




SALSA Requirement: “The business shall detail how to control jewellery and personal items such as medicines, keys and mobile phones so that they pose no risk of product contamination.”







Why?

Personal items are a potential source of both physical and bacterial contamination. Some jewellery can prevent effective hand cleaning.

Tools

-  Personal Hygiene Policy/Procedure
-  Start-up & Good Manufacturing Practice (GMP) Audits
-  Suitable storage for personal items

Tips

-  Managers and Supervisors should lead by example!
-  Never compromise the Policy by giving concessions to specific employees
-  Don't allow studs in any exposed part of the body
-  A plain wedding ring is allowed
-  One pair of plain sleepers is allowed
-  Don't forget this applies to Visitors and Contractors as well

What evidence could I use?

- Document your requirements in your Personal Hygiene Policy/Procedure
 - Include how you control all the items listed in the SALSA requirement
 - Give clear rules for exceptions *eg* whether you permit religious and medical jewellery and how they will be controlled to prevent contamination.
- Train staff against the Procedure at Induction (and Refresher Training) & document this training.
- Visitors & Contractors (going into Production & Storage Areas) need to follow this Procedure too. Use a Visitors' Questionnaire and ask them to read the documented Personal Hygiene Procedure.
- Check staff are correctly following the Procedure.
- Record your checks either in Start-up Checks and/or routine Good Manufacturing Practice audits - include any corrective actions where non-compliance is observed.
- It is a legal 'food handler' requirement to follow Company Rules regarding food safety
- Spectacles are not jewellery but any neck hangers should be plain.

Example

- The following extract comes from a weekly Good Manufacturing Practice audit.
- Decide how and when to use GMP audits in your own business and which areas you will cover. This GMP audit sheet would be useful for a number of SALSA Requirements.
- You could also record checks on personal items in Start-up Checks.

<u>WEEKLY SITE GMP AUDIT</u>			
1- Satisfactory 2- Below Average 3- Poor			
			Date
			Time
Are all staff following the personal items procedure?			1 2 3
Are Visitors and Contractors reading the Personal Hygiene Rules and completing/signing the Visitors' Questionnaire?			1 2 3
...etc			
Details of occasions where/when scores of 2 or 3 have been noted:			
Sign		PRINT NAME	
To be completed weekly for whole production site.			
Any Corrective Action required (including Re-training and Maintenance) added to Corrective Action log.			
Owner/Manager Signature _____ PRINT NAME _____			

Need more help?

- See **Guidance Notes for 1.2 Personal Hygiene**