



# Global Supplier Quality and Food Safety Expectations Manual



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# Foreword



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*At ADM, our purpose—unlocking the power of nature to enrich lives—begins with a strong, safe, and reliable supply chain. Our suppliers play an essential role in upholding this purpose, helping us ensure that every product we deliver meets the highest standards in quality, safety, and integrity.*

*This Global Supplier Quality and Food Safety Expectations Manual outlines the requirements we need all ADM Suppliers to follow. These expectations serve as a foundation for the way we work together—grounded in regulatory compliance, transparency, and a shared commitment to excellence.*

*We believe food safety is not proprietary. It is a collective responsibility that requires alignment, vigilance, and collaboration across every link in the supply chain. Whether a supplier provides direct ingredients, processing aids, packaging, services, or equipment, their performance directly impacts our ability to protect consumers, maintain brand trust, and deliver consistent value to our customers.*

*Our commitment to quality and food safety is unwavering. ADM is dedicated to continuous improvement and proactively adapting to regulatory and customer expectations. We expect our suppliers to embrace that same mindset—seeking innovation, ensuring accountability and fostering open communication at every step.*

*Suppliers are not just vendors; they are partners in our mission. We thank you for your continued focus on quality and integrity, and we look forward to building a strong, resilient, and responsible supply chain together.*

*Please review this manual thoroughly, ensure the expectations are embedded in your operations and reach out with any questions or ideas. Together, we can continue to deliver with confidence—today and into the future.*

## I. Introduction

ADM is committed to developing, producing, and marketing safe products that meet or exceed our customers' expectations and adhere to applicable laws, standards, and regulations. ADM's Global Supplier Quality and Food Safety expectations manual provides guidelines and expectations for the suppliers of products and services that impact food safety and food quality. These requirements extend to any location supplying materials or services for ADM.



## Legal Notice/Food Safety

The ADM Global Supplier Quality and Food Safety Expectations Manual is not intended to be a substitute for a supplier's legal responsibility to meet all applicable legal requirements, and supply ADM with safe products and services. Suppliers must form their own detailed understanding of the law that regulates the products or services they supply to ADM.

ADM expects our suppliers to meet all applicable regulatory requirements within their countries of operation and the countries where products or services are delivered. Suppliers shall also meet the requirements of this document, other contract documents, agreed specifications, and all the requirements necessary to maintain certifications required by ADM and their customers. These expectations are foundational, outlined to ensure our supply chains consistently provide safe, quality products and services.

This manual in no way determines liability or financial responsibilities of either the Supplier or ADM for the responsibilities set forth herein. If a Supply Agreement, is in place between Supplier and ADM or any of its affiliates (ADM), and there are any inconsistencies between an applicable Supply Agreement and this Manual, the applicable Supply Agreement shall take precedence over the Manual in all non-quality related matters unless otherwise stated in such Supply Agreement. If no applicable Supply Agreement exists, the Terms and Conditions accompanying ADM issued invoices take precedence over the Manual in all non-quality related matters unless otherwise stated in such Terms and Conditions.

## Food Safety – A Shared Responsibility

Food safety hazards can occur at any stage of the supply chain and affect any input of food manufacturing. Effective control measures of these hazards are critical. We rely on cooperation with our suppliers and partners to ensure that products and services used by ADM uphold high standards of food safety.



## Transparency

To comply with the various regulatory requirements governing our operations, and to ensure that we are consistently meeting customer expectations, we firmly believe in supply chain transparency. Our suppliers and partners shall share this belief and support us by providing the necessary information. We understand that transparency should be a two-way process, and we commit to a transparent supplier approval process.

## Confidentiality

Any information, material, or documents shared with a supplier shall be treated confidentially and not be shared with persons, inside or outside of the supplier's organization, who are not authorized to have this information.





## II. ADM's Supplier Management Program

### Evaluation and Qualification

As part of the supplier selection process, suppliers will receive a request for information on the products or services to be supplied. This request may come via questionnaire or other electronic means, such as email or supplier portal. Additionally, it could include detailed documents such as specifications, certifications, audit reports, etc. Requested information will vary and is dependent on factors such as material/service to be supplied and region-specific or location-specific requirements. The exact documents and required information will be communicated at the onset of the supplier's evaluation process.

