

**Nossack Distribution Centre  
Head Office**  
100, 7240 Johnstone Drive  
Red Deer, Alberta, Canada T4P 3Y6  
Ph: 403.346.5006  
Fax: 403.343.8066

**Nossack Fine Meats Production Facility**  
4951A 78th Street  
Red Deer, Alberta, Canada T4P 1N5  
Ph: 403.346.5054 Fax: 403.343.1459  
 **Nossack Gourmet Foods Production Facility**  
5804 37th Street  
Innisfail, Alberta, Canada T4G 1S8  
Ph: 403.227.2121 Fax: 403.227.1131

www.nossack.com

# MEMO

**Attn:** HACCP Coordinator / QA Manager      **From:** Catharina Nossack  
**Re:** Annual HACCP Letter of Guarantees      **Pages:** 8  
**Date:** January 3<sup>rd</sup>, 2023  
 **Urgent**     **For Review**     **Please Comment**     **Please Reply**     **Please Recycle**

Attn: HACCP Coordinator / QA Manager

At this time we would like to ask you to fax / e-mail any **HACCP Letter of Guarantees (LofG) dated for 2023** (letters from the manufacturer identifying interventions or other measures used to reduce, prevent or eliminate hazards) that pertain to any Purchase Orders that we have and will be placing. This will be on-going throughout the year (for new vendors, and mainly brokers supplying products throughout the year from different abattoirs and manufacturers). These letters can be obtained by a QA Manager or HACCP Personnel from your facility, which must be written by your company's Quality or Food Safety Representative.

All materials and/or product purchased will **require** a Letter of Guarantee prior to receiving that Purchase Order.

**The Letter of Guarantees must be dated for 2023, or for the Production Date of the product/material being purchased and shipped to Nossack Fine Meats / Nossack Distribution Centre.**

**Please fill out the attached checklist and send it with your updated Letter of Guarantee for 2023.**

**Nossack Fine Meats also requires:**

1. a "Certificate of Insurance Liability"
2. Halal Certificates if applicable
3. A copy of your Most Recent Third Party Audit Certificate
4. A list of your Product Codes & SCC Barcodes that are sold to Nossack Fine Meats
5. Product Specification Sheets (Spec Sheets)

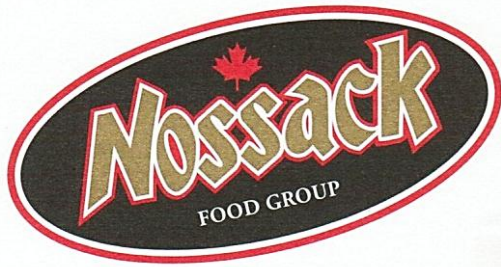
**Please find the following attached:**

- Guideline for Supplier Approval
- HACCP Letter of Guarantee Checklist (To be filled out and e-mailed back if there is no LofG available)
- Beef Suppliers, COA (Certificate of Analysis) Requirements (info for Beef Suppliers only)
- G3: Allergen Checklist for Suppliers
- Hold Harmless Agreement (to be filled out, signed, dated and e-mailed back)

**These requirements, papers, forms and checklist must be completed and e-mailed back to [NDCHACCP@nossack.com](mailto:NDCHACCP@nossack.com); [purchaser@nossack.com](mailto:purchaser@nossack.com); and [juan.aguilar@nossack.com](mailto:juan.aguilar@nossack.com) or faxed back to (403) 343-8066 by February 3<sup>rd</sup>, 2023.** If you have any questions please call or e-mail Juan Aguilar ASAP.

Regards,

Catharina Nossack  
HACCP Coordinator



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2023

**Attention: Suppliers of Meat Ingredients, Dry Ingredients and Packaging Material (direct product contact)**

**Re: Guideline for Supplier Approval**

Nossack Fine Meats Ltd. (NFM) as per our food safety program requires current information from Suppliers on a yearly basis. Nossack Fine Meats Ltd requires:

1. A Letter of Guarantee which provides confirmation that the process under which the product was manufactured is under control and that the purchase specifications are met. A signed and dated Letter of Guarantee must contain at a minimum statements outlining:
  - The supplier is federally registered (please include all establishment numbers for which the letter of guarantee describes)
  - Control measures for transport and storage are in place and meets CFIA requirements. Any product stored in outside premises is at a CFIA approved storage facility.
  - Interventions or other measures used to reduce, prevent or eliminate the hazard associated with *E. coli* 0157:H7, such as CCPs
  - Mandatory testing for *E.coli* and *Salmonella spp.* conducted by your company with a reference to acceptable levels (if applicable)
  - Compliance with the removal of SRMs (Specified Risk Materials) if applicable
  - Your company will inform NFM in writing of any changes to the information provided in the Letter of Guarantee

Letters of Guarantee must be signed and dated by the designated person of the supplying establishment.

