DRAFT v.4

FOOD SAFETY MODULE

This module includes sections Food Safety Management (FS), Site (ST), Cooked Meats (CM), Third Party Storage (TP) Production and Process Controls (PC) and People (PL). It is applicable to the production of raw beef, lamb, pork and poultry products and to the cutting of cooked meats. It is not applicable to the production of cooked meats or to sites certified to the BRC Global Standard for Food Safety.

FOOD SAFETY MANAGEMENT (FS)

STANDARDS	HOW YOU WILL BE MEASURED	
FOOD SAFETY POLICY AND GENERAL MANAGEMENT		
AIM: Well thought out objectives and management structures that deliver the requirements of food safety and demonstrate senior management commitment		
FS.a (REVISED) **A food safety policy is documented and implemented on site**	▪ Company-wide documented policy outlining the site's objectives with regards to achieving and delivering standards of food safety and product authenticity conforming to the scheme standard and all relevant legislation ▪ Policy signed off by relevant senior management ▪ Policy communicated to relevant persons e.g. through training, posters, work instructions, staff handbook ▪ The policy is reviewed annually (demonstrated with a signed and dated review) and kept up-to-date	▪ Food Safety policy
FS.a.1 (REVISED) **An individual must be appointed to hold overall accountability for Food Safety for the site**	▪ A documented management structure identifies the role ▪ Person holds overall responsibility and sufficient authority to make decisions to safeguard Food Safety ▪ Organogram clearly documents who deputises in the absence of the responsible person	▪ Organogram
FS.a.2 **Reporting systems must be in place to ensure persons with roles of key accountability are kept informed of the site's compliance position**	▪ Persons with the overall accountability for Food Safety are provided with Management reports; information on the site's compliance position e.g. Customer Complaints, Internal Auditing results	
FS.a.3 (NEW) **A food safety culture plan is documented and implemented on site**	▪ Plan demonstrates that senior management are maintaining a positive and proactive food safety culture on site ▪ Plan details: - activities for all areas of the site which impact on food safety including how they will be undertaken, measured and their duration - review of the effectiveness of completed activities - activities can include training and review, staff surveys, feedback tools and celebrating staff success RECORD: Food Safety Culture Plan	
FS.a.4 (NEW) **Site food safety objectives are documented**	▪ Objectives: - include targets - results reported to senior management on a quarterly basis - are communicated to all relevant staff - reviewed, as a minimum, annually by senior management and records kept	

	RECORD: Site food safety objectives, results and review records
FS.a.5 (NEW) **A confidential service for reporting food safety, illegal practices and/or product authenticity concerns must be made available and communicated to all staff**	■ Confidential service is independent from the food business operator ■ Confidential services may include the Red Tractor 'Tell Us' web reporting service (managed by Safecall)
DOCUMENT CONTROL (NEW SUB-SECTION)	
AIM: An effective document control system, ensuring only correct versions of documents are in use	
FS.a.6 (NEW) **The site must have a procedure in place to manage documents which form part of the food safety system**	■ Procedure includes control of paper documents and documents stored electronically, if applicable ■ As a minimum, procedure includes systems: - for authorisation of controlled documents - to update documents when required ■ Documents stored electronically are securely stored and backed-up ■ Alterations to records are authorised and justification for the alteration recorded RECORDS: - Document control procedure - Alteration justification records
HACCP	
AIM: An effective food safety management system, based on analysis and control of hazards, delivers the production of safe, legal food	
FS.b **The site must have a documented food safety HACCP plan which complies with all relevant and current legislation**	■ The HACCP plan is based on the CODEX Alimentarius principles ■ HACCP plan
FS.b.1 **A HACCP team leader must be appointed**	
FS.b.2 (REVISED) **A knowledgeable, experienced and competent team must be in place to manage the HACCPplan**	■ The HACCP team: – has accountability for the production, implementation and review of the HACCP plan – includes a HACCP team leader who holds a formal Food Hygiene qualification (that includes training and in-depth knowledge of Codex HACCP principles) to Level 3 or equivalent, or an external consultant with equivalent qualifications – includes team members who understand HACCP principles and have specific knowledge of products – are multi-disciplinary with experience of the site operations and functions
FS.b.3 **The HACCP plan must include a statement clearly outlining its scope**	■ The scope of the plan details what is covered by the plan, including the: – species – products – processes – subsequent use/ end-consumers
FS.b.4 **The HACCP plan must include a flow diagram of the production process**	■ Flow diagram (can be one or multiple) details the production process for each species and process (e.g. cutting)

STANDARDS	HOW YOU WILL BE MEASURED
FS.b.5 (REVISED) **The HACCP plan must identify the hazards for each process step**	■ Hazards that need preventing, eliminating or reducing to acceptable levels are identified ■ Hazards considered are either biological, chemical (including allergens),radiological, physical, fraudulent (substitution or

	deliberate/intentional adulteration) and/or malicious in characteristics	
FS.b.6 **The HACCP plan must identify the Critical Control Point for each hazard**	▪ A decision tree that is used to identify the critical control points for all hazards identified as a risk that is not controlled by the pre-requisite programme, may help with this process	
FS.b.7 (REVISED) **The HACCP plan must detail the critical limits for each identified CCP**	▪ Critical limits established to identify when the hazard is controlled/ at an acceptable level ▪ Critical limits are measurable where possible ▪ Where measures are subjective, guidance or examples (e.g photographs) are provided	
FS.b.8 **The HACCP plan must detail the monitoring procedures for each CCP**	▪ Monitoring procedures detailed include: – the responsibility for the process – methods of monitoring – frequency of monitoring – the critical limits and corrective actions to be taken if a CCP is outside of its critical limits ▪ Records of monitoring are kept: – records include dates, findings and actions	
FS.b.9 **The HACCP plan must be validated before implementation and following any significant change to the plan or CCPs**	▪ Validation process is documented	
FS.b.10 **The HACCP plan must be implemented, kept up-to-date and be effective**	▪ CCPs are being monitored, controlled and action taken where necessary ▪ The plan is relevant to what is occurring on site	
FS.b.11 **The HACCP plan must be reviewed and verified regularly**	▪ Review undertaken at least annually or more frequently if there are changes or events that compromise the validity of the HACCP, including: changes to legislation, serious food safety incidents or changes to practices that impact on the processes covered in the HACCP plan ▪ The review and verification is controlled by the HACCP team ▪ A record of the review and any corrective action or changes made to the HACCP plan is kept ▪ The HACCP team signs off the review of the HACCP plan	
FS.b.12 **Pre-requisites to the HACCP must be implemented, with control measures and monitoring procedures documented and included within the development and review of the HACCP**	▪ Pre-requisites include (but are not limited to) cleaning, maintenance, personnel hygiene, staff training, process controls, allergen management (if allergenic materials are used in manufacturing)	
CRISIS/ INCIDENT MANAGEMENT, DISPATCHED PRODUCT WITHDRAWAL AND RECALL		
AIM: Effective procedures are in place to deal with incidents and limit their impact		
FS.c (REVISED) **A documented plan to the effective management of serious incidents and potential emergency situations must be in place and known to key staff**	▪ The risks to the site have been considered and actions to be taken documented in the event of (where appropriate): - Water, energy, refrigeration, gas supply (e.g. carbon dioxide) and/or staff availability disruption - Disaster e.g. fire, flood - Malicious contamination - Attack or failure against digital cyber-security ▪ Documented procedures have been developed for high risk/ highly likely incidents and include within them the name of the role or position with overall accountability ▪ Plan includes relevant contact details (including out of hours phone numbers) for: – the management team – key external contacts (including: water supplier,	▪ Emergency plan

	electricity supplier, Government departments, external laboratory, refrigeration engineer, pest control supplier, customers, certification body) ■ Key staff have access to the plan, including staff working out-of-hours ■ The plan is reviewed when a serious incident occurs and at least annually	

