Procedure Name:			Procedure Number:	Page Number:
Good Manufacturing Practices			**6 A**	**1 of 4**
Original Issue Date:	**Supersedes:**	**Date of Issue:**	**Manufacturing Location:**	
Oct. 20, 2003	**Sept 27, 2013**	**Apr 25, 2014**	**Totowa**	
Operations Management Approval:			**Quality Control Approval**	
Aamir Mausoof			**Wayne Forrester**	

I. Purpose

To insure that ingredients and products are handled and manufactured in such a manner to prevent their contamination through employee practices. The guidelines are written to comply with all Federal, State, and Local guidelines that may pertain.

II. Scope

This procedure applies to both the 81 and 100 Adams Drive facilities.

III. Responsibilities

Operations Manager

- Accountable for the overall Good Manufacturing Practices (GMP) procedure.

Production Manager

- Assures that production employees follow GMPs.

Safety Manager/ EH & S Specialist

- Re-enforcement of GMPs with contractors and vendors.
- Coordinate with Quality Manager on updates related to GMP training for contractors and vendors.
- Assure that adequate supplies of items related to Good Manufacturing Practices are stocked.
- Assure that adequate supplies of items related to Good Manufacturing Practices are stocked.

Quality Manager

- Responsible for the initial and annual refresher training related to Good Manufacturing Practices.
- Oversee the training of new and temporary employees related to GMPs.

Production Supervisors

- Assure all production employees adhere to Good Manufacturing Practices.
- Provide additional training if necessary.
- Follow-up on internal and external audits.

Process Control Leader

- Assure all Quality Control employees adhere to Good Manufacturing Practices.
- Provide additional training if necessary.
- Follow-up internal and external audits.

All Employees

- Know and understand the company guidelines for personnel practices and abide by them whenever in the facility where food, products, packaging, and ingredients are exposed.

IV. Procedure

Guidelines

1. All employees and visitors that enter the facility where food, finished products, packaging, and ingredients are exposed will wear hairnets to cover all hair. If applicable, beard guards will also be worn. A beard guard is required for an individual with any facial hair extending below the upper lip or long sideburns that extend below the end of the ear lobe.

2. Jewelry of any kind is not permitted in the facility where food, finished products, packaging, and ingredients are exposed with the exception of a medic alert necklace worn inside the uniform shirt and plain wedding band.

3. Hands will be kept clean at all times. Hands will be washed with soap and tepid water for a minimum of 20 seconds prior to the start of work, after breaks, and after using the restroom and anytime after they become soiled. False fingernails, nail jewelry and nail polish are prohibited in the production areas, unless covered by an appropriate glove. False eyelashes are not authorized within the facility.

4. No personal items are allowed in the facility where food, finished products, packaging, and ingredients are exposed. This includes but is not limited to cell phones, newspapers and magazines.

5. There will be no eating, gum chewing, candy, or use of any tobacco products where food, products, packaging, and ingredients are exposed. Personal food & drink shall not be carried into the storage, processing, or open product areas past the GMP line.

6. No one will be allowed in the facility whose job is related to food handling that has open cuts or lesions that cannot be covered with a metal detectable bandage and/or glove. If an employee is injured during the workday, they are to report the injury to a Supervisor.

7. Employees that are sick or are unable to come to work shall contact supervision through the employee call out number prior to shift start. Employees that become sick during the day shall report their illness to production supervision.

8. All employees and visitors that enter the facility where food, finished products, packaging, and ingredients are exposed will wear either a clean uniform or lab coat. Uniforms and lab coats will be maintained in a clean sanitary manner. If during the workday a uniform or lab coat becomes contaminated or heavily soiled it will be changed.

9. Personnel in contact with food products avoid wearing perfume and aftershave.

10. No external top pockets in either a uniform or lab coat will be allowed.

11. Gloves are provided and must be maintained in an intact, clean, and sanitary condition.

12. No non-essential glass, brittle plastic, or ceramic items are allowed in the facility.

13. Bags, brushes, buckets and tools will be used according to the Color Code chart and properly stored when not in use to prevent contamination.

14. Raw materials, finished goods and equipment will be kept off the floor and at least 18” off the walls.

15. Damaged materials will be evaluated for wholesomeness. If found wholesome, torn bags or boxes can be repaired with brown packaging tape or re-bagged. Please refer to the temporary repair procedure.