### Supplier Audits

As part of our due diligence, we audit potential and existing suppliers. Our audits are split into:

1. Supplier Evaluation and Qualification audits
2. Routine audits
3. 'For Cause' audits (due to a nonconformance or regulatory action)

Information supplied at the onset of the supplier evaluation process will determine if an ADM pre-approval audit is required.

Routine audits are part of our supply base monitoring program. These audits are based on risk assessments.

Audits are conducted by ADM, or contracted third-parties who audit on behalf of ADM. Any person or firm ADM entrusts to carry out audit activities shall be granted unrestricted access to the premises, process, records and documents concerning the material/service under consideration.

For some materials or services, ADM may require an audit of a Tier 2 supplier. The Tier 1 supplier (supplier supplying directly to ADM) shall facilitate the audit.

## Supplier Approval

Supplier approval is dependent upon ADM receiving all the requested information for the product or service. This may include detailed Corrective and Preventive Actions (CAPA) for any nonconformances discovered and bridging the identified gaps.

## Conditional Approval

Suppliers may be conditionally approved pending facility trials of their material. Suppliers may also be conditionally approved while waiting for CAPA. Approval while awaiting CAPA is based on risk assessment, and common alignment with ADM on timelines for submitting and implementing the outstanding CAPA.

## Approved Supplier Status

Full quality approval of the supplier happens when all the agreed upon requirements have been met, the product (if applicable) has been tested and found acceptable, all requested information has been supplied, and all CAPA have been accepted by ADM.

## Supplier Disqualification/Delisting

We reserve the right to disqualify suppliers, where a breach of contractual agreement exists. Suppliers may also be disqualified if their supplied information is not factual, substantially changes or lapses. Some examples of situations that may lead to disqualification or product/service being delisted include:

1. Lapse in certifications which were part of the approval.
2. Significant regulatory issues relating to the supplier.
3. Significant food safety events relating to the supplier.
4. Non-compliance with the requirements of this manual
5. A serious deviation from the agreed product/service specification.
6. Failure to supply required information.
7. Poor performance.
8. Non-compliance with ADM's Code of Conduct.
9. Any other criteria mentioned in the terms and conditions of the contract or agreement.
10. Significant changes at the supplier that puts ADM at risk, such as introduction of allergens into a previous 'allergen free' location.





### III. Foundational Requirements

#### Management Commitment

Our expectation is that all suppliers' top management shall be committed to upholding the quality and safety of goods and/or services provided. This commitment will be demonstrated through the quality of goods and services, customer service, and the effectiveness and timeliness of CAPA when issues occur. Top management shall also demonstrate commitment by ensuring that sufficient resources for maintaining the expected quality of goods and services are available.

#### Quality Management System

Quality management systems, such as ISO 9001, provide the foundation for sustainable quality processes for Customer Focus, Leadership Commitment, Engagement of People, Process Approach, Improvement, Evidence-Based Decision Making, and Relationship Management.

Suppliers are expected to have a formal Quality Management System to ensure all the programs necessary to consistently manufacture or provide safe, quality products and services. Suppliers are encouraged to consider, at a minimum, operating under an ISO 9001 based quality management system.

#### Certifications

ADM may require third-party certifications for some products and services. Required certifications vary and are according to regional requirements, ADM customer requirements, products, or services. These certifications may be food safety management (GFSI), quality management (ISO 9001), animal feed safety, religious (Kosher/Halal), organic, sustainability, etc. Our expectation is that suppliers shall maintain certifications that formed the basis of the product or service approval.

Instances where a third-party certification is required, the certification must be issued by a recognized and accredited certification body.

## Record Keeping and Document Control

Suppliers shall have an established process for managing documentation and records related to products or services supplied to ADM, which includes protocols for document approval, change management, and record retention.

Suppliers shall grant access to all records and information pertaining to products or services supplied to ADM upon request.

## Communication

Suppliers shall have a program in place to ensure all changes that impact products or services supplied to ADM are communicated prior to implementation. These changes include, but are not limited to, the following:

- Changes impacting agreed specifications such as ingredients or recipe change.
- Change in specification (e.g. grade of material supplied, shelf life).
- Identified issues that impact food safety.
- Enforcement from regulatory authorities.
- Change in packaging, pack size, and product format.
- Change in the primary or emergency contact person.
- Lapses in certifications that were part of the approval (e.g. food safety, trading, religious, environmental, ethical, organic, etc.).
- Changes of manufacturing site or manufacturer, if the supplier is a distributor.
- Changes in business ownership of the supplying company.
- Significant product changes.
- Changes in location or site.

