SALSA

Safe and Local Supplier Approval

Food and Drink Production Standard Issue 7 - Summary of Changes

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Summary of Changes – Issue 6 to 7

This change tracker is for the SALSA Food & Drink Production Standard, it is specific for the requirements only and should be used to understand the key differences between Issue 6 and Issue 7. The numbering used is that of Issue 7.

The SALSA Interpretation Guide, which is a Member resource, 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.

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Key:

Ref	Description	Definition
NC	No change	Requirement unchanged or only reworded; current controls/documents should still apply.
Minor	Minor change	Review the revised wording and update existing procedures/forms where needed.
Major	Major change	A significant change; existing procedures, controls or records will likely need amendment.
New	New requirement	A new requirement has been introduced and will usually need a new or expanded procedure/control/record.

SECTION 1 - PRE REQUISITES

Statement of Intent

Requirement	Comment
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 and consistently producing and handling safe & legal food and drink. Roles and responsibilities are clear, and the business management provides sufficient resource for an effective prerequisite control programme throughout all aspects of the business.	Adds "consistently producing and handling safe & legal food and drink"

1.1 Training and Supervision

Ref	Requirement	NC	Minor	Major	New	Comment
1.1.1	A procedure shall be in place detailing all the training requirements of the business.		✓			Training is split across 1.1.1 (procedure/framework) and 1.1.2 (records of competence). Training for temporary personnel should now be included in the procedure.
1.1.2	Training records shall be in place to provide evidence that all staff can competently carry out their specific job function.		✓			Training records and evidence of competence for all staff, including temporary staff is now 1.1.2
1.1.3	There shall be a documented programme and / or plan of annual refresher training requirements. Records shall be kept of refresher training for food handlers and key staff.		✓			Clarifies documented process is needed for refresher training.
1.1.4	All personnel shall be adequately supervised throughout the working period.	✓				

1.2 Personal Hygiene

Ref	Requirement	NC	Minor	Major	New	Comment
1.2.1	A procedure shall be in place detailing the personal hygiene rules and requirements. To include the rules and 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.	✓				
1.2.2	Protective clothing, workwear and footwear worn by employees, visitors and contractors working in, or entering food handling/storage areas shall be suitable for the food being handled and shall not pose a contamination risk to the product. A procedure shall be in place to detail the requirements for the frequency of change and hygienic laundering.			✓		Requires a procedure detailing protective clothing. Footwear is now included.
1.2.3	A procedure shall be in place detailing the changing requirements for workwear and protective clothing.			✓		Requires a procedure detailing the changing requirements. Changing facilities are now in section 4
1.2.4	A procedure shall be in place for the production of High Risk/ High Care products, 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.	✓				Reworded but does not change the requirements.

Ref	Requirement	NC	Minor	Major	New	Comment
1.2.5	The consumption of personal food and drink should not be permitted within food production and storage areas.		✓			Adds the word 'personal' before 'food and drink' — clarifies this applies to staff personal food/drink. See new 1.5.9 for organoleptic testing
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.	✓				
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.	✓				

1.3 Cleaning

Ref	Requirement	NC	Minor	Major	New	Comment
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.	✓				
1.3.2	Documented cleaning schedules, procedures, methodology and records shall be in place for all equipment whether direct or indirect food contact, building, services, plant, cleaning equipment and hoses. The cleaning procedures and methodology shall be validated to confirm they are effective for the products manufactured.			✓		Requires validation of cleaning methods. Specifically includes 'cleaning equipment and hoses'.
1.3.3	The business shall have a documented system and list of approved cleaning chemical products used. Ensuring the cleaning products are food safe and effective for the cleaning required and used as appropriate to manufacturers guidelines. All cleaning chemicals shall be correctly labelled, identifiable and safely stored.			✓		Specifically requires a 'documented system and list of approved cleaning chemical products'. Requires that cleaning chemicals are 'food safe', used appropriately, labelled and safely stored.
1.3.4	Verification of the effectiveness of the methodology, cleaning and disinfecting processes, and chemicals used shall be routinely completed. Records shall be kept.		✓			Verification now clearly includes 'methodology… and chemicals used'.
1.3.5	An environmental sampling plan shall be in place to verify the hygiene standards for High Risk/ High Care areas based on risk assessment to test for the presence or absence of Listeria species. Records shall be kept.			✓		Verification is included. Requires a risk assessment for the environmental sampling plan.
1.3.6	Procedures shall be in place to detail the controls required for the use of returnable & reusable food contact containers. Records shall be kept.				✓	NEW clause: A procedure is needed for controls on returnable & reusable food contact containers. Records are needed.