2. A completed NFM G3: Allergen Checklist for Suppliers
3. Current 3<sup>rd</sup> party audit certificate performed by an accredited organization with a passing result
4. Certificate of Analysis (CoA), if applicable
5. Current HALAL certificate, if applicable

**It is your responsibility to inform Nossack Fine Meats in writing of any changes in the above information, including changes to your labels, nutritionals, ingredient listing, barcodes, etc.**

**All suppliers not meeting the above requirements will be removed from the Nossack list of acceptable suppliers.**

Thank you for your cooperation.

Catharina Nossack  
HACCP Manager

*“Nothing Could Be Finer”*



## Nossack Fine Meats HACCP Letter of Guarantee Checklist for Suppliers

Company Name:		Establishment #:	
Address:			
E-mail Address:			
Phone #:		Fax #:	
		Date:	
Contact Name:		Title:	Contact Signature:
Recall Contact Name:		Title:	Recall Contact Phone #:

Nossack Fine Meats Ltd., is required as part of our HACCP Program to have Letters of Guarantee from all of our Suppliers. Please check off all boxes that apply to your company. For any boxes not checked, please attach a written explanation to why.

Assurance/guarantee of the **purity, safety, and integrity of all ingredients and food items** used at Nossack Fine Meats Ltd., is our number one priority. We value the safety of our products, and will only use ingredients or supplies from companies who also take food safety seriously. Upon completion of this form, please review the questionnaire to ensure all questions have been answered fully. Incomplete submissions will result in a delay in processing and/or approval of products being used.

**All Suppliers to answer the following questions:**

- All trucks and trailers are clean and free from contamination. Products will not be shipped with any dangerous or hazardous materials.
- The walls of trucks, trailers or containers are constructed of non-permeable materials and free of any damage to walls or flooring that could lead to possible contamination of product being carried.
- All interior of trucks do not consist of a wooden box (includes walls, ceilings, and floors).
- All trucks, trailers or containers are refrigerated for the transportation of perishable products.
- All materials are manufactured, stored, and transported under conditions which preclude the contamination and/or proliferation of: micro organisms, rodent and/or infestation, odors, foreign material, and combined shipments with non-food materials.
- All products are clearly labeled (including the Company Name, address, product name and code, batch or lot number, unit weights, and ingredients).
- Your packaging protects products from spillage, contaminations, dirt, dust, and filth.
- Products are packaged in food grade materials without the use of staples and/or metal twist ties.

**Meat Suppliers & Brokers to answer the following questions:**

- You are a federally registered facility and have a HACCP Program in place (forward a copy of your Company's Letter of Guarantee).
- You are doing or require your suppliers to do a *Salmonella*, *E.coli* generic, and *E.coli O157:H7* testing as set out in Annex D (CFIA).
- You are in compliance with the removal of Specified Risk Materials (SRM) as stated in CFIA Guidance on Specified Risk Material.
- You are eligible to export to the USA (not applicable to US companies).
- You are performing environmental microbial testing as confirmation that your sanitation systems are functioning properly.
- All fresh products will be delivered at or below 39.2 degrees Fahrenheit (4 degrees Celcius) and all frozen products will be transported in a manner that will prevent thawing or deterioration (-18°C/-0.4°F).

**Importing Meat Suppliers & Brokers to answer the following questions:**

- All of the questions above under 'Meat Suppliers & Brokers' have been answered.
- You are following all of the requirements and regulations for import and export set out by the government food safety agencies, including the Government of Origin and CFIA.

**Dairy Suppliers to answer the following questions:**

- You are a CFIA registered facility and have a HACCP Program in place (forward a copy of your Company's Letter of Gurantee), and conform to the requirements of FFDA (Federal Food & Drug Act) and GMPs.
- You are doing or require your suppliers to do Salmonella spp., E.coli O157:H7, bacillus cereus, listeria monocytogenes, yersinia enterocolitica, and campylobacter j
- You are eligible to export to the US (not applicable to US companies).
- You are performing environmental microbial testing as confirmation that your sanitation systems are functioning properly.
- All fresh products will be delivered at or below 39.2 degrees Fahrenheit (4 degrees Celcius)



