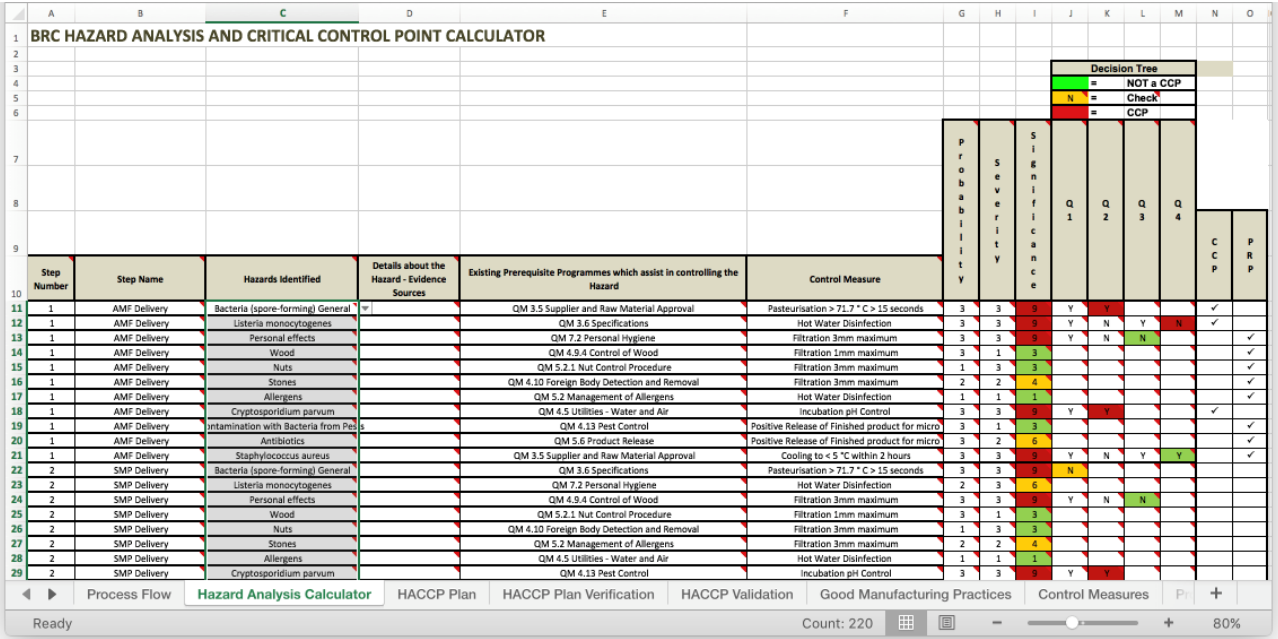
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Good Manufacturing Practices

Tony Connor, Chief Technical Advisor,
International Food Safety & Quality Network

Control of Hazards

Food business operators should control food hazards through the use of systems such as HACCP.



BRC HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

Decision Tree		
	=	NOT a CCP
N	=	Check
	=	CCP

Step Number	Step Name	Hazards Identified	Details about the Hazard - Evidence Sources	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Probability	Severity	Significance	Q1	Q2	Q3	Q4	CCP	PRP
1	AMF Delivery	Bacteria (spore-forming) General		QM 3.5 Supplier and Raw Material Approval	Pasteurisation > 71.7 ° C > 15 seconds	3	3	9	Y	Y			✓	
1	AMF Delivery	Listeria monocytogenes		QM 3.6 Specifications	Hot Water Disinfection	3	3	9	Y	N	Y	N	✓	
1	AMF Delivery	Personal effects		QM 7.2 Personal Hygiene	Filtration 3mm maximum	3	3	9	Y	N	N			✓
1	AMF Delivery	Wood		QM 4.9.4 Control of Wood	Filtration 1mm maximum	3	1	3						✓
1	AMF Delivery	Nuts		QM 5.2.1 Nut Control Procedure	Filtration 3mm maximum	1	3	3						✓
1	AMF Delivery	Stones		QM 4.10 Foreign Body Detection and Removal	Filtration 3mm maximum	2	2	4						✓
1	AMF Delivery	Allergens		QM 5.2 Management of Allergens	Hot Water Disinfection	1	1	1						✓
1	AMF Delivery	Cryptosporidium parvum		QM 4.5 Utilities - Water and Air	Incubation pH Control	3	3	9	Y	Y			✓	
1	AMF Delivery	ntamination with Bacteria from Pes		QM 4.13 Pest Control	Positive Release of Finished product for micro	3	1	3						✓
1	AMF Delivery	Antibiotics		QM 5.6 Product Release	Positive Release of Finished product for micro	3	2	6						✓
1	AMF Delivery	Staphylococcus aureus		QM 3.5 Supplier and Raw Material Approval	Cooling to < 5 °C within 2 hours	3	3	9	Y	N	Y	Y		✓
2	SMP Delivery	Bacteria (spore-forming) General		QM 3.6 Specifications	Pasteurisation > 71.7 ° C > 15 seconds	3	3	9	N					
2	SMP Delivery	Listeria monocytogenes		QM 7.2 Personal Hygiene	Hot Water Disinfection	2	3	6						
2	SMP Delivery	Personal effects		QM 4.9.4 Control of Wood	Filtration 3mm maximum	3	3	9	Y	N	N			
2	SMP Delivery	Wood		QM 5.2.1 Nut Control Procedure	Filtration 1mm maximum	3	1	3						
2	SMP Delivery	Nuts		QM 4.10 Foreign Body Detection and Removal	Filtration 3mm maximum	1	3	3						
2	SMP Delivery	Stones		QM 5.2 Management of Allergens	Filtration 3mm maximum	2	2	4						
2	SMP Delivery	Allergens		QM 4.5 Utilities - Water and Air	Hot Water Disinfection	1	1	1						
2	SMP Delivery	Cryptosporidium parvum		QM 4.13 Pest Control	Incubation pH Control	3	3	9	Y	Y				

Process Flow | Hazard Analysis Calculator | HACCP Plan | HACCP Plan Verification | HACCP Validation | Good Manufacturing Practices | Control Measures

Ready Count: 220 80%

- Identify any steps in operations which are critical to the safety of food
- Implement effective control procedures at those steps
- Monitor control procedures to ensure their continuing effectiveness
- Review control procedures periodically, and whenever the operations change

FOOD SAFETY FRIDAYS
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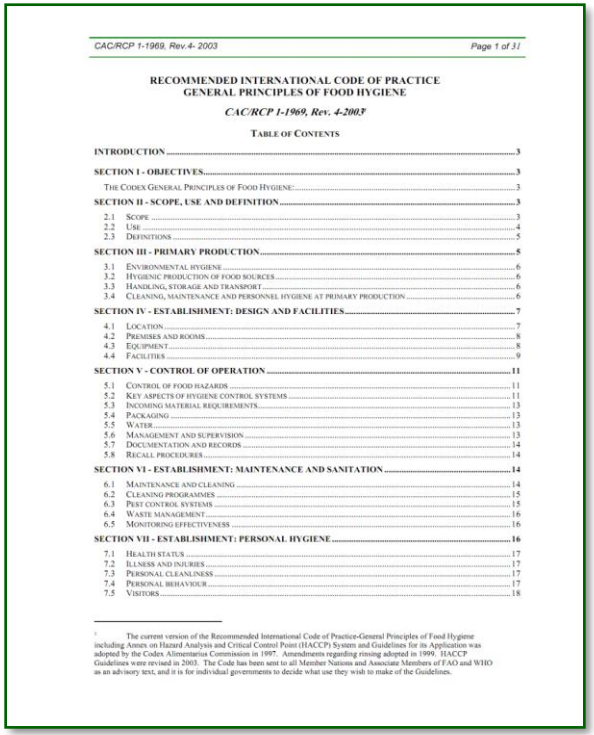
The Food Safety Plan – HACCP

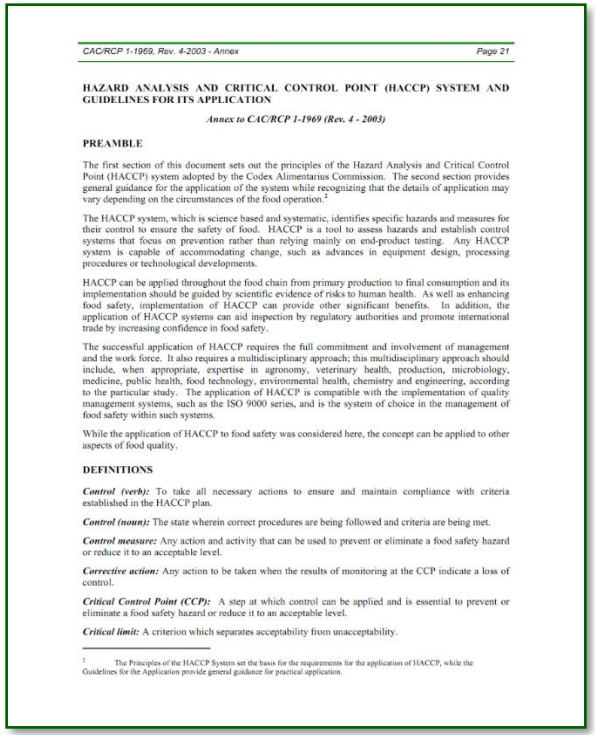


RECOMMENDED INTERNATIONAL CODE OF PRACTICE
GENERAL PRINCIPLES OF FOOD HYGIENE

CAC/RCP 1-1969, Rev. 4-2003[1]

TABLE OF CONTENTS

[1] The current version of the Recommended International Code of Practice-General Principles of Food Hygiene including Annex on Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its Application was adopted by the Codex Alimentarius Commission in 1997. Amendments regarding rinsing adopted in 1999. HACCP Guidelines were revised in 2003. The Code has been sent to all Member Nations and Associate Members of FAO and WHO as an advisory text, and it is for individual governments to decide what use they wish to make of the Guidelines.



HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION

Annex to CAC/RCP 1-1969 (Rev. 4 - 2003)

PREAMBLE

The first section of this document sets out the principles of the Hazard Analysis and Critical Control Point (HACCP) system adopted by the Codex Alimentarius Commission. The second section provides general guidance for the application of the system while recognizing that the details of application may vary depending on the circumstances of the food operation.[2]

The HACCP system, which is science based and systematic, identifies specific hazards and measures for their control to ensure the safety of food. HACCP is a tool to assess hazards and establish control systems that focus on prevention rather than relying mainly on end-product testing. Any HACCP system is capable of accommodating change, such as advances in equipment design, processing procedures or technological developments.

HACCP can be applied throughout the food chain from primary production to final consumption and its implementation should be guided by scientific evidence of risks to human health. As well as enhancing food safety, implementation of HACCP can provide other significant benefits. In addition, the application of HACCP systems can aid inspection by regulatory authorities and promote international trade by increasing confidence in food safety.

The successful application of HACCP requires the full commitment and involvement of management and the work force. It also requires a multidisciplinary approach; this multidisciplinary approach should include, when appropriate, expertise in agronomy, veterinary health, production, microbiology, medicine, public health, food technology, environmental health, chemistry and engineering, according to the particular study. The application of HACCP is compatible with the implementation of quality management systems, such as the ISO 9000 series, and is the system of choice in the management of food safety within such systems.

While the application of HACCP to food safety was considered here, the concept can be applied to other aspects of food quality.

DEFINITIONS

Control (verb): To take all necessary actions to ensure and maintain compliance with criteria established in the HACCP plan.

Control (noun): The state wherein correct procedures are being followed and criteria are being met.

Control measure: Any action and activity that can be used to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

Corrective action: Any action to be taken when the results of monitoring at the CCP indicate a loss of control.

Critical Control Point (CCP): A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

Critical limit: A criterion which separates acceptability from unacceptability.

[2] The Principles of the HACCP System set the basis for the requirements for the application of HACCP, while the Guidelines for the Application provide general guidance for practical application.

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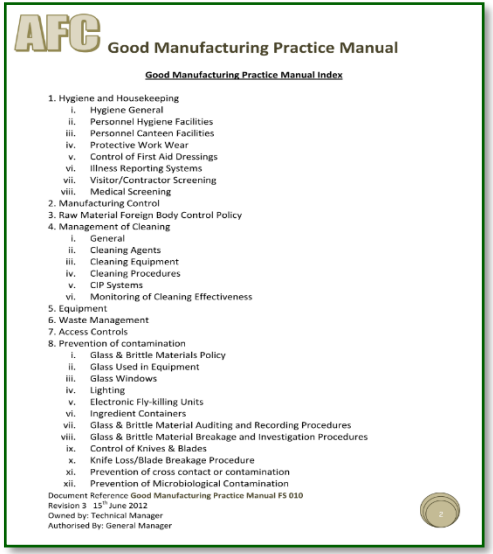
Preliminary Steps in Food Safety

Prior to conducting a Hazard Analysis it is essential to ensure Good Manufacturing Practices are in place.



AFC Good Manufacturing Practice Manual

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   - iii. Personnel Canteen Facilities
   - iv. Protective Work Wear
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   - vi. Illness Reporting Systems
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   - ix. Control of Knives & Blades
   - x. Knife Loss/Blade Breakage Procedure
   - xi. Prevention of cross contact or contamination
   - xii. Prevention of Microbiological Contamination

Document Reference Good Manufacturing Practice Manual FS 010
Revision 3 15th June 2012
Owned by: Technical Manager
Authorised By: General Manager

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Good Manufacturing Practices

Good manufacturing practices (GMP) are the practices required in order to conform to the guidelines recommended by agencies that control the authorization and licensing of the manufacture and sale of food and beverages, cosmetics, pharmaceutical products, dietary supplements, and medical devices.

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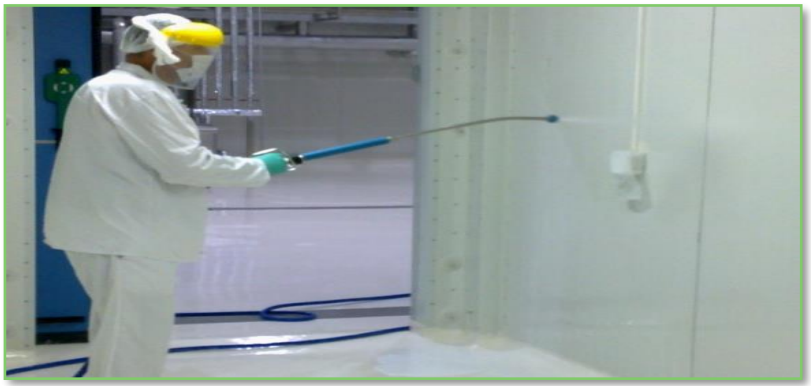
Good Manufacturing Practices

Good Manufacturing Practices create base conditions for the hygienic production/handling of food.



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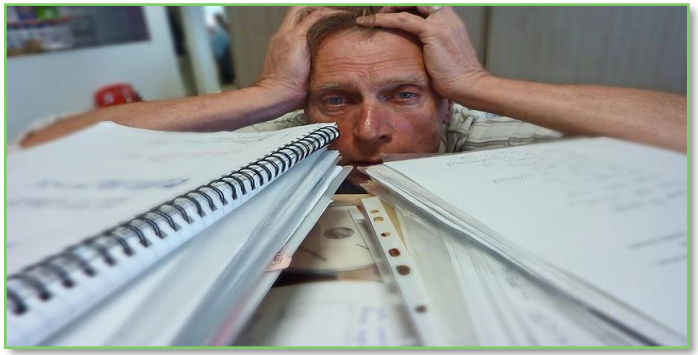
Good Manufacturing Practices

Good Manufacturing Practices are put in place to control general hazards.



FOOD SAFETY FRIDAYS
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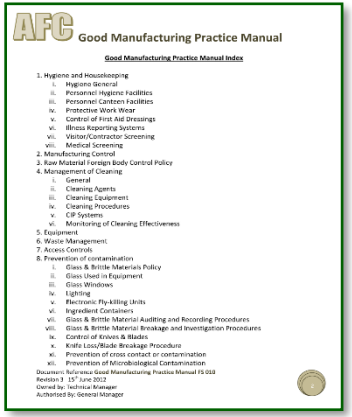
Good Manufacturing Practices

Programmes such as
Good Agricultural Practice
Good Manufacturing Practice
Good Storage Practice
Good Distribution Practice
Good Hygienic Practice
must be working effectively within the system before HACCP is applied.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Document Reference Good Manufacturing Practice Manual FS 010
Revision 3 15th June 2012
Owned by: Technical Manager
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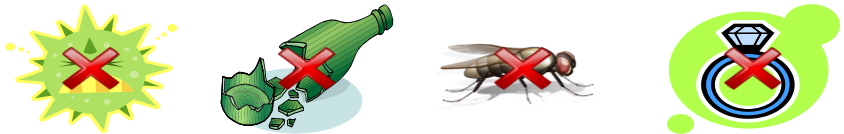
Good Manufacturing Practices

Good Manufacturing Practices are established to assist in:

- ✓ Controlling or preventing the introduction of food safety hazards through the work environment.
- ✓ To eliminate, prevent or reduce to an acceptable level the contamination of the product(s) including cross contamination between products.
- ✓ To control and/or prevent food safety hazard levels in the finished product, ingredients and product processing environment.



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Prevention of Contamination

So what Good Manufacturing Practices are recommended to prevent contamination of food products?

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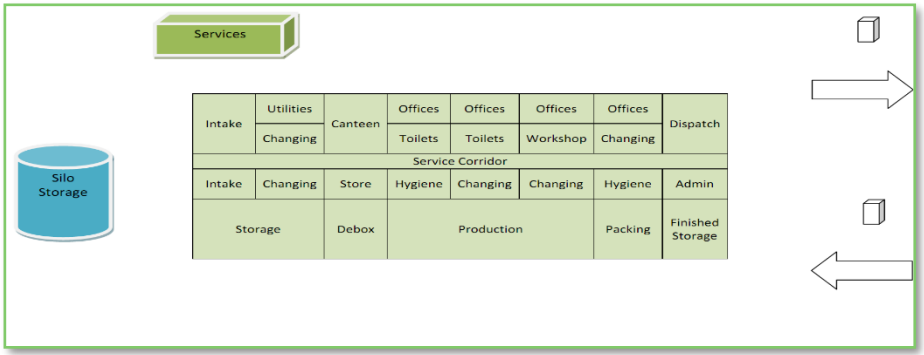
BITE-SIZED EDUCATION

Good Manufacturing Practices

Good Manufacturing Practices include:

i. Environment controls
ii. Construction and layout of buildings and utilities
iii. Layout of premises, including workspace and employee facilities
iv. Supplies of air, water, energy and other utilities
v. Supporting services, including waste and sewage disposal



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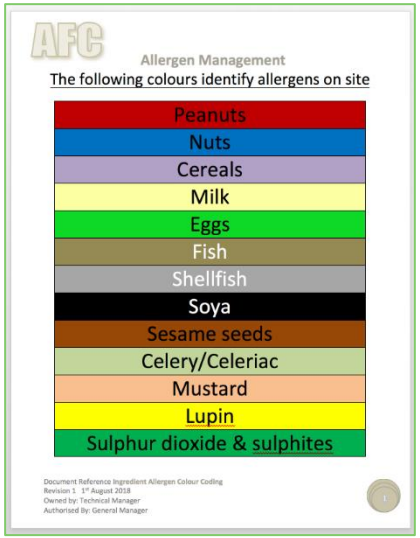
Good Manufacturing Practices

vi. Suitability of equipment
vii. Management of purchased materials
viii. Measures for the prevention of contamination/cross-contamination
ix. Cleaning and sanitizing
x. Pest control
xi. Personnel hygiene



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BITE-SIZED EDUCATION

Good Manufacturing Practices

xii. Control of rework
xiii. Product recall procedures
xiv. Warehousing
xv. Product information and consumer awareness
xvi. Food defense, biovigilance and bioterrorism
xvii. Training and Supervision

FOOD SAFETY FRIDAYS
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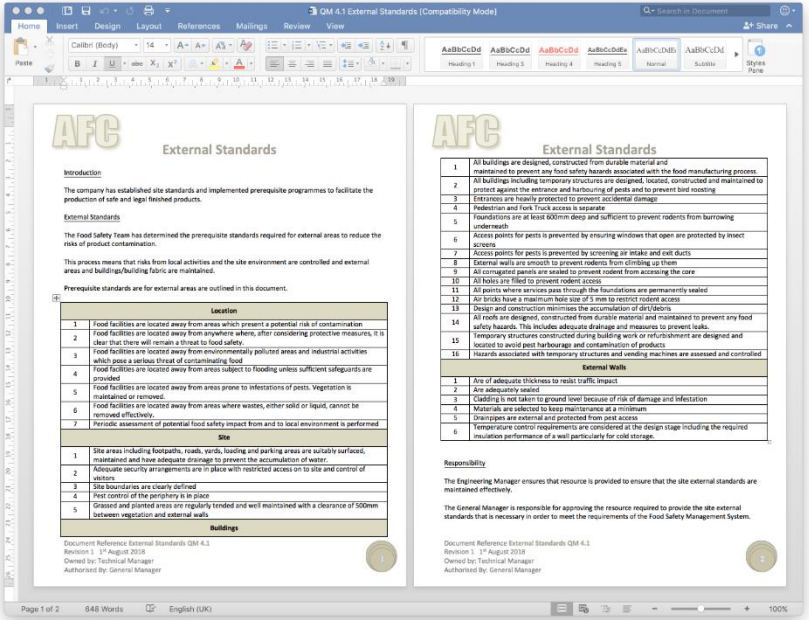
Environment controls

Potential sources of contamination from the environment should be considered.

Potential sources of contamination need to be considered when deciding where to locate food establishments in conjunction with the effectiveness of any measures that might be taken to protect food.



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External Standards

Introduction

The company has established site standards and implemented prerequisite programmes to facilitate the production of safe and legal finished products.

External Standards

The Food Safety Team has determined the prerequisite standards required for external areas to reduce the risks of product contamination.

This process means that risks from local activities and the site environment are controlled and external areas and buildings/building fabric are maintained.

Prerequisite standards are for external areas are outlined in this document.

	Location
1	Food facilities are located away from areas which present a potential risk of contamination
2	Food facilities are located away from anywhere where, after considering protective measures, it is clear that there will remain a threat to food safety.
3	Food facilities are located away from environmentally polluted areas and industrial activities which pose a serious threat of contaminating food
4	Food facilities are located away from areas subject to flooding unless sufficient safeguards are provided
5	Food facilities are located away from areas prone to infestations of pests. Vegetation is maintained or removed.
6	Food facilities are located away from areas where wastes, either solid or liquid, cannot be removed effectively.
7	Periodic assessment of potential food safety impact from and to local environment is performed
	Site
1	Site areas including footpaths, roads, yards, loading and parking areas are suitably surfaced, maintained and have adequate drainage to prevent the accumulation of water.
2	Adequate security arrangements are in place with restricted access on to site and control of visitors
3	Site boundaries are clearly defined
4	Pest control of the periphery is in place
5	Grassed and planted areas are regularly tended and well maintained with a clearance of 500mm between vegetation and external walls
	Buildings

Document Reference External Standards QM 4.1
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

1

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External Standards

1	All buildings are designed, constructed from durable material and maintained to prevent any food safety hazards associated with the food manufacturing process.
2	All buildings including temporary structures are designed, located, constructed and maintained to protect against the entrance and harbouring of pests and to prevent bird roosting
3	Entrances are heavily protected to prevent accidental damage
4	Pedestrian and Fork Truck access is separate
5	Foundations are at least 600mm deep and sufficient to prevent rodents from burrowing underneath
6	Access points for pests is prevented by ensuring windows that open are protected by insect screens
7	Access points for pests is prevented by screening air intake and exit ducts
8	External walls are smooth to prevent rodents from climbing up them
9	All corrugated panels are sealed to prevent rodent from accessing the core
10	All holes are filled to prevent rodent access
11	All points where services pass through the foundations are permanently sealed
12	Air bricks have a maximum hole size of 5 mm to restrict rodent access
13	Design and construction minimises the accumulation of dirt/debris
14	All roofs are designed, constructed from durable material and maintained to prevent any food safety hazards. This includes adequate drainage and measures to prevent leaks.
15	Temporary structures constructed during building work or refurbishment are designed and located to avoid pest harbourage and contamination of products
16	Hazards associated with temporary structures and vending machines are assessed and controlled
	External Walls
1	Are of adequate thickness to resist traffic impact
2	Are adequately sealed
3	Cladding is not taken to ground level because of risk of damage and infestation
4	Materials are selected to keep maintenance at a minimum
5	Drainpipes are external and protected from pest access
6	Temperature control requirements are considered at the design stage including the required insulation performance of a wall particularly for cold storage.

Responsibility

The Engineering Manager ensures that resource is provided to ensure that the site external standards are maintained effectively.

The General Manager is responsible for approving the resource required to provide the site external standards that is necessary in order to meet the requirements of the Food Safety Management System.

Document Reference External Standards QM 4.1
Revision 1 1st August 2018
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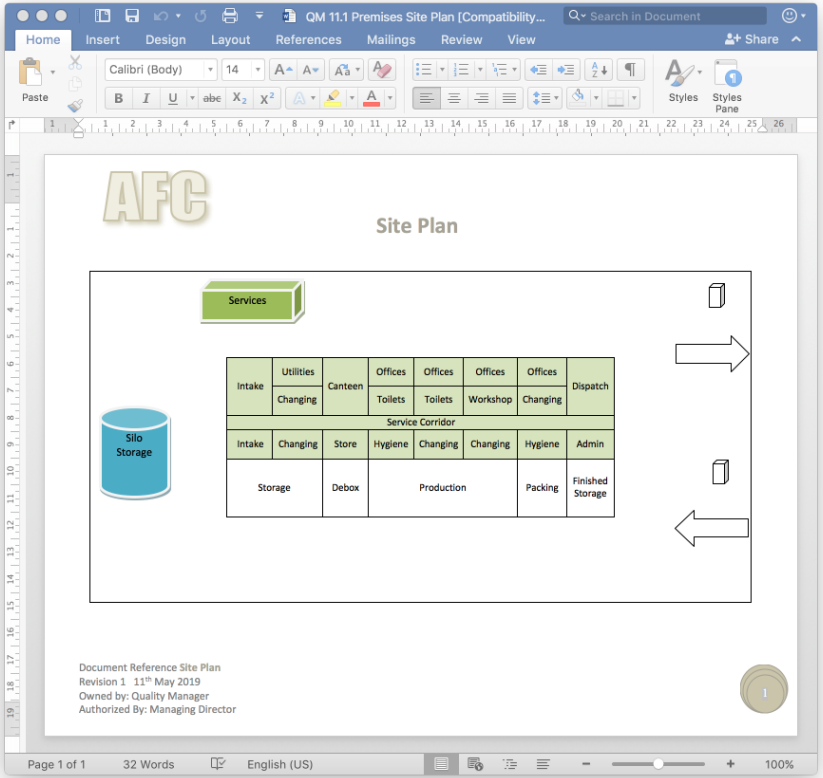
2

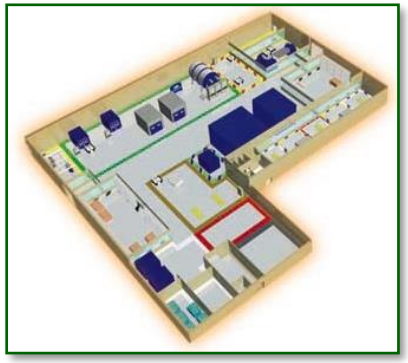
Environment controls - Location

Establishments should not be located anywhere where, after considering such protective measures, it is clear that there will remain a threat to food safety or suitability.

Construction and layout of buildings, workspace and utilities



The fabric of site, buildings and facilities should be applicable

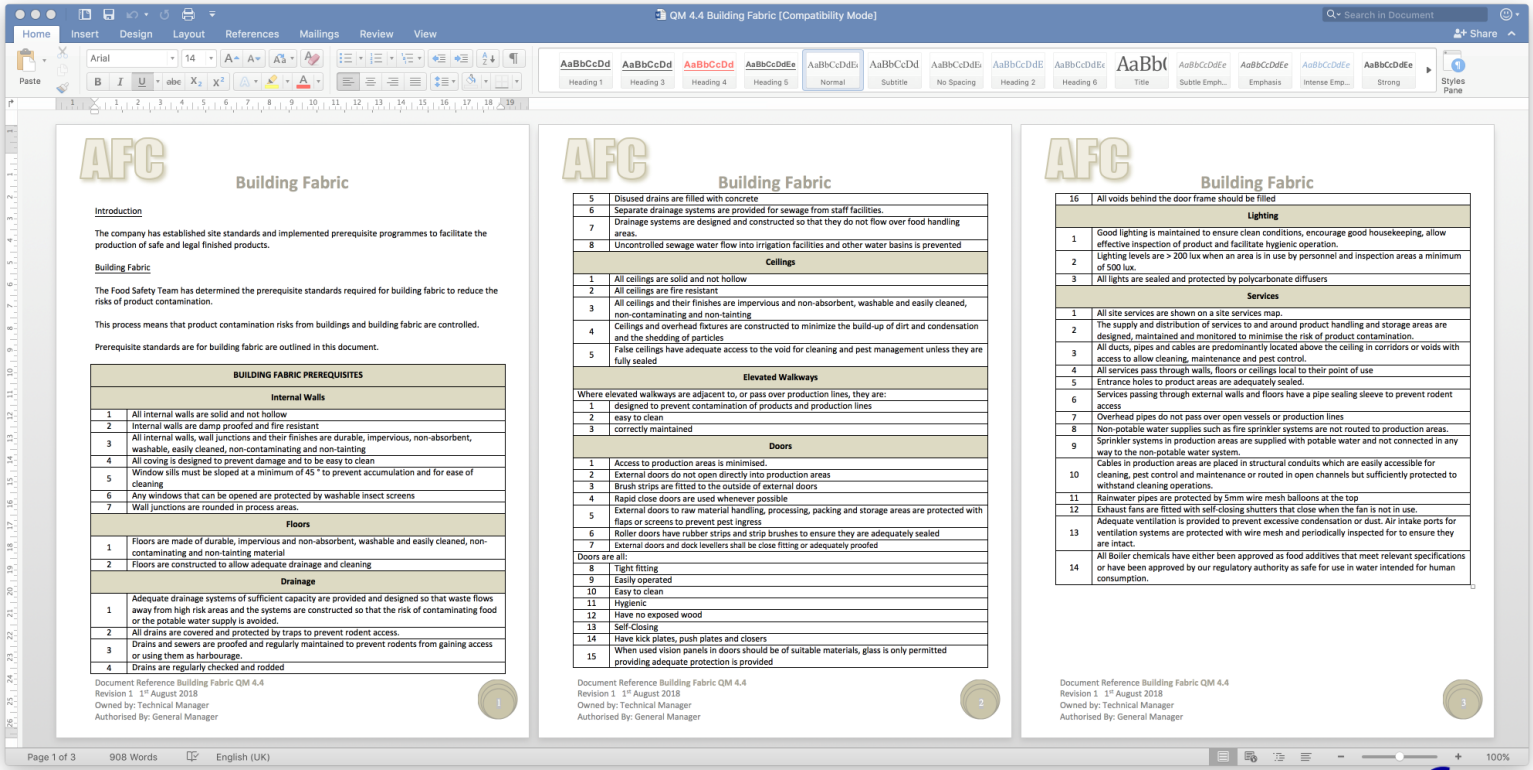


Internal Structure

Internal Structures should be soundly built of durable materials and be easy to maintain, clean and where appropriate, able to be disinfected.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Internal Structure



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Building Fabric

Introduction

The company has established site standards and implemented prerequisite programmes to facilitate the production of safe and legal finished products.

