SALSA

Safe and Local Supplier Approval

Issue 6 - Summary of Change

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NEW! Success with SALSA

SALSA certification is only granted to small and micro producers who can demonstrate that they are able to produce safe, legal food and drink, and are committed to continually meeting the requirements of the Standard. Joining the SALSA Scheme and implementing the standard, supports the development and maintenance of an effective food safety culture.

Food Safety Culture encompasses 'the attitudes, values and/or beliefs which are prevalent at the site, relating to the importance of product safety and the confidence in the product safety systems, processes and procedures used by the site. This includes;

- Leadership, strategy and a plan to ensure the production of safe food consistently
- Awareness, engagement and commitment of all employees in the importance of safe production and distribution of food
- Clear communication and understanding of roles and responsibilities and their interactions for all employees in the food business
- Maintaining the integrity of the food safety management system, through verifying controls in a timely and efficient manner and documentation is up to date
- Continual improvement of the food safety management system, taking into account changes and developments in science, technology and best practices.
- Availability of sufficient resources and facilities to ensure the consistent, safe and hygienic handling of food.

These guiding principles support an effective **Food Safety Culture.** During the SALSA Audit process you can expect Auditors to be looking for good examples of the above which underpin your ability and commitment to comply with the individual requirements of the Standard.

See SALSA's guide 'Success with SALSA - Food Safety Culture' for more information

This change tracker is specific for the requirements only and should be used to understand the key differences between Issue 5 and Issue 6, in preparation for your audit.

The SALSA Interpretation Guide (formerly the Guidance Notes) has been re-written for almost every requirement. This is in order to provide additional guidance, to clarify guidance compared with 'how can I demonstrate this', and more generally re-worded for enhanced clarity.

KEY:	TYPE OF CHANGE	WHAT TO DO
NC	No change	Re-worded. Current practices and documents still apply.
RN	Renumber	You may need to amend procedures/forms for the new numbering.
MC	Minor Change	Check existing wording is still appropriate and if not amend procedures/forms for the new content.
SC	Substantial Change	You will probably need to amend existing documents or write a new procedure/form to cover the additional requirement. Read the Interpretation Guide **(IG)** carefully. Check the Glossary and Tools & Tips.

SECTION 1 – PREREQUISITE CONTROLS

Statement of Intent	Prerequisite food safety controls shall be identified, documented, implemented, legally compliant and maintained throughout the business. Staff are aware of the impact they can have on achieving and maintaining SALSA certification. Roles & responsibilities are clear and the business management provides sufficient resource for an effective prerequisite control programme throughout all aspects of the business.
SC	New SOI now includes: Staff are aware of the impact they can have on achieving and maintaining SALSA certification. Roles & responsibilities are clear and the business management provides sufficient resource for an effective prerequisite control programme throughout all aspects of the business.

1.1 Training & Supervision

Ref	Requirement	NC	RN	MC	SC	Comment
1.1.1	A training procedure and records shall be in place to provide evidence that all staff can competently carry out their specific job function.			✓		Re-worded.
1.1.2	Temporary personnel shall be trained commensurate with their activity prior to starting work. Records shall be kept.	✓				
1.1.3	A programme and records of annual refresher training shall be in place for food handlers and key staff.			✓		'Food handlers' added.
1.1.4	All personnel shall be adequately supervised throughout the working period.	✓				

1.2 Personal Hygiene

Ref	Requirement	NC	RN	MC	SC	Comment
1.2.1	A personal hygiene procedure shall be in place with controls to reduce the risk of contamination from personnel and personal items. It shall be evident that these rules are understood and implemented by all personnel to prevent product contamination.		✓		✓	A Personal Hygiene Procedure is now needed and should also cover the Issue 5 clauses: 1.2.5 – 1.2.6 – 1.2.7 – 1.2.9 – 1.2.10.
1.2.2	Suitable workwear shall be worn by employees, visitors, contractors working in, or entering food handling/storage areas. Protective clothing shall be suitable for the food being handled and shall not pose a contamination risk to the product. Clothing shall be changed as necessary and laundered hygienically. Disposable protective clothing, if used, shall be controlled to avoid product contamination.		✓		✓	Was 1.2.1. 'Suitable workwear' added. Re-worded.
1.2.3	Where protective clothing is required, designated changing facilities shall be provided for all personnel, whether staff, visitor or contractor, prior to entry to food handling /storage areas. Protective		✓			Was 1.2.2.

