



Broker, Storage and Distribution Standard

Issue 2 - Summary of Changes

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

The information and opinion contained within is expressed in good faith. Neither SALSA nor its approved agents will accept liability for any error or omission in respect of information contained in this document.

Much of the text in this document is based on information and opinion that is already in the public domain.

This document may be circulated and copied freely on the condition that it is done so in its entirety.

© SALSA Scheme Ltd. 2021, 2026

Summary of Changes – Issue 1 to 2

This change tracker is for the SALSA Brokers, Storage & Distribution Audit Standard. It is specific to the requirements only and should be used to understand the key differences between Issue 1 and Issue 2. The numbering used is for Issue 2.

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.

B Mandatory requirements for Brokers are indicated with a purple icon.

SECTION 1 - PREREQUISITE CONTROLS

- 1.1 Training and Supervision
- 1.2 Personal Hygiene
- 1.3 Cleaning
- 1.4 Allergen Management
- 1.5 Process, Environment and Equipment Control
- 1.6 Control of Suppliers & Subcontracted Service Providers
- 1.7 Stock Control
- 1.8 Waste Control and Recycling
- 1.9 Pest Management
- 1.10 Equipment
- 1.11 Maintenance
- 1.12 Vehicle Management, Storage and Distribution

SECTION 2 - HACCP

- 2.1 HACCP Scope
- 2.2 Product Description
- 2.3 Intended Use
- 2.4 Process Flow Diagram
- 2.5 Hazard Analysis
- 2.6 Control Measures / Prerequisites
- 2.7 Risk Assessment
- 2.8 Critical Control Points
- 2.9 Critical Limits
- 2.10 Monitoring Procedures
- 2.11 Corrective Actions
- 2.12 Verification
- 2.13 HACCP Documents and Records
- 2.14 HACCP Review
- 2.15 HACCP Team
- 2.16 HACCP Operational Monitoring Competency

SECTION 3 - MANAGEMENT SYSTEMS AND DOCUMENTATION

- 3.1 Product Safety Systems Review
- 3.2 Non-Conformance Investigation and Corrective Action
- 3.3 Traceability and Product Identification
- 3.4 Managing Incidents
- 3.5 Document Control
- 3.6 Customer Specifications and Contracts
- 3.7 Labelling Control
- 3.8 Product Shelf Life
- 3.9 Management of New Products, Packaging or Processing Changes

SECTION 4 - PREMISES, LAYOUT AND STRUCTURE

- 4.1 Premises Approval
- 4.2 External Areas and Site Security
- 4.3 Site Layout and Methods of Working
- 4.4 Building Structure, Services and Fabrication

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 - PREREQUISITE CONTROLS

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 a documented programme and records are 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.			✓		New broader procedural requirement covering all personal hygiene rules. The specific prescriptive clauses from Issue 1 (hair, smoking, jewellery, plasters, fingernails, perfume) are not specified but are expected to be included as good practice and audit expectation. (Replaces 1.2.5/1.2.6/1.2.7/1.2.9/1.2.10)
1.2.2	Suitable workwear and footwear worn by employees, visitors and contractors working in, or entering storage areas shall be suitable for the product being handled and shall not pose a contamination risk.		✓			Workwear scope now includes footwear. Renumbered was 1.2.1
1.2.3	Where product packaging is damaged and food is no longer enclosed (spillage), the company approved clothing must not be a source of cross contamination for products.	✓				Reworded.

Ref	Requirement	NC	Minor	Major	New	Comment
1.2.4	The consumption of personal food and drink shall not be permitted within food handling/storage areas.		✓			Adds the word 'personal' before 'food and drink' to clarify this applies to staff personal items, not product being handled.
1.2.5	Hand cleaning shall always be performed before entering production, handling products, after visiting the toilet and thereafter at a frequency that is appropriate to minimise risk to product.		✓			Adds 'before entering production' to the hand cleaning triggers. Same underlying obligation.
1.2.6	The business shall have a procedure for establishing the health status of product 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.		✓			Adds requirement for a procedure to establish health status (e.g. pre-employment / return-to-work questionnaire), alongside ongoing notification. Renumbered was 1.2.11

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 packed product.	✓				
1.3.2	Documented cleaning schedules, procedures, methodology and records shall be in place and maintained for the building, services, plant and all equipment in direct contact with packed products, cleaning equipment and hoses. The cleaning procedures and methodology shall be validated to confirm they are effective for the products handled.			✓		Cleaning schedules now includes cleaning equipment and hoses. Cleaning procedures and methodology shall be validated to be appropriate for the products handled.
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 manufactures guidelines. All cleaning chemicals shall be correctly labelled, identifiable and safely stored.			✓		Requires a documented system and list of approved cleaning chemicals. Chemicals to be food-safe, correctly labelled, identifiable 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 scope now includes methodology and chemicals used. Records required.