16. Equipment will be kept closed, except when adding ingredients or cleaning the equipment.

17. Doors will be kept closed to keep out birds, insects and rodents.

18. Staff personnel shall be instructed to use and store personal medicines away from the production area, so as to minimize the risk of product contamination. OTC drugs for colds/flu symptoms are provided in CINTAS First Aid & Safety kits in designated areas away from the operations area. Prescription drugs are not allowed on the production floor. The company understands that employee medical needs may dictate the need to take prescription drugs but the employee must notify their Supervisor that they are taking medication.

19. Smoking is not allowed anywhere inside the facility. Smoking is only allowed inside the smoking room attached to the outside wall in the front of the 100 Adams facility.

Training

1. The EH & S Specialist(Safety)/ Quality Manager(GMPs) are responsible for ensuring the training of employees, prior to working on the production floor, all full time hourly, exempt, non-exempt and temporary employees in Good Manufacturing Practices.

2. Quality Control is responsible for training all full time hourly, exempt, non-exempt and temporary laboratory employees in Good Laboratory Practices.

3. Training will be conducted at the time of hire and annually thereafter.

VI. Data Collection and Record Keeping

Results of internal audits will be kept on file in the production office.

VII. Appendix

Quadra lingual Color Code chart
Glove Policy/Guidelines

Procedure Name:			Procedure Number:	Page Number:
Plant Glass and Brittle Plastic Handling			**21 A**	**1 of 2**
Original Issue Date:	**Supersedes:**	**Date of Issue:**	**Manufacturing Location:**	
Feb. 20, 2002	Oct. 8, 2013	**Sept 26, 2014**	**Totowa**	
Operations Management Approval:		**Quality Control Approval**		
Bob Harris		**Wayne Forrester**		

I. Purpose

The objective of this procedure is to insure that no raw material or finished product can be contaminated with glass or hard plastic particles.

Glass containers or the use of glass material within the plant are not permitted. Electric light bulbs and tubes are permitted but they must be properly covered/protected to insure that breakage does not occur. Use of hard plastic will be allowed but monitored on a regular basis.

II. Scope

This procedure covers the manufacturing and warehousing areas of both 100 and 81 Adams.

III. Responsibilities

A. Operations

Provide the equipment, materials, and labor support as required. Immediately take action to isolate and clean broken glass area. Provide necessary training in glass control.

B. Maintenance

Insure all equipment is glass free and lights are shielded with non-breakable material.

C. Quality Control

1. Provide inspection of materials to ensure glass does not enter manufacturing or warehouse areas.
2. Provide inspection of contaminated materials and isolated areas after cleaning to insure no presence of glass.
3. Perform routine glass/brittle plastic inspection.

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Plant Glass Handling	**21 A**	**2 of 2**