## Nossack Fine Meats HACCP Letter of Guarantee Checklist for Suppliers... continued

### Dry Ingredients & Dry Goods (Packaging) Suppliers to answer the following questions:

- You are a registered facility and conform to the requirements of CFIA guidelines, Federal Food and Drug Act, and Good Manufacturing Procedures (GMPs).
- Your company is in compliance, registered and certified with ISO 9001.
- You have a Allergen Program in place. List of Allergens in your facility: \_\_\_\_\_.
- A list of packaging materials by brand name or code number on your company letterhead identified separately, and is attached.
- Your packaging material complies with Section B Division 23 of the Canadian Food and Drugs Act and Regulations.
- 
- Your company will provide all supporting documents to demonstrate that the packaging material meets regulatory requirements when requested by CFIA.
- The conditions of use for the food packaging material such as: a separate letter attached identifying the points listed below:
  - Details in regard to the use (i.e. direct food contact, type of foods)
  - Temperature or state at which the food can be packaged (i.e. hot, cold, fresh, frozen, etc.)
  - If applicable, temperature at which the packaged food can be processed (i.e. thermal, maximum temperature, maximum exposure time)
  - State in which the packaged food can be stored (i.e. refrigerated, frozen, dry, etc.)

### Construction Material Suppliers to answer the following questions:

- A separate letter is attached identifying the following points listed below:
  - The identification of the construction material by brand name or code number
  - The construction material is cleanable, is free of any noxious constituents and will not be a source of food contamination through its life cycle.
  - The company will provide, when requested by the Canadian Food Inspection Agency, all supporting documents to demonstrate that the material is safe and suitable for use as intended.
  - Where applicable, directions for use in food establishments will be provided.

### Non-Food Chemical Products Suppliers to answer the following questions:

- A separate letter is attached identifying the following points listed below:
  - The identification of the non-food chemical product by brand name or code number.
  - The non-food products are safe and suitable for use as intended in food establishments.
  - The company will provide, when requested by the Canadian Food Inspection Agency, all supporting documents to demonstrate that the material is safe and suitable for use as intended.
  - The directions for use in food establishments including any pertinent limits, or reference to label instructions, if information regarding directions for use is available on the label.

### Information to be filled out (if applicable):

- Microbiological testing is sent to an external accredited lab. Name of Lab: \_\_\_\_\_.
- If done Internally, please specify equipment & method used \_\_\_\_\_.
- Documented program & policy in place for employee food safety, sanitation, and hygiene training.
- Finished product is tested for quality, and approved prior being released for shipping. Details: \_\_\_\_\_.
- Food safety devices used (i.e. sifters, magnets, metal detectors) to protect food from contaminates. Please identify: \_\_\_\_\_.

**It is your responsibility to inform Nossack Fine Meats Ltd., in writing of any changes in the above information.**

Please e-mail back to HACCP at: [NDCHACCP@nossack.com](mailto:NDCHACCP@nossack.com)  
[purchaser@nossack.com](mailto:purchaser@nossack.com)  
[juan.aguilar@nossack.com](mailto:juan.aguilar@nossack.com)

Thank you.



## NOSSACK FINE MEATS LTD.

4951A – 78 STREET, RED DEER, ALBERTA

T4P 1N5

PHONE (403) 346-5054 FAX (403) 343-1459

[www.nossack.com](http://www.nossack.com)

2023

Attention: Beef Suppliers (Beef Trim & Offal)

Re: Certificate of Analysis (*E. coli* O157:H7 negative lab report)

Nossack Fine Meats Ltd. (NFM) as per its Quality Assurance Program requires a Certificate of Analysis (COA) for every lot of beef trimmings and offal's (i.e. hearts). **The COA must be available prior or at the time of receiving at Nossack Fine Meats.** COA must contain the follow information:

- Reference to NFM Purchase Order Number
- Product Production Date or Pack on Date
- The COA must indicate results of testing for the specific lot, combo bin, etc., that has been sent to NFM
- COA Test Results for *E.coli* and *E.coli* O157:H7, must be 'negative' (*E. coli* O157 not detected)
- The Testing method that is used to screen for *E. coli* O157:H7
- COA must be signed and dated by the person responsible from the Laboratory and or the establishment representative

Please send Certificate of Analysis by:

- Fax to NFM Operations / HACCP at (403) 343-1459
- E-mail to all of the following addresses:
  - [ndcwarehouse@nossack.com](mailto:ndcwarehouse@nossack.com)
  - [ndhaccp@nossack.com](mailto:ndhaccp@nossack.com)
  - [purchaser@nossack.com](mailto:purchaser@nossack.com)
  - [HACCP2@nossack.com](mailto:HACCP2@nossack.com)
  - [juan.aguilar@nossack.com](mailto:juan.aguilar@nossack.com)
  - [uwe.jung@nossack.com](mailto:uwe.jung@nossack.com)
  - [catharina.nossack@nossack.com](mailto:catharina.nossack@nossack.com)

We appreciate your cooperation on this matter

Sincerely,

Juan Aguilar  
HACCP Manager  
Nossack Food Group  
Tel: 403-346-5054  
Fax: 403 343-1459