	clothing shall be stored physically separate from outdoor clothing.					
1.2.4	For the production of High Risk/High Care products, a procedure shall be in place that describes the type of protective clothing to be worn, how to wear it and the order of changing when entering or leaving the designated changing area.		✓	✓		Was 1.2.3. Procedure now required.
1.2.5	The consumption of food and drink should not be permitted within food production and storage areas.		✓		✓	Was 1.2.4. Guidance for product tasting to IG.
1.2.6	Hand cleaning shall always be performed before entering production, handling food, after visiting the toilet and thereafter at a frequency that is appropriate to minimise risk to product.		✓	✓		Was 1.2.8. 'before entering production' added.
1.2.7	The business shall have a procedure for establishing the health status of food handlers and, for the notification by employees, temporary employees, contractors and visitors, of any relevant infectious disease or condition with which they may be suffering, or have been in contact with.		✓	✓		Was 1.2.11. 'establishing the health status of food handlers' added.

1.3 Cleaning

Ref	Requirement	NC	RN	MC	SC	Comments
1.3.1	All areas of the site shall be visually clean and tidy and the standard of cleaning and housekeeping shall be suitable to minimise the potential for contaminating the product.	✓				Added 'regular' to housekeeping check to IG.
1.3.2	Documented cleaning schedules, procedures and records shall be in place for the building, services, plant and all equipment whether direct or indirect food contact.				✓	Cleaning schedules and records are now also required for equipment with indirect food contact as well as direct food contact.
1.3.3	Documented controls shall be in place to detail the safe and effective use of cleaning chemicals to prevent contamination of product.		✓		✓	Was 1.3.5. / 1.4.7 Added 'effective use'
1.3.4	Verification of the effectiveness of cleaning and disinfecting processes shall be routinely completed. Records shall be kept.		✓		✓	Was 1.3.3. / 1.3.4. Now use the term 'verification' of effective cleaning & disinfection.
1.3.5	An environmental sampling plan shall be in place for High Risk/High Care areas to test for the presence or absence of Listeria species. Records shall be kept with appropriate action detailed.		✓		✓	Was 1.5.7. An environmental sampling plan is required for HRA/HCA with testing for 'Listeria species'.

1.4 Allergen Management – *NEW SECTION TITLE

Ref	Requirement	NC	RN	MC	SC	Comments
*1.4	*Allergen Management				✓	*New section Title. Was Contamination/Cross-Contamination Prevention.
1.4.1	Identify all allergens handled on site, or brought on to site, and document the risk of cross contamination.		✓	✓		Was 1.4.3. The previous requirement has been split. 1.4.1 is specific for identification of allergens and the risk assessment. Controls are now detailed in 1.4.2.
1.4.2	An allergen management procedure and controls shall be implemented, to prevent or minimise the potential for cross-contamination, at all stages of production and throughout all processes, from intake to despatch. Records shall be kept.		✓		✓	New requirement for an Allergen Management procedure. Controls and records were previously covered by 1.4.3.

1.4.3	Allergen information on labels and printed packaging shall be legal and accurate.		✓		✓	New requirement for explicitly for allergen labelling. For legal labelling see section 3.7 (previously 1.12)
1.4.4	Where allergen suitability claims are made for a product, information provided on labels and labelling shall be determined using validated, accredited methods of testing.		✓		✓	Was 1.12.1 but now has a specific requirement and claims must be validated.

1.5 Process, Environment & Equipment Control

Ref	Requirement	NC	RN	MC	SC	Comment
1.5.1	Documented process controls shall be monitored to ensure products can be made consistently in compliance with the recipes and finished product specifications.	✓				Re-worded.
1.5.2	Documented environmental controls shall be monitored to ensure that facilities are adequate to maintain raw materials, work-in-progress, finished products and packaging within a safe temperature range and where applicable, under controlled humidity, atmospheric or other environmental parameters.	✓				Re-worded.
1.5.3	In the case of equipment failure, procedures shall be in place to establish the safety status of the product prior to release.	✓				Re-worded.
1.5.4	Where identified as essential for legality and food safety, environment monitoring devices, such as temperature probes and recorders, and process control devices such as weighing equipment & metal detection, shall be calibrated to ensure accuracy within defined parameters at a pre-determined frequency.	✓				Re-worded.
1.5.5	Metal control or detection procedures shall be documented and their operation subject to recorded inspection and/or testing.		✓			Was 1.4.5.
1.5.6	All measuring devices and equipment (not covered in 1.5.4) used for monitoring production processes and product quality shall have a documented regular check and be adjusted if necessary.		✓	✓		Was 1.5.5. 'documented' added
1.5.7	Procedures for quantity control shall be in place to ensure the product complies with Weights and Measures legislative requirements.		✓			Was 1.5.6. Re-worded.