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.		✓			Renumbering and splitting of the allergen requirements into a sub section. Requires documented identification of allergens for all raw materials and products brought on site. Include 'May contain' allergens from suppliers. Renumbered was 1.4.3
1.4.2	The business shall document in a risk assessment the allergens handled and the risk of cross contamination.			✓		Risk assessment splits from previous 1.4.3. Must be documented.
1.4.3	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.				✓	New Clause: Procedure for allergen labelling verification — based on ingredient specifications, recipes and cross-contamination risk. Scope includes labels, e-commerce, marketing copy, websites and printed materials. Records required.

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 supplied goods are consistently in compliance with the requirements of the written specification. Records shall be kept.			✓		Adds requirement for records of process control monitoring.
1.5.2	Documented appropriate environmental controls shall be monitored to ensure that facilities are adequate to maintain goods within a safe temperature range and, where applicable, under controlled humidity, atmospheric or other environmental parameters. Records shall be kept.			✓		Adds requirement for records of environmental control monitoring.
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.		✓			Clause requirement is unchanged. Reworded as 'procedures shall be in place'. 'Prior to release' element is in the Interpretation Guide.
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, 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 processes and product quality shall have a regular in house verification check and be adjusted if necessary. Records shall be kept.			✓		Now headed 'Inhouse Equipment Verification'. Clarifies the need for an in-house verification check that is documented (method, frequency, acceptance criteria, sign-off).
1.5.6	Procedures for quantity control shall be in place to ensure the product supplied complies with Weights and Measures legislative requirements.	✓				

1.6 Control of Suppliers & Subcontracted Service Providers

Ref	Requirement	NC	Minor	Major	New	Comment
1.6.1 B	A procedure shall be in place detailing how all suppliers of products and of subcontracted services 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 the requirement for an annual review.
1.6.2 B	Specifications shall be held for all products supplied and subcontracted packing or processing. A review of specifications shall be completed annually.			✓		Reworded and 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 products.			✓		Requires a procedure to be written to detail the checks required on incoming goods. Checks are to be recorded. The details (temperature, damage, cleanliness, pest, CoA) would be expected in the procedure.
1.6.4 B	The risks in relation to food fraud, adulteration or substitution for all brokered, stored and/or distributed products 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.			✓		Adds other types of food fraud to the assessment of risks. Adds that 'changes in risk levels should be monitored' and a full annual review documented.
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.	✓				Reworded

1.7 Stock Control

Ref	Requirement	NC	Minor	Major	New	Comment
1.7.1 B	Stock rotation shall be controlled to ensure that products are used within their allocated shelf-life.	✓				Reworded
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.	✓				Reworded

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.			✓		Requires a procedure to detail the handling, storage, removal and legal disposal of waste. Adds recycling of materials.
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.		✓			Expands 'handling/storage areas' to 'all premises'.
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.		✓			Reworded. Specifies at least an annual review.
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.		✓			Annual review of the pest plan/diagram now requires it to be 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.		✓			Combines 1.9.4 and 1.9.5 from Issue 1 - Inspection records and contractor recommendations
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.	✓				Renumbered 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.	✓				Renumbered was 1.9.7

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 handling and shall not be a source of foreign body contamination.		✓			Clarifies equipment should be fit for purpose, allow hygienic handling and prevent 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.			✓		Adds requirement for records of maintenance 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 use.			✓		Adds requirement for records confirming the area/equipment is inspected and clean for release to use after maintenance.

1.12 Vehicle Management, Storage and Distribution

Ref	Requirement	NC	Minor	Major	New	Comment
1.12.1	Facilities for product handling, picking, order collation, loading bays, transportation and distribution vehicles 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.			✓		Scope expanded from 'transport' to include facilities for product handling, picking, order collation and loading bays. Records of pre-load inspections required. Change in number (was 1.13.1)
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'. Third-party hauliers covered separately in 1.12.3. Change in number (was 1.13.4)
1.12.3 B	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.		✓			Tightens 'documented agreement' to 'documented contract, service agreement or terms and conditions'. Change in number (was 1.13.2)
1.12.4 B	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 of transit trials shall be kept.			✓		Adds requirement to keep records of transit trials for courier/postal distribution. Change in number (was 1.13.3)

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.				✓	New clause: documented product descriptions per product or product category. Awareness of food standards, regulations and codes of practice. moves from 2.14 in Issue 1.

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.				✓	New clause: documented intended use per product group, by end user or consumer.

