

	General and specific product requirements	INS- PUR-02.1-GY
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Update and distribution are not under control.

GENERAL CONDITIONS

1. The delivery vehicle will be clean, both inside and outside and the load will be in fair condition.
2. According to the legislation, the temperature of transport for the products is between 4°C and 15°C for fresh produce, and below -18°C for frozen products.
3. The vehicle will be equipped with the appropriate temperature control equipment (thermometer or thermograph).
4. The deliverer must wait for routine checks of incoming goods are made, and the delivery document is signed, attesting the conformity of the load.
5. The supplied products respect applicable legislation for labelling, wrapping/packaging, chemical composition, and microbiological characteristics.
6. The delivered product complies with microbiological and physio-chemical **Newrest's** standards (INS-FSA-08.2).
7. In case of anomaly ("non-conformity") concerning the quality during the reception, the supplier must pay the amount corresponding to the product value or replace it within 48 hours.
8. If a same-quality product is not available, the replacement will be made with a higher quality product.
9. If the supplier cannot provide a substitute to make up for the "non-conformity", they are responsible for the higher cost incurred to **Newrest** – buying from third parties at a higher price, microbiological &/or physicochemical analysis costs and / or legal penalties.
10. The supplier provides the following for **Newrest** upon request:
 - Microbiological and/or physical –chemical analysis from an accredited laboratory on the agreed products
 - Sample taking schedule for contracted products
 - Sanitary registration for the elaboration, importation, and storage of the contracted products
 - Technical Sheets for the agreed products
 - Other documents and inspections related to quality
 - Contingency Plan (Business Continuity Plan)
11. **Newrest** or our representatives have the right to visit the supplier's plant (distributor &/or manufacturer).
12. If the used packages are made with returnable plastic, they will be returned stacked and clean.
13. The package indicates the operating precautions, such as storage temperature, etc.

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14. The minimum labelling that appears on each unit of stock (cardboard box, plastic crates, etc.) and on each unit of consumption (individual wrapping, piece, etc.) is:

- Product's name
- Name of manufacturer/distributor/importer
- Expiration date
- Batch number

15. TRACEABILITY The supplier must keep a record (digital or delivery document) of each batch delivered to our centres. In case of alert, a digital record must be able to be consulted by **Newrest's** quality department, after a 24-hour prior notice.

16. TECHNICAL SHEETS: All products must be accompanied by them own technical sheets, on which appears the ingredients list, in order to design adapted menus for passengers with special requirements.

- Meat products: sheets must indicate the percentage of each principal ingredient
- Frozen sea food: sheets must indicate the icing percentage
- Dairy products: the used kind of milk has to be precise.

17. TOLERANCE ON WEIGHT / SIZE: The tolerances on the weight, or size of the products into portions or slices, are:

Unit weight < 20g : 10%	Unit weight > 20g : 5%
Slice size < 5cm : 20%	Slice size > 5cm : 10%

18. FORBIDDEN PRODUCTS: No product could contain ingredient derived from peanut. Use of fresh eggs in pastry is prohibited as well.

19. MINIMAL SHELF-LIFE AT RECEPTION

Frozen products	6 months
Fresh fish	Between 3 and 7 days
Fresh meat	
4 th range vegetables	
Pastry	
Fresh dairy products	
Fruits and vegetables	7 days
Cured meat and cheese	3 days
Cold meat	1 month
Cans	1 year
Rice, pasta	
Oil	

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Flour, dehydrated products	
Starchy food	6 months
Sterilised rinks and juices	6 months
Sterilised milk	3 months

20. CERTIFIED HALAL PRODUCTS. Certified Halal products must be manufactured, stored, and shipped according to Halal principles. Suppliers must have a copy of the corresponding certificate. In case of products without labels, the product must be delivered with an appropriate certificate.

21. CSR: In line with its CSR commitments (refer to CSR Charter "Be the change"), **Newrest** asks its suppliers to respect the laws of their respective countries and communities, about human rights, labour rights, work safety and health, and protection of the environment.

To be more specific, Newrest requests to its suppliers to:

- prohibit the use of forced labour and child labour;
- fight all forms of discrimination;
- ensure safety as well as fair and equitable working conditions.

Done by : Mgr QHSE Date : 21/01/2021	Checked by : Mgr. QHSE Date : 21/01/2021	Approved by : Dir. QHSE Date : 21/01/2021
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