1.4 Allergen Management

Ref	Requirement	NC	Minor	Major	New	Comment
1.4.1	The business shall document and identify all raw materials and products brought onsite, with the allergens contained or may contain.			✓		Adds documented identification of allergens brought on site. May contains from suppliers must be included. Risk assessment moves to 1.4.2
1.4.2	The business shall document in a risk assessment the allergens at each process step and the risk of unintended allergens and cross contamination.			✓		Now a documented allergen RISK ASSESSMENT 'at each process step'. The procedural control moves to 1.4.3.
1.4.3	A procedure shall be in place detailing the allergen management controls based on the outcome of the allergen risk assessment. This shall be implemented to prevent or minimise the			✓		Procedure for allergen management now defined as based on the OUTCOME of the 1.4.2 risk assessment.

Ref	Requirement	NC	Minor	Major	New	Comment
	potential for cross contamination at all stages of production and throughout all processes, from intake to despatch. Records shall be kept.					
1.4.4	A procedure shall be in place to verify that allergen labelling information is correct, legal and accurate based on ingredient specifications, product recipes and risk of cross contamination. This includes all product labels and labelling information at point of sale, including e-commerce, marketing copy, websites and printed materials. Records shall be kept			✓		Procedure to verify allergen labelling and marketing information
1.4.5	Where allergen suitability claims are made for a product, these shall be validated using accredited laboratory methods of testing		✓			Clarifies 'laboratory' methods

1.5 Process, Environment and Equipment Control

Ref	Requirement	NC	Minor	Major	New	Comment
1.5.1	Documented process controls shall be monitored to ensure products can be made safely, consistently and in compliance with the recipes, manufacturing instructions and finished product specifications.		✓			Includes clarity for products made 'safely' in compliance with 'manufacturing instructions'
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.	✓				
1.5.3	Procedures shall be in place detailing the actions required in the event of equipment failure, and to establish the safety status of the product.		✓			Reworded as 'procedures shall be in place'. 'prior to release' is in the Interpretation. Clause requirement is unchanged
1.5.4	**External Calibration:** Where identified as essential for legality and food safety, environment monitoring devices, such as temperature probes and recorders, and process control devices such as weighing equipment and metal detection, shall be calibrated to ensure accuracy within defined parameters at a pre-determined frequency.	✓				Clause requirement is unchanged. Now headed 'External Calibration;' to distinguish from in-house verification in 1.5.5.
1.5.5	**Inhouse Equipment Verification:** All measuring devices and equipment used for monitoring production processes and product quality shall have a documented regular in house verification check and be adjusted if necessary.		✓			Now headed 'Inhouse Equipment Verification'. Clarifies the need for an in house verification check that is documented (method, frequency, acceptance criteria, sign-off). Renumbered was 1.5.6
1.5.6	Procedures shall be in place detailing the requirements for quantity control to ensure the product complies with Weights and Measures legislative requirements. Records shall be kept.		✓			Clarifies that records shall be kept. Renumbered was 1.5.7
1.5.7	A procedure shall be in place to document the controls required for metal control in production. Records shall be kept of the inspection and / or testing.		✓			Clarifies that records are needed of the inspection and / or testing. Renumbered was 1.5.5
1.5.8	A procedure shall be in place to document the controls required for the packing into breakable packaging. Records shall be kept.				✓	NEW clause: procedure for controls when packing into BREAKABLE PACKAGING (glass jars, glass bottles, etc.). Records are required. Sits alongside the breakables clause at 4.4.6 but applies specifically to product packaging.
1.5.9	A procedure shall be in place to detail the requirements and hygienic controls for Product Organoleptic and Taste Assessment. Records shall be kept.				✓	NEW clause: procedure for hygienic controls during Product Organoleptic and Taste Assessment. Records required.

