

## **Declaration about the quality system of Frutarom Belgium NV.**

### **GENERAL INFORMATION**

Frutarom Belgium NV, situated in Londerzeel (Belgium), imports, stores and distributes ingredients for the food and food supplements industry. We do not have own production facilities on the Londerzeel site. We have sub-contractors for occasional blending and milling.

Frutarom Belgium NV is ISO certified (certificate valid until April 2009).

Frutarom Belgium NV works according to HACCP regulations. The HACCP plan has been fully revised in 2006 (including risk analysis of the products and processes at our sub-contractors).

Frutarom Belgium NV has no GMP or BRC certification.

### **WAREHOUSE INFORMATION**

General - Storage and handling of products follow FIFO-principles (FIFO: first in, first out). Because no production takes place at the site in Belgium, control measures such as magnets, metal detection and sieving are not applicable.

Storage conditions - Temperature and humidity are registered but not controlled in the warehouse. A cool room (4 °C) and freezers (-16 °C and -40 °C) are used for the storage of certain products.

Cleanliness -The floor of the warehouse is cleaned (dry and wet) twice a week. The high care unit for repacking products is cleaned after each use. The air flow system in the high care unit is cleaned once a year, the filters are changed every two months.

Waste management - Waste material (plastic bags, carton boxes...) is collected in closed containers and removed from the storage areas in defined frequencies. Waste water treatment and air purification systems are not applicable.

Pest control - 4 electrical killers for insects are present and boxes for rodents and crawling insects (both inside and outside the warehouse). We have a contract with the company HUNT for a monthly control. See attachment 3 for an overview of the positioning of the traps in the warehouse.

## REPACKAGING AND LABELLING OPERATIONS

In general, the original packaging from the manufacturer will not be opened except for sampling (according to our Quality Control plan) and when the product has to be repacked in smaller volumes from 1 to 15 kg. This will be done in a high care unit with laminar flow, separated from the warehouse.

In case of repacking, the product will be packed in two plastic bags and a carton box. This packaging material is food grade conform the EU legislation.

A written procedure is available for the repacking procedure. This procedure is computer controlled to avoid human errors while relabelling the product.

## QUALITY CONTROL PROGRAM

- Quality control of incoming goods according to our sampling plan

- Microbiology, aflatoxines
- Heavy metals
- PAHs (benzo(a)pyrene)
- Irradiation status
- Origin and concentration of chondroitine sulfate

- No internal laboratory but collaboration with external laboratories such as

- Nutrilab (Giessen, NL), Labo Verwey (Rotterdam, NL)
- SGS (Antwerp, B), Laboratorium Eccca (Merelbeke, B)
- University of Antwerp (B)
- Phytolab (Vestenbergsgreuth, D), Eurofins (Hamburg, D)

- Program to evaluate our suppliers yearly.

## OVERVIEW PROCEDURES DESCRIBED IN QUALITY MANUAL

### **1 Management and Organisation**

- 1.1 Quality management system
- 1.2 Management review
- 1.3 Human resources
- 1.4 Internal audits
- 1.5 Maintenance and calibration equipment
- 1.6 Management documentation and registrations

### **2 Customer contacts**

- 2.1 Commercial contacts
- 2.2 Order processing

### **3 Procedures involved with incoming goods**

- 3.1 Selection and evaluation of suppliers
- 3.2 Purchase
- 3.3 Receipts of goods in warehouse

### **4 Procedures involved with outgoing goods**

- 4.1 Contracting activities on products
- 4.2 Delivering goods to customers
- 4.3 Facturation
- 4.4 Warehouse management
- 4.5 Management non-conformities and complaints
- 4.6 Writing off and destruction of goods
- 4.7 Informing the authorities and product recall

Frutarom Belgium NV

QA Department