Building Fabric

The Food Safety Team has determined the prerequisite standards required for building fabric to reduce the risks of product contamination.

This process means that product contamination risks from buildings and building fabric are controlled.

Prerequisite standards are for building fabric are outlined in this document.

BUILDING FABRIC PREREQUISITES	
Internal Walls	
1	All internal walls are solid and not hollow
2	Internal walls are damp proofed and fire resistant
3	All internal walls, wall junctions and their finishes are durable, impervious, non-absorbent, washable, easily cleaned, non-contaminating and non-tainting
4	All coving is designed to prevent damage and to be easy to clean
5	Window sills must be sloped at a minimum of 45 ° to prevent accumulation and for ease of cleaning
6	Any windows that can be opened are protected by washable insect screens
7	Wall junctions are rounded in process areas.
Floors	
1	Floors are made of durable, impervious and non-absorbent, washable and easily cleaned, non-contaminating and non-tainting material
2	Floors are constructed to allow adequate drainage and cleaning
Drainage	
1	Adequate drainage systems of sufficient capacity are provided and designed so that waste flows away from high risk areas and the systems are constructed so that the risk of contaminating food or the potable water supply is avoided.
2	All drains are covered and protected by traps to prevent rodent access.
3	Drains and sewers are proofed and regularly maintained to prevent rodents from gaining access or using them as harbourage.
4	Drains are regularly checked and rodded

Document Reference Building Fabric QM 4.4
Revision 1 1st August 2018
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Authorised By: General Manager

1

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Building Fabric

5	Disused drains are filled with concrete
6	Separate drainage systems are provided for sewage from staff facilities.
7	Drainage systems are designed and constructed so that they do not flow over food handling areas.
8	Uncontrolled sewage water flow into irrigation facilities and other water basins is prevented
Ceilings	
1	All ceilings are solid and not hollow
2	All ceilings are fire resistant
3	All ceilings and their finishes are impervious and non-absorbent, washable and easily cleaned, non-contaminating and non-tainting
4	Ceilings and overhead fixtures are constructed to minimize the build-up of dirt and condensation and the shedding of particles
5	False ceilings have adequate access to the void for cleaning and pest management unless they are fully sealed
Elevated Walkways	
Where elevated walkways are adjacent to, or pass over production lines, they are:	
1	designed to prevent contamination of products and production lines
2	easy to clean
3	correctly maintained
Doors	
1	Access to production areas is minimised.
2	External doors do not open directly into production areas
3	Brush strips are fitted to the outside of external doors
4	Rapid close doors are used whenever possible
5	External doors to raw material handling, processing, packing and storage areas are protected with flaps or screens to prevent pest ingress
6	Roller doors have rubber strips and strip brushes to ensure they are adequately sealed
7	External doors and dock levellers shall be close fitting or adequately proofed
Doors are all:	
8	Tight fitting
9	Easily operated
10	Easy to clean
11	Hygienic
12	Have no exposed wood
13	Self-Closing
14	Have kick plates, push plates and closers
15	When used vision panels in doors should be of suitable materials, glass is only permitted providing adequate protection is provided

Document Reference Building Fabric QM 4.4
Revision 1 1st August 2018
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Authorised By: General Manager

2

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Building Fabric

16	All voids behind the door frame should be filled
Lighting	
1	Good lighting is maintained to ensure clean conditions, encourage good housekeeping, allow effective inspection of product and facilitate hygienic operation.
2	Lighting levels are > 200 lux when an area is in use by personnel and inspection areas a minimum of 500 lux.
3	All lights are sealed and protected by polycarbonate diffusers
Services	
1	All site services are shown on a site services map.
2	The supply and distribution of services to and around product handling and storage areas are designed, maintained and monitored to minimise the risk of product contamination.
3	All ducts, pipes and cables are predominantly located above the ceiling in corridors or voids with access to allow cleaning, maintenance and pest control.
4	All services pass through walls, floors or ceilings local to their point of use
5	Entrance holes to product areas are adequately sealed.
6	Services passing through external walls and floors have a pipe sealing sleeve to prevent rodent access
7	Overhead pipes do not pass over open vessels or production lines
8	Non-potable water supplies such as fire sprinkler systems are not routed to production areas.
9	Sprinkler systems in production areas are supplied with potable water and not connected in any way to the non-potable water system.
10	Cables in production areas are placed in structural conduits which are easily accessible for cleaning, pest control and maintenance or routed in open channels but sufficiently protected to withstand cleaning operations.
11	Rainwater pipes are protected by 5mm wire mesh balloons at the top
12	Exhaust fans are fitted with self-closing shutters that close when the fan is not in use.
13	Adequate ventilation is provided to prevent excessive condensation or dust. Air intake ports for ventilation systems are protected with wire mesh and periodically inspected for to ensure they are intact.
14	All Boiler chemicals have either been approved as food additives that meet relevant specifications or have been approved by our regulatory authority as safe for use in water intended for human consumption.

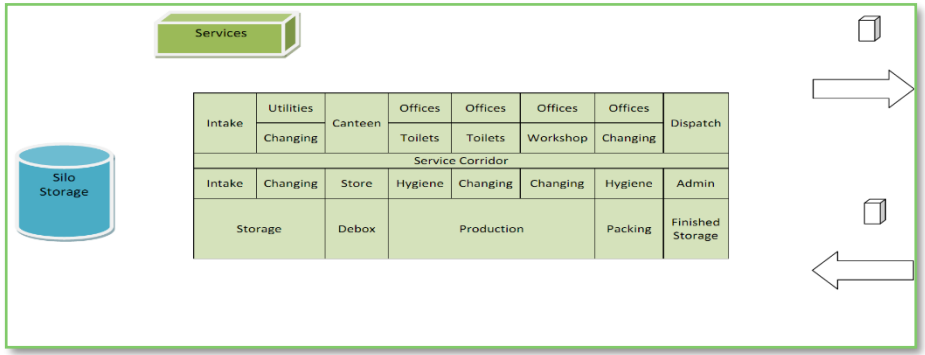
Document Reference Building Fabric QM 4.4
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

3

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Construction and layout of buildings, workspace and utilities

The design and layout of food establishments should permit good food hygiene practices including protection against cross-contamination.



FOOD SAFETY FRIDAYS
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Personnel Facilities

Personnel hygiene facilities should be available to ensure that an appropriate degree of personal hygiene can be maintained and to avoid contaminating food.

Facilities should include:

- adequate means of hygienically washing and drying hands, including wash basins and a supply of hot and cold (or suitably temperature controlled) water
- lavatories of appropriate hygienic design
- adequate changing facilities for personnel

Facilities should be suitably located and designated.

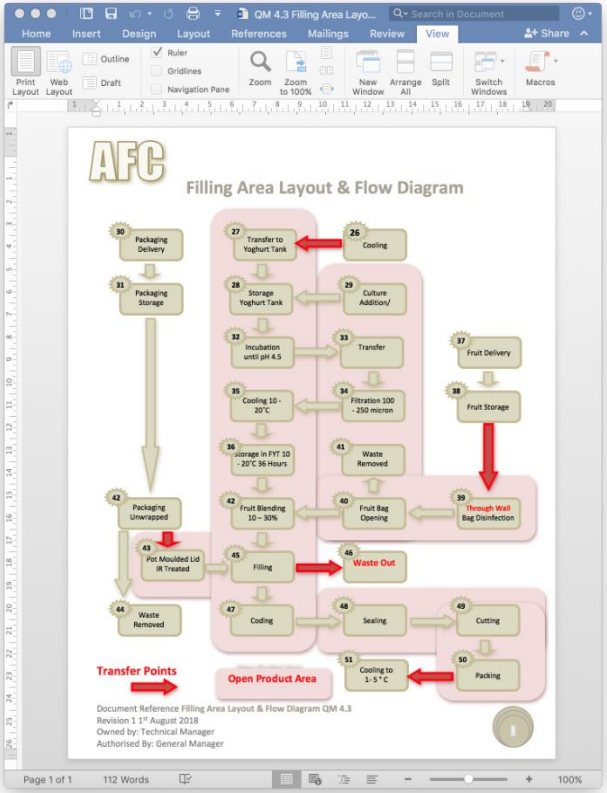
Staff Facilities

There should be Facilities for:

- ✓ Changing
- ✓ Storage of personal items
- ✓ Segregation of personal items from work clothing
- ✓ Hand-washing
- ✓ Toilets
- ✓ Smoking areas
- ✓ Eating/Drinking

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

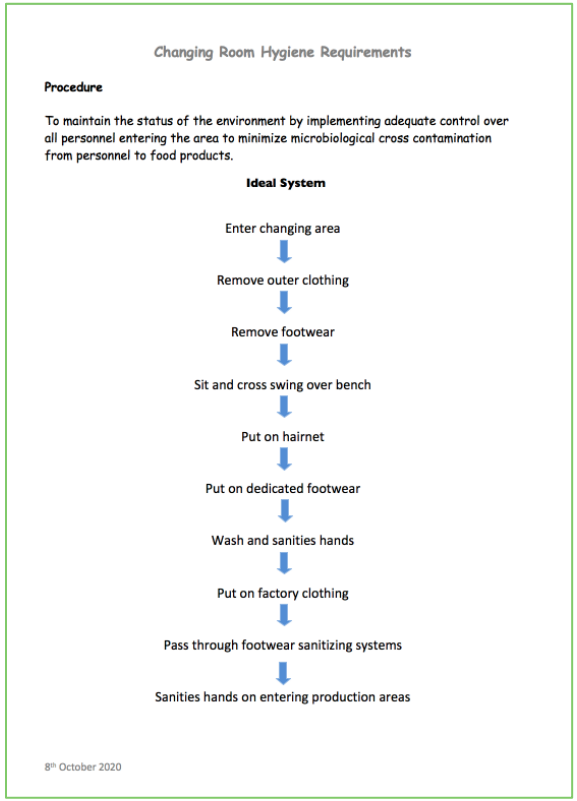
Layout of premises, including workspace and employee facilities



Where appropriate, the internal design and layout of food establishments should permit good food hygiene practices, including protection against cross-contamination between and during operations by foodstuffs.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Layout of premises, including workspace and employee facilities



Changing Room Hygiene Requirements

Procedure

To maintain the status of the environment by implementing adequate control over all personnel entering the area to minimize microbiological cross contamination from personnel to food products.

Ideal System

Enter changing area

↓

Remove outer clothing

↓

Remove footwear

↓

Sit and cross swing over bench

↓

Put on hairnet

↓

Put on dedicated footwear

↓

Wash and sanities hands

↓

Put on factory clothing

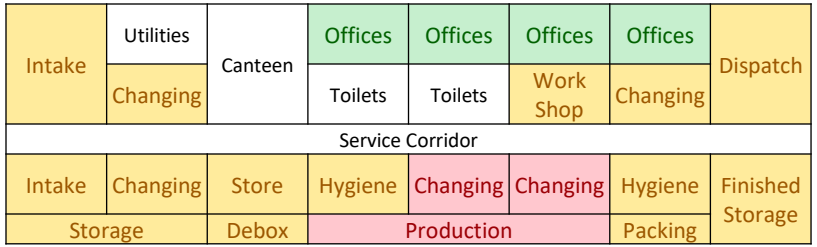
↓

Pass through footwear sanitizing systems

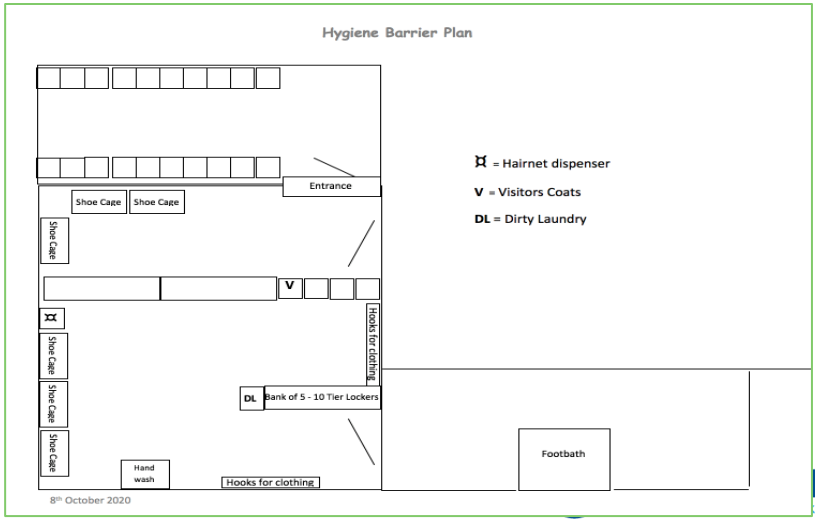
↓

Sanities hands on entering production areas

8th October 2020



Intake	Utilities	Canteen	Offices	Offices	Offices	Offices	Dispatch
	Changing		Toilets	Toilets	Work Shop	Changing	
Service Corridor							
Intake	Changing	Store	Hygiene	Changing	Changing	Hygiene	Finished Storage
Storage		Debox	Production			Packing	



Hygiene Barrier Plan

¤ = Hairnet dispenser

V = Visitors Coats

DL = Dirty Laundry

Entrance

Shoe Cage

Shoe Cage

Shoe Cage

V

¤

Shoe Cage

Shoe Cage

Shoe Cage

Hooks for clothing

DL

Bank of 5 - 10 Tier Lockers

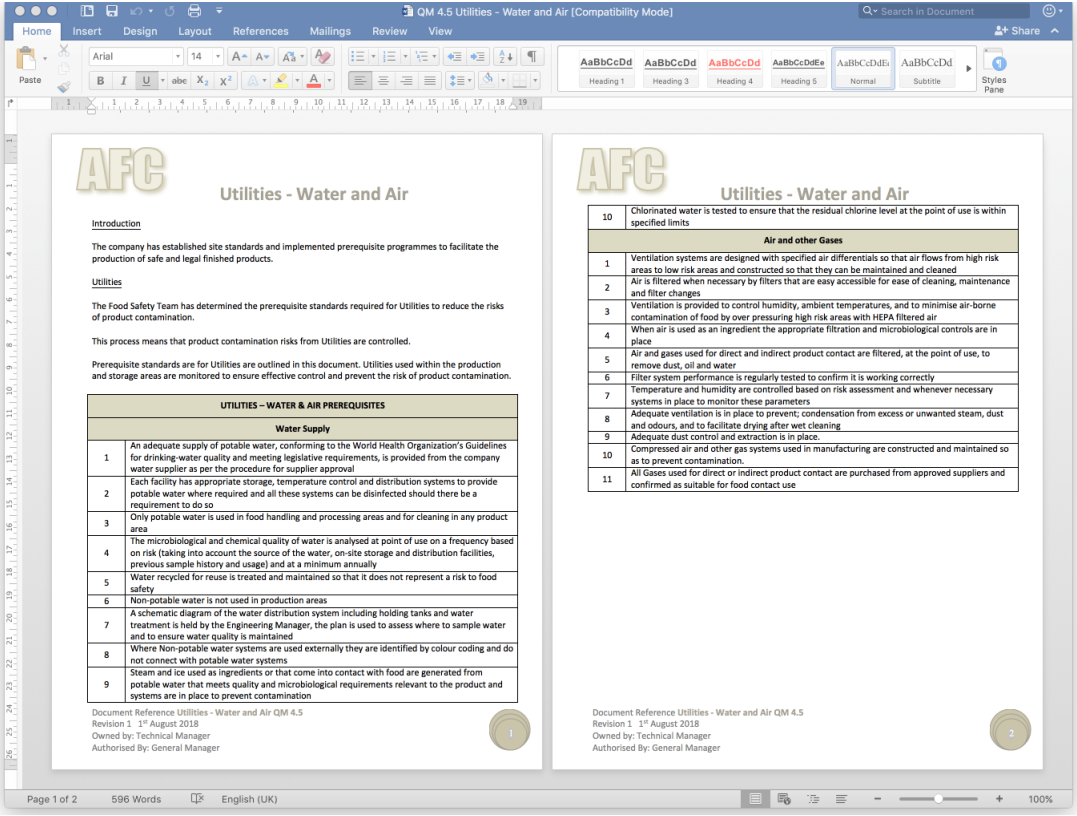
Footbath

Hand wash

Hooks for clothing

8th October 2020

Supplies of air, water, energy and other utilities



QM 4.5 Utilities - Water and Air [Compatibility Mode]

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Utilities - Water and Air

Introduction

The company has established site standards and implemented prerequisite programmes to facilitate the production of safe and legal finished products.

Utilities

The Food Safety Team has determined the prerequisite standards required for Utilities to reduce the risks of product contamination.

This process means that product contamination risks from Utilities are controlled.

Prerequisite standards are for Utilities are outlined in this document. Utilities used within the production and storage areas are monitored to ensure effective control and prevent the risk of product contamination.

UTILITIES – WATER & AIR PREREQUISITES	
Water Supply	
1	An adequate supply of potable water, conforming to the World Health Organization's Guidelines for drinking-water quality and meeting legislative requirements, is provided from the company water supplier as per the procedure for supplier approval
2	Each facility has appropriate storage, temperature control and distribution systems to provide potable water where required and all these systems can be disinfected should there be a requirement to do so
3	Only potable water is used in food handling and processing areas and for cleaning in any product area
4	The microbiological and chemical quality of water is analysed at point of use on a frequency based on risk (taking into account the source of the water, on-site storage and distribution facilities, previous sample history and usage) and at a minimum annually
5	Water recycled for reuse is treated and maintained so that it does not represent a risk to food safety
6	Non-potable water is not used in production areas
7	A schematic diagram of the water distribution system including holding tanks and water treatment is held by the Engineering Manager, the plan is used to assess where to sample water and to ensure water quality is maintained
8	Where Non-potable water systems are used externally they are identified by colour coding and do not connect with potable water systems
9	Steam and ice used as ingredients or that come into contact with food are generated from potable water that meets quality and microbiological requirements relevant to the product and systems are in place to prevent contamination

Document Reference Utilities - Water and Air QM 4.5
Revision 1 1st August 2018
Owned by: Technical Manager
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Utilities - Water and Air

10	Chlorinated water is tested to ensure that the residual chlorine level at the point of use is within specified limits
Air and other Gases	
1	Ventilation systems are designed with specified air differentials so that air flows from high risk areas to low risk areas and constructed so that they can be maintained and cleaned
2	Air is filtered when necessary by filters that are easy accessible for ease of cleaning, maintenance and filter changes
3	Ventilation is provided to control humidity, ambient temperatures, and to minimise air-borne contamination of food by over pressuring high risk areas with HEPA filtered air
4	When air is used as an ingredient the appropriate filtration and microbiological controls are in place
5	Air and gases used for direct and indirect product contact are filtered, at the point of use, to remove dust, oil and water
6	Filter system performance is regularly tested to confirm it is working correctly
7	Temperature and humidity are controlled based on risk assessment and whenever necessary systems in place to monitor these parameters
8	Adequate ventilation is in place to prevent; condensation from excess or unwanted steam, dust and odours, and to facilitate drying after wet cleaning
9	Adequate dust control and extraction is in place.
10	Compressed air and other gas systems used in manufacturing are constructed and maintained so as to prevent contamination.
11	All Gases used for direct or indirect product contact are purchased from approved suppliers and confirmed as suitable for food contact use

Document Reference Utilities - Water and Air QM 4.5
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Authorised By: General Manager

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Page 1 of 2 596 Words English (UK) 100%

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Supplies of air, water, energy and other utilities

Control & Monitor:

- ✓ The water supply
- ✓ Water distribution
- ✓ Monitoring of gases and steam

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

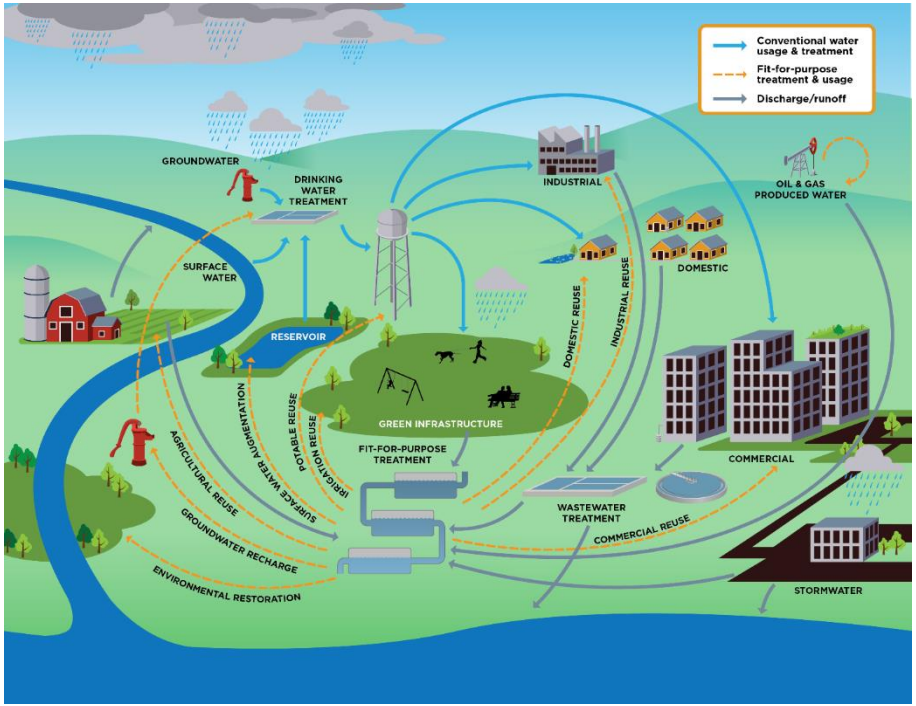
Water Supply

An adequate supply of potable water with appropriate facilities for its storage, distribution and temperature control, should be available whenever necessary to ensure the safety and suitability of food.

Potable water should be as specified in the latest edition of WHO Guidelines for Drinking Water Quality, or water of a higher standard.

Control Non-potable water.

Water



Only potable water, should be used in food handling and processing.

Water recirculated for reuse should be treated and maintained in such a condition that no risk to the safety and suitability of food results from its use.

The treatment process should be effectively monitored.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Water

When water is used as an ingredient potable water should be used wherever necessary to avoid food contamination.

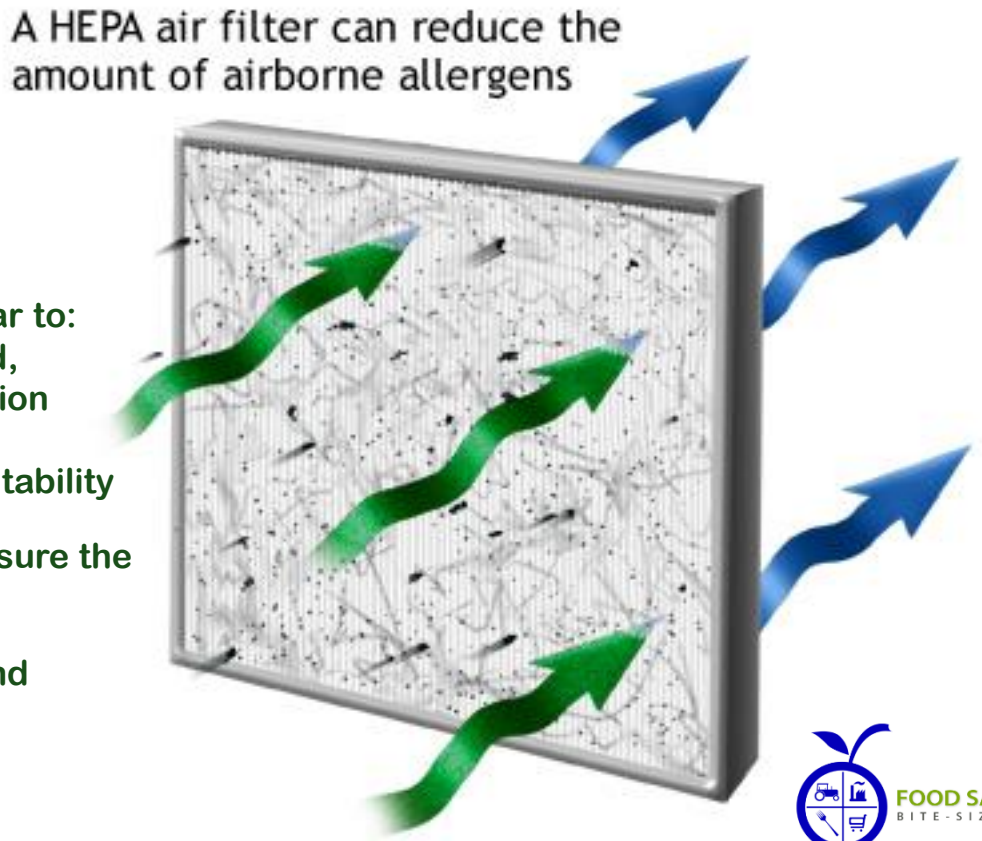
Ice should be made from water that meets the conditions of Water Supply.

Ice and steam should be produced, handled and stored to protect them from contamination.

Steam used in direct contact with food or food contact surfaces should not constitute a threat to the safety and suitability of food.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Air Quality and Ventilation



Adequate means of natural or mechanical ventilation should be provided, in particular to:

- minimize air-borne contamination of food, for example, from aerosols and condensation
- control ambient temperatures
- control odours which might affect the suitability of food
- control humidity, where necessary, to ensure the safety and suitability of food

Ventilation systems should be designed and constructed so that air does not flow from contaminated areas to clean areas.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Lighting

Adequate natural or artificial lighting should be provided to enable the undertaking to operate in a hygienic manner.
Where necessary, lighting should not be such that the resulting colour is misleading.
The intensity should be adequate to the nature of the operation.
Lighting fixtures should, where appropriate, be protected to ensure that food is not contaminated by breakages.

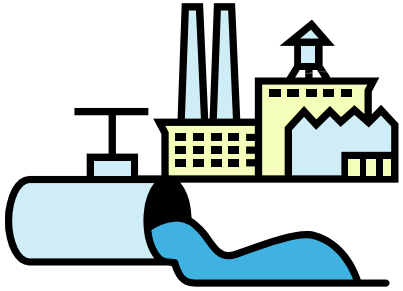
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Prevention of Contamination

Waste Control

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Drainage and Waste Disposal



Adequate drainage and waste disposal systems and facilities should be provided.

Systems should be designed and constructed so that the risk of contaminating food or the potable water supply is avoided.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Supporting services, including waste and sewage disposal

Systems should be in place to minimise the accumulation of waste including arrangements to control the collection, collation and disposal of waste material.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Prevention of Contamination

Waste is likely to be contaminated and so should not be allowed to accumulate.

Food handlers should always wash their hands after handling waste.

Lids should be kept closed on waste containers as waste attracts pests.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Waste Control

Provision must be made for the removal and storage of waste.

Waste stores must be kept appropriately clean.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Supporting services, including waste and sewage disposal

Containers for waste, by-products and inedible or dangerous substances, should be specifically identifiable, suitably constructed and, where appropriate, made of impervious material.