Suppliers shall communicate to their ADM contact any disruptive events that are likely to impact supply of goods or services to ADM or any outcomes of any regulatory inspections that have an impact on products supplied to ADM.



## Product Specifications

Suppliers of products shall have a system in place for maintaining product specifications. Each material supplied to ADM shall meet the agreed upon specifications. Specification information may include product information, food safety hazard information, and other product parameters.

Parameters such as shelf life and storage conditions shall have been validated through industry accepted testing methods and will factor in both food safety and product stability throughout shelf life. Any claims such as—“free from,” “organic/bio,” or “suitable for”—shall be validated, and a supporting verification procedure shall be in place.

The supplier shall have verification and monitoring procedures in place, to ensure that products meet the agreed specifications consistently. These verification procedures shall form part of the product release criteria.

Any changes to the specification agreed upon or shared with ADM must be communicated to ADM before the changes take place, so that ADM can conduct a risk assessment on product, process, or customer impact.

Any deviation from the agreed specification, including deviations identified after a product has been delivered to ADM, shall be communicated to ADM, as soon as the deviation is identified.

Each delivery shall be preceded or accompanied by a Certificate of Analysis (CoA) or if agreed with ADM, a Certificate of Conformity (CoC) for each batch of material/product. The CoA shall be part of the product release criteria and shall cover the parameters agreed upon.

Products should be delivered to ADM following a First In First Out (FIFO) stock management process. Delivered materials should have at least 70% of their validity period in force at the time of invoicing.

## Management of Suppliers

Suppliers to ADM shall have a risk-based management system in place to manage and monitor their own suppliers (Tier 2 suppliers). Tier 2 suppliers can be suppliers of products or services. The system shall include supplier qualification, verification, incoming material controls, and complaint management. The system must be open to a review by a representative of ADM. The review may include raw materials, semi-finished products, services, transportation, and packaging.

## Brokers, Distributors, and Outsourced Manufacturing

In cases where items are being procured through brokers, distributors, and traders, they must:

- Only purchase from ADM-approved manufacturers and manufacturing locations to ensure compliance with ADM's supplier expectations.
- Ensure that their goods manufacturers and/or suppliers comply with this manual.
- Notify ADM in advance of any changes to manufacturing locations or approved manufacturing lines within an approved location.
- Demonstrate that items can be traced to the manufacturing location and meet ADM's specifications.

## Contract Manufacturers

ADM Contract Manufacturers (Co-Mans) are held to the same quality and food safety standards as our suppliers; therefore, the term "supplier" used throughout this manual is applicable to Co-Mans. Co-Mans shall provide ADM with written notification at least 30 days prior to any changes to any previously agreed-upon manufacturing locations, manufacturing lines, processes, formulas, labels, suppliers, packaging, and finished products. Those changes should be documented in a mutually signed Manufacturing Instruction Agreement. Furthermore, Co-Mans must notify ADM of any deviations from specifications—including those identified after delivery—that may impact product safety, quality, or cause reputational harm. All Co-Mans shall obtain appropriate certification such as Global Food Safety Initiative (GFSI), GMP+, ISO 9001, etc.

Each prospective Co-Man location shall undergo a food safety, quality, regulatory review, and/or physical on-site audit prior to supplying to ADM.

In cases where an approved supplier outsources to a Co-Man, ADM shall be notified and allowed to approve the new manufacturing location.

## Outsourced Service Providers

ADM will have specific requirements, detailed in contracts, for service providers that can impact food safety. These services include, but are not limited to, laundry, some plant and lab calibrations, pest control, certifying bodies, cleaning/sanitization, third-party maintenance, etc. These will be managed on a case-by-case basis.



## IV. Risk Management and Business Continuity

### Business Continuity and Contingency Planning

Unforeseen events can, and do, occur. Our suppliers shall have in place contingency and business continuity plans to mitigate disruptive events.

