



**TITLE: STANDARD FOR DRY GROCERY**

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## **FOREWORD**

Recommendations for corrections, additions or deletions should be addressed to the:  
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2016

## INTRODUCTION

The purpose of this document is to detail the scope of work, incorporating the tasks and responsibilities of the Service Provider required by City Power for Canteen Services.

## 1. SCOPE

The scope entails requirements for supply and delivery of dry grocery in accordance with applicable Acts, Regulations and National Standards governing the food industry.

## 2. NORMATIVE REFERENCES

The following document contains provisions that, through reference in the text, constitute requirements of this specification. At the time of publication, the editions indicated were valid. All standards and specifications are subject to revision, and parties to agreements based on this specification are encouraged to investigate the possibility of applying the most recent editions of the documents listed below.

### 2.1 Acts and Regulations

**Act 54 of 1972:** Foodstuffs, Cosmetics and Disinfectants Act, 1972 (as amended)

**Act 54 of 1972:** Regulation R.638 of June 2018 under the Foodstuffs, Cosmetics and Disinfectants

**Act 54 of 1972;** Labelling Regulations under Foodstuffs, Cosmetics and Disinfectants Act 1972

**Act 119 of 1990:** Agricultural Product Standard Act, 1990

**Act 85 of 1993:** Occupational Health and Safety Act, 1993

**Act 40 of 2000:** Meat Safety Act, 2000

**Act 36 of 1998:** National Water Act, 1998

**Act 35 of 1984:** Animal Disease Act, 1984

Certificate Of Acceptability Regulation R638

**ISO: 9001:2015/SANS 9001:2015** "Requirement for Quality Management Systems"

**ISO 14001:2015 / SANS 14001:2015** "Requirements for Environmental Management Systems"

**SANS 10330:2007** "Requirements for HACCP System"

**ISO 22000:2005** "Food Safety Management Systems – Requirements for any organisation in the food chain"

**FSSC 22000:** "Food Safety Management System certification"

**SANS 10049: 2012** "Code of Practice Food Hygiene Management"

**SANS 10133:** "The application of pesticides in food handling, food processing and catering establishment"

### 3. DEFINITIONS AND ABBREVIATIONS

The definitions and abbreviations in the above documents (Normative Reference) shall apply to this specification.

## 4. REQUIREMENTS

### 4.1 General

- 4.1.1 The supplier is to ensure that products shall be of good quality as indicated in this specification.
- 4.1.2 The supplier shall ensure that the products supplied complies with all the relevant South African legislation and National Standards.
- 4.1.3 All products supplied shall be produced in South Africa. except if proven that it cannot be sourced within the country
- 4.1.4 Any changes in product or change in delivery date and time should be communicated to City Power, in advance, telephonically and in writing
- 4.1.5 Letter of intent must be signed by both parties
- 4.1.6 Agreement letter to transfer of skills should be signed by both parties

### 4.2 Packaging Requirements

The company/manufacturer name, product name and production date, as well as best before date should be visible on the package for storage and rotation purpose.

- 4.2.1 The label should reflect the name of the product, weight, nutritional information and expiry date.
- 4.2.2 All food items should be dry when delivered.
- 4.2.3 All items should be free from dent and cracks.
- 4.2.4 The pre-preparation products should be packed into thick plastic bags. With company name and product name and pre-preparation/ production date and best before date should be visible on the packaging for storage and rotation.

### 4.3 Labelling

- 4.3.1 Food shall be labelled in accordance with Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972)
- 4.3.2 The following information is required: name of the product, class, size, weight, use-by date, batch identification and the address of the manufacturer or person on whose behalf the product is prepacked
- 4.3.3 Items must have mixing and preparation instructions attached.