Containers used to hold dangerous substances should be identified and, where appropriate, be lockable to prevent malicious or accidental contamination of food.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Management of Surplus Food & Products for Animal Feed

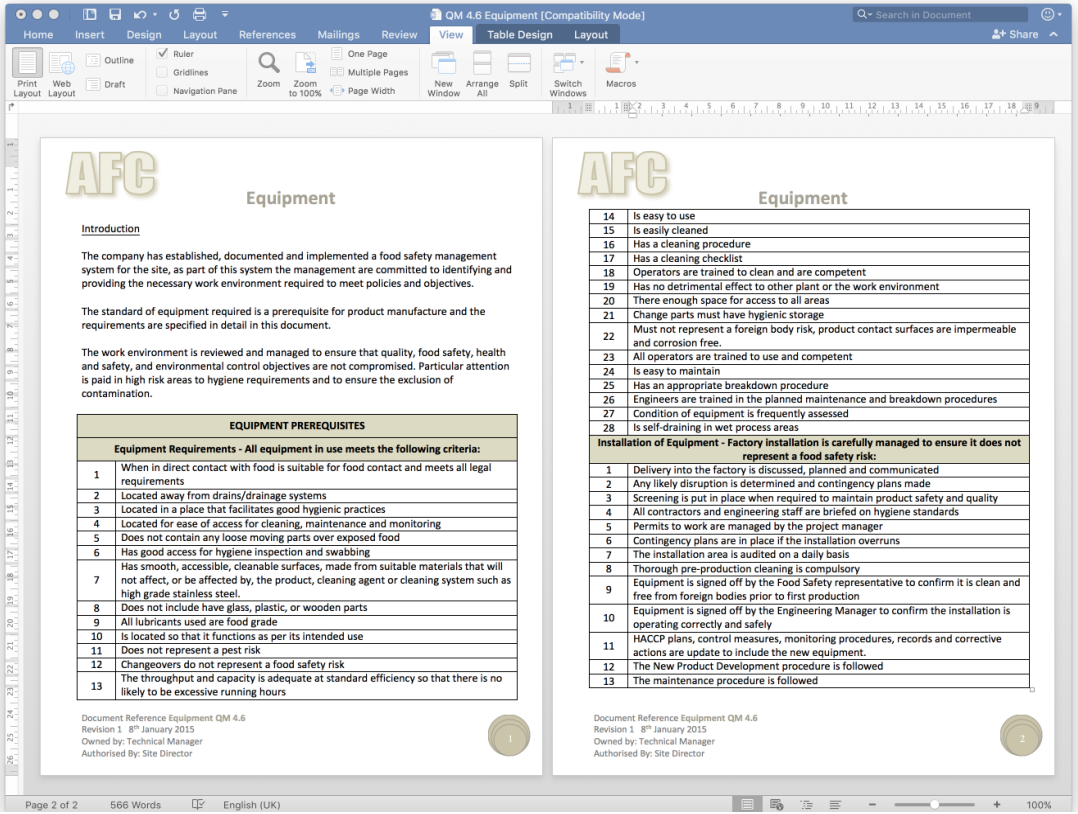
Surplus customer branded products should be disposed of as per customer requirements and the brand name removed from the products whilst under control of the factory.
Products intended for animal feed should be segregated, protected from contamination.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Suitability of Equipment

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Suitability of Equipment



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

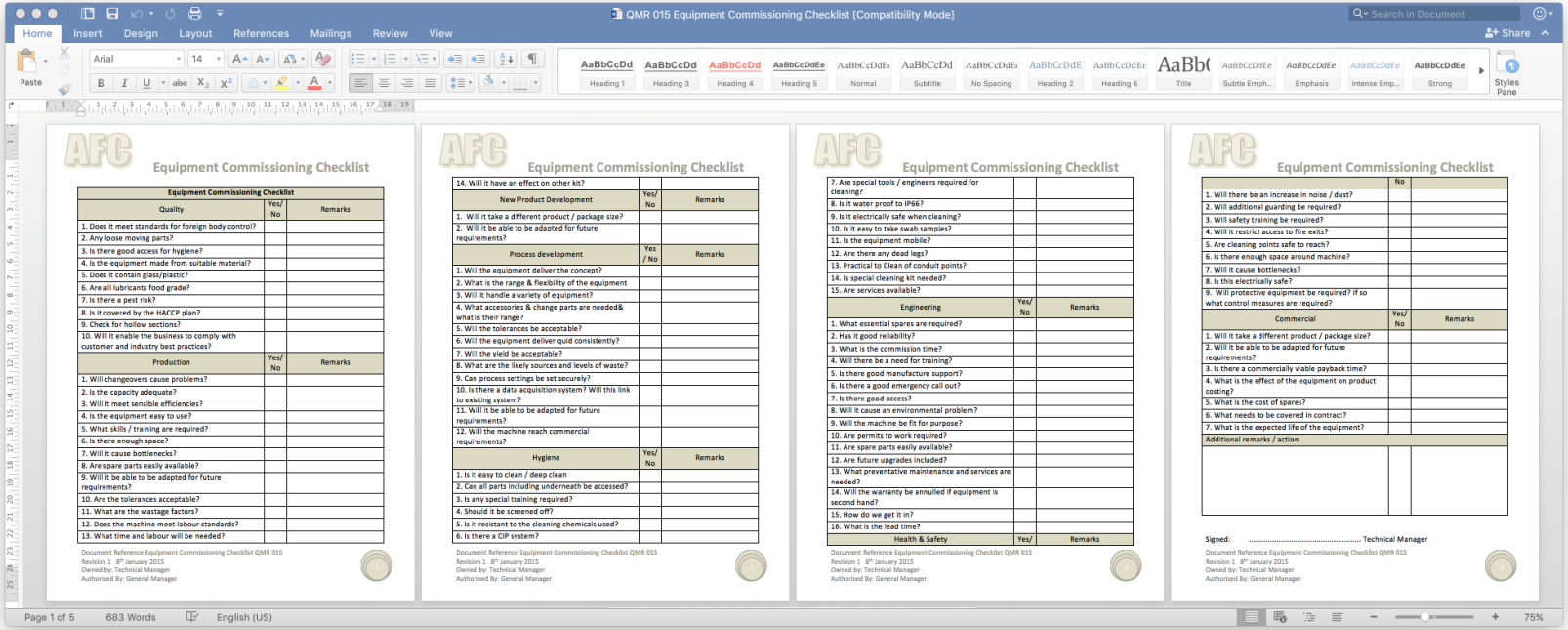
Equipment

Equipment should:

- ✓ permit maintenance and cleaning
- ✓ function as intended
- ✓ be hygienic

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Suitability of Equipment



QMR 015 Equipment Commissioning Checklist [Compatibility Mode]

AFC

Equipment Commissioning Checklist

Equipment Commissioning Checklist		
Quality	Yes/ No	Remarks
1. Does it meet standards for foreign body control?		
2. Any loose moving parts?		
3. Is there good access for hygiene?		
4. Is the equipment made from suitable material?		
5. Does it contain glass/plastic?		
6. Are all lubricants food grade?		
7. Is there a pest risk?		
8. Is it covered by the HACCP plan?		
9. Check for hollow sections?		
10. Will it enable the business to comply with customer and industry best practices?		
Production	Yes/ No	Remarks
1. Will changeovers cause problems?		
2. Is the capacity adequate?		
3. Will it meet sensible efficiencies?		
4. Is the equipment easy to use?		
5. What skills / training are required?		
6. Is there enough space?		
7. Will it cause bottlenecks?		
8. Are spare parts easily available?		
9. Will it be able to be adapted for future requirements?		
10. Are the tolerances acceptable?		
11. What are the wastage factors?		
12. Does the machine meet labour standards?		
13. What time and labour will be needed?		

Document Reference Equipment Commissioning Checklist QMR 015
Revision 1 8th January 2015
Owned by: Technical Manager
Authorised By: General Manager

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Equipment Commissioning Checklist

14. Will it have an effect on other kit?		
New Product Development	Yes/ No	Remarks
1. Will it take a different product / package size?		
2. Will it be able to be adapted for future requirements?		
Process development	Yes / No	Remarks
1. Will the equipment deliver the concept?		
2. What is the range & flexibility of the equipment		
3. Will it handle a variety of equipment?		
4. What accessories & change parts are needed& what is their range?		
5. Will the tolerances be acceptable?		
6. Will the equipment deliver quid consistently?		
7. Will the yield be acceptable?		
8. What are the likely sources and levels of waste?		
9. Can process settings be set securely?		
10. Is there a data acquisition system? Will this link to existing system?		
11. Will it be able to be adapted for future requirements?		
12. Will the machine reach commercial requirements?		
Hygiene	Yes/ No	Remarks
1. Is it easy to clean / deep clean		
2. Can all parts including underneath be accessed?		
3. Is any special training required?		
4. Should it be screened off?		
5. Is it resistant to the cleaning chemicals used?		
6. Is there a CIP system?		

Document Reference Equipment Commissioning Checklist QMR 015
Revision 1 8th January 2015
Owned by: Technical Manager
Authorised By: General Manager

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Equipment Commissioning Checklist

7. Are special tools / engineers required for cleaning?		
8. Is it water proof to IP66?		
9. Is it electrically safe when cleaning?		
10. Is it easy to take swab samples?		
11. Is the equipment mobile?		
12. Are there any dead legs?		
13. Practical to Clean of conduit points?		
14. Is special cleaning kit needed?		
15. Are services available?		
Engineering	Yes/ No	Remarks
1. What essential spares are required?		
2. Has it good reliability?		
3. What is the commission time?		
4. Will there be a need for training?		
5. Is there good manufacture support?		
6. Is there a good emergency call out?		
7. Is there good access?		
8. Will it cause an environmental problem?		
9. Will the machine be fit for purpose?		
10. Are permits to work required?		
11. Are spare parts easily available?		
12. Are future upgrades included?		
13. What preventative maintenance and services are needed?		
14. Will the warranty be annulled if equipment is second hand?		
15. How do we get it in?		
16. What is the lead time?		
Health & Safety	Yes/	Remarks

Document Reference Equipment Commissioning Checklist QMR 015
Revision 1 8th January 2015
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Authorised By: General Manager

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Equipment Commissioning Checklist

	No	
1. Will there be an increase in noise / dust?		
2. Will additional guarding be required?		
3. Will safety training be required?		
4. Will it restrict access to fire exits?		
5. Are cleaning points safe to reach?		
6. Is there enough space around machine?		
7. Will it cause bottlenecks?		
8. Is this electrically safe?		
9. Will protective equipment be required? If so what control measures are required?		
Commercial	Yes/ No	Remarks
1. Will it take a different product / package size?		
2. Will it be able to be adapted for future requirements?		
3. Is there a commercially viable payback time?		
4. What is the effect of the equipment on product costing?		
5. What is the cost of spares?		
6. What needs to be covered in contract?		
7. What is the expected life of the equipment?		
Additional remarks / action		

Signed: ..... Technical Manager

Document Reference Equipment Commissioning Checklist QMR 015
Revision 1 8th January 2015
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Page 1 of 5 683 Words English (US) 75%

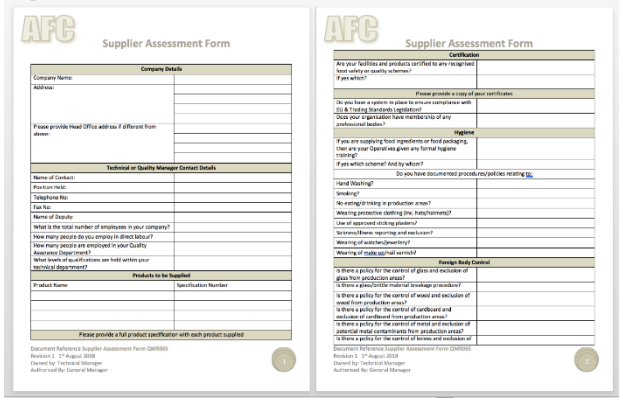
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Equipment

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Management of purchased materials

Management of Suppliers of Raw Materials and Packaging



AFC

Supplier Assessment Form

Company Details	
Company Name:	
Address:	
Please provide Head Office address if different from above:	
Technical or Quality Manager Contact Details	
Name of Contact:	
Position Held:	
Telephone No:	
Fax No:	
Name of Deputy:	
What is the total number of employees in your company?	
How many people do you employ in direct labour?	
How many people are employed in your Quality Assurance Department?	
What levels of qualifications are held within your technical department?	
Products to be Supplied	
Product Name	Specification Number
Please provide a full product specification with each product supplied	

Document Reference Supplier Assessment Form QMR065
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

1

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Supplier Assessment Form

Certification	
Are your facilities and products certified to any recognised food safety or quality schemes?	
If yes which?	
Please provide a copy of your certificates	
Do you have a system in place to ensure compliance with EU & Trading Standards Legislation?	
Does your organisation have membership of any professional bodies?	
Hygiene	
If you are supplying food ingredients or food packaging, then are your Operatives given any formal hygiene training?	
If yes which scheme? And by whom?	
Do you have documented procedures/policies relating to:	
Hand Washing?	
Smoking?	
No eating/drinking in production areas?	
Wearing protective clothing (inc. hats/hairnets)?	
Use of approved sticking plasters?	
Sickness/Illness- reporting and exclusion?	
Wearing of watches/jewellery?	
Wearing of make up/nail varnish?	
Foreign Body Control	
Is there a policy for the control of glass and exclusion of glass from production areas?	
Is there a glass/brittle material breakage procedure?	
Is there a policy for the control of wood and exclusion of wood from production areas?	
Is there a policy for the control of cardboard and exclusion of cardboard from production areas?	
Is there a policy for the control of metal and exclusion of potential metal contaminants from production areas?	
Is there a policy for the control of knives and exclusion of	

Document Reference Supplier Assessment Form QMR065
Revision 1 1st August 2018
Owned by: Technical Manager
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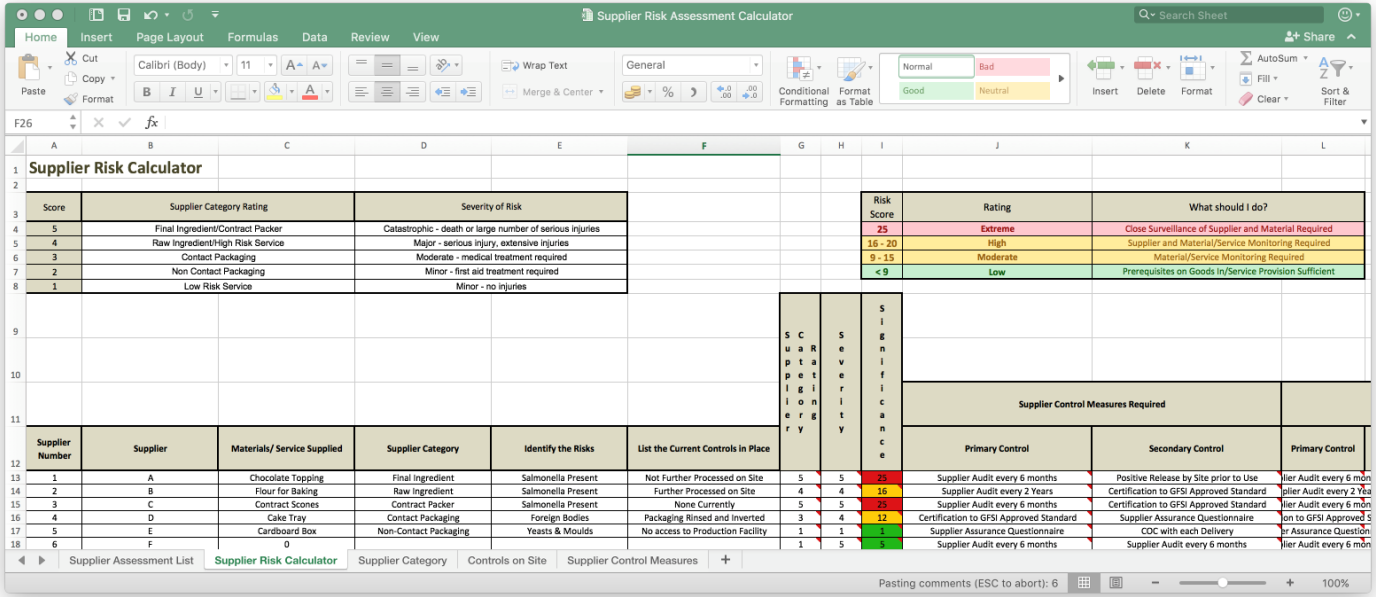
2

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Management of purchased materials

Consider risk of:

- allergen contamination
- foreign-body risks
- microbiological contamination
- chemical contamination
- substitution or fraud



Supplier Risk Assessment Calculator

Supplier Risk Calculator

Score	Supplier Category Rating	Severity of Risk
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries
3	Contact Packaging	Moderate - medical treatment required
2	Non Contact Packaging	Minor - first aid treatment required
1	Low Risk Service	Minor - no injuries

Risk Score	Rating	What should I do?
25	Extreme	Close Surveillance of Supplier and Material Required
16 - 20	High	Supplier and Material/Service Monitoring Required
9 - 15	Moderate	Material/Service Monitoring Required
< 9	Low	Prerequisites on Goods In/Service Provision Sufficient

Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	Supplier Rating	Category	Severity	Significance	Supplier Control Measures Required: Primary Control	Secondary Control	Primary Control
1	A	Chocolate Topping	Final Ingredient	Salmonella Present	Not Further Processed on Site	5		5	25	Supplier Audit every 6 months	Positive Release by Site prior to Use	lier Audit every 6 mon
2	B	Flour for Baking	Raw Ingredient	Salmonella Present	Further Processed on Site	4		4	16	Supplier Audit every 2 Years	Certification to GFSI Approved Standard	plier Audit every 2 Yea
3	C	Contract Scones	Contract Packer	Salmonella Present	None Currently	5		5	25	Supplier Audit every 6 months	Certification to GFSI Approved Standard	lier Audit every 6 mon
4	D	Cake Tray	Contact Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3		4	12	Certification to GFSI Approved Standard	Supplier Assurance Questionnaire	on to GFSI Approved S
5	E	Cardboard Box	Non-Contact Packaging	Yeasts & Moulds	No access to Production Facility	1		1	1	Supplier Assurance Questionnaire	COC with each Delivery	r Assurance Question
6	F	0				1		5	5	Supplier Audit every 6 months	Supplier Audit every 6 months	lier Audit every 6 mon

Supplier Assessment List | Supplier Risk Calculator | Supplier Category | Controls on Site | Supplier Control Measures

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Supplier and Raw Material Approval

Valid certification to an applicable GFSI benchmarked standard.

The scope of the certification should include the raw materials purchased.

Certificate HR18/2003

This is to certify that

CROMARIS d.d.

Gaženička cesta 4b,
Zadar, 23000, Croatia
BRC SITE CODE 6771947

has been assessed and certified as meeting the requirements of

Global Standard for Food Safety
Issue 7: January 2015
Achieved Grade A
Audit Programme: Announced

For the following activities

Sorting, processing and packaging of fresh and frozen fish and fish fillets and steaks; Packaging of fresh fish fillets and steaks in MAP. Production of fish products; smoked fillets packed in vacuum packaging in duplex PA/PE and marinated fillets packed in PP containers sealed with hot welded PET/PP foil.

Product Categories: 4, 9
Exclusions from scope: None

AUDITOR NUMBER
176273

Date of Evaluation 18 April 2018
Certificate Issue Date 04 June 2018
Re-Evaluation Due Date: From 21 March 2019 to 18 April 2019
Certificate Expiry Date 30 May 2019

This certificate supersedes all other certificates bearing this certificate number with earlier certificate issue dates.

If you would like to feedback comments on the BRC Global Standard or the audit process directly to BRC, please contact enquiries@brcglobalstandards.com or call the TELL BRC hotline +44 (0)20 7717 5959
Visit the BRC Directory www.brcdirectory.com to validate certificate authenticity

Authorised by

This certificate remains the property of SGS United Kingdom Ltd

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Supplier and Raw Material Approval

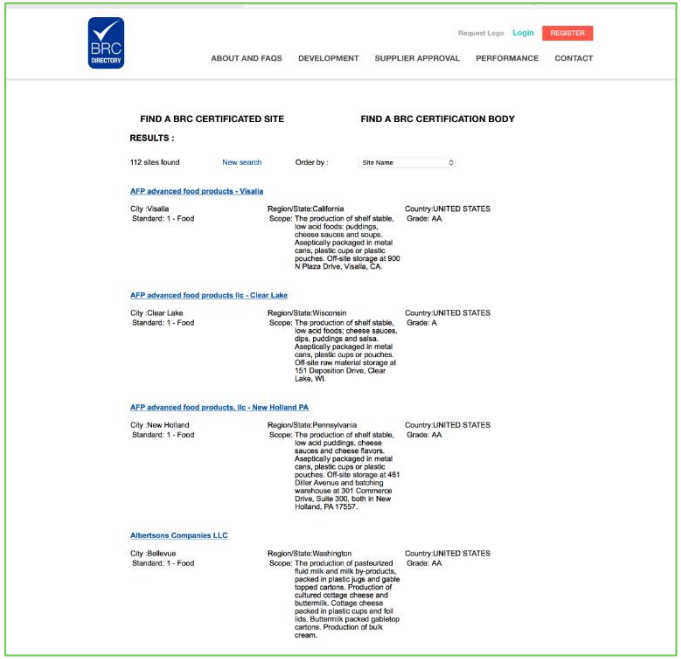
Certificate and Scope Validation Directories:

BRC - https://brcdirectory.co.uk
SQF - https://www.ac.parkcitygroup.com/application/vwavecgi/public/register.cgi/search/blcares
FSSC 22000 - http://www.fssc22000.com/documents/certifiedorganizations/complete-list-version-4.xml?lang=en
IFS - https://www.ifs-certification.com/index.php/en/tools/ifs-database

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Supplier and Raw Material Approval

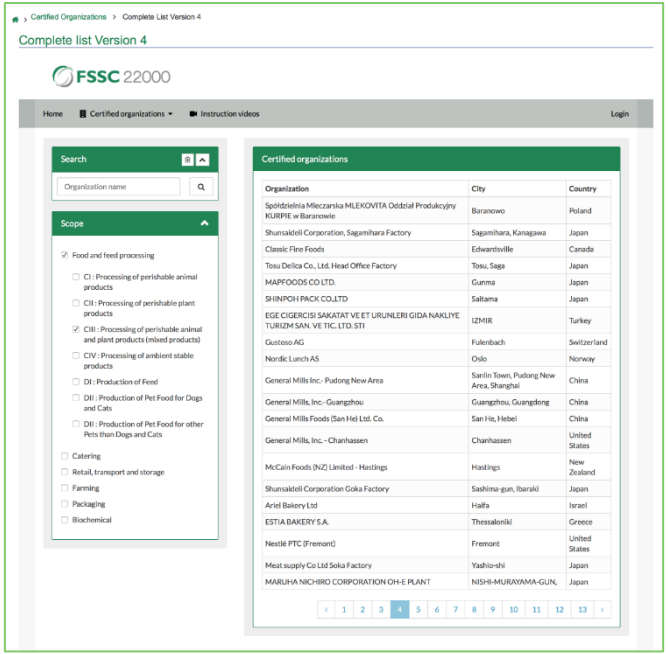
Certificate and Scope Validation Directories:



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Supplier and Raw Material Approval

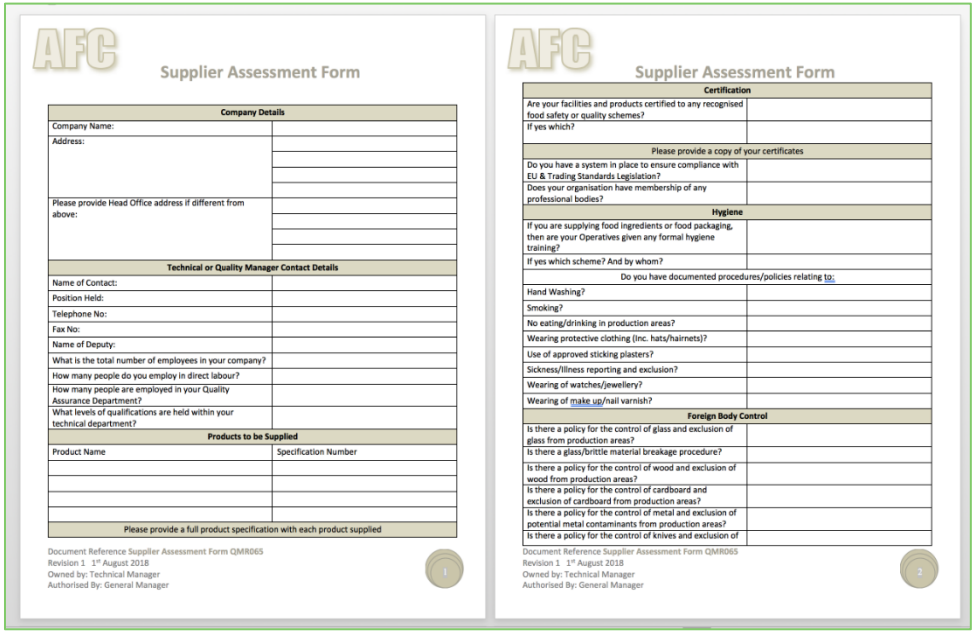
Certificate and Scope Validation Directories:



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Supplier and Raw Material Approval

Or Approval by Supplier audits, with a scope to include product safety, traceability, HACCP review and good manufacturing practices, ….



AFC

Supplier Assessment Form

Company Details	
Company Name:	
Address:	
Please provide Head Office address if different from above:	
Technical or Quality Manager Contact Details	
Name of Contact:	
Position Held:	
Telephone No:	
Fax No:	
Name of Deputy:	
What is the total number of employees in your company?	
How many people do you employ in direct labour?	
How many people are employed in your Quality Assurance Department?	
What levels of qualifications are held within your technical department?	
Products to be Supplied	
Product Name	Specification Number
Please provide a full product specification with each product supplied	

Document Reference Supplier Assessment Form QMR065
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

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Supplier Assessment Form

Certification	
Are your facilities and products certified to any recognised food safety or quality schemes?	
If yes which?	
Please provide a copy of your certificates	
Do you have a system in place to ensure compliance with EU & Trading Standards Legislation?	
Does your organisation have membership of any professional bodies?	
Hygiene	
If you are supplying food ingredients or food packaging, then are your Operatives given any formal hygiene training?	
If yes which scheme? And by whom?	
Do you have documented procedures/policies relating to:	
Hand Washing?	
Smoking?	
No eating/drinking in production areas?	
Wearing protective clothing (inc. hats/hairnets)?	
Use of approved sticking plasters?	
Sickness/illness reporting and exclusion?	
Wearing of watches/jewellery?	
Wearing of make up/nail varnish?	
Foreign Body Control	
Is there a policy for the control of glass and exclusion of glass from production areas?	
Is there a glass/brittle material breakage procedure?	
Is there a policy for the control of wood and exclusion of wood from production areas?	
Is there a policy for the control of cardboard and exclusion of cardboard from production areas?	
Is there a policy for the control of metal and exclusion of potential metal contaminants from production areas?	
Is there a policy for the control of knives and exclusion of	

Document Reference Supplier Assessment Form QMR065
Revision 1 1st August 2018
Owned by: Technical Manager
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FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Management of purchased materials

Where a supplier audit is completed by a 2nd or 3rd party you should be able to demonstrate the competency of the auditor, confirm the scope of the audit and obtain and review a copy of the full audit report.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

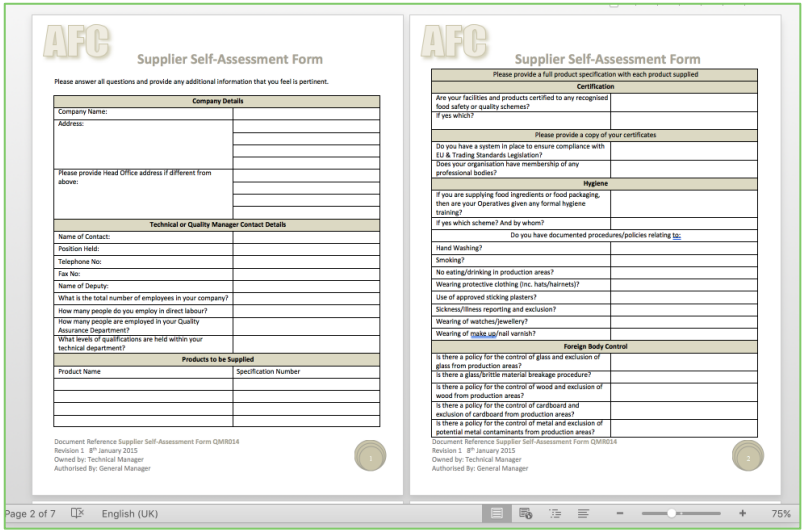
Management of purchased materials

Supplier Risk Calculator

Score	Supplier Category Rating	Severity of Risk
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries
3	Contact Packaging	Moderate - medical treatment required
2	Non Contact Packaging	Minor - first aid treatment required
1	Low Risk Service	Minor - no injuries

Risk Score	Rating	What should I do?
25	Extreme	Close Surveillance of Supplier and Material Required
16 - 20	High	Supplier and Material/Service Monitoring Required
9 - 15	Moderate	Material/Service Monitoring Required
< 9	Low	Prerequisites on Goods In/Service Provision Sufficient

Where a valid risk-based justification is provided and the supplier is assessed as low risk, a completed supplier questionnaire may be used for approval.



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Supplier Self-Assessment Form

Please answer all questions and provide any additional information that you feel is pertinent.

Company Details	
Company Name:	
Address:	
Please provide Head Office address if different from above:	
Technical or Quality Manager Contact Details	
Name of Contact:	
Position Held:	
Telephone No:	
Fax No:	
Name of Deputy:	
What is the total number of employees in your company?	
How many people do you employ in direct labour?	
How many people are employed in your Quality Assurance Department?	
What levels of qualifications are held within your technical department?	
Products to be Supplied	
Product Name	Specification Number

Document Reference Supplier Self-Assessment Form QMR014
Revision 1 8th January 2015
Owned by: Technical Manager
Authorised By: General Manager

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Supplier Self-Assessment Form

Please provide a full product specification with each product supplied	
Certification	
Are your facilities and products certified to any recognised food safety or quality schemes? If yes which?	
Please provide a copy of your certificates	
Do you have a system in place to ensure compliance with EU & Trading Standards Legislation?	
Does your organisation have membership of any professional bodies?	
Hygiene	
If you are supplying food ingredients or food packaging, then are your Operatives given any formal hygiene training?	
If yes which scheme? And by whom?	
Do you have documented procedures/policies relating to:	
Hand Washing?	
Smoking?	
No eating/drinking in production areas?	
Wearing protective clothing (inc. hats/hairnets)?	
Use of approved sticking plasters?	
Sickness/illness reporting and exclusion?	
Wearing of watches/jewellery?	
Wearing of make up/nail varnish?	
Foreign Body Control	
Is there a policy for the control of glass and exclusion of glass from production areas?	
Is there a glass/brittle material breakage procedure?	
Is there a policy for the control of wood and exclusion of wood from production areas?	
Is there a policy for the control of cardboard and exclusion of cardboard from production areas?	
Is there a policy for the control of metal and exclusion of potential metal contaminants from production areas?	

Document Reference Supplier Self-Assessment Form QMR014
Revision 1 8th January 2015
Owned by: Technical Manager
Authorised By: General Manager

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Page 2 of 7 English (UK) 75%

FOOD SAFETY FRIDAYS
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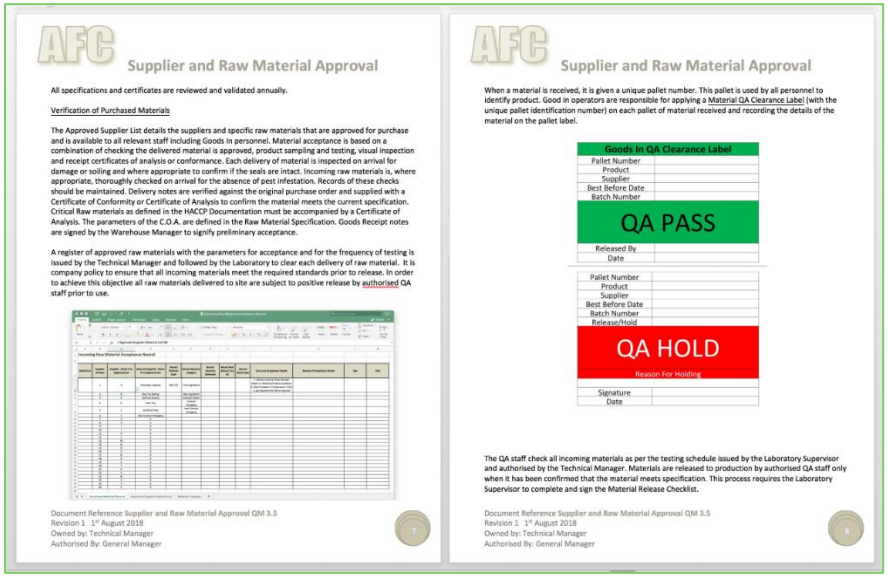
Supplier Monitoring: Incoming Materials

Process for the ongoing review and monitoring of suppliers, based on risk and using defined performance criteria.



