SALSA

Safe and Local Supplier Approval

SALSA Standard Guidance Notes

Issue 5, June 2018

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About the SALSA Guidance Notes

These Guidance Notes are designed to give small and micro food & drink producers some of the basic information to help you organise and manage your own food safety management system based on the SALSA Requirements as defined by the SALSA Standard. The Guidance Notes are general, not exhaustive; nor do they deal with specific food sectors. The Guidance Notes contain information which should be taken into account when assessing how to meet the SALSA Requirements.

As the SALSA Standard is built on legal requirements plus elements of industry 'best practice', many SALSA members will have some, or even most, of the requirements for the SALSA Standard already in place. It will not usually be necessary to 'start from scratch' and members are encouraged to use their existing systems if they are working well and effectively, and then to use the Guidance Notes to add, adapt or modify as necessary.

Within the Guidance Notes, there is a general assumption that members are aware of all the food regulations applying to their products (*eg* labelling, weights & measures, general food hygiene regulations, temperature control regulations *etc*) including any specific requirements applicable to their own operation.

Members are expected to be aware of, and to comply with, any Codes of Practice, Best Practice Guidelines *etc*, from their sector-specific trade associations. Any other requirements which have been imposed by Local Authorities via Environmental Health or Trading Standards Officers, or other relevant regulatory bodies must also be complied with.

Members may find they require further support to gain SALSA approval. SALSA offers a range of support services and resources to assist in gaining Approval:

- Mentoring — SALSA-approved mentors can be found through the Mentors' Directory on the SALSA website
- *Tools & Tips* — Where these exist, they are indicated by the *Tools & Tips* logo in the Guidance Notes
- Self-Assessment Checklist — An essential document to determine how your current system complies with the Standard
- HACCP Courses — Interactive courses aimed at the needs of small businesses. Level 1 and Level 2 courses available
- Food Labelling Workshops — Providing clear guidance on producing labels that comply with FIC regulations
- Telephone Helpline — 'In person' advice available from 9.00-5.30 Mon-Fri.

IMPORTANT INFORMATION ON SALSA GUIDANCE NOTES FOR ISSUE 5

Users familiar with the Guidance Notes for Issue 4 should refer to the **Summary of Changes** document (see 'Member Resources' section of www.salsafood.co.uk) which details the modifications/changes to Requirements between Issues 4 and 5. The Guidance Notes for Issue 5 have been updated to reflect new and changed Requirements.

Issue 5 introduces changes to Section 2 HACCP and to Section 3 MANAGEMENT SYSTEMS & DOCUMENTATION with corresponding changes to the Statements of Intent. The requirements for HACCP are retained within Section 2 but other management system requirements are now included within Section 3. Please familiarise yourself with these changes. **Important:** In the event that the Auditor finds there is a substantial failure to meet the Requirements of any one section, then it is likely that the business will also fail to comply with the overall 'Statement of Intent' and result in an unsuccessful audit.

New/changed Requirements are identified in the Guidance Notes, as they are in the Standard. Some requirements have been moved to a different section but are otherwise unchanged.

1. **New** Requirements are identified within the Audit Standard and Guidance Notes with numbers in ***bold italics*** + ***New***
2. **Changed** Requirements where wording has been revised are shown in ***bold italics*** + ***(C)***
3. Requirements where only numbering, but not wording, has changed are shown in ***bold italics***

STS Approval: For Members who require their SALSA Approval to be recognised by STS for supplying the public sector, Issue 5 includes additional Requirements which are clearly identified in **Appendix 1** of the Guidance Notes. These requirements are only audited at the request of the member, who must declare at the start of the audit that they are needed for this purpose.

SECTION 1 PREREQUISITE CONTROLS

Statement of Intent:
Prerequisite food safety controls shall be identified, documented, adopted, legally compliant and maintained throughout the business. The controls shall include, but are not limited to, the Requirements identified in Section 1.

1.1 Training & Supervision
1.2 Personal Hygiene
1.3 Cleaning
1.4 Contamination/Cross-Contamination Prevention
1.5 Process, Environment & Equipment Control
1.6 Control of Raw Materials
1.7 Stock Control
1.8 Waste Control
1.9 Pest Control
1.10 Equipment
1.11 Maintenance
1.12 Labelling Control
1.13 Distribution & Storage Control
1.14 Product Shelf-Life

SECTION 2 HACCP

Statement of Intent:
All hazards to product safety and legality shall be identified, analysed and assessed for risk. A documented HACCP (Hazard Analysis & Critical Control Point) system, based on *Codex Alimentarius* HACCP principles, shall be in place & regularly reviewed.

2.1 HACCP team
2.2 Flow process/diagram
2.3 Hazard Analysis
2.4 Control Measures
2.5 Risk Assessment
2.6 Critical Control Points
2.7 Control Measures/Critical Limits
2.8 Monitoring Procedures
2.9 Corrective Actions
2.10 Verification
2.11 HACCP Documents and Records
2.12 HACCP Review
2.13 HACCP Personnel

SECTION 3 MANAGEMENT SYSTEMS & DOCUMENTATION

Statement of Intent:
An effective management system encompassing regular systems reviews and procedures for corrective action, traceability, incident management and complaint handling shall be in place. Documents, specifications & procedures relating to the business's food safety and quality systems shall be clear, organised and accessible.

3.1 Food Safety Systems Review
3.2 Non-Conforming Materials
3.3 Corrective Action
3.4 Traceability
3.5 Managing Incidents
3.6 Complaint Handling
3.7 Document Control
3.8 Manufacturing Specifications
3.9 Procedures & Working Instructions

SECTION 4 PREMISES

Statement of Intent:
Premises shall be fit for purpose, clean, and provide safe and legally compliant facilities that meet production and staff requirements. Premises shall be registered with, and/or approved by the appropriate authority.

4.1 Registered Site
4.2 Location
4.3 Perimeter & Grounds
4.4 Security
4.5 Hand Washing Facilities
4.6 Equipment Cleaning Equipment
4.7 Location of Toilets & Staff Facilities
4.8 Condition of Building Structure
4.9 Condition of Building Services

APPENDIX 1 – REQUIREMENTS FOR STS APPROVAL

Statement of Intent:
To meet STS approval, the requirements listed below for supplying to the public sector shall be met and maintained within the business.

Additions to Section 1 – Prerequisite Controls
1.4.2a Horsemeat Handling Controls
1.5.2a Temperature monitoring
1.12.2a Labelling Chilled RTE products
1.14.1a *Listeria monocytogenes*

Additions to Section 3 – Management Systems & Documentation
3.4.1a Meat traceability
3.5a Managing Incidents STS

SECTION 1 – PREREQUISITE CONTROLS

Statement of Intent	What does a 'Statement of Intent' mean?
Prerequisite food safety controls shall be identified, documented, adopted, legally compliant and maintained throughout the business. The controls shall include, but are not limited to, the requirements identified in Section 1.	The Statement of Intent summarises the overall aim of the section that follows. The SALSA auditor will check each requirement during an audit. Should the auditor find that there is a substantial failure to meet the requirements of the section, it is likely that the supplier will also fail to comply with the overall Statement of Intent and result in an unsuccessful audit.

1.1 Training & Supervision

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.1.1	The business shall have a training procedure with a documented plan and records to demonstrate that the training is appropriate, effective and can provide evidence of competency.	Food handlers should be trained & instructed to a level so they can effectively carry out their work activities to make safe food. You should be able to demonstrate how you achieve this. An overall or general training procedure should be documented. This should include refresher training for all staff (see 1.1.3). Use a training matrix to show the range of training required by which should include at least: • Induction Training • Health Questionnaire • Personal Hygiene Rules • Allergens • Food Safety – including appropriate training for those responsible for monitoring Critical Control Points (activities crucial to the safety of the product being made – you will have identified your Critical Control Points in Section 2, HACCP). • Working instructions (see 3.9) Specify the details of training required, training carried out and frequency of training for individuals - for a very small company it may be appropriate to include this detail on a documented training plan/matrix and records. Where SALSA require procedures to be in place ensure appropriate staff have been trained in line with the procedures. Consideration should be given to the language skills of food handlers. Provide signage and critical information in additional languages if necessary. Retain staff training records for the period of employment plus the shelf life of any product they have been involved with, where the period of employment is shorter than this (see 3.7, Document Control). Details of how training is monitored to assess competency (*ie* via observation or short tests), and details of Corrective Actions to be taken if training is ineffective, should be recorded. Ensure competency is tested for staff monitoring Critical Control Points.	Have a training procedure. Keep records to complement the procedure detailing the training that each individual food handler has undertaken. Records can show: the trainer, the trainee and when training was given. Keep records of Induction Training which should include company rules concerning personal hygiene (see 1.1.2, Temporary Personnel and 1.2, Personal Hygiene). An Induction Checklist helps to ensure all relevant points are covered. Keep training records up to date.
1.1.2 (C)	Temporary personnel shall be trained commensurate with their activity prior to starting work. This training shall be documented.	All temporary personnel entering a food-handling area should go through induction training prior to entering the production area and/or starting work. The amount of training required will depend on the nature of the work activity but in all cases, should include: • Company Rules covering the relevant requirements of Requirement 1.2, Personal	Document training records for each temporary member of staff. The responses to the health questionnaire should be checked before allowing entry to ascertain if safe to do so (see 1.2.11).

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
		Hygiene. Keep a signed copy of these rules for each temporary food handler. • A questionnaire to establish the health status of the food handler, preferably before employment. (See 1.2.11). This training can be simple, from a graphic illustration of the work involved to 1-to-1 training. Training must take account of the protective clothing changing routine expected prior to entering and re-entering any high care/high risk area (see 1.2.3).	
1.1.3	A programme of appropriate refresher training shall be in place for key staff.	Training should be viewed as an ongoing activity with planned update/refresher training carried out at specified intervals. It may be useful to review training annually whilst carrying out your annual Food Safety Systems Review (see 3.1.1).	Include with a plan or dates for refresher training against each training activity on your training records.
1.1.4	All personnel shall be adequately supervised throughout the working period.	Supervision should be provided as required by the work activity. In a very small business this may not be applicable. It may be necessary to supervise personnel who are responsible for Critical Control Points (activities crucial to the safety of the product being made).	Define who and/or which job needs to be supervised and include this in your training records.

1.2 Personal Hygiene

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.2.1 (C)	Protective clothing shall be suitable for the food being handled, shall not pose a contamination risk to the product and shall be subject to appropriate exchange, laundering and condition monitoring procedures. Disposable protective clothing, if used, shall be subject to adequate control to avoid product contamination.	Use protective clothing appropriate to the type of products you are manufacturing and monitor the items to ensure they stay in a clean condition and in good repair. Consider how frequently you need to change protective clothing depending on the risk of contamination from soiled clothing. Have procedures in place to cover removal/covering of protecting clothing before visiting toilet, amenity & external areas. Control laundering of protective clothing, an external laundry is preferable. If carried out on site or in staff homes wash to at least 60°C and control drying to avoid (cross) contamination. Use unscented detergent appropriate for food environments. Control use of disposable clothing/ gloves	Write a procedure stating how you meet this requirement. (All of Personal Hygiene (1.2) can be included in one document). You could include this on a routine check of the premises (see 1.3.1, Housekeeping Check). Where disposable protective clothing is used, make it clear where to collect it from and where to dispose of it. This can be done with good signage, suitable dispensers and bins.
1.2.2	Where protective clothing is required, designated changing facilities shall be provided for all personnel, whether staff, visitor or contractor, prior to entry to all food handling areas. Protective clothing shall be stored physically separate from outdoor clothing.	Changing facility: • Personnel should not change into protective clothing in the toilet cubicle area or the processing/production area. Separate, designated changing room(s) or changing area(s) should be used. Storing protective clothing: • Must be stored physically separate from outdoor clothing. • Must not be stored in the toilet cubicle area.	Outline the changing procedure in your Personal Hygiene document/Company Rules and place a notice in the changing room(s) to remind staff about the correct procedures. Train staff at induction (see 1.1.1 and 1.1.2). You could include compliance with this on a routine check of the premises (see 1.3.1, Housekeeping Check).
1.2.3	For the production of High Risk/	High risk/High Care businesses (See **Glossary of Terms** for definition) will need	Outline the changing procedure in your