### Corrective and Preventive Actions (CAPA)

An approved supplier shall develop a corrective and preventive action plan following any nonconformances identified through pre-approval audits, routine audits, customer complaints, nonconformances raised due to out-of-specification products or services being supplied. The approved supplier shall also put in place an effective CAPA to close out nonconformances from third-party certifications such as GFSI, Kosher, etc., where applicable.

For nonconformances raised by ADM to the supplier, the supplier shall provide CAPA within the established timeline.

### Recalls and Recall Specific Notification Expectations

Suppliers shall have an established, documented recall program and team. The program shall include responsibilities for each member, contact information for recall team members, and an ADM contact list. Any requirements for agency notifications (e.g., RFR in USA, FSA in the UK, etc.) or certification bodies, shall be included in the recall program.

#### Notification Requirements:

1. In the event of a recall involving product(s) delivered to ADM, the supplier shall notify ADM within 24 hours. The supplier shall ensure they receive an acknowledgment that the notification has been received.

#### For Contract Manufacturers manufacturing for, or on behalf of, ADM:

1. In the event of a recall involving product(s) manufactured for, or on behalf of, ADM, the supplier shall not initiate a recall without prior notification and acknowledgment from ADM.

2. In the event of a regulatory inspection in which the inspector takes any samples of products for, or on behalf of, ADM, the Contract Manufacturer will split the sample with the inspector. If splitting sample is not allowed, the Contract Manufacturer shall take a duplicate sample. They shall note the testing or analysis the agency will be conducting and shall contact ADM within one hour upon the departure of the inspector.

## Mock Recalls

Suppliers will conduct annual mock recalls when required by applicable law.

Co-manufacturers shall conduct mock recalls at defined frequencies to challenge traceability. They shall be able to perform a traceability of product(s) supplied, if asked.

## Traceability

Traceability requirements apply to all components used to produce the product (ingredients, intermediates, processing aids, rework, and packaging). Suppliers shall have a documented program for product/ingredient traceability throughout their entire supply chain both forwards and backwards. This program must include records that demonstrate the program's effectiveness and ability to quickly provide ADM with critical traceability information.

Basic program requirements:

- a. Unique identifier for all products delivered to ADM.
- b. Inventory reports (quantity used/quantity still on hand).
- c. Approved Supplier list with documentation for origin of material, manufacturing location, lot numbers, approval status, receiving and usage dates, and co-manufacturing information (where applicable).
- d. Batch production records for product, all components and packaging including rework, withheld or destroyed materials, production lines/equipment used, approval status, specification, required approvals, and testing results.
- e. Documentation for dates of movement and monitoring activities, where storage / transportation requirements exist to ensure product safety and/or efficacy.
- f. Shipping records, transportation service, etc.





## V. Food Safety Requirements

### Food Safety / HACCP Plan

Each supplying location shall have an implemented written Food Safety/HACCP Plan for all materials supplied to ADM. Exceptions to this requirement should be discussed with ADM.

A multi-disciplinary, cross-functional team shall be led by a qualified individual (PCQI, HACCP team leader, or similar) to perform a documented risk assessment utilizing HARPC / HACCP principles to eliminate or reduce any food safety risks to acceptable levels. The results of this assessment shall also be documented.

Any PC/CCPs identified shall be validated and communicated to ADM. This validation should be made available to ADM.

Any hazards requiring a preventive control NOT controlled and passed on to ADM shall be disclosed in writing to ADM (per Supply Chain PC requirements) and an acknowledgment received from ADM.

All associated employees shall receive training related to HARPC / HACCP activities.

Reassessment of the Food Safety / HACCP Plan shall occur at defined frequencies (no less than every two years), or when program deficiencies are found or changes in processes occur.

### Contamination Control

Suppliers shall put measures in place to control contamination. This may be contamination with other products, products of a different specification, or contamination with hazards such as allergens, chemical, biological, or physical contaminants. The controls will vary depending on product or service and shall be reviewed by the ADM representative during onboarding/qualification or audits.

Food contact material shall not introduce contamination risks to products. Where applicable, food contact materials such as packaging and plastic food contact surfaces shall have been tested to ensure they are suitable, and there is no migration of substances from the material into the food product.

Materials such as process chemicals will be stored/transported or packaged in suitable containers, for the type of chemical, to ensure that the packaging/tank material does not leach into the chemical and ultimately into the processed product.