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Supplier and Raw Material Approval

All specifications and certificates are reviewed and validated annually.

Verification of Purchased Materials

The Approved Supplier List details the suppliers and specific raw materials that are approved for purchase and is available to all relevant staff including Goods In personnel. Material acceptance is based on a combination of checking the delivered material is approved, product sampling and testing, visual inspection and receipt certificates of analysis or conformance. Each delivery of material is inspected on arrival for damage or soiling and where appropriate to confirm if the seals are intact. Incoming raw materials is, where appropriate, thoroughly checked on arrival for the absence of pest infestation. Records of these checks should be maintained. Delivery notes are verified against the original purchase order and supplied with a Certificate of Conformity or Certificate of Analysis to confirm the material meets the current specification. Critical Raw materials as defined in the HACCP Documentation must be accompanied by a Certificate of Analysis. The parameters of the C.O.A. are defined in the Raw Material Specification. Goods Receipt notes are signed by the Warehouse Manager to signify preliminary acceptance.

A register of approved raw materials with the parameters for acceptance and for the frequency of testing is issued by the Technical Manager and followed by the Laboratory to clear each delivery of raw material. It is company policy to ensure that all incoming materials meet the required standards prior to release. In order to achieve this objective all raw materials delivered to site are subject to positive release by authorised QA staff prior to use.

Document Reference Supplier and Raw Material Approval QM 3.5
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

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Supplier and Raw Material Approval

When a material is received, it is given a unique pallet number. This pallet is used by all personnel to identify product. Good in operators are responsible for applying a Material QA Clearance Label (with the unique pallet identification number) on each pallet of material received and recording the details of the material on the pallet label.

Goods In QA Clearance Label	
Pallet Number	
Product	
Supplier	
Best Before Date	
Batch Number	
QA PASS	
Released By	
Date	

Pallet Number	
Product	
Supplier	
Best Before Date	
Batch Number	
Release/Hold	
QA HOLD	
Reason For Holding	
Signature	
Date	

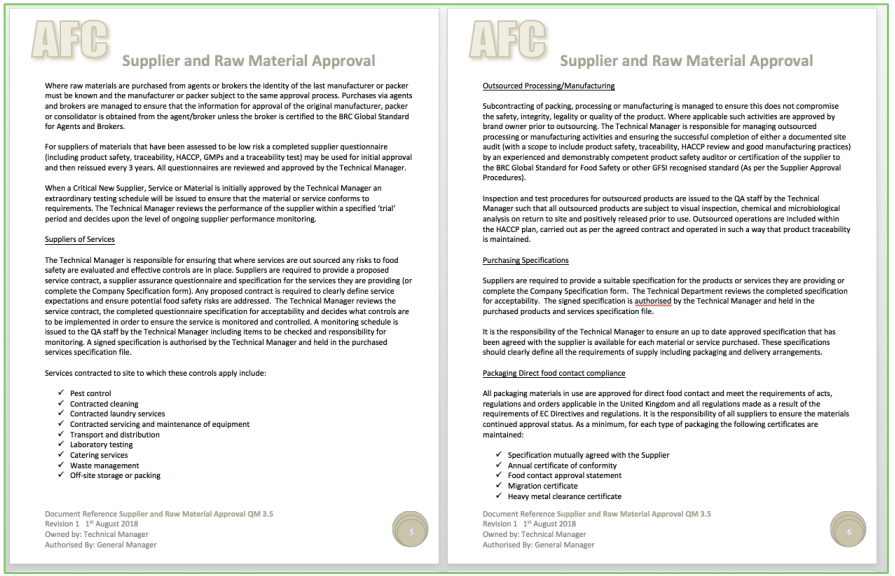
The QA staff check all incoming materials as per the testing schedule issued by the Laboratory Supervisor and authorised by the Technical Manager. Materials are released to production by authorised QA staff only when it has been confirmed that the material meets specification. This process requires the Laboratory Supervisor to complete and sign the Material Release Checklist.

Document Reference Supplier and Raw Material Approval QM 3.5
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Management of purchased services

Approval and monitoring of suppliers of services. Outsourced processors approval and monitoring procedure.



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Supplier and Raw Material Approval

Where raw materials are purchased from agents or brokers the identity of the last manufacturer or packer must be known and the manufacturer or packer subject to the same approval process. Purchases via agents and brokers are managed to ensure that the information for approval of the original manufacturer, packer or consolidator is obtained from the agent/broker unless the broker is certified to the BRC Global Standard for Agents and Brokers.

For suppliers of materials that have been assessed to be low risk a completed supplier questionnaire (including product safety, traceability, HACCP, GMPs and a traceability test) may be used for initial approval and then reissued every 3 years. All questionnaires are reviewed and approved by the Technical Manager.

When a Critical New Supplier, Service or Material is initially approved by the Technical Manager an extraordinary testing schedule will be issued to ensure that the material or service conforms to requirements. The Technical Manager reviews the performance of the supplier within a specified 'trial' period and decides upon the level of ongoing supplier performance monitoring.

Suppliers of Services

The Technical Manager is responsible for ensuring that where services are out sourced any risks to food safety are evaluated and effective controls are in place. Suppliers are required to provide a proposed service contract, a supplier assurance questionnaire and specification for the services they are providing (or complete the Company Specification form). Any proposed contract is required to clearly define service expectations and ensure potential food safety risks are addressed. The Technical Manager reviews the service contract, the completed questionnaire specification for acceptability and decides what controls are to be implemented in order to ensure the service is monitored and controlled. A monitoring schedule is issued to the QA staff by the Technical Manager including items to be checked and responsibility for monitoring. A signed specification is authorised by the Technical Manager and held in the purchased services specification file.

Services contracted to site to which these controls apply include:

- ✓ Pest control
- ✓ Contracted cleaning
- ✓ Contracted laundry services
- ✓ Contracted servicing and maintenance of equipment
- ✓ Transport and distribution
- ✓ Laboratory testing
- ✓ Catering services
- ✓ Waste management
- ✓ Off-site storage or packing

Document Reference Supplier and Raw Material Approval QM 3.5
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

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Supplier and Raw Material Approval

Outsourced Processing/Manufacturing

Subcontracting of packing, processing or manufacturing is managed to ensure this does not compromise the safety, integrity, legality or quality of the product. Where applicable such activities are approved by brand owner prior to outsourcing. The Technical Manager is responsible for managing outsourced processing or manufacturing activities and ensuring the successful completion of either a documented site audit (with a scope to include product safety, traceability, HACCP review and good manufacturing practices) by an experienced and demonstrably competent product safety auditor or certification of the supplier to the BRC Global Standard for Food Safety or other GFSI recognised standard (As per the Supplier Approval Procedures).

Inspection and test procedures for outsourced products are issued to the QA staff by the Technical Manager such that all outsourced products are subject to visual inspection, chemical and microbiological analysis on return to site and positively released prior to use. Outsourced operations are included within the HACCP plan, carried out as per the agreed contract and operated in such a way that product traceability is maintained.

Purchasing Specifications

Suppliers are required to provide a suitable specification for the products or services they are providing or complete the Company Specification form. The Technical Department reviews the completed specification for acceptability. The signed specification is authorised by the Technical Manager and held in the purchased products and services specification file.

It is the responsibility of the Technical Manager to ensure an up to date approved specification that has been agreed with the supplier is available for each material or service purchased. These specifications should clearly define all the requirements of supply including packaging and delivery arrangements.

Packaging Direct food contact compliance

All packaging materials in use are approved for direct food contact and meet the requirements of acts, regulations and orders applicable in the United Kingdom and all regulations made as a result of the requirements of EC Directives and regulations. It is the responsibility of all suppliers to ensure the materials continued approval status. As a minimum, for each type of packaging the following certificates are maintained:

- ✓ Specification mutually agreed with the Supplier
- ✓ Annual certificate of conformity
- ✓ Food contact approval statement
- ✓ Migration certificate
- ✓ Heavy metal clearance certificate

Document Reference Supplier and Raw Material Approval QM 3.5
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

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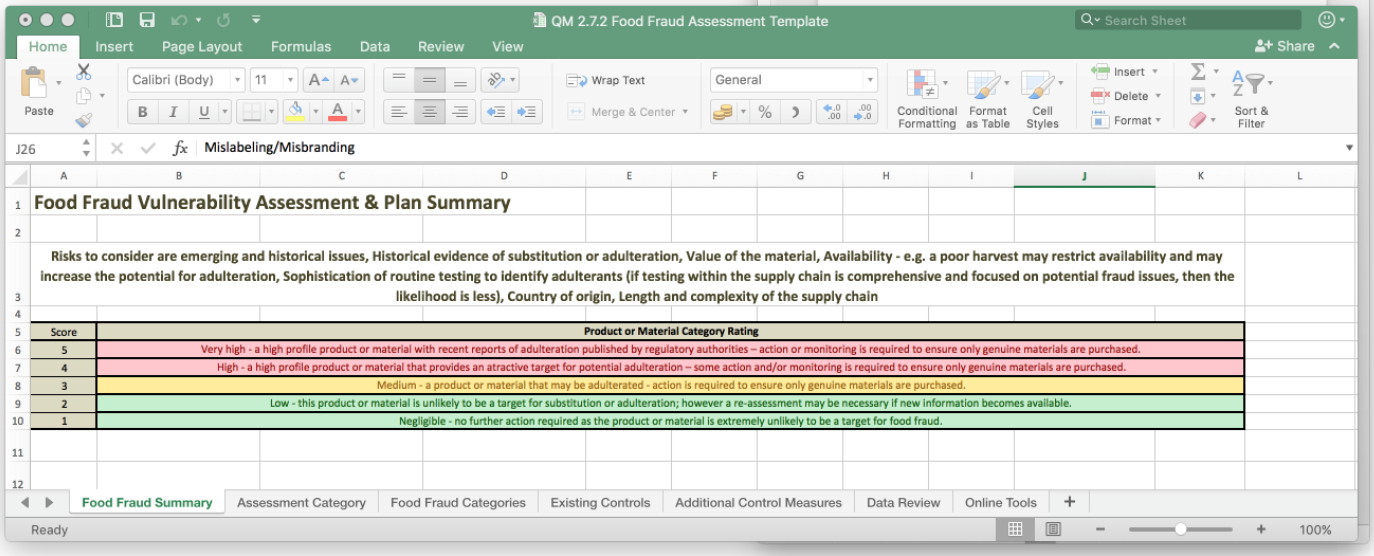
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Management of purchased materials – Food Adulteration or Substitution

Vulnerability Risk Assessment
Approval and Monitoring of Suppliers of based on Risk



Packaging

Packaging design and materials should provide adequate protection for products to minimize contamination, prevent damage, and accommodate proper labelling.

Packaging materials or gases where used must be non-toxic and not pose a threat to the safety and suitability of food under the specified conditions of storage and use.

Where appropriate, reusable packaging should be suitably durable, easy to clean and, where necessary, disinfect.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Specifications

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Whole Milk Summer Fruit Bio Yoghurt 100g

Manufacturing Site	
Contact Details	
Telephone	
Fax	

Product Description	
A whole milk stirred fruited bio yogurt with a creamy mixed berry flavour	
Organoleptic	
Appearance	Mauve in colour, smooth, shiny yoghurt with blackberry & raspberry pieces
Aroma	A fresh fruity mixed berry aroma
Flavour	Sweet creamy fresh mixed berry flavour with a slight lactic note

Ingredients
Potable Water, Whole Milk Powder, Sugar, Blackberries (3.75%), Raspberries (3.75%) Summer Fruit Syrup [(water, glucose syrup, thickeners (modified starch, carrageenan), black carrot juice concentrate, woodberry flavor, sodium citrate, potassium sorbate)], Milk Protein, Skim Milk Powder, Stabiliser (acetylated distarch adipate, gelatin, guar gum, pectins), Yoghurt Culture, Bifidobacterium, Lactobacillus acidophilus
Allergens
Milk

Processing, Manufacturing + Packing Parameters	
1. Mix and standardise the base	Butterfat = 3.5 – 3.7% Total Solids = 20.0 – 21.0
2. Homogenise:	200 Bar

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Whole Milk Summer Fruit Bio Yoghurt 100g

3. Pasteurise at:	90°C - 95°C for 300 Sec
4. Cool to give an incubation temperature of:	Short Set = 42°C ± 2°C
5. Incubate	pH = 4.3 ± 0.1
6. Filter	<1mm
7. Cool	10 – 20 °C
8. Dose Summer Fruit Conserve	15% +/- 1%
9. Fill	10 – 20 °C
10. Coding	D.O.P + 21 Days
11.Cool the yogurt	1°C – 5°C
12. QA Release – Start of Run & End each Pallet	1°C – 5°C pH < 4.5 Entero < 10/g

Weight Control					
Packed as a 4 pack on an XYZ filling machine but individually bar coded and snap into 4 pots					
Declared Weight (g)	Target Average Weight (g)	Lower weight limit (g)	Upper weight limit (g)	Approximate Weight of Packaging (g)	Frequency
100	100	95	105	6	Start and end of run plus half hourly

Coding			
Use By	DOP + 21	**Minimum Life for dispatch**	DOP + 7

Code	Item	Supplier
F 001	Fruit Pulp Summer Fruits	

Document Reference Whole Milk Summer Fruit Bio Yoghurt 100g Specification FPSPEC 001
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

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Whole Milk Summer Fruit Bio Yoghurt 100g

P 001	Lid Summer Fruits (Adult Yoghurt)	
P 002	Base Web for Fruit Yoghurt 100	

QA Parameters					
Product	**pH**	**BF**	**TS**	**Temperature**	**Frequency**
Finished Product	4.0 – 4.5	2.95 – 3.15%	24.5 - 25.5	< 5 °C	Each Pallet

QA Positive Release Parameters DOP + 2				
Product	**pH**	**Enterobacteriaceae**	**Temperature**	**Frequency**
Finished Product for Release	4.0 – 4.5	< 10/g	< 5 °C	Each Pallet

Finished Product Microbiological Standards					
	Entero	***E.coli***	**Yeasts & Moulds**	**Salmonella**	***Listeria***
Target	<10/g	<10/g	<500/g	Absent in 25g	Absent in 25g
Frequency	Each Batch	Each Batch	Each Batch	Product tested monthly on a rotating schedule	

Document Reference Whole Milk Summer Fruit Bio Yoghurt 100g Specification FPSPEC 001
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Measures for the prevention of contamination

Physical and Chemical Controls

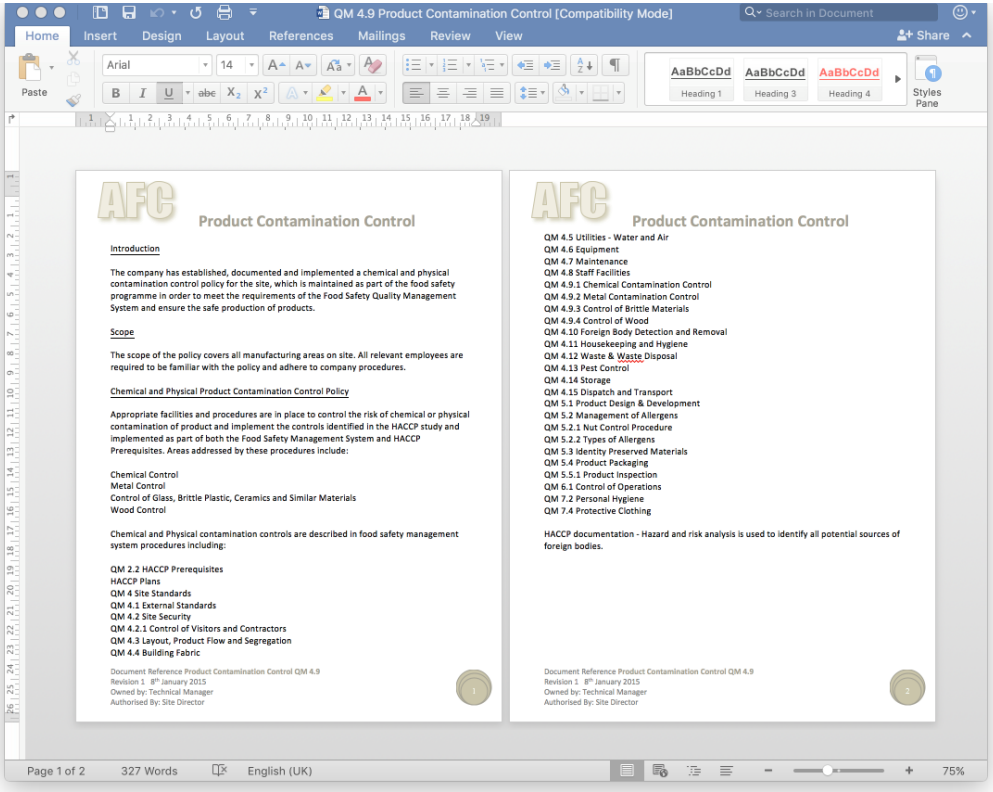
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Physical and Chemical Controls

Systems should be in place to prevent contamination of foods by foreign bodies such as glass or metal shards from machinery, dust, harmful fumes and unwanted chemicals.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Chemical and Physical Product Contamination Control



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Physical Contamination

Foreign objects cause illness, distress, adverse publicity and loss of business, and fines. Procedures should ensure no foreign matter gets into food products, but constant vigilance in employees following the rules and reporting risks can eliminate unwanted items totally.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Physical Controls

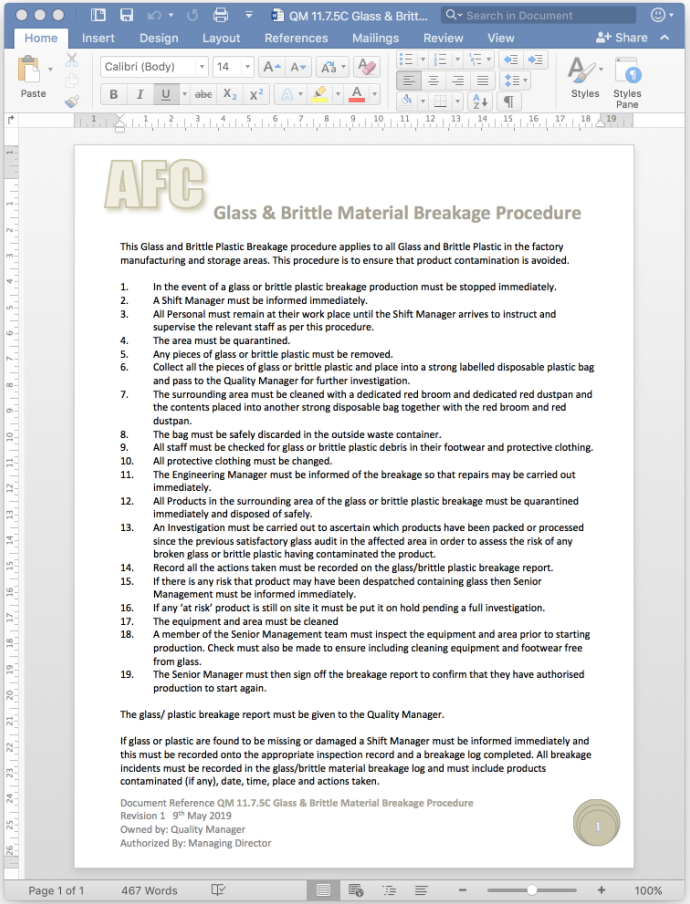
Glass in food can cause serious injuries.

Glass items should be prohibited unless absolutely necessary.
When used they should be checked regularly.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Physical Controls

When used glass items should be checked regularly and any breakage reported immediately.



QM 11.7.5C Glass & Britt...

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Calibri (Body) 14

Styles Styles Pane

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Glass & Brittle Material Breakage Procedure

This Glass and Brittle Plastic Breakage procedure applies to all Glass and Brittle Plastic in the factory manufacturing and storage areas. This procedure is to ensure that product contamination is avoided.

1. In the event of a glass or brittle plastic breakage production must be stopped immediately.
2. A Shift Manager must be informed immediately.
3. All Personal must remain at their work place until the Shift Manager arrives to instruct and supervise the relevant staff as per this procedure.
4. The area must be quarantined.
5. Any pieces of glass or brittle plastic must be removed.
6. Collect all the pieces of glass or brittle plastic and place into a strong labelled disposable plastic bag and pass to the Quality Manager for further investigation.
7. The surrounding area must be cleaned with a dedicated red broom and dedicated red dustpan and the contents placed into another strong disposable bag together with the red broom and red dustpan.
8. The bag must be safely discarded in the outside waste container.
9. All staff must be checked for glass or brittle plastic debris in their footwear and protective clothing.
10. All protective clothing must be changed.
11. The Engineering Manager must be informed of the breakage so that repairs may be carried out immediately.
12. All Products in the surrounding area of the glass or brittle plastic breakage must be quarantined immediately and disposed of safely.
13. An Investigation must be carried out to ascertain which products have been packed or processed since the previous satisfactory glass audit in the affected area in order to assess the risk of any broken glass or brittle plastic having contaminated the product.
14. Record all the actions taken must be recorded on the glass/brittle plastic breakage report.
15. If there is any risk that product may have been despatched containing glass then Senior Management must be informed immediately.
16. If any 'at risk' product is still on site it must be put it on hold pending a full investigation.
17. The equipment and area must be cleaned
18. A member of the Senior Management team must inspect the equipment and area prior to starting production. Check must also be made to ensure including cleaning equipment and footwear free from glass.
19. The Senior Manager must then sign off the breakage report to confirm that they have authorised production to start again.

The glass/ plastic breakage report must be given to the Quality Manager.

If glass or plastic are found to be missing or damaged a Shift Manager must be informed immediately and this must be recorded onto the appropriate inspection record and a breakage log completed. All breakage incidents must be recorded in the glass/brittle material breakage log and must include products contaminated (if any), date, time, place and actions taken.

Document Reference QM 11.7.5C Glass & Brittle Material Breakage Procedure
Revision 1 9th May 2019
Owned by: Quality Manager
Authorized By: Managing Director

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Page 1 of 1 467 Words 100%

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Physical Controls

Containers

Based on risk assessment, procedures shall be implemented to minimise foreign-body contamination originating with the packaging container.

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Physical Product Contamination Control

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Knife Control Record

Issue Date	Issue Time	Knife ID	Issued to:	Issued by:	Returned to:	Return Time	Return Date

Checked By..... Technical Manager Date.....

Document Reference Knife Control Record QMR 020
Revision 1 8th January 2015
Owned by: Technical Manager
Authorised By: General Manager

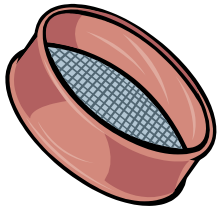
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Physical Product Contamination Control

The risk of product contamination can be reduced or eliminated by the effective use of equipment to remove or detect foreign bodies.

Typical equipment to be considered may include:

- ✓ Filters/sieves
- ✓ Metal detection
- ✓ Magnets
- ✓ Optical sorting equipment
- ✓ X-ray detection equipment



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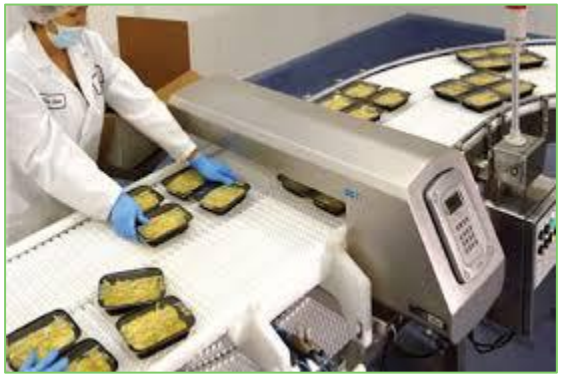
Physical Product Contamination Control

Metal Detectors and X-Ray Equipment

Metal detection equipment should be in place unless risk assessment demonstrates that this does not improve the protection of final products from metal contamination.



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BITE-SIZED EDUCATION

Other Potential Physical Contaminants

AUTO CHEESE BLOCK DEBOXING

The Auto Cheese Block Deboxing System removes the corrugate on 40 lb. (20 kg) cheese blocks up to 12 blocks per minute. The system can reduce labor, improve safety and eliminate ergonomic issues typically seen with manual deboxing. The machine was designed with limited space in mind. A fully automatic robotic system removes cheese blocks from wood pallets with the option of restacking on a plastic pallet for clean room acceptability.

- Deboxes up to 12 blocks per minute
- Fully guarded machine with safety interlocks on all doors
- Fully automatic machine with Allen Bradley or Siemens controls
- Eliminates ergonomic issues typically seen with manual deboxing
- Reduces labor costs over manual deboxing

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Other Potential Physical Contaminants

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Chemical Controls

Chemicals should be securely stored away from food and packaging.

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BITE-SIZED EDUCATION

Potential Chemical Contamination

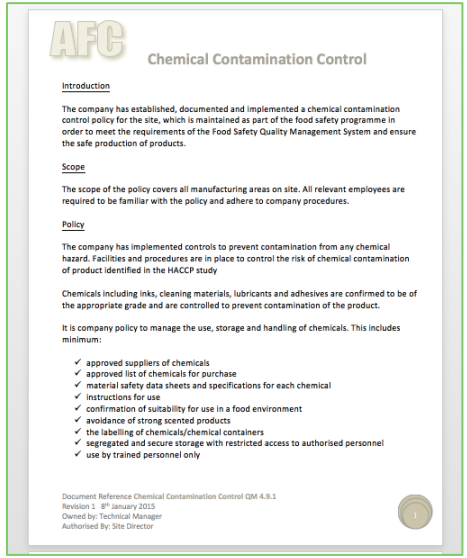
Food handlers need to be alert to the possibility of chemical contamination in the form of cleaning fluids, pesticides, and so on.

Instructions for use and storage of chemicals must be followed.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Chemical Contamination Control

Storage and handling of non-food chemicals.
Restriction and control of chemicals with strong scents or the potential to taint.



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Chemical Contamination Control

Introduction

The company has established, documented and implemented a chemical contamination control policy for the site, which is maintained as part of the food safety programme in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Scope

The scope of the policy covers all manufacturing areas on site. All relevant employees are required to be familiar with the policy and adhere to company procedures.

Policy

The company has implemented controls to prevent contamination from any chemical hazard. Facilities and procedures are in place to control the risk of chemical contamination of product identified in the HACCP study

Chemicals including inks, cleaning materials, lubricants and adhesives are confirmed to be of the appropriate grade and are controlled to prevent contamination of the product.

It is company policy to manage the use, storage and handling of chemicals. This includes minimum:

- ✓ approved suppliers of chemicals
- ✓ approved list of chemicals for purchase
- ✓ material safety data sheets and specifications for each chemical
- ✓ instructions for use
- ✓ confirmation of suitability for use in a food environment
- ✓ avoidance of strong scented products
- ✓ the labelling of chemicals/chemical containers
- ✓ segregated and secure storage with restricted access to authorised personnel
- ✓ use by trained personnel only

Document Reference Chemical Contamination Control QM 4.9.1
Revision 1 8th January 2015
Owned by: Technical Manager
Authorised By: Site Director

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

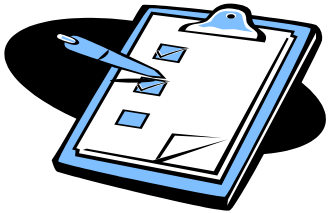
Prevention of Contamination

Maintenance

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Maintenance

Maintenance work should be carried out outside of production hours.



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Maintenance

Where there is a risk, maintenance chemicals such as lubricants should be food grade.

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Prevention of Contamination

Operational Controls

SECTION V - CONTROL OF OPERATION

OBJECTIVE:

To produce food which is safe and suitable for human consumption by:

– formulating design requirements with respect to raw materials, composition, processing, distribution, and consumer use to be met in the manufacture and handling of specific food items; and

– designing, implementing, monitoring and reviewing effective control systems.

RATIONALE:

To reduce the risk of unsafe food by taking preventive measures to assure the safety and suitability of food at an appropriate stage in the operation by controlling food hazards.