1.6 Control of Suppliers and Raw Materials

Ref	Requirement	NC	Minor	Major	New	Comment
1.6.1	A procedure shall be in place detailing how all suppliers of raw materials, including packaging, processing aids and sub contracted service providers are approved. The procedure shall consider the risks relevant to the supplier, raw materials or service supplied. An approved supplier list shall be kept current and reviewed annually.			✓		Adds 'sub contracted service providers'.
1.6.2	Specifications shall be held for all raw materials, including food contact packaging, processing aids and subcontracted packing or processing. A review of specifications shall be completed annually.			✓		Adds specifications for 'subcontracted packing or processing' AND a requirement to complete an annual review
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.	✓				
1.6.4	The risks in relation to food fraud, adulteration or substitution for all raw materials, including food contact packaging, shall be assessed and documented. Appropriate controls should be implemented. Any changes in risk levels should be monitored. There shall be a full review documented, at a minimum frequency of annually.			✓		Risks are assessed and documented and 'appropriate controls should be implemented', AND 'changes in risk levels should be monitored'.
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.	✓				

1.7 Stock Control

Ref	Requirement	NC	Minor	Major	New	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.	✓				
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. Where these products are customer branded, there shall be written consent of the brand owner.			✓		Adds requirement to gain written consent of the brand owner if surplus stock is customer branded

1.8 Waste Control and Recycling

Ref	Requirement	NC	Minor	Major	New	Comment
1.8.1	A procedure shall be in place detailing the requirements for handling, storage, removal and legal disposal of waste and recycling materials.			✓		Now includes recycling, this affects all of 1.8
1.8.2	Internal and external waste and recycling collection containers and compactors shall be clearly identified and managed in such a manner as to minimise risk of contamination and pest harbourage.		✓			Adds 'and recycling' to waste collection container requirements.
1.8.3	Products that require specific conditions for disposal shall be separated and disposed of using licensed contractors or recycling collectors.		✓			Adds 'or recycling collectors' alongside licensed contractors.

1.9 Pest Management

Ref	Requirement	NC	Minor	Major	New	Comment
1.9.1	All premises shall be designed, constructed and maintained so as to minimise the risk of pest infestation and the methods of control shall be communicated to all staff.			✓		Adds 'methods of control shall be communicated to all staff'.

Ref	Requirement	NC	Minor	Major	New	Comment
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, reflect the activities of the site, and shall be reviewed at least annually.	✓				
1.9.3	The location of all pest control measures shall be identified on a plan/diagram of the site. The plan/diagram shall be reviewed, dated and signed at least annually.		✓			Clarifies the need for evidence of an annual review 'reviewed, dated and signed'.
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.	✓				
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.	✓				
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.	✓				

1.10 Equipment

Ref	Requirement	NC	Minor	Major	New	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	✓				

1.11 Maintenance

Ref	Requirement	NC	Minor	Major	New	Comment
1.11.1	A programme of planned maintenance shall be in place for premises and equipment. Records shall be kept of work completed.		✓			Clarifies the need for records to be kept of work completed
1.11.2	The business shall ensure that the safety, legality and quality of product is not jeopardised during maintenance operations. Records shall be kept after maintenance work is completed, that the area / equipment has been inspected and is clean and free from contamination for release to production.			✓		Adds new requirement for records confirming the area is cleared and fit to return to production after maintenance. Removes stated need for High Risk/High Care dedicated-tools

1.12 Vehicle Management, Storage and Distribution

Ref	Requirement	NC	Minor	Major	New	Comment
1.12.1	Storage facilities and transport used for the storage and distribution of products shall be fit for purpose and capable of maintaining the integrity and safety of the product, including product and facility temperature where applicable. All transport should be inspected before loading. Records shall be kept.			✓		Adds 'storage facilities' Adds requirement to inspect transport and keep records of this inspection
1.12.2	Procedures for managing the security of the company owned vehicles and load during transit and where appropriate, during loading and unloading shall be documented and understood by drivers and delivery staff.		✓			Clarifies scope as 'company owned vehicles'
1.12.3	Where third party hauliers/ distributors and storage facilities are contracted, a documented contract, service agreement or terms and conditions shall be in place to ensure product integrity and safety is not compromised.		✓			Clarifies 'documented agreement' is 'documented contract, service agreement or terms and conditions'
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. Records shall be kept.			✓		Adds need for records to show product packaging is suitable