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## 4.4 Transportation

- 4.4.1 Dry Groceries shall be handled and transported in a hygienic way and covered suitably so that it is protected against dust and contamination.
- 4.4.2 Personnel hygiene, PPE and cleanliness should also be strictly adhered to by the delivery driver and dry groceries handlers.
- 4.4.3 An insulated vehicle, without windows shall be used for the transportation of Dry Groceries product only
- 4.4.4 The insulated vehicle shall be inspected daily before loading to ensure that the vehicle is clean and weatherproof. Records of daily checks and maintenance shall be kept and inspection by end user will be done from time to time.
- 4.4.5 All Dry Groceries shall be transported and stored at a temperature of between 0 - 5°C
- 4.4.6 Transportation meaning all delivery vehicles must be cooled and not only insulated.
- 4.4.7 Dry Groceries should be transported in one vehicle in different containers/pallets, to avoid cross contamination.
- 4.4.8 All products shall be delivered according to delivery schedule
- a) Monday to Thursday 06:00 am to 08:00 am and 13:00 pm to 15:00 pm.
  - b) Friday 06:00 am to 08:00 am and 12:00 pm to 14:00 pm.
  - c) For Emergency/Lead Time will be as and when required (maximum 6 hours after receiving PO.)
- 4.4.9 A truck with a canopy is therefore unsuitable.

## 4.5 Shelf Life

- 4.5.1 Upon delivery, the container must be sealed, must not affect or be affected by the other products, and must be protected against deterioration for 12 months after delivery.
- 4.5.2 Service Providers may make written applications to deliver Product with a shorter shelf life, provided such applications are accompanied by an undertaking that such short-dated stock will be unconditionally replaced before or after expiry.

## 4.6 Return Conditions

- 4.6.1 All products qualify to be returned if the quality of the product is not completely satisfactory as long as the product is within the expiry date.
- 4.6.2 All products will be returned should it be defective.

## 4.7 Health & Safety requirements

- 4.7.1 All employees adhere to hygiene and safety standards, personnel safety and should be trained accordingly.
- 4.7.2 Pest control should be monitored.

#### **4.8 Administration Compliance**

4.8.1 Certificate of Acceptability (R638) must be submitted

4.8.2 If the supplier is an independent distributor (sourcing the products from another company), a letter of commitment from the Principal Company formalizing the Distribution Agreement including specific responsibilities and accountabilities between the two companies should be included in the letter of commitment

### **5 WARRANTY CONDITIONS**

The supplier shall guarantee correct condition of the products inline with stipulated legislature for the duration of the contract

### **6 QUALITY MANAGEMENT**

A quality management system shall be set up in order to assure the quality of the system during design, development, production and servicing. Guidance on the requirements for a quality management system may be found in the following standards: ISO 9001; 2015. The details shall be subject to agreement between the purchaser and supplier.

### **7 HEALTH AND SAFETY**

A health and safety plan shall be set up to ensure proper management and compliance of the system during installation, operation, maintenance, and decommissioning phases. Guidance on the requirements of a health and safety plan may be found in ISO 45001:2018 standards. The details shall be subject to agreement between City Power and the Supplier.

### **8 ENVIRONMENTAL MANAGEMENT**

An environmental management plan shall be set up to ensure the proper environmental management and compliance of the system during their entire life cycle (i.e. during design, development, production, installation, operation and maintenance, decommissioning as well as disposal phases). Guidance on the requirements for an environmental management system may be found in ISO 14001:2015 standards. The details shall be subject to agreement between City Power and the Supplier.

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**ANNEXURE A – BIBLIOGRAPHY**

- Agricultural Product Standard Act, 1990 (Act 119 of 1990), as amended
- Animal Disease Act, 1984 (Act 35 of 1984), as amended
- Certificate Of Acceptability Regulation R638
- Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972), as amended
- FSSC 22000: "Food Safety Management System certification"
- ISO: 9001:2015/SANS 9001:2015 "Requirement for Quality Management Systems"
- ISO 22000:2005 in a 3-year transition to ISO 22000: 2018 "Food Safety Management"
- ISO 14001:2015 / SANS 14001:2015 "Requirements for Environmental Management Systems"
- Labelling Regulations under Foodstuffs, Cosmetics and Disinfectants Act 1972 (Act 54 of 1972), as amended
- Meat Safety Act, 2000 (Act 40 of 2000), as amended
- National Water Act, 1998 (Act 36 of 1998), as amended
- Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended
- Regulation R.638 of June 2018 under the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972), as amended
- SANS 10330:2007 "Requirements for HACCP System"
- Systems – Requirements for any organisation in the food chain"
- SANS 10049: 2012 "Code of Practice Food Hygiene Management"
- SANS 10133: "The application of pesticides in food handling, food processing and catering establishment"



ANNEXURE B - REVISION INFORMATION

Date	Rev.	Remarks
January 2025	0	Initial Document