





**SALSA Requirement:** “The business shall ensure that specifications are held on site for all materials, including food contact packaging and processing aids, and are regularly reviewed.”







### Why?

It is important that you have all necessary product information readily available, so that you can assess, and control risks associated with raw materials, and for staff to refer to *eg* for ‘Goods-in’ checks. Specifications must provide all relevant food safety information associated with ingredients and packaging.

### Tools

-  A list of your suppliers and raw materials supplied
-  A system to record dates of your specifications so you can manage and review them regularly
-  Packaging specifications including suitability for food contact (where relevant)
-  Your HACCP plan for reference

### Tips

-  Obtain specifications from suppliers so you can assess risks in your HACCP plan
-  A COSHH or safety data sheet is not the same as a specification as the detail is limited
-  Raw material specs are used to ensure your product labelling is correct (for ingredients, allergens and provenance claims) - so they need to be right
-  Make sure you only order raw materials if you have a specification (so you can check them against the details on delivery)
-  Detailed raw material specifications are an important part of meeting the requirements for SALSA 1.6.4 - Raw Material Risk Assessment
-  Ask your suppliers for any additional information you may need for your business *eg* Certificates of Analysis.

### What do I need to do?

- Keep records showing from whom you are purchasing your raw materials, including food contact packaging. If necessary, seek further information from your supplier if it isn’t obvious where the product has come from (*eg* buying soft fruit from a farmers’ market).
- You must have specifications for all raw materials used to make your products; this includes both food and food contact packaging. These can be stored electronically or on paper.
- It is strongly recommended that you seek to obtain these specifications from the supplier BEFORE placing an order to purchase. If a supplier can provide a suitable specification it can be a good indication of the supplier’s suitability and capability and you can use this as part of your Supplier Approval assessment.
- Specifications for all materials you purchase should be signed and dated by the supplier or manufacturer AND checked for suitability. Check the specification :
  - Includes all relevant aspects of food safety – shelf-life, storage conditions, allergens, ingredients *etc.*

## 1.6.2 Raw Material Specifications

- Has details to back up any provenance claims you are making *eg* free range egg, organic chicken, halal, vegetarian.
  - Provides enough information to allow you to complete finished product specifications and allow accurate, legal labelling.
- You should review your specifications regularly to check that the information is up to date. Decide how often you will do this review and document that it has been completed.
  - Contact your supplier and either request an updated specification or ask them to confirm in writing that the specification you have is the most up-to-date.
  - During the review, check that the specifications you have relate to the materials you are currently buying, that these materials are still suitable for the products they are used in and that you are correctly declaring the materials on your product label/packaging.
  - If applicable, include provenance checks in your review.
  - Ensure you have specifications for any new raw materials you may purchase, and archive or destroy any that relate to materials you no longer use.
  - As evidence the review has been completed, you could record a review date on your list of suppliers and raw materials supplied, or sign and date a printed copy of each specification. Any changes you have made as a result of the review should be recorded.
  - An annual review is appropriate for multi-component materials *eg...* and printed food packaging, but single ingredients or plain packaging may only need a review every 2-3 years.
- All food contact packaging specifications must include confirmation that the packaging is suitable for use in contact with foods. Do check suitability on the packaging specification if your foods are not standard items *ie* if acidic, high fat or if you are freezing *etc*. This requirement also includes any materials used temporarily during processing *eg* cling films.

### Example

- If your suppliers can't provide a suitable specification then you should ask them to complete your own specification form, which you can base on the example given below.
- Specifications should include all relevant aspects of food safety and give you enough information on which to base your product labels.
- The safety and allergen information within the specification is important for your HACCP assessments, so it must be complete.

### Need more help?

- See also **Tools & Tips** 3.8.1 Finished product specifications; 1.6.1 Supplier Approval, 1.6.3 Raw Material Intake and 1.12.1 Labelling Control.

General Information			
Ingredient Name			
Supplier Name			
Supplier Address			
Supplier Telephone/Email/Mobile			
Supplier contacts      - Accounts - Technical - Emergency/Recall			
Manufacturer's name and address (if different to supplier's)			
Packaging format			
Net Quantity		Minimum or Average Weight	
Ingredients and Allergens			
Legal name / Descriptive name			
<b>Ingredients</b> (List all ingredients in recipe, include additives (with E number). Provide ingredients for any multi-component ingredients eg.... )		Quantity in Recipe	% in Recipe
		In descending order at time of manufacture	
List any processing aids used:			
Current Ingredient Declaration (include QUID and emphasised Allergens)			
Allergens present in: ingredients, additives & processing aids		Contains (YES/NO)	Risk of: Allergen Cross-contamination/ May Contain (comments)
Cereals containing gluten namely wheat, rye, barley, oats and hybridised strains			
Peanuts/peanut derivatives			
Nuts (almond, hazelnut, walnut, cashew, pecan, Brazil, pistachio, Macadamia) and derivatives			
Sesame seeds/sesame seed derivatives			
Crustacean/crustacean derivatives			
Molluscs/molluscs derivatives			
Fish/fish derivatives			
Egg/egg derivatives			
Milk/milk derivatives			
Soybeans/soybean derivatives			
Celery/celery derivatives			
Mustard/mustard derivatives			
Lupin/lupin derivatives			
Sulphites (declare if over 10mg/kg in whole product )			
Suitability			
Suitable for Vegetarians		YES/NO	
Suitable for Vegans		YES/NO	
Contains Genetically Modified Organisms/Materials		YES/NO	
Nutrition			
Source of nutritional information eg analysis / calculation /			

## 1.6.2 Raw Material Specifications



<b>reference source</b>			
		Per 100g/ml as sold	
Energy kJ			
Energy kcal			
Fat (g)			
Saturates (g)			
Carbohydrates (g)			
Sugar (g)			
Fibre (g) (optional)			
Protein (g)			
Salt (g)			
<b>Product Handling</b>			
<b>Durability Type</b> (tick as appropriate)	Use By	Best Before	Best Before End
<b>Shelf-Life unopened</b>		<b>Shelf-Life once open</b>	
<b>Storage Conditions</b> (tick as appropriate)	Ambient	Chilled	Frozen
<b>'Frozen On' date</b> (for frozen meat/meat preparations/fishery products)		<b>Traceability / Lot Code Format Used</b>	
<b>Instructions for use if relevant</b>			
<b>Additional Requirements</b>			
<b>Alcoholic Strength by Volume</b> (if contains >1.2% by volume)			
<b>Origin / Place Of Provenance</b> if required			
<b>Packaged in a protective atmosphere</b>		<b>YES/ NO</b>	
<b>Product-specific Requirements</b> eg cocoa solids			
<b>Health Mark</b>			
<b>Warnings</b> eg... may contain bones etc			
<b>Quality or Safety Parameters</b>		(measurable parameters of significance for quality or safety eg pH, acidity, moisture content, aW)	
Parameter	Target	Tolerance +/-	Frequency of test
<b>Microbiological Testing</b>			
(examples: include only those organisms tested on the product)	Target	Maximum	Frequency of test
<b>TVC (Aerobic) cfu/g</b>			
<b>Yeast &amp; Mould cfu/g</b>			
<b>Coliform or Enterobacteriaceae cfu/g</b>			
<b>E.coli cfu/g</b>			
<b>Salmonella spp in 50g</b>	ABSENT	ABSENT	
<b>Listeria monocytogenes in 50g</b>	ABSENT	ABSENT	
<b>Listeria spp</b>			
<b>Staphylococcus aureus cfu/g</b>			
<b>Other</b>			