

SALSA

Safe and Local Supplier Approval

Self-Assessment Checklist

Issue 4, June 2015



This document is published by SALSA, Bloxham Mill, Barford Road, Bloxham Banbury OX15 4FF.

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Self-Assessment Checklist

This self-assessment checklist is based on the Requirements of the SALSA Standard, Issue 4. It is designed as a simple tool for businesses to record where they think they are in complying with each of the SALSA Standard's Requirements. It is recommended that suppliers be as critical of themselves as they dare during this self-assessment phase. This will help to ensure they are well prepared for their audit.

The Checklist may also be used to complete a Food Safety Systems Review. Please ensure this is conducted by an appropriate person who is not reviewing their own work. Remember to ensure the person reviewing your systems signs and dates the document. Alternatively, you can ask a SALSA Mentor to conduct a review for you.

To help you work out how close or far you are from being successful at a SALSA approval audit, there are three possible levels of Compliance for each requirement:

- **Fully Compliant (FC)** means you are confident that you are complying with the particular Requirement and have sufficient evidence to prove it.
- **Partially Compliant (PC)** means you are probably doing the right things most of the time, but you may have difficulty in proving it to an auditor. Some improvement to or tightening up of what you are already doing may be appropriate or you may need to take more substantial action.
- **Not Compliant (NC)** means you are clearly not doing what is required by the Standard and corrective action needs to be taken in order to comply.

How to use the Checklist:

1. Record your own assessment of Compliance against each Requirement in the column provided;
2. Record what corrective action(s) need to be taken and write these in the Action Notes column;
3. Use the columns headed: **Responsible**, **Timescale** and **Verified** to confirm when you have taken the necessary corrective action, who was responsible for the action, the time set to complete the work and the date it was signed off.

*NB If you have decided to use a SALSA-approved Mentor to help you, he/she will also use this Checklist to guide you through what you will need to do to comply with the Requirements of the SALSA Standard. The Checklist would then be known as the **Mentoring Report**. For more information on Mentoring, please visit the SALSA website.*

REVIEWER:

DATE:

SECTION 1 – PREREQUISITE CONTROLS

1.1 Training & Supervision

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------|--|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.1.1 | <i>The business shall have a training policy with a documented plan and records to demonstrate that the training is appropriate, effective and can provide evidence of competency.</i> | | | | | | | |
| 1.1.2 | Temporary personnel and contractors shall be trained commensurate with their activity prior to commencing work. This training shall be documented. | | | | | | | |
| 1.1.3 | A programme of appropriate refresher training shall be in place for key staff. | | | | | | | |
| 1.1.4 | All personnel shall be adequately supervised throughout the working period. | | | | | | | |

1.2 Personal Hygiene

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|--------------|--|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.2.1 | Protective clothing shall be suitable for the food being handled and shall not pose a contamination risk to the product. Disposable protective clothing, if used, shall be subject to adequate control to avoid product contamination. | | | | | | | |
| 1.2.2 | <i>Where protective clothing is required, designated changing facilities shall be provided for all personnel, whether staff, visitor or contractor, prior to entry to all food handling areas. Protective clothing shall be stored physically separate from outdoor clothing.</i> | | | | | | | |
| 1.2.3 | For the production of high risk/high care products, all protective clothing shall be removed, in the designated changing area, before visiting the toilet, and controls shall be in place to ensure product safety is not compromised before returning to food handling areas. | | | | | | | |
| 1.2.4 | <i>All hair, including beards and moustaches, shall be fully contained to prevent product being contaminated in open food production and storage areas.</i> | | | | | | | |
| 1.2.5 | The business shall detail how to control jewellery, medical jewellery and personal items such as medicines, keys and mobile phones so that they pose no risk of product contamination. | | | | | | | |
| 1.2.6 | Hand cleaning shall always be performed before handling food, after visiting the toilet and thereafter at a frequency that is appropriate to product risk. | | | | | | | |
| 1.2.7 | All cuts and grazes on exposed skin shall be covered by a contrasting coloured plaster that is business-issued and monitored. | | | | | | | |

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------|--|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.2.8 | Perfume or aftershave shall not be worn; fingernails shall be kept short, clean and unvarnished. False fingernails shall not be permitted. | | | | | | | |
| 1.2.9 | The business shall have a procedure for the notification by employees, temporary employees, contractors and visitors, of any relevant infectious disease or condition with which they may be suffering, or have been in contact. | | | | | | | |

1.3 Cleaning

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------|---|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.3.1 | Documented cleaning procedures and records shall be in place and maintained for the building, services, plant and all equipment in direct contact with food. | | | | | | | |
| 1.3.2 | <i>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.</i> | | | | | | | |
| 1.3.3 | <i>In High Risk/High Care areas, cleaning and disinfecting processes shall effectively control any microbiological risk to the safety of the product.</i> | | | | | | | |
| 1.3.4 | Cleaning chemicals shall be fit for purpose, suitably labelled, secured in closed containers and used in accordance with manufacturers' instructions. | | | | | | | |

1.4 Contamination/Cross-Contamination Prevention (see also internal premises requirements 4.6 and 4.7).

Facilities and procedures shall be in place to control the risk of physical, chemical or microbiological contamination of product.

