work that affects product safety, legality and safety are demonstrably competent to carry out their activity through training, work experience or qualifications.

- All employees are trained in GMP policies and procedures.
Employees and visitors must practice good personal hygiene and grooming at all times. These guidelines comply with the FDA, CFR title 21, section 110.

Materials- handling, storage, delivery and suppliers

Systems are in place to ensure that quality requirements are effectively communicated.

- Documented incoming trailer inspections are performed for condition of trailer and contents and pallets are managed for unsanitary conditions. Locked or sealed trailers are required upon arrival for all incoming trailers.
- Procedures address infestation, contamination, product tampering and product security.
- Raw materials and packaging controls are written and assessed.
- Sampling procedures are predetermined to ensure representative sampling for physical, chemical and microbiological analysis.
- Packaging and raw materials are coded.
- CoA's are required and reviewed for all incoming raw materials prior to release for use in manufacturing, as well as label verification
- Supplier Letters of Guarantee are on file and available for raw materials received.
- Rejected materials are controlled and stored separately from usable materials.
- Physical storage conditions, temperature, humidity, air flow and pallet spacing parameters maintain material integrity and comply with raw material specifications.
- FIFO rotation of ingredients and finished product is maintained.
- Labeling verifications are performed prior to release and signed off is documented.
- The facility has a documented Supplier Approval Process for raw material, food contact packaging and services that affect food safety and quality. A performance evaluation is performed yearly.
- We utilize software that contains only approved supplier for all raw materials and food contact packaging purchased.
- Supply-Chain Preventive Controls have been implemented and are monitored, verified and validated.

Net Weight and Maintenance Program

Net Weight Program verifies the accuracy of both the bagging equipment and scales used to weigh packaged finished product and to ensure that the product packages are within weight specifications. The Maintenance and Preventative Maintenance Program is designed to maintain and manage equipment, buildings and grounds to provide sanitary, efficient and reliable manufacturing environment.

- Once maintenance is completed, any food contact areas affected shall be cleaned.
- Preventative maintenance schedules are in place to keep manufacturing facilities and equipment in good working order and to ensure sanitary operational conditions.

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Vulnerability and Product Authenticity

A system is in place to minimize the risk of purchasing fraudulent or adulterated raw materials ensuring product descriptions and claims are legal, accurate and verified.

- Vulnerabilities for potential weaknesses in the supply chain shall be performed in order to prevent food fraud (adulteration or substitution of raw materials), before they arrive to the site.
- The potential for food fraud (i.e. country of origin, FDA recalls, emerging concerns, availability, historic incidents) are evaluated and documented.

Finished Product Quality Controls

Quality processes are in place to assure that quality requirements, expectations and specifications are met. Our facilities have implemented effective well-maintained systems to ensure the control of food safety and quality.

- Laboratory methods are written for all laboratory procedures and kept current and documented.
- Sodium ion electrode has procedures for set up, calibration, and operation of the meter for accurate sodium percentage readings.
- Organoleptic analysis for Color, Appearance, Flavor & Aroma is performed on all finished product.
- All equipment is calibrated on a scheduled basis and documented.
- Outside laboratory analytical and microbiological testing may be performed with specified methods and testing specifications upon customer request.
- Cone Sieve tailings are inspected for foreign material.

Labeling Compliance

A comprehensive process for verifying finished product labels along with incoming raw material labels is performed.

- Finished product labels will be verified and signed out by qualified and authorized personnel. Verification of all identified information and sign off in the log book indicates that the labels have been checked and are released for use.
- All finished product labels will be accounted for, all printed labels will be tracked and quantity destroyed recorded.
- All incoming raw material product labels will be verified by receiving personnel. Confirming that the **product name, product number, ingredient statement and allergen statement** (as applicable) match the filed label reference.

Certificates of Analysis

Savor Seasonings provides a CoA for each lot of product shipped to customers to certify the quality, accuracy and purity of finished product.

- Appropriate checks of CCP records will be verified to ensure that all product has passed through the process flow, prior to authorizing release.
- Physical analysis such as the conformance of the individual seasoning's for organoleptic standards; flavor, aroma, appearance and visual color.
- CoA's will give analytical results of sodium percentage, which is calculated by use of a sodium ion electrode.
- Customer specific specifications for finished product are or may be documented on the CoA per customer's requests.

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Document and Data Control

A documented program exists for development, control and deployment of Quality System documentation.

- There is a process in place to remove obsolete documents from use.
- Electronic documentation is protected against loss, fire, theft and damage. Electronic files are also restricted by passwords which allow no access, read only access, and or open access.
- Quality records must be retained for 2 years from time of creation and then deleted. Accounting and Human Resource records must be retained for 7 years and then deleted.

Security and Food Defense

A system is put into place that identifies all potential security risks, it provides procedures and policies to minimize or eliminate risk, and the implementation of these procedures and policies. The objective is to ensure that the safety of finished products is not jeopardized through malicious actions or unauthorized persons gaining access to the site.

- A formal Food Defense Plan has been created in compliance with FDA, Food Safety Modernization Act. A vulnerability assessment followed by the implementation of appropriate mitigation strategies are critical components to reducing the risks of intentional adulteration. The plan is reviewed and updated annually. Due to the sensitive content, the FDA recommends The Food Defense Plan be kept confidential.
- Savor Seasonings is registered with the FDA under the Bioterrorism Act.
- All Savor Seasonings LLC, employees are required to be trained on the Security and Food Defense Program and have awareness on their role in the process. The program is reviewed annually.
- Savor Seasoning's Security and Food Defense Policy is communicated with all transporters, both incoming and outgoing, to reduce risk to our finished product.
- The First Response Team is designated and trained to assess, document and track: issues, corrective actions and/or incidents that occur throughout the year. The team monitors these critical areas as a preventative measure to ensure all possible concerns or threats are thoroughly addressed. The critical areas of focus are on possible tampering issues, internal Human Resources issues, facility security breaches and any non-conformities in Document and Data Control. Visitors and contractors access is controlled by a sign in/ sign out procedure at designated visitor access locations.
- There is a Security System with limited access used in monitoring security on the property. System is reviewed at least once annually. Access Codes/Opening & Closing Reports and the Deviation Report are reviewed and updated monthly.
- Key card access to the facility and restricted area is monitored.

Organic Certified

Savor Seasonings, LLC is now Organic Certified.



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Crisis Management

Savor Seasonings LLC has a formal written Business Crisis Plan that was written and prepared by Senior Management outlining the methods and responsibility the organization will implement to cope with a business crisis. The plan in place identifies potential crisis situations, identifies procedures and policies to minimize or eliminate risks, and effectively implements these procedures and policies. The Business Crisis Plan is reviewed annually.

Crisis Management Contact List

Name	Alternate Person	Business Phone	After Hours Phone	Responsibilities
Shelly Higgins	Jeff Higgins	513-732-2333	513-300-9259	Team Coordinator, President
Jeff Higgins		513-732-2333	513-300-4475	Team Participant, CEO
Mark Yinger		513-732-2333	937-925-2621	Team Participant, Operations Administrator