

Downloaded Red Tractor Standards Manual

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Meat Processors

Key – Those standards which have greater significance (all other standards are normal)
Recommendation – Those which do not affect certification
New – A completely new standard which the member must now adhere to
Revised – A standard that has changed and requires the member to take some different or additional action to before
Upgraded – The standard has been upgraded to a Key standard or from a Recommendation to a full standard
Appendix – this is referenced in the 'How you will be measured' column and indicates that additional information is provided in the Appendices.


This icon indicates that a record is required.


Where to find help – at the end of each section we have indicated where you can get extra guidance if you need it.

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AIM: ANIMAL WELFARE (AB)

AB.AW.a

Standards

An animal welfare policy for the site must be documented and communicated

How you will be measured

- **A documented policy outlines the site's objectives with regards to achieving and delivering standards of animal welfare and conforming to the scheme standard and relevant legislation**
- **Policy signed off by relevant senior management**
- **Policy communicated to relevant persons e.g. through training, posters, work instructions, staff handbook**
- **The policy is reviewed annually (demonstrated with a signed and dated review) and kept up-to-date**

Policy

AB.AW.a.1

Standards

Animal Welfare Officer(s) (AWO) must be on-site during operational hours and hold overall responsibility for Animal Welfare on the site

How you will be measured

- **A documented management structure identifies those fulfilling role**
- **A documented procedure details the responsibilities of the AWO**
- **AWO(s):**
  - **hold appropriate Certificates of Competence for the species and operations they are responsible for**
  - **have sufficient authority and competence to provide guidance to personnel that manage poultry on-site**
  - **have sufficient authority to make decisions to safeguard welfare**

Management structure/ organogram

AB.AW.a.2

Standards

There must be a sufficient number of trained and competent persons working within the lairage and slaughter areas during operational hours to care for and handle livestock

How you will be measured

- **During operational hours competent persons oversee/ undertakes unloading, lairaging and slaughter**
- **Competent persons may include deputies to the AWO**
- **Arrangements are in place to ensure sufficient people are present during holidays/ sick leave**

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AB.AW.a.3

Standards

All staff involved in the care and handling of livestock must be trained and assessed as competent

How you will be measured

- **As required by legislation, persons that are responsible for or undertake the following roles, hold a Certificate of Competence relevant to the species:**
  - **the handling and care of animals before they are restrained**
  - **the restraint of animals for the purpose of stunning or killing**
  - **the stunning of animals**

the assessment of effective stunning

- **the shackling or hoisting of animals**
- **the bleeding of live animals and monitoring the absence of signs of life**
  - **Staff have been trained to procedures relevant to their roles. Training may include Certificate of Competence training delivered in house by an official training provider or by external training providers**

AB.AW.a.4

Standards

The ongoing performance of staff who care for and handle livestock must be monitored and training updates or refresher training given as required

How you will be measured

- **Training needs for each role are established**
- **Employee training needs are reviewed on a risk assessed frequency and where needed training and updates are given e.g. change in process, change in legislation**

Training record

AB.AW.a.5

Standards

Systems must be in place to ensure appropriate, competent persons are contactable out of operational hours when livestock are on-site

How you will be measured

- **Person(s) contactable in the event of a problem/ emergency**
- **The point of contact is a competent member of staff who can contact an AWO at any time or is an AWO**

Signs/ contact numbers

AB.AW.a.6

Standards

The AWO(s) must have access to or hold a copy of the most up-to-date regulations and recommendations relating to protecting the welfare of animals at the time of killing

How you will be measured

- **Up-to-date copies of industry codes of practice relevant to stunning and killing system held (such as those produced by Defra, trade associations or the Humane Slaughter Association)**

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AB.AW.b

Standards

Suitably designed and constructed unloading facilities must be provided

How you will be measured

- **Designed in accordance with legislation and with regard to the livestock species being unloaded**
- **Design of facilities to minimise risk of slipping, falling or injury (e.g. minimal ramp incline, ramp surfaces are non-slip)**
- **Where necessary, species-specific bays are operated**
- **Solid and secure unloading points prevent the escape of livestock**

AB.AW.b.1

Standards

Walkways and the lairage must be designed and constructed to allow animals to move freely in the required direction

How you will be measured

- **The area facilitates the movement of livestock and does not present obstructions to livestock**

AB.AW.b.2

Standards

Walkways and the lairage must be suitably designed and constructed to provide a suitable environment for livestock

How you will be measured

- **The lairage provides a safe, hygienic and comfortable environment (i.e. no sharp edges, projections or hazardous electrical installations)**
- **The design of pens and gates allows inspection of livestock and reduces the risk of livestock becoming injured or escaping**

AB.AW.b.3

Standards

Livestock areas have sufficient lighting to allow normal behaviours, effective handling and inspection

How you will be measured

- **The loading areas, walkways and pens are appropriately lit, to allow inspection and effective handling**
- **If livestock are kept overnight, a period of low level lighting or darkness is provided to allow rest**

AB.AW.b.4

Standards

Walkways, the lairage and any pens must be constructed and maintained in a manner that enables effective cleansing and disinfection

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AB.AW.b.5

Standards

Walkways, the lairage and any pens used must be cleansed and disinfected regularly to minimise the risk of contamination

How you will be measured

- **Dedicated facilities are available in the lairage area to do this**
- **Pens are thoroughly cleansed and disinfected at least weekly**
- **No evidence of dried or built up manure, old-bedding or feed**

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AB.AW.b.6

Standards

The lairage must be suitably designed and constructed to provide appropriate thermal conditions for livestock

How you will be measured

- **The lairage is ventilated to minimise high humidity, the build-up of odours and to maintain temperature**
- **Ventilation may be natural or artificial**
- **The lairage shelters livestock from adverse weather conditions. If the lairage is not roofed, some protection from inclement weather is provided (e.g. walls, hedges)**
- **The lairage has systems in place to cool animals to prevent overheating. Pig lairages have a system for misting pigs (or similar)**

AB.AW.c

Standards

Ventilation systems must be maintained and alarms regularly tested

How you will be measured

- **Ventilation systems maintained and effective**
- **Where ventilation is controlled mechanically, alarms and emergency back-up systems are in place to notify failures**
- **Alarms are tested every seven days**

AB.AW.c.1

Standards

In the event of ventilation equipment failure, contingency plans and corrective actions must be implemented

How you will be measured

- **Where necessary, emergency back-up systems are implemented**
- **Corrective actions and repairs are recorded**

R Corrective actions

AB.AW.d

Standards

Floors which livestock have access to must be designed, constructed and maintained in a manner that minimises the risk of slipping, falling or injury

How you will be measured

- **Includes loading ramps, walkways, pens, stun pens**
- **Floor surfaces are sound and livestock can walk at ease**
- **Design of any slats are suitable for the species and do not cause livestock to slip, fall or cause foot injuries**
- **Any drains that are accessible to livestock (i.e. in areas where they are moved or held) are maintained with sufficient grip and are secure to prevent them being lifted by livestock**

AB.AW.e

Standards

Livestock must not be subjected to avoidable, excessive or sudden noises

How you will be measured

- **Efforts are made to minimise avoidable, excessive or sudden noises**
- **Noises may be caused by people, equipment or ventilation systems**
- **Noises in the lairage environment do not cause livestock distress**

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AB.AW.f

Standards

A daily, visual check of the facilities used for livestock must be carried out by a competent member of staff, prior to the start of the day's kill

How you will be measured

- **A visual check of the unloading, lairage, handling, restraining and stunning facilities**
- **If the visual check identifies an issue, this is recorded and corrective action is implemented**
  - **where there is a risk to animal welfare the issue is addressed immediately, recorded and reported to an AWO**
- **Where necessary production is halted until the problem is resolved or the affected area is not used**

AB.AW.g

Standards

Where waiting pens are used, they must be of suitable design

How you will be measured

- **The waiting or crowd pen has a level floor, solid sides with no sharp edges and allows the flow of livestock directly to the place where they will be stunned/ killed**

AB.AW.g.1

Standards

The facilities used for holding livestock for stunning must be suitably designed to allow effective stunning

How you will be measured

- **The equipment or facilities present no sharp edges**
- **The design or location facilitates movement of stunned animals to the sticking point to ensure the stun to stick time is minimised (and within the timescales prescribed in the relevant Appendix)**
- **The design allows the stunning process to be monitored**
- **Where restraining devices or individual stun pens are used:**
  - **entry to the pen encourages the flow of livestock into the pen**
  - **the equipment restricts livestock movement (forward, backwards or sideways), minimises livestock struggling and negates the need for animals to be carried or inverted**
  - **the equipment presents the animals head for effective stunning**
- **Where group stunning pens are used:**
  - **entry to the pen encourages the flow of livestock into the pen**
  - **the size of the group needs to be matched to the size of the pen to give appropriate working space to allow effective and efficient stunning**

AB.AW.h

Standards

Field lairages must be equipped with appropriate facilities to deliver welfare needs

How you will be measured

- **Field lairages provide livestock with protection from adverse weather conditions i.e. hedges, trees or man-made walls, banks, provide shade to livestock in hot weather and provide shelter in cold weather**
- **Field lairages have a perimeter fence that is complete and structurally sound. The fence:**
  - **prevents direct contact between abattoir livestock and other livestock**
  - **gives a 3 metre gap between abattoir and other livestock e.g. by double fencing**
  - **reduces the likelihood of escape**
- **Fresh, clean drinking water is provided to livestock in water troughs. Troughs are cleaned out as needed to ensure water is of suitable cleanliness**
- **Hazards are inaccessible to livestock**
- **Fixed or portable lighting is available to enable livestock to be seen at any time**

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AB.AW.h.1

Standards

Field lairages are effectively managed

How you will be measured

- **Livestock are managed in batches and a control system ensures traceability is maintained for livestock lairaged in a field**
- **Weeds are managed and the field is given a period of rest from livestock/ rotated as needed to enable grass to recover**
- **Stocking densities are managed to ensure the field does not become excessively poached**

Traceability records

AB.AW.i

Standards

The site must operate a system that ensures that livestock vehicles are unloaded without delay

How you will be measured

- **If livestock cannot be unloaded immediately upon arrival, a risk assessed unloading sequence is decided**
- **Risk assessment takes into consideration the species, length of journey, climatic conditions and signs of distress**
- **Where livestock are held on the vehicle, their welfare is continuously monitored**

AB.AW.i.1

Standards

A record of the date and time of livestock arrival and unloading must be displayed and kept

How you will be measured

- **Record kept in the lairage**
- **The record is visible in the lairage (e.g. on a board in the lairage/ on the pen)**

Pen record

AB.AW.j

Standards

A system must be in place to check the health and welfare of all livestock that come onto site at unloading or shortly after arrival

How you will be measured

- **All livestock are checked at unloading or shortly after penning by a competent member of staff (which may include site security)**
    - **in the case of out of hours deliveries, the transporter may sign that livestock were okay at delivery, provided checks are undertaken by the first competent person to arrive on-site**

(note this does not override the need for transporters to check livestock upon unloading and report issues)

- **The checks made identify if livestock are showing signs of distress, pain or injury**

AB.AW.j.1

Standards

A system must be in place to check the health and welfare of all livestock regularly whilst the livestock are on-site

How you will be measured

- **The checks made identify if livestock are showing signs of distress, pain or injury**

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AB.AW.j.2

Standards

A system must be in place to check the health and welfare of livestock that are lairaged out of hours

How you will be measured

- **Livestock that are lairaged overnight are checked as a minimum in the evening and then again in the morning (applicable to livestock lairaged over the weekend also)**
- **The checks made identify if livestock are showing signs of distress, pain or injury**

AB.AW.j.3

Standards

Prompt appropriate action must be undertaken in the event of an animal arriving in distress, pain or injury or becoming distressed, injured or in-pain whilst on-site

How you will be measured

- **The issue is reported to the AWO and the unfit animal procedures are implemented immediately**
  - **the procedure outlines the action/s to be taken (including out-of-hours if applicable) and when they should be taken**
  - **actions may include segregation (in a different pen or the one it is in), limiting access to it, emergency killing**
  - **livestock are only moved if movement (or separation) will cause no further pain or distress**
- **Relevant staff understand the actions to be taken**
- **A record of identified issues is kept**

R Unfit animal procedure; details of when the procedure has been implemented

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AB.AW.j.4

Standards

Appropriate facilities must be available on-site to segregate sick or injured livestock

How you will be measured

- **A pen is available and ready to use prior to the arrival of the first livestock of the day**
- **There is a means to identify the pen e.g. signs/ marker boards**
- **Water is available and bedding (if appropriate) provided to livestock in segregation facilities**
- **Where possible the pen situation allows the sight and sound of other animals, unless there are significant disease implications**

AB.AW.j.5

Standards

Livestock that require emergency killing must be dealt with immediately by a competent person according to the site's documented procedure

How you will be measured

- **Livestock requiring emergency killing include those experiencing pain or suffering and those too young to take solid feed**
- **The procedure identifies:**
  - **the equipment to be used for emergency slaughter and its location**
  - **who the welfare issue is reported to (i.e. AWO, official veterinarian)**
  - **who will slaughter the animal – including out of hours**
- **Equipment for emergency slaughter is easily accessible. Where the lairage is in close proximity to the stunning and killing points, and stunning equipment can be moved to the affected animal, separate equipment is not necessary**

R Emergency killing procedure

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AB.AW.k

Standards

System must be in place to ensure livestock are penned at appropriate stocking densities to ensure animals are not overcrowded

How you will be measured

- **In situations approved by the AWO and where livestock will be held on-site for short time periods, the minimum space allowances in the relevant Appendix are adhered to**
- **In all other situations, there is sufficient space in the pens to allow all livestock to lie down simultaneously, rise without difficulty and turn around**
- **Space allowances are adjusted as a result of humidity, temperature and length of stay**

AB.AW.k.1

Standards

Guidance must be provided to personnel who pen livestock, on the normal number of livestock each pen is capable of holding under normal conditions

How you will be measured

- **The guidance is visible (e.g. on a board in the lairage/ on the pen) to relevant personnel (e.g. staff, hauliers and farmers)**
- **The number may be a range or multiple figures for short, medium and long term (overnight) stays**



Pen records

AB.AW.k.2

Standards

Livestock must be grouped appropriately to avoid bullying, injury or distress

How you will be measured

- **The following categories of livestock are not mixed:**
  - **different species**
  - **pigs of different origin**
  - **animals of significantly different sizes or ages unless they are from the same farm and have been managed together**
  - **horned and un-horned cattle, unless they have arrived in the same group**
  - **sexually mature males and females, unless they have arrived in the same group**
- **In the following cases, livestock are penned individually:**
  - **mature, entire bulls and rams, unless raised in compatible groups**
  - **boars over 6 months**
- **Livestock that become aggressive/ start bullying one another are separated or penned individually**

AB.AW.l

Standards

Livestock must be provided with access to fresh, clean drinking water at all times whilst in the lairage

How you will be measured

- **Fresh, clean drinking water is provided to livestock in water troughs or appropriate drinkers (e.g. nipple drinkers for pigs)**
- **Water supply is sufficient to cover times of peak demand**
- **There is sufficient trough space/ drinkers for the number of livestock**
- **Troughs/ drinkers are positioned so that all classes of livestock have access to them, whilst minimising the risk of fouling**
- **Troughs are cleaned out as needed to ensure water is of suitable cleanliness**

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AB.AW.l.1

Standards

Suitable feed must be available and provided as necessary to meet welfare needs

How you will be measured

- **Suitable feed for the species stored on-site or easily and quickly available (including out of hours)**
- **Competent persons are responsible for identifying if feed needs to be provided to ensure welfare needs are met**
- **Livestock to be lairaged overnight/ more than 12 hours are provided with feed on arrival and every 12 hours**
- **Bought-in forages (e.g. hay, straw) sourced from merchants with a warranty declaration, or direct from farm with a record of supply details**
- **Compound feeds (e.g. nuts) are sourced from assured suppliers or manufacturers (UFAS, FEMAS accredited or equivalent)**
- **Where feed is stored on-site, it is stored in a way to avoid contamination**

AB.AW.l.2

Standards

Where feed must be provided, it must be provided in a way that enables all livestock to take sufficient feed, presents no risk of injury and minimises the risk of fouling

How you will be measured

- **Sufficient feed provided**
- **Feed provided in a suitable manner (e.g. racks or troughs)**

AB.AW.l.3

Standards

Bought-in feed purchase records must be kept

How you will be measured

- **Detailing:**
  - **supplier name and for bagged, compound feed assurance details**
  - **date of delivery**
  - **feed type**
  - **volume**
- **Warranty declarations kept**
- **Records kept for 2 years**

Feed records

AB.AW.m

Standards

Livestock to be lairaged overnight/ for more than 12 hours are provided with a comfortable lying area that enables them to keep clean

How you will be measured

- **Suitable bedding for the species stored on-site or easily and quickly available (including out of hours)**
- **The system used enables livestock to stay clean and rest and may include:**
  - **the provision of bedding materials that are safe, suitable, legal**
  - **the provision of rubber matting or slats (used without bedding material), provided faeces/ urine may drain from the lying area**

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AB.AW.n

Standards

Livestock must be handled appropriately to their species behaviour

How you will be measured

- **Livestock are handled in a quiet manner, without frightening, excitement, mistreatment or force. Handlers do not:**
  - **strike or kick livestock**
  - **apply pressure to sensitive parts of the animal's body**
  - **lift or drag livestock by the head, ears, horns, legs, tail or fleece**
  - **overturn livestock**
  - **rush livestock at unloading**

AB.AW.n.1

Standards

Livestock movements around the site must be kept to a minimum

How you will be measured

- **Livestock are not moved unnecessarily around the lairage**
- **Livestock are moved to the point of stunning when they can be killed without delay**

AB.AW.n.2

Standards

Handling aids used on-site must be suitable for the species and used appropriately