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
	High Care products, all protective clothing shall be removed, in a designated changing area, before visiting the toilet, and controls shall be in place to ensure product safety is not compromised before returning to food handling areas.	• Defined procedures to ensure that staff change out of protective clothing/footwear prior to going to the toilet. • 'Changing' procedure included in the Personal Hygiene document/Company Rules for areas where high risk/high care foods are handled. • Staff training must cover the protective clothing changing routine expected prior to entering and re-entering the High risk/high care area. • Supervision and monitoring of this procedure is essential. See also 4.7 for additional requirements for High risk/high care changing facilities which relate to the design and layout of premises.	Personal Hygiene document/ Company Rules and place a notice in the changing area to remind staff about the correct procedures to adopt (see 1.1.1 and 1.1.2, Training). You could include compliance with this on a routine check of the premises (see 1.3.1, Housekeeping Check).
1.2.4 New	The consumption of food and drink shall not be permitted within food production and storage areas.	Rules relating to where food and drink CAN and CANNOT be consumed should be included within the staff hygiene rules. If water dispensers are used on site, the dispensing & disposal of used cups must be appropriately controlled. Water (only) bottles can be used by staff in production areas but controls shall be in place.	Clearly identify areas where eating and drinking is and is NOT permitted.
1.2.5	All hair, including beards and moustaches, shall be fully contained to prevent product being contaminated in open food production and storage areas.	Staff should be issued with hair coverings (and beard snoods as necessary) that are capable of containing all hair when entering the production and storage areas. Establish your definition of a beard and include this in your hygiene rules. To minimise the risk of loose hair falling on protective clothing, hair coverings should be put on before other protective clothing. Disposable covers are better than washable versions for hygiene reasons.	Wearing of appropriate hair coverings in all production and storage areas. You should outline the requirements in your Personal Hygiene document/ Company Rules. Place a notice in the changing area to remind staff about the correct procedures to adopt.
1.2.6 New	Smoking shall be effectively controlled and, as a minimum, isolated from production and storage areas. This applies to electronic cigarettes and other smoking apparatus.	This clause covers all smoking apparatus. Cigarettes, electronic cigarettes, vapers *etc* shall not be used or brought into production & storage areas. If smoking is allowed on site, designated smoking areas shall be provided isolated from/outside production and storage facilities.	Document this in your Personal Hygiene document/Company Rules and include in Induction Training (see 1.1.1 and 1.1.2). You could include this on a routine check of the premises (see Housekeeping Check, 1.3.1)
1.2.7 (C)	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.	State what jewellery, if any, is permitted to be worn: • Any jewellery should be of a single piece such as wedding rings/sleeper earrings. • Where permitted in your hygiene rules, medical jewellery or religious jewellery, such as wedding chains or crosses, must be covered by protective clothing. • Exposed jewellery, if permitted and unavoidable, must be covered by controlled-issue, blue, waterproof dressings. If you allow medicines on site, you should make provision for their safe storage and state 'not to be brought into or taken into' the production & storage areas. Keys & mobile phones must be effectively controlled in production & storage areas.	Document this in your Personal Hygiene document/Company Rules and include in Induction Training (see 1.1.1 and 1.1.2). You could include this on a routine check of the premises (see Housekeeping Check, 1.3.1)
1.2.8	Hand cleaning shall always be performed before handling food, after visiting the toilet and thereafter at a frequency that is	Staff should be trained how to wash their hands. State what hand cleaning is expected. Hands must be washed thoroughly: • Before starting work (including after every break) • Before handling food	Document this in your Personal Hygiene document/Company Rules and include in induction training (see 1.1.1 and 1.1.2).

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
	appropriate to product risk.	• After using the toilet • After handling raw foods or waste • After eating and drinking • After cleaning • After sneezing, coughing and blowing the nose. Handwashing can be followed by use of hand sanitisers. Hand sanitisers alone are not as effective as hand washing on dirty or greasy hands. If nailbrushes are used, they should be plastic, sound and clean and kept in a sanitising solution which is regularly replaced.	You could include this on a routine check of the premises (see Housekeeping Check, 1.3.1)
1.2.9 (C)	All cuts and grazes on exposed skin shall be covered by a blue plaster that is business-issued, logged and monitored to ensure safe disposal or return.	It is best to make a trained individual responsible for purchasing plasters in order to avoid product- or skin-coloured plasters being inadvertently issued for use. Blue metal-detectable plasters are easily available. There must be a record of plaster issue and checking in place to make sure that all plasters are accounted for and traceable in the event of loss during food handling duties. If a metal detector is used to check finished product, plasters available for issue must be regularly checked through the machine to ensure: 1) that these plasters are metal detectable and 2) that your machine detects them.	Record all plasters issued - when, by whom and to whom. (This may link with your H&S accident recording system). Document this in your Personal Hygiene document/Company Rules and include in Induction Training (see 1.1.1 and 1.1.2). You could include this on a routine check of the premises (see Housekeeping Check, 1.3.1)
1.2.10 *(C)*	Perfume or aftershave shall not be worn; fingernails shall be kept short, clean and unvarnished. False fingernails and false eye lashes shall not be permitted.	State this in your Personal Hygiene document/Company Rules and train staff in line with these rules (see 1.1.1 and 1.1.2). Consider also the wearing of make-up which may flake off *eg* face glitter	Document this in your Personal Hygiene document/Company Rules and include in Induction Training (see 1.1.1 and 1.1.2). You could include this on a routine check of the premises (see Housekeeping Check, 1.3.1)
1.2.11	The business shall have a procedure for the notification by employees, temporary employees, contractors and visitors, of any relevant infectious disease or condition with which they may be suffering, or have been in contact.	If a food handler has a condition to notify, this should be recorded by the business and a risk-based decision made as to whether or not the person is fit to work on food handling duties. • For anyone entering the site make it clear that a 48-hour period of quarantine shall follow after any gastro-intestinal illness. • Seek advice as necessary from a medical practitioner or your local Environmental Health Officer. • It is advisable to monitor food handlers returning to work after infectious illness. Have systems in place to monitor contractors and visitors to the food premises as well as employees and temporary employees. Ref: The Foods Standards Agency-issued **'Food Handlers Guidance: Fitness to Work'** (2009). The last page has a suitable questionnaire to be used for establishing the health status of prospective employees, contractors, visitors and staff returning from abroad. It gives detailed guidance on action to take in the case of a food handler having an infectious disease. Be aware that there are many diseases and infections common in other countries, particularly in developing countries.	You should have documentation relating to health screening which you could use as a 'return to work' questionnaire for employees and a health questionnaire for contractors and visitors to control notification of infectious illness. Document this in your Personal Hygiene document/Company Rules and include these in induction training (see 1.1.1 and 1.1.2).

1.3 Cleaning

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.3.1	All areas of the site shall be visually clean and tidy and the standard of cleaning and housekeeping shall be suitable to minimise the potential for contaminating the product.	Each area should be cleaned and checked in accordance with the cleaning schedules. • After cleaning, all areas, should be clean, tidy, organised and uncluttered. • Where hoses are used, store on hose racks when not in use. • Don't forget to include external areas and waste containers. • Consider overhead cleaning. • Toilet cleaning should be specifically planned with separate cleaning materials such as coloured mop buckets, disinfectant & cloths. • If the same cleaner is cleaning both the processing areas and the toilets, toilets must be cleaned at the end of the cleaning time with no return to the processing areas.	Carry out a documented routine check of the cleanliness and tidiness of the premises (Housekeeping Check).
1.3.2 (C)	Documented cleaning schedules, procedures and records shall be in place and maintained for the building, services, plant and all equipment in direct contact with food.	Cleaning schedules should be in place for all equipment and production areas *ie* walls, floors, ceilings and food surfaces. Depending on the size and complexity of the business, you may need one schedule or a range of schedules. Include in these schedules/procedures/records: • All areas of the site to be cleaned - equipment, surfaces (including floors and walls), own or rented distribution vehicles and load areas. • Cleaning methods for each area. Your cleaning methods should be validated to confirm they are effective. • Frequency of cleaning (*eg* after each use, daily, weekly, *etc*). • What chemicals are to be used, dilution rates, special instructions (*eg* wearing of protective gloves & goggles). • Who will carry out the cleaning. • Sign off section(s) for the cleaning operative to confirm cleaning has been carried out. • Management/Supervisor sign off that cleaning has been checked and meets a satisfactory standard. • Taking into account any allergens that may be present in the area concerned, and that cleaning methods minimise the risk of cross-contamination of allergens between raw materials and products.	Keep copies of cleaning schedules and completed records to show the schedules are being followed and that evidence of cleaning taking place is available. The checking of cleaning must also be documented. The checker should not be the same person as the cleaning operative.
1.3.3 New	The effectiveness of cleaning shall be routinely checked and documented.	Monitoring of the cleaning processes must be carried out by visual assessments but swab testing, either by external laboratory or rapid in-house methods, can be undertaken to demonstrate the effectiveness of cleaning. The monitoring must be documented. Consider what the cleaning must achieve, this may be more than just removal of soiling and micro-organisms – see in 1.4.2 meat species cross-contamination and 1.4.3 allergen cross-contamination, and ensure you are checking as appropriate. Ideally, complete trending of results/analysis to help identify problem areas. If you use contract cleaning on site, this shall be subject to documented management scrutiny.	The results of any monitoring tests, whether by visual assessments, in-house methods or carried out by an external laboratory, should be recorded & maintained. Results should be monitored by senior management.
1.3.4	In High Risk/High Care areas, cleaning and disinfecting processes shall effectively control any microbiological risk to the safety of the product.	See **Glossary of Terms** for definition of High Risk/High Care. In high risk/high care situations, the monitoring of the cleaning processes must be carried out by swab testing, either by external laboratory or rapid in-house methods, to make sure that cleaning is demonstrably effective at controlling microbiological food safety risks. Trending of results/analysis must be completed (and reviewed by management).	The results of monitoring tests, whether by an in-house rapid method or carried out by an external laboratory, must be maintained and regularly reviewed by senior management.

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
		• Use trending to identify if there are specific areas of concern where cleaning is repeatedly ineffective. Areas to be disinfected must be clearly specified on the cleaning procedures and the type of cleaning must be appropriate to the food safety risk and the equipment in use in that area. Consider also carrying out occasional microbiological or ATP testing to ensure dishwashers or other cleaning equipment are working correctly.	
1.3.5 (C)	Cleaning chemicals shall be fit for purpose, appropriately labelled, secured in closed containers and used according to the documentation on their safe use, which shall be held on site.	Cleaning chemicals in use must be specifically for food use. Disinfectant products, where appropriate, should comply with the BS EN 1276 or BS EN 13697 standards. Containers used for decanting (such as sprays) must be labelled. Cleaning chemicals should be kept in closed containers, and in a secure storage area or lockable cupboard away from production areas except when in use. Manufacturers' instructions and dilution rates must be followed at all times and you should include a documented method of dilution, stating volume of chemical in stated volume of water in your cleaning procedures. (see 1.3.2) MSDS or COSHH data sheets shall be readily available. These should be available from your chemical company or online. Document how dosing/dilution is controlled in your cleaning schedules. Make sure you have a practicable method of ensuring the correct dilution of each chemical in use. Possible options are: • Use of a measured dosing plunger fitted to the top of the bulk chemical container. • Use of an in-line dosing system connected to the water supply. Ensure the accuracy of any automatic dosing system attached to a utensil or tray washing machine. Set up a routine check and a record to verify that the correct dose strength is being delivered by the system. Your chemical supplier may be able to help with an independent check of your chemical usage.	Make sure there are suitable safe and secure storage places for chemicals when not in use. Make sure all containers, including sprays, are labelled. Keep records of each chemical used on file (Control of Substances Hazardous to Health – COSHH – Regulations), and where appropriate, have these available in summary form on the shop floor in the *cleaning instructions.* If an in-line dosing system is being used, keep a record of the results of your checks and any alterations made, to ensure the correct dose is being achieved.

1.4 Contamination/Cross-Contamination Prevention

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.4.1 (C)	The site layout and methods of working shall minimise the potential for the unintended physical, chemical, microbiological or allergen contamination of product and packaging at all process steps.	Your site layout & process flow should follow a logical sequence to avoid unnecessary overlapping or repetition of process steps: • Consider delivery, storage, processing (there may be several steps here), packing, labelling, storage and distribution. • Plan production and train staff in their work activities. • Consider the potential for cross-contamination from the movement of staff within and around the production area. • Consider the potential for cross-contamination caused by the handling of different raw materials within an area, notably allergens. • Organise your process flow so that the risk of raw materials - or staff handling raw materials - coming into contact with processed products is prevented.	Factory movements can be drawn up on a scale floor plan to map out the process flow of materials, products and people through the storage and processing areas.