1.6 Control of Suppliers & Raw Materials *NEW SECTION TITLE

Ref	Requirement	NC	RN	MC	SC	Comment
*1.6	*Control of Suppliers & Raw Materials			✓		*Section name change, was Control of Raw Materials.
1.6.1	A procedure shall be in place detailing how all suppliers of raw materials, including packaging and processing aids are approved. The approved supplier list shall consider the risks relevant to the supplier and raw materials supplied, be kept current and reviewed annually.				✓	New requirements are (1) a Supplier Approval procedure and (2) to have an Approved Supplier List based on supplier & raw material risk and (3) to keep the list current and review it annually.
1.6.2	Specifications shall be held on site and kept current for all raw materials, including food contact packaging and processing aids.			✓		Specifications are to be 'kept current'. Re-worded.
1.6.3	A procedure shall be in place to describe the documented checks required on incoming raw materials including food contact packaging and processing aids.				✓	New requirement for a goods in procedure. Detail on inspection criteria moved from the requirement into the IG.

1.6.4	A documented risk assessment in relation to food fraud, adulteration or substitution shall be conducted on all raw materials, including food contact packaging and this shall be reviewed annually.			✓		Re-worded. Food fraud explicitly referred to. Added that the risk assessment is to be reviewed annually.
1.6.5	Water supply, including stored mains water or private water supply, shall be potable and shall not present a contamination risk to products.			✓		Private water supply (PWS) & stored mains water added.

1.7 Stock Control

Ref	Requirement	NC	RN	MC	SC	Comment
1.7.1	Stock rotation shall be controlled to ensure that raw materials and work in progress are used within their allocated shelf-life.	✓				Re-worded.
1.7.2	Where surplus products, or those that do not meet specification, are sold to staff or passed to other organisations, records shall be kept to show products are fit for consumption, meet legal requirements and are traceable.				✓	New requirement.

1.8 Waste Control

Ref	Requirement	NC	RN	MC	SC	Comment
1.8.1	A procedure shall detail how the accumulation of waste in handling and storage areas is kept to a minimum prior to its removal.				✓	New requirement for a Waste Control procedure.
1.8.2	Internal and external waste collection containers and compactors shall be clearly identified and managed in such a manner as to minimise risk of contamination and pest harbourage.	✓				Re-worded.
1.8.3	Products that require specific conditions for disposal shall be separated and disposed of using licensed contractors.	✓				Re-worded.

1.9 Pest Control

Ref	Requirement	NC	RN	MC	SC	Comment
1.9.1	All premises shall be designed, constructed and maintained so as to minimise the risk of pest infestation.			✓		Staff awareness for pest control has moved to 1.1.1 (Training).
1.9.2	The services of a competent pest control operator shall be contracted for the regular inspection and treatment of premises. The frequency of inspections shall be clearly defined and reflect the activities of the site, and shall be reviewed at least annually.			✓		Contract review is now annual.
1.9.3	The location of all pest control measures shall be identified on a plan/diagram of the site and reviewed at least annually.	✓				
1.9.4	Inspections shall be at regular intervals. Inspection records shall be kept to include details of any pest activity and pest control treatments undertaken at individual pest control points and actions taken in meeting recommendations made by the pest control operator / contractor.		✓	✓		This requirement includes both 1.9.4 and 1.9.5 from Issue 5.
1.9.5	Results of pest control inspections shall be assessed and analysed for trends at least annually. Where trends are identified, corrective action(s) shall be taken to eliminate further risk to product safety.		✓			Was 1.9.6.
1.9.6	Baits and other materials such as insecticide sprays or fumigants shall be applied and used according to the documentation on their safe use, which shall be held on site.		✓			Was 1.9.7.

