Disposable cutlery: supplier specification

A template for including plastic-free cutlery requirements in a catering or supply contract. Adapt it to your organisation.

1. Scope

This specification applies to all disposable forks, knives, spoons and packaged cutlery sets supplied for use at [site(s)] under [contract reference].

2. Material

1. Cutlery shall be made of genuine bamboo. Birchwood, other timbers and plastic (including "bio-based" or "compostable" plastics) are not accepted as substitutes unless approved in writing.
2. The supplier shall provide a written material specification for each product, naming the material.
3. Packaging (sleeves, napkins, cartons) shall be paper or board. The supplier shall declare whether any packaging contains intentionally added PFAS.

3. Quality and safety

1. Products shall be smooth, free of splinters and fit for use with hot food.
2. The supplier shall provide food-contact documentation for each product [name the standard or test report required].
3. Samples shall be approved before first delivery; deliveries shall match the approved sample.

4. Supply

1. Country of manufacture shall be stated. Preference: manufactured in South Africa [delete if not required].
2. Lead time from order to delivery: not more than [x] working days.
3. Delivery schedule agreed per site based on meal counts.

5. Reporting

The supplier shall provide, per site and in total, every month:

- number of plastic utensils replaced (by type);
- weight of plastic avoided (kg) and weight of bamboo supplied (kg);
- estimated CO2e reduction, with the methodology and emission factors used stated;
- an annual summary or certificate for the contract year.

6. Verification

The client may request supporting documentation at any time and may audit supply records on reasonable notice.

> This template is provided for convenience and is not legal advice. Review it with your procurement and legal teams before use. Questions: info@thebambutable.co.za