IV. Procedures:

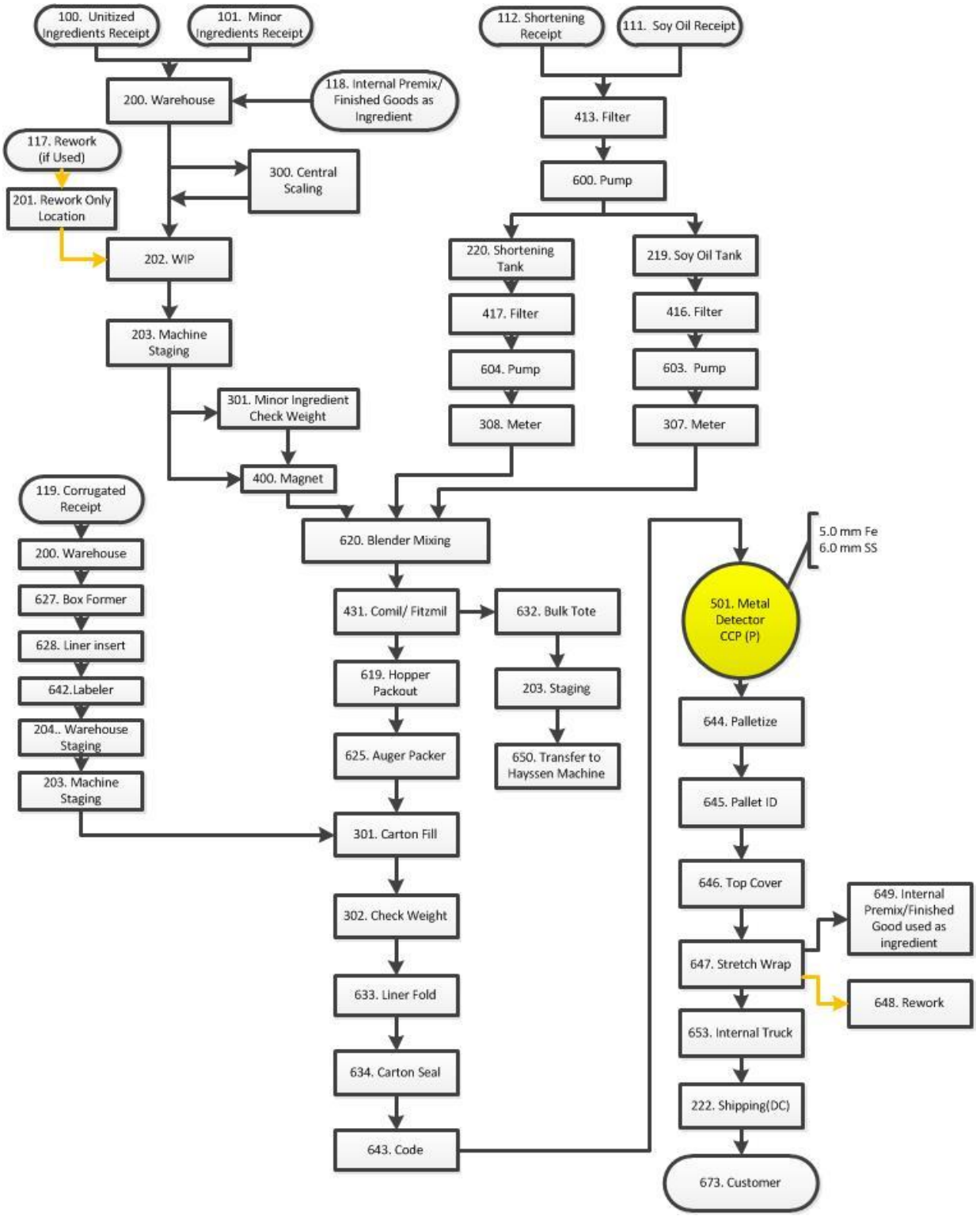
If some unforeseen event occurs where there is glass breakage in the plant, the following procedure must be followed.

1. The person who discovers the broken glass/plastic/ceramics, stays where the damage has occurred and isolates (keeps everyone away) the broken glass area.
2. The above person asks someone to inform Supervision.
3. Production lines affected should be stopped from any further activity until appropriate cleaning and inspection has been performed.
4. Supervision notifies the Quality Control Manager.
5. The Quality Control Manager directs the clean up.
    a. The clean up includes sweeping up all the larger glass particles and placing in a disposable container (not a plastic bag).
    b. Under no circumstances should the glass shards be picked up by hand.
    c. Vacuum the contaminated area. Empty vacuum cleaner bag into the above disposable container.
    d. Examine the contaminated area with a powerful flashlight to detect any missed particles. These should be picked up with a tweezers or other suitable instrument.
    e. Any product or raw material that may have been potentially contaminated must be destroyed.
    f. Any personnel within the area of breakage/cleaning shall have their shoes and uniforms inspected for any remaining debris. If any remaining debris are found on the shoes and/or uniform they must be taken outside of the production facility and discarded.
    g. Utensils used for cleaning are to be placed in a suitable container and taken outside of the plant for disposal.
    h. An incident report must be written and signed by management or the highest ranking QC member present. Production is not to resume in the area of the incident until the highest ranking QC member has signed-off that the area is approved for production.

V. Record Keeping:

N/A

Process Flow - Blender #26



California Transparency in Supply Chains Act

The materials used in the products we sell to your company comply with existing local and federal laws regarding slavery and human trafficking in the country or countries in which we do business. Not only do we require that our suppliers adhere to these laws, but Corbion Caravan does as well, as outlined below.