STANDARDS	HOW YOU WILL BE MEASURED	
FS.c.1 (REVISED) **The emergency management system must be challenged to ensure it is effective**	■ System challenged following a change to the system or at least every 6 months (i.e. a mock challenge), of which one per annum is conducted out-of-hours/at the weekend ■ Results of the challenge includes timings of key activities ■ Results are used to review the product recall and withdrawal procedures to implement improvements where necessary	
FS.c.2 **Procedures for product recall and withdrawal must be documented, up-to-date and known by key staff**	■ Procedures outline the steps to be taken to recall and withdraw defective product that has been dispatched from the site	■ Documented procedures
FS.c.3 (NEW) **You must contact Red Tractor immediately if a serious food safety incident or emergency occurs**	▪ Serious incident or emergency includes: - Product recall of Red Tractor labelled product - Significant disruption to the site e.g. flood, fire, staff availability - Regulatory food safety non-conformity e.g. an enforcement notice ▪ Documented procedures for product recall of Red Tractor labelled product includes notifying Red Tractor as one of the actions taken	■ Documented procedures
COMPLAINT MANAGEMENT		
AIM: Systems in place to deal with complaints and prevent their reoccurrence		
FS.d **Systems must be in place for recording, investigating and resolving any complaints that are relevant to the requirements of the Meat Processing standard**	■ Complaints made by customers, general public, Environmental Health Officer or other ■ Complaints related to, but are not limited to, product quality or safety, compliance ■ System includes recording the: – complaint – investigation result and root cause analysis – action taken to reduce the likelihood of the issue happening again – the complainant response, where applicable	■ Complaints record
FS.d.1 **Complaint information must be reviewed by management teams**	■ Complaint data collated and trended to identify recurring issues ■ Information presented in management reports for review by management teams in a timely manner (i.e. timing of reporting is relevant to the size and complexity of the business and the severity of the issue) ■ Corrective actions following reviews documented and implemented	■ Reporting information
INTERNAL AUDITING		

AIM: Systems are in place to establish whether site procedures are effective and working		
FS.e (REVISED) **A schedule for internal audits is documented and implemented**	■ Audits undertaken across the site, covering all procedures and practices relevant to the scope of the standard ■ Schedule details: – the activities to be audited – frequency of auditing activities, based on risk ■ As a minimum, schedule includes quarterly audits spread throughout the year ■ All activities are covered within the schedule at least annuallyInternal audits undertaken by someone: – independent of the process being audited (either somebody in house but independent of the processing activity or somebody external to the company) – trained in auditing	■ Audit schedule
FS.e.1 **Where internal audits identify non-compliance, corrective action is implemented**	■ Where applicable the management team are involved in agreeing the appropriate corrective action	
FS.e.2 **Results and corrective action for all internal auditing undertaken must be kept and reported to the management team**	■ Record details the date, auditor, results, root cause analysis, corrective and preventative actions to be undertaken	■ Corrective actions
FS.e.3 (NEW) **A schedule for internal inspections to ensure the factory environment and processing equipment are maintained is documented and implemented**	■ As a minimum, inspections include: - hygiene inspections to assess cleaning performance - fabrication inspections to identify risks to product from the building and/or equipment ■ Frequency of inspections carried out on a risk basis, no less than once a month in open product areas	■ Hygiene and fabrication inspections

SITE (ST)

STANDARDS	HOW YOU WILL BE MEASURED
BUILDINGS, FACILITIES AND EQUIPMENT	
AIM: The premises is maintained in a manner suitable for food production	
ST.a **The site perimeter and grounds must be maintained in a clean and tidy condition**	▪ Vegetation is managed ▪ Rubbish and redundant equipment are kept in designated areas, separate from the lairage, livestock feed, packaging storage and food production areas ▪ Rubbish does not accumulate
ST.a.1 **The premises must be designed, fabricated and finished in a manner suitable for its intended purpose and protect product from contamination risks**	▪ The building is designed to prevent the entry of pests, minimise the accumulation of dirt, condensation and mould, and avoid the shedding or flaking of paint ▪ Windows and doors capable of being opened are screened and protected to prevent the entry of pests ▪ Glass windows in production and storage areas are protected against breakage ▪ Air conditioning/ ventilation equipment is not a cause for contamination ▪ Drains in the production and storage areas are fitted with covers and traps, to collect meat/ materials and prevent the entry of pests ▪ Waste water does not accumulate within the facility
ST.a.2 **Equipment must be constructed of materials suitable for food production and designed to allow thorough cleaning and disinfection**	
STAFF AND VISITOR FACILITIES	
AIM: Suitable facilities are available to staff and visitors (including, but not limited to, contractors, farmers, hauliers) to uphold hygiene standards	
ST.b **Designated, suitably designed changing and toilet facilities must be provided for all staff and visitors**	▪ Facilities allow direct entry to production without having to go through any external areas ▪ Toilets do not open directly into storage and food production areas
ST.b.1 **Facilities must be provided to segregate clean protective clothing, from all other clothing and personal items**	▪ Facilities allow the storage of outdoor clothing and personal items, separate from site protective clothing ▪ Clean and dirty protective clothing is stored separately i.e. in separate containers
ST.b.2 **Handwashing and drying facilities must be provided at all access points to food production, storage and packing areas**	▪ Hand washing facilities include water at a suitable temperature to encourage handwashing, non-perfumed soap and hand sanitiser ▪ Facilities are not hand operated, i.e. the facilities are knee, elbow or sensor operated ▪ Drying facilities include single use towels or electric hand driers
ST.b.3 **Effective, clean and tidy boot washing facilities must be provided on entrance and exit to the lairage and all production areas**	▪ System effective for the type of footwear worn ▪ Food-safe disinfectants used throughout the site ▪ Unless site-specific boots are worn in the lairage, wash facilities and disinfectant facilities are provided. The disinfectant provided must be approved by Defra and supplied at General Order's rates ▪ Site users are aware of the requirement to clean boots upon entry and exit
ST.b.4 **Smoking is only permitted in designated areas**	
ST.b.5 (NEW) **Catering facilities (if provided on site) must be suitably controlled to prevent contamination of products**	▪ Catering facilities include vending machines ▪ Controls prevent introduction of allergens to the site and/or sources of food poisoning
FOREIGN BODY AND CONTAMINATION CONTROL	
AIM: Effective systems prevent the contamination of product by foreign-bodies	
ST.c **Controls must be in place to prevent contamination of product by wood**	▪ Wood, including wooden pallets are not used in areas where there is open food (production or storage), unless it is shrink wrapped ▪ Wood is kept in designated areas

ST.c.1 (REVISED) **Controls must be in place to prevent contamination of product by glass and brittle materials**	▪ Glass and brittle materials not allowed in open food areasunless they have been protected. Includes bulbs and strip lights (including those on electric fly killer devices) ▪ Glass windows are protected from breakage if they pose a risk to product ▪ A record of where glass or brittle materials are in place on-site is kept and the items regularly checked for damage – the frequency of checking is determined by location and risk – damage is investigated, repairs undertaken whereapplicable and recorded	▪ Glass/ brittle materials record, damage record