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|---------------|--|----|----|----|--------------|-------------|-----------|-----------------------------|
| 1.4.1 | <i>The business shall operate methods of working and process flow(s) that minimise the potential for the unintended physical, chemical, microbiological or allergen cross-contamination of product at all process steps.</i> | | | | | | | |
| 1.4.1a STS | <i>Ready-to-eat food products that may support the survival or growth of <u>Listeria monocytogenes</u> shall be tested for the presence or absence of this pathogen. Results shall indicate absence of <u>Listeria monocytogenes</u> in a 25g sample.</i> | | | | | | | |
| 1.4.2 | <i>There shall be effective segregation in place to minimise the risk of product or meat species cross-contamination.</i> | | | | | | | |
| 1.4.2a STS | <i>If horsemeat is handled, then a dedicated area shall be provided.</i> | | | | | | | |
| 1.4.3 | A system shall be in place to identify allergens handled on site and to minimise the potential for cross-contamination. This shall include the risk of allergen contamination from food provided for, or brought onto site by employees, contractors and visitors. | | | | | | | |

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------|---|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.4.4 | <i>Where there is a risk to product and/or packaging, a written procedure for dealing with breakages, along with a list of relevant glass and brittle items to be checked, shall be provided.</i> | | | | | | | |
| 1.4.5 | <i>Procedures shall be in place to prevent contamination of product by cleaning chemicals or pest control measures.</i> | | | | | | | |
| 1.4.6 | <i>Procedures shall be in place to prevent in-process contamination by foreign bodies including metal, wood and plastic.</i> | | | | | | | |

1.5 Environment & Process Control

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|---------------|--|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.5.1 | Monitoring shall be carried out in accordance with product specification requirements and/or specified operating procedures. | | | | | | | |
| 1.5.1a STS | <i>An environment sampling plan shall be in place to test for the presence or absence of <u>Listeria monocytogenes</u>.</i> | | | | | | | |

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|---------------|--|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.5.1b STS | <i>Temperature monitoring points at distinct stages of the cold chain within the premises and during storage and distribution shall be established.</i> | | | | | | | |
| 1.5.2 | <i>Facilities, including distribution, shall be adequate to maintain raw materials, intermediate and finished products within a safe temperature range.</i> | | | | | | | |
| 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. | | | | | | | |
| 1.5.4 | <i>Environment monitoring devices, such as temperature monitoring equipment, and process control devices such as weighing equipment identified as essential for legality and food safety, shall be calibrated to ensure accuracy within agreed parameters at a pre-determined frequency.</i> | | | | | | | |
| 1.5.5 | <i>All other devices and equipment (not covered in 1.5.4) used for monitoring production processes and product quality shall be regularly checked and adjusted if necessary.</i> | | | | | | | |
| 1.5.6 | <i>There shall be a system of quantity control in place to ensure the product complies with Weights and Measures legislative requirements.</i> | | | | | | | |

1.6 Control of Raw Materials

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------|---|----|----|----|--------------|-------------|-----------|-----------------------------|
| 1.6.1 | A supplier assurance system shall be in place to ensure suppliers of raw materials are reputable. | | | | | | | |
| 1.6.2 | <i>The business shall ensure that adequate specifications exist and are regularly reviewed, for all bought-in raw materials including food contact packaging.</i> | | | | | | | |
| 1.6.3 | The business shall carry out checks to ensure raw materials are manufactured to the agreed specifications. | | | | | | | |
| 1.6.4 | <i>Water shall be potable, and shall not present a contamination risk to products.</i> | | | | | | | |

1.7 Stock Control

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------|--|----|----|----|--------------|-------------|-----------|-----------------------------|
| 1.7.1 | <i>A system shall be in place to facilitate correct stock rotation and to ensure that raw materials and intermediates are used within their allocated shelf-life.</i> | | | | | | | |
| 1.7.2 | <i>Incoming goods shall be identifiable and where appropriate, be thoroughly checked on arrival for temperature compliance, damage, cleanliness and the absence of pest infestation.</i> | | | | | | | |