In regards to our suppliers, our Sustainability and Social Responsibility Self-Evaluation for Suppliers specifically asks if suppliers respect and foster the rights outlined in the International Bill of Human Rights, even in situations where human rights are not protected. As you may know, Article 7 of the International Bill of Human Rights states " that no one is to be held in slavery; that slavery and the slave-trade are to be prohibited; and that no one is to be held in servitude or required to perform forced or compulsory labour ". Suppliers that indicate they do not comply are delisted.

Corbion Caravan launched a Code of Conduct in 2005, which stresses the importance of respecting the laws and regulations in the countries where Corbion Caravan operates. Moreover, we adhere to the OECD Guidelines for Multinational Enterprises, which is specifically important in countries where proper and decent working conditions and respect for human rights is not necessarily guaranteed by national legislation or the enforcement regime. The OECD specifically addresses the abolition of child labor and elimination of all forms of forced or compulsory labor.

Corbion Caravan conducts its business with fairness, honesty, integrity and respect for the interests of stakeholders in a wide variety of social, political and economic environments. This applies to all Corbion Caravan employees individually as well as the organization as a whole.

We hope the above information will be helpful to you and your company. If you have any further questions, please contact us at documents@caravaningredients.com or by phone at (800) 669-4092.

Corbion Caravan
Compliance and Documentation Department

CI Baking Powder

An ingredient blend to condition bakery products

1344403

Ingredients: Sodium Acid Pyrophosphate, Sodium Bicarbonate, Corn Starch, Monocalcium Phosphate.

Pareve

Net Weight: 50 LB (22.68 kg)

Storage: 55-85°F (13-29°C)

Lot#: Lot #

420012 MOA 06604

Rev 04/15

GM 2-164160-000

606980008649

Corbion
CARAVAN

Caravan Ingredients, Inc.
7905 Quivira Road, Lenexa, Kansas USA. 66215 800.669.4092

CARAVAN INGREDIENTS

Certificate of Analysis

Date: 07/21/15
COA#: 2304401

Attention: _____

Lot Weight lbs: 50
Number of Units: 1

Manufacture Date: 6/02/2015

Item: 134403 **CI BAKING POWDER** **Lot#:** 1514200123

Description	Units	Result
Carbon Dioxide	%	16.53
Moisture	%	3.44
pH		6.74
Sieve (100 Mesh Thro	%	99.76
Sieve (80 Mesh Throu	%	25.0
Sieve (30 Mesh Over)	%	0.0

SAMPLE COA

Data Submitted by Quality Assurance

Thank You for Your Order!

For further information regarding this COA, please contact Customer Service
Caravan Ingredients, 7905 Quivira Rd. Lenexa KS 66215
(800) 669-4092

SIFTING POLICY

Corbion Caravan sifts all particulate products (powders, beads, flakes and dry blends) prior to packaging.

Accordingly, Corbion Caravan is compliant with AIB's Consolidated Standards for Inspection - "1.13.1.9 Documentation from the supplier states that bag or box materials were sifted prior to packaging."

HACCP Flow Diagrams are available upon request.

We hope the above information will be helpful to you and your company. If you have any further questions, please contact the Documentation and Compliance Department at documents@corbion.com or by phone at (800) 669-4092.

Corbion Caravan
Compliance and Documentation Department

LOT TRACING ABILITY

Caravan Corbion lot numbers are assigned and traceable via our LX computer system. This system only has the capability to support our 10 digit lot number. Our finished products have a lot number packer code and box number listed on the cartons. The box number is for internal reference in the event of a quality issue.

Corbion Caravan COAs are computer generated. The lot number is pulled from our LX computer system. Since this is the case, it does not have the capability to have the box number on the COA. All product withdrawals or recalls are by full lots.

We hope this provides you with enough information about our product. If you have any further questions, please do not hesitate to contact us at documents@corbion.com or by phone at 800-669-4092.

Corbion Caravan
Compliance and Documentation Department

LOT CODE / DATE OF MANUFACTURE

Please be advised that the ten digit LOT CODE format for Corbion Caravan products is as follows:

YYJJJNNNNN

YY ***The calendar year in which the lot code was created.***

JJJ ***The Julian date the lot code was created.***

NNNNN ***A sequential five digit number for ALL facilities that resets daily.***

Decoding the lot number reveals an approximate date of manufacture. The precise date of manufacture, when not printed on the product container or documentation, is available on request.

For product expiration information please refer to the shelf life section on the Corbion Caravan product data sheet.