## Management of Allergens

Suppliers shall have a system in place to minimize the risk of allergen cross contamination/cross contact. The supplier shall consider the legal requirements of the country of sale, when establishing allergen controls and product labelling.

For allergen controls, approved suppliers shall have, at minimum:

- a. Documented risk assessment to identify allergen risks.
- b. Documented control measures in place to control allergen risks for the location.
- c. Identified all materials containing allergens and put steps in place to minimize cross contact (where applicable).
- d. Validated cleaning methods to ensure the method's effectiveness in removal of allergens (where applicable).
- e. Documented verification procedures in place to monitor the effectiveness of cleaning.

## Environmental Monitoring Program (EMP)

Suppliers producing products associated with foodborne pathogens shall have an EMP. This program shall include a hygienic zoning map that categorizes areas based on their risk of contamination to the final product and prevent potential cross-contamination. It should be designed to proactively identify, assess, and control microbial contamination risks within the facility.

When establishing your EMP, sample site selection should consider traffic and product flow, sanitary design of equipment, and potential pathogen harborage locations. Sampling strategies must align with risk assessments to ensure effective monitoring of contamination risks.

The program shall include, at a minimum:

- Method for sampling.
- Sample locations: Identify and document sampling sites based on risk assessment.
- Frequency of testing.
- Target microorganisms.
- Scientifically valid test methods.
- Specification limits.
- Recording and evaluation of results.
- Annual review of this program.
- Monitoring plans for events that may cause the risk of cross-contamination (e.g., construction, roof or window leaks, etc.)
- Qualified Personnel – Assign trained and competent individuals to execute and oversee the program.



## Control of Nonconforming Products

Suppliers shall have in place a system for managing nonconforming products or materials used in their facility, to ensure that the nonconforming product is not released inadvertently. This includes finished goods, raw materials, packaging, cleaning chemicals, process chemicals, etc.

## Food Fraud/Economically Motivated Adulteration

The supplier shall assess production and supply chain vulnerabilities for food fraud or economically motivated adulteration and, where necessary, create mitigation strategies to protect the product. The supplier shall be aware of historical food fraud or economically motivated events with any of their ingredients or the materials they make.

## Site Security and Product Defense

Suppliers shall have a program in place to deter and prevent intentional contamination of products through production, storage, and transportation. This is also known as food defense or food security. This program shall be reviewed annually.

In addition, suppliers should have precautions in place to ensure site and visitor access controls as part of this program.

US-based suppliers and suppliers shipping materials into the United States shall maintain FDA facility registrations.





## VI. Prerequisite Program Requirements

### Site Standards, Building, and Fabrication

The supplier's site shall be fit for purpose of the type of operation. The layout and design of the facility shall be such that it protects products or food contact material from any form of contamination including pest access. The construction materials shall be suitable for the type of operation. The site shall be satisfactorily maintained and kept in a hygienic condition. If water is used in the supplier's operation, the drainage system shall be suitably designed to prevent contamination.

### Hygienic Design of Equipment

Equipment and product contact surfaces shall be designed to adequately protect products from contamination from the environment, or equipment itself. The construction material shall be suitable for the handled product. The design shall be such that the equipment or surface is easily and effectively cleaned.

### Utilities (Water, Air, Steam, Gas)

Utilities such as water, air, steam, gas, and ice shall be suitable for the intended use. Where applicable, water shall be tested to ensure it meets the requirements of the intended use.

Where air is used in the process, air intake shall be positioned, such that moisture does not get drawn into the process and will be filtered appropriately.

Process steam used for production, or on production equipment, shall be produced from boilers using additives approved by the relevant country regulations.

If gases such as nitrogen or carbon dioxide are used (food and food contact surfaces), they shall be of at least 99.9% purity, filtered, and certified for food contact use.

### Maintenance of Equipment

All equipment shall be maintained to prevent contamination. There shall be a risk assessment-based, preventive maintenance program.

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## **Calibration of Equipment/Control of Measuring Devices**

A calibration program shall be in place for all sensitive equipment, especially equipment for measurement and equipment that has an impact on food safety, legality, and quality.

## **Chemical Control**

Chemicals shall be approved by the relevant regulatory authorities for intended use. Chemicals shall be controlled, with only authorized personnel accessing them. These chemicals shall have dedicated storage locations with technical specifications and Safety Data Sheets (SDS) available.