1.8 Waste Control

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|--------------|--|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.8.1 | Systems shall be in place to minimise the accumulation of waste in handling and storage areas. | | | | | | | |
| 1.8.2 | <i>External waste collection containers and compactors shall be managed in such a manner as to minimise risk and pest harbourage.</i> | | | | | | | |
| 1.8.3 | Products that require specific conditions for disposal shall be separated and disposed of using licensed contractors. | | | | | | | |

1.9 Pest Control

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|--------------|---|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.9.1 | The business shall either contract the services of a competent pest control organisation, or shall have trained personnel, for the regular inspection and treatment of premises to deter and eradicate infestation. Where the services of a pest control contractor are employed, the service contract shall be clearly defined and reflect the activities of the site. | | | | | | | |
| 1.9.2 | The location of all pest control measures shall be identified on a plan/diagram of the site. | | | | | | | |
| 1.9.3 | <i>Inspections shall be at regular intervals and documented records shall show details of any pest activity and pest control treatments undertaken at individual pest control points.</i> | | | | | | | |

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------|---|----|----|----|--------------|-------------|-----------|-----------------------------|
| 1.9.4 | <i>Records of recommendations made by the contractor or in-house expert along with details and dates of actions taken, shall be maintained.</i> | | | | | | | |
| 1.9.5 | <i>Results of pest control inspections shall, on a regular basis, be assessed and analysed for trends. Where trends are identified, Corrective Action shall be taken to eliminate further risk to product safety.</i> | | | | | | | |
| 1.9.6 | <i>All products shall be stored in a manner so as to minimise risk of infestation. Where 'stored product' pests are considered a risk, appropriate measures shall be included in the pest control programme.</i> | | | | | | | |
| 1.9.7 | <i>Baits and other materials such as insecticide sprays or fumigants shall be applied and used safely. Documentation on their safe use shall be held on site.</i> | | | | | | | |

1.10 Equipment

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|--------|--|----|----|----|--------------|-------------|-----------|-----------------------------|
| 1.10.1 | <i>Equipment shall be fit for purpose, constructed of appropriate materials, and positioned so as to give access under, inside and around it for ease of cleaning and servicing. Where permanently sited, equipment shall be properly sealed to the floor.</i> | | | | | | | |

1.11 Maintenance

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|--------|---|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.11.1 | Planned maintenance systems shall be in place for premises and equipment critical to product safety, legality and quality. | | | | | | | |
| 1.11.2 | The business shall ensure that the safety, legality and quality of product is not jeopardised during maintenance operations. | | | | | | | |
| 1.11.3 | <i>Cleaning and/or replacing light fittings and glass shall be carried out in a manner to minimise the potential for product contamination.</i> | | | | | | | |

1.12 Labelling Control

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|--------------|---|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.12 | <i>There shall be a system in place to ensure the labelling of product fully conforms to legislative and, where appropriate, customer requirements.</i> | | | | | | | |
| 1.12a STS | <i>Chilled, ready-to-eat products shall indicate 'store at 5°C or below' on all primary, retail and outer packaging (if used).</i> | | | | | | | |

1.13 Third Party Distribution & Storage Control

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|------|--|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.13 | <i>Where third party distribution is involved, there shall be an agreement in place to ensure the integrity and safety of product is not compromised during storage and/or distribution to the customer.</i> | | | | | | | |

1.14 Product Shelf-Life

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|--------------|---|----|----|----|--------------|-------------|-----------|--------------------------------|
| 1.14 | <i>There shall be a system in place to ensure that the minimum durability (shelf-life) applied to products is determined and checked using appropriate verification techniques.</i> | | | | | | | |
| 1.14a STS | <i>Shelf-life testing shall include analysis for <u>Listeria monocytogenes</u> in products that support the survival or growth of this pathogen.</i> | | | | | | | |

STATEMENT OF INTENT COMPLIANCE

| Ref | Requirement | Has the Statement of Intent been met? YES/NO | Justification Please briefly state how you have arrived at your decision. |
|--|--|---|--|
| <i>Section 1 Statement of Intent</i> | <i>Prerequisite food safety controls shall be identified, documented, adopted, legally compliant and maintained throughout the business. The controls shall include, but are not limited to, the requirements identified in Section 1.</i> | | |

