The SALSA Requirement:
“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.”

About this SALSA Requirement:
This Requirement is intended to ensure that there are clear controls in place for what jewellery, if any, is permitted to be worn within production areas by business employees, visitors and contractors. This should include medical jewellery (jewellery worn permanently to state a specific medical condition which can give historical health information to first aiders and medics in an emergency situation), medicines, keys & mobile phones. The controls can also give clarity where employees wear jewellery for religious and possibly health reasons.

How the business manages, controls and monitors this Requirement must be stated. All these items could potentially be a foreign body contaminant (including a source for sabotage), harbour pathogenic bacteria and prevent correct, effective hand cleaning.

Tools
- Business Jewellery & Associated Personal Items Policy stated within Personal Hygiene procedures
- Record of training for new staff for the Jewellery and Associated Personal Items Policy at Induction
- Documented training records for all staff in the procedure
- Monitor the policy during start-up & end of production and internal audits
- The policy should state it is a disciplinary offence and a legal food handler requirement to follow Company Rules regarding food safety
- State the policy in/with Visitors’ and Contractors’ questionnaires
- Clearly stated rules for jewellery i.e. if permitted and unavoidable, jewellery can be covered with a blue plaster but ensure the plaster is business-issued and monitored

Tips
- Never compromise the policy by giving concessions to specific employees
- Management and team leaders must enforce the policy consistently throughout each department
- Senior management must lead by example
- Provide suitable secure lockers for personal items
- Only simple wedding rings are allowed and you may allow one pair of sleeper earrings
- Discourage employees from bringing/wearing other items of jewellery to work
- Spectacles are not jewellery but if only for reading ensure employees have a plain neck hanger
- Studs in any exposed part of the body e.g. ears, nose, tongue and eyebrows shall not be worn
- Have a lockable safe box kept securely for Visitors’ jewellery
- Store personal medicines in a designated secure place
1.2.5 Control of Personal Items

Additional Resources:
See Guidance Notes for Requirement 1.3.2 which make reference to ‘a documented routine check of the cleanliness and tidiness of the premises’ (Housekeeping Check). Include monitoring of this policy in these housekeeping checks.

What do I need to do to show I comply with this Requirement?
Document a procedure stating how jewellery and personal items are managed within the business. Ensure your procedure clearly states which items are permitted and which are not. Train staff in the procedure and ensure visitors and contractors are made aware of the policy before entry into production areas.

Routinely monitor the system through start-up checks and Good Manufacturing Practice audits (e.g. ref: Requirement 1.3.2 Housekeeping checks) to see if the system is working effectively.

What does a Check Sheet look like?
The example below is an extract of a simple Check Sheet for a weekly Good Manufacturing Practice Audit covering control of personal items. You should determine which areas you will cover in your weekly audit and add the details required (this audit sheet can be used for a number of SALSA requirements).

<table>
<thead>
<tr>
<th>WEEKLY SITE GMP AUDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Satisfactory</td>
</tr>
<tr>
<td>2- Below Average</td>
</tr>
<tr>
<td>3- Poor</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Time</td>
</tr>
<tr>
<td>Are all staff following the Jewellery Policy?</td>
</tr>
<tr>
<td>Are Visitors and Contractors reading the Personal Hygiene Rules and completing/signing the Visitors’ Questionnaire?</td>
</tr>
<tr>
<td>…….</td>
</tr>
<tr>
<td>Details of occasions where/when scores of 2 or 3 have been noted:</td>
</tr>
<tr>
<td>Signed</td>
</tr>
</tbody>
</table>

To be completed weekly for whole production site.
Any corrective action required (including re-training and maintenance) added to Corrective Action Log.
Owner/Manager’s Signature ___________________ PRINT NAME ___________________

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