1.10 Equipment

Ref	Requirement	NC	RN	MC	SC	Comment
1.10.1	Equipment shall be fit for purpose, constructed of appropriate materials, designed to allow hygienic processing and shall not be a source of foreign body contamination.			✓		'Where permanently sited, equipment shall be sealed to the floor' has moved to the IG section. Added equipment design for hygienic processing and not a source of foreign bodies.

1.11 Maintenance

Ref	Requirement	NC	RN	MC	SC	Comment
1.11.1	A programme of planned maintenance shall be in place for premises and equipment.				✓	The programme is now for all equipment, not just equipment critical to product safety, legality & quality.
1.11.2	The business shall ensure that the safety, legality and quality of product is not jeopardised during maintenance operations. In High Risk/High Care areas tools and equipment shall, wherever possible, be dedicated.	✓				

1.12 Vehicle Management, Storage & Distribution Control

Ref	Requirement	NC	RN	MC	SC	Comment
1.12	Vehicle Management, Storage & Distribution Control		✓	✓		Was 1.13. Section name changed from 'Distribution & storage control'.
1.12.1	Transport used for the distribution of products shall be fit for purpose and capable of maintaining the integrity and safety of the product, including product temperature where applicable.		✓	✓		Was 1.13.1. Re-worded and added impact on temperature sensitive products of full loads to IG.
1.12.2	Procedures for managing the security of the vehicle & load during transit and where appropriate, during loading and unloading shall be documented and understood by drivers and delivery staff.				✓	New requirement for a Goods Out/Despatch procedure that includes security of the load during transport and training staff.
1.12.3	Where third party hauliers/distributors and storage facilities are contracted, a documented agreement shall be in place to ensure product integrity and safety is not compromised.		✓	✓		Was 1.13.2. Re-worded IG to add 3rd party's to approved subcontracted service provider list (1.6.1).
1.12.4	Where products are distributed via couriers or the postal service, products shall be suitably packaged to ensure their integrity and safety is not compromised during distribution to the customer.		✓	✓		Was 1.13.3.Reworded IG to add couriers to approved subcontracted service provider list (1.6.1).

SECTION 2 – HACCP

Statement of Intent	The business management shall provide resource to enable and maintain the food safety system. All hazards to product safety and legality shall be identified, analysed and assessed for risk. A documented HACCP (Hazard Analysis & Critical Control Point) system, based on Codex Alimentarius HACCP principles, shall be in place and regularly reviewed.
MC	New SOI also includes: The business management shall provide resource to enable and maintain the food safety system.

Ref	Requirement	NC	RN	MC	SC	Comment
2.1	A documented HACCP system with a scope that describes which products and processes are covered, shall be developed and maintained by a named team or a person. The team or person shall be trained and able to demonstrate competence in the understanding of HACCP principles and their application.				✓	A new requirement that the HACCP System includes a scope.