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
		• Do not allow animals, pot plants *etc*, in production, food/packaging storage areas or staff facilities. • Consider the risk of contamination between low risk and high risk/high care areas especially where you do not have physical barriers between the areas.	
1.4.2	There shall be effective segregation in place to minimise the risk of product or meat species cross-contamination.	Where the risk of product cross-contamination is identified, such as for meat and animal by-products, specific handling and storage procedures must be in place. This may include specific cleaning schedules, specific storage requirements and could include the separation of processes by time. • If it is not possible to avoid cross-contamination by products on shared surfaces or equipment, then separate handling and production equipment must be used. • If physical segregation is necessary, the segregated areas must be clearly identified and movement of materials and people appropriately controlled. Different species of meat: Make sure that meat of different species is clearly labelled and well segregated in your storage and processing areas. Unless intended to be mixed in a product, different species should be processed: • In different areas and/or • Using different equipment or • Using the same equipment at different times with appropriate cleaning and disinfection in between.	Check and record the fact that this is happening, eg Demonstrate labelling/signage and segregation in recognised storage and processing areas. 'Time Segregation', if used, should be planned and documented with cleaning methods and records to demonstrate compliance. You could include this on a routine check (see 1.3.1, Housekeeping Check) Check cleaning effectiveness (see 1.3.3) Make sure that you have a documented procedure and training records demonstrating that staff understand and will comply with it (see 1.1.1, Training).
1.4.3 (C)	Allergens handled on site or brought on to site, shall be identified and the risk of cross-contamination shall be assessed. Controls shall be implemented to minimise the potential for cross-contamination.	The allergens referred to are those in labelling legislation (specific allergens to be identified in ingredients lists for pre-packed foods). These are: Cereals containing gluten: (wheat, rye, barley, oats, spelt, khorasan wheat and their hybridised strains), crustaceans, molluscs, fish, egg, milk, soya, peanuts, tree nuts: (almond, hazelnut, walnut, cashew, pecan, brazil, pistachio, macadamia and Queensland nuts), celery, mustard, sesame seed, lupin, sulphur dioxide and sulphites, (and products derived from these). Where allergens are handled and/stored on the premises, specific handling/storage procedures must be in place. This may include: • Specific cleaning schedules • Specific storage requirements • Separation of processes by area or time. If it is not possible to avoid cross-contamination by allergens on shared surfaces or equipment, then separate handling and production equipment must be used or a suitable advisory cross-contamination warning label applied to product packaging. Staff should be trained in line with the allergen procedures which should include controls for allergens brought onto site by staff. • Check items in snack bars and vending machines on site for allergen content • Discourage staff from bringing foods containing nuts onto site. Where you are making free from claims you will need to consider in detail: • Raw materials and risk of cross contamination at suppliers as well as on site (see 1.6.1/1.6.2)	Document your risk assessment and procedure for handling allergens. Include training for staff on allergens in your training requirements (see 1.1.1). Visitors (including contractors) should be aware of the procedure for the control of foodstuffs containing allergens when on the premises. You can include this procedure on your Visitor Health Questionnaire (see 1.2.11).

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
		• Validate your cleaning methods to demonstrate they are effective at removing allergen residues (see 1.3.3 effectiveness of cleaning) • Carry out tests on your final products to demonstrate that they are free from the stated 'free from' allergen.	
1.4.4 (C)	Glass and Breakables control procedures shall be documented and shall include a list of relevant items and recorded checks.	Document how you will control Glass and Breakables on site AND include how you will deal with breakages where there is a risk to product. Control of Glass and Breakables: This includes minimising the risk of product contamination through checking the condition of unavoidable glass and brittle plastic items which might, if damaged, cause hazard to the product. Identify those glass and brittle plastic items, which, due to their location and vulnerability may constitute a risk to the product and/or packaging. • *eg* fluorescent tubes, light bulbs, equipment dial covers, stop/start buttons, electric sockets *etc* and list them on your register. • This is particularly relevant in areas where product is exposed. • Consider if it is possible to remove, replace or relocate any to minimise the risk. Routinely carry out a check on the condition of the listed items and record the results. The frequency of checking should be based on risk, this might be daily for items at risk in open product areas, weekly for brittle items in production and monthly for other areas. Take appropriate Corrective Action when damage has been identified (see 3.3). Dealing with breakages in production and food/packaging storage areas: • Consider the action necessary to remove the risk of glass or brittle plastic contamination when a breakage occurs in a given area. • The procedure should define the area affected, equipment *eg* brushes to be used and what product would need to be destroyed as a precaution. • Keep a record of breakage incidents and action taken. • Unless you are packing into glass containers, where it is not unusual to deal with broken glass, it is appropriate to dispose of any cleaning equipment used to clear up. • Where frequent glass breakage occurs (packing into glass containers), it is appropriate to provide dedicated, colour-coded cleaning equipment. • Where you are packing into glass containers have a written instruction detailing exactly what action is to be taken when a breakage occurs on, or adjacent to, the filler and/or the capper/lidder. • Keeping a piece of the broken item, in a sealed bag, alongside the breakage report can be useful for further investigation/in case of complaints.	Document your control procedure for glass and brittle items. Keep records of your checks on identified glass and brittle plastic items, their conditions and any Corrective Actions taken (see 3.3).
1.4.5 New	Metal control or detection procedures shall be documented and their operation subject to recorded inspection and/or testing.	Document your procedures for controlling metal items in production. Your Hazard Analysis (see 2.3) should identify where metal is a risk to product. Where knives and cutting/dicing/ slicing blades are in use, identify them on a register and regularly check for presence of breakage or damage or signs of wear which could lead to metal contamination of product. Ensure that only the minimum number of knives, blades and utensils are available for use in production areas. Remove all non-essential items. Ensure those available for use are in good condition and that their use is controlled. If using a metal detector, make sure there is a detailed procedure for the operation of the	Document how you control or detect metal on site. Record results of checks on condition of knives etc. Train staff in line with your procedures.

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
		machine, including the sizes of test pieces and frequency of testing. The procedure should also state the action to be taken a) if the detector fails to recognise a test piece, and b) if the detector identifies potential metal contamination in product.	
1.4.6 (C)	Procedures shall be in place to prevent contamination by other foreign bodies including wood and plastic.	Your HACCP documentation should indicate what other foreign bodies might be considered as physical hazards such as, extraneous materials in ingredients *eg* shells, and materials from damaged structures and equipment. Where possible, the use of wood should be avoided. If not avoidable, include the wooden items on a replacement programme: • If a food contact wood surface or implement is essential to the food processing procedure, the surface or implement must be sound, capable of being cleaned and disinfected and must be checked frequently (daily/weekly) for cleanliness and condition. Otherwise, ensure that there are no wooden food contact surfaces or implements in use. • If wood or wood composite walls, doors, shelving, *etc* are present in storage areas, make sure that the material is sealed (varnished/painted) and is capable of being washed and disinfected if necessary.	Document the procedure and include a check on the condition of any wood surface or implement on a routine check of the premises (see 1.3.1, Housekeeping Check). Include the check on 'food contact wood surfaces or implements' in a suitable record.
1.4.7 (C)	Procedures shall be in place to prevent contamination of product by chemicals used on site.	Document your control procedures for all chemicals used on site *eg* pest control chemicals, cleaning chemicals *etc*. These need not be separate but may be documented within those prerequisite procedures (see also 1.3.5 and 1.9.7). Manufacturers' instructions for the use of chemicals on site must be followed. Products which have to be decanted must be transferred into containers which are clearly labelled with chemical name and concentration. Unlabelled containers, (including spray bottles) are not acceptable.	Document the procedure. Include this in a routine check of the premises (see 1.3.1, Housekeeping Check).

1.5 Process, Environment & Equipment Control

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.5.1 (C)	Process controls shall be documented and monitored to ensure products can be made consistently in compliance with the requirements of the written specification.	Identify the process controls *eg* cooking, mixing, pH, drying *etc*, required to ensure products are made within specification (safety and shelf-life). Some of these controls may be CCP points and will be controlled under your HACCP (Section 2) but ensure other non-CCP processes are always also under control. Train your staff to carry out the processes correctly and record appropriate checks.	Document process controls and monitoring records.
1.5.2 (C)	Appropriate environmental controls shall be documented and monitored to ensure that facilities are adequate to maintain raw materials, intermediate and finished products, and packaging, within a safe temperature range and, where applicable,	Identify and monitor the environmental controls required to ensure appropriate conditions in processing areas and storage. Keep records of the monitoring. • Your temperature monitoring records should reflect your required product specification temperature ranges *ie* your process details or recipes should include the Critical Limits of temperature ranges necessary. • It is essential that temperatures can be taken easily and methodically. • If fridges and freezers have external temperature gauges, then they should be checked for accuracy regularly by taking the internal temperature of the cabinets and contents (see 1.5.4).	Have a written procedure to specify how you will deal with maintaining control of temperatures & environmental parameters in your business. Check the format of your written recipes or processes to make sure they cover the details of any critical temperatures or other environmental parameters

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
	under controlled humidity, atmospheric or other environmental parameters.	• Include any temperature monitoring requirements during distribution. • See 1.6.3 for guidance for Incoming Goods. The storage capacity (for ambient, chilled and frozen storage) must be sufficient for the maximum throughput of product you make and handle, as well as making allowances for cleaning, defrosting *etc*. Ensure packaging storage areas are adequately controlled.	necessary during storage, handling, and distribution. Have monitoring records which illustrate that these parameters have been met. Records may be automated or manual, digital or analogue.
1.5.3	In the case of equipment failure, procedures shall be in place to establish the safety status of the product prior to release.	Ensure you document what action should be taken when equipment fails: • Include how you check whether it is safe for production to continue or not. • Document how you ensure product safety has not been compromised, include details of how product will be quarantined if defined limits have been exceeded (see 3.2). • Examples of equipment to consider are breakdowns or failures of fridges & freezers, chillers, cooking equipment, metal detectors, sealers *etc*. • Where monitoring relies on electronic sensors, there shall be a control mechanism for intervention in case of failure.	Identify relevant equipment. Document the procedure you will follow in the event of this equipment failing. Record incidents and Corrective Action taken (see 3.3).
1.5.4 (C)	Where identified as essential for legality and food safety, environment monitoring devices, such as temperature probes and recorders, and process control devices such as weighing equipment and metal detection, shall be calibrated to ensure accuracy within defined parameters at a pre-determined frequency.	This refers only to devices & equipment used to ensure legality & food safety, it is aimed at ensuring they are accurate when compared against internationally recognised standards. 'Calibration' is the external testing and adjustment of equipment by the manufacturer or qualified agent. Normally evidence of the calibration is by a certificate valid for 12 months. However, if the manufacturer recommends a different frequency this should be adhered to. Such certificates of calibration should be held on file as evidence of calibration having taken place. You should identify all equipment essential for legality and food safety. Your Critical Control Points will also indicate equipment that needs to be calibrated. • This may include thermometers, weighing scales, pH meters, refractometers, pressure or vacuum gauges, chart recorders, data loggers and metal detectors. Alongside calibration you will also need a routine in-house verification system to check the accuracy of these monitoring devices (see 1.5.5). • 'Verification' here and in Requirement 1.5.5 means internal routines to cross-check equipment against other suitable equipment or standards which are recognised to be suitably accurate. • Keep records of verification checks and any action taken when out of spec results are obtained. Train staff appropriately to deal with your verification procedures (see 1.1.1). • A calibrated Master/Reference probe thermometer may be used to verify the accuracy of other probes and temperature displays in use or you may use iced and boiling water. • A calibrated weight, or weights (as appropriate for your product weight range), may be used to routinely verify the accuracy of scales. • Use test pieces for Iron/Non-Iron and Stainless Steel (with certificates of conformity) for regular checking of a metal detector in line with manufacturers' instructions.	Keep records of calibration for all relevant devices. External calibration companies will usually affix a sticker that identifies the date calibration took place and/or provide a certificate relating to the equipment tested. Keep records of routine in-house verification checks.
1.5.5	All other devices and equipment (not covered in 1.5.4) used for monitoring	This refers only to devices and equipment NOT used to ensure legality or food safety. Identify all other devices and equipment (apart from that for 1.5.4) used for process control, but	Keep records of routine in-house verification checks.

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
	production processes and product quality shall be regularly checked and adjusted if necessary.	which may not necessarily be essential for legal compliance or food safety. This may include the same items listed in 1.5.4 (such as thermometers, weighing scales, pH meters, refractometers pressure or vacuum gauges, chart recorders, data loggers and automatic chemical dosing equipment) and those where comparison against international standards is not essential. Carry out a routine verification check to confirm that the identified equipment is sufficiently accurate to ensure your process conditions are under adequate control to maintain product quality within specification. In most cases it would not be expected that verification includes comparison with calibrated equipment.	
1.5.6 (C)	Procedures for quantity control shall be in place to ensure the product complies with Weights and Measures legislative requirements.	Make sure you have up-to-date information about the aspects of legislation relating to Weights & Measures which applies to, and/or which you are using, for your product(s): • minimum weight • average weight • average quantity • measuring container or quantity If the quantity of the product is not governed by legislative requirements (*eg* bulk quantities), check that the product conforms to the customer's specifications. Document how you are controlling your product quantities. You will need to keep records of weights and action taken when product does not comply. Ensure staff are appropriately trained to deal with your control system.	Document your procedure specifying how you deal with Quantity Control for your products, and records to demonstrate effective application and compliance. You may wish to include details of any Quantity Control training provided in your staff training records (see 1.1.1).
1.5.7 New	In High Care/High Risk areas, an environment sampling plan shall be in place to test for the presence or absence of *Listeria monocytogenes.*	In high care/high risk areas test for *Listeria monocytogenes* in the environment. See **Glossary of Terms** for definition of High Risk/High Care. Carry out periodic testing of: • Food contact surfaces (after cleaning between production runs/batches) • Hand and utensil washing, sinks and taps, that can cross-contaminate if not regularly sanitised • Floors and drain covers that, if not cleaned properly, can harbour a build-up of food debris and provide an opportunity for *Listeria monocytogenes* to thrive and contaminate the production environment. When conducting environmental testing initially test for *Listeria spp.* If these are detected, the lab can carry out further testing to determine if the issue is *Listeria monocytogenes.*	Make a plan for your environmental sampling by area and frequency. Indicate results on the plan using a scheme such as green, amber and red colour coding.