## **Lubricants**

Lubricants used shall be suitable for the intended use. Lubricants shall be food-grade, if used on equipment or surfaces where there is risk of incidental contact with products. Technical Specifications, SDS, and certificates of conformity, in line with the relevant requirements, shall be available. Lubricants for use on surfaces where there is a risk of incidental contact with the product shall be free of Mineral Oil Aromatic Hydrocarbons (MOAH) and Mineral Oil Saturated Hydrocarbons (MOSH).

## **Housekeeping and Hygiene**

Suppliers shall have suitable housekeeping and hygiene programs that extend to the entire location where products are produced for ADM. These programs shall be written and specify frequency of cleaning, methods of cleaning, cleaning, and disinfecting chemicals to be used, and appropriate cleaning tools. The cleaning programs shall be suitable for the operation to ensure effective cleaning and minimize cross-contamination.

There shall be inspection and verification procedures to confirm the effectiveness of the program.

## **Waste Management**

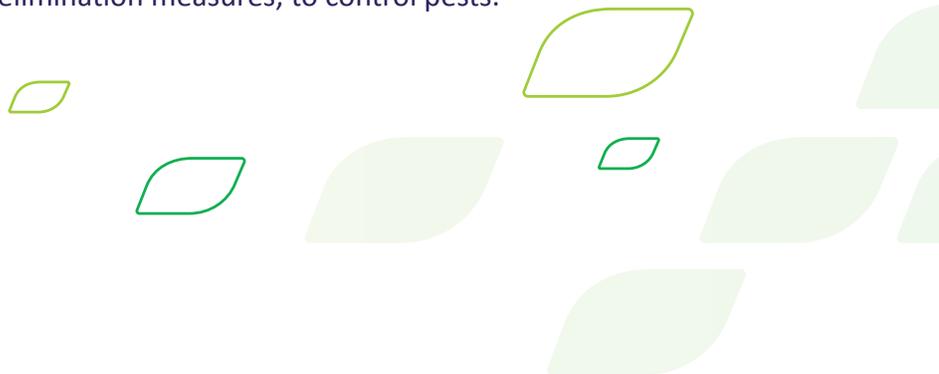
Waste management shall ensure compliance with appropriate legal requirements for waste removal.

Waste shall be disposed of appropriately and in a timely manner. All waste materials and containers shall be adequately identified and controlled in designated areas.

Waste collection containers and waste areas shall be kept clean to minimize pest infestation.

## **Pest Management**

Suppliers shall have an effective integrated pest management program to monitor and control pest activity in the supplier's facilities and surrounding areas. This program shall include appropriate deterrents, exclusion measures as well as elimination measures, to control pests.



Pesticides used on site shall be authorized for the intended use and shall be applied by a trained and licensed person.

Suppliers shall have SDS for all pesticides used on site and maintain accurate service records including documentation on pesticide applications in accordance with the relevant regulatory requirements. Suppliers shall also track and trend pest activity for their site.

## Testing and Stability

Testing methods shall be based on established, internationally recognized agencies, such as AOAC, USP, FCC, ISO, etc., or otherwise approved by ADM for analysis. This is regardless of internal or third-party laboratory use.

On-site laboratories shall be located and designed to eliminate the risk to the manufacturing environment and follow Good Laboratory Practice (GLP) for operation. Requirements for external labs shall be documented and have formal approval and oversight processes. Labs should hold ISO 17025 accreditation for any compendial/food safety testing. Proof of such accreditation shall be provided upon request.

Where pathogen and/or allergen testing is conducted (internal or external), a product hold process shall be maintained until testing is completed and reviewed.

Where required by ADM, stability study data shall be provided, and an ongoing program established to ensure stability indicating parameters are properly assessed for both safety and efficacy.

## Transportation Controls

Suppliers shall have in place controls for transportation of ingredients, raw materials, and packaging to be used for both manufacture and transportation of products to ADM. The supplier shall ensure that the transportation vehicle is suitable for the type of product transported and shall not introduce contamination risks to the material being transported.

The supplier shall have vehicle cleanliness and suitability verification procedures for vehicles delivering materials or food products to the supplier's location.

Liquid food products shall be transported in liquid bulk transport vehicles/tankers dedicated to transportation of food. There shall be adequate cleaning and previous load/cargo controls to protect the products from contamination with allergenic and microbiological hazards.