2.2	Product descriptions for each product or product category shall be written that include all relevant safety factors and information for each product group. The business management shall demonstrate that they are aware of the food standards, legal regulations and industry codes of practice applying to the products they produce, trade, handle, store and/or distribute.				✓	A new requirement so that (1) the basis for food safe design is described for each product/product category and (2) that management understand why a product is safe and keep track of relevant legislation and Industry Codes of Practice.
2.3	Identify the intended use based on the expected uses of each product group by the end user or consumer.				✓	A new requirement to document how and by whom the products are used.
2.4	A flow diagram shall be constructed to cover each product or product category and process as outlined in the scope of the SALSA audit. All operational steps shall be covered from raw material receipt through processing, rework, storage and distribution.		✓			Was 2.2.
2.5	The HACCP team shall conduct a Hazard Analysis by identifying the cause/source of any microbiological, physical, chemical and allergen hazards that shall be prevented, eliminated, or reduced to acceptable levels at each operational step.		✓	✓		Was 2.3. Re-worded to add 'at each operational step'.
2.6	Control Measures and/or Prerequisite Controls relating to the hazards at each process step in 2.5 shall be identified.		✓			Was 2.4.
2.7	Conduct a risk assessment for each microbiological, physical, chemical and allergen hazard identified in 2.5 and identify which hazards are significant.		✓	✓		Was 2.5. Re-worded to 'identify which hazards are significant'.
2.8	Consider the significant hazards identified in 2.7 and determine which if any shall be identified as Critical Control Points.		✓	✓		Was 2.6. Re-worded to focus on significant hazards.
2.9	Critical limits which enable the prevention, elimination or reduction of identified hazards, shall be established for each control measure, at each Critical Control Point and shall be validated.		✓		✓	Was 2.7. Critical limits now have to be validated.
2.10	Establish and implement a monitoring procedure and system for each Critical Control Points.		✓			Was 2.8. Re-worded
2.11	Where monitoring indicates that a Critical Control Limit has not been met, there shall be an effective corrective action plan.		✓			Was 2.9. Re-worded to align with CODEX wording.
2.12	Establish monitoring procedures and records to verify that the critical limits and controls outlined in 2.9 to 2.11 are working effectively on an ongoing basis.		✓	✓		Was 2.10. Re-worded to align with CODEX wording and to make it clear that the frequency of monitoring is 'ongoing'.
2.13	Documents and records to demonstrate the effective implementation and monitoring of the HACCP system shall be maintained and commensurate with the nature and size of the business.		✓	✓		Was 2.11. Reworded so that HACCP system documents and records are maintained.
2.14	Complete a documented HACCP system review annually and before any changes in raw materials, recipes, processing, equipment, packaging, storage or distribution are introduced.		✓	✓		Was 2.12. Re-worded by moving 'continues to reflect current & adjusted practices' into the IG.
2.15	At all times during production from intake through to despatch, there shall be at least one person present who can demonstrate understanding of the HACCP plan, controls and corrective action(s).		✓	✓		Was 2.13. Added that 'production' is at all stages from goods in to despatch.

SECTION 3 – MANAGEMENT SYSTEMS & DOCUMENTATION

Statement of Intent	An effective management system encompassing regular system reviews, procedures for corrective action, complaints, traceability, labelling control, incident management, product testing shall be in place and continuous improvement can be demonstrated. Documented systems, specifications & procedures relating to the business's food safety and quality systems shall be clear, organised and accessible.
MC	New SOI also includes: Labelling control and product testing and describes that the aim is to demonstrate continuous improvement. Labelling was 1.12 and Product Testing is new.

3.1 Food Safety Systems Review

Ref	Requirement	NC	RN	MC	SC	Comment
3.1.1	A food safety and internal systems review shall be carried out and recorded, at least annually. It shall include all requirements of the SALSA Standard and identify areas for action or improvement.			✓		Added 'food safety', and moved 'appropriate person' to the IG section and added that the aim is to identify areas for action or improvement.
3.1.2	A timetable for completing actions and improvements identified in the food safety systems review shall be in place.	✓				Re-worded

3.2 Non-Conformance Investigation & Corrective Action *NEW SECTION TITLE

Ref	Requirement	NC	RN	MC	SC	Comment
*3.2	*Non-Conformance Investigation & Corrective Action			✓		*3.2 section name changed Section now includes 3.3 – Corrective actions and 3.6 – Complaint Handling from Issue 5.
3.2.1	Controls shall be in place to identify, record and manage non-conforming materials occurring at all stages of production and throughout all processes, from intake to despatch including customer complaints.			✓		Re-worded. Now includes customer complaints.
3.2.2	Procedures shall be in place to investigate, record and remedy the cause of any product, process or procedural non-conformance.		✓	✓		Was 3.3.1. Added non-conformance of process or procedure (as well as product) and removed reference to complaints and incidents of substandard product.
3.2.3	A procedure shall be in place to ensure product complaints are logged, investigated and responded to.		✓			Was 3.6.1. Re-worded.

3.3 Traceability *SECTION RENUMBERED

Ref	Requirement	NC	RN	MC	SC	Comment
*3.3	*Traceability		✓			*Was 3.4.
3.3.1	A procedure shall be in place that details the traceability system of all raw materials, including food contact packaging, throughout all stages of production from intake forwards to despatch and delivery to customers and backwards from customer to raw material supplier.		✓	✓		Was 3.4.1. The previous requirement has been split. 3.3.1 is specific for the system and documentation. Implementation throughout all stages of production is now detailed in 3.3.2.
3.3.2	The traceability system shall ensure that all raw materials, including food contact packaging and intermediate products are identified and traceable at all stages of production and storage.		✓			Was 3.4.1.