Cc: Carsten Nossack, Operations Manager, NFM  
Karsten Nossack, President, NFG

<b><i>Nossack Fine Meats LTD</i></b>	<b><i>G3: Allergen Checklist for Suppliers</i></b>	Reference G.1.1
	Department: HACCP	Page 1 of 1

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Establishment #: \_\_\_\_\_

1. Check mark the allergens present at your facility

- |  |                          |                 |                          |
|--|--------------------------|-----------------|--------------------------|
| <b>Allergen</b>                        |                          | <b>Allergen</b> |                          |
| Eggs                                   | <input type="checkbox"/> | Soy             | <input type="checkbox"/> |
| Milk Ingredients                       | <input type="checkbox"/> | Wheat / Gluten  | <input type="checkbox"/> |
| Seafood (Fish, crustaceans, shellfish) | <input type="checkbox"/> | Sulfite         | <input type="checkbox"/> |
| Sesame                                 | <input type="checkbox"/> | Peanuts         | <input type="checkbox"/> |
| Mustard                                | <input type="checkbox"/> | Tree Nuts       | <input type="checkbox"/> |

2. Do you have an allergen Control Program in place?  Yes  No

3. Do you have dedicated line(s) of production to avoid allergen cross contamination?

Yes  No

If your previous answer is no, explain how do you prevent allergen cross-contamination?

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4. How do you verify that sanitation process was effective to remove any allergen from previous production run?

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\_\_\_\_\_  
Supplier Authorized Representative

\_\_\_\_\_  
Title

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**NOSSACK FINE MEATS LTD.**

#100 – 7240 JOHNSTONE DRIVE, RED DEER, ALBERTA

T4P 3Y6

PHONE (403) 346-5006 FAX (403) 343-8066

www.nossack.com

**HOLD HARMLESS AGREEMENT  
AND  
GUARANTEE WARRANTY OF PRODUCT**

2023

Attention: President

To Whom It May Concern;

The undersigned person or entity (“Seller”), for value received, hereby represents and agrees as follows:

1. The articles contained in any shipment or delivery made by seller, its subsidiaries or divisions (a “Product”) to or on the order of Nossack Fine Meats Ltd. / Nossack Distribution Centre, its subsidiaries affiliates or divisions (collectively referred to as “Buyer”) is hereby guaranteed, as of the date of such shipment or delivery (a) to not be adulterated or mislabeled within the meaning of the Food and Drugs Act of Canada and related regulations (the “FDA”) and the Consumer Packaging and Labeling Act and related regulations (the “Act”). (b) to not be an article which cannot be introduced into interprovincial commerce under the provisions of the FDA or the Act, and (c) to be in compliance with all applicable federal, provincial and local laws, regulations and ordinances.
2. Seller agrees to defend, indemnify and hold harmless Buyer and its employees, officers, directors and customers (individually, an “Indemnitee”) from all actions, suits, claims, proceeding, and inquiries (“Claims”) and any judgements, damages, fines, costs and expenses (including reasonable legal fees) resulting therefrom:
  - i. brought or commenced by federal, provincial or local governmental authorities against any Indemnitee alleging that any Product sold by Seller to or on the order of Buyer did not, as of the date of delivery, meet the guarantee set forth in Paragraph 1;
  - ii. brought or commenced by any person or entity against any Indemnitee for the recovery of damages for the injury, illness and/or death of any person or damage to property arising out of or alleged to have arisen out of: (a) the delivery, sale, resale, labeling, use or consumption of any product, or (b) the negligent acts or omissions of Seller; provided, however, that Seller’s indemnification obligations hereunder shall not apply to the extent that Claims are caused by the negligence of Buyer.

Indemnitee shall notify Seller promptly of the service of process or the receipt of actual notice of any Claim.

3. Seller agrees to maintain in effect insurance coverage with reputable insurance companies carrying on business in all provinces of Canada covering workers' compensation and employers' liability, automobile liability, commercial general liability, including product liability and excess liability, all with such limits as are sufficient in Buyer's reasonable judgement to protect Seller and Buyer from the liabilities insured against by such coverage's. Seller's insurance described herein shall be primary. Seller shall furnish a certificate evidencing the obligations of its insurance carriers not to cancel or materially amend such policies without thirty (30) days prior written notice to Buyer. In addition, Buyer shall be named as an additional insured with respect to the commercial general liability policy, including products liability. Automobile liability and excess / umbrella liability coverage will also name Buyer as an additional insured.
4. This Guarantee and Agreement is continuing and shall be in full force and effect and shall be binding upon Seller with respect to each and every Product shipped or delivered to Buyer by the Seller before the receipt of the Buyer of written notice of revocation thereof.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_  
Name of Company, Seller

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, Province and Postal Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number