5.1 CONTROL OF FOOD HAZARDS

FOOD SAFETY FRIDAYS
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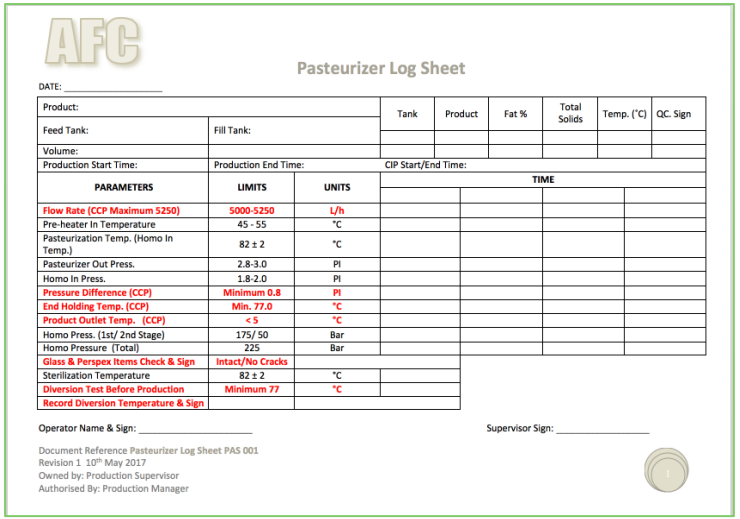
Control of Operations

Equipment Settings



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Pasteurizer Log Sheet

DATE: _____

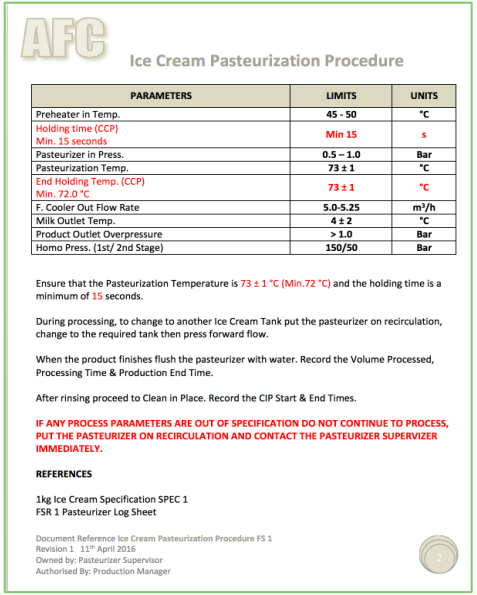
Product:		Tank	Product	Fat %	Total Solids	Temp. (°C)	QC. Sign
Feed Tank:	Fill Tank:						
Volume:							
Production Start Time:	Production End Time:	CIP Start/End Time:					

PARAMETERS	LIMITS	UNITS	TIME			
Flow Rate (CCP Maximum 5250)	5000-5250	L/h				
Pre-heater In Temperature	45 - 55	°C				
Pasteurization Temp. (Homo In Temp.)	82 ± 2	°C				
Pasteurizer Out Press.	2.8-3.0	PI				
Homo In Press.	1.8-2.0	PI				
Pressure Difference (CCP)	Minimum 0.8	PI				
End Holding Temp. (CCP)	Min. 77.0	°C				
Product Outlet Temp. (CCP)	< 5	°C				
Homo Press. (1st/ 2nd Stage)	175/ 50	Bar				
Homo Pressure (Total)	225	Bar				
Glass & Perspex Items Check & Sign	Intact/No Cracks					
Sterilization Temperature	82 ± 2	°C				
Diversion Test Before Production	Minimum 77	°C				
Record Diversion Temperature & Sign						

Operator Name & Sign: _____ Supervisor Sign: _____

Document Reference Pasteurizer Log Sheet PAS 001
Revision 1 10th May 2017
Owned by: Production Supervisor
Authorised By: Production Manager

1



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Ice Cream Pasteurization Procedure

PARAMETERS	LIMITS	UNITS
Preheater in Temp.	45 - 50	°C
Holding time (CCP) Min. 15 seconds	Min 15	s
Pasteurizer in Press.	0.5 – 1.0	Bar
Pasteurization Temp.	73 ± 1	°C
End Holding Temp. (CCP) Min. 72.0 °C	73 ± 1	°C
F. Cooler Out Flow Rate	5.0-5.25	m^3/h
Milk Outlet Temp.	4 ± 2	°C
Product Outlet Overpressure	> 1.0	Bar
Homo Press. (1st/ 2nd Stage)	150/50	Bar

Ensure that the Pasteurization Temperature is 73 ± 1 °C (Min.72 °C) and the holding time is a minimum of 15 seconds.

During processing, to change to another Ice Cream Tank put the pasteurizer on recirculation, change to the required tank then press forward flow.

When the product finishes flush the pasteurizer with water. Record the Volume Processed, Processing Time & Production End Time.

After rinsing proceed to Clean in Place. Record the CIP Start & End Times.

IF ANY PROCESS PARAMETERS ARE OUT OF SPECIFICATION DO NOT CONTINUE TO PROCESS, PUT THE PASTEURIZER ON RECIRCULATION AND CONTACT THE PASTEURIZER SUPERVIZER IMMEDIATELY.

REFERENCES

1kg Ice Cream Specification SPEC 1
FSR 1 Pasteurizer Log Sheet

Document Reference Ice Cream Pasteurization Procedure FS 1
Revision 1 11th April 2016
Owned by: Pasteurizer Supervisor
Authorised By: Production Manager

2

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Time and Temperature Controls

Inadequate food temperature control is one of the most common causes of food borne illness or food spoilage.

Such controls include time and temperature of cooking, cooling, processing and storage.

Systems should be in place to ensure that temperature is controlled effectively where it is critical to the safety and suitability of food.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Time and Temperature Controls

Temperature control systems should take into account:

- the nature of the food, e.g. water activity, pH, and level and types of microorganisms
- the intended shelf-life of the product
- the method of packaging and processing
- how the product is intended to be used, further cooking/processing or ready-to-eat?

Such systems should also specify tolerable limits for time and temperature variations

Temperature recording devices should be checked at regular intervals and tested for accuracy.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Specific Process Steps

Other steps which contribute to food hygiene could include:

- thermal processing
- irradiation
- drying
- chemical preservation
- vacuum or modified atmospheric packaging

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Operational Controls

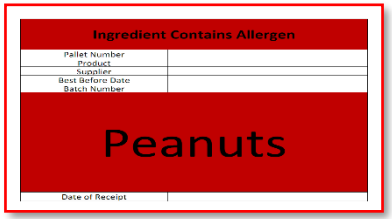
Inadequate allergen segregation is a common cause of food borne illness.

Controls include the separation of allergens, the areas and people handling them.

ALLERGEN MANAGEMENT TOOL

Risk of Cross-Contamination at each Process Step

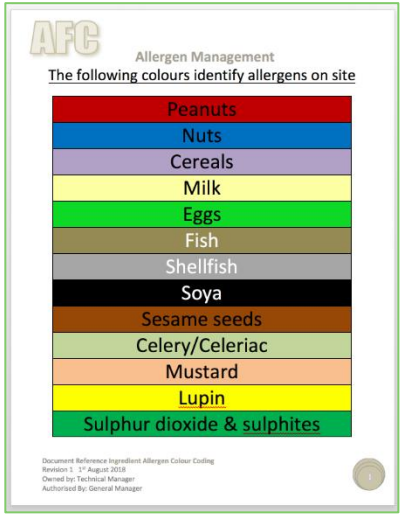
Cross- Contamination Risk Assessment																
Ingredient at Supplier	Supply Chain	Raw Material Handling	Packaging	Air Particles Operations	Rework	Intermediate Product	Movement of Part Used Materials	Equipment	Utensils	Production lines	Staff Movement	Protective Clothing	Cleaning Areas	CIP Systems	Removal of waste	Transport	Comments
Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

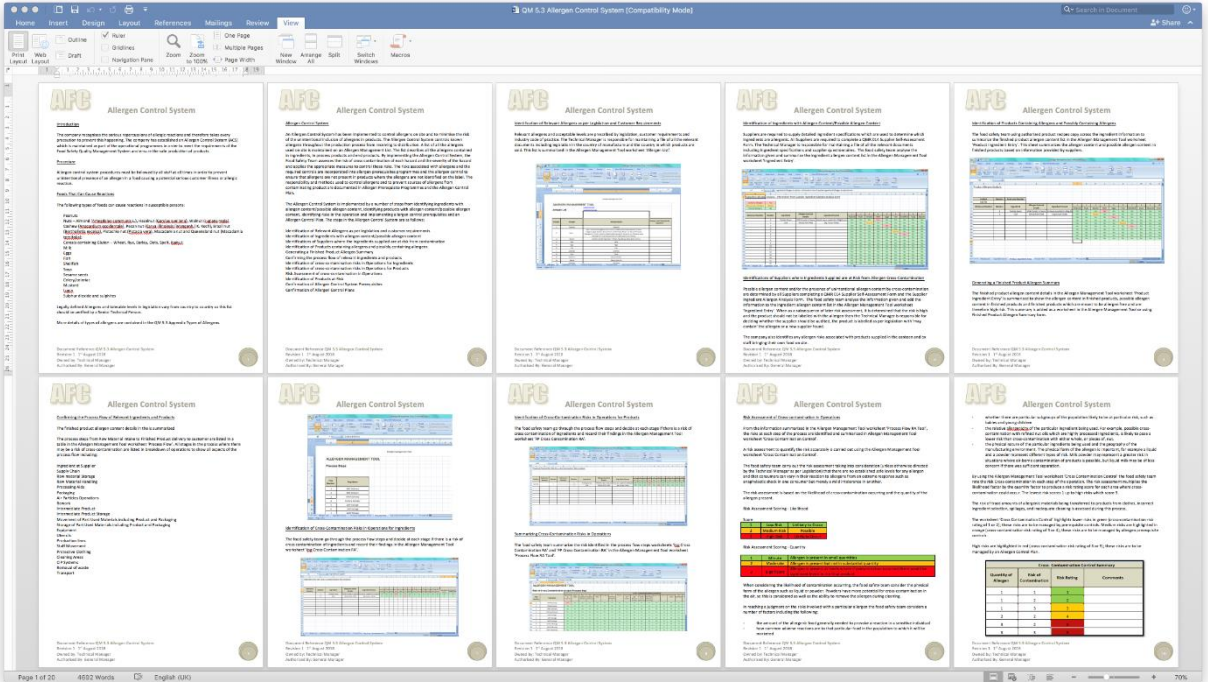
Management Of Allergens

A system must be in place for the management of allergenic materials which minimises the risk of allergen contamination of products and meets legal requirements for labelling in the country of sale.



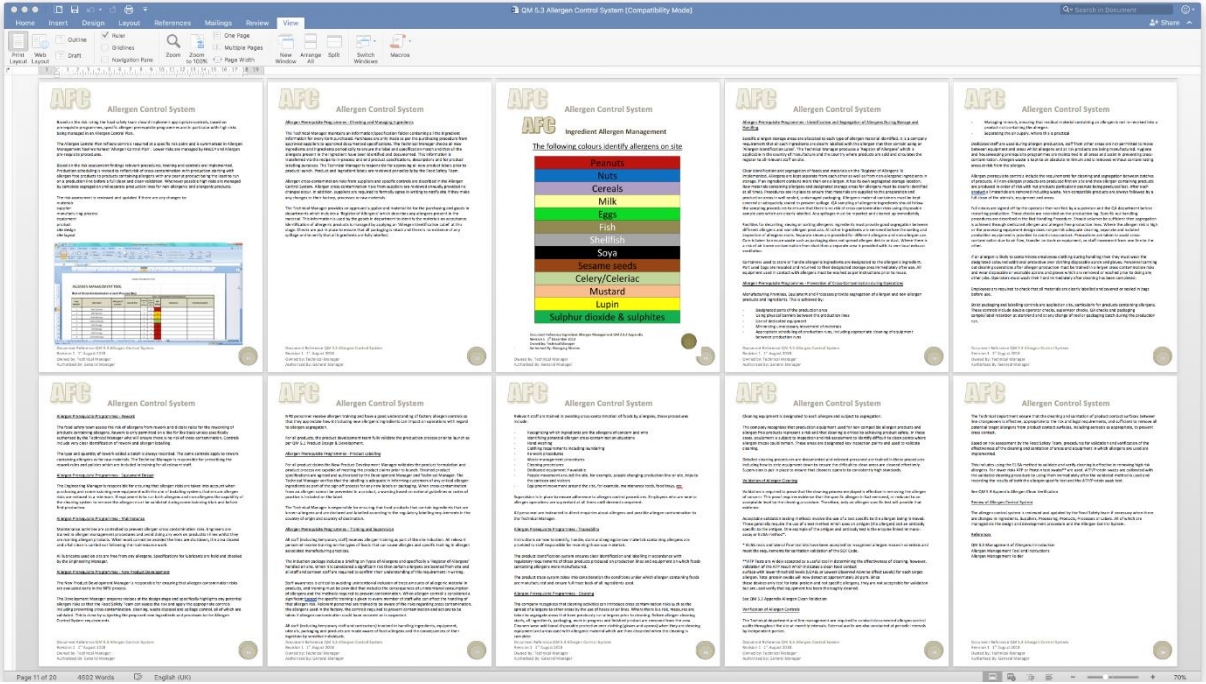
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Management Of Allergens



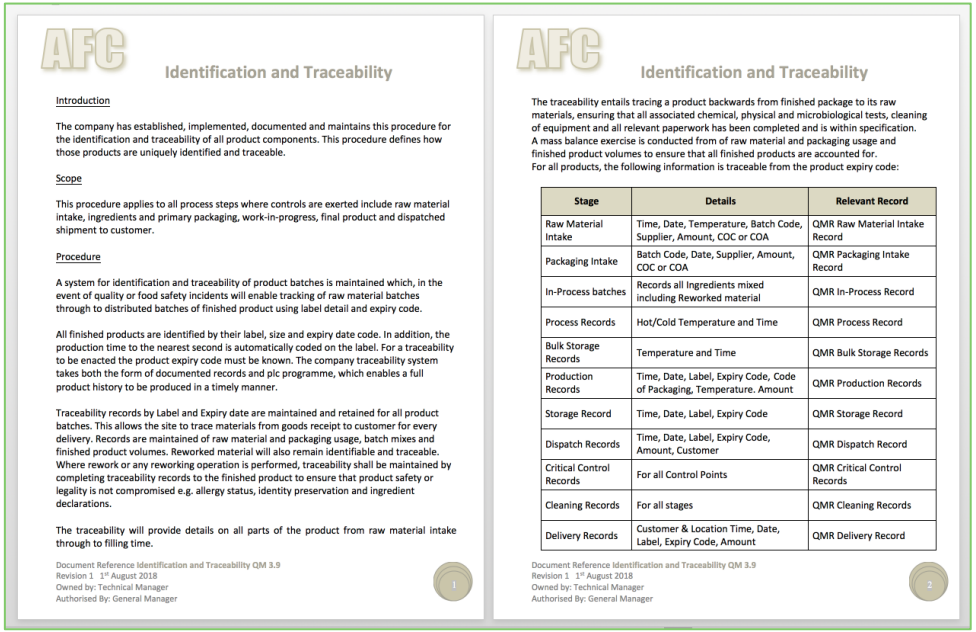
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Management Of Allergens



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Management Of Allergens



AFC

Identification and Traceability

Introduction

The company has established, implemented, documented and maintains this procedure for the identification and traceability of all product components. This procedure defines how those products are uniquely identified and traceable.

Scope

This procedure applies to all process steps where controls are exerted include raw material intake, ingredients and primary packaging, work-in-progress, final product and dispatched shipment to customer.

Procedure

A system for identification and traceability of product batches is maintained which, in the event of quality or food safety incidents will enable tracking of raw material batches through to distributed batches of finished product using label detail and expiry code.

All finished products are identified by their label, size and expiry date code. In addition, the production time to the nearest second is automatically coded on the label. For a traceability to be enacted the product expiry code must be known. The company traceability system takes both the form of documented records and plc programme, which enables a full product history to be produced in a timely manner.

Traceability records by Label and Expiry date are maintained and retained for all product batches. This allows the site to trace materials from goods receipt to customer for every delivery. Records are maintained of raw material and packaging usage, batch mixes and finished product volumes. Reworked material will also remain identifiable and traceable. Where rework or any reworking operation is performed, traceability shall be maintained by completing traceability records to the finished product to ensure that product safety or legality is not compromised e.g. allergy status, identity preservation and ingredient declarations.

The traceability will provide details on all parts of the product from raw material intake through to filling time.

AFC

Identification and Traceability

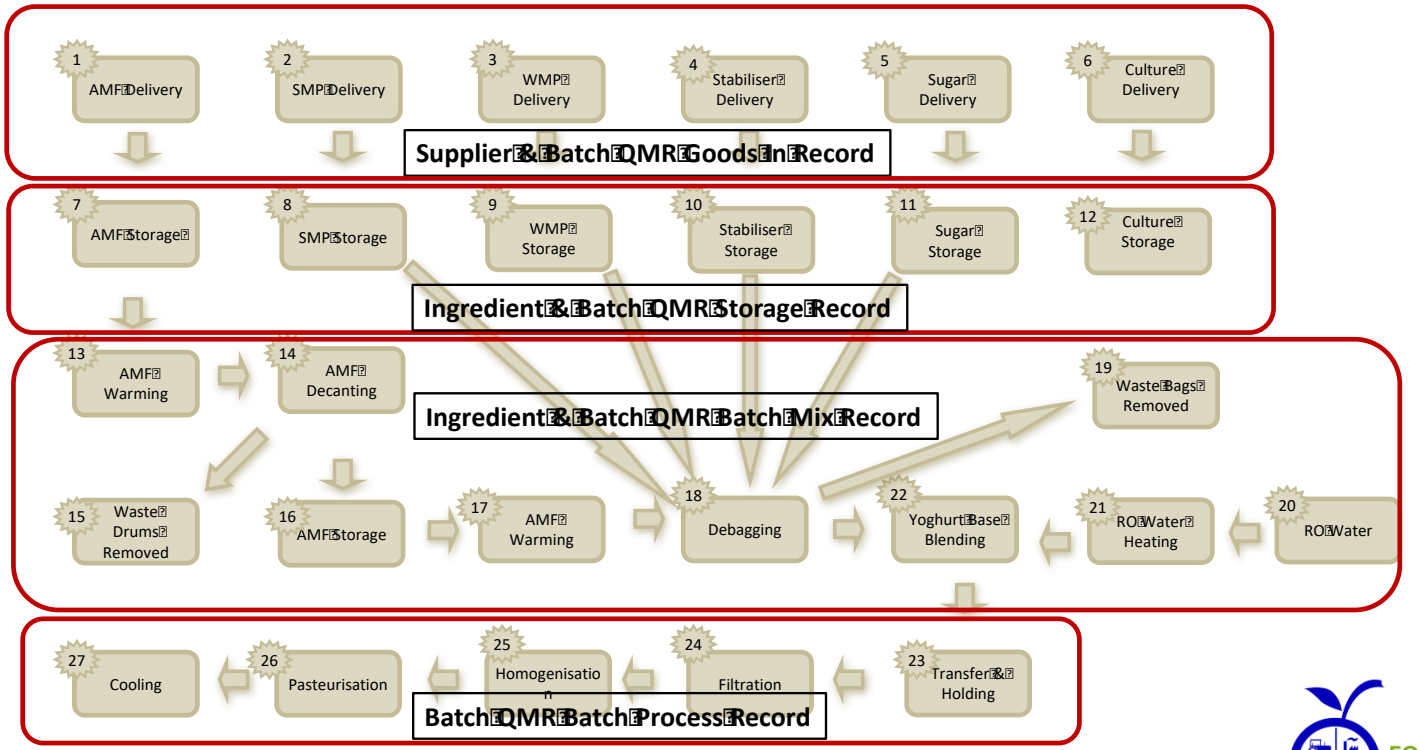
The traceability entails tracing a product backwards from finished package to its raw materials, ensuring that all associated chemical, physical and microbiological tests, cleaning of equipment and all relevant paperwork has been completed and is within specification. A mass balance exercise is conducted from of raw material and packaging usage and finished product volumes to ensure that all finished products are accounted for. For all products, the following information is traceable from the product expiry code:

Stage	Details	Relevant Record
Raw Material Intake	Time, Date, Temperature, Batch Code, Supplier, Amount, COC or COA	QMR Raw Material Intake Record
Packaging Intake	Batch Code, Date, Supplier, Amount, COC or COA	QMR Packaging Intake Record
In-Process batches	Records all Ingredients mixed including Reworked material	QMR In-Process Record
Process Records	Hot/Cold Temperature and Time	QMR Process Record
Bulk Storage Records	Temperature and Time	QMR Bulk Storage Records
Production Records	Time, Date, Label, Expiry Code, Code of Packaging, Temperature. Amount	QMR Production Records
Storage Record	Time, Date, Label, Expiry Code	QMR Storage Record
Dispatch Records	Time, Date, Label, Expiry Code, Amount, Customer	QMR Dispatch Record
Critical Control Records	For all Control Points	QMR Critical Control Records
Cleaning Records	For all stages	QMR Cleaning Records
Delivery Records	Customer & Location Time, Date, Label, Expiry Code, Amount	QMR Delivery Record

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Traceability

Traceability System Diagram



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Operational Controls

Inadequate raw and cooked food segregation is one of the most common causes of food borne illness or food spoilage.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Microbial Cross-Contamination

Pathogens can be transferred from one food to another, either by direct contact or by food handlers, contact surfaces or the air.

Raw, unprocessed food should be effectively separated, either physically or by time, from ready-to-eat foods, with effective intermediate cleaning and where appropriate disinfection.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Operational Controls

Systems should be in place to ensure that rework is controlled.

Cleaning and Sanitizing

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Sample Cleaning Procedure

Food Contact Parts – Non CIP Items	
Application: Surface cleaning	Typical residues: Mixture of fats, protein, food residues.
Specific application area: Food contact hoses and machine parts	General information: Clean after production run using wash bath.
Cleaning frequency: Daily after production	

Cleaning Procedure & Chemicals	%	°C	min.	Notes
Cleaning Preparation				Remove products from the production area. Remove pallets, trays and packaging.
Remove coarse soil				Thoroughly rinse all parts inside and out with hot water.
Pre-rinsing - Water		40 - 60		

Document Reference Sample Equipment Cleaning Procedure
Revision 1 29th September 2012
Owned by: Production Supervisor
Authorised By: Production Manager

1

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Cleaning Facilities

Adequate facilities, suitably designated, should be provided for cleaning food, utensils and equipment. Such facilities should have an adequate supply of hot and cold potable water where appropriate.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Cleaning and Sanitizing

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Sample Cleaning Procedure

Alkaline Cleaning (Daily) 	2 - 4	50 - 60	20 - 30	Fill a soak bath half full with hot water and 2,000ml of Alkaline Cleaner which will make a solution of 2%. Scrub all accessible areas then leave to soak for at least 30 minutes
 				
Acidic Cleaning (Weekly) 	2 - 4	40 - 60	20 - 30	Fill a soak bath with hot water and 2,000ml of Acid Cleaner which will make a solution of 2%. Scrub all accessible areas then leave to soak for at least 30 minutes
Intermitted rinse Water		40 - 60		Thoroughly rinse all parts with hot water.
 				
Cleanliness check				Check all areas. Re-clean if necessary.

Document Reference Sample Equipment Cleaning Procedure
Revision 1 29th September 2012
Owned by: Production Supervisor
Authorised By: Production Manager

Cleaning

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Floor and Drains Cleaning Procedure

Processing, Filling, Packing & Storage Areas	
Application: **Floor and Drains cleaning**	Typical residues: Mixture of fats, protein, food residues.
Specific application area: **Floor and Drains cleaning** in Filling, Processing, Packing & Storage Areas.	General information: Clean out of production hours using low pressure foaming equipment. Care should be taken not to contaminate equipment with spray when cleaning the drains.
Cleaning frequency: Hose Daily and Foam Weekly.	
Cleaner: Area Operator	Responsible: Supervisor

Cleaning Procedure & Chemicals	%	°C	min.	Notes
Cleaning Preparation				Remove products, pallets, trays and packaging. Lift off drain covers and lay next to drain.
Remove coarse soil				Gather waste with a squeegee, Broom (Angle cut) & Shovel and deposit in a waste bin. Use red Squeegee, Broom (Angle cut) & Shovel for Process rooms, green squeegee, Broom (Angle cut) & Shovel for Filling rooms and blue squeegee, Broom (Angle cut) & Shovel for Packaging and Storage rooms.
Pre-rinsing - Water		25 - 40		Rinse with low pressure water in the direction of the floor/ drain.
Collect residues				Collect waste with a squeegee, Broom (Angle cut) & Shovel. Remove waste bins.

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Floor and Drains Cleaning Procedure

Alkaline Cleaning FoamGel	2 - 4	25-40	20 - 30	(Use **FoamGel** to remove Food Residues) Foam in the direction of floor/ drain. A minimum contact time of 20 minutes is needed to loosen deposits. Scrub drain covers and drain channels after foaming with 2-4% Solution of FoamGel using scrubbing brush of **correct colour code**. Use white top Red Broom for Process rooms, white top Green Broom for Filling rooms and white top Blue Broom for Packaging and Storage rooms to scrub floor or drains when deposits are loosened. Use round long handle broom of **correct colour code** to clean drain holes.
Acidic Cleaning Acid FoamGel	2 - 4	25-40	20 - 30	(Use **Acid FoamGel** to remove mineral stains If necessary.) Foam in the direction of drains/ floor. A minimum contact time of 20 minutes is needed to loosen deposits.
Intermediate Rinse - Water		25-40		Remove deposits by rinsing with low pressure water in the direction of drain/ floor.

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Floor and Drains Cleaning Procedure

Cleanliness check				Check all areas. Re-clean if necessary.
Neutral Disinfection	1 - 3	25 - 40	20 - 30	(Use **XYZ** to disinfect floor/ drain) Disinfect all areas of the floor/drain using low pressure spray.
Final rinse - Water		25 - 40		Remove disinfectant residues by rinsing with low pressure water. Rinse with potable water.
Store cleaning tools	1		10	To prevent cross-contamination, rinse all cleaning tools and soak into a 1% **Sanitiser** solution for 10 min and hang on correct rack. Ensure fresh solution is used for soaking every day.


Processing Area Colour


Filling Area Colour


Packaging & Storage Area Colour

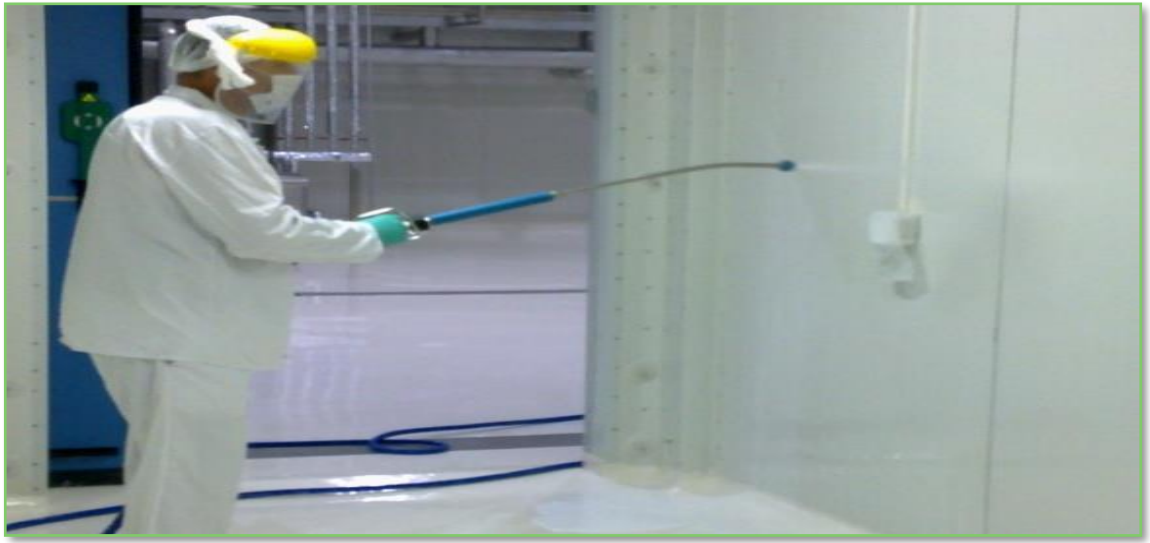
Cleaning and sanitizing

It is important that all parts of the factory are clean and free from contamination.
It is even more critical with food contact surfaces.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Cleaning and Disinfection

What is the function of cleaning?



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Cleaning and Disinfection

Remove Dirt/Debris/Food Residues on which bacteria can grow

Reduce bacteria levels

Allow disinfection

Remove materials which could encourage pests

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Disinfection/Sterilization

Disinfectants are chemicals that destroy micro-organisms

Sterilization: Surfaces and equipment are sterilized with heat after normal cleaning.

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BITE-SIZED EDUCATION

Why Clean?

- ✓ to reduce the risk of bacterial contamination
- ✓ reduce the risk of food poisoning and spoilage
- ✓ reduce/eliminate problems from pests

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BITE-SIZED EDUCATION

Cleaning in the Factory

Floors, ceilings, walls, drains, pipes and all other surfaces must be kept in a clean hygienic condition.

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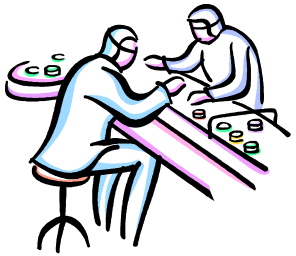
BITE-SIZED EDUCATION

Monitoring of Sanitation

Sanitation systems should be monitored for effectiveness, periodically verified by means such as audit pre-operational inspections or, where appropriate, microbiological sampling of environment and food contact surfaces and regularly reviewed.

Note:

The use of ATP swabbing is now an effective method of monitoring cleaning effectiveness.