ST.c.2 (REVISED) **A documented procedure for the handling of glass and brittle material breakages must be in place**	▪ Procedure is trained out to relevant staff and implemented as necessary ▪ As a minimum, procedure includes actions (in the event of breakage) to: • quarantine affected product • clean affected area • 0000assessment of affected areas and authorisation to continue production • inspect clothing/footwear • safely dispose of contaminated product	▪ Documented procedure
ST.c.3 **Controls must be in place to prevent contamination of product by metal implements such as knives, blades, needles and wires**	▪ Knives, scissors, blades are identified (i.e. number, initials)and recorded on a register ▪ A system of daily checks for knife damage and reporting ofdamage or loss to the line manager is in place	▪ Knife register
ST.c.3.1 **A documented procedure for the damage or loss of metal implements must be in place**	▪ Procedure is known to relevant staff and implemented asnecessary	▪ Documented procedure
ST.c.4 **Controls must be in place to prevent contamination of product by metals used in packaging and documentation**	▪ Drawing pins, staples and paper clips are banned from production areas ▪ Pens in use in production areas are metal detectable, all-in-one type	
ST.c.5 **Controls must be in place to prevent contamination of boneless products by bone (New)**	▪ Not applicable to bone-in products	
ST.c.6 (REVISED) **Where other potential contaminants are identified, controls must be in place to prevent contamination**	▪ Contaminants other than those listed above, as identified by the site ▪ Includes, where applicable, control of pens in open product areas and raw material packaging (when debagging/deboxing)	
PEST CONTROL		
AIM: Systems are in place that prevent the occurrence of pest infestation and contamination of products by pests. Pests include, but are not limited to flies, insects and rodents		
ST.d (REVISED) **The site must have an effective pest control system in place**	▪ System includes, but is not limited to, site proofing, baiting,trapping ▪ Evidence that control systems are effective through regular checks for vermin activity ▪ Frequency of checks are risk assessed ▪ Risk assessment reviewed whenever there is a change to the site which could have an impact on pest control and/or a pest issue has occurred ▪ The procedures put in place are documented in a Pest Control Plan	▪ Pest control plan ▪ Risk Assessment

ST.d.1 (REVISED) **The Pest Control Plan provides details on how vermin is managed and monitored**	▪ The plan includes a site map that details current positions of bait points,electric fly killers, pheromone traps, etc. ▪ The plan includes measures to prevent bird ingress and/or roosting above loading/unloading areas ▪ Bait points are numbered ▪ The plan details the frequency and type of inspections ▪ Pest control devices e.g. electric fly killers are positioned to avoid flyinginsects crossing processing areas ▪
ST.d.2 (REVISED) **The pest control system must be managed by competent people**	▪ Managed by either a competent pest control contractor or a nominated trainedstaff member with the accountability to make decisions ▪ Contractor competency demonstrated by membership of the BPCA, accredited membership of the NPTA or by the pest controller holding arelevant qualification ▪ Staff member training meets legal requirements for training or registration and includes content on the selection of appropriate pesticides specifically approved for the intended situation and how to safely use them in accordance with manufacturer's instructions ▪ Staff are aware of the signs of pest activity and report these promptly to a manager
ST.d.3 **Where baits are used, they are suitable for use and used in accordance with manufacturer's instructions**	▪ Baits used are legally approved products, for the area that they are beingused (as indicated in the manufacturer's instructions) ▪ Baits are palatable to vermin i.e. not mouldy or decayed, and replaced asrecommended by the manufacturer's instructions ▪ Baits used are suitable for the target species ▪ Baits are secure and inaccessible to non-target species
ST.d.4 (REVISED) **Pest control inspection reports must be kept and regularly reviewed to improve compliance**	▪ Results of pest reports are reviewed and analysed for trends at least annually or in the event of an infestation ▪ Reports demonstrate that the site is actively managing pest control withno non-managed recurring issues
ST.d.5 (NEW) **A pest management survey to review the pest control system is carried out and documented**	▪ Pest management survey is undertaken by a pest control expert at least annually ▪ Pest control expert is a different person to whom undertakes the site's routine pest control inspections ▪ Survey reviews the site's pest control system and makes recommendations for change, if required ▪ Survey takes place at a time which allows inspection of facilities/equipment particularly where stored product is at risk of vermin RECORD: Pest Management Survey

STANDARDS	HOW YOU WILL BE MEASURED	
CLEANING		
AIM: The site and equipment is clean and hygienic, suitable for food production		
ST.e **A risk assessed, cleaning schedule is implemented**	▪ Schedule outlines the site area/ equipment to be cleanedand the frequency of cleaning	▪ Risk assessment
ST.e.1 **Documented procedures for cleansing anddisinfecting the site must be implemented**	▪ Documented procedures outline the methods of cleaningfor each site area/ equipment, chemicals, responsibilities ▪ Cleaning methods include cleaning as you go and deepcleaning ▪ The procedures are implemented to ensure a site area/equipment that is of suitable visual cleanliness	▪ Cleaning schedule
ST.e.2 **Facilities must be provided for the cleaningof equipment and disinfection knives**	▪ Equipment includes machines, tools, utensils cutting boards and trays ▪ Facilities to disinfect knives by water or chemical means are available ▪ If the disinfecting facilities are “water only” the facility enables blades to be fully immersed, the water is changed regularly and the water has a minimumtemperature of 82°C ▪ When temperature of water or chemical concentration are important factorsin the effectiveness of cleaning/ disinfecting, water temperature/ chemical concentration is regularly monitored	
ST.e.3 **Checks must be in place to verify that knife sterilisers function at correct temperatures**	▪ Where the check identifies non conformity, the root cause isdetermined and corrective action is implemented	▪ Corrective actions
ST.e.4 (REVISED) **Prior to the commencement of production,a visual cleanliness check of the area and equipment must be undertaken**	▪ Limits of acceptable and unacceptable cleaning performance are defined for food contact surfaces and equipment ▪ Limits are based on potential hazards to the production processing area e.g. foreign-body or product-to-product contamination ▪ Responsible staff undertake the checks using the limits set ▪ Where results are outside acceptable limits the root cause is determined,corrective action is implemented and records kept	▪ Corrective actions ▪ Acceptable & unacceptable cleaning performance limits
ST.e.5 (REVISED) **A risk-based environmental monitoring programme of testing must be in place to verify the effectiveness of the cleaning procedures**	▪ A sampling protocol is documented and includes identification of sample locations and frequency of testing ▪ Testing reports are trended and reported to senior management ▪ Test methods are identified in the sampling protocol and include rapid ATP or protein swab testing and/or microbiological testing ▪ Control limits are defined ▪ Where testing identifies an issue, the root cause is determined and corrective action is implemented. Where appropriate, the cleaning procedure is adjusted and preventative action plans put in place ▪ The environmental monitoring programme is reviewed, as a minimum, annually and sooner if there is a need e.g. a change in conditions/process flow/equipment or product with positive test results	▪ Sampling protocol ▪ Testing reports
ST.e.6 (REVISED) **Chemical products must be suitable for useand used in accordance with manufacturer instructions**	▪ Only food grade chemical products are used in food production and storage areas ▪ Products are used as they were intended, in accordance with manufacturer’s recommended dilution rates and otherinstructions ▪ Products carry an appropriate label allowing easy identification ▪ COSHH data sheets for chemicals in the store are held ▪ Relevant staff trained to understand outcome of COSHH	▪ COSHH data sheets ▪ COSHH training records

	risk assessment	
ST.e.7 **Chemical products must be storedappropriately**	■ Cleaning chemicals have their own designated, lockable storage areas (cage/ room) away from food and packaging ■ Storage areas are kept locked when not in use ■ Access to chemicals are limited to employees that aretrained and authorised to use the chemicals ■ Food grade and non-food grade chemicals are storedseparately	■ Training records

