

<i>Insert Company Logo here</i>	SOP NAME	Supplier Approval Procedure			
	SOP Category	SOP Number	Revision Number	Date of Previous Revision	Revision Effective Date
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Supersedes: Original	Prepared by David Haynie			Date	XX/XX/XX
CONFIDENTIAL	Approved by			Date	XX/XX/XX

1. OBJECTIVE

To describe the procedure established for Supplier Approval.

2. SCOPE (Optional)

2.1 The scope of this SOP applies to supplier approval.

3. PERSONNEL RESPONSIBILITIES

- 3.1 It is the responsibility of the **Quality Manager** or a member chosen and trained by the Quality Department to ensure these procedures are being enforced and followed.
- 3.2 The **Director of Regulatory Compliance** *qualifies* or certifies Contract Manufacturers/Vendors/Suppliers for approval and conducts periodic supplier audits as necessary and proper.
- 3.3 The **President, CEO** or **Chief Operations Officer** *approves* qualified or certified Contract Manufacturers/Vendors/Suppliers.
- 3.4 The **Purchasing Manager** maintains the most current Approved Vendors/Suppliers List and only authorizes purchases from vendor/suppliers listed therein which are in good standing.

4. DEFINITIONS

4.1 AVL - Approved Vendor/Supplier List

5. REFERENCES

- 5.1 21 CFR 111.75(A-E)
- 5.2 NSF Guidelines
- 5.3 ANSI 455-2 GMP requirements are listed in ANSI 455-2 which is the only American National Standard in the dietary supplement industry developed in accordance with the FDA's 21 CFR part 111.

6. SAFETY

Personnel working at **Insert your company name** shall follow necessary procedures to protect themselves and others from physical harm per the guidelines provided by the Company and/or OSHA.