1.6 Control of Raw Materials

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.6.1 (C)	The business shall ensure that suppliers of all materials, including food contact packaging and processing aids, are reputable and are regularly reviewed.	Document what controls you will use to identify reputable suppliers. (If appropriate, take into account Requirement 3.4.3 concerning Provenance.) • Unless buying from a well-recognised supplier operating to a national Quality Assurance Standard (or buying from a major multiple), you should carry out your own investigation as to whether or not your raw materials come from a safe source. Keep a record of how you have approved your suppliers. • eg copies of the approval documents (*eg* certificates - BRC, SALSA *etc*, questionnaires or audit records). • A database or spreadsheet (supplier matrix) or file of suppliers and the ingredients supplied. This can incorporate specification status, certification status, *etc*. Review how you have approved your suppliers annually (or when you change suppliers) • Request audit certificates when the previous one has expired • Check your products are covered by the scope of the audit. • Non-accredited/certified suppliers should be asked to complete a new supplier audit questionnaire at least every 3 years.	Document your supplier assurance procedure and keep records to demonstrate you are satisfied that your suppliers are reputable. Keep records of your suppliers' quality assurance certification *eg* SALSA or BRC certificates.

1.6.2 (C)	The business shall ensure that specifications are held on site for all materials, including food contact packaging and processing aids, and are regularly reviewed.	You should have specifications for all materials used to make your products, both for food and food-contact packaging.
		• It is strongly recommended you obtain these specifications from the supplier BEFORE placing an order to purchase.
		• Providing a suitable specification can be a good indication of a supplier's suitability and capability and should be taken into account as part of the Supplier Approval process.
		• If the supplier cannot provide a suitable specification, or you are not satisfied with the information provided, ask them to complete your own specification form. See the example, including the typical information required, in *Tools & Tips.*
		
		The specification should:
		• Include all relevant aspects of food safety (*eg* shelf-life, storage conditions, allergens, ingredients *etc*)
		• Indicate the date of issue and printed name of the person who issued it.
		• For all packaging material in contact with food, confirm that it is safe for use in contact with food. Include any packaging material (*eg* plastic film) used to protect the food temporarily during processing.
		• Be reviewed regularly. The frequency of review should reflect the type of material *eg*
		  ○ Annual review for multiple ingredient materials & printed food-contact packaging.
		  ○ 2-3 yearly review may be adequate for materials containing a single ingredient and for plain food-contact packaging.
		  ○ REMEMBER to consider any changes you may have made to your products and/or processes & check ALL materials are still appropriate.
		  ○ When reviewing your specifications, check they all accurately relate to the materials you are currently purchasing.
		  ○ Check that their ingredients are accurately reflected in the label declaration of the products in which they are used (see 1.12.1).
		  ○ At review, check you have specifications for any new materials you may plan to purchase and archive any that relate to materials you no longer use.
			Document a list of all your materials and your planned review frequency. The specifications may be stored either electronically or on paper.
			
			The review may be evidenced by recording a review date on this list or by signing and dating a printed copy of the specifications themselves. Any changes you may have made as a result of the review should be recorded.

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.6.3 (C)	All incoming goods shall be identifiable and where appropriate, be thoroughly checked on arrival for temperature compliance, damage, cleanliness and the absence of pest infestation. Where appropriate, certificates of analysis or compliance shall be obtained and held on file.	Ensure all stock is suitably labelled for easy identification; this is the first step in your traceability system. Keep records showing where and from whom you are buying your raw materials. • If necessary, you may have to seek further information from your supplier if it is not obvious where the product has come from (*eg* buying soft fruit from a farmers' market). Check all stock on arrival before acceptance; this should be checked to make sure they are sound and true to the specification. • If products are analysed to make sure there are no harmful levels of bacteria or chemicals, records must be kept. • If there is any doubt as to its suitability for use, (*eg* further tests required, awaiting a certificate of conformance or analysis), the stock should be clearly marked as being unsuitable for use/awaiting approval and if appropriate, placed in a designated (Quarantine) location (see 3.2). • Where a certificate of analysis is received with a delivery, check this off against the raw material specification to ensure the delivery meets the requirements of the specification.	Make a record of the checks and the findings on, for example, a 'Goods In' record or the Delivery Notes. Keep copies of these checks. Document your intake procedure or 'Goods In' procedure for staff to follow.
1.6.4 New	The business shall perform a risk assessment on all food raw materials, including food contact packaging, in relation to adulteration or substitution. The findings shall be documented and appropriate controls and procedures implemented.	The risk assessment is a search for potential weaknesses in the supply chain to prevent food fraud (*ie* to identify the risks of adulteration or substitution of raw materials before they arrive at the site). It is a specialised form of risk assessment. The aim of the assessment is not to assess the potential for fraud at the site, but to examine the supply chain for potential concerns or weaknesses and so identify those raw materials that are at particular risk of adulteration or substitution. This will give you the opportunity to put in place appropriate controls to prevent the purchase of adulterated or substituted raw materials. Controls can take the format of enhanced supplier approvals checks, visual checks at intake/delivery *eg* looking at product seal integrity, evidence of pallet tampering & product substitution, checks against what has been ordered with actual delivered goods. This is not an exhaustive list.	Document your risk assessment. (This can be added to a supplier/material matrix if used.) You may decide to adapt generic material used in accredited training courses, given in the *Tools & Tips* or issued by your trade association.
1.6.5	Water shall be potable, and shall not present a contamination risk to products.	This is not an issue where mains water, without any intermediate storage, is used for all processing and cleaning operations. Your mains water supplier will have a report available on water quality, download a copy of the most recent report for your supply area. If stored mains water or non-mains water or private supply water is used (whether as ice, liquid water or steam) for any processing stage, hand washing or cleaning of utensils or factory environment, then it is essential to carry out regular testing, by an accredited laboratory, to monitor the quality of the water used. The laboratory will be able to tell you what the acceptable limits are for the test results.	Keep records of private supply or non-potable water testing and any Corrective Action taken when results indicate this is necessary. If using non-mains water, make sure you have a written Action Plan ready in the event you receive a non-conforming water testing report.

1.7 Stock Control

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.7.1 (C) 	The business shall practise effective stock rotation to ensure that raw materials and intermediates are used within their allocated shelf-life.	Ensure you can easily identify when stock was delivered so that you can use stock on a first-in, first-out basis making sure all date codes are adhered to. If using ingredients with 'Use By' dates without any further processing, make sure that the final date code for your manufactured product does not exceed the 'Use By' date for the ingredient. Check also that the shelf-life of 'work in progress' materials is compatible with the shelf-life of your finished product *ie* foods used as an 'input' in the production of other foods such as flavourings and colourings, or, where one food such as pastry is made and held for further processing. Make sure that you have a system which enables you to track the stock used in your finished product (see 3.4 Traceability).	Have a written procedure detailing how you deal with stock rotation /stock control in your business. Carry out regular stock checks and make sure this is recorded on a checklist.

1.8 Waste Control

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.8.1 (C)	The business shall ensure that the accumulation of waste in handling and storage areas is kept to a minimum prior to its removal.	Waste must be regularly and effectively removed, with particular attention to food processing areas to avoid any potential for cross-contamination from waste to food. Ideally, waste bins in processing areas should be lined, and have foot-operated lids. Waste bins and the area around bins must be clean and tidy.	You should have a document detailing all the controls you have in place for Waste Control. Consider how to record the monitoring of Waste Control.
1.8.2 (C)	Internal and external waste collection containers and compactors shall be clearly identified and managed in such a manner as to minimise risk of contamination and pest harbourage.	Ensure waste containers, both internal and external, are clearly identified. Where ingredient containers are reused as waste containers they must be very clearly labelled. Waste should be suitably packed before being removed to external collection points (usually tied black bin bags). External waste areas must be clean and tidy and containers should be lidded or covered to prevent attracting flies or vermin. A suitably frequent uplift of waste should be in operation to avoid waste containers being too full to cover properly or from overflowing.	The waste area should be listed on a cleaning schedule (see 1.3.1 and 1.3.2) or if cleaning is contracted out, details of the contractual agreements kept on file. Make sure that the waste containers are listed on your cleaning schedules.
1.8.3	Products that require specific conditions for disposal shall be separated and disposed of using licensed contractors.	Contract arrangements must be in place, with a suitably licensed contractor, which are specific to the type of waste, *eg* oil disposal, meat and fish waste *etc*. Make sure that the uplift arrangements are suitably frequent to avoid the build-up of waste.	Keep a copy of the contractual agreement. Where disposal is monitored by the Environment Agency, ensure the contractor is authorised to dispose of this waste by keeping a valid copy of the certificate issued by the Environment Agency.

1.9 Pest Control

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.9.1 New	All operational areas shall be controlled so as to minimise risk of infestation, be adequately proofed to prevent pest ingress, and the methods of control shall be communicated to all staff.	External doors to any storage or production areas should be kept shut when not in use, or suitable protection fitted to the opening to minimise the possibility of pest entry to the premises. Ensure: • There are no visible entry ways for pests into the site *eg* holes round external pipework. • Your pest contractor is made aware of the types of raw materials being stored and used on your premises. Raw materials such as flour are susceptible to infestation by crawling insects and moths. To minimise this risk, storage areas should always be kept clean. • Where 'stored product' pests are considered a risk, appropriate measures shall be included in the pest control programme. • Staff are aware of the actions they need to take to prevent/reduce pest ingress *eg* keep windows and doors closed.	Your pest contractor will advise you of any specific action you may need to take or any special pest control measures that may be necessary. Look out for any recommendations made by the contractor (see 1.9.4).
1.9.2 (C)	The business shall contract the services of a competent pest control organisation, for the regular inspection and treatment of premises to deter and eradicate infestation. The service contract shall be clearly defined and reflect the activities of the site, and shall be regularly reviewed.	If setting up a new contract with a pest control organisation/contractor it is recommended that they are given a copy of this Section 1.9 of the Guidance Notes, so they are fully aware of the SALSA requirements and can quote for the appropriate level of service. Check that what is covered by the pest control contract is suitable for the production and the premises, and complies with the requirements of this section. • As a minimum, this should state the number of visits, the pests covered and if trend analysis is included. • The contract should also indicate if it includes the servicing, tube changing and catch tray counting of any fly-killers. • It is good practice to periodically accompany the pest control technician to understand how all areas of the SALSA pest control requirement are being met. Competency of the organisation is supported by certificated membership of the British Pest Control Association (BPCA) or the National Pest Technicians Association (NPTA), and certificates to demonstrate that the individual(s) who carry out the service are suitably trained in pest control for food production businesses. In the unlikely event that you use your own fully trained member of staff to carry out pest control onsite, you will still be required to meet all parts of section 1.9. It is essential that the premises and products are checked regularly for any sign of pests and appropriate action taken in the event that pests are discovered. • The person(s) responsible for pest control must be able to demonstrate that they have received appropriate training to be able to carry out suitable and effective remedial action for food production premises. • The action taken in the event of discovering the presence of a pest may be to call in a pest control organisation.	Keep a copy of the current contract and check that a report is issued at each visit. In the event pest control is carried out in-house, document the full details along with the training records of the person responsible.
1.9.3 (C)	The location of all pest control measures shall be identified on a plan/diagram of the site and reviewed at least annually.	You should have a clear map of the site showing where any pest control measures (baits, traps, monitors, electronic fly-killers *etc*) are located. These measures should be numbered so they can be identified in pest control records and to identify whether baits are toxic or non-toxic. This map must be reviewed at least annually to ensure it is current.	Your pest control documentation should have an up-to-date plan or diagram of the site with the pest control 'stations', including any fly-killers, marked on them.
1.9.4	Inspections shall be at regular intervals and documented	Inspections should be at planned regular intervals with a call-out facility available in the event of a pest problem and an agreed follow-up plan in the event of an incident that suggests infestation	Check your pest control records to ensure that your contractor is