STANDARDS	HOW YOU WILL BE MEASURED	
WATER, GAS AND ICE QUALITY		
AIM: Safe, suitable water, ice and gas is used in food production		
ST.f **Water and ice used in food production or for cleaning must be safe for use**	▪ All water and ice is from a potable source ▪ A programme of microbiological and chemical testing of water and ice is undertaken at a frequency based on risk and previous results. Samples are taken from random outlet points (e.g. tap, hose end) ▪ Water and ice test results are trended ▪ Where a test identifies an issue, the root cause is determined and corrective action is implemented	▪ Testing schedule, results and corrective actions
ST.f.1 **A map of the water supply must be kept**	▪ A schematic map of the water supply and water points on the site	▪ Water supply map
ST.f.2 **Gases used in packed product must be food safe and purchased from approved sources with a certificate of conformance**	▪ Documentation from supplier confirms suitability for food use and certification information	▪ Gas safety certificates
MAINTENANCE		
AIM: Buildings and equipment in use is well maintained, working correctly and poses no contamination risks		
ST.g **A documented plan for planned, preventative maintenance of buildings and equipment must be implemented**	▪ Plan details – location (site area or equipment name and location) – frequency of planned maintenance ▪ Frequency of planned maintenance based on risk assessment and manufacturer's instructions	▪ Maintenance plan
ST.g.1 **Maintenance procedures must be carried out in a manner that poses no risk of product contamination**	▪ Applies to planned maintenance or emergency and temporary repairs ▪ Where maintenance occurs in situ steps are taken to reduce the risk of contamination, including, but not limited to: – tool control, i.e. checking of tools in and out of the area – removal or protecting product or work areas from contamination – removal of lighting units from the processing area in order to replace glass tube bulbs or use of shatterproof or protected bulb	
ST.g.2 **Lubricants used on equipment used in the food production and storage area must be suitable for food contact and free from allergens**		
ST.g.3 **Following maintenance, the area or equipment is clean and free from contamination risks**	▪ Following maintenance the production area is cleansed and disinfected ▪ A hygiene clearance check with documented sign off is completed before production recommences and the area or equipment is used	▪ Hygiene clearance check
ST.g.4 **A record of all maintenance carried out and subsequent hygiene clearance checks must be kept**	▪ Maintenance records: – include the name of the person/ company that undertook the maintenance – state the maintenance undertaken, and the date of the maintenance – the date of the hygiene clearance check	▪ Maintenance records

STANDARDS	HOW YOU WILL BE MEASURED	
ON-SITE LABORATORIES		
AIM: On-site laboratories are operated in a manner that prevents product contamination. Note: standard PC.g.2 references the accreditation requirements for all laboratories		
ST.h **On-site product testing laboratories must be suitably located and designed**	▪ The laboratory is: – separate from the production area – designed and operated so that it poses no risks to product safety ▪ Operation controls include restricted access, protective clothing, sampling procedures and disposal of laboratory waste	
ST.h.1 **On-site laboratories are managed by competent staff**	▪ Staff are trained and qualified	
CALIBRATION		
AIM: Equipment is calibrated to ensure it delivers food safety and legal requirements		
ST.i **A calibration schedule for all relevant equipment must be in place and implemented**	▪ The schedule is based on risk assessment and manufacturer's instructions ▪ The schedule is specific to equipment on-site, and documented ▪ The schedule covers all equipment used that is critical to food safety and legality ▪ The schedule details equipment identifier, location and frequency of calibration (legislation and manufacturer's recommendations)	▪ Calibration schedule
ST.i.1 (REVISED) **Documented procedures for carrying out the calibration of equipment must be followed**	Procedure outlines:- calibration method including the calibration of reference measuring equipment e.g. master temperature probe, to a recognised national (i.e. ISO17025) or international standard – the parameters and critical limits for each piece of equipment – actions to be taken in the event of critical limits being exceeded	▪ Documented procedures
ST.i.2 **Where the calibration identifies equipment to be operating outside of its specified limits, the root cause must be determined and corrective action implemented**	▪ Root cause determined for critical equipment ▪ Corrective action implemented as per the documented procedures	
ST.i.3 **Calibration results must be recorded and issues rectified**	▪ Records kept detailing the result, the name of the person/ company that undertook the calibration and, where relevant, the root cause and corrective actions ▪ Equipment labelled with date of calibration, or identified and a corresponding record of calibration kept	▪ Results and corrective actions
STORAGE		
AIM: Food products and packaging are stored in a safe and hygienic manner		
ST.j **All storage facilities must be maintained in a clean, hygienic condition and be fit for purpose**	▪ No visible signs of contamination	
ST.j.1 **Products must be stored in suitable facilities**	▪ Redundant equipment stored separately to product and packaging storage areas ▪ Packaging stored separately to raw materials, food products and chemicals	

ST.j.2 **Product must be stored appropriately to minimise the risk of cross contamination**	■ Food products have no direct contact with the floor – exposed carcases and quarters hung – cuts of meat packed in containers and covered – boxed products are not placed directly on the floor (impervious pallets/ clean polythene sheeting are used) ■ Carcases are not routinely in direct contact with the wall, other products are not in direct contact with the wall at any time ■ No dripping of condensation onto exposed products ■ Wood, including wooden pallets, are not used in areas where there is open food (production or storage), unless it is shrink wrapped

STANDARDS	HOW YOU WILL BE MEASURED	
TEMPERATURE CONTROL		
AIM: Product is maintained at the correct temperature whilst on-site		
ST.k **Systems must be in place to ensure that product (including work in progress product) is held at the correct temperature throughout the production process**	■ The required temperatures for the various production areas are known ■ Temperature is regularly monitored, using suitable methods – chillers are alarmed (audible or visible), or – monitoring is of sufficient frequency (including weekends/ bank holidays if in use) to ensure temperatures are not exceeded ■ Corrective actions are taken in the event of a temperature failure ■ Documented procedures detail the system	■ Documented procedures
ST.k.1 **Systems must be in place to ensure finished meat products do not exceed the required temperatures**	■ The operational capability of the temperature control system is such that the required temperatures are achieved under maximum load ■ Cutting rooms are temperature controlled with an ambient temperature of not more than 12˚C or a risk assessed system that minimises the time that product is kept in the cutting room, is in place ■ Risk assessed system may include bringing meat into the work room progressively	
ST.k.2 (REVISED) **Following slaughter, carcases must be chilled to required temperatures**	■ Pork carcases are chilled to a maximum of 5˚C ■ Beef, lamb and non-assured pig carcases are chilled to a maximum of 7˚C ■ Poultry carcases and recovered offal are chilled to a maximum of 4˚C ■ Hot carcases are only added to a chiller containing chilled carcases if: – it does not compromise the chilling regime – the surface temperature does not rise/ it doesn't cause surface condensation on meat already in the chiller ■ Partially chilled meat only transported if authorised by the Official Veterinarian and it can be demonstrated by documented evidence ■ Hot carcases (meat transported as soon as possible after slaughter): - meet FSA requirements including the implementation of an operating procedure shared with the Official Veterinarian - are not labelled and sold as Red Tractor Assured RECORD: FSA authorisation for transport of partially chilled meat (if applicable)	
ST.k.3 **Finished meat products must not exceed the maximum required temperatures whilst on site**	■ Temperatures of chilled products do not exceed: – 7˚C beef, lamb and non-assured pork – 5˚C assured pork – 4˚C fresh poultry and cooked meats – 3°C fresh offal – 4°C sausages, burgers – 2°C minced meat ■ Temperatures of frozen products do not exceed: – -18°C Assured frozen pork – -12°C other frozen meats ■ Applies to finished products during storage and dispatch	

