



Module 5 Workbook: Suppliers

This workbook aims to help you reflect on and improve your current supplier processes and practices.

Do you have allergen information from all your suppliers?

- Yes
- No

How do you record the allergen information received from your suppliers?

(Note: We have linked a handy template in this week's module. See Slide 8.)

How often do you review the allergen information for the items supplied to you? When was the last time you audited this information?

(Note: If it has been more than a month, we would recommend doing an audit using our Supplier Allergen Information Sheet available on Slide 8)

Do you accept item substitutions from your suppliers?

- Yes
- No

If yes, do you check the allergen information for the substituted item and whether they differ from the item they normally provide?

- Yes
- No

Where do you record this information?



How does your supplier inform you that any substitutions or changes have been made?

How and when do you advise staff members about changes to supplied items?