

	Document Name:	PRODUCT SPECIFICATION SYSTEM (Gordon Food Service Brands)		
	Doc. Number:	NASOP0150	Revision No: 09	Page 1 of 2
	Created:	10/2/2005	Author: Quality Assurance, Brands	
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PURPOSE: Describe the Gordon Food Service Product Specification System, which includes the process of specification development, as well as specification requirements for format, content, change control, approvals and maintenance. The primary purposes of Gordon Food Service Brands specifications are:

- Ensuring common understanding of product requirements between suppliers and Gordon Food Service;
- Assuring product safety and supporting product regulatory compliance;
- Providing a tool that can be used to monitor Supplier compliance with requirements;
- Facilitating decision making across and within Gordon Food Service business divisions;
- Supporting ongoing customer satisfaction and Gordon Food Service business success.

SCOPE: This system applies to products that are Gordon Food Service owned brands in the U.S and Canada. It does not apply to national brands and/or private chain account brands. This procedure applies to Quality Assurance, Brands, Marketing, as well as to Gordon Food Service suppliers or outside contract sources involved in development and specification of Gordon Food Service Brands.

1.0 RESPONSIBILITIES:

- **Suppliers** are the primary external source and provider of product technical and regulatory information related to product development and definition of product requirements. It is recognized that Suppliers generally have substantial expertise in product development and Gordon Food Service expects Suppliers to demonstrate a willingness to collaborate by contributing significantly to Gordon Food Service product development and product specification development. Suppliers are responsible to ensure product specification data is accurate, complete and compliant with applicable Federal, State and local regulations.
- **Suppliers** are responsible to give prior notice and opportunity to Gordon Food Service to review and approve any changes to product design or specifications before implementing changes to Gordon Food Service brands.
- **Gordon Food Service Product Marketing** is responsible for creating and developing proprietary marketing content that effectively communicates key product attributes and brand positioning to customers. This content development relies upon and utilizes the approved product specifications and defined marketing strategies to ensure accuracy and consistency across all internal and external product communications.
- **Gordon Food Service Brand Management** is responsible to review and approve all product branding position decisions and maintain brand integrity across the product portfolio. This team ensures that the product content and packaging components are in alignment with the overarching brand strategy and established brand guidelines.
- **Gordon Food Service Packaging** is responsible for collaborating directly with vendors and external agencies to manage all necessary packaging components and overseeing the artwork development process. This includes obtaining and organizing technical files such as die lines, detailed product information, and physical packaging samples. The Specialist is also responsible for proofing and officially approving the final packaging design for all Gordon Food Service Brands products, ensuring complete adherence to both regulatory requirements and established brand standards prior to production.
- **SGK** is the third-party administrator responsible for product packaging label development, printing information, as well as specification content storage and utilization for label development. They facilitate these activities with suppliers and packaging/printing sources.
- **Gordon Foods Service Quality Assurance** collaborates with Suppliers and other Product Management Team members to review technical product requirements/Specifications provided by the supplier.

2.0 SPECIFICATION BUSINESS RULES:

- 2.1 Specifications** are developed only for products that are Gordon Food Service brands.
- 2.1.1 There will be one specification for a given item supplier combination.

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- 2.1.2 The Supplier is responsible to provide input and review of technical specification information via access (web links) to the Gordon Food Service Product Specification and Packaging System (Wave, provided by SKG).
- 2.1.3 The Supplier is responsible to ensure that products, including labeling, are compliant with all applicable regulations.
- 2.1.4 Confidentiality of specifications: Gordon Food Service owned brands specifications are to be considered confidential and the exclusive property of Gordon Food Service. Gordon Food Service product specifications shall not be provided to Non-Gordon Food Service entities without express permission from Gordon Food Service and a confidentiality agreement in place.
- 2.1.5 Specifications will be reviewed and updated with appropriate change management periodically, as a necessary part of the category review process and when significant changes are identified, communicated by the Supplier or internal Gordon Food Service functions. All changes to Gordon Food Service Brands specifications must be approved by Gordon Food Service Quality Assurance. Significant changes included ingredient, recipe, processing packaging, and quality requirements.
- 2.1.6 Package Label revisions must be approved by Gordon Food Service Packaging Coordinators.

3 PROCESS STEPS

3.1 **Acquiring Product Specification Information:**

- 3.1.2 **Product Specification System review/input:** Gordon Food Service Packaging Coordinators will send an email with a link and specification system access information to the designated supplier technical contact to initiate review and compiling of product specification information. The email and the web site will include any additional instructions.
- 3.1.3 **Product Labeling System review/input:** The Gordon Food Service Brands Packaging Coordinator will initiate an email solicitation in conjunction with SGK to initiate product package label development.
- 3.1.4 **Suppliers and Print Suppliers** may propose changes to product and label where appropriate by contacting the Gordon Food Service Brands Package Labeling Coordinator, QA Specialist, or SGK.

3.2 **Review and approval of Product Specification:**

- 3.2.2 Gordon Food Service QA Specialists will review compiled information. Note: The supplier is responsible for the accuracy of the data submitted. QA Specialists are simply reviewing the specification to ensure that content is complete and seems reasonably appropriate.

3.3 **Review and approval of Package Labeling:**

- 3.3.2 The SGK specialist and the Gordon Food Service Brands Packaging Specialist will review information and label copy/proofs.
- 3.3.3 The SGK specialist and the Gordon Food Service Brands Packaging Specialist will approve the label. Brands is simply reviewing the label to ensure the details align with the information provided by the supplier within the SKG system.

3.4 **Distribution & Use Final Approved Package/Label and Product Specification**

- 3.4.2 Distribution for implementation of package labeling and product specification will occur via SGK system communication to appropriate suppliers.
 - 3.4.2.1 Approved product specification access via the web will be maintained for all approved suppliers.

4 SPECIFICATION SYSTEM ADMINISTRATION

- 4.1 All new and revised package/label specifications will be maintained and change controlled via the SGK system, unless otherwise stated by the Gordon Food Service Brands Team.

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Reason for Revision	Revisor
Update third party packaging development/graphics company to SKG, remove specification level detail requirements, update titles, clarify responsibilities.	Erica Waara, Lauren VanRyn
Update language to reflect current processes and systems; Changed author from individual to QA & Brands; Updated Marketing responsibilities, Added Packaging Responsibilities; removed item setup	Erin Dean, Danielle Portfleet