ST.k.4 **Records of all temperature monitoring including any corrective action undertaken must be kept**	▪ Product temperatures are regularly monitored including during weekends and bank holidays if manual monitoring methods are used	
TRANSPORT AND DISTRIBUTION		
AIM: Food products are transported in a safe, secure and hygienic manner		
ST.l **Procedures to ensure food is transported in a safe and hygienic manner are documented and implemented**	▪ Procedures are documented and apply to own vehicles, customers vehicles or those used by third party contractors ▪ Procedures include checking vehicles to ensure they are: – clean and free from any visible contamination – suitable for use – refrigerated and able to maintain product at the required temperatures ▪ A record of the check (including who completed the check) is kept	▪ Transport checks

STANDARDS	HOW YOU WILL BE MEASURED	
ST.l.1 **Food products must be transported in a secure manner**	▪ The container is locked when unattended or sealed	
ST.l.2 **Where checks identify an issue, corrective action must be undertaken**	▪ If the vehicle was found to be of an unacceptable standard, the vehicle is not used or the issue is rectified ▪ Details of the issue and corrective action are recorded	▪ Corrective action
ST.l.3 **During transport, product must be stored in a manner that minimises the risk of contamination**	▪ Food products have no direct contact with the vehicle floor – exposed carcases, quarters and bone-in cuts hung – cuts of meat packed in containers and covered – boxed products are not placed directly on the floor (impervious pallets/ clean polythene sheeting are used) ▪ Wooden storage racks or pallets are not used to store “open” meat	
WASTE		
AIM: Waste products are categorised and disposed of correctly, in a manner that prevents contamination to food products. Wastes include animal by-products and non-food waste		
ST.m **Systems must be in place to ensure wastes are identifiable, categorised in accordance with legislation and disposed of in an appropriate manner**	▪ Wastes include inedible and condemned animal by–products ▪ Wastes are stored and disposed of in accordance with their categorisation	
ST.m.1 **Waste must be stored in a controlled manner**	▪ There is no accumulation of waste on-site ▪ Wastes (including animal by-products) are stored in a manner that it does not cause contamination of product, or attract pests (within or around the production facility) ▪ Wastes are stored in appropriate containers i.e. animal by-products are stored in appropriately labelled, leak-proof containers	
ST.m.2 **Waste must be collected regularly by licensed waste contractors and a record kept**	▪ Frequency of collection prevents accumulation and reduces the risk of contamination/ attraction of pests ▪ Record details transporter name, license details, destination, quantity, description and collection date ▪ The record may be a waste transfer note from the contractor	▪ Waste records

ST.m.3 **Where required by legislation the site must hold an Integrated Pollution Prevention Control (IPPC) permit**	■ Permits from the Environment Agency held where: – an abattoir has a carcase production capacity of 50 tonnes/ day or more – a site cutting and processing has a finished product capacity of 75 tonnes/ day or more	■ IPPC permit

COOKED MEATS (CM)

STANDARDS	HOW YOU WILL BE MEASURED
HANDLING, CUTTING AND PACKING OF COOKED MEATS	
AIM: Production facilities and procedures in place to prevent the risk of cooked meats being contaminated by raw meat production	
CM.a **Dedicated high care production facilities must be in place in order to prevent contamination risks**	■ Facility physically separated from low care production areas ■ Segregation applies to the flow of product and materials such as packaging, equipment, personnel, waste airflow, air quality and utilities such as drains ■ Own dedicated entry into production
CM.a.2 **Dedicated facilities for employees working in high care production facilities must be in place in order to prevent contamination risks**	■ Dedicated high care changing facilities ■ Dedicated boot washing facilities ■ Dedicated hand wash facilities

STANDARDS	HOW YOU WILL BE MEASURED
CM.a.2.1 **Personnel who enter or work in high care areas must be provided with dedicated, clean high care protective clothing and footwear**	■ Clothing provided is colour coded or easily distinguishable to the area ■ Clothing provides protection around the neck area ■ Facilities are provided for dirty/ worn protective clothing from high care areas which prevent them coming into contact with dirty/ worn protective clothing from low risk areas
CM.a.3 **Dedicated high care production equipment must be in use in order to prevent contamination risks**	■ All equipment in use is never used in low care facility
CM.a.4 **A hygiene management system that prevents the risk of high care production areas being contaminated by low care production areas must be in place**	■ System includes: – listeria swabbing of the high care area, to a risk assessed schedule ■ The high care areas having: – dedicated cleaning facilities – dedicated cleaning equipment – dedicated cleaning chemicals and chemical storage areas – dedicated cleaning staff
CM.a.5 **Systems must be in place to ensure all maintenance tools used in the high care area are clean**	■ Routinely used maintenance tools are dedicated to the high care area ■ Rarely or occasionally used tools may be shared with the low care areas, provided they are cleaned and sanitised prior to entering the high care area
CM.a.6 **Cooked meats must be packed in a way to maintain integrity and safety during storage and transport**	■ Double packed during transport
CM.a.7 **Cooked meats must be stored in a dedicated cooked meat storage area with no opportunity for contact with open or packed raw meats**	■ No raw meats in cooked meat storage area
CM.a.8 **Cooked meats must be segregated during transport in a manner that prevents product or packaging coming into contact with open or packed raw meat**	■ Where a vehicle has been used to transport open raw meat the vehicle is thoroughly cleansed and disinfected before being used for packed cooked meats

THIRD PARTY STORAGE (TP)

STANDARDS	HOW YOU WILL BE MEASURED	
THIRD PARTY STORAGE		
AIM: To ensure that third party storage conditions do not compromise product quality, safety or traceability and integrity		
TP.a **Where third party storage facilities are being used to hold product, a contract or formal agreement must be in place with the provider defining storage requirements**		
TP.a **Checks of storage providers must be conducted to ensure they are meeting requirements**	■ Either schedule of checks in place and reports kept, or ■ Facilities are BRC (or equivalent) certified with the appropriate activity listed within the scope	■ Third party site accreditation or check reports

PRODUCTION & PROCESS CONTROLS (PC)