How you will be measured

- **Handling aids are not used in such a way it could cause pain, injury or distress**
- **Handling aids used by any user on-site include:**
  - **paddles, rattles, flags – used as an extension of the arm to guide livestock**
  - **boards (pigs)**
  - **mechanised gates**
  - **electric goads – on mature cattle which refuse to move, but have room ahead of them to do so; on mature pigs where a v restrainer stunning system is used (note electric goads are not to be used on pigs in any other system)**

AB.AW.n.3

Standards

Where electric goads are used, they must be used by competent persons in the correct manner

How you will be measured

- **Aids which administer electric shocks are only used as a last resort by trained persons and are avoided where possible. Electric goads are only used:**
  - **in accordance with legislation and the site's standard operating procedures for electric goads**
  - **on the muscles of the hindquarters. The shocks last no longer than 1 second and are adequately spaced**

AB.AW.o

Standards

Livestock must be stunned and killed in accordance with current legislation

How you will be measured

- **For livestock to retain their assurance status, they must be pre-stunned and then exsanguinated (bled)**
- **Stunning is effective in ensuring unconsciousness until death supervenes through exsanguination**
- **'Stunning' means any intentionally induced process which causes loss of consciousness and sensibility without pain, including any process resulting in instantaneous death**

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AB.AW.o.1

Standards

Livestock must be restrained appropriately before stunning and killing

How you will be measured

- **Held in facilities as required in AW.g and AWg.1**

AB.AW.o.2

Standards

Stunning and killing must be carried out in accordance with legal requirements, best practice guidelines and the site's standard operating procedures

How you will be measured

- **The site's procedures outline the different requirements for different species, categories of animals (e.g. calves, mature bulls) and slaughter lines**
- **The methods outlined in the Appendix are used**
- **For each method used, specific parameters outlined in the relevant Appendix are adhered to**

Standard operating procedures

AB.AW.o.3

Standards

Captive bolt stunning equipment used is designed to ensure an effective stun

How you will be measured

- **The correct cartridge is used for the stunner, size and species of animal**
- **Animals are stunned , in the correct position**
- **Manufacturer's instructions are followed**

AB.AW.o.4

Standards

Electrical stunning equipment is designed to ensure an effective stun

How you will be measured

- **The voltage and current (under load) is visible to those operating or monitoring the process**
- **The equipment incorporates an audible or visible device indicating the length of application to an animal**
- **Where required by legislation, the system records voltages and currents. Records are kept for at least 1 year**

Electrical stunning/ killing records

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AB.AW.o.5

Standards

Gas stunning equipment used for pigs is designed to maintain welfare and ensure an effective stun and kill

How you will be measured

- **The equipment is designed to:**
  - **measure, display and record gas concentrations and the time of exposure**
  - **maintain gas concentration**
  - **allow pigs to be monitored in the stunner and accessed without delay**
  - **allow atmospheric air to be promptly flushed through the stunner**
  - **avoid compression of the chest of a pig**
  - **enable a pig to remain upright during consciousness**
  - **enable a pig to see other pigs as it is conveyed through the stunner**
  - **allow pigs to see their surroundings (through lighting)**
- **Systems are in place, visibly and audibly to alert an operator of drops in gas concentration and equipment failure**
- **Records are kept for at least one year**
- **Manufacturer's instructions are followed**

Gas concentration and exposure records

AB.AW.o.6

Standards

Every animal is checked for signs of an effective stun/ kill with re-stuns carried out where the primary stun was ineffective

How you will be measured

- **Signs of an effective stun monitored through till death**
- **Livestock are re-stunned without delay, where applicable using an alternative appropriate method**

AB.AW.o.7

Standards

Where re-stuns/ double stuns are undertaken, a record is kept

How you will be measured

- **Record details the date, operative and equipment used**

AB.AW.p

Standards

Livestock must be exsanguinated or bled without delay

How you will be measured

- **Stun to stick times are as short as possible (but long enough to allow an assessment of stun effectiveness), and as a maximum do not exceed those defined within the site's documented procedures or the relevant Appendix**
- **As a minimum the two carotid arteries and the jugular veins (or the vessels from which they arise) are severed**

Documented procedures

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AB.AW.p.1

Standards

It is recommended that livestock are bled with a chest (thoracic stick)

AB.AW.p.2

Standards

Livestock must be left to bleed and no further dressing procedures undertaken until the bleeding has ended and it has been verified that the animal has no signs of life

How you will be measured

- **Dressing procedures include (but are not limited to) scalding or electrical simulation**
- **The following times elapse before any dressing procedures are undertaken:**
  - **cattle 30 seconds**
  - **sheep and goats 20 seconds**
  - **pigs 90 seconds**
- **Line speed allows for verification that an animal is showing no signs of life prior to dressing**

AB.AW.q

Standards

A suitable alternative method of stunning is available and ready for immediate use should the primary stunning equipment fail

How you will be measured

- **Available at the stun and bleed points**
- **The method is as outlined in the Appendix**
- **The method is ready for immediate use**

AB.AW.q.1

Standards

Where there is a recurring need to use the stun back-up method, the line must be stopped immediately, the root cause established and corrective action undertaken

How you will be measured

- **A record of when the back-up device is used, root cause and corrective action taken is kept**

AB.AW.r

Standards

Equipment used to restrain, stun and kill must be maintained in good repair and effective working order

How you will be measured

- **All equipment used (including back-up equipment) is maintained to be effective and parts replaced according to manufacturer's guidance and as necessary**
- **Equipment replaced as necessary if faults cannot be rectified, or recurring issues impacting on welfare occur**
- **Maintenance is undertaken in accordance with maintenance clauses in the Food Safety Module, and includes complete records of all maintenance**
- **Manufacturer instructions are held/ accessible to the responsible person and followed**

R Maintenance records

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AB.AW.r.1

Standards

Stunning equipment must be calibrated to ensure it works effectively

How you will be measured

- **Equipment calibration is undertaken in accordance with manufacturer's instructions. For electrical equipment this involves calibrating the current and frequency; for gas this involves verifying gas levels and timings and calibrating sensors**
- **The site's documented procedure identifies frequencies of verification or calibration and critical limits that are required**
- **At least annually, equipment is verified/ calibrated by an independent party**
- **Records of verification/ calibration, including any corrective actions are kept**

Calibration records, documented procedures

AB.AW.s

Standards

Plans must be in place and implemented as necessary for handling livestock in the event of slaughter line stoppage or breakdown

How you will be measured

- **Plan details when the contingency plan should be implemented, e.g. when the breakdown is such that all livestock scheduled for slaughter that day, cannot be and action is necessary**
- **A plan is in place detailing the actions to be taken for dealing with livestock on-site:**
  - **livestock in the stunning pen/ moving to the stunning pen are removed and re-lairaged**
  - **livestock already stunned are humanely killed**
- **A plan is in place detailing the actions to be taken for dealing with livestock due on-site.**
  - **the situations that might result in lorries being diverted from the site, and where they would go**
  - **where an off-site lairage/ collection centre/ farm is used, the site is certified to the relevant assurance scheme**
  - **plan includes the process to be followed to stop the collection of livestock from farm**
- **The plan is documented and understood by relevant staff**

Slaughter line breakdown contingency plan

AB.AW.t

Standards

The AWO must maintain a record of all serious welfare incidents that occur on-site

How you will be measured

- **A serious incident is defined as:**
  - **where acute distress, injury or pain is caused to an animal (including if an animal arrives in that condition) e.g. where an animal escapes, becomes entrapped, or is killed in the lairage/ on a vehicle**
  - **a reoccurring welfare issue caused by a supplier or transporter**
  - **catastrophic or ongoing equipment failure which has an impact on animal welfare**

Welfare incidents

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AB.AW.t.1

Standards

Each welfare incident must be investigated and appropriate corrective action implemented

How you will be measured

- **The root cause of each incident is determined**
- **Appropriate corrective action is implemented**
- **Where the incident cause is within the business's control (e.g. the cause is related to the site or staff) corrective action may include staff retraining, repairs**
- **Where the cause of the welfare incident is outside of the business's control, corrective action may include reporting the incident to relevant interested parties, including (but not limited to):**
  - **the farmer, haulier or market**
  - **relevant assurance scheme (if a reoccurring incident)**
  - **Official Veterinarian**
  - **Local Authority**
  - **equipment manufacturer**

AB.AW.t.2

Standards

A record of the investigation, findings and any corrective action undertaken must be recorded, held by the AWO and reported to relevant senior management

How you will be measured

- **Record includes:**
- **description of incident**
- **who undertook the investigation**
- **findings, including the root cause**
- **details of any corrective action**

AB.AW.u

Standards

Regular internal auditing must be undertaken across the site to establish whether all welfare procedures, from unloading through to bleeding, are effective and working

How you will be measured

- **A risk assessed schedule/ documented plan outlines the areas to be audited and frequency of auditing**
  - **over a period of a year all relevant procedures and areas are seen**
  - **the frequency of auditing is based on how regularly the facilities are used and previous audit results**
- **The person undertaking the audit is suitably qualified, holding the appropriate Certificate of Competence and may be in-house or an external appointment**

R Internal auditing records

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AB.AW.u.1

Standards

The results of monitoring and internal auditing must be kept and any issues acted upon promptly

How you will be measured

- **A record of internal audits (including who undertook the audit) is kept**
- **Where the monitoring identifies an issue:**
  - **it is addressed immediately (i.e. livestock in the sample stunned effectively with back-up equipment immediately and if necessary the slaughter line halted until the problem has been resolved)**
  - **the root cause is identified**
  - **corrective action implemented**
- **A record of the monitoring, result and any corrective action is recorded, held by the AWO and reported to relevant senior management**

AB.AW.u.2 Key

Standards

A CCTV system must be in operation which is used to review practices and behaviours around key welfare activities

How you will be measured

- **A CCTV system with a complete and clear view of all the following areas where there are live animals:**
  - **unloading**
  - **the lairage**
  - **movement of livestock from the lairage to stunning**

system

- **handling**
- **restraining**
- **stunning**
- **sticking and bleeding**
  - **CCTV operational and recording at all times when and where there are live animals in the slaughter plant**
  - **CCTV maintained and in good working order**
  - **CCTV capable of constant recording so that images can be produced for inspection without stopping the overall operation of the system**
  - **Documented procedures detail how the footage will be reviewed and used to review practices and behaviours around key welfare activities**
  - **CCTV footage is kept securely for a minimum of 3 months and is only accessible by nominated staff**
  - **CCTV system capable of storing, processing and transmitting (for example moving to removable storage devices or showing on a television monitor) images and information of the same quality as the original recording**
  - **CCTV images are available on request**
  - **Employees are informed that CCTV is in use and sign to say that they understand it is in use**

R Staff understanding that CCTV is in use; documented procedures

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AB.AW.u.3

Standards

Staff must be assessed, supervised, checked or observed to ensure they use handling aids correctly

How you will be measured

- **Assessment by an AWO or approved trainer**
- **Methods may include a visual assessment, a review of CCTV footage, measurement of the percentage of animals goaded/ struck, measurement of the number of times the aid was used, etc.**
- **A record of the assessment (including who undertook the task and who was assessed, etc.), results and any corrective action (e.g. staff retraining) is kept**

AB.AW.u.4

Standards

The effectiveness of stunning and killing for each species and slaughter line must be regularly assessed, supervised, checked or observed

How you will be measured

- **Assessment in accordance with a documented schedule:**
  - **the frequency is based on the number of livestock slaughtered**
  - **the different personnel involved in the stunning and killing of livestock to ensure all are included**
  - **undertaken by a person with competency for the task they are assessing**
- **Methods may include (but are not limited to) recording and reviewing re-stuns; watching and timing of stunning and slaughter; stun assurance monitor (or equivalent), review of CCTV footage**

AB.AW.v

Standards

Vehicles that unload livestock at the site must be cleansed and disinfected after use

How you will be measured

- **Vehicles that unload cattle, sheep and goats:**
- **are cleansed and disinfected on-site**
- **or farmer/ haulier completes a declaration confirming they will cleanse and disinfect elsewhere. Note: where necessary the site provides a template and keeps completed declarations for a minimum of 3 months, if the Local Authority does not carry out this function**

R Declarations to clean off site/ site cleanliness check records

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AB.AW.v.0.1

Standards

Vehicles that unload pigs at the site must be cleansed and disinfected on-site

How you will be measured

- **Declarations to clean offsite are not permitted under this scheme for pig deliveries**
- **Vehicles used for pigs are spot checked against a risk assessed schedule to assess cleanliness. A sample of lorries are spot checked for visual cleanliness by a person other than the driver, before they leave the site. Records of cleanliness checks kept by the site for a minimum of 12 months**

R Site cleanliness check records

AB.AW.v.1

Standards

A vehicle wash facility must be available and useable during all times of the year the site is in operation

How you will be measured

- **Available and useable during the times of year the site is operated (i.e. year-round operating sites are able to offer wash facilities during winter and normal freezing conditions)**
- **Facility available for use at all times or at times pre-communicated to users**

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AB.AW.v.2

Standards

The wash facility must be suitably managed and maintained

How you will be measured

- **Responsible person contactable during the hours the facility is open**
- **Bays are left clean and tidy after use**
- **There are systems in place to investigate issues raised by users**

AB.AW.v.3

Standards

The wash facility must be of suitable design to allow effective cleaning of vehicles and avoidance of cross contamination

How you will be measured

- **The location of the facility poses no risk of cross contamination to livestock or impact upon their welfare**
- **The area is:**
  - **on hard-standing (concrete, tarmac or similar) and capable of cleansing and disinfection**
  - **well-drained, with a suitable gradient that allows water to drain out and away from the vehicle (note: a bund between the tailboard and wheels or similar system that delivers the same outcome is acceptable)**

AB.AW.v.3.1

Standards

Sites that receive deliveries of pigs, systems are in place to prevent cross contamination between clean and dirty vehicles

How you will be measured

- **Where multiple wash bays are in use, systems are in place to avoid cross contamination between dirty and clean vehicles by direct water spray e.g. use of bays separated by time, space or physical barriers**

AB.AW.v.4

Standards

Suitable, functioning equipment must be available for use at the wash facility

How you will be measured

- **Equipment:**
  - **is dedicated to the wash facility**
  - **is useable in normal winter conditions**
  - **is suitable for the type of vehicles that come onto site (i.e. able to reach the top deck of a multi deck lorry as applicable)**
  - **is capable of providing sufficient volume or pressure of water to clean the vehicle**
  - **includes lighting that enables the exterior of the vehicle to be seen (if the facility is used in the dark)**

AB.AW.v.5

Standards

A supply of water must be available for use at the wash facility

How you will be measured

- **Water is constantly available, except in extreme weather conditions**
- **When a site is used in winter months, its water supply is protected/ useable in normal winter frosts**

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AB.AW.v.6

Standards

Suitable disinfectants must be available for use along with application equipment at the wash facility

How you will be measured

- **Disinfectants used are approved by Defra (or equivalent)**
- **Disinfectants used are relevant to the species, disease risk and movement license requirements**
- **Disinfectants are diluted in accordance with manufacturer's instructions and where applicable at General Orders Rates**
- **Chemical datasheets for disinfectants on-site are easily accessible to relevant staff or users**

Chemical datasheets

AB.AW.v.7

Standards

It is recommended that sufficient wash bays are provided

How you will be measured

- **Sufficient for the number of vehicles that come onto the site, so that all vehicles can cleanse and disinfect on-site**
- **Sufficient to cope with peaks in demand**

AB.AW.v.8

Standards

Wastes from the vehicle washing facility are stored and disposed of appropriately

How you will be measured

- **Dirty water is stored in a non-permeable store and disposed of via a waste contractor, or where appropriate disposed to mains systems**
- **Bedding materials and manure are stored and disposed of by a waste contractor**

Waste disposal records

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AIM: COOKED MEATS (CP)

CP.CM.a

Standards

Dedicated high care production facilities must be in place in order to prevent contamination risks

How you will be measured

- **Facility physically separated from low care production areas**
- **Segregation applies to the flow of product and materials such as packaging, equipment, personnel, waste airflow, air quality and utilities such as drains**
- **Own dedicated entry into production**

CP.CM.a.2

Standards

Dedicated facilities for employees working in high care production facilities must be in place in order to prevent contamination risks

How you will be measured

- **Dedicated high care changing facilities**
- **Dedicated boot washing facilities**
- **Dedicated hand wash facilities**

CP.CM.a.2.1

Standards

Personnel who enter or work in high care areas must be provided with dedicated, clean high care protective clothing and footwear

How you will be measured

- **Clothing provided is colour coded or easily distinguishable to the area**
- **Clothing provides protection around the neck area**
- **Facilities are provided for dirty/ worn protective clothing from high care areas which prevent them coming into contact with dirty/ worn protective clothing from low risk areas**

CP.CM.a.3

Standards

Dedicated high care production equipment must be in use in order to prevent contamination risks

How you will be measured

- **All equipment in use is never used in low care facility**

CP.CM.a.4

Standards

A hygiene management system that prevents the risk of high care production areas being contaminated by low care production areas must be in place

How you will be measured

- **System includes:**
  - **listeria swabbing of the high care area, to a risk assessed schedule**
- **The high care areas having:**
  - **dedicated cleaning facilities**
  - **dedicated cleaning equipment**
  - **dedicated cleaning chemicals and chemical storage areas**
  - **dedicated cleaning staff**

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CP.CM.a.5

Standards

Systems must be in place to ensure all maintenance tools used in the high care area are clean

How you will be measured

- **Routinely used maintenance tools are dedicated to the high care area**
- **Rarely or occasionally used tools may be shared with the low care areas, provided they are cleaned and sanitised prior to entering the high care area**



CP.CM.a.6

Standards

Cooked meats must be packed in a way to maintain integrity and safety during storage and transport

How you will be measured

- **Double packed during transport**



CP.CM.a.7

Standards

Cooked meats must be stored in a dedicated cooked meat storage area with no opportunity for contact with open or packed raw meats

How you will be measured

No raw meats in cooked meat storage area



CP.CM.a.8

Standards

Cooked meats must be segregated during transport in a manner that prevents product or packaging coming into contact with open or packed raw meat