2.4 Process Flow Diagram

Ref	Requirement	NC	Minor	Major	New	Comment
2.4	A flow process/diagram shall be constructed to cover each product category handled and process as outlined in the scope of the SALSA audit. All operational steps shall be covered from receipt through handling activities, storage and distribution.	✓				Reworded. Renumbered was 2.2

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.		✓			Adds 'against each process step'. Hazard categories reframed as microbiological, physical, chemical and allergen. Renumbered was 2.3

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.		✓			Adds 'against each process step'. Renumbered was 2.4

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 the risk assessment should be conducted for each hazard at each step. Renumbered was 2.5

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.		✓			References 'risk assessment'. Renumbered was 2.6

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.			✓		Adds requirement that critical limits shall be validated. Renumbered was 2.7

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.	✓				Reworded. Renumbered was 2.8

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.	✓				Reworded. Renumbered was 2.9

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 is verification that the critical limits and controls are working effectively. Renumbered was 2.10

2.13 HACCP Documents and Records

Ref	Requirement	NC	Minor	Major	New	Comment
2.13 B	Documents and records to demonstrate the effective implementation and monitoring of the HACCP system shall be maintained.		✓			Reworded. Renumbered was 2.11

2.14 HACCP Review

Ref	Requirement	NC	Minor	Major	New	Comment
2.14 B	Complete a documented HACCP system review annually and with any new practices, processes or product changes, changes to storage or distribution are introduced.		✓			Adds 'changes to storage or distribution' as a HACCP review trigger. Renumbered was 2.12

2.15 HACCP Team

Ref	Requirement	NC	Minor	Major	New	Comment
2.15 B	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.				✓	New clause: Moves the HACCP team training from 2.1. Requires the entire HACCP team be trained and demonstrably competent in CODEX-based HACCP.

2.16 HACCP Operational Monitoring Competency

Ref	Requirement	NC	Minor	Major	New	Comment
2.16 B	At all times during handling and storage activities 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.		✓			Requires 'specifically trained personnel' on site at all times activities are undertaken with understanding of the site's HACCP. Renumbered was 2.13.

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 Product Safety Systems Review

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

3.2 Non-Conformance Investigation and Corrective Action

Ref	Requirement	NC	Minor	Major	New	Comment
3.2.1 B	A procedure shall be in place detailing the controls to identify, record and manage non-conforming materials occurring at all stages of handling, storage and despatch, including any damages and returns, including customer complaints.		✓			Requires a procedure. Expanded to 'all stages of handling, storage and despatch'.
3.2.2 B	A procedure shall be in place to investigate and remedy the cause of any product, process or procedural nonconformance. Records shall be kept.			✓		3.3.1 splits to 3.2.2 (investigating non conforming materials) and 3.2.3 (handling complaints).
3.2.3 B	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.			✓		Renumbered was part of 3.3.1. Adds requirement to respond to complaints.

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 products handled including printed outer packaging, throughout all stages of goods intake through handling, storage, picking, packaging to despatch and delivery to customers and backwards from customer to raw material supplier.		✓			Scope extended to include picking and packaging operations. Renumbered was 3.4.1
3.3.2	The traceability system shall ensure that all products handled including printed outer packaging, maturation, storage and distribution are identified and traceable at all stages.				✓	Confirms traceability covers maturation, storage and distribution stages, not just supplier-to-customer endpoints.
3.3.3	Traceability of products (including printed packaging) shall be tested forwards at least annually, and more frequently if there are known risks in the supply chain.			✓		Test of traceability splits into 3.3.3 = forwards test of raw materials. 3.3.4 = backwards test of finished products. Renumbered was 3.4.2
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.			✓		Test of traceability splits into 3.3.3 = forwards test of raw materials. 3.3.4 = backwards test of finished products. Renumbered was 3.4.2

3.4 Managing Incidents

Ref	Requirement	NC	Minor	Major	New	Comment
3.4.1 B	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.		✓			Adds requirement for an annual review. Renumbered was 3.5.1.
3.4.2 B	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'. Renumbered was 3.5.2.
3.4.3 B	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.	✓				Substantively identical – notify SALSA within 3 working days of recall/withdrawal/improvement notice/legal proceedings.

3.5 Document Control

Ref	Requirement	NC	Minor	Major	New	Comment
3.5.1 B	A procedure shall be in place detailing the control of documents and records relating to the safety, legality and quality of products.		✓			Issue 1's 'responsibility of a senior member of staff' is dropped from the clause text.
3.5.2 B	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.	✓				Reworded, documents/records authentic, legible, retained for shelf-life plus one year.