STANDARDS	HOW YOU WILL BE MEASURED	
PROCESS CONTROLS		
AIM: The entire production process is controlled to protect food safety		
PC.a **The flow of the process from intake to dispatch must be controlled in order to prevent cross contamination between production areas, by people, equipment or waste**	▪ Restrictions are in place to minimise movement of people between dirty and clean areas ▪ Where movement between dirty and clean areas occurs, risk assessed controls such as designated protective clothing and clean protective footwear are in place to reduce the risk of contamination	
PC.b **Systems must be in place to thaw frozen products in a controlled manner**	▪ Thawing is undertaken in accordance with documented procedures that outline the temperature and time requirements ▪ Thawing is undertaken under temperature controlled conditions that ensure the surface temperature does notexceed 7°C for beef, lamb and pork and 4°C for poultry	▪ Thawing protocol
PC.b.1 (NEW) **Equipment settings must only be completed by trained and authorised staff**	▪ Applies to equipment where settings are critical to the safety or legality of the product ▪ Controls are password protected or restricted, where applicable	
PC.b.2 (NEW) **Where online check weighers are used, a procedure must be documented to cover operation and testing**	▪ As a minimum, procedure includes: – regard to any legal requirements – named staff responsible for testing – method and frequency of testing – operating effectiveness	▪ Online check weigher procedure ▪ Test results
PACKAGING MANAGEMENT		
AIM: Clean, food-safe packaging is used to protect food products		
PC.c (REVISED) **Packaging must be purchased from approved sources**	▪ The approval system manages any risks to the site and may include supplier audits, supplier questionnaire or recognition of third party certification ▪ Warranties are received for packaging that is described as food safe ▪ Only the correct version of packaging (e.g. where labels or printed packaging has changed) is accepted on site and released into production i.e. no obsolete packaging is accepted on site	▪ Packaging approval
PC.c.1 (REVISED) **Packaging must be suitable for its intended use, as confirmed by up to date specifications**	▪ Up to date and formally agreed specifications available for all packaging (if not formally agreed, site can demonstrate that it has taken steps to ensure a formal agreement is in place) ▪ The specifications detail the suitability and legality of the packaging for its intended use ▪ Packaging that is in direct contact with food is food safe ▪ As a minimum, specifications are reviewed every 3 years or sooner if changes occur	▪ Packaging specifications ▪ Specification review
PC.c.2 **A documented procedure for the receipt of packaging must be in place detailing checks that must be carried out**	▪ Procedure sets out: – visual checks that must be carried out – certification checks that must be carried out	▪ Documented procedures including Certificates of Conformity
PC.c.3 **Packaging must be stored in a suitable, clean, pest-free area**	▪ Packaging stored separately to raw materials, chemicals and waste ▪ No evidence of pest contamination or damage	

PC.c.4 **Packaging must be able to be moved to the point of use, without the risk of contamination**	
PC.c.5 (NEW) **Systems must be in place to prevent the use of obsolete packaging, including labels**	▪ A documented procedure details the control and disposal of obsolete packaging which includes the disposal of obsolete printed materials e.g. rendering trademarked materials unusable RECORD: Documented procedure
PACKING AND LABELLING	
AIM: Products are labelled correctly	
PC.d (REVISED) **Systems must be in place to ensure that products are packed and labelled with the correct packaging/ labelling**	▪ A documented procedure details the system and checks that are made – positive release of packaging/ labels to the packing line – checks verify that artwork approval from Red Tractor in writing (email) confirms the correct Red Tractor logo use for the product ▪ System includes: – before, during, when changing batches of packaging material and at the end of a packing run, checks are made that the correct packaging and labelling is or was in use – checks include verification of any printing carried out at the packing stage including as appropriate, date coding, batch coding, quantity indication, price information, bar coding, country of origin, allergen information – following product changes, checks are made that the correct packaging and labelling is in use – positive release of packaging/ labels to the line – after the packing or labelling run, left over packaging is removed ▪ The system is managed by responsible, competent and trained persons ▪ Where offline coding or printing of packaging material occurs, any changes to printing parameters are completed by an authorised member of staff ▪ For online verification equipment e.g. bar code scanners, the equipment is tested to ensure it is working correctly and can reject product when packaging information is out of specification - testing frequency based on the site's ability to identify, hold and prevent the release of any affected materials should the equipment fail RECORD: Documented procedure, Red Tractor artwork approval
PC.d.1 (NEW) **Cooking instructions on packaging must be validated**	▪ Product cooked according to instructions produces a consistently safe and ready-to-eat product ▪ Applies only to packaging where cooking instructions are present

STANDARDS	HOW YOU WILL BE MEASURED	
METAL DETECTION OF FINISHED, PACKED PRODUCT – applicable to finished retail packs of beef, lamb and pork products; all poultry products; all high care products		
AIM: Prevention of contamination of products by metal		
PC.e (REVISED) **Systems must be in place to minimise the risk of contamination of product by metal**	▪ Finished retail packs and product for direct sale to consumers (including vacuum and modified atmosphere packs) are: – metal detected or X-rayed in accordance with a documentedprocedure, or – the risk of contamination is reduced through the use of alternative methods of protection in accordance with a documented procedure, the reliance on which is supported by a risk assessment – Documented procedure includes the type, location and sensitivity of the detection and/or removal method – the risk assessment considers the risks relevant to the method chosen and, where relevant, consideration is given to supplier approval audit findings, supplier previous performance, customer complaints, product source, risks associated with the production process, the nature of the product and the possible end use – any evidence that risks have not been adequately controlled (e.g. a customer complaint of metal contamination) results in a complete review of the risk assessment and the protection method chosen. The decision to not metal detect is fully reviewed by senior management. The reviews are documented – where metal detectors or X-ray equipment are used, they identify contaminated product i.e. contaminated product is eitherautomatically rejected and diverted from the line or the line stops, with an alarm	▪ Metal risk assessment and procedures
PC.e.1 (REVISED) **Documented procedures must be implemented when the metal detector or X-ray equipment detects contaminated product**	▪ Procedure outlines the actions to be taken when contaminated products are detected, including: – re-testing requirements – investigating to identify the contamination – when products must be destroyed	▪ Metal detection procedure
PC.e.2 **Where a product is found to be contaminated with metal, the source of contamination must be investigated and action taken to prevent a reoccurrence**		
PC.e.3 (REVISED) **Metal detectors or X-ray equipment must be tested regularly for correct functioning, in accordance witha documented procedure**	▪ Documented procedures detail the frequency, methods and recording of the results of checksWhere metal detectors are used, the documented procedures include: - type of test material i.e. separate pieces of ferrous metal, stainless steel and non-ferrous material (or if a foilcontainer is used, ferrous only) – size of test material for the different product types – placement of the test material to check accurate detection (i.e. placing at the point of lowest sensitivity, passing through the centre of the detector)	▪ Metal detecting test procedures
PC.e.4 (REVISED) **Where a test on a metal detector or X-ray equipment fails, corrective actions must be implemented**	▪ Actions include stopping use of the affected machine (where necessary stopping the production line); retesting all available products that have passed through the detector since the last successful test; and recording and reporting of the issue and corrective action to senior management	▪ Corrective action

STANDARDS	HOW YOU WILL BE MEASURED	
ALLERGEN MANAGEMENT – applicable to sites handling known allergens		
AIM: Effective management of allergens to minimise the allergen contamination of products		
PC.f (REVISED) **Where a site is handling known allergens, risk assessed procedures must be in place to minimise the risk of allergen contamination of products**	▪ Risk assessment is used to identify the potential allergens on site and the risks that need controlling, including review of raw material specifications ▪ Procedures are in place to control the risks and prevent cross contamination (cross-contact) of any product not containing the allergen. These may include (but are not limited to): – segregating allergen containing products from others – scheduling of production to segregate production of allergen containing products from others by time – use of dedicated production equipment for products containing allergens – use of separate or additional protective overclothing when handling allergenic materials – use of dedicated cleaning equipment for products containing allergens – appropriately managing waste, spillage, rework, employee movements, food brought onto site by staff, etc. RECORD: Risk assessment procedures	
PRODUCT TESTING		
AIM: Testing to ensure products are safe and legal and procedures are working		
PC.g (REVISED) **A risk assessed schedule of finished product testing must be in place**	▪ A risk assessment determines the frequency of testing ▪ Testing schedule is documented, along with testing methods and specified limits ▪ Tests may be: – microbiological – chemical e.g. fat, speciation, allergies, chemical residue limits (e.g. MRLs for Quaternary Ammonium Compounds found in cleaning chemicals) – Physical – Organoleptic ▪ Test results are reviewed regularly to identify trends ▪ Test results are kept for 3 years	▪ Testing schedule and results
PC.g.1 (REVISED) **Where testing identifies non-conforming products, corrective action must be implemented**	▪ Where non-conformities and/or unsatisfactory trends are identified, the root cause is determined and corrective and preventative action is implemented where applicable ▪ All relevant details are recorded and reported to senior management	▪ Corrective action
PC.g.2 **Any testing carried out that is critical to product safety and legality, is to internationally recognised methods in appropriately accredited laboratories**	▪ Laboratories are accredited to ISO 17025, CLAS, Lab Cred or equivalent. Accreditation is demonstrated by a current certificate ▪ Applies when sites undertake testing in house or subcontracts testing	▪ Lab certificate
CONTROL OF NON-CONFORMING PRODUCT		
AIM: Non-conforming product is handled appropriately		
PC.h **Non-conforming products must be dealt with appropriately, in accordance with the site's documented procedure**	▪ The procedure details the action to be taken which may include re work; quarantining or rejection; destruction ▪ Destruction or waste disposal is carried out in accordance with legislation ▪ Non-conforming products must be clearly labelled/ identified as such ▪ Where a non-conformity is in relation to safety of the product, a root cause is undertaken and all relevant details recorded	▪ Non-conformity root cause