How you will be measured

- **Where a vehicle has been used to transport open raw meat the vehicle is thoroughly cleansed and disinfected before being used for packed cooked meats**

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AIM: FOOD SAFETY MANAGEMENT (AB)

AB.FS.a

Standards

A food safety policy is documented and implemented on site

How you will be measured

- **Company-wide documented policy outlining the site's objectives with regards to achieving and delivering standards of food safety and conforming to the scheme standard and relevant legislation**
- **Policy signed off by relevant senior management**
- **Policy communicated to relevant persons e.g. through training, posters, work instructions, staff handbook**
- **The policy is reviewed annually (demonstrated with a signed and dated review) and kept up-to-date**

R Food Safety policy

AB.FS.a.1

Standards

An individual must be appointed to hold overall accountability for Food Safety for the site

How you will be measured

- **A documented management structure identifies the role**
- **Person holds overall responsibility and sufficient authority to make decisions to safeguard Food Safety**

R Organogram

AB.FS.a.2

Standards

Reporting systems must be in place to ensure persons with roles of key accountability are kept informed of the site's compliance position

How you will be measured

- **Persons with the overall accountability for Food Safety are provided with Management reports; information on the site's compliance position e.g. Customer Complaints, Internal Auditing results**

AB.FS.b

Standards

The site must have a documented food safety HACCP plan which complies with all current, relevant EU and UK legislation

How you will be measured

- **The HACCP plan is based on the CODEX principles**

R HACCP plan

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AB.FS.b.1

Standards

A HACCP team leader must be appointed

AB.FS.b.2

Standards

A knowledgeable and experienced team must be in place to manage the HACCP plan

How you will be measured

- **The HACCP team:**
  - **has accountability for the production, implementation and review of the HACCP plan**
  - **includes a HACCP team leader**
  - **includes a HACCP team leader who holds a formal Food Hygiene qualification (that includes training to the HACCP principles) to Level 3 or equivalent, or an external consultant with equivalent qualifications**
  - **are multi-disciplinary with experience of the site operations and functions**

AB.FS.b.3

Standards

The HACCP plan must include a statement clearly outlining its scope

How you will be measured

- **The scope of the plan details what is covered by the plan, including the:**
  - **species**
  - **products**
  - **processes**
  - **subsequent use/ end-consumers**

AB.FS.b.4

Standards

The HACCP plan must include a flow diagram of the production process

How you will be measured

- **Flow diagram (can be one or multiple) details the production process for each species and process (e.g. cutting)**

AB.FS.b.5

Standards

The HACCP plan must identify the hazards for each process step

How you will be measured

- **Hazards that need preventing, eliminating or reducing to acceptable levels are identified**
- **Hazards are either biological, chemical (including allergens) or physical in characteristics**

AB.FS.b.6

Standards

The HACCP plan must identify the Critical Control Point for each hazard

How you will be measured

- **A decision tree that is used to identify the critical control points for all hazards identified as a risk that is not controlled by the pre-requisite programme, may help with this process**

AB.FS.b.7

Standards

The HACCP plan must detail the critical limits for each identified CCP

How you will be measured

- **Critical limits established to identify when the hazard is controlled/ at an acceptable level**

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AB.FS.b.8

Standards

The HACCP plan must detail the monitoring procedures for each CCP

How you will be measured

- **Monitoring procedures detailed include:**
  - **the responsibility for the process**
  - **methods of monitoring**
  - **frequency of monitoring**
  - **the critical limits and corrective actions to be taken if a CCP is outside of its critical limits**
- **Records of monitoring are kept:**
  - **records include dates, findings and actions**

AB.FS.b.9

Standards

The HACCP plan must be validated before implementation and following any significant change to the plan or CCPs

How you will be measured

- **Validation process is documented**

AB.FS.b.10

Standards

The HACCP plan must be implemented, kept up-to-date and be effective

How you will be measured

- **CCPs are being monitored, controlled and action taken where necessary**
- **The plan is relevant to what is occurring on site**

AB.FS.b.11

Standards

The HACCP plan must be reviewed and verified regularly

How you will be measured

- **Review undertaken at least annually or more frequently if there are changes or events that compromise the validity of the HACCP, including: changes to legislation, serious food safety incidents or changes to practices that impact on the processes covered in the HACCP plan**
- **The review and verification is controlled by the HACCP team**
- **A record of the review and any corrective action or changes made to the HACCP plan is kept**
- **The HACCP team signs off the review of the HACCP plan**

AB.FS.b.12

Standards

Pre-requisites to the HACCP must be implemented, with control measures and monitoring procedures documented and included within the development and review of the HACCP

How you will be measured

- **Pre-requisites include (but are not limited to) cleaning, maintenance, personnel hygiene, staff training, process controls, allergen management (if allergenic materials used in manufacturing)**

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AB.FS.c

Standards

A documented plan to the effective management of serious incidents and potential emergency situations must be in place and known to key staff

How you will be measured

- **The risks to the site have been considered and actions to be taken documented**
- **Documented procedures have been developed for high risk/ highly likely incidents and include within them the name of the role or position with overall accountability**
- **Plan includes relevant contact details (including out of hours' phone numbers) for:**
  - **the management team**
  - **key external contacts (including: water supplier, electricity supplier, Government departments, external laboratory, refrigeration engineer, pest control supplier, customers, certification body)**
- **Key staff have access to the plan, including staff working out-of-hours**
- **The plan is reviewed when a serious incident occurs and at least annually**

Emergency plan

AB.FS.c.1

Standards

The emergency management system must be challenged to ensure it is effective

How you will be measured

- **System challenged following a change to the system or at least annually (i.e. a mock challenge)**

AB.FS.c.2

Standards

Procedures for product recall and withdrawal must be documented, up-to-date and known by key staff

How you will be measured

- **Procedures outline the steps to be taken to recall and withdraw defective product that has been dispatched from the site**

Documented procedures

AB.FS.d

Standards

Systems must be in place for recording, investigating and resolving any complaints that are relevant to the requirements of the Meat Processing standard

How you will be measured

- **Complaints made by customers, general public, Environmental Health Officer or other**
- **Complaints related to, but are not limited to, product quality or safety, compliance**
- **System includes recording the:**
  - **complaint**
  - **investigation result and root cause analysis**
  - **action taken to reduce the likelihood of the issue happening again**
  - **the complainant response, where applicable**

Complaints records

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AB.FS.d.1

Standards

Complaint information must be reviewed by management teams

How you will be measured

- **Complaint data collated and trended to identify recurring issues**
- **Information presented in management reports for review by management teams in a timely manner (i.e. timing of reporting is relevant to the size and complexity of the business and the severity of the issue)**
- **Corrective actions following reviews documented and implemented**

Reporting information

AB.FS.e

Standards

A schedule for internal audits is documented and implemented

How you will be measured

- **Audits undertaken across the site, covering all procedures and practices relevant to the scope of the standard**
- **Schedule details:**
  - **the areas to be audited**
  - **frequency of auditing**
- **Documented procedures are audited at least annually**
- **Internal audits undertaken by someone:**
  - **independent of the process being audited (either somebody in house but independent of the processing activity or somebody external to the company) wherever possible**
  - **trained in auditing**

Audit schedule

AB.FS.e.1

Standards

Where internal audits identify non-compliance, corrective action is implemented

How you will be measured

- **Where applicable the management team are involved in agreeing the appropriate corrective action**

AB.FS.e.2

Standards

Results and corrective action for all internal auditing undertaken must be kept and reported to the management team

How you will be measured

- **Record details the date, auditor, results, root cause analysis, corrective and preventative actions to be undertaken**

Corrective actions

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AIM: FOOD SAFETY MANAGEMENT (CP)

CP.FS.a

Standards

A food safety policy is documented and implemented on site

How you will be measured

- **Company-wide documented policy outlining the site's objectives with regards to achieving and delivering standards of food safety and conforming to the scheme standard and relevant legislation**
- **Policy signed off by relevant senior management**
- **Policy communicated to relevant persons e.g. through training, posters, work instructions, staff handbook**
- **The policy is reviewed annually (demonstrated with a signed and dated review) and kept up-to-date**

R Food Safety policy

CP.FS.a.1

Standards

An individual must be appointed to hold overall accountability for Food Safety for the site

How you will be measured

- **A documented management structure identifies the role**
- **Person holds overall responsibility and sufficient authority to make decisions to safeguard Food Safety**

R Organogram

CP.FS.a.2

Standards

Reporting systems must be in place to ensure persons with roles of key accountability are kept informed of the site's compliance position

How you will be measured

- **Persons with the overall accountability for Food Safety are provided with Management reports; information on the site's compliance position e.g. Customer Complaints, Internal Auditing results**

CP.FS.b

Standards

The site must have a documented food safety HACCP plan which complies with all current, relevant EU and UK legislation

How you will be measured

- **The HACCP plan is based on the CODEX principles**

R HACCP plan

© Assured Food Standards

CP.FS.b.1

Standards

A HACCP team leader must be appointed

CP.FS.b.2

Standards

A knowledgeable and experienced team must be in place to manage the HACCP plan

How you will be measured

- **The HACCP team:**
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  - **are multi-disciplinary with experience of the site operations and functions**

CP.FS.b.3

Standards

The HACCP plan must include a statement clearly outlining its scope

How you will be measured

- **The scope of the plan details what is covered by the plan, including the:**
  - **species**
  - **products**
  - **processes**
  - **subsequent use/ end-consumers**

CP.FS.b.4

Standards

The HACCP plan must include a flow diagram of the production process

How you will be measured

- **Flow diagram (can be one or multiple) details the production process for each species and process (e.g. cutting)**

CP.FS.b.5

Standards

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CP.FS.b.6

Standards

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How you will be measured

- **A decision tree that is used to identify the critical control points for all hazards identified as a risk that is not controlled by the pre-requisite programme, may help with this process**

CP.FS.b.7

Standards

The HACCP plan must detail the critical limits for each identified CCP

How you will be measured

- **Critical limits established to identify when the hazard is controlled/ at an acceptable level**

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CP.FS.b.8

Standards

The HACCP plan must detail the monitoring procedures for each CCP

How you will be measured

- **Monitoring procedures detailed include:**
  - **the responsibility for the process**
  - **methods of monitoring**
  - **frequency of monitoring**
  - **the critical limits and corrective actions to be taken if a CCP is outside of its critical limits**
- **Records of monitoring are kept:**
  - **records include dates, findings and actions**

CP.FS.b.9

Standards

The HACCP plan must be validated before implementation and following any significant change to the plan or CCPs

How you will be measured

- **Validation process is documented**

CP.FS.b.10

Standards

The HACCP plan must be implemented, kept up-to-date and be effective

How you will be measured

- **CCPs are being monitored, controlled and action taken where necessary**
- **The plan is relevant to what is occurring on site**

CP.FS.b.11

Standards

The HACCP plan must be reviewed and verified regularly

How you will be measured

- **Review undertaken at least annually or more frequently if there are changes or events that compromise the validity of the HACCP, including: changes to legislation, serious food safety incidents or changes to practices that impact on the processes covered in the HACCP plan**
- **The review and verification is controlled by the HACCP team**
- **A record of the review and any corrective action or changes made to the HACCP plan is kept**
- **The HACCP team signs off the review of the HACCP plan**

CP.FS.b.12

Standards

Pre-requisites to the HACCP must be implemented, with control measures and monitoring procedures documented and included within the development and review of the HACCP

How you will be measured

- **Pre-requisites include (but are not limited to) cleaning, maintenance, personnel hygiene, staff training, process controls, allergen management (if allergenic materials used in manufacturing)**

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CP.FS.c

Standards

A documented plan to the effective management of serious incidents and potential emergency situations must be in place and known to key staff

How you will be measured

- **The risks to the site have been considered and actions to be taken documented**
- **Documented procedures have been developed for high risk/ highly likely incidents and include within them the name of the role or position with overall accountability**
- **Plan includes relevant contact details (including out of hours' phone numbers) for:**
  - **the management team**
  - **key external contacts (including: water supplier, electricity supplier, Government departments, external laboratory, refrigeration engineer, pest control supplier, customers, certification body)**
- **Key staff have access to the plan, including staff working out-of-hours**
- **The plan is reviewed when a serious incident occurs and at least annually**

Emergency plan

CP.FS.c.1

Standards

The emergency management system must be challenged to ensure it is effective

How you will be measured

- **System challenged following a change to the system or at least annually (i.e. a mock challenge)**

CP.FS.c.2

Standards

Procedures for product recall and withdrawal must be documented, up-to-date and known by key staff

How you will be measured

- **Procedures outline the steps to be taken to recall and withdraw defective product that has been dispatched from the site**

Documented procedures

CP.FS.d

Standards

Systems must be in place for recording, investigating and resolving any complaints that are relevant to the requirements of the Meat Processing standard

How you will be measured

- **Complaints made by customers, general public, Environmental Health Officer or other**
- **Complaints related to, but are not limited to, product quality or safety, compliance**
- **System includes recording the:**
  - **complaint**
  - **investigation result and root cause analysis**
  - **action taken to reduce the likelihood of the issue happening again**
  - **the complainant response, where applicable**

Complaints records

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CP.FS.d.1

Standards

Complaint information must be reviewed by management teams

How you will be measured

- **Complaint data collated and trended to identify recurring issues**
- **Information presented in management reports for review by management teams in a timely manner (i.e. timing of reporting is relevant to the size and complexity of the business and the severity of the issue)**
- **Corrective actions following reviews documented and implemented**

Reporting information

CP.FS.e

Standards

A schedule for internal audits is documented and implemented

How you will be measured

- **Audits undertaken across the site, covering all procedures and practices relevant to the scope of the standard**
- **Schedule details:**
  - **the areas to be audited**
  - **frequency of auditing**
- **Documented procedures are audited at least annually**
- **Internal audits undertaken by someone:**
  - **independent of the process being audited (either somebody in house but independent of the processing activity or somebody external to the company) wherever possible**
  - **trained in auditing**

Audit schedule

CP.FS.e.1

Standards

Where internal audits identify non-compliance, corrective action is implemented

How you will be measured

- **Where applicable the management team are involved in agreeing the appropriate corrective action**

CP.FS.e.2

Standards

Results and corrective action for all internal auditing undertaken must be kept and reported to the management team

How you will be measured

- **Record details the date, auditor, results, root cause analysis, corrective and preventative actions to be undertaken**

Corrective actions

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AIM: PRODUCTION & PROCESS CONTROLS (AB)

AB.PC.a

Standards

The flow of the process from intake to dispatch must be controlled in order to prevent cross contamination between production areas, by people, equipment or waste

How you will be measured

- **Restrictions are in place to minimise movement of people between dirty and clean areas**
- **Where movement between dirty and clean areas occurs, risk assessed controls such as designated protective clothing and clean protective footwear are in place to reduce the risk of contamination**

AB.PC.b

Standards

Systems must be in place to thaw frozen products in a controlled manner

How you will be measured

- **Thawing is undertaken in accordance with documented procedures that outline the temperature and time requirements**
- **Thawing is undertaken under temperature controlled conditions that ensure the surface temperature does not exceed 7 degrees celsius for beef, lamb and pork and 4 degrees celsius for poultry**

R Thawing protocol

AB.PC.c

Standards

Packaging must be purchased from approved sources

How you will be measured

- **The approval system manages any risks to the site and may include supplier audits, supplier questionnaire or recognition of third party certification**
- **Warranties are received for packaging that is described as food safe**

R Packaging approval

AB.PC.c.1

Standards

Packaging must be suitable for its intended use, as confirmed by up to date specifications

How you will be measured

- **Up to date specifications available for all packaging**
- **The specifications detail the suitability and legality of the packaging for its intended use**
- **Packaging that is in direct contact with food is food safe**

R Packaging specifications

© Assured Food Standards

AB.PC.c.2

Standards

A documented procedure for the receipt of packaging must be in place detailing checks that must be carried out

How you will be measured

- **Procedure sets out:**
  - **visual checks that must be carried out**
  - **certification checks that must be carried out**

Documented procedures

AB.PC.c.3

Standards

Packaging must be stored in a suitable, clean, pest-free area

How you will be measured

- **Packaging stored separately to raw materials, chemicals and waste**
- **No evidence of pest contamination or damage**

AB.PC.c.4

Standards

Packaging must be able to be moved to the point of use, without the risk of contamination

AB.PC.d

Standards

Systems must be in place to ensure that products are packed and labelled with the correct packaging/ labelling

How you will be measured

- **A documented procedure details the system and checks that are made**
  - **positive release of packaging/ labels to the packing line**
- **System includes:**
  - **before, during and at the end of a packing run, checks are made that the correct packaging and labelling is or was in use**
  - **following product changes, checks are made that the correct packaging and labelling is in use**
  - **positive release of packaging/ labels to the line**
  - **after the packing or labelling run, left over packaging is removed**
- **The system is managed by responsible, trained persons**

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AB.PC.g

Standards

A risk assessed schedule of finished product testing must be in place

How you will be measured

- **A risk assessment determines the frequency of testing**
- **Testing schedule is documented, along with testing methods**
- **Tests may be:**
  - **microbiological**
  - **chemical e.g. fat, speciation, allergies, chemical residue limits (e.g. MRLs for Quaternary Ammonium Compounds found in cleaning chemicals)**
  - **quality**
- **Test results are kept for 3 years**

Testing schedule

AB.PC.g.1

Standards

Where testing identifies non-conforming products, corrective action must be implemented

How you will be measured

- **Where non-conformities are identified, the root cause is determined and corrective and preventative action is implemented where applicable**
- **All relevant details are recorded and reported to senior management**

Corrective action

AB.PC.g.2

Standards

Any testing carried out that is critical to product safety and legality, is to internationally recognised methods in appropriately accredited laboratories

How you will be measured

- **Laboratories are accredited to ISO 17025, CLAS, Lab Cred or equivalent. Accreditation is demonstrated by a current certificate**
- **Applies when sites undertake testing in house or subcontracts testing**