Ref	**Requirement**	**What do I have to do to comply with this Requirement?**	**How can I demonstrate this?**
	records shall show details of any pest activity and pest control treatments undertaken at individual pest control points.	rather than casual intruders. A report should be created following each pest control visit/inspection. • Inspection findings at individual pest control points, including fly-killers, should be recorded in a manner that enables trend analysis to be carried out (see 1.9.6). • Any pest control treatments should be recorded and it should be clear what treatments are used at each pest control point. UV tubes in fly killers should be changed at least annually, preferably in the spring. The tubes should be shatterproof and included on the glass and brittle plastic register (see 1.4.4). If you have a problem with birds as pests, it is important to take professional advice to identify the species of bird and the techniques available for solving the problem. Remember that is it also illegal to destroy nests and eggs without a licence. Most birds, including sparrows and starlings, are protected under the Wildlife and Countryside Act 1981.	demonstrating compliance with this Requirement and guidance (see 1.9.2).
1.9.5 (C)	Records of recommendations made by the contractor, along with details and dates of actions taken, shall be maintained.	It is important to take note of the contractor's recommendations (in their visit report) for you to carry out repairs, modifications or other actions to minimise the risk of pest ingress/infestation. It should be made clear by the contractor whether the responsibility lies with them, or with you. It is advisable to have the contractor's report discussed with a responsible person before leaving the site so that he/she may explain any recommendations being made. Accompany the contractor on their visit where possible. Note in the relevant report, of the action actually taken and the date when carried out.	Check that your pest control records are kept up to date and make sure that any recommendations have been followed up, carried out, and signed off. **Note:** Some recommendations may be for the contractor to carry out on a future visit; others may be for you to take action; for example, repair external door or cut the perimeter grass.
1.9.6 (C)	Results of pest control inspections shall be assessed and analysed for trends at least annually. Where trends are identified, Corrective Action(s) shall be taken to eliminate further risk to product safety.	If trending is included in your pest control contract, either ensure that the contractor is checking for trends on each visit (*eg* if there is evidence of a specific pest such as ants or flour moth in the flour store) or that you discuss the results of the visit with the contractor on each occasion to remedy any problems arising. It is easiest if the contractor records their findings at each pest control point, including fly-killers and any pheromone traps, in a manner that enables any trends or problems to be easy to see and monitor. If you do not have trending included in a pest control contract, then you should be checking for any evidence of trends on a regular basis.	If requested, your pest control contractor should include this in the contract, carry this out for you and record in it the pest control file. Or, if carrying out in-house pest control, make sure that you document any trends.
1.9.7 (C)	Baits and other materials such as insecticide sprays or fumigants shall be applied and used according to the documentation on their safe use, which shall be held on site.	Toxic baits should not be used in production or packing areas unless this is required to eradicate a problem. Pesticides, if stored on site, must be clearly labelled and stored in locked cupboards accessible for use only by trained personnel (see 1.4.7). Keep copies of documentation/COSHH sheets for any pest chemicals used on site. If not using a pest control contractor, ensure pest control chemicals used are approved for use in food premises, and used in such a way that they do not pose any risk of contamination of food.	Keep on file documentation and COSHH (Control of Substances Hazardous to Health) sheets for pest control chemicals, ensure the COSHH safety data sheets are specifically for the UK, with UK emergency contact numbers. Make sure you have documentation for all chemicals in use, for both inside and outside the premises.

1.10 Equipment

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.10.1	Equipment shall be fit for purpose, constructed of appropriate materials, and positioned so as to give access under, inside and around it for ease of cleaning and servicing. Where permanently sited, equipment shall be properly sealed to the floor.	Equipment should be: • Constructed from material able to be cleaned effectively and food contact parts should be made of food grade material. • Designed to be able to be cleaned effectively. • Positioned safely and to provide sufficient access for both use and cleaning. • Suitable for the intended purpose. • In good repair.	Ensure the equipment is included on the appropriate cleaning schedule (see Housekeeping Check, 1.3.1). If the equipment needs to be maintained or serviced regularly, this should be listed on the Maintenance Control Sheet or Schedule (see 1.11.1).

1.11 Maintenance

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.11.1 (C)	A programme of planned maintenance shall be in place for premises and for equipment critical to product safety, legality and quality.	Maintenance should be a planned activity; this may be as simple as a visual check, greasing parts, replacing blades or a scheduled service by an external contractor. Do not wait for equipment to break down before maintaining it (see also 4.8) Make a schedule of all relevant equipment and areas of the premises which need to be kept in good condition/working order *eg* on a spreadsheet with planned dates. Consider: • Fridge, freezers and chillers/ Cookers/ Pot, pan and utensil washing machines and Clean in Place (CIP) equipment • Filters *eg* for compressed air. • If you carry out your own distribution of product, make sure the vehicles (and where applicable, their refrigeration equipment) are included in your maintenance system. Maintenance may be done internally by trained staff or by external contractors.	Document your equipment that requires planned maintenance and include it on a schedule. Keep records of maintenance carried out (see also 4.8).
1.11.2 (C)	The business shall ensure that the safety, legality and quality of product is not jeopardised during maintenance operations. In High Risk/High Care areas tools and equipment shall, wherever possible, be dedicated.	It is important that staff and contractors are aware of their responsibilities in avoiding any possibility of contaminating food when carrying out maintenance. • As far as possible, carry out maintenance when food is not being produced or isolate the area under maintenance. • If lubricants are used on equipment positioned over products, they must be food grade and not pose a contamination risk. • Avoid temporary repairs with materials that can themselves cause contamination (*eg* string, cardboard, paper, sticky tape). • Keep common tools in a locked toolbox. It is best practice to check these are still present at the end of any maintenance work. • For High Risk/High Care areas (See **Glossary of Terms**) regular tools and equipment necessary for common maintenance work should ideally be kept securely in the area. After any maintenance operation is completed there should be a documented check in place confirming the area is clean and can be released back to production. Your Visitor/Contractor and Staff rules-must state what protective clothing they are expected to wear when conducting maintenance work.	Write a Maintenance Procedure to include what is expected of staff and contractors. Document release of the area back to production.

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
		• These requirements could be included in a Visitor Health Status Questionnaire along with relevant Company Rules on Personal Hygiene (see 1.1.2). • Site staff and contractors must wear company-issue protective clothing when conducting any maintenance work in High Risk/High Care areas.	
1.11.3	Cleaning and/or replacing light fittings and glass shall be carried out in a manner to minimise the potential for product contamination.	Carry out any high-level cleaning and bulb replacement outside production times. See also 1.4.4, Glass & Breakables Control.	Your Maintenance Procedure (above) should detail how and when light tube/bulb changing and cleaning is to take place.

1.12 Labelling Control

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.12.1 (C)	Procedures shall be in place to ensure all product labelling fully conforms to legislative and, where specified, customer requirements.	Make sure you have up-to-date information about the aspects of labelling regulations which apply to your product(s) and any points specified by your customer. • All label details and claims must be true, clear, accurate and verifiable. • Validate claims by checking against raw material specifications (see 1.6.2) and production recipes (see also 3.4.3). Check labels again when materials/recipes change. • It is mandatory to include Nutrition Information on your labels, except where exemptions exist in the legislation. **Note**: there is a derogation for small businesses which meet the criteria, see: Department of Health 'Technical Guidance on Nutrition Labelling', March 2017. • If you sell online, check requirements for providing labelling information before sale. Using a 'label copy' checklist can be helpful - keep your completed checklist with the relevant product recipe, finished product specification, a copy of the approved label/outer packaging and a copy of the artwork you have approved, (where an external printer has been employed). You may find it useful to check your labelling information with your Local Authority (if service is available) or train staff via SALSA's food labelling workshops.	Compile a labelling procedure and make sure that you retain copies of approved labels and relate them to product recipes. Make it clear how you have verified that your labels comply with legislation whether this be internally or via a third-party (such as Trading Standards or SALSA).
1.12.2 New	There shall be appropriate documented controls to ensure that the correct labelling is applied to product.	Consider how to check the correct labels are available before starting production AND when changing over to a different product You could keep a copy of the label with the production sheet and sign it off/date it to confirm it has been checked. Don't forget to also keep a copy of any date coding applied directly to packs.	Keep a copy of labels/coding used for each batch.

1.13 Distribution & Storage Control

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.13.1 New	Transport used for the distribution of products to the customer shall be fit for purpose and capable of maintaining the integrity and safety of the product. All transport should be inspected before loading, and records kept for each despatch.	This may involve checking suitability of outer packaging, mixed loads, vehicles, transporting times, transfers and personnel involved in distribution. Transport should be: • Appropriately maintained. • Interior of vehicles must be kept clean and be free of potential sources of contamination • Monitored for temperature-controlled deliveries (see 1.5.2). It is advisable to continue monitoring finished product through storage, loading, transporting and delivery to the customer. • Lights in the loading/carrying area must be protected and ideally recessed to avoid potential damage/breakage. Inspect packed finished products prior to 'out' loading to ensure they meet specification *eg* are not damaged, are in code and for chilled/frozen products are within the correct temperature bands. Keep a record of these checks.	Document your out-loading procedure or 'Goods Out' procedure for the appropriate staff to follow. Make a record of the vehicle checks and the findings on, for example, a 'Goods Out' record or the delivery notes and keep copies.
1.13.2 (C)	Where third party hauliers/ distributors and storage facilities are contracted, there shall be a documented agreement in place to ensure the integrity and safety of product is not compromised during storage and/or distribution to the customer.	This requirement relates to distribution and external storage of product by third parties such as haulage contractors. • Have a documented agreement with your third party distributor/ storage contractor that they will maintain your products in an appropriate manner. • Make sure that all aspects of storage conditions, hygiene, cross- contamination control and temperature control relating to your product are monitored.	Where distribution and/or storage is contracted out, keep a copy of the agreement which should include all relevant SALSA Requirements which relate to the safety of the product.
1.13.3 New	Where products are distributed via couriers or the postal service, the business shall ensure products are adequately and appropriately packaged to ensure their integrity and safety is not compromised during distribution to the customer.	Check suitability of outer packaging to ensure it is sturdy enough to protect the integrity of your product in transit. For chilled and frozen products, you should be able to demonstrate that the product temperature has been appropriately controlled *eg* by use of ice-blocks (or similar) and use of an insulated container.	Where distribution is by postal/ courier services or similar, keep a copy of the service levels which are operated by the distributor. Keep records of any tests you have carried out on your products to demonstrate your distribution methods maintain the safety of your food.

1.14 Product Shelf-Life

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.14.1 (C)	The minimum durability (shelf-life) applied to products shall be determined and checked using appropriate verification techniques.	You must check the shelf-life of your own products and keep a record of the results. You might use other companies' products as targets or guidelines, BUT it is a mistake to make any assumption about the shelf-life of your products based on similar products on the market. For high-risk and ready-to-eat [RTE] products (*eg* cooked meats, fresh dairy, pasteurised fruit juices, *etc*) you will need to:	**High risk foods**: Records of visual and taste assessments AND microbiological test results proving the suitability of the 'Use By' date. **Low risk foods**: Records of visual and

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
		• Prove the intended shelf-life is microbiologically safe • Ensure the product does not spoil within the shelf-life • Take into account normal expected consumer storage and use. For ambient stable products (*eg* preserves, soft drinks) and low risk perishables (*eg* bakery, hard cheese) the easiest way is to keep products back from production runs, look at them and taste them periodically throughout the expected shelf-life and make any adjustments necessary with subsequent production runs. Depending on the microbiological stability of the product(s), you should consider the need to carry out microbiological testing to validate your findings. REMEMBER to ensure your Finished Product Specifications state the shelf-life and the recommended storage conditions (see 3.8).	taste assessment of retained samples from a production run. Periodic re-testing should be performed throughout the year for both product types. The frequency of testing should be based on your own risk assessment which includes the susceptibility of the food and the results of previous tests.

SECTION 2 - HACCP

Statement of Intent	What does a 'Statement of Intent' mean?
All hazards to product safety and legality shall be identified, analysed and assessed for risk. A documented HACCP (Hazard Analysis & Critical Control Point) system, based on Codex Alimentarius HACCP principles, shall be in place and regularly reviewed.	The Statement of Intent summarises the overall aim of the section that follows. The SALSA auditor will check each requirement during an audit. Should the auditor find that there is a substantial failure to meet the requirements of the section, it is likely that the supplier will also fail to comply with the overall Statement of Intent and result in an unsuccessful audit.

