WORKSHEET 3.5

The Supplier's Kitchen: Auditing Second Party

Subchapter 3.5 · case in the book: Hobart

For the ingredient on which a whole control measure depends, what do you know about your supplier that the supplier did not tell you itself?

This worksheet turns the tools of the subchapter into a form you can fill in. The texts come from the book; the empty columns are for your own property. Adapt it before use: an unadapted checklist is exactly what the book warns against.

Practical application: what to do in your property

Step (from the book)	Done?	What we found / owner
Supplier groups: All suppliers were placed in groups A to D, and the evaluation criteria and methods for each group were written into the purchasing procedure.		
Requirements for group A: For each group A product the hotel wrote its requirements.		
The agreed corrections: The Ashbys introduced a tray label carrying lease and harvest date, a short daily record of area status and decisions, and chilled trays on the opening bench.		
Receipt checks: For group A deliveries, the receiving clerk now checked the label information and the product temperature, and rejected any tray without harvest data.		

These steps are the book's method, not requirements of ISO 22000. Evidence can take whatever form suits the property; a separate document is needed only where an applicable requirement, or the property's own system, makes it necessary.

Verification Pact: what is believed, tested against the standard

What is commonly believed	What actually holds	Our position
"ISO 22000 requires the hotel to audit its suppliers."	No. It requires criteria for evaluation, selection, monitoring and re-evaluation; an audit is one possible method.	
"A certified supplier needs no further evaluation."	Not as stated. A certificate covers its scope; the hotel must check that the scope covers what it buys.	
"The same questionnaire for all suppliers is fair and sufficient."	No. Criteria must ensure that external provision does not adversely affect the system.	
"Traceability ends at the hotel's receiving door."	No. It must relate supplier batches to end products.	
"A long relationship is evidence of control."	No. Evaluation and monitoring of performance require documented evidence.	

Common mistakes: a self-check

Mistake (from the book)	Present here?	Action / owner
One questionnaire for every supplier		
Reading a certificate without its scope		
The buyer or chef evaluates his own choice		
No right to audit in the agreement		
Traceability stops at the delivery note		
Auditing small suppliers like factories		

Operative synthesis

- **Are suppliers grouped by hazard and the hotel's ability to control it? (Purchasing manager): Supplier list with groups**
- **Have certificate scopes been checked against products bought? (Food safety team leader): Scope review record**
- **Do group A suppliers have written requirements and audits? (Food safety team leader): Requirements; audit reports**
- **Is the auditor independent of the supplier relationship? (Programme manager): Audit assignment**
- **Can a supplier batch be traced to the dishes it went into? (Executive chef): Traceability test**
- **Which suppliers could make a guest ill with nothing we can do about it?: A short named list**
- **When did we last see those suppliers at work?: Dates of audits and what was found**
- **If a harvest area or a farm is closed tomorrow, how fast do we know if we are affected?: Minutes, from the label or record**

Action plan for our property

Action	Owner	Due	How we will know it worked

Source: Francesco Dore, The Helm and the Lens, Volume 6b «The Lens», subchapter 3.5. Edizioni Effedore, 2026. Clause references are paraphrased; this sheet does not reproduce the text of ISO 22000, ISO 19011, ISO 22003-1 or ISO/IEC 17021-1. It is not legal advice: food law is that of the place where the property operates.