Lab certificate

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AB.PC.h

Standards

Non-conforming products must be dealt with appropriately, in accordance with the site's documented procedure

How you will be measured

- **The procedure details the action to be taken which may include re work; quarantining or rejection; destruction**
- **Destruction or waste disposal is carried out in accordance with legislation**
- **Non-conforming products must be clearly labelled/ identified as such**
- **Where a non-conformity is in relation to safety of the product, a root cause is undertaken and all relevant details recorded**

Non-conformity root cause

AB.PC.i

Standards

Systems must be in place to check the fitness of livestock for human consumption

How you will be measured

- **Food Chain Information is received and reviewed for all incoming livestock to verify livestock are not within withdrawal period**
- **All incoming livestock are visually assessed for signs of disease or conditions**
- **Livestock considered unfit for human consumption are rejected and handled/ disposed of accordingly**

AB.PC.i.1

Standards

Systems must be in place to ensure that livestock are of suitable cleanliness at slaughter

How you will be measured

- **A documented Clean Livestock Policy is in place that sets out the site's livestock cleanliness standards**
- **The requirements of the policy are communicated to suppliers and all incoming livestock checked against it**
- **Where the requirements of the clean livestock policy are not met at intake, corrective action is implemented**

Clean livestock policy

AB.PC.i.2

Standards

Where the monitoring identifies suppliers failing to meet the sites requirements, corrective action must be implemented

How you will be measured

- **Corrective action is relevant to the scale and risk and may include:**
  - **reminding the supplier of the site requirements (verbally and formally)**
  - **reporting the issue to the appropriate farm assurance scheme**

Corrective actions

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AB.PC.j

Standards

Systems must be in place to prevent cross contamination between species on the slaughter line in multi species abattoirs

How you will be measured

- **Slaughter of different species separated by time and cleaning or space (e.g. separate slaughter lines and separation in storage)**

AB.PC.j.1

Standards

Risk assessed systems that minimise contamination of the carcase must be implemented

How you will be measured

- **Systems in place to avoid contaminating the carcase during the bleeding and dressing (evisceration, skinning) process by:**
  - **use of clean, regularly sterilised knives**
  - **carrying out evisceration in a manner to avoid spillage of the digestive tract**
  - **dealing with gut bursts/ removing abscesses during the evisceration process**
- **Systems in place to avoid contamination of the carcase by wastes produced on the production line**
- **Systems in place to remove, test and dispose of Specified Risk Material (in accordance with legal requirements and a documented procedure)**
- **The production line is designed to reduce the likelihood of carcases touching one another and prevents them touching surfaces (walls etc.) within the site**

AB.PC.k

Standards

Risk assessed systems that minimise contamination of the carcase must be implemented

How you will be measured

- **Staff in contact with carcases wash hands regularly to avoid spreading contamination**
- **The evisceration process design minimises contamination of the carcase. Venting is undertaken in a way that avoids the rupture of the intestinal tract**
- **At appropriate points along the production line carcases are washed, inside and out, with clean potable water**
- **The design of the line minimises the risk of carcases touching one another and prevents them touching surfaces (walls etc.) within the site**
- **Birds are inspected post-plucking to ensure:**
  - **feather removal has effectively taken place**
  - **there is no physical damage caused by factory, farming or catching operations**

AB.PC.k.1

Standards

Systems must be in place to identify, isolate and deal with diseased, dirty or otherwise contaminated carcases

How you will be measured

- **System includes the identification of Salmonella positive flocks**
- **Salmonella positive flocks are processed in line with HACCP principles**
  - **measures in place so that positive carcass are kept separate from other carcases**
- **Carcases are regularly checked along the production line for signs of contamination and disposed of into category 2 waste stream**
- **Carcases dealt with in accordance with a documented procedure**
- **Where the contamination is minor the carcase may be portioned condemned. Where more major the nature of the contamination is that the carcase cannot be made to be food safe**
- **Where the carcase is condemned the root cause is investigated and appropriate corrective action implemented**
- **Carcases are clean and free from contamination prior to deboning**

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AB.PC.k.2

Standards

Systems must be in place to minimise the risk of staff handling raw poultry meat coming into contact with packaging

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AIM: PRODUCTION & PROCESS CONTROLS (CP)

CP.PC.a

Standards

The flow of the process from intake to dispatch must be controlled in order to prevent cross contamination between production areas, by people, equipment or waste

How you will be measured

- **Restrictions are in place to minimise movement of people between dirty and clean areas**
- **Where movement between dirty and clean areas occurs, risk assessed controls such as designated protective clothing and clean protective footwear are in place to reduce the risk of contamination**

CP.PC.b

Standards

Systems must be in place to thaw frozen products in a controlled manner

How you will be measured

- **Thawing is undertaken in accordance with documented procedures that outline the temperature and time requirements**
- **Thawing is undertaken under temperature controlled conditions that ensure the surface temperature does not exceed 7 degrees celsius for beef, lamb and pork and 4 degrees celsius for poultry**

R Thawing protocol

CP.PC.c

Standards

Packaging must be purchased from approved sources

How you will be measured

- **The approval system manages any risks to the site and may include supplier audits, supplier questionnaire or recognition of third party certification**
- **Warranties are received for packaging that is described as food safe**

R Packaging approval

CP.PC.c.1

Standards

Packaging must be suitable for its intended use, as confirmed by up to date specifications

How you will be measured

- **Up to date specifications available for all packaging**
- **The specifications detail the suitability and legality of the packaging for its intended use**
- **Packaging that is in direct contact with food is food safe**

R Packaging specifications

© Assured Food Standards

CP.PC.c.2

Standards

A documented procedure for the receipt of packaging must be in place detailing checks that must be carried out

How you will be measured

- **Procedure sets out:**
  - **visual checks that must be carried out**
  - **certification checks that must be carried out**

Documented procedures

CP.PC.c.3

Standards

Packaging must be stored in a suitable, clean, pest-free area

How you will be measured

- **Packaging stored separately to raw materials, chemicals and waste**
- **No evidence of pest contamination or damage**

CP.PC.c.4

Standards

Packaging must be able to be moved to the point of use, without the risk of contamination

CP.PC.d

Standards

Systems must be in place to ensure that products are packed and labelled with the correct packaging/ labelling

How you will be measured

- **A documented procedure details the system and checks that are made**
  - **positive release of packaging/ labels to the packing line**
- **System includes:**
  - **before, during and at the end of a packing run, checks are made that the correct packaging and labelling is or was in use**
  - **following product changes, checks are made that the correct packaging and labelling is in use**
  - **positive release of packaging/ labels to the line**
  - **after the packing or labelling run, left over packaging is removed**
- **The system is managed by responsible, trained persons**

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CP.PC.e

Standards

Systems must be in place to minimise the risk of contamination of product by metal

How you will be measured

- **Finished retail packs and product for direct sale to consumers (including vacuum and modified atmosphere packs) are:**
  - **metal detected in accordance with a documented procedure, or**
  - **the risk of contamination is reduced through the use of alternative methods of protection, the reliance on which is supported by a risk assessment**
  - **the risk assessment considers the risks relevant to the method chosen and, where relevant, consideration is given to supplier approval audit findings, supplier previous performance, customer complaints, product source, risks associated with the production process, the nature of the product and the possible end use**
  - **any evidence that risks have not been adequately controlled (e.g. a customer complaint of metal contamination) results in a complete review of the risk assessment and the protection method chosen. The decision to not metal detect is fully reviewed by senior management. The reviews are documented**
  - **where metal detectors are used, they identify contaminated product i.e. contaminated product is either automatically rejected and diverted from the line or the line stops, with an alarm**

Metal risk assessment and procedures

CP.PC.e.1

Standards

Documented procedures must be implemented when the metal detector detects contaminated product

How you will be measured

- **Procedure outlines the actions to be taken when contaminated products are detected, including:**
  - **re-testing requirements**
  - **investigating to identify the contamination**
  - **when products must be destroyed**

Metal detection procedure

CP.PC.e.2

Standards

Where a product is found to be contaminated with metal, the source of contamination must be investigated and action taken to prevent a reoccurrence

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CP.PC.e.3

Standards

Metal detectors must be tested regularly for correct functioning, in accordance with a documented procedure

How you will be measured

- **Documented procedures detail the frequency, methods and test material used, including:**
  - **type of test material i.e. separate pieces of ferrous metal, stainless steel and non-ferrous material (or if a foil container is used, ferrous only)**
  - **size of test material for the different product types**
  - **placement of the test material to check accurate detection (i.e. placing at the point of lowest sensitivity, passing through the centre of the detector)**

Metal detecting test procedures

CP.PC.e.4

Standards

Where a test on a metal detector fails, corrective actions must be implemented

How you will be measured

- **Actions include stopping use of the affected machine (where necessary stopping the production line); retesting all available products that have passed through the detector since the last successful test; and recording and reporting of the issue and corrective action to senior management**

Corrective action

CP.PC.f

Standards

Where a site is handling known allergens, risk assessed procedures must be in place to minimise the risk of allergen contamination of products

How you will be measured

- **Allergens are those on the current EU list, as detailed by the Food Standards Agency**
- **Risk assessment is used to identify the potential allergens on site and the risks that need controlling**
- **Procedures are in place to control the risks. These may include (but are not limited to):**
  - **segregating allergen containing products from others**
  - **scheduling of production to segregate production of allergen containing products from others by time**
  - **use of dedicated production equipment for products containing allergens**
  - **use of dedicated cleaning equipment for products containing allergens**
  - **appropriately managing waste, spillage, rework, employee movements, food brought onto site by staff, etc.**

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CP.PC.g

Standards

A risk assessed schedule of finished product testing must be in place

How you will be measured

- **A risk assessment determines the frequency of testing**
- **Testing schedule is documented, along with testing methods**
- **Tests may be:**
  - **microbiological**
  - **chemical e.g. fat, speciation, allergies, chemical residue limits (e.g. MRLs for Quaternary Ammonium Compounds found in cleaning chemicals)**
  - **quality**
- **Test results are kept for 3 years**



Testing schedule

CP.PC.g.1

Standards

Where testing identifies non-conforming products, corrective action must be implemented

How you will be measured

- **Where non-conformities are identified, the root cause is determined and corrective and preventative action is implemented where applicable**
- **All relevant details are recorded and reported to senior management**



Corrective action

CP.PC.g.2

Standards

Any testing carried out that is critical to product safety and legality, is to internationally recognised methods in appropriately accredited laboratories

How you will be measured

- **Laboratories are accredited to ISO 17025, CLAS, Lab Cred or equivalent. Accreditation is demonstrated by a current certificate**
- **Applies when sites undertake testing in house or subcontracts testing**



Lab certificate

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CP.PC.h

Standards

Non-conforming products must be dealt with appropriately, in accordance with the site's documented procedure

How you will be measured

- **The procedure details the action to be taken which may include re work; quarantining or rejection; destruction**
- **Destruction or waste disposal is carried out in accordance with legislation**
- **Non-conforming products must be clearly labelled/ identified as such**
- **Where a non-conformity is in relation to safety of the product, a root cause is undertaken and all relevant details recorded**



Non-conformity root cause

CP.PC.k.2

Standards

Systems must be in place to minimise the risk of staff handling raw poultry meat coming into contact with packaging

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AB.PL.a

Standards

Controls must be in place to ensure that only authorised personnel have access to the site

How you will be measured

- **Visitors to the site report into central office/ reception before being given access to the site and entering production areas**
- **Visitors are given clear instructions on where they may go when on-site or are accompanied**
- **Controls may include site security staff, lock/ card accessed facilities**

AB.PL.b

Standards

The site must have documented and communicated standards setting out the hygiene requirements for personnel

How you will be measured

- **Personnel include, but is not limited to, staff, visitors and contractors**
- **Hygiene requirements are communicated through visitor sign in forms/ posters/ staff handbooks/ induction training, etc.**
- **The hygiene requirements cover the hygiene standards (including methods or order of dressing), jewellery policies and movement restrictions or hygiene requirements when moving between production areas**

R Hygiene standards

AB.PL.b.1

Standards

The site must have documented and implemented personnel hygiene standards

How you will be measured

- **Hygiene standards adhered to at all times by personnel entering food production areas**
- **The hygiene standards include the requirement for personnel to:**
  - **keep fingernails short, clean and free of nail varnish. No false fingernails are worn**
  - **not wear perfume, aftershave or excessive make up**
  - **cover cuts and sores with blue, waterproof, metal detectable dressings**
  - **wash and sanitise hands and exposed forearms on entry and exit to food production areas, and in abattoirs as needed during the evisceration process at a frequency appropriate to the risk of contamination**
  - **wash protective clothing e.g. aprons at a frequency appropriate to the risk of contamination**

AB.PL.b.2

Standards

The site must have a documented and implemented personnel jewellery policy

How you will be measured

- **The policy requires personnel in the food production and storage areas to not wear jewellery, with the exception of:**
  - **a plain wedding band**
  - **jewellery for medical or religious reasons, if a risk assessment has shown minimal risk to food safety and the jewellery is not exposed**

R Jewellery policy

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AB.PL.b.3

Standards

Systems are in place to avoid personnel introducing contaminants from outside of the production area

How you will be measured

- **Captive footwear is washed on entrance and exit of food production areas**
- **Where movement between clean and dirty areas occurs, controls such as a change in protective clothing and footwear are in place**

AB.PL.b.4

Standards

The site's policy for staff bringing their own-food onto site and how that food must be stored, must be documented and communicated

How you will be measured

- **The policy details how allergens are managed and the storage facilities available to staff**

R Own food policy

AB.PL.b.5

Standards

The health requirements of the site must be outlined to personnel prior to commencing work, or visitors entering food production areas

How you will be measured

- **New employees include those employed seasonally or temporarily**
- **Visitors to an abattoir may include hauliers or farmers delivering livestock**

AB.PL.b.6

Standards

A completed health questionnaires or medical certificates are held for all personnel before entry to food production or storage areas

How you will be measured

- **Completed questionnaires or certificates held for staff**
- **Completed questionnaires held for visitors**
- **Questionnaires/ copies of certificates kept for 3 years**

R Questionnaires/ certificates

AB.PL.b.7

Standards

Illness and disease of people entering a food production or storage area or likely to come into contact with food must be dealt with in accordance with the relevant Food Standards Agency regulatory guidance note (or equivalent)

How you will be measured

- **Sufferers or carriers (employees, visitors or contractors) of a disease likely to be transmitted through food or afflicted, with infected wounds, skin infections, sores or diarrhoea, do not handle food or enter any food-handling area if there is any likelihood of direct or indirect contamination**
- **Any employee that comes into direct contact with food and is suffering from an illness or symptoms of the above report it (and the possible causes) to their manager**
- **An affected employee will not return to work (and come into contact with meat) until they have had 48 hours clear from the symptoms of their illness or symptoms, unless they are given written medical clearance by a GP**
- **The site holds an electronic or printed copy of the FSA's 'Food Handlers: Fitness to Work – Regulatory Guidance and Best Practice Advice For Food Business Operators 2009' (as amended)**

FSA guidance

AB.PL.c

Standards

The site must have documented and communicated standards setting out the protective clothing requirements for personnel

How you will be measured

- **Personnel include (but is not limited to) staff, visitors and contractors**
- **Protective clothing requirements are outlined in visitor sign in forms/ posters/ staff handbooks/ induction training, etc.**

Protective clothing requirements

AB.PL.c.1

Standards

Personnel must wear company issued, suitable and clean protective clothing and footwear correctly at all times whilst in food production and storage areas

How you will be measured

- **A supply of company issued, clean clothing is available and is worn by staff, visitors and contractors**
- **Protective clothing is not a contamination risk in itself (i.e. no loose threads, buttons, external pockets)**
- **The clothing requirements depend on the person's role and may include light coloured coats, headwear, hair covers covering hair and ears and snoods for beards and moustaches**
    - **protective clothing worn in high care areas are of a design that fasten to the neck, covering all under clothing**
- **Footwear provided can be effectively cleaned. Overshoes may be used. Clogs may be used provided they can be effectively cleaned**
- **Personal clothing is not worn over or outside of protective clothing**
- **Protective clothing is not worn externally to the factory building**

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AB.PL.c.2

Standards

Protective clothing must be cleaned regularly to ensure it is not a source of contamination

How you will be measured

- **Clothing must be regularly collected and cleaned**
- **Laundry of protective clothing may be undertaken in house or by an external laundry facility. Staff do not launder their own protective clothing away from the site**
- **Where protective clothing is not suitable for laundering (e.g. chainmail, gloves and aprons), they are cleaned at a frequency appropriate to the level of contamination during production (i.e. rinsed) and cleansed and disinfected/ sterilised as regularly as needed to minimise the risk of cross contamination**

AB.PL.c.3

Standards

Where protective clothing is laundered on site, documented procedures are implemented

How you will be measured

- **Procedures detail the wash cycle requirements i.e. times and temperatures**

Washing procedures

AB.PL.d

Standards

Training must be given to all employees to ensure they are trained and competent to perform their role

How you will be measured

- **Nobody starts work without an induction and supervision**
- **A documented plan which identifies what training is required for which role**
- **Where necessary training is given in different languages**
- **For roles which impact on Critical Control Points, specific training is given and a level of competency is established prior to being left to complete the task unsupervised**
- **Where training needs to be undertaken on the job, the employee is signed off as competent before being left to work unsupervised**

Training plan, on the job training sign-off

AB.PL.d.1

Standards

The ongoing performance of staff must be monitored and updates or refresher training given as needed

How you will be measured

- **Training needs for each role and employee are reviewed and where needed updates are given**

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AB.PL.d.2

Standards

Records of training must be kept

How you will be measured

- **A training record is available for all, including:**
  - **name**
  - **start date**
  - **training given**
  - **date of training**
  - **duration of training**
  - **training provider**
  - **ongoing performance monitoring results or appraisals**
- **Where staff are trained to undertake specific tasks, this is listed in the record**
- **Records kept for at least 3 years after staff member has left employment**
- **Training records include any relevant certificates of competency or licences held by the individual**