STANDARDS	HOW YOU WILL BE MEASURED	
ABATTOIR SPECIFIC PROCESS CONTROLS FOR RED MEAT AND POULTRY		
PC.i (REVISED) **Systems must be in place to check the fitness of livestock for human consumption**	▪ Food Chain Information is received and reviewed for all incoming livestock to verify livestock are, for example, not within withdrawal period, not showing signs of abnormality, are within a Salmonella Control Plan (pigs & poultry) etc ▪ All incoming livestock are visually assessed for signs of disease or conditions ▪ Livestock considered unfit for human consumption are rejected and handled/ disposed of accordingly	
PC.i.1 **Systems must be in place to ensure that livestock are of suitable cleanliness at slaughter**	▪ A documented Clean Livestock Policy is in place that sets out the site's livestock cleanliness standards ▪ The requirements of the policy are communicated to suppliers and all incoming livestock checked against it ▪ Where the requirements of the clean livestock policy are not met at intake, corrective action is implemented	▪ Clean livestock policy
PC.i.2 (REVISED) **Where the monitoring identifies suppliers failing to meet the sites requirements, corrective action must be implemented**	▪ Corrective action may include reminding the supplier of the site requirements(verbally and formally)Corrective action includes reporting the issue to the appropriate farm assurance scheme. If a supplier is a Red Tractor Assured farm or transport member, the issue is reported via the Red Tractor Industry Checker. Detail is provided in the Appendix	▪ Corrective actions
RED MEAT ONLY PROCESS CONTROLS		
PC.j **Systems must be in place to prevent cross contamination between species on the slaughter line in multi species abattoirs**	▪ Slaughter of different species separated by time and cleaning or space (e.g. separate slaughter lines and separation in storage)	
PC.j.1 **Risk assessed systems that minimise contamination of the carcase must be implemented**	▪ Systems in place to avoid contaminating the carcase during the bleeding and dressing (evisceration, skinning) process by: – use of clean, regularly sterilised knives – carrying out evisceration in a manner to avoid spillage of the digestive tract – dealing with gut bursts/ removing abscesses during the evisceration process ▪ Systems in place to avoid contamination of the carcase by wastes produced on the production line ▪ Systems in place to remove, test and dispose of Specified Risk Material (in accordance with legal requirements and a documented procedure) ▪ The production line is designed to reduce the likelihood of carcases touching one another and prevents them touching surfaces (walls etc.) within the site	
PC.j.2 **Systems must be in place to identify, isolate and deal with diseased, dirty or otherwise contaminated carcases**	▪ Carcases are regularly checked along the production line for signs of contamination ▪ Carcases dealt with in accordance with a documented procedure ▪ Carcases may be trimmed where the contamination is minor, or partially or fully rejected for human consumption where the contamination is more major and/or the nature of the contamination is that the carcase cannot be made to be food safe ▪ Where the carcase is rejected, the root cause is investigated and appropriate corrective action implemented	
POULTRY ONLY PROCESS CONTROLS		

PC.k (REVISED) **Risk assessed systems that minimise contamination of the carcase must be implemented**	▪ Staff in contact with carcases wash hands regularly to avoid spreading contamination ▪ The evisceration process design minimises contamination of the carcase. Venting is undertaken in a way that avoids the rupture of the intestinal tract ▪ At appropriate points along the production line carcases are washed, inside and out, with clean potable water ▪ The design of the line minimises the risk of carcases touching one another and prevents them touching surfaces (walls etc.) within the site ▪ Birds are inspected post plucking to ensure: – feather removal has effectivelytaken place – there is minimal physical damage caused by factory, farming or catching operations

STANDARDS	HOW YOU WILL BE MEASURED
PC.k.1 (REVISED) **Systems must be in place to identify, isolate and deal with diseased, dirty or otherwise contaminated carcases**	▪ System includes the identification of Salmonella positive flocks ▪ Salmonella positive flocks are processed in line with HACCP principles – measures in place so that positive carcases are kept separate from other carcases ▪ Carcases are regularly checked along the production line for signs of contamination and disposed of into category 2 waste stream ▪ Carcases dealt with in accordance with a documented procedure ▪ Where the contamination is minor the carcase may be portioned condemned. Where more major the nature of the contamination is that the carcase cannot be made to be food safe and is disposed of into category 2 waste stream ▪ Where condemned carcases exceed expected levels the root cause is investigated andappropriate corrective action implemented ▪ Carcases are clean and free from contamination prior to deboning
PC.k.2 **Systems must be in place to minimise the risk of staff handling raw poultry meat coming into contact with packaging**	

SITE SECURITY & FOOD DEFENCE (SF) (NEW SECTION)

STANDARDS	HOW YOU WILL BE MEASURED
AIM: Systems in place which prevent malicious actions occurring to product, premises and brands whilst on site	
SF.a (NEW) **A threat assessment plan is documented**	▪ Threat assessment considers any potential risks to products from a conscious and intentional attempt to inflict contamination and/or damage ▪ Threat assessment considers internal and external threats to the site ▪ Output from the assessment is the threat assessment plan ▪ At a minimum, the threat assessment plan is formally reviewed annually or sooner if a new threat is identified or where a food defence/product security incident has occurred ▪ For raw materials and/or products identified as a risk, the threat assessment plan details controls to mitigate the risks ▪ Controls are documented in the plan and reviewed at least annually RECORD: Threat assessment plan
SF.b (NEW) **Areas on site identified as a risk are defined, monitored and controlled**	▪ Areas include, but not limited to: - external storage areas – Goods-in/intake of raw materials (including packaging) ▪ Only authorised personnel have access to production and storage areas
SF.c (NEW) **Staff are trained in site security procedures and food defence**	RECORD: Staff training records

PEOPLE (PL)

STANDARDS	HOW YOU WILL BE MEASURED
ACCESS	
AIM: Unauthorised access to the site is prohibited	
PL.a (REVISED) **Controls must be in place to ensure that only authorised personnel have access to the site**	▪ Personnel include, but is not limited to, staff/employees, visitors and contractors ▪ Visitors to the site report into central office/ reception before being given access to the site and entering production areas ▪ A visitor recording system is in place ▪ Visitors are given clear instructions on where they may go when on-site or are accompanied ▪ Controls may include site security staff, lock/ card accessed facilities
PERSONNEL HYGIENE	
AIM: Personnel (staff, including seasonal and temporary staff, contractors, engineers and visitors) do not cause a risk to product safety	