Vehicles delivering to ADM shall not have been previously used for transportation of waste materials, including but not limited to toxic waste, solid waste, or medical waste.

Vehicles delivering products to ADM or delivering on behalf of ADM (Transport Service providers) shall be appropriately secured to maintain product integrity. The suppliers shall ensure that effective vehicle sealing protocols to protect products from intentional contamination, theft, or fraudulent activities are in place and are followed.



## VII. Training Requirements

Suppliers shall have a documented training program based on roles and responsibilities for all personnel, including contractors and temporary workers. Training requirements shall be established and tracked by role and/or task. They shall be designed to ensure consistent execution of the role to protect food safety, quality, and regulatory requirements. Performance competency shall be documented.

All personnel shall understand basic GMP/PRP requirements and the risks they pose to the product by not following established procedures/processes, including the importance of their role in maintaining a safe, quality product.

Where personnel (both operations and supervision) work on or around a PC/CCP step, they shall receive additional training on the risks associated with this step, documentation requirements, and actions to take in the event of a deviation.

Training records shall be maintained, along with the relevant information, to provide evidence of the training (facilitator, date, location, material, signatures, etc.).



## VIII. Monitoring and Continuous Improvement

An unwavering commitment to quality and food safety across ADM's supply chain is crucial in maintaining the highest possible standards for our products. From the sourcing of raw materials to the final delivery of our products, quality and food safety must never be compromised.

Each ADM supplier shall monitor the efficiency and effectiveness of their processes and performance to ensure supplied products or services adhere to our requirements. As a partnership, ADM can be available to work with you to establish the performance metrics to monitor and define a frequency of review. The supplier may need to provide data, attend meetings, respond to requests for information, and conduct by-directional conversations as needed to fulfill contracted obligations.



## IX. Glossary

<b>Term</b>	<b>Definition</b>
<b>Association of Official Analytical Collaboration (AOAC)</b>	An association that brings together government, industry, and academia to establish standard methods of analysis that ensure the safety and integrity of foods and other products that impact public health around the world.
<b>Corrective Actions &amp; Preventive Actions (CAPA)</b>	A formal corrective or preventive action. CAPAs provide for tracking the initiation and completion of action(s) in a report form that can be shared with other parties as required and become a record of the actions taken.
<b>Certificate of Analysis (CoA)</b>	A document issued by a manufacturer, supplier, or accredited lab that confirms a product, or ingredient, has been tested and meets specific safety, quality, and regulatory standards.
<b>Certificate of Conformity (CoC)</b>	A document similar to that of a Certificate of Analysis, however, is a broader declaration stating that the product meets all required legal and industry standards, often without listing specific test data.
<b>Contract-Manufacturer (Co-Man)</b>	Subcontractors who do transformation, (re)packaging, or any further processing of ADM's ingredients or products and/or produce semi-finished or finished products on ADM's behalf and/or using ADM's Brands.
<b>Contingency Planning</b>	Contingency planning is the process of creating a backup plan to address unexpected events or problems. It involves identifying potential risks, assessing their impact, and developing strategies to respond before the issue(s) happens.
<b>Critical Control Point (CCP)</b>	A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level; CCPs are the same as a Process Preventive Controls.
<b>Cross Contamination</b>	Contamination from one type, item, or lot or batch of product to another.
<b>Delist</b>	Suppliers that have been disqualified by ADM.
<b>Deviation</b>	Refers to any departure from established food safety procedures, regulatory requirements, or critical control limits within a food safety management system.
<b>Due Diligence</b>	Reasonable steps taken by a person or supplier in order to satisfy an ADM or legal requirement.
<b>Economically Motivated Adulteration (EMA)</b>	Fraudulent, intentional substitution or addition of a substance into a product for the purpose of increasing the apparent value of the product or reducing the cost of the product.
<b>Environmental Monitoring Program (EMP)</b>	A systematic approach used to assess the effectiveness of sanitation and contamination control measures within a food production facility.
<b>First In First Out (FIFO)</b>	An inventory management principle that ensures older products or ingredients are used or sold before newer ones.
<b>Food Fraud</b>	An intentional misrepresentation, adulteration, substitution, or mislabeling of food products for economic gain.
<b>Food Safety Hazards</b>	Any biological, chemical, or physical agent in food products that has the potential to cause harm to human health if consumed.
<b>Food Chemicals Codex (FCC)</b>	A compendium of internationally recognized standards for the purity, identity, and quality of food ingredients and additives. Published by the USP. It includes detailed specifications, test methods, and acceptance criteria for a wide range of substances used in food products.
<b>Food Standards Agency (FSA)</b>	A government department responsible for protecting public health and ensuring food safety in the UK.
<b>Global Food Safety Initiative (GFSI)</b>	Organization that benchmarks and recognizes food safety certification standards across the global food supply chain, to drive continuous improvement in food safety.

