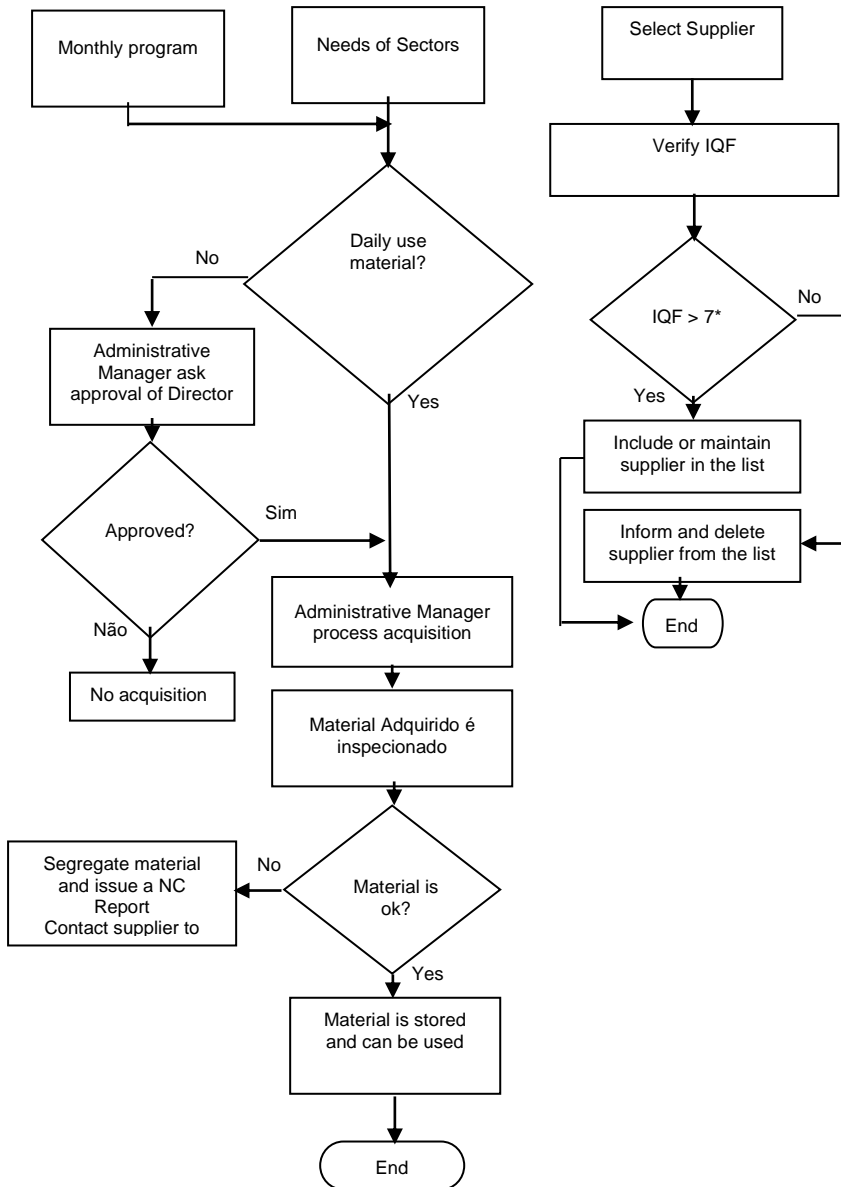


Responsible Sector
Administrative Manager

Approval
Quality Manager

CONTROL OF REVISIONS

Initial Emission: 10/11/20XX



* IQF = Supplier Quality Index

Details of Sub-Processes

1. Materials Sector (Administrative Manager) must purchase materials based on the month's schedules (list of stock consumed in the previous month).
2. Purchases must be made from the PO (Purchase Order).
3. The stock of food products, used in the kitchen, must have sufficient quantities so that there are no shortages.
4. All the material received, after being checked, must be stored in proper places (shelves, refrigerators), expired or non-conforming materials must be separated and identified, non-inspected materials must be in a separate place.
 Note 1. When receiving materials, when the responsible person sees a non-conformity in the receipt (term, quality or quantity), he must register the demerit.
5. The inspection on receipt must guarantee the quality of the material, the validity and the characteristics described in the invoice. Record the inspections on the back of the invoice.
6. In supermarket purchases, it is up to the buyer to inspect the products before purchase.
7. When necessary to verify the product at the supplier's premises, this method must be stated in the purchase documents.
8. Imported drinks must be registered with the Ministry of Agriculture.
9. For laundry sanitizing products, the supplier must provide the safety data sheet and technical characteristics of the product.
10. Materials Department must select, evaluate and maintain a list of qualified suppliers every six months.
11. New suppliers, before the first supply, must pass an evaluation of price, quality, delivery capacity.
12. The reception department must record the day's consumption and send it to the manager for replacement.

Records

1. Request for Replacement of Materials
2. List of Qualified Suppliers
3. NC registration on receipt.
4. Purchase Order