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Acceptable and Unacceptable Cleaning Performance

Food Contact Surface – Filler Nozzle

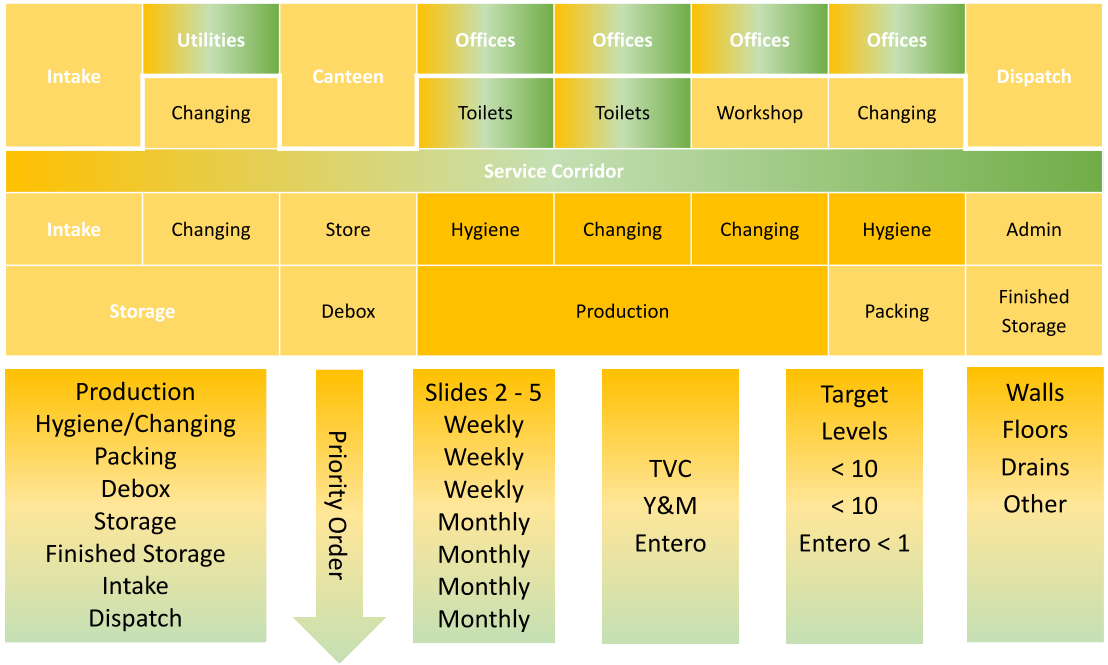
Monitoring method:
ATP Swab after cleaning before Start Up

Action Limits:
< 10 rlu – Okay to Start Up
10 – 30 rlu – Sanitise and Reswab
> 30 rlu – Full Clean and Reswab

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

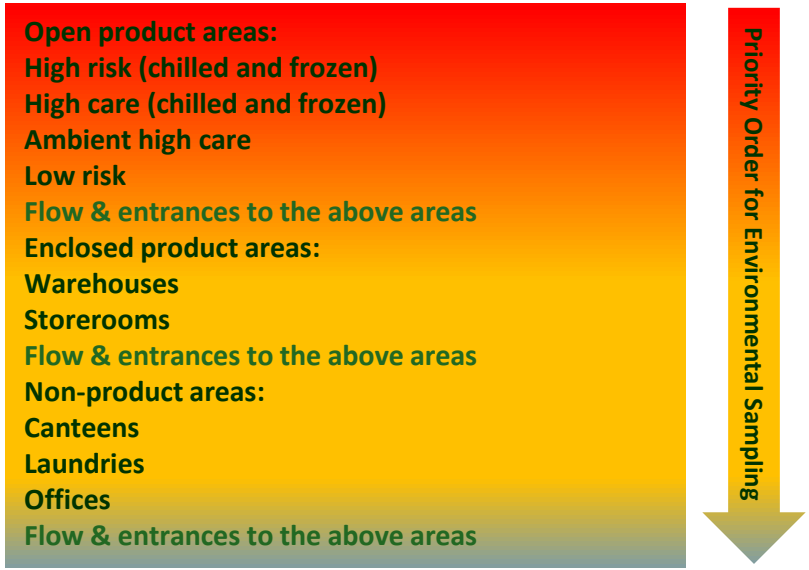
Cleaning and Sanitizing

Environmental Monitoring



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Environmental Monitoring



Environmental Monitoring

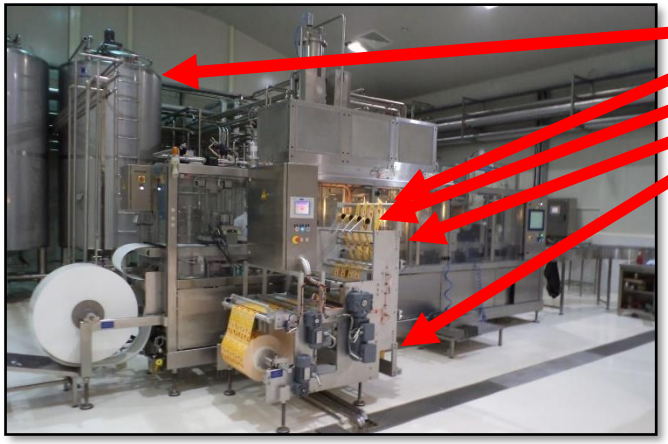
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Environmental Monitoring

Priority Order

- Food Contact Surface – Inside Storage Tank
- Food Contact Surface – Filler Nozzle
- Food Contact Surface – Foil Lidding
- Non-Food Contact Surface – Inside Door Filler Cabinet
- Non-Food Contact Surface – Cleaning Equipment
- Non-Food Contact Surface – Floor under Filler
- Non-Food Contact Surface – Outside Storage Tank
- Non-Food Contact Surface – Drain
- Non-Food Contact Surface – Wall
- Non-Food Contact Surface – Floor near Entrance
- Non-Food Contact Surface – Hand Wash Sink

Environmental Monitoring



- Food Contact Surface – Inside Storage Tank
- Food Contact Surface – Filler Nozzle
- Food Contact Surface – Foil Lidding
- Non-Food Contact Surface – Inside Door Filler Cabinet
- Non-Food Contact Surface – Floor under Filler
- Non-Food Contact Surface – Outside Storage Tank
- Non-Food Contact Surface – Drain
- Non-Food Contact Surface – Wall
- Non-Food Contact Surface – Floor near Entrance
- Non-Food Contact Surface – Cleaning Equipment
- Non-Food Contact Surface – Hand Wash Sink

Environmental Monitoring

- Food Contact Surface – Inside Storage Tank
- Food Contact Surface – Filler Nozzle
- Food Contact Surface – Foil Lidding
- Non-Food Contact Surface – Inside Door Filler Cabinet
- Non-Food Contact Surface – Floor under Filler
- Non-Food Contact Surface – Outside Storage Tank
- Non-Food Contact Surface – Drain
- Non-Food Contact Surface – Wall
- Non-Food Contact Surface – Floor near Entrance
- Non-Food Contact Surface – Cleaning Equipment
- Non-Food Contact Surface – Hand Wash Sink

FOOD SAFETY FRIDAYS
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Environmental Monitoring

Filling Room

Food Contact Surface – Inside Storage Tank
Food Contact Surface – Filler Nozzle
Food Contact Surface – Foil Lidding
Non-Food Contact Surface – Inside Door Filler Cabinet
Non-Food Contact Surface – Floor under Filler
Non-Food Contact Surface – Outside Storage Tank
Non-Food Contact Surface – Drain
Non-Food Contact Surface – Wall
Non-Food Contact Surface – Floor near Entrance
Non-Food Contact Surface – Cleaning Equipment
Non-Food Contact Surface – Hand Wash Sink

Hand Wash Sink

Environmental Monitoring Schedule

Food Contact Surface – Inside Storage Tank	Weekly		Target Levels	Monthly		Target Levels
Food Contact Surface – Filler Nozzle	Weekly		< 10	Monthly		Absent
Food Contact Surface – Foil Lidding	Weekly	TVC	< 10	Monthly	Salmonella	Absent
Non-Food Contact Surface – Inside Door Filler	Weekly	Y&M	Entero < 1	Monthly	Listeria	Absent
Cabinet	Weekly	Entero	E.Coli < 1	Monthly	E.Coli O157	*Absent
Non-Food Contact Surface – Cleaning Equipment	Weekly	E.Coli		Monthly	Staph	Contact
Non-Food Contact Surface – Floor under Filler	Monthly			Quarterly	aureus*	*< 10
Non-Food Contact Surface – Outside Storage	Monthly			Quarterly		Non-contact
Tank	Monthly			Quarterly		
Non-Food Contact Surface – Drain	Monthly			Quarterly		
Non-Food Contact Surface – Wall	Monthly			Quarterly		
Non-Food Contact Surface – Floor near Entrance	Monthly			Quarterly		
Non-Food Contact Surface – Hand Wash Sink	Monthly			Quarterly		

Prevention of Contamination

Pest Control

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Common Pests

Rats

Mice

Cockroaches

Flying Insects

Birds

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Pest Control

As well as carrying bacteria, rodents can gnaw their way into materials and can cause substantial damage to buildings.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Pest Control

It is important to prevent access to pests.

Pest Control

Adequate measures in place to prevent birds from entering buildings or roosting

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Pest Control

Pests pose a major threat to the safety of food. Pest infestations can occur where there are breeding sites and a supply of food.

The whole site should have an effective preventive pest management programme in place to minimise the risk of infestation and resources shall be available to respond rapidly to any issues which occur to prevent risk to products.

Pest Control

FEN TIGER PEST CONTROL

Service Report

Date of treatment:	22 April 2015
Call Type:	Follow Up
Name/Company:	Berkshire Farm
Address:	25 Drury Lane
Pest Activity Found:	Rats/Mice
Email:	
Area Of Inspection:	Inside and outside farm buildings
Inspection Findings:	Continued mouse activity inside fan tunnel and fan room. Rat activity along front of barn with new tunnels made.
Pest Risks Found	✓ Stock Damage ✓ Contamination ✓ Legal Action ✓ Reputation ✓ Building Damage ✓ Safety/Welfare ✓ Disease Risks ✓ Others
Action Taken:	Reset mouse traps inside fan tunnel. Cleaned and inspected bait stations . No re baiting needed externally. Baited inside fan tunnel in cardboard boxes and in trays.
Product Used/ Quantity:	120g x Vertox Whole Wheat 100g Bromard

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Pest Control

Pesticides should not be used in food areas.

FOOD SAFETY FRIDAYS
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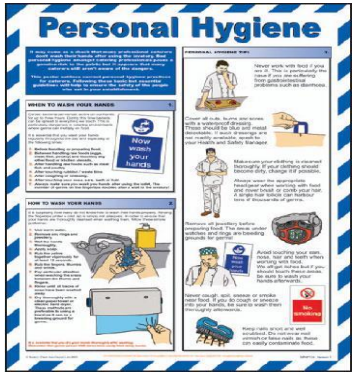
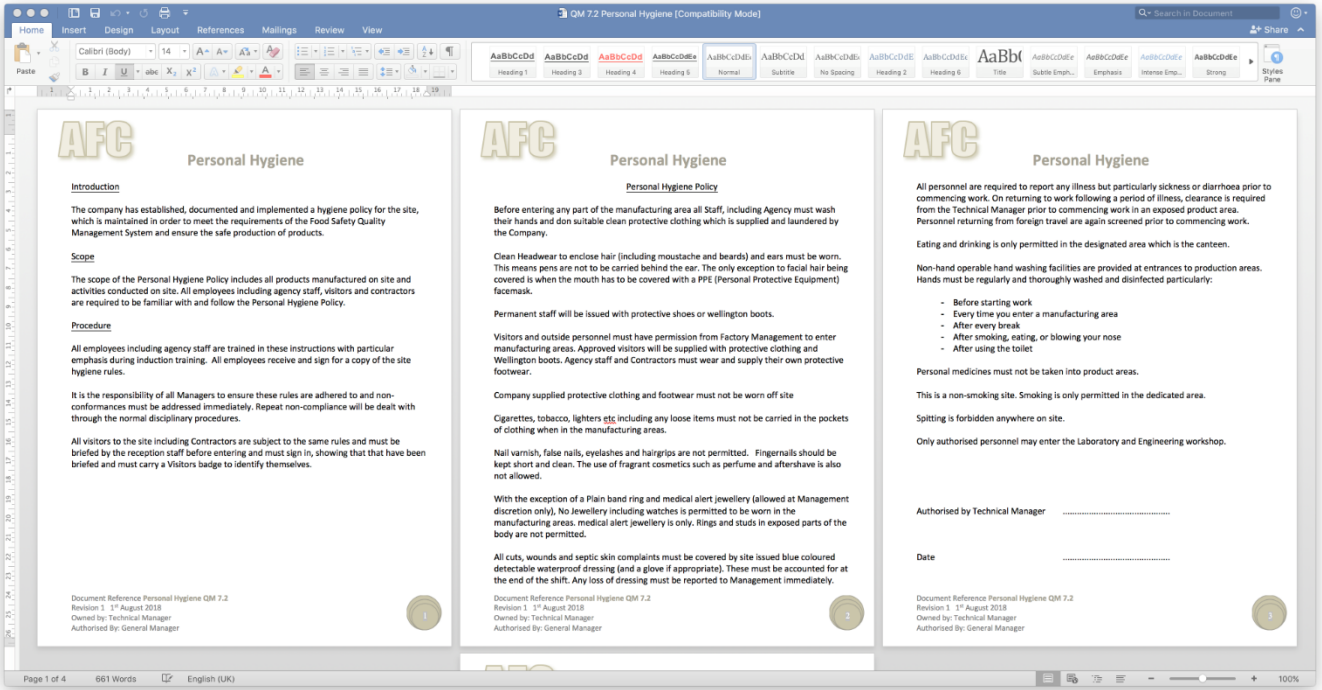
Prevention of Contamination

Personal Hygiene



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Personal Hygiene



QM 7.2 Personal Hygiene [Compatibility Mode]

Personal Hygiene

Introduction

The company has established, documented and implemented a hygiene policy for the site, which is maintained in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Scope

The scope of the Personal Hygiene Policy includes all products manufactured on site and activities conducted on site. All employees including agency staff, visitors and contractors are required to be familiar with and follow the Personal Hygiene Policy.

Procedure

All employees including agency staff are trained in these instructions with particular emphasis during induction training. All employees receive and sign for a copy of the site hygiene rules.

It is the responsibility of all Managers to ensure these rules are adhered to and non-conformances must be addressed immediately. Repeat non-compliance will be dealt with through the normal disciplinary procedures.

All visitors to the site including Contractors are subject to the same rules and must be briefed by the reception staff before entering and must sign in, showing that that have been briefed and must carry a Visitors badge to identify themselves.

Document Reference Personal Hygiene QM 7.2
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

1

Personal Hygiene

Personal Hygiene Policy

Before entering any part of the manufacturing area all Staff, including Agency must wash their hands and don suitable clean protective clothing which is supplied and laundered by the Company.

Clean Headwear to enclose hair (including moustache and beards) and ears must be worn. This means pens are not to be carried behind the ear. The only exception to facial hair being covered is when the mouth has to be covered with a PPE (Personal Protective Equipment) facemask.

Permanent staff will be issued with protective shoes or wellington boots.

Visitors and outside personnel must have permission from Factory Management to enter manufacturing areas. Approved visitors will be supplied with protective clothing and Wellington boots. Agency staff and Contractors must wear and supply their own protective footwear.

Company supplied protective clothing and footwear must not be worn off site

Cigarettes, tobacco, lighters etc including any loose items must not be carried in the pockets of clothing when in the manufacturing areas.

Nail varnish, false nails, eyelashes and hairgrips are not permitted. Fingernails should be kept short and clean. The use of fragrant cosmetics such as perfume and aftershave is also not allowed.

With the exception of a Plain band ring and medical alert jewellery (allowed at Management discretion only), No Jewellery including watches is permitted to be worn in the manufacturing areas. medical alert jewellery is only. Rings and studs in exposed parts of the body are not permitted.

All cuts, wounds and septic skin complaints must be covered by site issued blue coloured detectable waterproof dressing (and a glove if appropriate). These must be accounted for at the end of the shift. Any loss of dressing must be reported to Management immediately.

Document Reference Personal Hygiene QM 7.2
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

2

Personal Hygiene

All personnel are required to report any illness but particularly sickness or diarrhoea prior to commencing work. On returning to work following a period of illness, clearance is required from the Technical Manager prior to commencing work in an exposed product area. Personnel returning from foreign travel are again screened prior to commencing work.

Eating and drinking is only permitted in the designated area which is the canteen.

Non-hand operable hand washing facilities are provided at entrances to production areas. Hands must be regularly and thoroughly washed and disinfected particularly:

- Before starting work
- Every time you enter a manufacturing area
- After every break
- After smoking, eating, or blowing your nose
- After using the toilet

Personal medicines must not be taken into product areas.

This is a non-smoking site. Smoking is only permitted in the dedicated area.

Spitting is forbidden anywhere on site.

Only authorised personnel may enter the Laboratory and Engineering workshop.

Authorised by Technical Manager .....

Date .....

Document Reference Personal Hygiene QM 7.2
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

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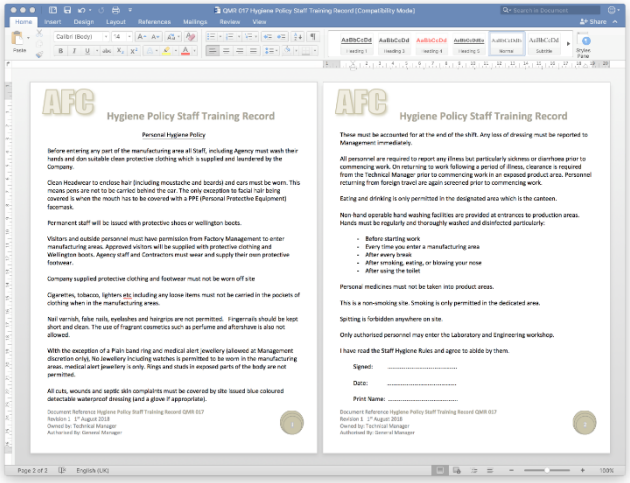
Page 1 of 4 661 Words English (UK) 100%

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Personal Hygiene

There should be:

- ✓ Documented personal hygiene policy
- ✓ Hand-washing
- ✓ Control of cuts and grazes
- ✓ Control of personal medicines

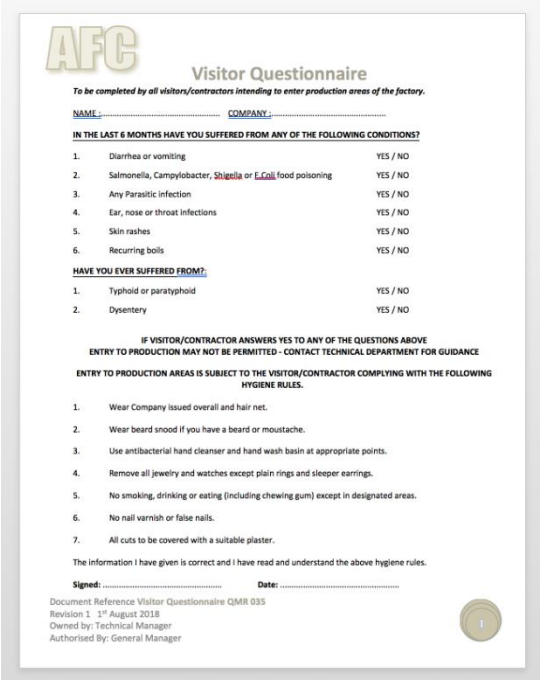


FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Medical Screening

There should be:

- ✓ Illness notification procedures for employees
- ✓ Illness notification procedures for visitors to the site
- ✓ Documented infectious disease procedure



AFC

Visitor Questionnaire

To be completed by all visitors/contractors intending to enter production areas of the factory.

NAME : ..... COMPANY : .....

IN THE LAST 6 MONTHS HAVE YOU SUFFERED FROM ANY OF THE FOLLOWING CONDITIONS?

1.	Diarrhea or vomiting	YES / NO
2.	Salmonella, Campylobacter, Shigella or E.Coli food poisoning	YES / NO
3.	Any Parasitic infection	YES / NO
4.	Ear, nose or throat infections	YES / NO
5.	Skin rashes	YES / NO
6.	Recurring boils	YES / NO

HAVE YOU EVER SUFFERED FROM?:

1.	Typhoid or paratyphoid	YES / NO
2.	Dysentery	YES / NO

IF VISITOR/CONTRACTOR ANSWERS YES TO ANY OF THE QUESTIONS ABOVE ENTRY TO PRODUCTION MAY NOT BE PERMITTED - CONTACT TECHNICAL DEPARTMENT FOR GUIDANCE

ENTRY TO PRODUCTION AREAS IS SUBJECT TO THE VISITOR/CONTRACTOR COMPLYING WITH THE FOLLOWING HYGIENE RULES.

1. Wear Company issued overall and hair net.
2. Wear beard snood if you have a beard or moustache.
3. Use antibacterial hand cleanser and hand wash basin at appropriate points.
4. Remove all jewelry and watches except plain rings and sleeper earrings.
5. No smoking, drinking or eating (including chewing gum) except in designated areas.
6. No nail varnish or false nails.
7. All cuts to be covered with a suitable plaster.

The information I have given is correct and I have read and understand the above hygiene rules.

Signed: ..... **Date:** .....

Document Reference Visitor Questionnaire QMR 035
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

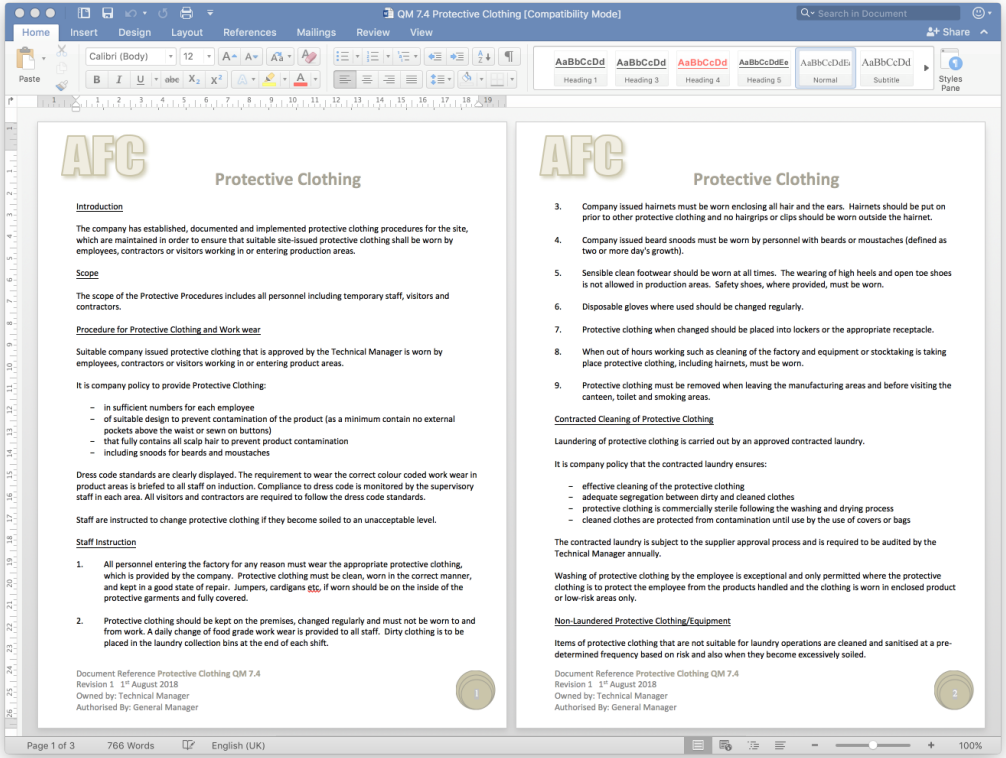
Personal Hygiene

Conditions which should be reported to management so that any need for medical examination and/or possible exclusion from food handling can be considered, include:

- jaundice
- diarrhoea
- vomiting
- fever
- sore throat with fever
- visibly infected skin lesions (boils, cuts, etc.)
- discharges from the ear, eye or nose

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Protective Clothing: Employees or Visitors to Production Areas



QM 7.4 Protective Clothing [Compatibility Mode]

AFC

Protective Clothing

Introduction

The company has established, documented and implemented protective clothing procedures for the site, which are maintained in order to ensure that suitable site-issued protective clothing shall be worn by employees, contractors or visitors working in or entering production areas.

Scope

The scope of the Protective Procedures includes all personnel including temporary staff, visitors and contractors.

Procedure for Protective Clothing and Work wear

Suitable company issued protective clothing that is approved by the Technical Manager is worn by employees, contractors or visitors working in or entering product areas.

It is company policy to provide Protective Clothing:

- in sufficient numbers for each employee
- of suitable design to prevent contamination of the product (as a minimum contain no external pockets above the waist or sewn on buttons)
- that fully contains all scalp hair to prevent product contamination
- including snoods for beards and moustaches

Dress code standards are clearly displayed. The requirement to wear the correct colour coded work wear in product areas is briefed to all staff on induction. Compliance to dress code is monitored by the supervisory staff in each area. All visitors and contractors are required to follow the dress code standards.

Staff are instructed to change protective clothing if they become soiled to an unacceptable level.

Staff Instruction

1. All personnel entering the factory for any reason must wear the appropriate protective clothing, which is provided by the company. Protective clothing must be clean, worn in the correct manner, and kept in a good state of repair. Jumpers, cardigans etc, if worn should be on the inside of the protective garments and fully covered.

2. Protective clothing should be kept on the premises, changed regularly and must not be worn to and from work. A daily change of food grade work wear is provided to all staff. Dirty clothing is to be placed in the laundry collection bins at the end of each shift.

Document Reference Protective Clothing QM 7.4
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

1

AFC

Protective Clothing

3. Company issued hairnets must be worn enclosing all hair and the ears. Hairnets should be put on prior to other protective clothing and no hairgrips or clips should be worn outside the hairnet.

4. Company issued beard snoods must be worn by personnel with beards or moustaches (defined as two or more day's growth).

5. Sensible clean footwear should be worn at all times. The wearing of high heels and open toe shoes is not allowed in production areas. Safety shoes, where provided, must be worn.

6. Disposable gloves where used should be changed regularly.

7. Protective clothing when changed should be placed into lockers or the appropriate receptacle.

8. When out of hours working such as cleaning of the factory and equipment or stocktaking is taking place protective clothing, including hairnets, must be worn.

9. Protective clothing must be removed when leaving the manufacturing areas and before visiting the canteen, toilet and smoking areas.

Contracted Cleaning of Protective Clothing

Laundering of protective clothing is carried out by an approved contracted laundry.

It is company policy that the contracted laundry ensures:

- effective cleaning of the protective clothing
- adequate segregation between dirty and cleaned clothes
- protective clothing is commercially sterile following the washing and drying process
- cleaned clothes are protected from contamination until use by the use of covers or bags

The contracted laundry is subject to the supplier approval process and is required to be audited by the Technical Manager annually.

Washing of protective clothing by the employee is exceptional and only permitted where the protective clothing is to protect the employee from the products handled and the clothing is worn in enclosed product or low-risk areas only.

Non-Laundered Protective Clothing/Equipment

Items of protective clothing that are not suitable for laundry operations are cleaned and sanitised at a pre-determined frequency based on risk and also when they become excessively soiled.

Document Reference Protective Clothing QM 7.4
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

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Page 1 of 3 766 Words English (UK) 100%

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

The company should have a documented hygiene policy that is followed at all times:

AFC

Personal Hygiene

Personal Hygiene Policy

Before entering any part of the manufacturing area all Staff, including Agency must wear suitable clean protective clothing. These will be supplied and laundered by the Company.

Clean Headwear to enclose hair (including moustache and beards) and ears must be worn. This means pens are not to be carried behind the ear. The only exception to facial hair being covered is when the mouth has to be covered with a PPE (Personal Protective Equipment) facemask. Permanent staff will be issued with protective shoes or wellington boots.

Visitors and outside personnel must have permission from Factory Management to enter manufacturing areas. Approved visitors will be supplied with protective clothing and Wellington boots. Agency staff and Contractors must wear and supply their own protective footwear. All protective clothing and footwear must not be worn off site

Cigarettes, tobacco, lighters etc including any loose items must not be carried in the pockets of clothing when in the manufacturing areas.

Nail varnish, false nails, eyelashes and hairgrips are not permitted. Fingernails should be kept short and clean. The use of cosmetics such as perfume, lipstick and aftershave is also not allowed.

With the exception of a Plain band ring No Jewellery including watches is permitted to be worn in the manufacturing areas. Religious artefacts are allowed at Management discretion.

All cuts, wounds and septic skin complaints must be covered by formally issued blue coloured detectable waterproof dressing. These must be accounted for at the end of the shift. Any loss of dressing must be reported to Management immediately.

All personnel are required to report any illness but particularly sickness or diarrhoea prior to commencing work. On returning to work following a period of illness, clearance is required from the Technical Manager prior to commencing work in a high risk area. Personnel returning from foreign travel are again screened prior to commencing work.

Eating and drinking is only permitted in the designated area which is the canteen.

Document Reference Personal Hygiene QM 3.2.1
Revision 1 21st December 2012
Owned by: Technical Manager
Authorised By: Site Director

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FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

Protective clothing is worn to prevent contamination of food by workers and their clothes.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

Clean Headwear to enclose hair and ears must be worn.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

Visitors and outside personnel should have permission from Management to enter product areas.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

Cigarettes, tobacco, lighters etc including any loose items must not be carried in the pockets of clothing when in the product areas.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

Nail varnish, false nails, eyelashes and hairgrips are not permitted.
Fingernails should be kept short and clean.
The use of cosmetics such as perfume, lipstick and aftershave is also not allowed.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

Jewelry can:
Fall into the food
Get caught in machinery
Harbor bacteria

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

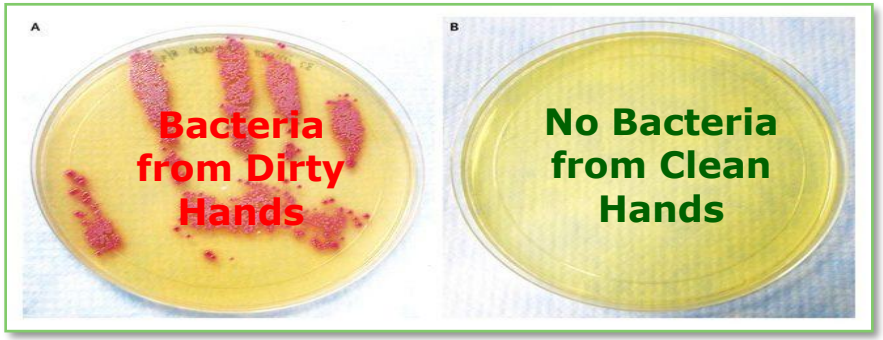
Typical Hygiene Policy

Eating and drinking should only be permitted in a designated area such as a canteen.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

Eating, smoking and drinking transfer bacteria from the mouth to hands which could then contaminate the food.



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

Hand washing facilities should be provided at entrances to product areas.
Hands must be regularly and thoroughly washed.

Typical Hygiene Policy

It is best practice to use an antibacterial soap for hand washing.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

First Aid

Drugs and medicines are prohibited from all food handling/processing areas.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

Cuts, grazes, scratches and boils can contain germs and so should be covered with waterproof colored dressings.