<b>Good Laboratory Practices (GLP)</b>	A set of principles and guidelines that ensure the quality, reliability, and integrity of laboratory testing and analysis related to food safety.
<b>Hazard Analysis and Critical Control Points (HACCP)</b>	A management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement, and handling, to manufacturing, distribution, and consumption of the finished product.
<b>Hazard Analysis and Risk-based Preventive Controls (HARPC)</b>	A food safety management system that identifies and mitigates potential hazards in food production through a risk-based approach.
<b>Hazard</b>	Any biological, chemical (including radiological), or physical agent that has the potential to cause illness or injury.
<b>International Organization for Standardization (ISO)</b>	A global standard-setting body that develops and publishes international standards, including those related to food safety management.
<b>Key Performance Indicator (KPI)</b>	Quantifiable measure that an organization uses to gauge or compare performance in terms of meeting its strategic and operational objectives.
<b>Nonconformance</b>	A product or process that does not fulfill its specified requirements.
<b>Onboarding</b>	ADM qualification process of evaluating potential suppliers.
<b>Pathogen</b>	A microorganism that can cause disease and is a public health concern. Pathogens can be bacteria, viruses, fungi, or parasites.
<b>Preventive Controls (PC)</b>	Those risk based, reasonably appropriate procedures, practices, and processes that a person knowledgeable about the safe manufacturing, processing, packing, or holding of food would employ to significantly minimize or prevent the hazards identified under the hazard analysis that are consistent with the current scientific understanding of safe food manufacturing, processing, packing, or holding at the time of the analysis.
<b>Product(s)</b>	Food products, raw materials, packaging, process chemicals
<b>Preventive Controls Qualified Individual (PCQI)</b>	A qualified individual who has successfully completed training in the development and application of risk-based preventive controls at least equivalent to that received under a standardized curriculum recognized as adequate by FDA or is otherwise qualified through job experience to develop and apply a food safety system.
<b>Reportable Food Registry (RFR)</b>	US only or those under FDA Jurisdiction; Effective September 8, 2009, under section 417 of the Food Drug and Cosmetic Act (21 U.S.C. 350f). This act is prescribed by the FDA Amendments Act of 2007 (Pub. L. 110-085, section 1005 (a) (4)).
<b>Safety Data Sheet (SDS)</b>	The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.
<b>Sanitation</b>	A comprehensive process of cleaning and disinfecting food processing environments, equipment, utensils, and surfaces to prevent contamination and ensure the safety of food products.
<b>Supplier Corrective Action Request (SCAR)</b>	A formal request issued to a supplier when a food ingredient, packaging material, or product fails to meet safety, quality, contract, or regulatory requirements.
<b>Tier 1 Supplier</b>	A tier 1 supplier is a company that directly supplies a product or service to ADM. Tier 1 suppliers are the closest to the company they supply, and are often the second-to-last link in the supply chain.
<b>Tier 2 Supplier</b>	A tier 2 supplier is a company that provides resources to a tier 1 supplier, which is a direct supplier to ADM. Tier 2 suppliers are also known as secondary suppliers.
<b>Tier 3 Supplier</b>	Tier 3 suppliers or partners are one step further removed from a final product and typically work in raw materials.
<b>United States Pharmacopeia (USP)</b>	Refers to a set of quality standards and testing methods established by the United States Pharmacopeia Convention to ensure the identity, purity, strength, and consistency of food ingredients, dietary supplements, and pharmaceuticals.



**Global Supplier  
Quality and Food Safety  
Expectations Manual**

**COE.QAL.SQ.MAN.001  
Issued Date: 2025-12-31  
Version: 1**

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