Redistribution Partnership Arrangement

| **Redistribution Partnership Arrangement** |  |  |
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| **Part A: Contact details** |
| Names of organisation supplying surplus:  | Yellow cells: *information to be extracted from the readiness to supply document* |
| Key contact and contact details: |  |
| Addresses of sites with surplus to supply: |  |
| Names of organisation receiving surplus:  | Purple cells: *information to be extracted from the readiness to receive document* |
| Key contact and contact details: |  |
| Address of depots/sites where food surplus is to be received: |  |
| **Part B: Statement of purpose of the Partnership Arrangement: period in force and possible review period** |
| Statement of purpose of the partnership Arrangement: |  |
| Length of Arrangement: |  |
| Review frequency: |  |
| Mechanisms to review, monitor and measure throughout arrangement:  |  |
| Ability to measure/quantify donated food received: |  |
| **Part C: Nature of surpluses (add rows if necessary)** |
| Food types likely to occur as surplus: | Condition and likely remaining shelf life; | Food handling and storage requirements | Likely quantities and frequency: | Other information including seasonal considerations: | Stated ability to handle food surpluses being made available: |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Part D: Fulfilling requirements** |
| Details of in-house food safety and hygiene training and levels achieved  | - |  |
| Details of internal audit process  | - |  |
| Details of ability to provide traceability evidence | - |  |
| Details of any in-house documentation in relation to managing food safety hazards and controls (e.g. ‘Hazard Analysis and Critical Control Point’-based safety management system): | - |  |
| **Part E: Logistics** |
| Agreed transport arrangement for surplus and details of arrangement: |  |
| Suitable collection/delivery day and time: |  |
| Minimum lead time: |  |
| Back-up arrangements if recipient unable to collect/receive surpluses: |  |
| Any particular conditions/ special requirements that the receiving organisation will need to fulfil: |  |  |
| **Part E: Review, monitor and measure** |
| Mechanism for ensuring that all stakeholders, are able to provide feedback |  |  |
| **Part F: Third party arrangements** |
| Third party recipients of the food surplus: | - |  |
| Mechanism for ensuring that transfer to any third party still meets the agreed standards and conditions: | - |  |
| Statement on conditions of use of food surplus by receiving organisation or any third parties, such as front-line charities using the redistributed food: | - |  |
| Statement of how this is reviewed by recipient: | - |  |
| **Part G: Documentation** |
| * Documentation transfer
 |  |  |
| Legal liability for food and point at which this transfers between partners |  |
| Arrangement over supplier indemnity over any claim for loss or damage in relation to supplying surplus to recipient |  |