SECTION 2 - HACCP & MANAGEMENT SYSTEMS

2.1 HACCP

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------|---|----|----|----|--------------|-------------|-----------|--------------------------------|
| 2.1.1 | The person responsible for undertaking the hazard analysis shall be able to demonstrate competence in the understanding of HACCP principles and their application. | | | | | | | |
| 2.1.2 | Conduct a Hazard Analysis by identifying the cause/source of any physical, chemical and biological hazards (including allergens) that must be prevented, eliminated or reduced to acceptable levels. | | | | | | | |
| 2.1.3 | Conduct a Risk Assessment of the physical, chemical and biological hazards (including allergens) identified in 2.1.2 that must be prevented, eliminated or reduced to acceptable levels. | | | | | | | |
| 2.1.4 | Identify the Critical Control Points at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels. | | | | | | | |
| 2.1.5 | Establish Critical Limits at Critical Control Points which separate acceptability from unacceptability for the prevention, elimination or reduction of identified hazards. | | | | | | | |
| 2.1.6 | Establish and implement effective monitoring procedures at Critical Control Points. | | | | | | | |

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|--------|--|----|----|----|--------------|-------------|-----------|--------------------------------|
| 2.1.7 | Establish Corrective Actions when monitoring indicates that a Critical Control Point is not under control. | | | | | | | |
| 2.1.8 | <i>Establish regular checks to verify that the limits and controls outlined in 2.1.5 to 2.1.7 are working effectively.</i> | | | | | | | |
| 2.1.9 | <i>Establish documents and records commensurate with the nature and size of the business to demonstrate the effective implementation and regular review of the HACCP system.</i> | | | | | | | |
| 2.1.10 | At least one person, who shall be able to demonstrate competence in HACCP principles, shall be present and responsible for the implementation of the business's HACCP plan at all times during production. | | | | | | | |

2.2 Food Safety Systems Review

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------|---|----|----|----|--------------|-------------|-----------|--------------------------------|
| 2.2.1 | <i>The Food Safety Systems Review (or internal audit programme) shall be carried out and documented at least annually and include all the applicable requirements of the SALSA standard. The review shall be carried out by appropriate personnel who shall not review their own work.</i> | | | | | | | |
| 2.2.2 | <i>Results of the review shall include a timetable for correction of any non-compliances found and the date the action was taken.</i> | | | | | | | |

2.3 Corrective Action

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-----|--|----|----|----|--------------|-------------|-----------|-----------------------------|
| 2.3 | <p><i>The business shall ensure that procedures exist to record, investigate and remedy the cause of any product non-compliance including complaints, incidents and sub-standard product. Records shall be available to the Food Safety Systems Review (2.2.1). The procedure shall include details of how non-conforming product will be quarantined.</i></p> | | | | | | | |

2.4 Traceability

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------|--|----|----|----|--------------|-------------|-----------|-----------------------------|
| 2.4.1 | <p><i>The business shall have the proven ability to identify and trace all raw materials, including food contact packaging, from suppliers through all stages of production to the point of despatch and, where appropriate, delivery to known customers & vice versa.</i></p> <p><i>Traceability shall be tested each way at least annually and more frequently if there are known risks in the supply chain.</i></p> | | | | | | | |

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|---------------|---|----|----|----|--------------|-------------|-----------|-----------------------------|
| 2.4.1a STS | <i>For each supplier of meat, the business shall demonstrate traceability of meat back to farm of origin or source.</i> | | | | | | | |
| 2.4.1b STS | <i>If the business handles or reprocesses meat that has already been processed and cannot be traced back to its original source, periodic authenticity testing shall be carried out.</i> | | | | | | | |
| 2.4.2 | Where provenance claims are made on finished products regarding their origin or status (eg Red Tractor, SEAFISH Responsible Fishing Scheme), a system shall be in place to verify the origin of relevant raw materials and the correct use of logos on finished product or packaging. | | | | | | | |

2.5 Managing Incidents

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-----|--|----|----|----|--------------|-------------|-----------|-----------------------------|
| 2.5 | <i>The business shall have written guidance for key staff in the event of any incident which may compromise the safety and/or legality of a product. This shall include customer notification; product withdrawal and product recall procedures.</i> | | | | | | | |

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------------|---|----|----|----|--------------|-------------|-----------|-----------------------------|
| 2.5a STS | <p><i>The business shall immediately notify STS, and if appropriate, their local authority, when:</i></p> <ul style="list-style-type: none"> <i>Legal proceedings or a formal notice of the intention to prosecute has been received or</i> <i>There is a need for product withdrawal or recall due to a food safety incident, quality and/or legal concerns.</i> <i>Defined limits for pathogens are exceeded, and/or <u>Listeria monocytogenes</u> is detected in food or environment samples.</i> <i>Members being audited for the first time, by a SALSA auditor, have had any such incidents arising in the six months immediately before the audit.</i> | | | | | | | |