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
2.1(C)	The HACCP system shall be developed by a named team or person, with appropriate training, who shall be able to demonstrate competence in the understanding of HACCP principles and their application.	It is important that those responsible for HACCP are able to show that they understand and can apply the principles of HACCP to your business. This usually implies evidence of formal training but demonstrable experience may suffice in some circumstances. If a consultant has developed your HACCP system or you have taken a generic ('off the shelf') system and adapted it for your business, then that can be effective. However, it is essential that those involved with the day-to-day running of your business have a good, clear understanding of the principles to enable maintenance of the HACCP plan. If you are a member of a sector trade association, they may provide guidance on HACCP for your particular food/drink sector. Again, if this is used, it is essential that it is adapted to suit the needs of your business.	Relevant staff should be able to demonstrate competence in applying HACCP principles. Your training records can provide evidence that training/learning has been undertaken. This may be formal training, such as attendance at a SALSA or any other accredited HACCP course, or one-to-one instruction from a qualified mentor or a suitably trained member of staff.
2.2 New	A flow process/diagram shall be prepared to cover each product or product category or process as outlined in the scope of the SALSA audit. It shall cover all operational steps from raw material receipt through to processing, storage and distribution.	You will need to complete this before undertaking your Hazard Analysis (see 2.3). • The simplest approach is to draw up a flow chart showing all the steps involved in your production. • These steps are likely to include: delivery, storage, processing (there will be several steps here), packing, labelling, storage and distribution. • This may involve one flow chart for a very small business with one type of product or it may require separate flow charts for different products or product groups.	Process flow diagrams will help you identify hazards and their source in step 2.3

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
2.3 (C)	The HACCP team shall conduct a Hazard Analysis by identifying the cause/source of any physical, biological and chemical hazards (including allergens) that must be prevented, eliminated or reduced to acceptable levels.	Analyse and record the cause/sources for hazards in your product(s): • Formally define your product(s) and the hazards which could make them unsafe. • Decide what hazards could potentially occur at each step (physical, chemical, biological, allergens) and their likely cause/source. • Take each step of your process (*eg* purchase, storage, preparation *etc* through to distribution) identify where contamination or cross-contamination could occur. • You may identify more than one hazard at each step. If so, each one should be considered separately.	Have a formal definition of the products for which the HACCP was developed. Document your findings appropriately. You may decide to adapt generic material used in training courses or issued by your trade association.
2.4 New	Control Measures and/or Prerequisite Controls relating to the hazards in 2.3 shall be identified.	Identify what measures are in place, or need to be in place, to control the hazards you have identified in your hazard analysis. Consider process controls from 1.5.1 and other areas within Section 1 Prerequisite Controls.	The use of an appropriate table to record your findings will help document this.
2.5 (C)	A Risk Assessment shall be conducted for the physical, biological and chemical hazards (including allergens) identified in 2.3 which must be prevented, eliminated or reduced to acceptable levels.	Explain in your documentation how you have conducted your risk assessment. You will need to decide which hazards are realistically likely to happen (likelihood/probability of occurrence) and which hazards are genuinely harmful if they do occur (severity of occurrence). The **likelihood** of a hazard occurring could be measured as: • High: likely to happen, could happen often/frequently. Grade as '3' • Medium: could happen, but not frequently. Grade as '2' • Low: unlikely to happen/rare occurrence/remote chance. Grade as '1' The **severity** of a hazard occurring could be measured as: • High: likely to cause severe injury or death. Grade as '3' • Moderate: would cause reversible illness/minor injury. Grade as '2' • Negligible: would cause very slight/no injury. Grade as '1' Then, multiply the likelihood by severity to give the risk score: (L x S = R). In this situation a risk score of 3 or higher would be considered 'significant' and further consideration beyond what is covered in your Prerequisite Controls (Section 1).	The use of an appropriate table to record your findings will help document this. You may decide to adapt generic material used in SALSA or other accredited HACCP training courses, given in the *Tools & Tips* or issued by your trade association.
2.6 (C)	Critical Control Points shall be identified, using documented methods, at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels.	Once you have assessed the risks as outlined in 2.5, you will have to decide which of your steps may represent a Critical Control Point (CCP) in the following manner. See *Tools & Tips* for a more detailed explanation. • Consider each 'significant' hazard and decide at which step in the process that this hazard is already or if not, should be, controlled. • Use a tool such as a 'decision tree' to help you decide whether or not the process step is considered a CCP. • CCPs will normally be at the last or only step in the process where the hazard can be controlled (*eg* metal detector or cooker).	Document how you have identified your Critical Control Points. You may also mark them on a flow chart, highlight them in a risk assessment table or list them separately.

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
2.7 (C)	Critical Limits, which enable the prevention, elimination or reduction of identified hazards, shall be established for Control Measures at each Critical Control Point.	For each Critical Control Point you must determine the Critical Limits that will result in a safe product *ie* if you do not meet that critical limit your product is not safe. Be aware that some limits may also be legal requirements (*eg* milk pasteurisation temperatures). At a Critical Control Point, the Control Measures for the specified hazard MUST work to ensure the food produced at this stage of the process is safe.	The use of an appropriate table to record your findings will help document this. You may have already documented your Critical Limits in your Prerequisite Controls records (Section 1).
2.8(C)	Effective monitoring procedures shall be established and implemented at Critical Control Points.	Effective monitoring means recording frequent checks. Suitable monitoring for CCPs MUST be able to identify if the product has not met the critical limits in time for it to be corrected before finished product leaves the premises. There are a variety of ways in which you can check that Critical Control Points are being met (you may also be checking other non-Critical Control Points as well). For example: • Carry out visual checks such as the integrity of a filter or a sieve. • Check temperatures/brix level/pH/metal detector reject settings. The results of all CCP monitoring must be recorded by the (trained) person carrying out the monitoring eg the operator can sign a sieve integrity record; temperature checks could be recorded on a processing check sheet.	Keep a record of the checks made for each of your Critical Control Points. Train staff and record in your training records (see 1.1.1)

2.9(C)	Effective Corrective Action(s) shall be established and actioned when monitoring indicates that a Critical Control Point is not under control.	Identify what Corrective Action(s) is to be taken at each Critical Control Point.
		
		Effective monitoring (see 2.8) will indicate if a critical limit has not been met. For example, if your Critical Limits for refrigeration are <5°C but records show repeated readings of 6°C to 11°C, then Corrective Actions are required.
		• You must make sure that staff involved in monitoring Critical Control Points know what immediate action to take if the critical control point is out of control.
		• Eg, the Corrective Actions for the fridge temperatures running too high might be:
		  ○ Assess if the product in the fridge is safe to use.
		  ○ Dispose of product or move to a functioning fridge.
		  ○ Adjust fridge temperature control to achieve correct temperature.
		  ○ Call fridge engineer if fridge still not functioning*, etc.*
			Ensure your control documentation has the necessary information, detailing Corrective Actions.
			
			For example, your temperature control information should list required temperatures, how to monitor temperatures and what Corrective Actions to take if things go wrong.

2.10 (C)	Regular checks shall be established to verify that the limits and controls outlined in 2.7 to 2.9 are working effectively.	Verification means: Obtaining evidence that the methods, procedures, tests, evaluations and monitoring have been completed and have worked correctly. This covers both confirming that checks have been completed correctly and additional tests that products have been made correctly. You need to confirm that the HACCP system is being followed and that staff understand and are carrying out their instructions, you can do this using a Supervisor/Manager check. For example, cleaning verification can be evidenced by supervisor visual inspection of cleaning, swab tests, monitoring records *etc*. This verification (or supervisor check) must confirm that: • The checks were carried out correctly at the prescribed frequency/times • The results of the checks are within the prescribed limits • In the event of either of the above not being compliant, appropriate Corrective Action has been taken and recorded by the operative and/or the supervisor • The frequency of these verification checks may be daily or possibly less frequently,	Have a supervisor/manager checkbox for signature/dating on your Monitoring records (*eg* temperature monitoring sheets, cleaning records, delivery/despatch records *etc*) and have a review section for Corrective Actions entered in the Monitoring records.

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
		but should be such that any 'at risk' product should not have left your control or reached the consumer. You may also wish to carry out testing to show food has been safely produced *eg* microbiological testing on high-risk products and ingredients, moisture content testing of dried foods, testing for presence of undesired allergens in finished products. You should also carry out regular checks on your pre-requisite controls - create a separate checklist for verification such as a daily or weekly check, listing all your Prerequisite Controls (Section 1).	
2.11 (C)	Documents and records, commensurate with the nature and size of the business, to demonstrate the effective implementation of the HACCP system shall be established.	Document your HACCP system and create records for monitoring of critical control points. All documents associated with the development and ongoing application of the HACCP plan and associated records should be retained on file to demonstrate that product safety has been actively managed and achieved. These documents and records should be included as part of the review process (see 2.12).	All relevant records & documents must be completed & easily accessible for inspection.

2.12 New	A review of the HACCP system shall be completed at least annually, or when any new practices, processes or product changes are introduced, to ensure that it continues to reflect the current or adjusted practices and that any proposed changes are appropriately controlled and monitored.	Carry out a review of your HACCP system. Consider the following:
		
		Have there been any changes to the way products are made since creation or last review of the HACCP system and do these changes require a change to the process flow diagrams? (If they do, then it is likely that the rest of the HACCP system will need some revision).
		• Have there been any changes to:
		  ○ Raw materials or suppliers?
		  ○ Ingredients or recipes?
		  ○ Processing methods or equipment?
		  ○ Packaging, storage or distribution methods/conditions?
		  ○ The law covering your product?
		• If the answer to any of these questions is 'Yes', then you will need to consider if your HACCP system needs to be changed or adapted.
		
		You should also take the opportunity to consider if any incidents have taken place which might indicate that your HACCP system is not working as effectively as it should do. Take a look at:
		• Customer Complaint or enforcement authority records
		• Incident or Non-compliance records
		• Product Recall incidents
		
		The control measures & monitoring procedures for the pre-requisite programme (see Section 1 of the Standard) should also be reviewed at least annually.
			You should make a record of your HACCP system review and document your findings and any action(s) you may, or may not, have taken as a result.
			
			Don't forget to ensure that any revised HACCP documents should be Document-controlled (see 3.7) and staff re-trained where necessary.

2.13 (C)	At least one person, who shall be able to demonstrate understanding of the HACCP plan, controls and Corrective Action(s), shall be present at all times during production.	Ensure the person(s) on site each day responsible for production is trained in basic HACCP principles and the application of the business's HACCP plan. The actual level of knowledge expected will depend on the type and size of business and how production is managed. It is key point that the staff member responsible must show they understand the controls required and know what to do if a Critical Control Point is out of the defined limits.	Training records for relevant staff and/or certificates of training, if undertaken externally. Ensure relevant staff are keeping records to show Critical Control Points are under control and recording the Corrective

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
		SALSA Mentors are qualified to give HACCP training and guidance and many are accredited to issue certificates through recognised awarding bodies. Alternatively, you may prefer to enrol relevant staff on an external course or use a SALSA HACCP trainer to run a Level 1 or 2 course on your site.	Actions taken if they are not.

SECTION 3 – MANAGEMENT SYSTEMS & DOCUMENTATION

Statement of Intent	What does a 'Statement of Intent' mean?
An effective management system encompassing regular systems reviews and procedures for corrective action, traceability, incident management and complaint handling shall be in place. Documents, specifications & procedures relating to the business's food safety and quality systems shall be clear, organised and accessible.	The Statement of Intent summarises the overall aim of the section that follows. The SALSA auditor will check each requirement during an audit. Should the auditor find that there is a substantial failure to meet the requirements of the section, it is likely that the supplier will also fail to comply with the overall Statement of Intent and result in an unsuccessful audit.

3.1 Food Safety Systems Review

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
3.1.1 (C)	An Internal Systems Review (or scheduled internal audit), carried out by appropriate personnel who, ideally, shall not review their own work, shall be documented at least annually and include all the applicable requirements of the SALSA standard.	An internal systems review (or scheduled internal audit) is an assessment of how you are complying with the relevant requirements of the SALSA Standard, and its use in ensuring you are manufacturing safe and legal food to the desired quality. • The review may be carried out by looking at specific areas of the system, one at a time, over several months, or by considering the whole system in one 'go'. • Review the whole food safety management system at least annually. You could use a SALSA Self-Assessment Checklist to do this, available in the Downloads/SALSA Standard section of the website. The review should, ideally, be carried out in a way which avoids reviewing your own work to give an unbiased view. • If your business is small, you could use a competent third party to help you with this, such as a business colleague from a local food company, fellow trade association member or similar, or an external consultant. • SALSA Mentors are appropriate for this task and are listed in the Mentors' Directory on the SALSA website. • If you have a micro business that cannot comply with the above, it is acceptable, but not ideal, to review your own systems.	Keep a record of the review (or scheduled internal audit) and its findings, when it was carried out and by whom.
3.1.2	Results of the review (or scheduled internal audit) shall include a timetable for	Record the outcome from the systems review (or internal audit) and make a clear plan for correcting any items identified as requiring attention; these may be non-compliances, ideas for improvement or for example identifying recurring similar complaints.	For all remedial actions required and undertaken, keep a record of the target date for completion and actual completion

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
(C)	correction of any non-compliances found and the date the action was taken.	It is important to specify an action plan for correcting non-compliances and to record the planned and actual dates of remedial action (see 3.3.1).	dates. Where relevant, include details of the actual action undertaken.

3.2 Non-Conforming Materials

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
3.2.1 New	Procedures shall be in place to identify and record any non-conforming materials, and to record actions taken in managing those materials.	This procedure should cover any non-conforming material *eg* finished products, raw materials and packaging items. When a material is not up to its normal standard, you need to consider what action to take. • Where there is any doubt as to the safety and/or legality of the product, it is vital that immediate action is taken to quarantine any affected product. • It may be due to a raw material behaving differently, process equipment failure or inadequate staff training. • If a material is quarantined make sure a Corrective Action record is completed and the cause investigated. (see 3.3.1). Ensure staff are aware of procedures to take if non-conforming materials are identified.	Have a documented procedure to explain how to deal with non-conforming material. Where non-conforming materials have been identified, keep records.

