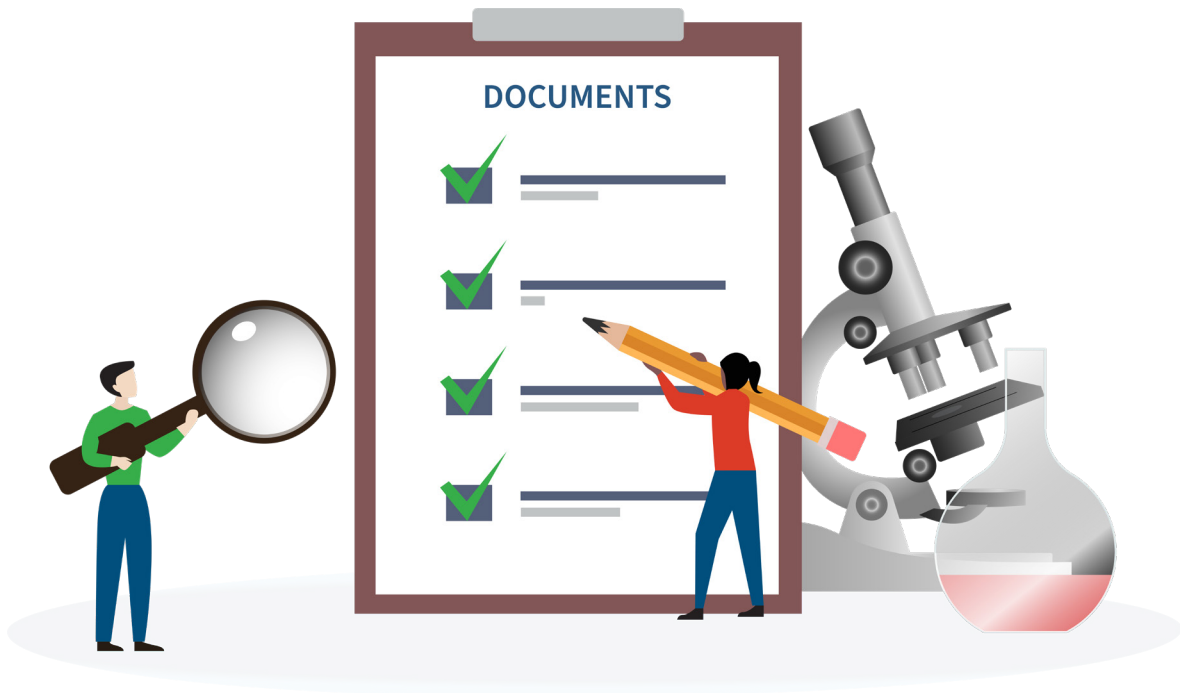


NEW PRODUCT DEVELOPMENT DOCUMENTS: A CHECKLIST FOR FOOD AND BEVERAGE BRANDS

Having ingredient and raw material suppliers you can count on is essential to launching your food or beverage innovations. Technical and corporate documents from suppliers help you meet production schedules, achieve regulatory compliance, and meet label claim goals.



FACILITY AND VENDOR DOCUMENTATION



Before commercializing your new food or drink, you’ll need to identify and evaluate ingredient suppliers. Documents gathered during supplier selection will confirm that health and safety systems are in place and align with your requirements. Facility and vendor documentation is also useful for annual updates and vetting new vendors.

HEALTH AND SAFETY DOCUMENTS

- ✓ Letter of Guarantee
- ✓ FDA Registration
- ✓ Food Defense Plan Compliance
- ✓ GFSI-Recognized Food Safety Certificate
- ✓ Master Certificate of Insurance

INGREDIENT SUPPLIER SAFETY DOCUMENTS

- ✓ Emergency Contact List
- ✓ Animal Testing Statement
- ✓ BSE TSE Statement
- ✓ BST Statement
- ✓ RTE Statement
- ✓ Supplier Approval Program Statement

SKU-RELATED DOCUMENTS

Part of the commercialization process for foods and beverages involves obtaining ingredient documentation that supports your quality and manufacturing requirements. SKU-related documents provide vital information to your internal teams. We’ve listed the most common documents below and when they are available during the development process.

	DOCUMENTATION	PRODUCT PURCHASE	PRODUCT SAMPLE
	Product Specification Sheet (PDS or TDS)	✓	✓
	Safety Data Sheet (SDS)	✓	✓
	Bioengineered (BE) Statement	✓	✓
	Certificate of Analysis (COA)	✓	
	Lot Code Explanation	✓	
	Label Example	✓	
	Kosher Certification	✓	✓
	Halal Certification	✓	✓
	Organic Certification	✓	✓
	RSPO Certification	✓	✓
	Flavor Ingredient Data Sheet (FIDS)	✓	✓