2.6 Complaint Handling

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-----|--|----|----|----|--------------|-------------|-----------|-----------------------------|
| 2.6 | The business shall have a system for the management and documentation of product complaints including responses to complainants. | | | | | | | |

STATEMENT OF INTENT COMPLIANCE

| Ref | Requirement | Has the Statement of Intent been met? YES/NO | Justification Please briefly state how you have arrived at your decision. |
|----------------------------------|--|---|--|
| Section 2 Statement of Intent | <i>All hazards to product safety and legality shall be identified, analysed and assessed for risk. A documented HACCP (hazard analysis and critical control point) system, based on Codex Alimentarius principles, shall be in place alongside an effective management system encompassing regular systems reviews and procedures for Corrective Action, traceability, incident management and complaint handling.</i> | | |

SECTION 3 – DOCUMENTATION

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------------|--|----|----|----|--------------|-------------|-----------|--------------------------------|
| 3.1 | <i>Document Control: All documents and records appropriate to the safety, legality and quality of products shall be legible and able to be used by the appropriate personnel. The control of these documents and records shall be the responsibility of a senior member of staff. The business shall ensure these documents and records are stored safely for at least the shelf-life of the product(s) concerned plus 1 year, but must take into account any legal or customer requirements and the use and possible increased shelf-life of the product (eg the possible freezing of product by the consumer).</i> | | | | | | | |
| 3.2 | <i>Specifications: Specifications for recipes and finished products shall be adequate, accurate and regularly reviewed.</i> | | | | | | | |
| 3.2a STS | <i>Specifications shall include defined limits for micro-organisms which may affect the quality and/or safety of the finished product.</i> | | | | | | | |

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-------------|---|----|----|----|--------------|-------------|-----------|-----------------------------|
| 3.2b STS | <i>In the case of ready-to-eat products that may support the survival or growth of <u>Listeria monocytogenes</u>: Specifications shall indicate a critical limit set as 'not detected in a 25g sample.'</i> | | | | | | | |
| 3.3 | Procedures & Working Instructions: Shall be clearly legible, easy to understand by staff and readily accessible at all times. | | | | | | | |

STATEMENT OF INTENT COMPLIANCE

| Ref | Requirement | Has the Statement of Intent been met? YES/NO | Justification Please briefly state how you have arrived at your decision. |
|--|---|---|--|
| <i>Section 3 Statement of Intent</i> | <i>Documents relating to the business's food safety and quality systems shall be clear, organised and accessible.</i> | | |

SECTION 4 – PREMISES

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-----|---|----|----|----|--------------|-------------|-----------|-----------------------------|
| 4.1 | Location: Consideration shall be given to any external factors which may contaminate products. | | | | | | | |
| 4.2 | Perimeter & Grounds: External areas shall be maintained in good order and drainage shall be adequate and effective. | | | | | | | |

| Ref | Requirement | FC | PC | NC | Action Notes | Responsible | Timescale | Verified: Date & Initial |
|-----|---|----|----|----|--------------|-------------|-----------|-----------------------------|
| 4.3 | Hand Washing Facilities: Suitable and sufficient hand cleaning facilities shall be provided. | | | | | | | |
| 4.4 | Equipment Cleaning Facilities: Facilities for tray and utensil washing and general purpose cleaning shall, where appropriate, be adequately segregated from product handling and storage. | | | | | | | |
| 4.5 | Location of Toilets & Staff Facilities: Toilets shall not open directly into handling or storage areas. Changing facilities shall be appropriately sited and appointed to avoid external contamination after changing into protective clothing. | | | | | | | |
| 4.6 | Condition of Building Structure: <i>Walls, ceilings, doors, floors, drains and lighting shall be sound, fit for purpose and regularly maintained.</i> | | | | | | | |
| 4.7 | Condition of Building Services: <i>Services, such as ventilation, compressed air and steam shall be sound, fit for purpose and regularly maintained.</i> | | | | | | | |

STATEMENT OF INTENT COMPLIANCE

| Ref | Requirement | Has the Statement of Intent been met? YES/NO | Justification Please briefly state how you have arrived at your decision. |
|--------------------------------------|--|---|--|
| Section 4 Statement of Intent | <i>Premises shall be fit for purpose, clean, and provide safe and legally compliant facilities that meet production and staff requirements. Premises shall be registered with, and/or approved by the appropriate authority.</i> | | |

END