SECTION 2 - HACCP

Statement of Intent

Requirement	Comment
The business management shall provide resource to enable and maintain the food safety system. All microbiological, chemical, physical and allergen hazards relating 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 HACCP principles, shall be in place and regularly reviewed.	Adds “microbiological, chemical, physical and allergen hazards” relating to food safety

2.1 HACCP Scope

Ref	Requirement	NC	Minor	Major	New	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 and competent team or a person.		✓			Training requirement for the HACCP Team members is now covered in 2.15

2.2 Product Description

Ref	Requirement	NC	Minor	Major	New	Comment
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.	✓				Reworded but does not change the requirements

2.3 Intended Use

Ref	Requirement	NC	Minor	Major	New	Comment
2.3	Identify the intended use based on the expected uses of each product group by the end user or consumer.	✓				

2.4 Process Flow Diagram

Ref	Requirement	NC	Minor	Major	New	Comment
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.	✓				Reworded but does not change the requirements

2.5 Hazard Analysis

Ref	Requirement	NC	Minor	Major	New	Comment
2.5	The HACCP team shall conduct a Hazard Analysis by identifying against each process step the cause/source of any microbiological, physical, chemical and allergen hazards that shall be prevented, eliminated, or reduced to acceptable levels.		✓			Clarifies hazard analysis is 'against each process step' for hazard identification.

2.6 Control Measures / Prerequisites

Ref	Requirement	NC	Minor	Major	New	Comment
2.6	Control Measures and/or Prerequisite Controls relating to each hazard at each process step in the Hazard Analysis shall be identified.		✓			Clarifies for 'each hazard at each process step in the hazard analysis'

2.7 Risk Assessment

Ref	Requirement	NC	Minor	Major	New	Comment
2.7	Conduct a risk assessment for each microbiological, physical, chemical and allergen hazard identified in the Hazard Analysis study and identify which hazards are significant.		✓			Clarifies 'in the hazard analysis study'

2.8 Critical Control Points

Ref	Requirement	NC	Minor	Major	New	Comment
2.8	Consider the significant hazards identified in the risk assessment and determine which if any shall be identified as Critical Control Points		✓			Clarifies 'in the risk assessment'

2.9 Critical Limits

Ref	Requirement	NC	Minor	Major	New	Comment
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.	✓				

2.10 Monitoring Procedures

Ref	Requirement	NC	Minor	Major	New	Comment
2.10	Establish and implement a monitoring procedure and system for each Critical Control Point.	✓				

2.11 Corrective Actions

Ref	Requirement	NC	Minor	Major	New	Comment
2.11	Where monitoring indicates that a Critical Control Limit has not been met, there shall be an effective corrective action plan.	✓				

2.12 Verification

Ref	Requirement	NC	Minor	Major	New	Comment
2.12	Establish verification 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.		✓			Clarifies this requirement is 'verification' of effective controls

2.13 HACCP Documents and Records

Ref	Requirement	NC	Minor	Major	New	Comment
2.13	Documents and records to demonstrate the effective implementation and monitoring of the HACCP system shall be maintained.		✓			Clarifies documents and records are required

2.14 HACCP Review

Ref	Requirement	NC	Minor	Major	New	Comment
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.	✓				

2.15 HACCP Team

Ref	Requirement	NC	Minor	Major	New	Comment
2.15	The HACCP team shall be trained and able to demonstrate understanding and competence of CODEX based HACCP principles and systems to ensure effective implementation and maintenance of an effective HACCP plan.			✓		Moved from 2.1. Requirement for the HACCP Team to be appropriately trained and evidence of competency

2.16 HACCP Operational Monitoring Competency

Ref	Requirement	NC	Minor	Major	New	Comment
2.16	At all times during production there shall be specifically trained personnel on site able to demonstrate awareness and competence in the site's HACCP plans required operations, monitoring controls and corrective actions.		✓			Clarifies there should be 'specifically trained personnel on site able to demonstrate awareness and competence in the site's HACCP plans'. Renumbered, was 2.15

SECTION 3 - MANAGEMENT SYSTEMS AND DOCUMENTATION

Statement of Intent

Requirement	Comment
An effective management system encompassing regular system reviews, procedures for corrective action, complaints, traceability, labelling control, incident management and product testing shall be in place and continuous improvement can be demonstrated. Documented systems, specifications and procedures relating to the business's food safety and quality systems shall be clear, organised and readily accessible.	Adds that documents of all types are “readily” available