3.3.3	Traceability of products shall be tested forwards and backwards at least annually, and more frequently if there are known risks in the supply chain.		✓			Was 3.4.2. Re-worded to use forwards and backwards in line with 3.3.1.

3.4 Managing Incidents *SECTION RENUMBERED

Ref	Requirement	NC	RN	MC	SC	Comment
*3.4	*Managing Incidents		✓			*Was 3.5.
3.4.1	A procedure shall be in place giving clear guidance on the response to any incident which may compromise the safety and/or legality of a product.		✓			Was 3.5.1. Reworded
3.4.2	The incident procedure shall be reviewed and tested at least annually to ensure it is effective and records shall be kept.		✓	✓		Was 3.5.2. Added 'incident procedure shall be reviewed'
3.4.3	Inform SALSA in the event of a product recall / withdrawal, improvement notice or legal proceedings related to the safety and/or legality of a product, within 3 working days. Send a summary of the subsequent investigation to SALSA.		✓	✓		Was 3.5.3. Added inform SALSA within 3 working days.

3.5 Document Control *SECTION RENUMBERED

Ref	Requirement	NC	RN	MC	SC	Comment
*3.5	*Document Control		✓			*Was 3.7.
3.5.1	A procedure shall detail the control of documents and records relating to the safety, legality and quality of products.		✓		✓	Was 3.7.1. New requirement for a Document Control procedure.
3.5.2	All documents and completed records relating to the safety, legality and quality of products shall be genuine, legible, retained in good condition and stored securely for at least the shelf-life of the products plus one year.		✓	✓		Was 3.7.2. Re-worded IG clarifying document expectations for first time SALSA audits.

3.6 Manufacturing & Finished Product Specifications *SECTION RENUMBER & NEW TITLE

Ref	Requirement	NC	RN	MC	SC	Comment
*3.6	*Manufacturing & Finished Product Specifications		✓	✓		*Was 3.8. Name changed from Manufacturing Specifications.
3.6.1	Specifications for recipes and finished products shall be adequate, accurate and kept current.		✓	✓		Was 3.8.1. Added 'kept current'.
3.6.2	The specifications shall include defined limits for microbiological, physical, chemical parameters where these may affect the safety and/or quality of a finished product.		✓		✓	Was 3.8.2. Added physical, chemical parameters.
3.6.3	Procedures, working instructions and records shall be clearly legible and readily accessible at all times.		✓			Was 3.9.1. Re-worded

3.7 Labelling Control *SECTION RENUMBER

Ref	Requirement	NC	RN	MC	SC	Comment
*3.7	*Labelling control		✓			*Was 1.12.
3.7.1	Procedures shall be in place to ensure all product labels and labelling information at point of sale, including e-commerce, websites and leaflets, fully conform to legislative and where specified, customer requirements.		✓		✓	Was 1.12.1. Added 'product labels & labelling information at point of sale, including e-commerce, websites and leaflets'. Issue 5 specified only 'product labelling'.
3.7.2	There shall be evidence to support the use of provenance, suitability, production method,		✓		✓	Was 3.4.3.

	nutritional/health claims, or logo claims on finished product labels and labelling information at point of sale, including e-commerce, websites and leaflets.					Added 'production method, nutritional/health claims' and also added 'on labels and labelling information at point of sale'. Issue 5 was only on finished product or packaging'.
3.7.3	A procedure shall detail how the correct label or printed packaging is applied to product. Records shall be kept.		✓		✓	Was 1.12.2. New requirement for a Labelling procedure and records.

3.8 Product Shelf-Life & Product Testing *SECTION RENUMBER & NEW TITLE

Ref	Requirement	NC	RN	MC	SC	Comment
***3.8**	*Product Shelf-Life & Product Testing		✓	✓		*Was 1.14 and section name changed from Product Shelf-Life.
3.8.1	The shelf-life applied to products shall be validated to ensure the safety and quality of the product. Records shall be kept.		✓		✓	Was 1.14.1. Now shelf-life needs to be validated. Issue 5 required 'verification techniques'.
3.8.2	A finished product testing programme shall be in place to ensure compliance with specification. Records shall be kept.				✓	New requirement for a product test plan and records to show compliance with specification (3.6.2).
3.8.3	Accredited laboratories shall be used for all tests which are critical to product safety or legality.				✓	New requirement to use accredited laboratories for critical tests.

