



**DOCUMENT TITLE:  
FORBES FOODS POLICY**

FF-FSSC-POL-5.2 & REVISION 5

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QA MANAGER	2025-09-05	FOOD SAFETY TEAM	2025-09-05	MANAGING DIRECTOR	

**POLICY STATEMENT**

**Forbes Foods, located at 66 Morris Street, Meyerton, is dedicated to producing and supplying safe, high-quality spice products that meet or exceed customer expectations and comply with all relevant legal and regulatory requirements. We are committed to achieving and maintaining excellence in all our processes through the implementation of a robust Quality Management System. We are also committed to minimizing food loss and waste across all stages of our operations to enhance resource efficiency, reduce environmental impact, and improve operational sustainability. This policy applies to all operations, employees, and stakeholders engaged in food handling, processing, storage, and distribution. Senior management is fully committed to the implementation and ongoing maintenance of a Food Safety and Quality Management System and is dedicated to providing the necessary resources, training, and fostering a culture of continuous improvement in all areas.**

CRAIG FORBES - MANAGING DIRECTOR

05/09/2025  
DATE



## 1. LEGAL, REGULATORY AND CUSTOMER REQUIREMENTS

Forbes Foods ensures full compliance with national and international food safety and food loss and waste laws, regulations, industry standards, and customer-specific requirements. Our operations align with FSSC 22000, ISO 22000, and other relevant food safety guidelines to guarantee the highest safety standards while meeting customer expectations.

## 2. OBJECTIVES

We set measurable food safety, quality, and waste reduction objectives and monitor them to ensure that they are achieved within the specified timeframe. Our overall goal is to consistently provide safe, high-quality products to the market while minimizing our environmental impact. Specific measurable objectives are established to support this goal and progress is continually assessed. These objectives can be viewed on FF-FSSC-REC-6.2.1 - Objectives Register.

## 3. HAZARD & RISK MANAGEMENT & PRP PROGRAMS

Forbes Foods strictly adheres to Prerequisite Programmes (PRPs), as defined in ISO/TS 22002-1:2009. We apply Hazard Analysis and Critical Control Points (HACCP) principles to identify, evaluate, and control food safety hazards. We continuously monitor risks and implement corrective actions to mitigate potential threats to food safety.

## 4. EMPLOYEE RESPONSIBILITIES & TRAINING

The upkeep of food safety, quality, and waste reduction practices is the responsibility of all staff members. The company is dedicated to delivering continuous training to improve employee awareness and proficiency. All employees are encouraged to report any food safety, quality, or waste-related concerns as soon as they arise. Training includes awareness of this combined policy, which is conducted annually and displayed on notice boards throughout the facility.

## 5. COMMUNICATION & AWARENESS

Effective communication is essential to our food safety, quality, and sustainability culture. Forbes Foods maintains transparent communication with internal teams, suppliers, customers, and regulatory authorities to ensure compliance with our policies and standards.

## 6. CONTINUOUS IMPROVEMENT & PERFORMANCE MONITORING

We regularly assess our food safety, quality and waste reduction initiatives through internal audits, management reviews, and customer feedback. Performance is tracked using Key Performance Indicators (KPIs) to ensure continuous improvement and compliance with food safety, quality and sustainability standards.

## 7. EMERGENCY PREPAREDNESS & INCIDENT MANAGEMENT

Forbes Foods has a structured plan for managing food safety incidents, recalls, and crises. Our traceability system enables us to quickly identify and contain any potential food safety risks.

## 8. FOOD SAFETY AND QUALITY CULTURE

Forbes Foods fosters a proactive and positive food safety and quality culture, in compliance with FSSC 22000. We believe that food safety and quality are the responsibility of everyone, from senior leadership to every employee on the production floor. Our culture is built on a foundation of open communication, continuous learning, and a shared commitment to producing safe, high-quality products. We encourage and empower all staff to identify, report, and correct issues to ensure the integrity of our products.



## **9. STRATEGY TO REDUCE FOOD LOSS AND WASTE**

Forbes Foods implements a strategic approach to food loss and waste reduction, focusing on key areas of our production process. Our primary objective is to minimize wastage caused by spillage. This is achieved through a systematic action plan.

## **10. MANAGEMENT OF DONATED PRODUCTS**

To ensure food safety, all products intended for donation must undergo a strict quality control process. Products selected for donation must be safe to consume, have not reached their expiry date, and be handled, stored, and transported under controlled conditions to prevent contamination or spoilage. All donations shall be managed in accordance with Forbes Foods' product donation procedures and applicable food safety regulations.

## **11. BY-PRODUCT MANAGEMENT**

Forbes Foods does not currently manage surplus products or by-products for the purpose of animal feed. Should this practice be implemented in the future, it will be done in strict compliance with all relevant legislation and without compromising food safety.