3.1 Food Safety Systems Review

Ref	Requirement	NC	Minor	Major	New	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.	✓				
3.1.2	Any actions and improvements identified in the food safety systems review shall be completed to an agreed timescale.		✓			Clarifies actions 'shall be completed to an agreed timescale'

3.2 Non-Conformance Investigation and Corrective Action

Ref	Requirement	NC	Minor	Major	New	Comment
3.2.1	A procedure shall be in place detailing the controls 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.		✓			Clarifies a procedure is required
3.2.2	A procedure shall be in place to investigate and remedy the cause of any product, process or procedural nonconformance. Records shall be kept.	✓				Reworded
3.2.3	A procedure shall be in place to investigate the cause and ensure product complaints are logged, investigated, remedied and responded to. Records shall be kept.		✓			Clarifies for complaints you should 'investigate the cause' and 'remedy' and keep records

3.3 Traceability and Product Identification

Ref	Requirement	NC	Minor	Major	New	Comment
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.	✓				
3.3.2	The traceability system shall ensure that all raw materials, including food contact packaging, intermediate products, work in progress, rework, maturation, storage and distribution are identified and traceable at all stages.			✓		Details stages where traceability applies to include work in progress/intermediary steps
3.3.3	Traceability of raw materials (including food contact packaging) shall be tested forwards at least annually, and more frequently if there are known risks in the supply chain.		✓			Clarifies forwards traceability from raw material. Splits requirement, backwards moves to 3.3.4
3.3.4	Traceability of finished products shall be tested backwards at least annually, and more frequently if there are known risks in the supply chain.		✓			Split requirement, was in 3.3.3

3.4 Managing Incidents

Ref	Requirement	NC	Minor	Major	New	Comment
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. This procedure shall be reviewed at a minimum annually.		✓			Clarifies an annual review of the procedure (as part of the annual test)
3.4.2	The incident procedure shall be challenge tested at least annually to ensure it is effective and accurate. Records of the challenge test of the procedure, including the communication test, shall be kept.			✓		Adds the phrase 'shall be challenge tested'. Requires the test be 'effective and accurate', and includes a 'communication test'

Ref	Requirement	NC	Minor	Major	New	Comment
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.	✓				

3.5 Document Control

Ref	Requirement	NC	Minor	Major	New	Comment
3.5.1	A procedure shall be in place detailing the control of documents and records relating to the safety, legality and quality of products.	✓				
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.	✓				

3.6 Manufacturing and Finished Product Specifications

Ref	Requirement	NC	Minor	Major	New	Comment
3.6.1	Manufacturing Specifications for recipes, finished products, business to business products, non prepacked products, sub contracted or outsourced processing shall be adequate, accurate and kept current.			✓		Scope extends to 'manufacturing specifications' to include 'business to business products, non prepacked products, subcontracted or outsourced processing'.
3.6.2	Specifications shall include defined limits for microbiological, physical, chemical, allergen parameters, where these may affect the safety and /or quality of a finished product.		✓			Clarifies defined limits for allergens should be included where these may affect the safety and /or quality of a finished product.
3.6.3	Procedures, working instructions and records shall be accurate, authentic, clearly legible and readily accessible at all times.		✓			Clarifies documents need to be 'accurate, authentic'.

3.7 Labelling Control

Ref	Requirement	NC	Minor	Major	New	Comment
3.7.1	A procedure shall be in place detailing how labelling information provided to consumers or business customers is generated to ensure that legislative and, where specified, customer requirements are met. This includes all product labels and labelling information at point of sale, including e-commerce, marketing copy, websites and printed materials.			✓		Adds Business to Business labelling information
3.7.2	There shall be evidence to support the use of provenance, suitability, production method, nutritional/health claims, or logo claims on finished product labels and labelling information at point of sale, including ecommerce, websites and leaflets.	✓				
3.7.3	A procedure shall in place detailing how the correct label or printed packaging is applied to product. Records shall be kept.	✓				