Typical Hygiene Policy

Only authorised personnel should enter the Laboratory or the Engineering workshop.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

Infected food handlers can contaminate food and cause food poisoning outbreaks.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Typical Hygiene Policy

All personnel should be required to report any illness but particularly sickness or diarrhoea prior to commencing work.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

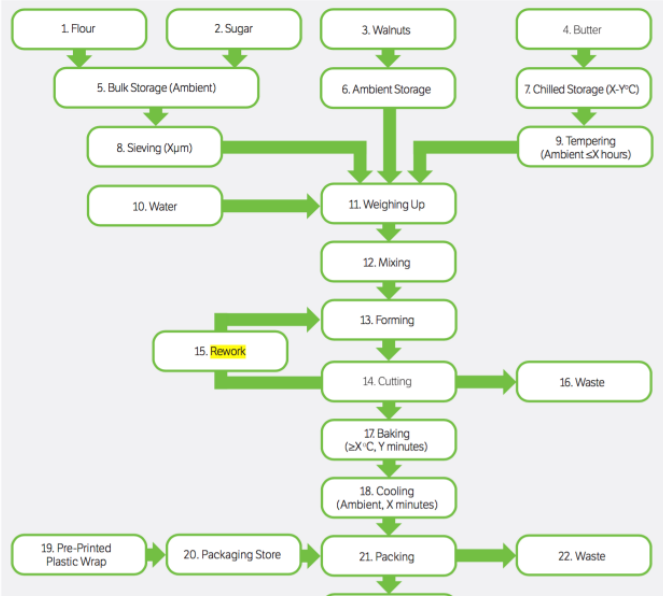
‘Vehicles’ of Cross-contamination

Food handlers should always wash their hands after they have been to the toilet.

Touching cooked food should be avoided – clean utensils should be used.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Control of rework



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Recall Procedures

Managers should ensure effective procedures are in place to deal with any food safety hazard and to enable the complete, rapid recall of any implicated lot of the finished food from the market.

Where a product has been withdrawn because of an immediate health hazard, other products which are produced under similar conditions, and which may present a similar hazard to public health, should be evaluated for safety and may need to be withdrawn.

AFC

Product Recall & Withdrawal

Introduction

The company has established, documented and implemented a Product Recall Procedure for the site which is maintained in order to ensure products found to have major defects are withdrawn from the market in an efficient manner to minimise the risk to the consumer.

Scope

The scope of the Product Recall Procedure includes all products manufactured on site and activities conducted on site.

Procedure

This procedure details the action that should be taken if for any reason a defective product reaches a customer. The action taken would depend upon the nature of the defect. A customer is defined as anyone who receives any product that is sold by the company.

Should non-conforming product be delivered to a customer causing a potential product recall then this is reported immediately to Technical Manager. The Technical Manager assesses the situation and may chose to contact the customer for a concession or if the non-conformity relates to a food safety hazard outside of acceptable limits instigate the Initial Procedure of a Product Recall.

The handling of customer complaints is categorized into non-critical and critical. Non-Critical Quality complaints from customers are directed to the Customer Services Manager who co-ordinates the customer response with the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or poisoning are notified to the Technical Manager who will instigate an immediate investigation which may involve crisis and product recall

Critical complaint is defined as an unsafe product with an aspect of the product that will result in injury or illness to the customer. This includes metal or glass in the product,

Document Reference Product Recall & Withdrawal QM 5.8.2
Revision 1 21st December 2012
Owned by: Technical Manager
Authorised By: General Manager

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Product recall procedures

AFC

Product Recall Procedure

The Team will have immediate call on any Senior or Departmental Manager in its attempt to define the problem and control the situation. The problem should be investigated immediately by carrying out a full identification and traceability exercise for the suspect product including checks of:

a. Compliance with Standard Instruction and Process.

b. Compliance with Raw Material and Packaging Specifications.

c. Department records of the product during, before and after the time of the production date, in particular Microbiological, Quality Audit, Chemical testing, Production, Cleaning, with references to final product standards, chill temperatures, product temperatures, process and time restrictions.

d. Checks of Cleaning procedures and condition of equipment and fabric.

e. Condition of product in stores, depots and cold stores (within our control) and transport should be checked.

f. Samples of the defective product should be carried out to determine the cause of defect. Analysis should be carried out at the in-house Laboratory until the Technical Manager has assessed the risk.

All investigation results should be fully reported and circulation restricted to the Product Recall Team.

At this stage, the Product Recall consider the need to call in external expertise to provide advice and support as necessary including specialist laboratories, regulatory authority, central technical support or legal expertise (Relevant contacts are listed in the reference section).

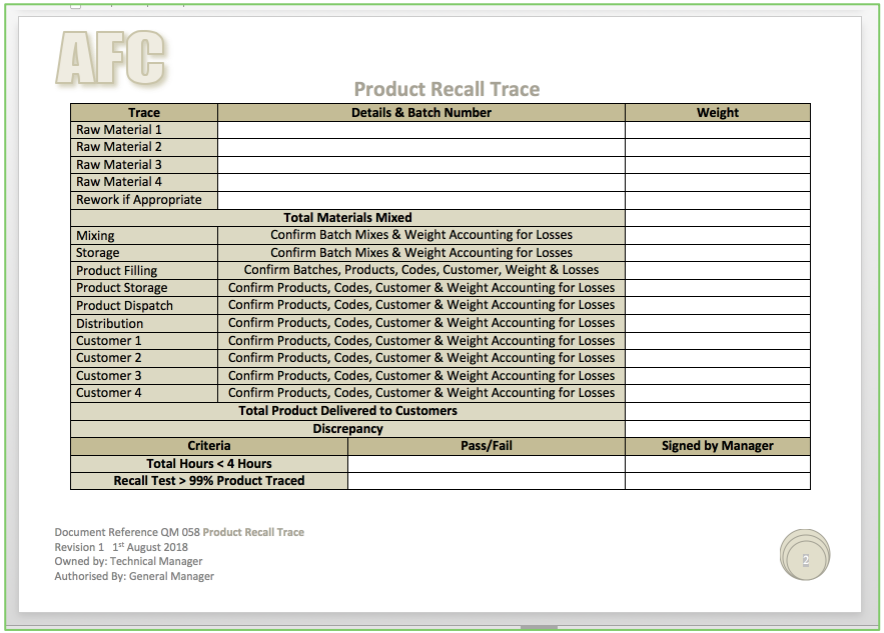
Communication

An initial brief on the situation should be prepared which will contain all the relevant information including product defect and all suspect products. This should be made available to members of the team.

The information should be updated continually and issued with sequential numbers, date and time as record of record timings of key activities. From this data, a brief for the media, customer, company management and work-force should be prepared and agreed by the team.

Any out of hours contact with customers should only be made by authorised personnel.

A communication plan for the timely provision of information to customers, consumers and regulatory authorities is followed:



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Product Recall Trace

Trace	Details & Batch Number	Weight
Raw Material 1		
Raw Material 2		
Raw Material 3		
Raw Material 4		
Rework if Appropriate		
Total Materials Mixed		
Mixing	Confirm Batch Mixes & Weight Accounting for Losses	
Storage	Confirm Batch Mixes & Weight Accounting for Losses	
Product Filling	Confirm Batches, Products, Codes, Customer, Weight & Losses	
Product Storage	Confirm Products, Codes, Customer & Weight Accounting for Losses	
Product Dispatch	Confirm Products, Codes, Customer & Weight Accounting for Losses	
Distribution	Confirm Products, Codes, Customer & Weight Accounting for Losses	
Customer 1	Confirm Products, Codes, Customer & Weight Accounting for Losses	
Customer 2	Confirm Products, Codes, Customer & Weight Accounting for Losses	
Customer 3	Confirm Products, Codes, Customer & Weight Accounting for Losses	
Customer 4	Confirm Products, Codes, Customer & Weight Accounting for Losses	
Total Product Delivered to Customers		
Discrepancy		

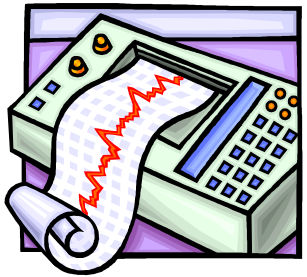
Criteria	Pass/Fail	Signed by Manager
Total Hours < 4 Hours		
Recall Test > 99% Product Traced		

Warehousing

Storage and Temperature Controls

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Storage Facilities



Food storage facilities should be adequately designed and constructed

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Storage

Adequate facilities for the storage of food, ingredients and non-food chemicals

(e.g. cleaning materials, lubricants, fuels) should be provided.

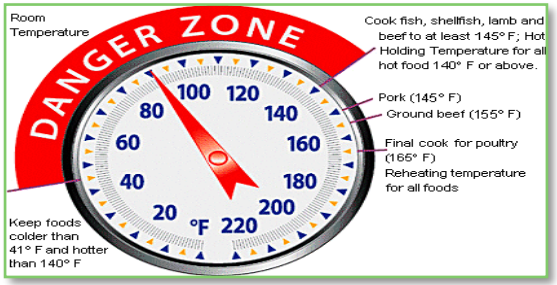
Food storage facilities should be designed and constructed(if appropriate) to:

- permit adequate maintenance and cleaning
- avoid pest access and harbourage
- enable food to be effectively protected from contamination during storage
- where necessary, provide an environment which minimizes the deterioration of food (e.g. by temperature and humidity control)

Where necessary, separate, secure storage facilities for cleaning materials and hazardous substances should be provided.

Temperature Controls

Cold Food should be refrigerated at 0 - 5 °C (32- 41 °F)
Frozen food should be stored below - 18 °C



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Storage Segregation Controls

Food storage facilities should be designed and operated to Prevent Cross-contamination

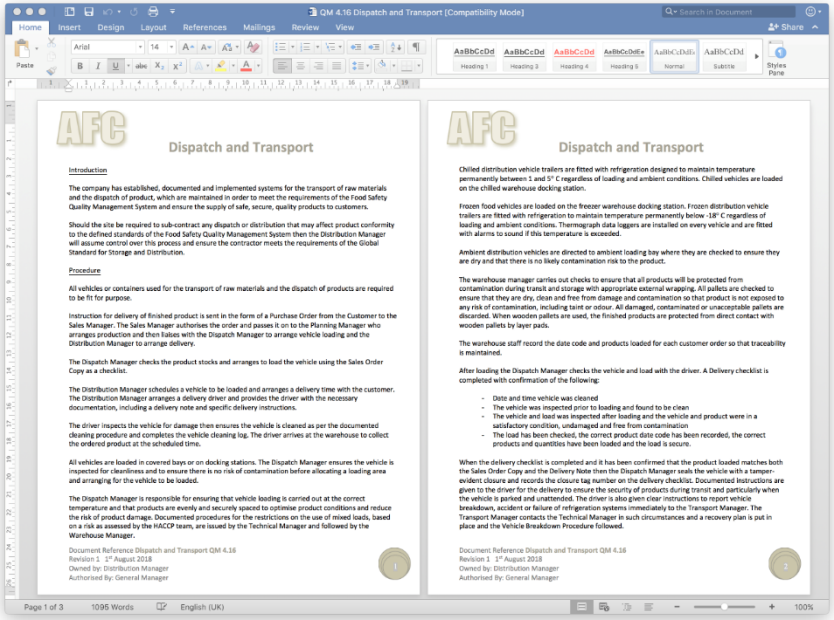
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Storage Controls

Products, packaging and materials should never be stored directly on the floor.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Dispatch and Transport



AFC

Dispatch and Transport

Introduction

The company has established, documented and implemented systems for the transport of raw materials and the dispatch of product, which are maintained in order to meet the requirements of the Food Safety Quality Management System and ensure the supply of safe, secure, quality products to customers.

Should the site be required to sub-contract any dispatch or distribution that may affect product conformity to the defined standards of the Food Safety Quality Management System then the Distribution Manager will assume control over this process and ensure the contractor meets the requirements of the Global Standard for Storage and Distribution.

Procedure

All vehicles or containers used for the transport of raw materials and the dispatch of products are required to be fit for purpose.

Instruction for delivery of finished product is sent in the form of a Purchase Order from the Customer to the Sales Manager. The Sales Manager authorises the order and passes it on to the Planning Manager who arranges production and then liaises with the Dispatch Manager to arrange vehicle loading and the Distribution Manager to arrange delivery.

The Dispatch Manager checks the product stocks and arranges to load the vehicle using the Sales Order Copy as a checklist.

The Distribution Manager schedules a vehicle to be loaded and arranges a delivery time with the customer. The Distribution Manager arranges a delivery driver and provides the driver with the necessary documentation, including a delivery note and specific delivery instructions.

The driver inspects the vehicle for damage then ensures the vehicle is cleaned as per the documented cleaning procedure and completes the vehicle cleaning log. The driver arrives at the warehouse to collect the ordered product at the scheduled time.

All vehicles are loaded in covered bays or on docking stations. The Dispatch Manager ensures the vehicle is inspected for cleanliness and to ensure there is no risk of contamination before allocating a loading area and arranging for the vehicle to be loaded.

The Dispatch Manager is responsible for ensuring that vehicle loading is carried out at the correct temperature and that products are evenly and securely spaced to optimise product conditions and reduce the risk of product damage. Documented procedures for the restrictions on the use of mixed loads, based on a risk as assessed by the HACCP team, are issued by the Technical Manager and followed by the Warehouse Manager.

Document Reference Dispatch and Transport QM 4.16
Revision 1 1st August 2018
Owned by: Distribution Manager
Authorised By: General Manager

1

AFC

Dispatch and Transport

Chilled distribution vehicle trailers are fitted with refrigeration designed to maintain temperature permanently between 1 and 5° C regardless of loading and ambient conditions. Chilled vehicles are loaded on the chilled warehouse docking station.

Frozen food vehicles are loaded on the freezer warehouse docking station. Frozen distribution vehicle trailers are fitted with refrigeration to maintain temperature permanently below -18° C regardless of loading and ambient conditions. Thermograph data loggers are installed on every vehicle and are fitted with alarms to sound if this temperature is exceeded.

Ambient distribution vehicles are directed to ambient loading bay where they are checked to ensure they are dry and that there is no likely contamination risk to the product.

The warehouse manager carries out checks to ensure that all products will be protected from contamination during transit and storage with appropriate external wrapping. All pallets are checked to ensure that they are dry, clean and free from damage and contamination so that product is not exposed to any risk of contamination, including taint or odour. All damaged, contaminated or unacceptable pallets are discarded. When wooden pallets are used, the finished products are protected from direct contact with wooden pallets by layer pads.

The warehouse staff record the date code and products loaded for each customer order so that traceability is maintained.

After loading the Dispatch Manager checks the vehicle and load with the driver. A Delivery checklist is completed with confirmation of the following:

- Date and time vehicle was cleaned
- The vehicle was inspected prior to loading and found to be clean
- The vehicle and load was inspected after loading and the vehicle and product were in a satisfactory condition, undamaged and free from contamination
- The load has been checked, the correct product date code has been recorded, the correct products and quantities have been loaded and the load is secure.

When the delivery checklist is completed and it has been confirmed that the product loaded matches both the Sales Order Copy and the Delivery Note then the Dispatch Manager seals the vehicle with a tamper-evident closure and records the closure tag number on the delivery checklist. Documented instructions are given to the driver for the delivery to ensure the security of products during transit and particularly when the vehicle is parked and unattended. The driver is also given clear instructions to report vehicle breakdown, accident or failure of refrigeration systems immediately to the Transport Manager. The Transport Manager contacts the Technical Manager in such circumstances and a recovery plan is put in place and the Vehicle Breakdown Procedure followed.

Document Reference Dispatch and Transport QM 4.16
Revision 1 1st August 2018
Owned by: Distribution Manager
Authorised By: General Manager

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Page 1 of 3 1095 Words English (UK) 100%

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Transport

During the transport of food measures should be taken where necessary to protect food from potential sources of contamination, damage likely to render the food unsuitable for consumption and provide an environment which effectively controls the growth of pathogenic or spoilage micro-organisms and the production of toxins in food.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Transport

Conveyances and bulk containers should be fit for purpose and adequately designed and constructed:

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Transport

Conveyances and containers for transporting food should be kept in an appropriate state of cleanliness, repair and condition. Where the same conveyance or container is used for transporting different foods, or non-foods, effective cleaning and, if necessary, disinfection should take place between loads.

Where appropriate, particularly in bulk transport, containers and conveyances should be designated and marked for food use only and be used only for that purpose.

Product Information

Products should bear appropriate information to ensure that adequate information is available to the next person in the food chain to enable them to handle the product safely.

The lot or batch should be easily identified and so it can be effectively recalled if necessary.

Consumers should have enough knowledge of food hygiene to enable them to understand the importance of product information, make informed choices appropriate to the individual and prevent contamination and growth or survival of food borne pathogens by storing, preparing and using it correctly.

Information for industry or trade users should be clearly distinguishable from consumer information, particularly on food labels.

Beef Bottom Round Roast

Cooking Instructions

(Suggested Roasting Method For Medium/Medium Rare Beef)

1. If this product is frozen, make sure it is completely thawed in the refrigerator before cooking.
2. Preheat the oven to 450°F.
3. Remove the meat from the refrigerator and season it as desired.
4. Place the beef on a rack in a shallow roasting pan, fat side up. Do not cover the meat.
5. Cook the beef 15 to 30 minutes per pound. Check the internal temperature of the roast with a meat thermometer. When the internal temperature reaches 140°F, remove the roast from the oven.
6. Remove the roast from the pan and place it on a cutting board. Cover the roast loosely with aluminum foil and let it rest for 15 minutes. The internal temperature will continue to rise during the resting period and should reach 150°F, which indicates medium/medium rare doneness. *Note: It is recommended that beef reach an internal temperature of at least 145°F for safe consumption. For medium well or well done, a longer roasting time is required.*
7. After the appropriate resting period, the roast is ready for carving.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Product Information & Consumer Awareness and Education

Insufficient product information and/or inadequate knowledge of general food hygiene, can lead to products being mishandled at later stages in the food chain.
Pre-packaged foods should be labelled with clear instructions to enable the next person in the food chain to handle, display, store and use the product safely.
Health education programmes should cover general food hygiene and enable consumers to understand the importance of any product information and to follow any instructions accompanying products.

SPAR SMART CHEF
SHRIMP RISSOLES: 9 KG
200 units (Packed 5 x 40 units)

SPAR smart CHEF

Storage Instructions:

KEEP FROZEN BELOW -18°C. DO NOT THAW AND REFREEZE.

SPAR Consumer Help Line: 0860 313141

Specially packed and quality guaranteed for SPAR South Africa (Pty) Ltd.
22 Chancery Lane
P.O. Box 1589 Pinetown 3600.
www.spar.co.za

PRODUCED IN SOUTH AFRICA

COOKING INSTRUCTIONS:
Cook from frozen.

DEEP FRYING INSTRUCTIONS	COMBI STEAMER INSTRUCTIONS
Fry at 160°C for 7 minutes, until golden brown.	Do not bake.

Due to varying conditions, cooking times may differ.

MERCHANDISING INSTRUCTIONS:
Immediately place on required platter and/or merchandise immediately in a heated unit.
Once cooked, this product should be held at a minimum of 65°C for no longer than 2 hours.

Ingredients:
Shrimp Paste (23%) [Shrimp (Shellfish), Water, Salt, Preservatives (Sodium Metabisulphite, Sodium Citrate), Colourant], Water, Eggs, Fortified Wheat Flour (Wheat Gluten) [Fortification Premix (Vitamins (Vitamin A, Thiamine, Riboflavin, Niacin, Pyridoxine, Folic Acid), Minerals (Electrolytic Iron, Zinc Oxide))], Onions, Crumbs [Corn, Sugar, Malt Extract (Barley, Wheat Gluten), Salt, Vitamin A, Ascorbic Acid, Vitamin B1, Vitamin B2, Niacin, Vitamin B6, Folic Acid, Vitamin B12, Pantothenic Acid-Iron, Seasoning (Herbs and Spices (Irradiated), Salt, Maize Flour, Dehydrated Onion (Irradiated))], Unmodified Starch, Margarine [Vegetable Fats and Oils (Palm Fruit, Palm Seed), Salt, Emulsifiers, Soya Lecithin (Soya), Preservatives (Sodium Benzoate, Citric Acid), Flavouring, Colourant], Tomato Puree [Tomato, Salt, Pepper, Preservative (Sodium Benzoate)], Spring Onions, Creamer [Glucose Syrup Solids, Vegetable Fats (Palm Kernel Oil, Palmstearin), Stabilisers, Sodium Caseinate (Cow's Milk), Emulsifier, Free Flow Agent, Colourants], Cheese (Milk (Cow's Milk), Salt, Colourant, Calcium Chloride, Potassium/Sodium Nitrate, Non-Animal Rennet, Lactic Cultures), Flavourings, Lemon Juice [Water, Lemon Concentrate, Preservative (Sodium Benzoate)], Parsley, Seasoning [Salt, Spices (Irradiated), Soya Protein (Soya), Flavourings, Anti-Caking Agents], Spices (Irradiated), Crushed Garlic (Dried Garlic Flakes, Water, Vinegar, Salt), Pepper Sauce (Vinegar, Red Pepper, Salt), Preservative (Sorbic Acid).

Contains Allergens: Shellfish, Wheat Gluten, Cow's Milk, Egg, Soya.

1600100875034 9

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Lot Identification and Labelling

Pre-packaged foods should be labelled with clear instructions to enable the next person in the food chain to handle, display, store and use the product safely

Lot identification is essential in product recall and also helps effective stock rotation. Each container of food should be permanently marked to identify the producer and the lot.

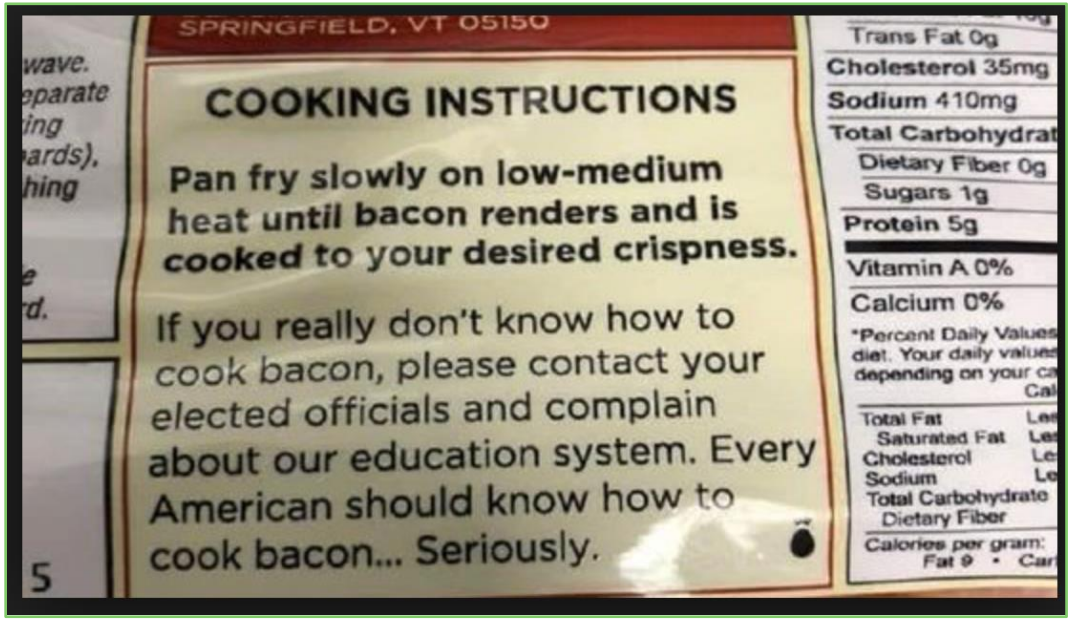
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Product Labelling

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Product Labelling

Where cooking instructions are provided to ensure product safety, they should be fully validated ……



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Labelling and Pack Control

The management controls of product labelling activities need to ensure that products will be correctly labelled and coded.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Labelling and Pack Control

AFC

Label Retention and Check

Date:	17/10/18	Time:	06:00 Hrs	Line Number:	1	Sample:	Start Up

Check and Sign	
Operator 1	Anne Operator
Operator 2	Arno Operator
Supervisor	Sue Pervisor

Date:	17/10/18	Time:	08:00 Hrs	Line Number:	1	Sample:	Reel Change

Check and Sign	
Operator 1	Anne Operator
Operator 2	Arno Operator
Supervisor	Sue Pervisor

Production Manager Check	Date:	17/10/18	Time:	17:00Hrs	Sign:	Paul Manager

Document Reference Label Retention and Check QMR 002
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

1

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Product Label and Labelling Control

Changes to raw materials (including labels) are communicated to goods receipt personnel

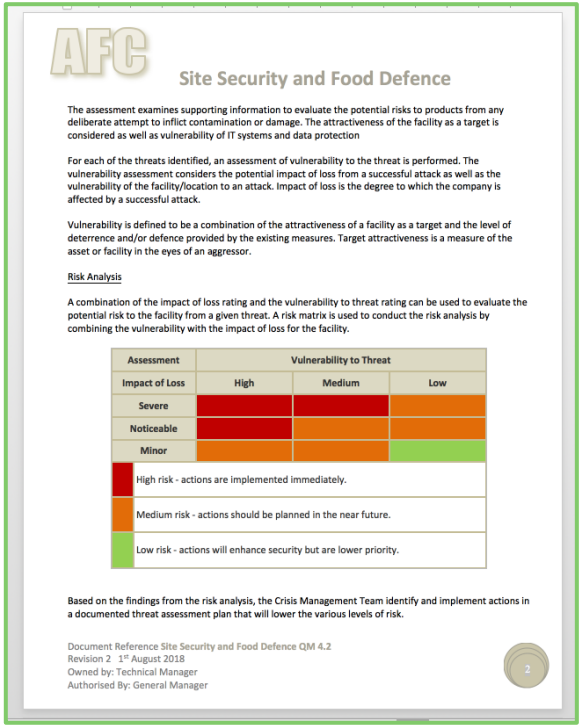
A procedure to manage obsolete packaging (including labels)

Control of offline coding and printing of packaging materials

Relevant personnel receive training on the labelling and packing processes

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Food Defence



AFC

Site Security and Food Defence

The assessment examines supporting information to evaluate the potential risks to products from any deliberate attempt to inflict contamination or damage. The attractiveness of the facility as a target is considered as well as vulnerability of IT systems and data protection

For each of the threats identified, an assessment of vulnerability to the threat is performed. The vulnerability assessment considers the potential impact of loss from a successful attack as well as the vulnerability of the facility/location to an attack. Impact of loss is the degree to which the company is affected by a successful attack.

Vulnerability is defined to be a combination of the attractiveness of a facility as a target and the level of deterrence and/or defence provided by the existing measures. Target attractiveness is a measure of the asset or facility in the eyes of an aggressor.

Risk Analysis

A combination of the impact of loss rating and the vulnerability to threat rating can be used to evaluate the potential risk to the facility from a given threat. A risk matrix is used to conduct the risk analysis by combining the vulnerability with the impact of loss for the facility.

Assessment	Vulnerability to Threat		
Impact of Loss	High	Medium	Low
Severe			
Noticeable			
Minor			

High risk - actions are implemented immediately.

Medium risk - actions should be planned in the near future.

Low risk - actions will enhance security but are lower priority.

Based on the findings from the risk analysis, the Crisis Management Team identify and implement actions in a documented threat assessment plan that will lower the various levels of risk.