SECTION 4 – PREMISES, LAYOUT & STRUCTURE *SECTION NEW TITLE

Statement of Intent	Premises shall be fit for purpose, clean, maintained, secure and legally compliant, meeting product security, production and staff requirements. Premises shall be registered with, or approved by, the appropriate authority.
MC	*Section 4 title has changed from Premises to Premises, Layout & Structure. Section 4 is now divided into subsections.

4.1 Premises Approval *NEW SUB-SECTION

Ref	Requirement	NC	RN	MC	SC	Comment
***4.1**	*Premises Approval			✓		*New sub-section. Re-worded
4.1.1	The production site shall be registered with, or approved by the site's appropriate authority. Documented reports from the appropriate authority shall be made available and held on file for inspection.		✓	✓		Was 4.1. Amended to use 'appropriate authority' instead of Local Authority.

4.2 External Areas & Product Security *NEW SUB-SECTION

Ref	Requirement	NC	RN	MC	SC	Comment
***4.2**	*External Areas & Product Security			✓		*New sub-section title.
4.2.1	External factors affecting the location which may contaminate or affect integrity of products shall be assessed.		✓			Was 4.2.
4.2.2	The perimeter, grounds, drainage, external storage and utilities shall be maintained in good order.		✓	✓		Was 4.3. Added external storage and utilities.
4.2.3	There shall be a food security / defence plan that describes product security threats and how they are controlled. The plan shall always include the security measures and/or practices to ensure only		✓		✓	Was 4.4 but added (1) food security / food defence plan and (2) digital cyber security.

	authorised personnel have access to production and storage areas on site. Where digital records are used to demonstrate food safety and legality, how these records are protected in case of digital failure and digital cyber security attacks.					

4.3 Site Layout & Methods of Working *NEW SUB-SECTION

Ref	Requirement	NC	RN	MC	SC	Comment
***4.3**	*Site Layout & Methods of Working			✓		*New sub-section title.
4.3.1	There shall be a site plan to show how layout and methods of working minimise the potential for unintended physical, chemical, microbiological or allergen contamination of product and packaging at all process steps.				✓	New requirement to have a site plan.
4.3.2	The factory layout, flow of processes and movement of personnel shall be managed to prevent the risk of cross-contamination and ensure effective segregation between products where required.		✓	✓		Was 1.4.1 and 1.4.2. Re-worded to expand IG particularly for segregation.

4.4 Structure, Services & Fabrication *NEW SUB-SECTION

Ref	Requirement	NC	RN	MC	SC	Comment
***4.4**	*Structure, Services & Fabrication					*New sub-section title.
4.4.1	Building structure including walls, ceilings, doors, floors, drains and lighting shall be sound, fit for purpose and regularly maintained.		✓			Was 4.8.
4.4.2	Building Services such as ventilation, compressed air and steam shall be sound, fit for purpose and regularly maintained.		✓			Was 4.9.
4.4.3	Suitable and sufficient hand cleaning facilities shall be provided.		✓			Was 4.5.
4.4.4	Changing facilities shall be provided and sited to avoid external contamination after changing into protective clothing. Toilets shall not open directly into handling or storage areas.		✓			Was 4.7.
4.4.5	Facilities for tray and utensil washing and general-purpose cleaning shall, where appropriate, be adequately segregated from product handling and storage.		✓			Was 4.6.
4.4.6	Glass and breakables control procedures shall be documented and shall include a list of relevant items and recorded checks.		✓			Was 1.4.4.
4.4.7	Cleaning and/or replacing light fittings and glass shall be carried out in a manner to minimise the potential for product contamination.		✓			Was 1.11.3.
4.4.8	Procedures shall be in place to prevent contamination by foreign bodies including wood and plastic, and from building structure, services and/or fabrication.		✓		✓	Was 1.4.6. Added foreign bodies from building structure, services and / or fabrication.

SALSA offers a range of support services and resources to assist in gaining Approval:

- **Mentoring** - SALSA-approved mentors can be found through the Mentors' Directory on the SALSA website
- **Tools & Tips** - Where these exist, they are indicated by the Tools & Tips logo in the Interpretation Guides
- **SALSA Training Courses** - Interactive courses aimed at the needs of small businesses – including HACCP, Food Labelling, Allergen Management and Microbiology
- **Telephone Helpline** - 'In person' advice available from 9.00-5.30 Mon-Fri