3.8 Product Shelf-Life and Product Testing

Ref	Requirement	NC	Minor	Major	New	Comment
3.8.1	The shelf life applied to all products is based on safety and quality evidence. This shall be reviewed and validated annually. Records shall be kept.			✓		Adds an annual review and validation of shelf life
3.8.2	A finished product testing programme shall be in place to ensure compliance with specification to the end of shelf life. Records shall be kept.		✓			Clarifies product testing should include product at end of shelf life
3.8.3	Accredited laboratories shall be used for all tests which are critical to product safety or legality.	✓				

3.9 Management of New Products, Packaging, Recipes or Processing Changes

Ref	Requirement	NC	Minor	Major	New	Comment
3.9.1	A procedure shall be in place that details the documented processes and controls for the management of developing, trialling and approving any new products, recipes, packaging or processing changes. Records shall be kept.				✓	NEW clause and NEW sub-section Procedure for managing development, trialling and approval of new products, recipes, packaging, or processing changes. Records required.

SECTION 4 - PREMISES, LAYOUT AND STRUCTURE

Statement of Intent

Requirement	Comment
Premises and building structure shall be fit for purpose, clean, maintained, with a layout, segregation and flow designed to minimise the risks of cross contamination, secure and legally compliant, meeting product and digital security, production and staff requirements. Premises shall be registered with, or approved by, the appropriate authority.	Clarifies that premises should be 'with a layout, segregation and flow' designed to minimise the risks of cross contamination.

4.1 Premises Approval

Ref	Requirement	NC	Minor	Major	New	Comment
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.	✓				

4.2 External Areas and Product Security

Ref	Requirement	NC	Minor	Major	New	Comment
4.2.1	External factors affecting the location which may contaminate or affect integrity of products shall be assessed.	✓				
4.2.2	The perimeter, grounds, drainage, external storage and utilities shall be maintained in good order.	✓				
4.2.3	There shall be a food security/defence plan that describes site and product security threats and how they are controlled. The plan shall always include the security measures and/or practices to ensure only authorised personnel have access to production and storage areas on site. The plan shall be reviewed annually.		✓			Clarifies the plan should be reviewed annually. Digital/cyber security splits to 4.2.4
4.2.4	There shall be a digital security/defence plan that describes the systems and practices used to protect against digital failure and digital cyber security attacks. The plan shall be reviewed annually.		✓			Split requirement, was in 4.2.3

4.3 Site Layout and Methods of Working

Ref	Requirement	NC	Minor	Major	New	Comment
4.3.1	A site plan shall be in place 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.	✓				
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 and ingredients where required.	✓				
4.3.3	A procedure shall be in place detailing the controls required for the management of visitor tours & tastings.				✓	NEW clause: procedure for controls required for management of visitor tours and tastings.

4.4 Building Structure, Services and Fabrication

Ref	Requirement	NC	Minor	Major	New	Comment
4.4.1	Building structure including walls, ceilings, doors, floors, drains and lighting shall be sound, fit for purpose and regularly maintained.	✓				
4.4.2	Building Services such as ventilation, compressed air and steam shall be sound, fit for purpose and regularly maintained.	✓				
4.4.3	Suitable and sufficient hand cleaning facilities shall be provided.	✓				
4.4.4	Staff Facilities shall be provided, well maintained and sited to prevent any cross contamination risk.		✓			Clarifies control of all staff facilities, includes the changing area element of 1.2.5. NOTE: Toilet-location rule is a statutory requirement under retained EU 852/2004 Annex II Chapter I
4.4.5	Facilities for tray and utensil washing and general-purpose cleaning shall, where appropriate, be adequately segregated from product handling and storage.	✓				
4.4.6	A procedure shall be in place to detail the glass and breakables controls. There shall be a list of relevant items with routine inspection checks. Records shall be kept.		✓			Clarifies a list of items with a record of routine inspection
4.4.7	A procedure shall be in place to detail the controls and practice required for good manufacturing practice and prevention of contamination.			✓		Broadens the requirement to all GMP standards and controls, includes fabrication and foreign body. Cleaning/replacing light fittings is now incorporated into guidance in 4.4.6. Renumbered, was 4.4.8.
4.4.8	A program shall be in place of regular GMP standards inspection checks across the factory including all ancillary areas to demonstrate compliance. Records shall be kept.				✓	NEW Clause. Adds a requirement for a regular, recorded GMP standards inspection checks e.g. 'Housekeeping and GMP Checks'