3.3 Corrective Action

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
3.3.1 (C)	Procedures shall be in place to investigate, record and remedy the cause of any product non-compliance including complaints, incidents and sub-standard product or ingredients. Records shall be available to the Internal Systems Review.	Formally recorded Corrective Action should be carried out after any incident leading to product not conforming to specification to prevent customer injury or dissatisfaction and to prevent recurrence. Some Corrective Actions can be predicted and clear guidance put in place for staff to follow. For example, what to do in the event of refrigeration breakdown or glass breakage (see 1.5.3 & also 1.4.4). Consideration must always be given to the safety and legality of your products when Corrective Actions are required. Reviewing complaints, incidents *etc* on a regular basis can show whether there are any underlying issues relating to your product that individual events might not highlight.	Record and/or report any incidents and non-compliance and take immediate action to make safe. Identify cause of incidents and non-compliance. Determine suitable remedial action. Implement action. Check action is successful (see 3.1.2~~,~~ Food Safety Systems Review).

3.4 Traceability

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
3.4.1 (C) 	The business shall have a documented procedure and records to identify and trace all raw materials, including food contact packaging, from suppliers through all stages of production to the point of despatch and, where appropriate, delivery to known customers and vice versa.	In order to meet this requirement, your systems must be able to trace all of your ingredients and food contact packaging: • Back to your supplier • Through all your process steps • To your customers (but not necessarily consumers) This means your procedure must permit the trace of all of your finished products, back through the process and to the ingredients and suppliers used and one step forward to where/who you shipped the product. Take care to ensure that this can also be done with any reprocessed material added during the process.	Ensure that your goods' receipt, storage, processing and despatch records capture the necessary information to trace the relevant raw materials through your factory to your customers and vice versa.
3.4.2 ***(C)*** 	Traceability of products and ingredients shall be tested each way at least annually, and more frequently if there are known risks in the supply chain.	Carry out a documented test of the traceability system at the frequency required. This test should include a forwards test (from an ingredient through to the products made with that ingredient batch) and a backwards test (from a customer back to the ingredients used). Include food contact packaging. Specific tests may be required to support claims e.g. Organic When tracing product sent to your customers, you should compare the amount traced (and still on site or in transit) to the amount actually produced. This will require you to ensure that your production and/or stock records clearly identify quantities produced. Likewise, when tracing ingredients used, ideally you should know the quantity of a traced ingredient still in stock (in case you need to quarantine it) or used in other products (in case they too are affected and may need to be recalled). You should keep copies of the actual records you have checked when carrying out a trace test to demonstrate the efficacy of the system. 'Mass balance' is a phrase you may see relating to traceability systems. It means being able to account for 100% of raw materials through to finished products, net of normal production yields. You do not have to do a mass balance but it is a useful tool.	Carry out tests of your system. If these tests identify any shortcomings introduce any necessary changes and carry out a re-test. Keep records of these tests and changes (see 3.1 Food Safety Systems Review) Consider the use of the 'mass-balance' technique to demonstrate complete control over traceability. Details of how to achieve this are given in Tools & Tips.
3.4.3 (C)	There shall be appropriate documented controls in place to verify the use of provenance, suitability or logo claims on finished product or packaging.	Where you are making any claims on your product labelling or on your website ensure you are aware of the specific requirements needed to use that claim. Be aware of the specific requirements for traceability that may exist over and above the principles in 3.4.1 above. Ensure your certification to any relevant scheme is kept up to date & current. This may include schemes such as Red Tractor, MSC, Organic, Halal, Kosher, RSPCA, Freedom Foods etc, or legal nutrition/health claims, or use of ingredients with specific provenance e.g. Scottish raspberries, Welsh Lamb or Farmhouse cheese. • Consider raw material specifications (see 1.6.2) • Consider labelling requirements (see 1.12.1/1.12.2)	All relevant ingredients should be identified and recorded on arrival and itemised when used in production. If segregation of products, or a process step, is required by a Provenance Scheme, records should show how this has been achieved (see 1.4.1). Current certificate detailing adherence to the relevant scheme.

3.5 Managing Incidents

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
3.5.1 (C)	The business shall have a documented procedure giving clear guidance on the response to any incident which may compromise the safety and/or legality of a product.	Have guidance in place which specifies what steps you and your key staff should take in the event you have a problem which results in your products being unsafe (*eg* you have received notification that one of your raw ingredients is contaminated or you have suspected glass contamination in your product). The procedure shall include customer notification for product withdrawal and, in the event of a product recall, notification to customer, FSA, local authority and SALSA.	Make sure you document your procedures and keep any records of incidents that may affect the safety of products to consumers.
3.5.2 New	The business shall test and record the effectiveness of the procedure at least annually.	Test your procedure at least annually to ensure the process reflects current practices. • Create a test scenario to test the process • Think about the Recall Team • Make a decision based on your scenario • Assess how you will let customers know • Assess which customers need to be informed • Assess how you would retrieve affected products. • Record the exercise and review after the event, to learn any lessons *eg* changes in procedure required. Part of this test is traceability (see 3.4.1) as you need to demonstrate where a batch of material has been used or to where a batch of product has been dispatched. Ensure personnel are aware of their responsibilities and that all contact details, including for your customers and suppliers, are up-to-date.	Carry out tests of your system. If these tests identify any shortcomings, introduce any necessary changes and carry out a re-test. Keep records of these tests and changes (see 3.1 Food Safety Systems Review).
3.5.3 New	In the event of a product recall or withdrawal, improvement notice or other notice of legal proceedings by an enforcement authority, the business shall inform SALSA. A summary of the subsequent investigation into cause and the Corrective Action(s) taken to prevent recurrence shall be sent to SALSA.	Notify SALSA, by email, in the event of recall or withdrawal, improvement notice or other legal proceedings as soon as possible. Conduct a thorough, documented, investigation to ascertain the reasons behind the recall/withdrawal/legal proceedings and send a summary to SALSA.	Demonstrate you have notified SALSA. Keep records of your investigation. Include notification of SALSA in your procedure for 3.5.1.

3.6 Complaint Handling

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
3.6.1 (C)	The business shall ensure product complaints are managed and documented to include the response to complainants.	Any complaints should be recorded and a procedure put in place which clearly indicates what actions are to be taken in the event of a complaint being received. The actions should specify: • Who will handle the complaints procedure? • The sequence of actions to be taken (*eg* acknowledge complaint in writing, investigate	Make sure you keep records of all complaints and how you responded and dealt with each.

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
		complaint, take any actions necessary to ensure safety of product, respond to customer, refund to customer *etc*). • Instigate formal Corrective Action where appropriate. Following a justified complaint, it is good practice to check your procedures to see if there are any ways of improving your system to avoid repeat incidents. Keeping a log of complaints can also help to identify trends.	

3.7 Document Control

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
3.7.1 (C)	All documents and records, appropriate to the safety, legality and quality of products, shall be legible and able to be used by the appropriate personnel. The control of these documents and records shall be the responsibility of a senior member of staff.	You should aim to have a list of the current documents and records in place that relate to the control of food safety and legality. It is good practice to keep notes of the changes made when the version /issue changes. It is advisable to set up a document control system which is the responsibility of one person in the business (see also recommendations in HACCP 2.11). The use of headers and/or footers in a document simplifies this process. This control system can be very simple; a page numbering system, date of issue, issue number and person or department responsible for the issue marked on each document which relates to product safety and legality.	Maintain a list of current documents and records.
3.7.2 *(C)*	All documents and completed records appropriate to the safety, legality and quality of products shall be genuine, legible and retained in good condition. The business shall ensure these documents and records are stored safely for at least the shelf-life of the product(s) concerned plus one year.	Records should be collected and retained to demonstrate practical compliance with this requirement. Storage time of documents must take into account any legal or customer requirements and the use and possible increased shelf-life of the product(s) (*eg* the possible freezing of product(s) by the consumer). Records relating to personnel *eg* training should be kept for the duration of the employment as a minimum. Make suitable arrangements for archiving your records and superseded documents. • Storage boxes for paperwork: clearly labelled so documents can be found quickly. • A safe, dry, pest-proof place to keep paperwork/boxes. • Documents other than records may be archived electronically. • The minimum period for collecting records before a SALSA audit is dependent on the ability of the business to demonstrate compliance with the systems implemented, typically 2-3 months for start-up businesses. If you are not sure you have enough records to demonstrate compliance, you should discuss this concern with the auditor or SALSA prior to the audit and they will advise you.	A simple procedure confirming how you will store your documents. This can be combined with the control system in 3.7.1.

3.8 Manufacturing Specifications

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
3.8.1	Specifications for recipes and finished products shall be adequate, accurate and regularly reviewed.	Your recipe documents should include details of: • Name of company and name of product • The ingredients and their weights/volumes per batch or by percentage • The date of issue & identity of the person issuing or approving the recipe • The recipe document may also include details of the processing method required to achieve the desired finished product In addition, your finished product specifications should include details of: • Description of product including (as appropriate) ingredients list, nutrition information, allergenic ingredients, shelf-life and associated storage temperature information (see 1.14), microbiological information, chemical parameters (especially those for food safety/preservation)(eg pH), weight/ volume content, storage information, food contact and outer packaging. When reviewing your specifications and recipes, ensure they accurately relate to the products you are actually making and the processing methods you are using. (If they have changed, you will need to consider if your HACCP plan requires modification (see 2.12). • Consider any changes made to the products and/or processes and check that these recipes and specifications fully reflect these changes. Don't forget to consider any new raw materials you may be using and their compliance with any special requirements eg provenance (see 3.4.3). • Check that the ingredients are accurately reflected in both the raw material specifications (see 1.6.2) and the label declaration of relevant products (see 1.12.1). • An appropriate frequency for this review is annually.	Document a list of all the products you manufacture, and the recipes and finished product specifications relating to each product. The specifications and recipes may be stored either electronically or on paper. The review may be evidenced by recording a review date on this list or by signing and dating a printed copy of the specifications themselves. Any changes you have made as a result of the review should be recorded. See Tools & Tips for an example of a finished product specification.
3.8.2 New	The specifications shall include defined limits for micro-organisms where these may affect the safety and/or quality of a finished product.	Your finished product specification should include relevant details of microbiological standards, which include defined limits for micro-organisms, which may affect the quality or safety of the finished product.	Ensure that you have documented specifications which include microbiological limits for all finished products.

3.9 Procedures & Working Instructions

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
3.9.1	Procedures and Working Instructions shall be clearly legible, easy to understand by staff and readily accessible at all times.	Make sure accurate procedures and/or working instructions are available for all appropriate processes. Use these documents as training tools. Staff should be clear as to their working instructions and these should be easy to access. Monitoring procedures shall be in place for all highlighted CCP stages. Make sure staff working at Critical Control Points realise how important it is that they follow set procedures (see 1.1.1 Training & Supervision). Make sure that the instructions themselves do not become physical hazards for the product *eg* torn or dirty bits of paper.	Instructions could be displayed as a wall poster, kept in an easily accessible file or visible on a computer screen in the relevant workplace. You may have to consider having instructions in different languages if this will help your staff understand their responsibilities.

SECTION 4 – PREMISES

Statement of Intent	What does a 'Statement of Intent' mean?
Premises shall be fit for purpose, clean, and provide safe and legally compliant facilities that meet production and staff requirements. Premises shall be registered with, and/or approved by, the appropriate authority.	The Statement of Intent summarises the overall aim of the section that follows. The SALSA auditor will check each requirement during an audit. Should the auditor find that there is a substantial failure to meet the requirements of the section, it is likely that the supplier will also fail to comply with the overall Statement of Intent and result in an unsuccessful audit.