3.6 Customer Specifications and Contracts

Ref	Requirement	NC	Minor	Major	New	Comment
3.6.1	Customer specifications and contracts for products shall be adequate, accurate and kept current.		✓			Reframed as specs 'shall be adequate, accurate and kept current'.
3.6.2	The product specifications shall include defined limits for microbiological, physical, chemical, allergen parameters, where these may affect the safety and /or quality of the product.			✓		Defined limits on specification should now cover four categories: microbiological, physical, chemical and allergen.
3.6.3	Procedures, working instructions and records shall be accurate, authentic, clearly legible and readily accessible at all times.		✓			Adds 'accurate, authentic' to the existing 'clearly legible and readily accessible'.

3.7 Labelling Control

Ref	Requirement	NC	Minor	Major	New	Comment
3.7.1	A procedure shall be in place to ensure all product labelling fully conforms to legislative and, where specified, customer requirements. This includes all product labels and labelling information at point of sale, including e-commerce, marketing copy, websites and printed materials.			✓		Expands the requirements to cover all labelling information including e-commerce, marketing copy, websites and printed materials. Renumbered was 1.12.1
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.		✓			Expands claims to include production method, nutritional/ and health claims. Clarifies scope of where the requirement applies. Renumbered was 3.4.3

Ref	Requirement	NC	Minor	Major	New	Comment
3.7.3	A procedure shall in place detailing how the correct label or printed packaging is applied to product. Records shall be kept.			✓		Adds requirement to keep records. Renumbered was 1.12.2.

3.8 Product Shelf Life

Ref	Requirement	NC	Minor	Major	New	Comment
3.8.1	The minimum durability (shelf-life) applied to products shall be determined by the supplier, documented in the product specification and checked using appropriate verification techniques.		✓			Relocated from Issue 1 1.14.1. Shelf-life determined by supplier, documented in specification and verified. Renumbered was 1.14.1.
3.8.2	Accredited laboratories and methodologies shall be used for all tests which are critical to product safety or legality.		✓			Splits from 1.14.1.

3.9 Management of New Products, Packaging or Processing Changes

Ref	Requirement	NC	Minor	Major	New	Comment
3.9.1 B	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 sub-section and clause: 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, designed to provide safe, secure and legally compliant facilities, meeting product, handling, storage, digital security and staff requirements. Premises shall be registered with, or approved by, the appropriate authority. All businesses placing food products on the market must be able to demonstrate they are running as a legitimate Food Business Operator.	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 B	The handling / storage site shall be registered with or approved by the site's Local Authority. Documented Local Authority reports shall be made available and held on file for inspection. A procurement business shall be able to demonstrate they are running as a legitimate food business operator.		✓			Reworded. Renumbered was 4.1.

4.2 External Areas and Site 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.		✓			Reworded. Renumbered was 4.2.
4.2.2	The perimeter, grounds, drainage, external storage and utilities shall be maintained in good order.		✓			Adds 'external storage and utilities' to maintenance scope. Renumbered was 4.3.
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.			✓		Food security/defence plan now a named documented plan with annual review. Digital security is now separate (4.2.4). Renumbered was 4.4.

Ref	Requirement	NC	Minor	Major	New	Comment
4.2.4 B	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 4.4.

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.		✓			Clarifies this covers all process steps on site. Renumbered was 1.4.1.
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.		✓			Expands the requirements for segregation of products to an overall control to reduce cross contamination. Renumbered was 1.4.2.

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.	✓				Renumbered was 4.8
4.4.2	Building services, such as ventilation, compressed air, cooling systems shall be sound, fit for purpose and regularly maintained.	✓				Renumbered was 4.9
4.4.3	Suitable and sufficient hand cleaning facilities shall be provided.	✓				Renumbered was 4.5
4.4.4	Staff Facilities shall be provided, well maintained and sited to prevent any cross contamination risk.		✓			Clarifies control of all staff facilities, including canteens, toilets and changing area. NOTE: Location of toilets is a statutory requirement under retained EU 852/2004 Annex II Chapter I. Renumbered was 4.7
4.4.5	Facilities for tray and rack washing and general-purpose cleaning shall, where appropriate, be adequately segregated from product handling and storage.	✓				Renumbered was 4.6
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 that a procedure is required with records of checks against a list of relevant items. Renumbered was 1.4.4
4.4.7	A procedure shall be in place to detail the controls and practice required for good manufacturing practice and prevention of contamination.				✓	New clause: procedure for good manufacturing practice and prevention of contamination. Includes the requirements from Issue 1 of 1.4.6 (wood/plastic foreign body), 1.4.7 (chemicals) and 1.11.3 (light fittings).
4.4.8	A program shall be in place of regular GMP standards inspection checks across the premises including all ancillary areas to demonstrate compliance. Records shall be kept.				✓	New clause: documented programme of regular GMP standards inspection checks across all areas including ancillary areas. Records required.