Training record

AB.PL.d.3

Standards

Managers, teams and other persons with positions of accountability must be able to demonstrate continuous professional development

How you will be measured

- **They have access to external technical support and information, current relevant legislation and codes of practice**
- **They attend training/ information events**

Training record

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CP.PL.a

Standards

Controls must be in place to ensure that only authorised personnel have access to the site

How you will be measured

- **Visitors to the site report into central office/ reception before being given access to the site and entering production areas**
- **Visitors are given clear instructions on where they may go when on-site or are accompanied**
- **Controls may include site security staff, lock/ card accessed facilities**

CP.PL.b

Standards

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How you will be measured

- **Personnel include, but is not limited to, staff, visitors and contractors**
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- **The hygiene requirements cover the hygiene standards (including methods or order of dressing), jewellery policies and movement restrictions or hygiene requirements when moving between production areas**

R Hygiene standards

CP.PL.b.1

Standards

The site must have documented and implemented personnel hygiene standards

How you will be measured

- **Hygiene standards adhered to at all times by personnel entering food production areas**
- **The hygiene standards include the requirement for personnel to:**
  - **keep fingernails short, clean and free of nail varnish. No false fingernails are worn**
  - **not wear perfume, aftershave or excessive make up**
  - **cover cuts and sores with blue, waterproof, metal detectable dressings**
  - **wash and sanitise hands and exposed forearms on entry and exit to food production areas, and in abattoirs as needed during the evisceration process at a frequency appropriate to the risk of contamination**
  - **wash protective clothing e.g. aprons at a frequency appropriate to the risk of contamination**

CP.PL.b.2

Standards

The site must have a documented and implemented personnel jewellery policy

How you will be measured

- **The policy requires personnel in the food production and storage areas to not wear jewellery, with the exception of:**
  - **a plain wedding band**
  - **jewellery for medical or religious reasons, if a risk assessment has shown minimal risk to food safety and the jewellery is not exposed**

R Jewellery policy

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CP.PL.b.3

Standards

Systems are in place to avoid personnel introducing contaminants from outside of the production area

How you will be measured

- **Captive footwear is washed on entrance and exit of food production areas**
- **Where movement between clean and dirty areas occurs, controls such as a change in protective clothing and footwear are in place**

CP.PL.b.4

Standards

The site's policy for staff bringing their own-food onto site and how that food must be stored, must be documented and communicated

How you will be measured

- **The policy details how allergens are managed and the storage facilities available to staff**

R Own food policy

CP.PL.b.5

Standards

The health requirements of the site must be outlined to personnel prior to commencing work, or visitors entering food production areas

How you will be measured

- **New employees include those employed seasonally or temporarily**
- **Visitors to an abattoir may include hauliers or farmers delivering livestock**

CP.PL.b.6

Standards

A completed health questionnaires or medical certificates are held for all personnel before entry to food production or storage areas

How you will be measured

- **Completed questionnaires or certificates held for staff**
- **Completed questionnaires held for visitors**
- **Questionnaires/ copies of certificates kept for 3 years**

R Questionnaires/ certificates

CP.PL.b.7

Standards

Illness and disease of people entering a food production or storage area or likely to come into contact with food must be dealt with in accordance with the relevant Food Standards Agency regulatory guidance note (or equivalent)

How you will be measured

- **Sufferers or carriers (employees, visitors or contractors) of a disease likely to be transmitted through food or afflicted, with infected wounds, skin infections, sores or diarrhoea, do not handle food or enter any food-handling area if there is any likelihood of direct or indirect contamination**
- **Any employee that comes into direct contact with food and is suffering from an illness or symptoms of the above report it (and the possible causes) to their manager**
- **An affected employee will not return to work (and come into contact with meat) until they have had 48 hours clear from the symptoms of their illness or symptoms, unless they are given written medical clearance by a GP**
- **The site holds an electronic or printed copy of the FSA's 'Food Handlers: Fitness to Work – Regulatory Guidance and Best Practice Advice For Food Business Operators 2009' (as amended)**

FSA guidance

CP.PL.c

Standards

The site must have documented and communicated standards setting out the protective clothing requirements for personnel

How you will be measured

- **Personnel include (but is not limited to) staff, visitors and contractors**
- **Protective clothing requirements are outlined in visitor sign in forms/ posters/ staff handbooks/ induction training, etc.**

Protective clothing requirements

CP.PL.c.1

Standards

Personnel must wear company issued, suitable and clean protective clothing and footwear correctly at all times whilst in food production and storage areas

How you will be measured

- **A supply of company issued, clean clothing is available and is worn by staff, visitors and contractors**
- **Protective clothing is not a contamination risk in itself (i.e. no loose threads, buttons, external pockets)**
- **The clothing requirements depend on the person's role and may include light coloured coats, headwear, hair covers covering hair and ears and snoods for beards and moustaches**
    - **protective clothing worn in high care areas are of a design that fasten to the neck, covering all under clothing**
- **Footwear provided can be effectively cleaned. Overshoes may be used. Clogs may be used provided they can be effectively cleaned**
- **Personal clothing is not worn over or outside of protective clothing**
- **Protective clothing is not worn externally to the factory building**

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CP.PL.c.2

Standards

Protective clothing must be cleaned regularly to ensure it is not a source of contamination

How you will be measured

- **Clothing must be regularly collected and cleaned**
- **Laundry of protective clothing may be undertaken in house or by an external laundry facility. Staff do not launder their own protective clothing away from the site**
- **Where protective clothing is not suitable for laundering (e.g. chainmail, gloves and aprons), they are cleaned at a frequency appropriate to the level of contamination during production (i.e. rinsed) and cleansed and disinfected/ sterilised as regularly as needed to minimise the risk of cross contamination**

CP.PL.c.3

Standards

Where protective clothing is laundered on site, documented procedures are implemented

How you will be measured

- **Procedures detail the wash cycle requirements i.e. times and temperatures**

R Washing procedures

CP.PL.d

Standards

Training must be given to all employees to ensure they are trained and competent to perform their role

How you will be measured

- **Nobody starts work without an induction and supervision**
- **A documented plan which identifies what training is required for which role**
- **Where necessary training is given in different languages**
- **For roles which impact on Critical Control Points, specific training is given and a level of competency is established prior to being left to complete the task unsupervised**
- **Where training needs to be undertaken on the job, the employee is signed off as competent before being left to work unsupervised**

R Training plan, on the job training sign-off

CP.PL.d.1

Standards

The ongoing performance of staff must be monitored and updates or refresher training given as needed

How you will be measured

- **Training needs for each role and employee are reviewed and where needed updates are given**

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CP.PL.d.2

Standards

Records of training must be kept

How you will be measured

- **A training record is available for all, including:**
  - **name**
  - **start date**
  - **training given**
  - **date of training**
  - **duration of training**
  - **training provider**
  - **ongoing performance monitoring results or appraisals**
- **Where staff are trained to undertake specific tasks, this is listed in the record**
- **Records kept for at least 3 years after staff member has left employment**
- **Training records include any relevant certificates of competency or licences held by the individual**

Training record

CP.PL.d.3

Standards

Managers, teams and other persons with positions of accountability must be able to demonstrate continuous professional development

How you will be measured

- **They have access to external technical support and information, current relevant legislation and codes of practice**
- **They attend training/ information events**

Training record

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AIM: PORK QUALITY (AB)

AB.PQ.a

Standards

Assured pork must only derive from eligible pigs

How you will be measured

- **Assured pork derives from Red Tractor assured pigs (or equivalent)**
- **Meat from assured sows is not used for assured pork, but may be used for sausages and other comminuted products**

AB.PQ.b

Standards

Assured pork derives from carcases meeting the required quality attributes

How you will be measured

- **The carcase is clean and free from extraneous matter**
- **The carcase is free from blemish, bruising, hair, cuts and loose skin**
- **Rind-on cuts derived from carcases:**
  - **free from hair, cuts and loose skin**
  - **with a maximum rind side blemish score of 2 on the AHDBs 5 point scale**
- **The P2 measurement does not exceed 16mm or the combined P1+P2 does not exceed 32mm; or scanned carcases have a measured lean of 52% or more**
- **The carcase cold weight does not exceed 105kg, except in the case of gilt carcases used for sausage and other comminuted products**

AB.PQ.b.1

Standards

Assured offal derives from carcases meeting the required quality attributes, with the exception of weight

How you will be measured

- **The specification in PQ.2 is met, with the exception of carcase weight**

AB.PQ.b.2

Standards

Assured pork derives from pork meeting the required quality attributes

How you will be measured

- **The fat is firm and white**
- **The muscle is firm and of good colour**
- **The muscle and fat show no sign of bruising and blood splash**
- **Pork is clean, free of stickiness and any off-odour or other indication of poor quality (including PSE and DFD)**
- **Primals and cuts are separated by clean cuts and are free from unnecessary cuts**
- **Primals and cuts are free from loose glands such as lymphatic nodes, loose skin and other extraneous matter**

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AB.PQ.c

Standards

Quality specifications must be agreed with the site's customers, documented and followed

How you will be measured

- **Specifications in place for pork primals, foodservice and retail packs of pork**
- **Specifications outline the parameters to be achieved including, as a minimum, the scheme criteria**
- **Specification formally agreed between the supplier and customer**

Specifications

AB.PQ.d

Standards

Assured pork must meet the required microbial specification

How you will be measured

Target Upper Limit
Aerobic colony count (ACC) <1 x 104 cfu/ g 1 x 106 cfu/ g

AB.PQ.e

Standards

The site must have systems in place to monitor carcases and pork products against specifications and the scheme's quality requirements

How you will be measured

- **System includes a visual inspection:**
  - **of a sample of bought-in product at intake (including inter-company transfers)**
  - **of all bought in product before cutting and further processing**
  - **of all products at specified points on the production line**
  - **of finished products**
- **System includes microbiological testing to a risk assessed schedule:**
  - **frequency is dependent on risks (e.g. frequency of deliveries, microbial results and previous performance)**
- **System includes organoleptic sampling of pork primals, food service and retail packs of pork against customers specifications, for tenderness, succulence, flavour and visual appearance**
- **The system is documented and trained staff deliver its requirements**

Schedules and results

AB.PQ.e.1

Standards

Carcases and pork products not meeting the quality attributes must not be used in the production of assured pork products, unless specific exemptions apply

How you will be measured

- **Exemptions include:**
  - **overweight gilt carcases being suitable for the production of assured sausages and other comminuted products**
  - **the offal of overweight carcases being suitable for being described as assured offal**
- **Other, non-conforming products are handled in accordance with documented procedures and where applicable a root cause analysis undertaken and corrective action implemented**

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AB.PQ.f

Standards

Carcases must be scalded, de-haired (singed and/ or scraped as required), to produce a firm, clean and undamaged rind

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AB.PQ.g

Standards

Pork and trim products must be labelled with kill date

How you will be measured

- **Primals packed in modified atmosphere packaging or vacuum packed are labelled as such, with a durability date or code**
- **Pork mince may carry multiple kill dates**

AB.PQ.g.1

Standards

Chilled fresh pork must be processed within kill +7 days unless specific exemptions apply

How you will be measured

- **Vacuum packed, gas flushed or deep chilled products may be processed after 7 days, provided the temperature does not exceed 3 degrees and given satisfactory documentary support that quality is not compromised**
- **If the product temperature has been disturbed and exceeded 5?C, the pork is processed within 4 days**
- **Kill dates (as labelled on the product) is used to establish durability dates**

AB.PQ.h

Standards

Any meat to be frozen before processing must be in good condition, effectively packaged and placed into a freezer within 4 days of slaughter

How you will be measured

- **Date of freezing applied**
- **Where frozen, the meat is in good condition and effectively packaged at the time of freezing**
- **Vacuum packed or gas flushed or deep chilled products may be processed after 4 days, provided the temperature does not exceed 3 degrees and there is satisfactory documentary support that quality is not compromised**

AB.PQ.h.1

Standards

Systems must be in place to ensure that frozen pork and trim is used within 12 months of freezing

How you will be measured

- **System includes applying a date of freezing to each unit and a durability date, and having an effective stock control system**

AB.PQ.i

Standards

Carcases must be transferred to temperature controlled environments without delay

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AB.PQ.j

Standards

Carcases in chillers must be managed in such a way to encourage cooling and reduce condensation

How you will be measured

- **Carcase sides are spaced to allow airflow around the carcases**
- **Carcase bunching is avoided**
- **Hot and completely chilled carcases are not stored in the same chiller, unless hot carcases have passed through an in-line blast chill or there is evidence that the process is not compromising the safety and quality of meat already chilled**

AB.PQ.j.1

Standards

Carcases and products are chilled to required temperatures, in accordance with planned chilling regimes

How you will be measured

- **The chilling regime is designed to ensure that the deep muscle temperature (when measured within the leg), does not fall below 10°C during the first 3 hours from the commencement of the cooling cycle**
- **Within 24 hours of cooling to 10°C, or before the pork is cut or processed, the deep musculature is reduced to between -2?C and +5?C. All pork products (including finished product) are held between -2?C and +5?C**

AB.PQ.k

Standards

Pork products (including finished product) and trim must be stored at between -2°C and +5°C for fresh product and at -12°C or below for frozen products

How you will be measured

- **The operational capability of the temperature control system is such that the required temperatures are achieved under maximum load**
- **Systems are in place to minimise the ingress of warm air e.g. strip curtains**

AB.PQ.l

Standards

The defrosting of frozen pork and trim must be managed to ensure the outer surface does not exceed +7°C during the defrosting period

How you will be measured

- **Defrosting undertaken in a controlled manner**
- **Records of the defrosting dates, times and product temperatures are kept**

R Defrosting records

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AB.PQ.m

Standards

Temperatures must be regularly monitored in accordance with documented procedures

How you will be measured

- **Temperatures of both chill stores and products monitored in accordance with a risk assessed schedule**
- **Incoming product temperatures are checked before accepting the delivery (i.e. on the delivery vehicle). Checks are undertaken at different points within the storage unit, both between packs for packed product and product core temperatures on other products**
- **Carcase temperatures measured using a probe into the deep musculature of the hindquarter and/or forequarter**
- **Records of temperature monitoring kept**

Schedule, monitoring records

AB.PQ.m.1

Standards

Where temperature monitoring identifies non-conforming products, the root cause is identified and the product dealt with appropriately

How you will be measured

- **Corrective actions are implemented where appropriate**
- **A record of the root cause and corrective actions is kept**

Corrective actions

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AIM: PORK QUALITY (CP)

CP.PQ.a

Standards

Assured pork must only derive from eligible pigs

How you will be measured

- **Assured pork derives from Red Tractor assured pigs (or equivalent)**
- **Meat from assured sows is not used for assured pork, but may be used for sausages and other comminuted products**

CP.PQ.b

Standards

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How you will be measured

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  - **with a maximum rind side blemish score of 2 on the AHDBs 5 point scale**
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- **The carcase cold weight does not exceed 105kg, except in the case of gilt carcases used for sausage and other comminuted products**

CP.PQ.b.1

Standards

Assured offal derives from carcases meeting the required quality attributes, with the exception of weight

How you will be measured

- **The specification in PQ.2 is met, with the exception of carcase weight**

CP.PQ.b.2

Standards

Assured pork derives from pork meeting the required quality attributes

How you will be measured

- **The fat is firm and white**
- **The muscle is firm and of good colour**
- **The muscle and fat show no sign of bruising and blood splash**
- **Pork is clean, free of stickiness and any off-odour or other indication of poor quality (including PSE and DFD)**
- **Primals and cuts are separated by clean cuts and are free from unnecessary cuts**
- **Primals and cuts are free from loose glands such as lymphatic nodes, loose skin and other extraneous matter**

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CP.PQ.c

Standards

Quality specifications must be agreed with the site's customers, documented and followed

How you will be measured

- **Specifications in place for pork primals, foodservice and retail packs of pork**
- **Specifications outline the parameters to be achieved including, as a minimum, the scheme criteria**
- **Specification formally agreed between the supplier and customer**

Specifications

CP.PQ.d

Standards

Assured pork must meet the required microbial specification

How you will be measured

Target Upper Limit
Aerobic colony count (ACC) <1 x 104 cfu/ g 1 x 106 cfu/ g

CP.PQ.e

Standards

The site must have systems in place to monitor carcases and pork products against specifications and the scheme's quality requirements

How you will be measured

- **System includes a visual inspection:**
  - **of a sample of bought-in product at intake (including inter-company transfers)**
  - **of all bought in product before cutting and further processing**
  - **of all products at specified points on the production line**
  - **of finished products**
- **System includes microbiological testing to a risk assessed schedule:**
  - **frequency is dependent on risks (e.g. frequency of deliveries, microbial results and previous performance)**
- **System includes organoleptic sampling of pork primals, food service and retail packs of pork against customers specifications, for tenderness, succulence, flavour and visual appearance**
- **The system is documented and trained staff deliver its requirements**

Schedules and results

CP.PQ.e.1

Standards

Carcases and pork products not meeting the quality attributes must not be used in the production of assured pork products, unless specific exemptions apply

How you will be measured

- **Exemptions include:**
  - **overweight gilt carcases being suitable for the production of assured sausages and other comminuted products**
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CP.PQ.f

Standards

Carcases must be scalded, de-haired (singed and/ or scraped as required), to produce a firm, clean and undamaged rind

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CP.PQ.g

Standards

Pork and trim products must be labelled with kill date

How you will be measured

- **Primals packed in modified atmosphere packaging or vacuum packed are labelled as such, with a durability date or code**
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CP.PQ.g.1

Standards

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How you will be measured

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- **If the product temperature has been disturbed and exceeded 5?C, the pork is processed within 4 days**
- **Kill dates (as labelled on the product) is used to establish durability dates**

CP.PQ.h

Standards

Any meat to be frozen before processing must be in good condition, effectively packaged and placed into a freezer within 4 days of slaughter