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
4.1 New	The production site shall be registered with or approved by the site's Local Authority(ies). Documented Local Authority reports shall be made available and held on file for inspection.	At least as soon as the business premises are occupied, a formal registration application for the purpose of food manufacture must be lodged with the local and/or appropriate national authority. Authorisation by formal acknowledgement, if not by inspection, will be required before the first SALSA audit.	Authorisation and documented local authority/FSA reports must be made available & held on file for inspection.
4.2 (C)	External factors affecting the location which may contaminate or affect integrity of products shall be assessed.	Premises should not be positioned where there is the potential for contamination of the product. Consider environmental impacts such as type of businesses surrounding the premises (*eg* effluent treatment plants, gasworks, contaminated land, airborne pollution *etc* or other food businesses which may have a hazardous impact).	As part of your Food Safety Systems Review documentation, (see 3.1) you could include the location of your premises and any external factors which could have become relevant since your last review.
4.3 (C)	Perimeter and Grounds areas shall be maintained in good order and drainage shall be adequate and effective.	External areas should not create any potential contamination problems: • Premises walls should be clear of plant growth and soil (risk of pests). Your Pest Control contractor should monitor this during their visits. • Outside areas should not be used for storing raw materials, finished products, packaging or equipment unless items are covered and suitably protected from people, adverse weather, animals/pests. • The entrance and exits from the buildings should be clean and clear. • Due regard must be given to Waste Control (see 1.8), Pest Control (see 1.9) and Maintenance (see 1.11). • Drainage must be adequate (*eg* no pooling or ground saturation outside premises). Foul drains must connect directly to the sewerage system or septic tank and not connect to any other drains within the premises. • Product waste must comply with all statutory regulations.	Include checks on the perimeter and grounds in a routine check of the premises. (see 1.3.3).
4.4 New	Security measures and/or practices shall be in place to ensure only authorised personnel have access to production and storage areas on site.	Have controlled access points to production and storage areas. External storage containers, tanks, silos and any intake pipes with external openings must be secure/locked. Consider the use of CCTV in operation on site.	Visitor reporting system in place. You could use key code, swipe card or key fob access from external areas.
4.5	Suitable and sufficient hand cleaning facilities shall be provided.	Hand washing facilities must be suitable for the type and risk associated with your business. Staff must be trained in how to use the hand washing facilities. Ideally, hand wash basins should be located to enable hand washing when entering the production area and a sufficient number of hand wash basins available throughout all food handling areas to encourage hand washing.	Include checks on hand washing facilities in a routine check of the premises (see 1.3.3). Train staff and record in your training

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
		• Hand washing basins must not be used for any other purpose. • If possible, do not use hand-operated taps except perhaps in toilet facilities. If hand-operated taps are used, plan to replace them as part of your ongoing maintenance/upgrading. • Temperature-controlled warm water must be available. • Soap and hand-drying facilities must be available by hand wash basins. A soap and paper towel dispensers and bin/container for used paper towels must be provided. • Bars of soap/washable towels are not recommended. • Hot air driers are not recommended in areas other than toilet facilities. • Paper towel disposal must be adequate and not pose a risk of contamination to food or the production environment. • If nailbrushes are used, they must be clean, plastic, in good repair and kept in a clean sanitising solution.	records (1.1.1 and 1.1.2).
4.6	Facilities for tray and utensil washing and general-purpose cleaning shall, where appropriate, be adequately segregated from product handling and storage.	Consideration must be given to the location of equipment cleaning facilities as this is a 'dirty' process. If the wash-up area cannot be totally separated from the food handling areas, then you must be clear how your process flow operates, to avoid the risk of cross-contamination (see 1.4.1). Equipment sinks must be sufficient to enable washing and rinsing. Small equipment must not be cleaned in hand wash basins or in sinks used for washing food. Separate sinks or dishwasher/equipment washers must be provided and staff trained in their use. (see Training & Supervision 1.1.1) The type of detergents used will depend on the use, but detergents used for food contact surfaces and equipment must be specifically designed for food use. (see 1.3.5) • Detergents, disinfectants and sanitisers for hand washing, machine washing and clean-in-place must be used in the correct dilutions and according to manufacturers' instructions.	Include checks on the operation of your equipment cleaning facilities in a routine check of the premises (see 1.3.3).
4.7	Changing facilities shall be appropriately sited and appointed to avoid external contamination after changing into protective clothing. Toilets shall not open directly into handling or storage areas.	Personnel should not change into protective clothing in the toilet cubicle area or the processing/production area. Separate, designated changing room(s) or changing area(s) should be used. For high risk/high care areas, there must be a clearly identified changing area, ideally positioned in a way to ensure staff pass through this area when leaving the high risk/high care area *en route* to the toilet. This could involve having two (or more) changing areas on site. Toilets and changing areas must: • Be adequate for the number of staff likely to use them at any one time. • Be easily accessible to staff and must not open directly into any processing, food handling or storage area. • Have signs in the toilet area instructing users to wash their hands, provided in additional languages if necessary. • Have hand washing basins located in the toilet cubicle or just outside, provided users have to directly pass the basins. See 1.2.3 for additional procedural and training requirements for high care/high risk changing of protective clothing prior to using toilets.	Ensure that there are adequate facilities and signage as per the Requirements and this Guidance.

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
4.8	Building walls, ceilings, doors, floors, drains and lighting shall be sound, fit for purpose and regularly maintained.	The premises must be suitable for the production of food products and must comply with all the legal requirements for the product type. • **Floors.** Must be able to meet the demands of the process and withstand cleaning materials and methods. Should be impervious and in good repair. • **Walls, Partitions and Doors**. Must be smooth, washable and in sound repair. External doors to production areas or for staff access should be effectively proofed against pests. • **Windows**. In production areas must be shatterproof and if they can be opened, must be pest-proofed. Sills must be washable & clear of clutter (or, preferably, slope downwards). • **Ceilings**. Must be in sound repair and should be easily cleaned. Ceilings should be provided in all processing areas. • **Exposed pipes**. If it is not possible to enclose pipes, it is essential that pipes and ducting can be cleaned easily and effectively, particularly horizontal runs. Pipe insulation should be sealed clean and undamaged. • **Lighting**. Must be adequate for safe working and the degree of illumination must comply with legal requirements. Fluorescent tubes in all areas where food or food packaging is stored or handled must be shatterproof, or sealed inside diffuser covers, in case of shattering. Suspended lighting must be cleanable. • **Internal drains** (see also Premises, 4.2). Floor drains, if present, must be constructed and slope in such a way that waste and cleaning water can drain properly. The drains must be easy to clean and have grating flush with the floor surface. Any traps must be accessible and easy to clean. Drains from toilets must not present a risk to products.	Include checks of building structure and services in a routine check of the premises (see 1.3.1, Housekeeping Check). Keep records for maintenance carried out.
4.9	Building services, such as ventilation, compressed air and steam shall be sound, fit for purpose and regularly maintained.	Include services in your programme of Planned Maintenance (see 1.11.1).	Keep records of maintenance carried out.

APPENDIX 1 – ADDITIONAL STS REQUIREMENTS

Statement of Intent	What does a 'Statement of Intent' mean?
To meet STS Approval, the requirements listed for supplying to the public sector shall be met and maintained within the business.	The Statement of Intent summarises the overall aim of the section that follows. The SALSA auditor will check each requirement during an audit. Should the auditor find that there is a substantial failure to meet the requirements of the section, it is likely that the supplier will also fail to comply with the overall Statement of Intent and result in an unsuccessful audit.

Additions to Section 1 PREREQUISITE CONTROLS

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
1.4.2a	If horsemeat is handled, then a dedicated area shall be provided.	Horsemeat: It is unlikely that you process horsemeat intentionally in the UK, if you do, in the form of carcasses, offal, cuts or any processed meat of horse origin, it is necessary to do this in a dedicated area that is not used for handling or processing any other meat species.	Make it as obvious as possible that you have a designated area for handling of horsemeat only, with signage and relevant controls for staff movement.
1.5.2a	Temperature monitoring points at distinct stages of the cold chain within the premises and during storage and distribution shall be established.	Measure and record temperature of monitoring points continuously or manually to a defined schedule/interval. This includes receipt, storage, processing, picking, loading and transport. There should be a written recognition of the normal and maximum 'residence' time of the raw materials, intermediates and finished products in the various areas of the premises in which they are handled.	Show records of evidence that relevant temperature-sensitive raw materials are checked upon receipt, and that these raw materials, temperature-sensitive intermediates and finished products have been kept under refrigerated conditions during their time on the premises.
1.12.2a	Chilled, ready-to-eat products shall indicate 'store at 5°C or below' on all primary, retail and outer packaging (if used).	Include this requirement in your 'label copy' checklist.	Self-evident on printed labels and packaging.
1.14.1a New	Ready-to-eat food products that may support the survival or growth of *Listeria monocytogenes* shall be tested for the presence or absence of this pathogen during shelf-life testing and during regular product testing. Results shall indicate absence of *Listeria monocytogenes* in a 25g sample. Specifications for these products shall indicate a critical limit set for *Listeria monocytogenes* as 'not detected in a 25g sample'.	Because the public sector provides food to those who are susceptible to serious infection from this pathogen, STS's 'Public Sector Code of Practice' requires that *Listeria monocytogenes* must not be present in any of these products which the public sector purchases. Shelf-life testing must include analysis for *Listeria monocytogenes* in products that support the survival or growth of this pathogen - this includes products that require chilled storage have a short shelf-life and are ready-to-eat [RTE]. The testing regime should be carried out at a temperature of around 5°C and must include a 4 hour period when the product under test is stored at ambient temperature of 18°C to 22°C. This is to represent possible temperature abuse during storage by the customer. Depending on risk, additional storage temperature abuse testing may be necessary. Shelf-life testing on a representative range of these foods should be carried out at least annually. If a significant change is made to either the formulation or the processing of these foods, then shelf-life testing must be repeated and consider the need to review your HACCP plan. Food products shall be tested for the presence or absence of *Listeria monocytogenes* as part of a sampling plan. The limit shall be set as 'not detected in a 25g sample'. Your finished product specification for ready-to-eat [RTE] foods must include details of	Demonstrate you have followed, and are continuing to follow, a suitable sampling and testing plan covering a representative range of finished products for microbiological safety. Include *Listeria monocytogenes*, at least at the beginning and end of the specified shelf-life. Ensure the testing plan states the test storage temperature and includes at least 4 hours of storage at ambient (18°C to 22°C). Test results should demonstrate that when tested on the last day of the product's stated shelf-life, the levels of bacteria do not exceed those stated in the finished product specification (see 3.8) and specifically that *Listeria monocytogenes* is not detected in a 25g sample. Carry out regular product testing of a representative range of products,

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
		microbiological standards that include defined limits for micro-organisms which may affect the quality or safety of the finished product. You must ensure that *Listeria monocytogenes* is included, and the Critical Limit is set as 'not detected in a 25g sample'.	ingredients and environmental samples for microbiological quality and safety, including *Listeria monocytogenes*. Results should be accessible. Ensure your finished product specifications include *Listeria monocytogenes* with a limit of not detected in a 25g sample.

Additions to Section 3 MANAGEMENT SYSTEMS & DOCUMENTATION

Ref	Requirement	What do I have to do to comply with this Requirement?	How can I demonstrate this?
3.4.1a	For each supplier of meat, the business shall demonstrate traceability of meat back to the farm of origin or source. Where the business handles or reprocesses meat that has already been processed and cannot be traced back to its original source, periodic authenticity testing shall be carried out.	Suppliers to the public sector must go a step further than legislation dictates regarding the traceability of meat and meat products to ensure the authenticity of these products. For each supplier of meat, demonstrate that you have traced meat back to the farm of origin or source at least once annually - or more frequently if there are known risks in your supply chain (*eg* of non-EU origin). If the meat you handle or reprocess has already been processed and you can't trace back to original source, then you will have to carry out authenticity testing periodically – i.e. to confirm the meat species. The frequency of testing should be in relation to the risk.	Make sure you document the traceability system, including references to any records used. Show records of the traceability and/or authenticity tests you have carried out. These records should include copies of the original documentation you have used in the traceability exercise. Show records of the authenticity tests you have carried out.
3.5.1a	The business shall immediately notify STS, and if appropriate, their Local Authority, when: • Legal proceedings or a formal notice of the intention to prosecute has been received or • There is a need for product withdrawal or recall due to a food safety incident, quality and/or legal concerns. • Defined limits for pathogens are exceeded, and/or *Listeria monocytogenes* is detected in food or environment samples. • Members being audited for the first time, by a SALSA auditor, have had any such incidents arising in the six months immediately before the audit.	Should the business be aware of any potential legal proceedings against them with respect to product safety or legality, or be in receipt of formal notification such as an improvement, prohibition or remedial action notice, then the business must immediately notify STS and SALSA. If microbiological tests show results at, or in excess of, your defined limits stated in 3.8, Manufacturing Specifications and if *Listeria monocytogenes* is detected in food and environmental samples, whether taken by or on behalf of the business or by another party (such as an Environmental Health Officer or customer), there is a requirement to immediately inform STS and where appropriate, the Local Authority. Written guidance must include actions to be taken in the event of deviation from your defined microbiological standards for finished products and in particular, *Listeria monocytogenes* in food and environmental samples, whether taken by or on behalf of the business or by another party. If any of the above incidences have occurred, there is a requirement to immediately inform STS. Any incident occurring in the six-month period prior to commencing supply to the public sector must also be notified to STS. If there have been no incidents described above you only need to acknowledge that you understand these undertakings.	A written procedure would be the best way to demonstrate that you are aware of the undertaking to inform STS if you have **not** had any incidents. If you have had an incident; demonstrate that, immediately upon becoming aware of it, it was reported to STS and, if appropriate the Local Authority. Keep to hand EHO visit reports and the STS Public Sector Code of Practice as they contain the relevant contact information. STS suppliers are required to keep a copy of the STS Public Sector Code of Practice on site.

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