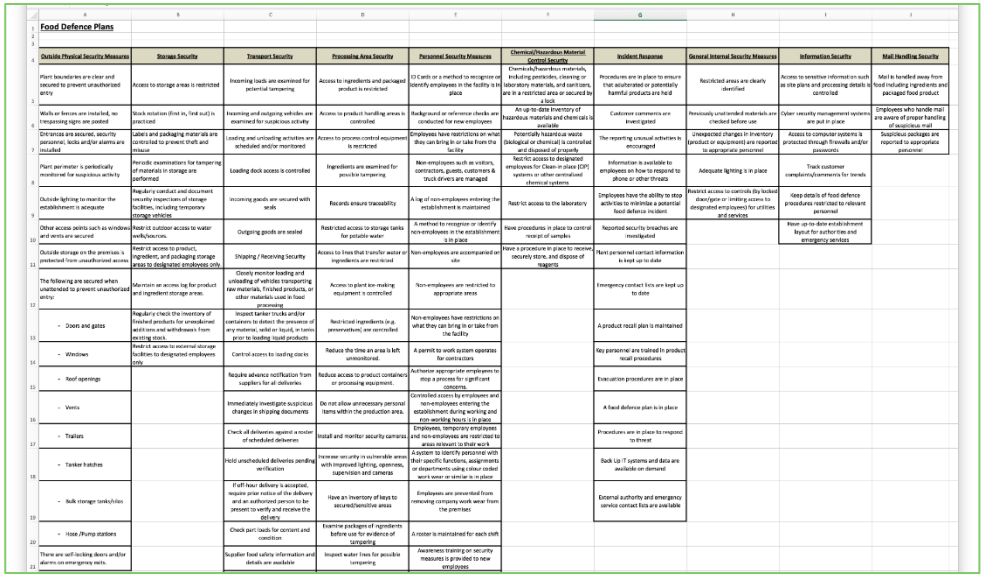
Document Reference Site Security and Food Defence QM 4.2
Revision 2 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

2

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Food Defence

Need for a Documented Threat Assessment and subsequent Food Defense Plan



Food Defence Plans

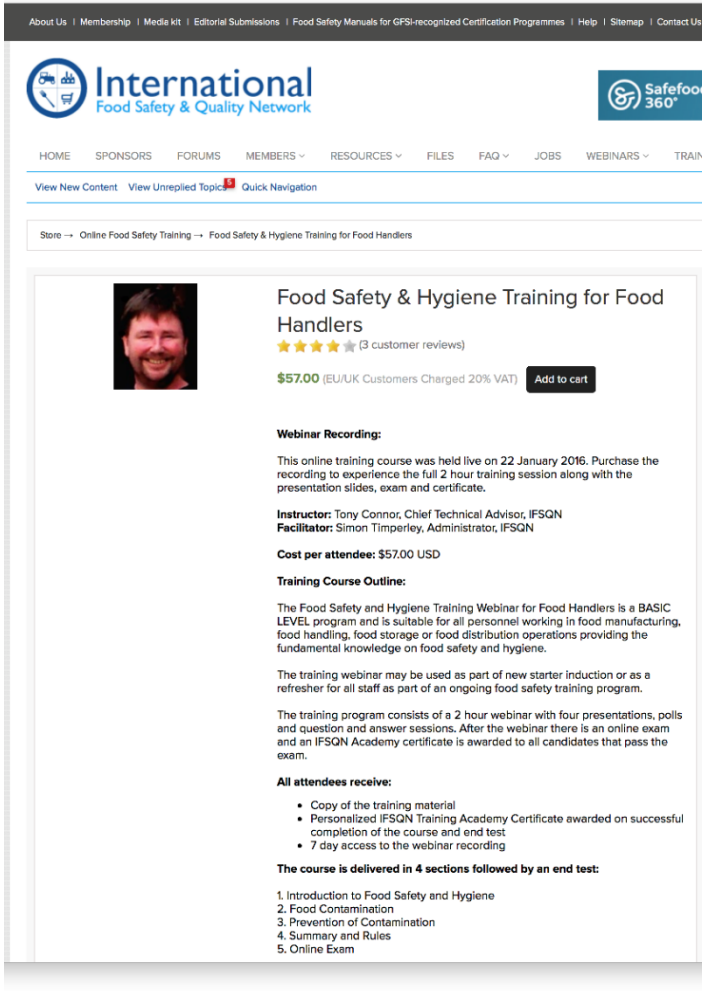
Outside Physical Security Measures	Storage Security	Transport Security	Processing Area Security	Personnel Security Measures	Chemical/Hazardous Material Control Security	Incident Response	General Internal Security Measures	Information Security	Mail Handling Security
Plant boundaries are clear and secured to prevent unauthorized entry	Access to storage areas is restricted	Incoming loads are examined for potential tampering	Access to ingredients and packaged product is restricted	ID Cards or a method to recognize or identify employees in the facility is in place	Chemicals/hazardous materials, including pesticides, cleaning or laboratory materials, and sanitizers, are in a restricted area or secured by a lock	Procedures are in place to ensure that adulterated or potentially harmful products are held	Restricted areas are clearly identified	Access to sensitive information such as site plans and processing details is controlled	Mail is handled away from food including ingredients and packaged food product
Walls or fences are installed, no trespassing signs are posted	Stock rotation (first in, first out) is practiced	Incoming and outgoing vehicles are examined for suspicious activity	Access to product handling areas is controlled	Background or reference checks are conducted for new employees	An up-to-date inventory of hazardous materials and chemicals is available	Customer comments are investigated	Previously unattended materials are checked before use	Cyber security management systems are put in place	Employees who handle mail are aware of proper handling of suspicious mail
Entrances are secured, security personnel, locks and/or alarms are installed	Labels and packaging materials are controlled to prevent theft and misuse	Loading and unloading activities are scheduled and/or monitored	Access to process control equipment is restricted	Employees have restrictions on what they can bring in or take from the facility	Potentially hazardous waste (biological or chemical) is controlled and disposed of properly	The reporting unusual activities is encouraged	Unexpected changes in inventory (product or equipment) are reported to appropriate personnel	Access to computer systems is protected through firewalls and/or passwords	Suspicious packages are reported to appropriate personnel
Plant perimeter is periodically monitored for suspicious activity	Periodic examinations for tampering of materials in storage are performed	Loading dock access is controlled	Ingredients are examined for possible tampering	Non-employees such as visitors, contractors, guests, customers & truck drivers are managed	Restrict access to designated employees for Clean-in-place (CIP) systems or other centralized chemical systems	Information is available to employees on how to respond to phone or other threats	Adequate lighting is in place	Track customer complaints/comments for trends	
Outside lighting to monitor the establishment is adequate	Regularly conduct and document security inspections of storage facilities, including temporary storage vehicles	Incoming goods are secured with seals	Records ensure traceability	A log of non-employees entering the establishment is maintained	Restrict access to the laboratory	Employees have the ability to stop activities to minimize a potential food defense incident	Restrict access to controls (by locked doors/gate or limiting access to designated employees) for utilities and services	Keep details of food defence procedures restricted to relevant personnel	
Other access points such as windows and vents are secured	Restrict outdoor access to water wells/sources.	Outgoing goods are sealed	Restricted access to storage tanks for potable water	A method to recognize or identify non-employees in the establishment is in place	Have procedures in place to control receipt of samples	Reported security breaches are investigated		Have up-to-date establishment layout for authorities and emergency services	
Outside storage on the premises is protected from unauthorized access	Restrict access to product, ingredient, and packaging storage areas to designated employees only	Shipping / Receiving Security	Access to lines that transfer water or ingredients are restricted	Non-employees are accompanied on site	Have a procedure in place to receive, securely store, and dispose of reagents	Plant personnel contact information is kept up to date			
The following are secured when unattended to prevent unauthorized entry:	Maintain an access log for product and ingredient storage areas.	Closely monitor loading and unloading of vehicles transporting raw materials, finished products, or other materials used in food processing	Access to plant ice-making equipment is controlled	Non-employees are restricted to appropriate areas		Emergency contact lists are kept up to date			
- Doors and gates	Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock.	Inspect tanker trucks and/or containers to detect the presence of any material, solid or liquid, in tanks prior to loading liquid products	Restricted ingredients (e.g. preservatives) are controlled	Non-employees have restrictions on what they can bring in or take from the facility		A product recall plan is maintained			
- Windows	Restrict access to external storage facilities to designated employees only	Control access to loading docks	Reduce the time an area is left unmonitored.	A permit to work system operates for contractors		Key personnel are trained in product recall procedures			
- Roof openings		Require advance notification from suppliers for all deliveries	Reduce access to product containers or processing equipment.	Authorize appropriate employees to stop a process for significant concerns.		Evacuation procedures are in place			
- Vents		Immediately investigate suspicious changes in shipping documents	Do not allow unnecessary personal items within the production area.	Controlled access by employees and non-employees entering the establishment during working and non-working hours is in place		A food defence plan is in place			
- Trailers		Check all deliveries against a roster of scheduled deliveries	Install and monitor security cameras	Employees, temporary employees and non-employees are restricted to areas relevant to their work		Procedures are in place to respond to threat			
- Tanker hatches		Hold unscheduled deliveries pending verification	Increase security in vulnerable areas with improved lighting, openness, supervision and cameras	A system to identify personnel with their specific functions, assignments or departments using colour coded work wear or similar is in place		Back Up IT systems and data are available on demand			
- Bulk storage tanks/silos		Off-hour delivery is accepted, require prior notice of the delivery and an authorized person to be present to verify and receive the delivery	Have an inventory of keys to secured/sensitive areas	Employees are prevented from removing company work wear from the premises		External authority and emergency service contact lists are available			
- Hose /Pump stations		Check part loads for conviant and condition	Examine packages of ingredients before use for evidence of tampering	A roster is maintained for each shift					
There are self-locking doors and/or alarms on emergency exits.		Supplier food safety information and details are available	Inspect water lines for possible tampering.	Awareness training on security measures is provided to new employees					

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Training

Training and Supervision are important elements in maintaining food safety. Employees need to understand their responsibilities and should be adequately supervised.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION



Training

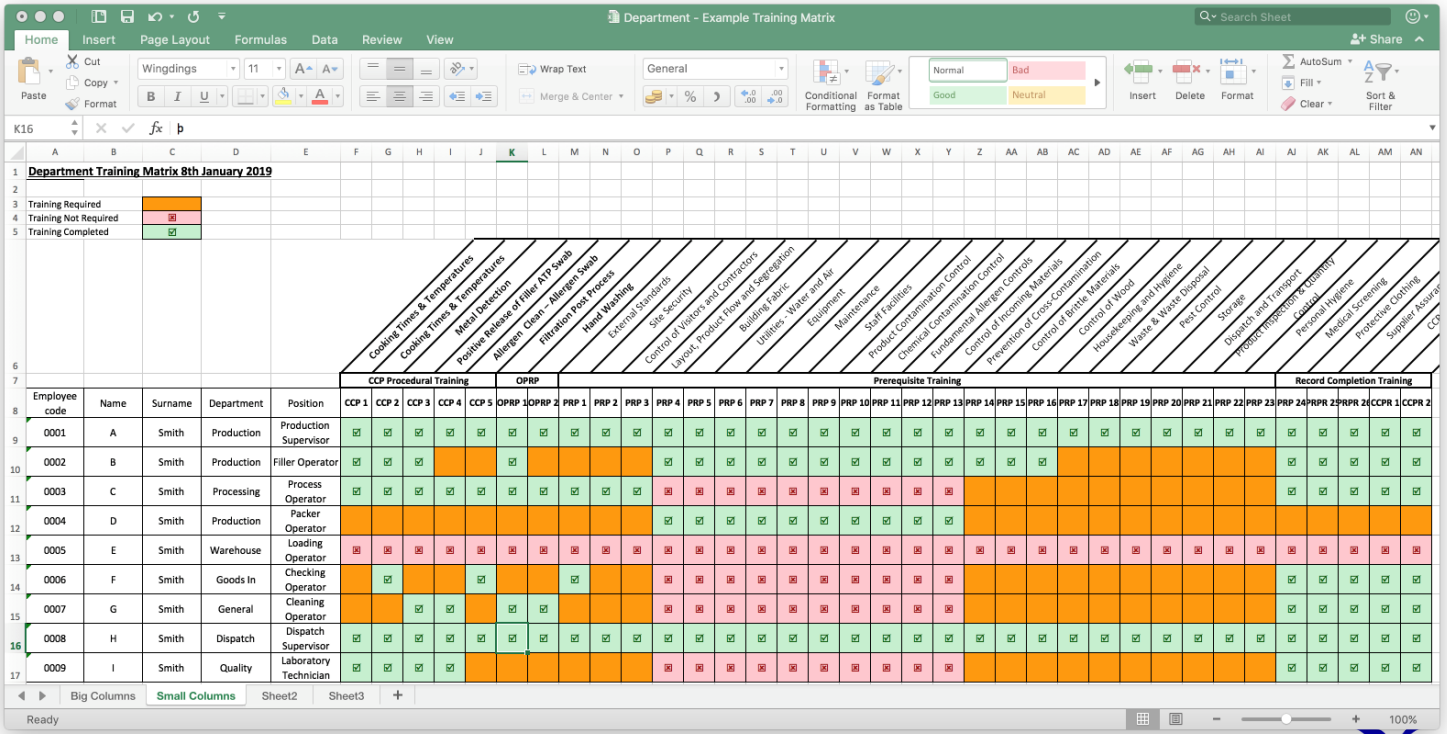
Food hygiene training is fundamentally important.

All personnel should be aware of their role and responsibility in protecting food from contamination or deterioration.

Food handlers should have the necessary knowledge and skills to enable them to handle food hygienically.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Training



Department Training Matrix 8th January 2019

Training Required
Training Not Required ☒
Training Completed ☑

Employee code	Name	Surname	Department	Position	CCP 1	CCP 2	CCP 3	CCP 4	CCP 5	OPRP 1	OPRP 2	PRP 1	PRP 2	PRP 3	PRP 4	PRP 5	PRP 6	PRP 7	PRP 8	PRP 9	PRP 10	PRP 11	PRP 12	PRP 13	PRP 14	PRP 15	PRP 16	PRP 17	PRP 18	PRP 19	PRP 20	PRP 21	PRP 22	PRP 23	PRP 24	PRP 25	PRP 26	CCPR 1	CCPR 2
0001	A	Smith	Production	Production Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0002	B	Smith	Production	Filler Operator	☑	☑	☑			☑		☑			☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑								☑	☑	☑	☑	☑
0003	C	Smith	Processing	Process Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒											☑	☑	☑	☑	☑
0004	D	Smith	Production	Packer Operator											☑	☑	☑	☑	☑	☑	☑	☑	☑	☑															
0005	E	Smith	Warehouse	Loading Operator	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
0006	F	Smith	Goods In	Checking Operator		☑			☑			☑			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒											☑	☑	☑	☑	☑
0007	G	Smith	General	Cleaning Operator			☑	☑		☑	☑				☒	☒	☒	☒	☒	☒	☒	☒	☒	☒											☑	☑	☑	☑	☑
0008	H	Smith	Dispatch	Dispatch Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0009	I	Smith	Quality	Laboratory Technician	☑	☑	☑	☑							☒	☒	☒	☒	☒	☒	☒	☒	☒	☒											☑	☑	☑	☑	☑

CCP Procedural Training: Cooking Times & Temperatures; Cooking Times & Temperatures; Metal Detection; Positive Release of Filler ATP Swab
OPRP: Allergen Clean - Allergen Swab; Filtration Post Process
Prerequisite Training: Hand Washing; External Standards; Site Security; Control of Visitors and Contractors; Layout, Product Flow and Segregation; Building Fabric; Utilities - Water and Air; Equipment; Maintenance; Staff Facilities; Product Contamination Control; Chemical Contamination Control; Fundamental Allergen Control; Control of Incoming Materials; Prevention of Cross-Contamination; Control of Brittle Materials; Control of Wood; Housekeeping and Hygiene; Waste & Waste Disposal; Pest Control; Storage; Dispatch and Transport; Product Inspection & Quality; Control of Quality; Personal Hygiene; Medical Screening; Protective Clothing; Supplier Assurance; CCP
Record Completion Training

Management and Supervision

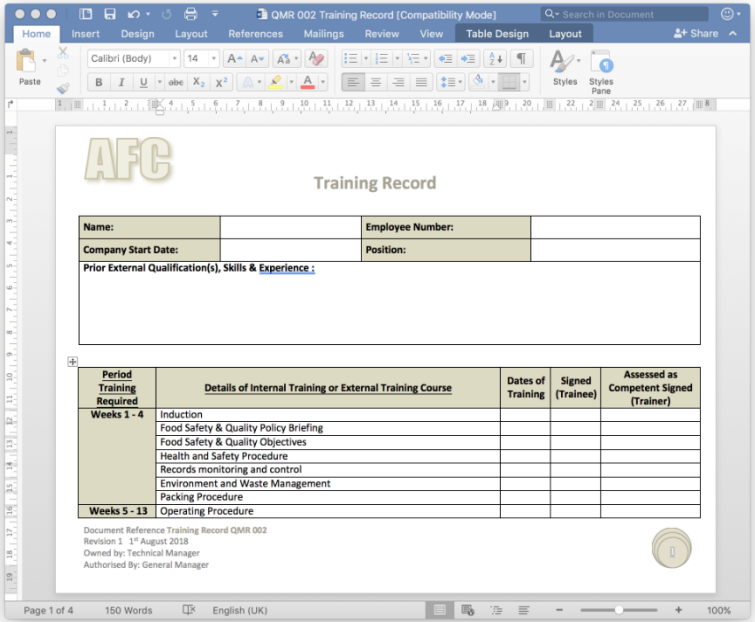
The type of control and supervision needed will depend on the size of the business, the nature of its activities and the types of food involved.

Managers and supervisors should have enough knowledge of food hygiene principles and practices to be able to judge potential risks, take appropriate preventive and corrective action, and ensure that effective monitoring and supervision takes place.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Training

The company shall ensure that all personnel performing work that affects product safety, legality and quality are demonstrably competent to carry out their activity, through training, work experience or qualification.



QMR 002 Training Record [Compatibility Mode]

AFC

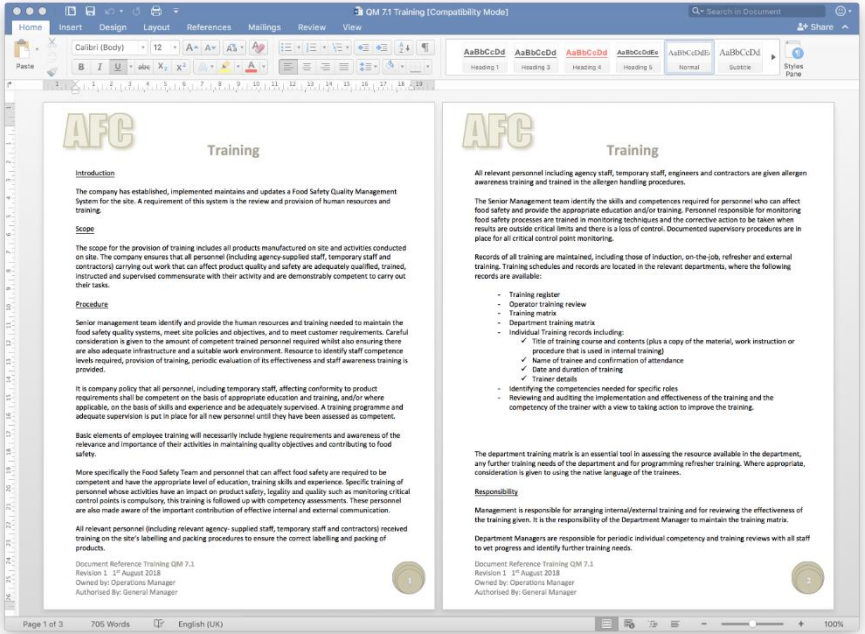
Training Record

Name:		**Employee Number:**	
Company Start Date:		**Position:**	
Prior External Qualification(s), Skills & Experience :			

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
	Packing Procedure			
Weeks 5 - 13	Operating Procedure			

Document Reference Training Record QMR 002
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 4 150 Words English (UK) 100%



QM 7.1 Training [Compatibility Mode]

AFC

Training

Introduction

The company has established, implemented maintains and updates a Food Safety Quality Management System for the site. A requirement of this system is the review and provision of human resources and training.

Scope

The scope for the provision of training includes all products manufactured on site and activities conducted on site. The company ensures that all personnel (including agency-supplied staff, temporary staff and contractors) carrying out work that can affect product quality and safety are adequately qualified, trained, instructed and supervised commensurate with their activity and are demonstrably competent to carry out their tasks.

Procedure

Senior management team identify and provide the human resources and training needed to maintain the food safety quality systems, meet site policies and objectives, and to meet customer requirements. Careful consideration is given to the amount of competent trained personnel required whilst also ensuring there are also adequate infrastructure and a suitable work environment. Resource to identify staff competence levels required, provision of training, periodic evaluation of its effectiveness and staff awareness training is provided.

It is company policy that all personnel, including temporary staff, affecting conformity to product requirements shall be competent on the basis of appropriate education and training, and/or where applicable, on the basis of skills and experience and be adequately supervised. A training programme and adequate supervision is put in place for all new personnel until they have been assessed as competent.

Basic elements of employee training will necessarily include hygiene requirements and awareness of the relevance and importance of their activities in maintaining quality objectives and contributing to food safety.

More specifically the Food Safety Team and personnel that can affect food safety are required to be competent and have the appropriate level of education, training skills and experience. Specific training of personnel whose activities have an impact on product safety, legality and quality such as monitoring critical control points is compulsory, this training is followed up with competency assessments. These personnel are also made aware of the important contribution of effective internal and external communication.

All relevant personnel (including relevant agency- supplied staff, temporary staff and contractors) received training on the site's labelling and packing procedures to ensure the correct labelling and packing of products.

Document Reference Training QM 7.1
Revision 1 1st August 2018
Owned by: Operations Manager
Authorised By: General Manager

AFC

Training

All relevant personnel including agency staff, temporary staff, engineers and contractors are given allergen awareness training and trained in the allergen handling procedures.

The Senior Management team identify the skills and competences required for personnel who can affect food safety and provide the appropriate education and/or training. Personnel responsible for monitoring food safety processes are trained in monitoring techniques and the corrective action to be taken when results are outside critical limits and there is a loss of control. Documented supervisory procedures are in place for all critical control point monitoring.

Records of all training are maintained, including those of induction, on-the-job, refresher and external training. Training schedules and records are located in the relevant departments, where the following records are available:

- Training register
- Operator training review
- Training matrix
- Department training matrix
- Individual Training records including:
  - ✓ Title of training course and contents (plus a copy of the material, work instruction or procedure that is used in internal training)
  - ✓ Name of trainee and confirmation of attendance
  - ✓ Date and duration of training
  - ✓ Trainer details
- Identifying the competencies needed for specific roles
- Reviewing and auditing the implementation and effectiveness of the training and the competency of the trainer with a view to taking action to improve the training.

The department training matrix is an essential tool in assessing the resource available in the department, any further training needs of the department and for programming refresher training. Where appropriate, consideration is given to using the native language of the trainees.

Responsibility

Management is responsible for arranging internal/external training and for reviewing the effectiveness of the training given. It is the responsibility of the Department Manager to maintain the training matrix.

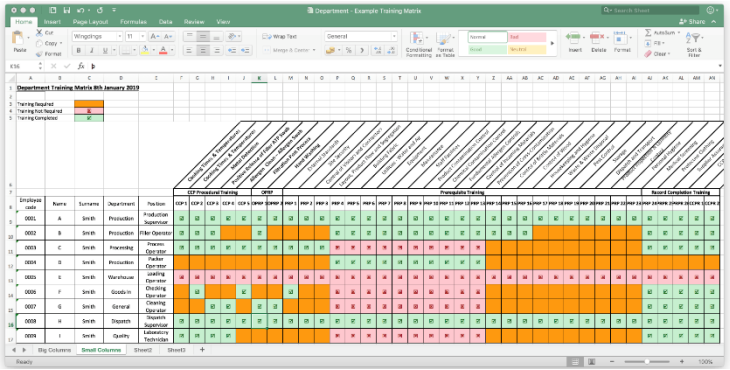
Department Managers are responsible for periodic individual competency and training reviews with all staff to vet progress and identify further training needs.

Document Reference Training QM 7.1
Revision 1 1st August 2018
Owned by: Operations Manager
Authorised By: General Manager

Page 1 of 3 705 Words English (UK) 100%

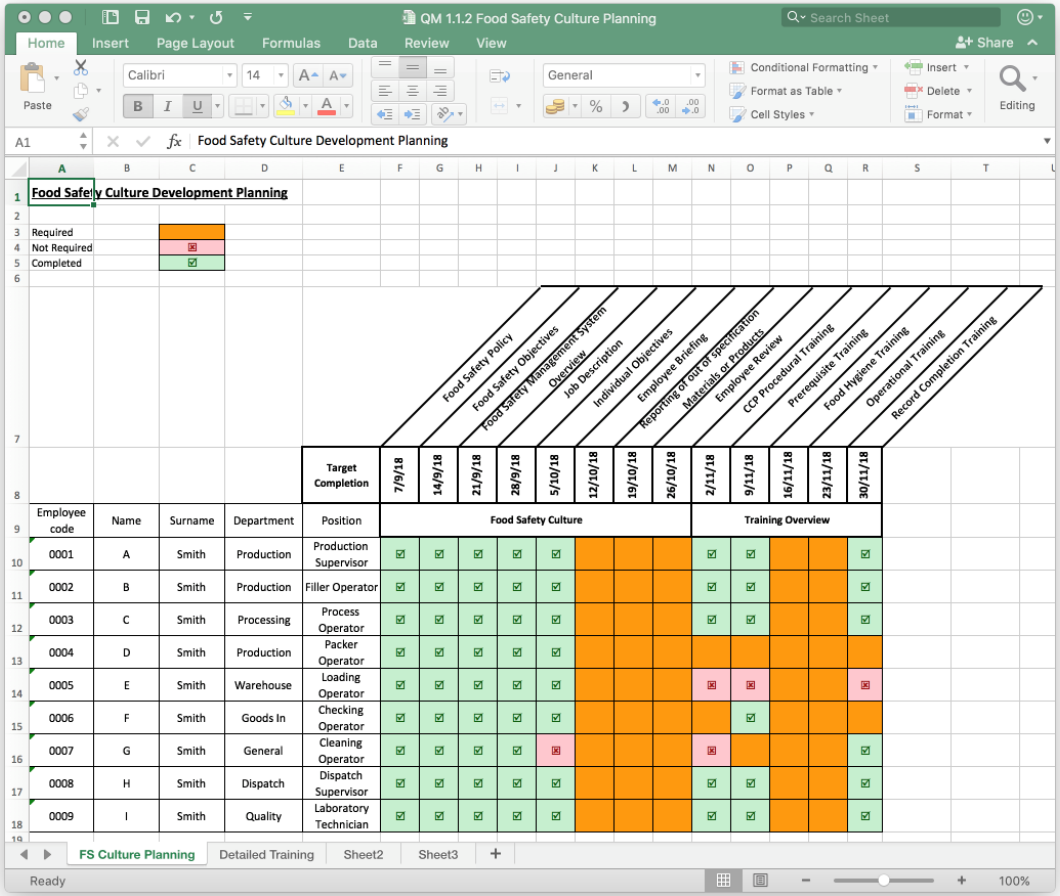
Training

There should be:
Initial training and supervision
Critical control point (CCP) training
Documented training programme
Allergen training
Training on the site's labelling and packing processes
Training records
Competency review



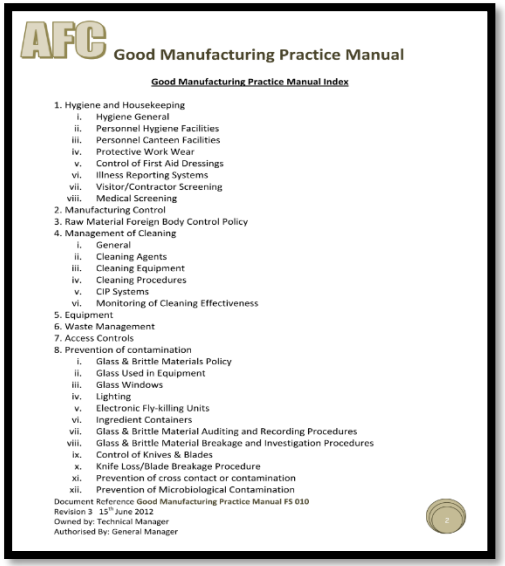
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Training



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Good Practices



AFC Good Manufacturing Practice Manual

Good Manufacturing Practice Manual Index

Document Reference Good Manufacturing Practice Manual FS 010
Revision 3 15th June 2012
Owned by: Technical Manager
Authorised By: General Manager

Adherence to company Good Practices such as Good Manufacturing Practice Standards is essential.

These set out the general hygiene standards that have to be achieved.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Requirement for Prerequisite Programmes (Good Practices)

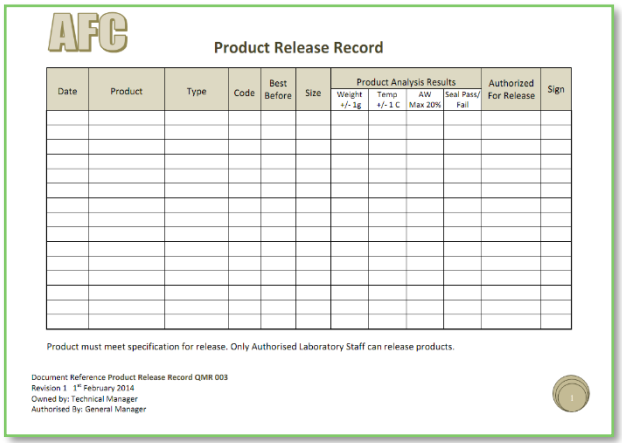
When selecting and/or establishing PRP(s), the food safety team will need to consider appropriate information.
Prerequisite programmes will need to be appropriate to the operation and proportionate to the product risk.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Documents and Records

Where necessary, appropriate records of processing, production and distribution should be kept and retained for a period that exceeds the shelf-life of the product.

Documentation can enhance the credibility and effectiveness of the food safety control system.



AFC

Product Release Record

Date	Product	Type	Code	Best Before	Size	Product Analysis Results				Authorized For Release	Sign
						Weight +/- 1g	Temp +/- 1 C	AW Max 20%	Seal Pass/ Fail		

Product must meet specification for release. Only Authorised Laboratory Staff can release products.

Document Reference Product Release Record QMR 003
Revision 1 1st February 2014
Owned by: Technical Manager
Authorised By: General Manager

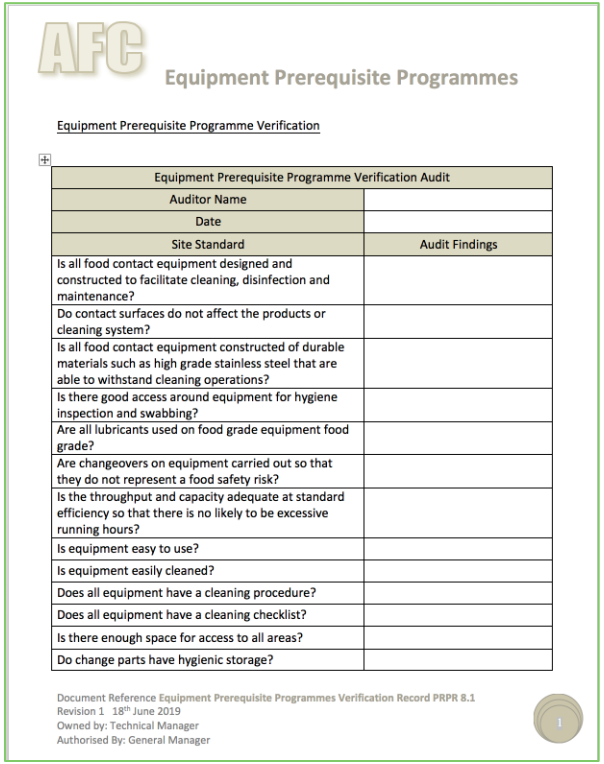
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Requirement for Prerequisite Programmes (Good Practices)

Documentation should verify proper implementation of Prerequisite Programmes.

Records should be generated from prerequisite programs to demonstrate they are implemented and working effectively.

Records generated from prerequisite programs should be monitored by authorized personnel.



AFC

Equipment Prerequisite Programmes

Equipment Prerequisite Programme Verification

Equipment Prerequisite Programme Verification Audit	
Auditor Name	
Date	
Site Standard	Audit Findings
Is all food contact equipment designed and constructed to facilitate cleaning, disinfection and maintenance?	
Do contact surfaces do not affect the products or cleaning system?	
Is all food contact equipment constructed of durable materials such as high grade stainless steel that are able to withstand cleaning operations?	
Is there good access around equipment for hygiene inspection and swabbing?	
Are all lubricants used on food grade equipment food grade?	
Are changeovers on equipment carried out so that they do not represent a food safety risk?	
Is the throughput and capacity adequate at standard efficiency so that there is no likely to be excessive running hours?	
Is equipment easy to use?	
Is equipment easily cleaned?	
Does all equipment have a cleaning procedure?	
Does all equipment have a cleaning checklist?	
Is there enough space for access to all areas?	
Do change parts have hygienic storage?	

Document Reference Equipment Prerequisite Programmes Verification Record PRPR 8.1
Revision 1 18th June 2019
Owned by: Technical Manager
Authorised By: General Manager

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FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

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Good Manufacturing Practices End Any Questions?

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International Food Safety & Quality Network

Practical HACCP Training for Food Safety Teams

https://www.ifsqn.com/forum/index.php/store/product/71-practical-haccp-training-for-food-safety-teams

For more information please contact:

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