How you will be measured

- **Date of freezing applied**
- **Where frozen, the meat is in good condition and effectively packaged at the time of freezing**
- **Vacuum packed or gas flushed or deep chilled products may be processed after 4 days, provided the temperature does not exceed 3 degrees and there is satisfactory documentary support that quality is not compromised**

CP.PQ.h.1

Standards

Systems must be in place to ensure that frozen pork and trim is used within 12 months of freezing

How you will be measured

- **System includes applying a date of freezing to each unit and a durability date, and having an effective stock control system**

CP.PQ.i

Standards

Carcases must be transferred to temperature controlled environments without delay

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CP.PQ.j

Standards

Carcases in chillers must be managed in such a way to encourage cooling and reduce condensation

How you will be measured

- **Carcase sides are spaced to allow airflow around the carcases**
- **Carcase bunching is avoided**
- **Hot and completely chilled carcases are not stored in the same chiller, unless hot carcases have passed through an in-line blast chill or there is evidence that the process is not compromising the safety and quality of meat already chilled**

CP.PQ.j.1

Standards

Carcases and products are chilled to required temperatures, in accordance with planned chilling regimes

How you will be measured

- **The chilling regime is designed to ensure that the deep muscle temperature (when measured within the leg), does not fall below 10°C during the first 3 hours from the commencement of the cooling cycle**
- **Within 24 hours of cooling to 10°C, or before the pork is cut or processed, the deep musculature is reduced to between -2?C and +5?C. All pork products (including finished product) are held between -2?C and +5?C**

CP.PQ.k

Standards

Pork products (including finished product) and trim must be stored at between -2°C and +5°C for fresh product and at -12°C or below for frozen products

How you will be measured

- **The operational capability of the temperature control system is such that the required temperatures are achieved under maximum load**
- **Systems are in place to minimise the ingress of warm air e.g. strip curtains**

CP.PQ.l

Standards

The defrosting of frozen pork and trim must be managed to ensure the outer surface does not exceed +7°C during the defrosting period

How you will be measured

- **Defrosting undertaken in a controlled manner**
- **Records of the defrosting dates, times and product temperatures are kept**

Defrosting records

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CP.PQ.m

Standards

Temperatures must be regularly monitored in accordance with documented procedures

How you will be measured

- **Temperatures of both chill stores and products monitored in accordance with a risk assessed schedule**
- **Incoming product temperatures are checked before accepting the delivery (i.e. on the delivery vehicle). Checks are undertaken at different points within the storage unit, both between packs for packed product and product core temperatures on other products**
- **Carcase temperatures measured using a probe into the deep musculature of the hindquarter and/or forequarter**
- **Records of temperature monitoring kept**

Schedule, monitoring records

CP.PQ.m.1

Standards

Where temperature monitoring identifies non-conforming products, the root cause is identified and the product dealt with appropriately

How you will be measured

- **Corrective actions are implemented where appropriate**
- **A record of the root cause and corrective actions is kept**

Corrective actions

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AIM: ASSURED PORK SAUSAGES (CP)

CP.PS.a

Standards

The meat and ingredients used in assured pork sausages meet the scheme's requirements including maximum permitted limits

How you will be measured

- **All pork and pork ingredients (including fat and rinds) used are Red Tractor assured (or equivalent) and meet the pork quality attributes**
- **Pork is either fresh or frozen**
- **The meat content of a pork sausage is at least 52%, with the definition of meat being as defined in legislation. The meat content may include:**
  - **fat up to 30%**
  - **connective tissue up to 25% collagen/ protein ratio**
  - **neck end/ jowl meat up to 10% (unless trimmed of all glands) e.g. maximum of 5.2% in a 52% pork content sausage**
  - **rinds, or dehydrated rinds that have been rehydrated in line with manufacturer's instructions up to 10% e.g. maximum of 5.2% in a 52% pork content sausage**
- **Other ingredients used in pork sausages are used in accordance with legal requirements. Ingredients may include:**
  - **a maximum of 1.38g salt or 550mg sodium per 100g of raw sausage meat; with the product range average not exceeding 1.13g salt or 450mg sodium per 100g sausages**
  - **added Phosphate (E450, E451, E452) up to 0.5% of the total recipe**
  - **natural and artificial colours up to legislative limits**
  - **the use of preservatives permitted by legislation**
  - **the use of preservative sulphur dioxide up to 450ppm of the final product at point of sale**
- **Natural or artificial casings are used. Natural casings do not need to derive from an assured source**

CP.PS.a.1

Standards

Non-permitted ingredients are not used in the production of assured pork sausages

How you will be measured

- **Non-permitted ingredients include:**
  - **head meat (with the exception of masseters)**
  - **liver skirts**
  - **blood products**
  - **offal**
  - **mechanically separated meat**
  - **monosodium glutamate**
  - **functional proteins and fat emulsions**
  - **non assured meat, trim, rinds or fat**
  - **meat, trim or fat from species other than pigs**

CP.PS.a.2

Standards

Bacon raw material brought in from a different site must be Red Tractor assured (or equivalent)

How you will be measured

- **Where the site is assembling component packs e.g. pigs in blankets, only the clauses contained within the Red Tractor Pork Quality Module (Assured Pork Sausages) (or equivalent) appropriate to the process being undertaken shall apply**

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CP.PS.b

Standards

Pork sausages must be produced to a documented recipe

How you will be measured

- **Recipe details all ingredients used, including casings**
- **Ingredients used are permitted by the scheme standards**

Recipes

CP.PS.b.1

Standards

For each sausage type produced, a recipe and methodology is documented and followed

How you will be measured

- **Sausage meat is ground by mincing or bowl chopping and mixed together with other ingredients to a documented recipe with a documented methodology**
- **Methods used ensure the quality requirements are achieved**
- **The methodology is appropriate to the recipe and specifies equipment to be used, the frequency of mincing, and quantities of ingredients, etc. to be added**
- **Recipes and methodologies may be customer led or be specific to the company**
- **Methodologies may apply to multiple recipes**

Recipe methodology

CP.PS.c

Standards

Pork sausages must meet the required visual, colour, texture and flavour characteristics

How you will be measured

- **Raw sausages will:**
  - **have visible particles of raw meat**
  - **be well formed, cylinder in shape**
  - **not have excessive drip**
  - **be free from off-odours**
- **Cooked sausages will:**
  - **have an even, light brown colour**
  - **retain their original shape, with no splitting or significant shrinkage**
  - **have a firm texture, with absence of hard particles (bone, gristle) and excessive fat**
  - **have a well-balanced flavour and no metallic taste, off-flavours and taints**

CP.PS.c.1

Standards

For each sausage type produced, a quality specification is documented and followed

How you will be measured

- **Specification details quality parameters to be checked on the production line, including appearance, packing requirements and temperature**
- **Specifications agreed formally with customers**
- **Specifications are easily available to staff**

Specifications

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CP.PS.d

Standards

Anticipated cooking losses must be established and documented for each recipe

How you will be measured

- **The product is cooked as per the recipe instructions, to achieve an internal core temperature of 72?C**
- **The cooking loss is established using the following calculation:**

Finished cooked (+72°c) weight ÷ Raw weight x 100 = total cooked weight % (difference up to 100 = % cook loss)

Anticipated cooking losses

CP.PS.e

Standards

Finished, raw assured pork sausages meet legal and scheme requirements for microbiological limits, enabling the labelled shelf life to be achieved

How you will be measured

- **The following specification is met. The specification may not be appropriate to sausages containing raw vegetables, herbs, etc. Where that is the case the site has set its own targets and limits**

Target Limit
ACC <5 x 104 cfu/ g <5 x 106 cfu/ g
Yeast/ moulds <5 x 103 cfu/ g <5 x 104 cfu/ g
E. coli <50 cfu/ g 5 x 102 cfu/ g
Salmonella Absent in 5, 10g samples Absent in 5, 10g samples

CP.PS.f

Standards

Monitoring must be undertaken to ensure assured pork sausages are produced in accordance with the recipe, specifications and scheme's quality requirements

How you will be measured

- **All recipes are verified prior to use and at a risk assessed frequency going forward**
- **Samples of finished products are tested:**
  - **at a risk assessed frequency for microbiological criteria and chemical analysis for meat, fat and salt and sulphur dioxide content**
  - **against organoleptic criteria at least monthly**
- **Systems of verification include:**
  - **NPD trials**
  - **traceability of raw materials**
  - **organoleptic testing, including taste panels**
  - **microbiological and chemical analysis testing**
  - **review of completed process records**
- **Records of monitoring are kept**

Recipe verification, monitoring results

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CP.PS.f.1

Standards

Pork sausages not meeting the quality attributes must not be marketed as assured and must be handled appropriately

How you will be measured

- **Non-conforming products are handled in accordance with documented procedures**
- **Non-conformities are trended and where they are repeated a root cause analysis is undertaken and corrective action implemented**
- **Records are kept**

CP.PS.g

Standards

Pork and trim for sausages must be used within kill +4 days unless specific exemptions apply

How you will be measured

- **Vacuum packed, gas flushed or deep chilled products may be processed after the 4 days, provided the temperature does not exceed 3 degrees and shelf life verification demonstrates quality is not compromised**
- **Sensory evaluation is used to determine shelf life**

CP.PS.h

Standards

During the preparation of sausages, the mix temperature must be managed to ensure a temperature of 7 degrees is not exceeded

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CP.PS.h.1

Standards

After filling, finished packed sausages must be transferred to temperature controlled environments without delay

---

CP.PS.h.2

Standards

Finished packed sausages must be chilled to less than 4°C within 4 hours of final pack and stored between -2 degrees and +4 degrees whilst on site

---

CP.PS.i

Standards

Temperatures must be regularly monitored in accordance with documented schedules

How you will be measured

- **Temperatures of both chill stores and products monitored in accordance with a risk assessed schedule**
- **Checks are made during sausage preparation, filling and during storage**
- **Records of temperature monitoring kept**

R Monitoring schedule, results

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CP.PS.i.1

Standards

Where temperature monitoring identifies non-conforming products, the root cause is identified and the product dealt with appropriately

How you will be measured

- **Corrective actions are implemented where appropriate**
- **A record of the root cause and corrective actions is kept**

Corrective action

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AIM: POULTRY WELFARE (AB)

AB.PW.a

Standards

A poultry welfare policy for the site is documented and communicated

How you will be measured

- **A documented policy outlines the sites objectives with regards to achieving and delivering standards of bird welfare and conforming to the scheme standard and relevant legislation**
- **Policy signed off by relevant senior management and Official Veterinary Surgeon (OVC)**
- **Policy communicated to relevant persons e.g. through training, posters, work instructions, staff handbook**
- **The policy is reviewed annually (demonstrated with a signed and dated review) and kept up-to-date**

R Policy

AB.PW.a.1

Standards

Animal Welfare Officer(s) (AWO) must be on-site during operational hours and hold overall responsibility for poultry welfare on the site

How you will be measured

- **A documented management structure identifies those fulfilling the role**
- **A documented procedure details the responsibilities of the AWO**
- **AWO(s):**
  - **hold appropriate Certificates of Competence for the species and operations they are responsible for**
  - **have sufficient authority and competence to provide guidance to personnel that manage poultry on-site**
  - **have sufficient authority to make decisions to safeguard bird welfare**

R Management structure/ organogram

AB.PW.a.2

Standards

There must be a sufficient number of competent persons working within the lairage and slaughter areas during operational hours to care for and handle birds

How you will be measured

- **During operational hours, competent persons oversee/ undertake unloading, lairaging, ante-mortem inspections and slaughter**
- **Competent persons may include deputies to the AWO**
- **Arrangements are in place to ensure sufficient people are present during holidays/ sick leave**

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AB.PW.a.3

Standards

All staff involved in the care, handling and monitoring of birds must be trained and competent

How you will be measured

- **As required by legislation, persons that are responsible for, monitor or undertake the following roles, hold a Certificate of Competence relevant to the species:**
  - **the unloading of birds (or crates)**
  - **the handling and care of birds before they are restrained**
  - **the restraint of birds for stunning or killing**
  - **the shackling of birds**
  - **the stunning of birds**
  - **the assessment of effective stunning**
  - **the bleeding of live birds and monitoring the absence of signs of life**
- **Staff have been trained to procedures relevant to their roles. Training may include Certificate of Competence training delivered in house by an official training provider or by external training providers**

Training records

AB.PW.a.4

Standards

The ongoing performance of staff who care for and handle birds must be monitored and training updates or refresher training given as required

How you will be measured

- **Training needs for each role are established**
- **Employee training needs are reviewed on a risk assessed frequency and where needed additional training and updates are given**

Training record

AB.PW.a.5

Standards

Systems must be in place to ensure appropriate, competent persons are contactable out of operational hours

How you will be measured

- **Person(s) contactable in the event of a problem/ emergency**
- **The point of contact is a competent member of staff who can contact an AWO at any time; or is an AWO**

Signs/ contact numbers

AB.PW.a.6

Standards

The AWO(s) must have access to or hold a copy of the most up-to-date regulations and recommendations relating to protecting the welfare of animals at the time of killing

How you will be measured

- **Up-to-date copies of industry codes of practice relevant to stunning and killing system held (such as those produced by the British Poultry Council or the Humane Slaughter Association)**

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AB.PW.a.7

Standards

You must contact Red Tractor and/ or your Certification Body immediately if a serious incident or emergency situation threatens the welfare of the birds e.g. line breakdown

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AB.PW.a.8

Standards

Welfare outcome scoring must be carried out on ducks

How you will be measured

Welfare outcome scoring is carried out as per the relevant Appendix

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R Welfare outcome scoring records per lorry

AB.PW.b

Standards

The lairage must be designed and constructed to meet the thermal requirements of birds

How you will be measured

- **The lairage provides protection in adverse weather and birds are screened from direct sunlight**
- **The lairage is ventilated to minimise high humidity and to maintain temperature. The lairage is designed to encourage air flow**

AB.PW.b.1

Standards

Ventilation systems must be maintained and alarms regularly tested

How you will be measured

- **Ventilation systems maintained and effective**
- **Where ventilation is controlled mechanically, alarms and emergency backup systems are in place to notify failures**
- **Alarms are tested every seven days**

AB.PW.b.1.1

Standards

In the event of ventilation equipment failure, contingency plans and corrective actions must be implemented

How you will be measured

- **Where necessary, emergency back-up systems are implemented**
- **Corrective actions may include repairs**

AB.PW.b.2

Standards

Systems of forecasting risks of temperature stress to birds in the lairage environment must be undertaken

How you will be measured

- **Forecasting or horizon scanning for weather extremes, adverse climatic conditions enable preventative action to be undertaken where needed**

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AB.PW.b.2.1

Standards

Systems must be in place to regularly monitor and record the temperature and humidity of the lairage and birds' environment

How you will be measured

- **Monitoring applies to both the lairage environment and the birds' immediate environment within crates**
- **Monitoring includes cross-checking the recorded temperatures against a species specific (e.g. chicken, turkey), thermal comfort zone chart at the time the temperature is taken**
- **Monitoring is undertaken at a frequency as defined by a documented procedure (but at least daily)**

Temperature records. Thermal comfort zone chart

AB.PW.b.2.2

Standards

Where forecasting or monitoring identifies a risk of humidity or temperature stress, preventative or corrective action must be implemented to protect bird welfare

How you will be measured

- **Documented procedures/ contingency plans detail preventative actions (in the case of forecasting) or corrective actions (in the case of monitoring)**
- **The documented procedures clearly identify the critical limits/ trigger points at which action needs to be taken to safeguard welfare**
- **Actions may include (but are not limited to):**
  - **reducing or increasing the stocking rate of crates**
  - **the use of additional fans to increase air flow**
  - **curtaining the sides of the lairage**
  - **use of heaters**
  - **driving of lorries to encourage air flow**
- **Where forecasting predicts a risk, the preventative actions undertaken are recorded**
- **Where monitoring identifies a risk, the root cause must be determined and corrective actions implemented, recorded and reported to the AWO**

Documented procedures

AB.PW.c

Standards

The lairage must be designed to allow ease of movement of crates and modules

AB.PW.c.1

Standards

Birds must not be subjected to avoidable, excessive or sudden noises

How you will be measured

- **Noises may be caused by people, equipment or ventilation systems**
- **Sharp/ sudden or hissing noises are eliminated from the lairage environment**

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AB.PW.c.2

Standards

The lairage must be suitably lit

How you will be measured

- **The lairage lighting is subdued to allow birds to rest, but is capable of being lit in a manner that allows inspection of birds as required**

AB.PW.d

Standards

The lairage must be constructed and maintained in a manner that enables effective cleansing and disinfection

How you will be measured

- **Applicable to buildings (washing of lorries and crates are covered under Transport Wash Facilities)**
- **Lairage walls and floors are complete with a washable finish**

AB.PW.d.1

Standards

The lairage must be cleansed and disinfected regularly to minimise contamination

How you will be measured

- **Applicable to buildings (washing of lorries and crates are covered under Transport Wash Facilities)**
- **Dedicated facilities are available in the lairage area to do this**
- **The lairage is thoroughly cleansed and disinfected at least weekly**
- **No evidence of dried or built up faecal matter**

AB.PW.e

Standards

A daily, visual check of the facilities used for live birds must be carried out by a competent member of staff, prior to the start of the day's kill

How you will be measured

- **A visual check of the lairage, shackling and stunning/ slaughter system**
- **Visual check of lairage may be undertaken at clean-down**
- **If the visual check identifies an issue, corrective action is implemented**
    - **where there is a risk to bird welfare the issue is addressed immediately, recorded and reported to an animal welfare officer**
    - **where necessary production is halted until the problem is resolved or the affected area is not used**

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AB.PW.f

Standards

Systems must be in place to ensure that birds are held in the lairage for the minimum time possible