PL.b (REVISED) **The site must have documented, communicated and implemented standards setting out the hygiene requirements for personnel**	■ Personnel include, but is not limited to, staff, visitors and contractors ■ Hygiene requirements are communicated through visitor sign in forms/ posters/ staff handbooks/ induction training, etc. ■ The hygiene requirements cover the hygiene standards (including methods of dressing), jewellery policiesand movement restrictions or hygiene requirements when moving between production areas ■ Hygiene standards adhered to at all times by personnel entering food production areas ■ The hygiene standards include the requirement for personnel to: • keep fingernails short, clean and free of nail varnish. No false fingernailsare worn • not wear perfume, aftershave or excessive make up • cover cuts and sores with blue, waterproof, metal detectable dressings • wash and sanitise hands and exposed forearms on entry and exit to foodproduction areas, and in abattoirs as needed during the evisceration process at a frequency appropriate to the risk of contamination • wash protective clothing e.g. aprons at a frequency appropriate to the riskof contamination ■ The hygiene standards include the requirement to successfully test a sample of dressings/plasters through the metal detection equipment (where used) and records are kept	■ Hygiene standards
PL.b.2 **The site must have a documented and implemented personnel jewellery policy**	■ The policy requires personnel in the food production and storage areas to not wear jewellery, with the exception of: – a plain wedding band – jewellery for medical or religious reasons, if a risk assessment has shown minimal risk to food safety and the jewellery is not exposed	■ Jewellery policy

STANDARDS	HOW YOU WILL BE MEASURED	
PL.b.3 **Systems are in place to avoid personnel introducing contaminants from outside of the production area**	▪ Captive footwear is washed on entrance and exit of food production areas ▪ Where movement between clean and dirty areas occurs, controls such as a change in protective clothing and footwear are in place	
PL.b.4 **The site's policy for staff bringing their own-food onto site and how that food must be stored, must be documented and communicated**	▪ The policy details how allergens are managed and the storage facilities available to staff	▪ Own food policy
PERSONNEL HEALTH		
AIM: Personnel are fit to work/ visit and pose no risk of product contamination		
PL.b.5 **The health requirements of the site must be outlined to personnel prior to commencing work, or visitors entering food production areas**	▪ New employees include those employed seasonally or temporarily ▪ Visitors to an abattoir may include hauliers or farmers delivering livestock	
PL.b.6 **A completed health questionnaire or medical certificates are held for all personnel before entry to food production or storage areas**	▪ Completed questionnaires or certificates held for staff ▪ Completed questionnaires held for visitors ▪ Questionnaires/ copies of certificates kept for 3 years	▪ Questionnaires / certificates
PL.b.7 **Illness and disease of people entering a food production or storage area or likely to come into contact with food must be dealt with in accordance with the relevant Food Standards Agency regulatory guidance note (or equivalent)**	▪ Sufferers or carriers (employees, visitors or contractors) of a disease likely to be transmitted through food or afflicted, with infected wounds, skin infections, sores or diarrhoea, do not handle food or enter any food-handling area if there is any likelihood of direct or indirect contamination ▪ Any employee that comes into direct contact with food and is suffering from an illness or symptoms of the above report it (and the possible causes) to their manager ▪ An affected employee will not return to work (and come into contact with meat) until they have had 48 hours clear from the symptoms of their illness or symptoms, unless they are given written medical clearance by a GP ▪ The site holds an electronic or printed copy of the FSA's 'Food Handlers: Fitness to Work – Regulatory Guidance and Best Practice Advice For Food Business Operators 2009' (as amended)	▪ FSA guidance
PROTECTIVE CLOTHING		
AIM: The type of protective clothing worn and the manner in which they are cleaned prevent contamination of products		
PL.c **The site must have documented and communicated standards setting out the protective clothing requirements for personnel**	▪ Personnel include (but is not limited to) staff, visitors and contractors ▪ Protective clothing requirements are outlined in visitor sign in forms/ posters/ staff handbooks/ induction training, etc.	▪ Protective clothing requirements
PL.c.1 **Personnel must wear company issued, suitable and clean protective clothing and footwear correctly at all times whilst in food production and storage areas**	▪ A supply of company issued, clean clothing is available and is worn by staff, visitors and contractors ▪ Protective clothing is not a contamination risk in itself (i.e. no loose threads, buttons, external pockets) ▪ The clothing requirements depend on the person's role and may include light coloured coats, headwear, hair covers covering hair and ears and snoods for beards and moustaches – protective clothing worn in high care areas are of a design that fasten to the neck, covering all under clothing ▪ Footwear provided can be effectively cleaned. Overshoes may be used. Clogs may be used provided they can be effectively cleaned ▪ Personal clothing is not worn over or outside of protective clothing ▪ Protective clothing is not worn externally to the factory buildings	

STANDARDS	HOW YOU WILL BE MEASURED	
PL.c.2 (REVISED) **Protective clothing must be cleaned regularly to ensure it is not a source of contamination**	▪ Clothing must be regularly collected and cleaned ▪ Laundry of protective clothing may be undertaken in house or by an external approved laundry facility. Staff do not launder their own protective clothing away from the site ▪ Where protective clothing is not suitable for laundering (e.g. chainmail, gloves and aprons), they are cleaned at a frequency appropriate to the level of contamination during production (i.e. rinsed) and cleansed and disinfected/ sterilised as regularly as needed to minimise the risk of cross contamination	
PL.c.3 (REVISED) **Where protective clothing is laundered on site, documented procedures are implemented**	▪ As a minimum, procedures detail: - the wash cycle requirements including a minimum temperature of 60 degrees C or risk assessed sanitation step and use of perfume-free detergent - adequate segregation between cleaned and dirty clothes - effective cleaning of the protective clothing - if applicable, control method to protect cleaned clothes in transit on site e.g. cover bags	▪ Washing procedures
TRAINING		
AIM: All personnel are trained and competent to perform their roles		
PL.d (REVISED) **Training must be provided to all personnel to ensure they are trained and competent to perform their role**	▪ Personnel includes employees, agency-supplied staff and temporary staff ▪ Nobody starts work without an induction and supervision ▪ A documented plan which identifies what training is required for which role ▪ Where necessary training is given in different languages ▪ For roles which impact on Critical Control Points, specific training is given and a level of competency is established prior to being left to complete the task unsupervised ▪ Where training needs to be undertaken on the job, the employee is signed off as competent before being left to work unsupervised ▪ All relevant personnel are trained in the site's labelling and packing processes in order to ensure correct labelling and packing of products ▪ Competency of contractors is verified by checking their membership to a recognised scheme/s, where these are available	▪ Training plan, on the job training sign-off, contractor competency checks
PL.d.1 **The ongoing performance of staff must be monitored and updates or refresher training given as needed**	▪ Training needs for each role and employee are reviewed and where needed refresher training is given	
PL.d.2 (REVISED) **Records of training must be kept**	▪ A training record is available for all, including: – name – start date and confirmation of attendance – training given – date of training – duration of the training – training provider – ongoing performance monitoring results or appraisals – For internal courses, a reference to the material, work instruction or procedure that is used in the training ▪ Where staff are trained to undertake specific tasks, this is listed in the record ▪ Records kept for at least 3 years after staff member has left employment ▪ Training records include any relevant certificates of competency or licences held by the individual	▪ Training record

PL.d.3 **Managers, teams and other persons with positions of accountability must be able to demonstrate continuous professional development**	▪ They have access to external technical support and information, current relevant legislation and codes of practice ▪ They attend training/ information events	▪ Training record

END