How you will be measured

- **Birds are placed in the lairage as soon as possible and are held in the lairage for a maximum of six hours**
- **Applies to birds held in transport vehicles on-site or in the lairage building**
- **The order in which birds are unloaded/ killed ensures the time is not exceeded**
- **In emergency situations (e.g. line breakdown) where the time is likely to be exceeded, the emergency procedures are implemented**
- **Turkeys are given a period of acclimatisation (minimum 30 minutes) in order to settle prior to stunning and killing. The acclimatisation period never exceeds the maximum lairage time of six hours**
- **Emergency procedures:**
  - **have considered possible postponement of catching to prevent further birds arriving during a breakdown period**
  - **has considered provision of feed and water for birds if withdrawal of feed exceeds 12 hours**

AB.PW.f.1

Standards

A record of the date and time of bird arrival, time of hanging on or entering of gas systems and killing must be kept

How you will be measured

- **A record for each flock/ batch is held which includes DOAs (dead on arrival)**
- **Information recorded on the Animal Transport Certificate or similar**
- **The record is visible/ easily accessible to relevant staff**

R Flock arrival and killing records

AB.PW.f.2

Standards

If DOA numbers exceed 1.5% for chickens, 0.25% for turkeys and 0.5% for ducks in a single load of birds, the root cause established and correction action undertaken

How you will be measured

- **A record of the issue, root cause and corrective action taken is kept**

AB.PW.g

Standards

A system must be in place to check the health and welfare of poultry that come onto site

How you will be measured

- **Food chain information and veterinary documentation is assessed for each flock**
- **A sample of crates are inspected to check bird condition, behaviour and stocking density on arrival**
- **A sample of crates are inspected for bird condition and behaviour regularly during a flock's time in the lairage**
- **Records of checks are kept**

R Crate inspection records, Food Chain Information

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AB.PW.g.1

Standards

Systems must be in place to check birds for signs of injury and fitness before stunning and killing

How you will be measured

- **All birds electrically stunned or killed are visually checked. Samples of birds and crates checked in gas stunning and killing systems**

AB.PW.g.2

Standards

Prompt appropriate action is undertaken in the event of health or welfare concerns being identified in the poultry checks

How you will be measured

- **Appropriate action taken to reduce stress, pain and suffering**
- **Action may include culling of individual birds, prioritising of a flock for slaughter, adjustment to ventilation systems**
- **Actions to be taken are agreed with the AWO**
- **Relevant staff understand the actions to be taken in the event of birds arriving unfit or becoming unfit whilst on-site**

AB.PW.g.3

Standards

Birds that require emergency killing must be dealt with immediately by a competent person according to the sites documented procedure

How you will be measured

- **The site has documented procedure for:**
  - **culling of individual birds that need culling e.g. as a result of being trapped**
  - **culling of modules or whole flocks**
- **The procedure outlines the action to be undertaken in relevant circumstances, identifies any equipment to be used and confirms birds are not place on the processing line until after stunning**
- **The procedure outlines the action to be undertaken in relevant circumstances and identifies any equipment to be used and its location**
- **The methods used are as defined in the appendix**

AB.PW.h

Standards

Staff handling birds must be trained and competent

How you will be measured

- **Applies to direct handling of birds and those handling containers of birds**
- **Staff have been trained to understand the good welfare practices relevant to their role**
- **Staff use handling techniques that reduce stress, including wing flapping at hanging on**

AB.PW.i

Standards

Modules and crates are unloaded in a careful manner

How you will be measured

- **Modules and crates are handled with care**
  - **forklifts move smoothly and do not brake suddenly**
  - **modules are not tilted, dropped or overturned**
  - **modules are lowered/ raised gently**

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AB.PW.i.1

Standards

Modules and crates are positioned or stacked appropriately

How you will be measured

- **Modules and crates are stable**
- **Modules are positioned in such a way ventilation is not reduced**
- **Only crates of suitable design are stacked on top of one another i.e. the design limits faecal matter dropping onto birds beneath**

AB.PW.j

Standards

Systems must be in place to minimise the risk of birds escaping

How you will be measured

- **Do not escape from the lairage, hanging on area or shackles**
- **Escaped birds are recaptured immediately, handled appropriately and re-hung (where appropriate) or humanely culled if injured**

AB.PW.k

Standards

Birds must be handled appropriately at electrical stunning and killing points

How you will be measured

- **Line speeds enable staff to handle birds correctly**
- **The system used is appropriate to the size of the bird e.g. small birds that could fall/ miss the stunning bath are not shackled**
- **Shackles used are of the correct type and size for the birds being hung on**
  - **birds are located properly into the shackle and hung by both legs**
  - **shackles are wet**
  - **shackle lines are fitted with breast comforters (rubber or plastic curtain) at the point of hang on through to the stun bath**
- **The shackle line to the stun bath is smooth, has no sharp turns or obstructions, the shackles do not jolt**
- **The maximum live bird hang on time is:**
  - **60 seconds for chicken**
  - **120 seconds for turkey, unless the shackle line was in use before 1st January 2013 when the maximum hang on time is 180 seconds**
  - **From 8th December 2019 the maximum hang on time for turkey is 120 seconds (all shackle lines)**
  - **120 seconds for ducks**
- **The shackle line to the stun bath is smooth, the shackles do not jolt**
- **Birds are not hung for more than 30 seconds prior to stunning**
- **The hang on area is equipped with blue or green lighting**
- **The feet from the previous bird are removed prior to a new bird being hung on**
- **If the slaughter line is stopped for longer than 120 seconds, birds between the point of shackling and the stunning point must be humanely killed immediately using a permitted back-up method (as detailed in the relevant appendix)**

AB.PW.k.0

Standards

It is recommended that live bird hang on time is as short as possible and no longer than a maximum of 30 seconds

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AB.PW.k.1

Standards

Birds must be stunned and killed in accordance with current legislation

How you will be measured

- **For birds to retain their assurance status, they are stunned and then exsanguinated or bled**
- **Stunning is effective in ensuring unconsciousness until death supervenes through exsanguination**
- **'Stunning' means any intentionally induced process which causes loss of consciousness and sensibility without pain, including any process resulting in instantaneous death**

AB.PW.k.2

Standards

Stunning and killing electrical methods, must be carried out in accordance with legal requirements, best practice guidelines and the sites standard operating procedures

How you will be measured

- **The sites procedures outline the stunning and killing requirements for birds**
- **The methods outlined in the appendix are used**
- **For each method used, specific parameters outlined in the relevant appendix are adhered to**

R Standard operating procedures

AB.PW.k.3

Standards

Electrical stunning equipment is designed to ensure an effective stun

How you will be measured

- **Stunning equipment checked prior to each kill and problems preventing effective stun rectified prior to the start of slaughter**
- **The voltage and current is clearly visible to those operating or monitoring the process and a warning must be easily seen and heard**
- **In the case of electric waterbaths:**
  - **where birds are stunned in groups, the voltage and current are sufficient to ensure all birds are adequately stunned**
  - **the electrode that is immersed in the water extends the length of the waterbath**
  - **the design and set up prevents birds receiving pre-stun shocks, flying over the water bath and results in the birds' head (no other part of the body) entering the water first**
  - **for ducks, there is a steeply inclined flat ramp bolted onto the entrance of the waterbath and/ or a neck extender**

*** if a ramp is in operation, it extends over the water so the birds get drawn up the ramp by the shackle and then swing down into the water in one smooth movement. Birds must not receive pre-stun shock from the ramp itself**

*** If a neck extender is in operation, it does not obscure viewing for the assessment of the immediacy of stunning and the absence of pre-stun shocks. Neck extenders are monitored to ensure all birds' heads are pushed below the neck extender (and not trapped above it)**

- **an ammeter is fitted to accurately monitor current flow through the bath when loaded with birds**
  - **The waterbath is of suitable size and depth for the type of bird**
  - **the water height is set such that the heads of all birds are fully immersed in the water**
  - **the water level is of sufficient depth to cover the heads of the birds**
  - **Where required by legislation, the system records voltages and currents. Records are kept for at least 1 year**

R Electrical stunning/ killing records

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AB.PW.k.4

Standards

Birds must be checked for signs of an effective stun or kill before neck cutting

How you will be measured

- **A competent person visually assesses every bird on exit of the waterbath stunner / stunning equipment**
- **Any birds showing signs of an ineffective stun or kill are humanely killed without delay using a permitted back-up method (as detailed in the relevant appendix), before the neck is cut**

AB.PW.k.5

Standards

A suitable alternative method of stunning/ killing is available and ready for immediate use should the primary stunning equipment fail

How you will be measured

- **The method is as outlined in the appendix**
- **The method is ready for immediate use**

AB.PW.k.6

Standards

Where there is a recurring need to use the stun back-up method, the line must be stopped immediately, the root cause established and corrective action undertaken

How you will be measured

- **A record of the issue, root cause and corrective action taken is kept**

AB.PW.k.7

Standards

Birds must be exsanguinated and bled without delay

How you will be measured

- **Stun to neck cut/ decapitation times are as short as possible (but long enough to allow an assessment of stun effectiveness), and as a maximum, do not exceed 10 seconds for electrically stunned birds**
- **As a minimum the two carotid arteries and jugular veins in both sides of the neck are completely severed**
- **Where automatic neck cutters are used, every bird is checked immediately after the point of neck cutting to verify an effective cut**

AB.PW.k.7.1

Standards

It is recommended that electrically stunned birds are decapitated and their heads macerated without delay

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AB.PW.k.8

Standards

Birds must be left to bleed and no further dressing procedures (including scalding) undertaken until it has been verified that the bird has no signs of life

How you will be measured

- **All birds are left to bleed for a minimum period of 90 seconds**
- **Line speed allows for verification that the bird is showing no signs of life prior to dressing**

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AB.PW.k.9

Standards

Equipment used to shackle, stun and kill must be maintained in good repair and effective working order

How you will be measured

- **All equipment used (including back up equipment) is maintained to be effective and parts replaced as necessary**
- **Equipment replaced as necessary if faults cannot be rectified, or recurring issues impacting on welfare occur**
- **Maintenance is undertaken in accordance with maintenance clauses in the Food Safety Module, and includes complete records of all maintenance which are kept for a minimum one year**
- **Manufacturer instructions are held/ accessible to the responsible person and followed**

Maintenance records

AB.PW.k.10

Standards

Electrical stunning and killing equipment must be calibrated or verified to ensure it works effectively

How you will be measured

- **The current and frequency are calibrated in accordance with the manufacturers recommendations**
- **A documented procedure identifies frequencies of calibration and critical limits that are required**
- **At least annually, equipment is calibrated by an independent party**
- **Records of calibration, including any corrective actions are kept**

Calibration records

AB.PW.l

Standards

Birds must be handled appropriately at the stunning and killing points

How you will be measured

- **Where gas, stun/ kill methods are used, crates are placed on conveyors etc. with due care**

AB.PW.l.1

Standards

Birds must be killed in accordance with current legislation

How you will be measured

- **Each bird is exposed to gas for long enough to ensure it is killed**
- **No birds are shackled before they are dead**

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AB.PW.I.2

Standards

Stunning and killing must be carried out in accordance with legal requirements, best practice guidelines and the sites standard operating procedures

How you will be measured

- **The procedures outline the stunning and killing requirements for birds**
- **Only the methods outlined in the appendix are used**
- **Carbon dioxide at high concentration (exposure to minimum 40% carbon dioxide) is prohibited as a method of stunning and killing**
- **For each method used, specific parameters outlined in the relevant appendix are adhered to**

Documented procedures

AB.PW.I.3

Standards

Gas stunning equipment used for poultry is designed to maintain welfare and ensure an effective stun and kill

How you will be measured

- **The equipment is designed to:**
  - **measure, display and record gas concentrations and the time of exposure**
  - **maintain gas concentration**
  - **allow birds to be monitored in the stunner and accessed without delay**
  - **allow atmospheric air to be promptly flushed through the stunner**
- **Systems are in place, visibly and audibly to alert an operator of drops in gas concentration and equipment failure**
- **Records are kept for at least one year**

Gas concentration and exposure records

AB.PW.I.4

Standards

Birds must be checked for signs of an effective kill, immediately upon leaving the gas system

How you will be measured

- **Any birds showing signs of life are humanely killed without delay using a back-up method before the neck is cut**

AB.PW.I.5

Standards

A suitable back-up method of stunning or killing must be readily available at the exit to the gas system and bleed points or in the event of a CAS system breakdown

How you will be measured

- **The method used is as outlined in the appendix or can be live inversion with electrical stunning if this is deemed the most humane and available alternative to slaughter/kill birds**
- **The method is ready for immediate use**

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AB.PW.l.6

Standards

Where there is a recurring need to use the back-up method, the line must be stopped immediately, the root cause established and corrective action undertaken

How you will be measured

- **A record of the issue, root cause and corrective action taken is kept**

AB.PW.l.7

Standards

Birds must be exsanguinated or bled without delay

How you will be measured

- **Stun to throat cut times are as short as possible (but long enough to allow an assessment of stun effectiveness), and as a maximum, do not exceed 15seconds for electrically stunned birds**
- **As a minimum the two carotid arteries and jugular veins in both sides of the neck are completely severed**
- **Where automatic neck cutters are used, every bird is checked immediately after the point of neck cutting to verify an effective cut**

AB.PW.l.8

Standards

Birds must be left to bleed and no further dressing procedures (including scalding) undertaken until it has been verified that the bird has no signs of life

How you will be measured

- **Chickens and ducks are left to bleed for a minimum period of 90 seconds. Turkeys are left to bleed for a minimum period of 120 seconds**
- **Line speed allows for verification that the bird is showing no signs of life prior to dressing**

AB.PW.l.9

Standards

Equipment used to stun and kill birds must be maintained in good repair and effective working order

How you will be measured

- **All equipment used (including back up equipment) is maintained to be effective and parts replaced as necessary**
- **Maintenance is undertaken in accordance with maintenance clauses in the Food Safety Module**
- **Manufacturer instructions are held/ accessible to relevant staff and followed**

AB.PW.l.10

Standards

Gas stunning and killing equipment must be calibrated or verified to ensure it works effectively

How you will be measured

- **Gas levels and timings are verified, sensors are calibrated, in accordance with manufacturer recommendations**
- **The sites documented procedure identifies frequencies of verification or calibration and critical limits that are required**
- **At least annually, equipment is verified/ calibrated by an independent party**
- **Records of verification/ calibration, including any corrective actions are kept**

R Calibration/ verification records

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AB.PW.m

Standards

All crates, modules and transport vehicles must be effectively cleansed and disinfected prior to leaving the site

How you will be measured

- **Applies to crates, modules, vehicle curtain sides and any other equipment birds may come into contact with**
- **The wash phase is effective and removes visible debris**

AB.PW.m.1

Standards

Suitable disinfectants are used

How you will be measured

- **Disinfectants used are approved by Defra (or equivalent)**
- **Disinfectants are diluted in accordance with manufacturer's instructions and where applicable at General Orders Rates**
- **Chemical datasheets for disinfectants on-site are easily accessible to relevant staff**

AB.PW.m.2

Standards

The washing facilities must be available and useable during all times of the year that the site is operated

How you will be measured

- **Available and useable during the times of year the site is operated (i.e. year-round operating sites are able to offer wash facilities during winter and normal freezing conditions)**
- **Facility available for use at all times or at times pre-communicated to users**

AB.PW.m.3

Standards

The washing facility must be well-managed and maintained

How you will be measured

- **The location of the facility poses no risk of cross contamination (i.e. by water spray or run off) to poultry or clean lorries; or a welfare challenge to the birds**
- **Responsible person contactable during the hours the facility is open**
- **Area left clean and tidy after use**
- **There are systems in place to investigate issues raised by users**

AB.PW.m.4

Standards

Users of the wash facility must be competent

How you will be measured

- **If the facility is on-site, crates are washed by site staff, who have received appropriate training lorries/ curtain sides are washed by drivers or site staff**

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AB.PW.m.5

Standards

All crates, modules and transport vehicles must be checked for cleanliness, against the sites documented protocols, before leaving the site.

How you will be measured

- **Visual check undertaken in daylight (or artificial equivalent to)**
- **Checks made against the sites clean lorry protocols, that includes pictures of acceptable and unacceptable cleanliness as a guide**
- **No visible debris remains following cleaning**
- **Cleanliness checks must be documented**

Cleanliness check records

AB.PW.m.6

Standards

Where the check identifies incomplete cleaning, the issue is rectified

How you will be measured

- **Crate and/ or module/ vehicle are re-cleaned and disinfected**
- **Where the issue reoccurs, a root cause analysis is undertaken and where necessary improvements made to the wash facility**

AB.PW.m.7

Standards

All crates and modules must be checked for damage, against the sites documented protocols, before leaving the site

How you will be measured

- **Visual check undertaken in daylight (or artificial equivalent to)**

AB.PW.m.8

Standards

Where the check identifies damage that could pose a risk of injury to birds, the crate/ module must be removed

AB.PW.m.9

Standards

Wastes from the transport washing facility are stored and disposed of appropriately

How you will be measured

- **Dirty water is stored in a non-permeable tank and disposed of via a waste contractor, or where appropriate disposed of to mains systems**

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AB.PW.n Key

Standards

Applicable from 5th November 2018

A CCTV system must be in operation which is used to review practices and behaviours around key welfare activities

How you will be measured

- **A CCTV system with a complete and clear view of all the following areas where there are live birds:**
  - **unloading**
  - **the lairage – handling/ shackling/ restraining – stunning**
  - **sticking and bleeding**
- **CCTV operational and recording at all times when and where there are live birds in the slaughterplant**
- **CCTV maintained and in good working order**
- **CCTV capable of constant recording so that images can be produced for inspection without stopping the overall operation of the system**
- **Documented procedures detail how the footage will be reviewed and used to review practices and behaviours around key welfare activities**
- **CCTV footage is kept securely for a minimum of 90 days and is only accessible by nominated staff**
- **CCTV system capable of storing, processing and transmitting (for example moving to removable storage devices or showing on a television monitor) images and information of the same quality as the original recording**
- **CCTV images are made available on request**
- **Employees are informed that CCTV is in use and sign to say that they understand it is in use**

R Staff understanding that CCTV in use; documented procedures

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AIM: SITE (AB)

AB.ST.a

Standards

The site perimeter and grounds must be maintained in a clean and tidy condition

How you will be measured

- **Vegetation is managed**
- **Rubbish and redundant equipment are kept in designated areas, separate from the lairage, livestock feed, packaging storage and food production areas**
- **Rubbish does not accumulate**

AB.ST.a.1

Standards

The premises must be designed, fabricated and finished in a manner suitable for its intended purpose and protect product from contamination risks

How you will be measured

- **The building is designed to prevent the entry of pests, minimise the accumulation of dirt, condensation and mould, and avoid the shedding or flaking of paint**
- **Windows and doors capable of being opened are screened and protected to prevent the entry of pests**
- **Glass windows in production and storage areas are protected against breakage**
- **Air conditioning/ ventilation equipment is not a cause for contamination**
- **Drains in the production and storage areas are fitted with covers and traps, to collect meat/ materials and prevent the entry of pests**
- **Waste water does not accumulate within the facility**

AB.ST.a.2

Standards

Equipment must be constructed of materials suitable for food production and designed to allow thorough cleaning and disinfection

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AB.ST.b

Standards

Designated, suitably designed changing and toilet facilities must be provided for all staff and visitors

How you will be measured

- **Facilities allow direct entry to production without having to go through any external areas**
- **Toilets do not open directly into storage and food production areas**

AB.ST.b.1

Standards

Facilities must be provided to segregate clean protective clothing, from all other clothing and personal items

How you will be measured

- **Facilities allow the storage of outdoor clothing and personal items, separate from site protective clothing**
- **Clean and dirty protective clothing is stored separately i.e. in separate containers**

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AB.ST.b.2

Standards

Handwashing and drying facilities must be provided at all access points to food production, storage and packing areas

How you will be measured

- **Hand washing facilities include water at a suitable temperature to encourage handwashing, non-perfumed soap and hand sanitiser**
- **Facilities are not hand operated, i.e. the facilities are knee, elbow or sensor operated**
- **Drying facilities include single use towels or electric hand driers**

AB.ST.b.3

Standards

Effective, clean and tidy boot washing facilities must be provided on entrance and exit to the lairage and all production areas

How you will be measured

- **System effective for the type of footwear worn**
- **Food-safe disinfectants used throughout the site**
- **Unless site-specific boots are worn in the lairage, wash facilities and disinfectant facilities are provided. The disinfectant provided must be approved by Defra and supplied at General Order's rates**
- **Site users are aware of the requirement to clean boots upon entry and exit**

AB.ST.b.4

Standards

Smoking is only permitted in designated areas

AB.ST.c

Standards

Controls must be in place to prevent contamination of product by wood

How you will be measured

- **Wood, including wooden pallets are not used in areas where there is open food (production or storage), unless it is shrink wrapped**
- **Wood is kept in designated areas**

AB.ST.c.1

Standards

Controls must be in place to prevent contamination of product by glass and brittle materials

How you will be measured

- **Glass and brittle materials not allowed in open food areas unless they have been protected**
- **A record of where glass or brittle materials are in place on-site is kept and the items regularly checked for damage**
  - **the frequency of checking is determined by location and risk**
  - **damage is investigated, repairs undertaken where applicable and recorded**

Glass/ brittle materials record, damage record

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AB.ST.c.2

Standards

A documented procedure for the handling of glass and brittle material breakages must be in place

How you will be measured

- **Procedure is known to relevant staff and implemented as necessary**

Documented procedure

AB.ST.c.3

Standards

Controls must be in place to prevent contamination of product by metal implements such as knives, blades, needles and wires

How you will be measured

- **Knives, scissors, blades are identified (i.e. number, initials) and recorded on a register**
- **A system of daily checks for knife damage and reporting of damage or loss to the line manager is in place**

Knife register

AB.ST.c.3.1

Standards

A documented procedure for the damage or loss of metal implements must be in place

How you will be measured

- **Procedure is known to relevant staff and implemented as necessary**

Documented procedure

AB.ST.c.4

Standards

Controls must be in place to prevent contamination of product by metals used in packaging and documentation

How you will be measured

- **Drawing pins, staples and paper clips are banned from production areas**
- **Pens in use in production areas are metal detectable, all-in-one type**

AB.ST.c.5

Standards

Controls must be in place to prevent contamination of boneless products by bone

How you will be measured

- **Not applicable to bone-in products**

AB.ST.c.6

Standards

Where other potential contaminants are identified, controls must be in place to prevent contamination

How you will be measured

- **Contaminants other than those listed above, as identified by the site**

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AB.ST.d

Standards

The site must have an effective pest control system in place

How you will be measured

- **System includes, but is not limited to, site proofing, baiting, trapping**
- **Evidence that control systems are effective through regular checks for vermin activity**
- **The procedures put in place are documented in a Pest Control Plan**

Pest control plan

AB.ST.d.1

Standards

The Pest Control Plan provides details on how vermin is managed and monitored

How you will be measured

- **The plan includes a site map that details current positions of bait points, electric fly killers, pheromone traps, etc.**
- **Bait points are numbered**
- **The plan details the frequency and type of inspections**
- **Pest control devices e.g. electric fly killers are positioned to avoid flying insects crossing processing areas**
- **U.V. tubes are designed to contain glass should a breakage occur**

AB.ST.d.2

Standards

The pest control system must be managed by competent people

How you will be measured

- **Managed by either a competent pest control contractor or a nominated trained staff member with the accountability to make decisions**
- **Contractor competency demonstrated by membership of the BPCA, accredited membership of the NPTA or by the pest controller holding a relevant qualification**

AB.ST.d.3

Standards

Where baits are used, they are suitable for use and used in accordance with manufacturer's instructions

How you will be measured

- **Baits used are legally approved products, for the area that they are being used (as indicated in the manufacturer's instructions)**
- **Baits are palatable to vermin i.e. not mouldy or decayed, and replaced as recommended by the manufacturer's instructions**
- **Baits used are suitable for the target species**
- **Baits are secure and inaccessible to non-target species**

AB.ST.d.4

Standards

Pest control inspection reports must be kept and regularly reviewed to improve compliance

How you will be measured

- **Results of pest reports are reviewed and analysed for trends**
- **Reports demonstrate that the site is actively managing pest control with no non-managed recurring issues**

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AB.ST.e

Standards

A risk assessed, cleaning schedule is implemented

How you will be measured

- **Schedule outlines the site area/ equipment to be cleaned and the frequency of cleaning**

Risk assessment

AB.ST.e.1

Standards

Documented procedures for cleansing and disinfecting the site must be implemented

How you will be measured

- **Documented procedures outline the methods of cleaning for each site area/ equipment, chemicals, responsibilities**
- **Cleaning methods include cleaning as you go and deep cleaning**
- **The procedures are implemented to ensure a site area/ equipment that is of suitable visual cleanliness**

Cleaning schedule

AB.ST.e.2

Standards

Facilities must be provided for the cleaning of equipment and disinfection knives

How you will be measured

- **Equipment includes machines, tools, utensils cutting boards and trays**
- **Facilities to disinfect knives by water or chemical means are available**
- **If the disinfecting facilities are "water only" the facility enables blades to be fully immersed, the water is changed regularly and the water has a minimum temperature of 82°C**
- **When temperature of water or chemical concentration are important factors in the effectiveness of cleaning/ disinfecting, water temperature/ chemical concentration is regularly monitored**

AB.ST.e.3

Standards

Checks must be in place to verify that knife sterilisers function at correct temperatures

How you will be measured

- **Where the check identifies non conformity, the root cause is determined and corrective action is implemented**

Corrective actions

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AB.ST.e.4

Standards

Prior to the commencement of production, a visual cleanliness check of the area and equipment must be undertaken

How you will be measured

- **Responsible staff undertake the checks**
- **Where issues are identified, the root cause is determined, corrective action is implemented and records kept**

Corrective actions

AB.ST.e.5

Standards

A programme of testing must be in place to verify the effectiveness of the cleaning procedures

How you will be measured

- **Testing reports are trended and reported to senior management**
- **Methods include rapid ATP or protein swab testing**
- **Where testing identifies an issue, the root cause is determined and corrective action is implemented. Where appropriate, the cleaning procedure is adjusted and preventative action plans put in place**

Testing reports

AB.ST.e.6

Standards

Chemical products must be suitable for use and used in accordance with manufacturer instructions

How you will be measured

- **Only food grade chemical products are used in food production and storage areas**
- **Products are used as they were intended, in accordance with manufacturer's recommended dilution rates and other instructions**
- **Products carry an appropriate label allowing easy identification**
- **COSHH data sheets for chemicals in the store are held**

COSHH data sheets

AB.ST.e.7

Standards

Chemical products must be stored appropriately

How you will be measured

- **Cleaning chemicals have their own designated, lockable storage areas (cage/ room) away from food and packaging**
- **Storage areas are kept locked when not in use**
- **Access to chemicals are limited to employees that are trained and authorised to use the chemicals**
- **Food grade and non-food grade chemicals are stored separately**

Training records

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AB.ST.f

Standards

Water and ice used in food production or for cleaning must be safe for use

How you will be measured

- **All water and ice is from a potable source**
- **A programme of microbiological and chemical testing of water and ice is undertaken at a frequency based on risk and previous results. Samples are taken from random outlet points (e.g. tap, hose end)**
- **Water and ice test results are trended**
- **Where a test identifies an issue, the root cause is determined and corrective action is implemented**

Testing schedule, results and corrective actions

AB.ST.f.1

Standards

A map of the water supply must be kept

How you will be measured

- **A schematic map of the water supply and water points on the site**

Water supply map

AB.ST.f.2

Standards

Gases used in packed product must be food safe and purchased from approved sources with a certificate of conformance

How you will be measured

- **Documentation from supplier confirms suitability for food use and certification information**

Gas safety certificates

AB.ST.g

Standards

A documented plan for planned, preventative maintenance of buildings and equipment must be implemented

How you will be measured

- **Plan details:**
  - **location (site area or equipment name and location)**
  - **frequency of planned maintenance**
- **Frequency of planned maintenance based on risk assessment and manufacturer's instructions**

Maintenance plan

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AB.ST.g.1

Standards

Maintenance procedures must be carried out in a manner that poses no risk of product contamination

How you will be measured

- **Applies to planned maintenance or emergency and temporary repairs**
- **Where maintenance occurs in situ steps are taken to reduce the risk of contamination, including, but not limited to:**
  - **tool control, i.e. checking of tools in and out of the area**
  - **removal or protecting product or work areas from contamination**
  - **removal of lighting units from the processing area in order to replace glass tube bulbs or use of shatterproof or protected bulb**

AB.ST.g.2

Standards

Lubricants used on equipment used in the food production and storage area must be suitable for food contact and free from allergens

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AB.ST.g.3

Standards

Following maintenance, the area or equipment is clean and free from contamination risks

How you will be measured

- **Following maintenance the production area is cleansed and disinfected**
- **A hygiene clearance check with documented sign off is completed before production recommences and the area or equipment is used**

Hygiene clearance check

AB.ST.g.4

Standards

A record of all maintenance carried out and subsequent hygiene clearance checks must be kept

How you will be measured

- **Maintenance records:**
- **include the name of the person/ company that undertook the maintenance**
- **state the maintenance undertaken, and the date of the maintenance**
- **the date of the hygiene clearance check**

Maintenance records

AB.ST.h

Standards

On-site product testing laboratories must be suitably located and designed

How you will be measured

- **The laboratory is:**
  - **separate from the production area**
  - **designed and operated so that it poses no risks to product safety**
- **Operation controls include restricted access, protective clothing, sampling procedures and disposal of laboratory waste**

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AB.ST.h.1

Standards

On-site laboratories are managed by competent staff

How you will be measured

Staff are trained and qualified

AB.ST.i

Standards

A calibration schedule for all relevant equipment must be in place and implemented

How you will be measured

- **The schedule is based on risk assessment and manufacturer's instructions**
- **The schedule is specific to equipment on-site, and documented**
- **The schedule covers all equipment used that is critical to food safety and legality**
- **The schedule details equipment identifier, location and frequency of calibration (legislation and manufacturer's recommendations)**

R Calibration schedule

AB.ST.i.1

Standards

Documented procedures for carrying out the calibration of equipment must be followed

How you will be measured

- **Procedure outlines:**
  - **calibration method**
  - **the parameters and critical limits for each piece of equipment**
  - **actions to be taken in the event of critical limits being exceeded**

R Documented procedures

AB.ST.i.2

Standards

Where the calibration identifies equipment to be operating outside of its specified limits, the root cause must be determined and corrective action implemented

How you will be measured

- **Root cause determined for critical equipment**
- **Corrective action implemented as per the documented procedures**

AB.ST.i.3

Standards

Calibration results must be recorded and issues rectified

How you will be measured

- **Records kept detailing the result, the name of the person/ company that undertook the calibration and, where relevant, the root cause and corrective actions**
- **Equipment labelled with date of calibration, or identified and a corresponding record of calibration kept**

R Results and corrective actions

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AB.ST.j

Standards

All storage facilities must be maintained in a clean, hygienic condition and be fit for purpose

How you will be measured

- **No visible signs of contamination**

AB.ST.j.1

Standards

Products must be stored in suitable facilities

How you will be measured

- **Redundant equipment stored separately to product and packaging storage areas**
- **Packaging stored separately to raw materials, food products and chemicals**

AB.ST.j.2

Standards

Product must be stored appropriately to minimise the risk of cross contamination

How you will be measured

- **Food products have no direct contact with the floor:**
  - **exposed carcases and quarters hung**
  - **cuts of meat packed in containers and covered**
  - **boxed products are not placed directly on the floor (impervious pallets/ clean polythene sheeting are used)**
- **Carcases are not routinely in direct contact with the wall, other products are not in direct contact with the wall at any time**
- **No dripping of condensation onto exposed products**
- **Wood, including wooden pallets, are not used in areas where there is open food (production or storage), unless it is shrink wrapped**

AB.ST.k

Standards

Systems must be in place to ensure that product (including work in progress product) is held at the correct temperature throughout the production process

How you will be measured

- **The required temperatures for the various production areas are known**
- **Temperature is regularly monitored, using suitable methods:**
  - **chillers are alarmed (audible or visible), or**
  - **monitoring is of sufficient frequency (including weekends/ bank holidays if in use) to ensure temperatures are not exceeded**
- **Corrective actions are taken in the event of a temperature failure**
- **Documented procedures detail the system**

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documented procedures

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AB.ST.k.2

Standards

Following slaughter, carcases must be chilled to required temperatures

How you will be measured

- **Pork carcases are chilled to a maximum of 5 deg. C**
- **Beef, lamb and non-assured pig carcases are chilled to a maximum of 7 deg. C**
- **Poultry carcases and recovered offal are chilled to a maximum of 4 deg. C**
- **Hot carcases are only added to a chiller containing chilled carcases if:**
  - **it does not compromise the chilling regime**
  - **the surface temperature does not rise/ it doesn't cause surface condensation on meat already in the chiller**
- **Where warm transport is authorised by the Official Veterinarian, it can be demonstrated by documented evidence**

AB.ST.k.4

Standards

Records of all temperature monitoring including any corrective action undertaken must be kept

How you will be measured

- **Product temperatures are regularly monitored including during weekends and bank holidays if manual monitoring methods are used**

AB.ST.l

Standards

Procedures to ensure food is transported in a safe and hygienic manner are documented and implemented

How you will be measured

- **Procedures are documented and apply to own vehicles, customers vehicles or those used by third party contractors**
- **Procedures include checking vehicles to ensure they are:**
  - **clean and free from any visible contamination**
  - **suitable for use**
  - **refrigerated and able to maintain product at the required temperatures**
- **A record of the check (including who completed the check) is kept**

Transport checks

AB.ST.l.1

Standards

Food products must be transported in a secure manner

How you will be measured

- **The container is locked when unattended or sealed**

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AB.ST.l.2

Standards

Where checks identify an issue, corrective action must be undertaken

How you will be measured

- **If the vehicle was found to be of an unacceptable standard, the vehicle is not used or the issue is rectified**
- **Details of the issue and corrective action are recorded**

Corrective actions

AB.ST.l.3

Standards

During transport, product must be stored in a manner that minimises the risk of contamination

How you will be measured

- **Food products have no direct contact with the vehicle floor:**
  - **exposed carcases, quarters and bone-in cuts hung**
  - **cuts of meat packed in containers and covered**
  - **boxed products are not placed directly on the floor (impervious pallets/ clean polythene sheeting are used)**
- **Wooden storage racks or pallets are not used to store “open” meat**

AB.ST.m

Standards

Systems must be in place to ensure wastes are identifiable, categorised in accordance with legislation and disposed of in an appropriate manner

How you will be measured

- **Wastes include inedible and condemned animal by–products**
- **Wastes are stored and disposed of in accordance with their categorisation**

AB.ST.m.1

Standards

Waste must be stored in a controlled manner

How you will be measured

- **There is no accumulation of waste on-site**
- **Wastes (including animal by-products) are stored in a manner that it does not cause contamination of product, or attract pests (within or around the production facility)**
- **Wastes are stored in appropriate containers i.e. animal by-products are stored in appropriately labelled, leak-proof containers**

AB.ST.m.2

Standards

Waste must be collected regularly by licensed waste contractors and a record kept

How you will be measured

- **Frequency of collection prevents accumulation and reduces the risk of contamination/ attraction of pests**
- **Record details transporter name, license details, destination, quantity, description and collection date**
- **The record may be a waste transfer note from the contractor**

Waste records

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AB.ST.m.3

Standards

Where required by legislation the site must hold an Integrated Pollution Prevention Control (IPPC) permit

How you will be measured

- **Permits from the Environment Agency held where:**
  - **an abattoir has a carcase production capacity of 50 tonnes/ day or more**
  - **a site cutting and processing has a finished product capacity of 75 tonnes/ day or more**

IPPC permit

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AIM: SITE (CP)

CP.ST.a

Standards

The site perimeter and grounds must be maintained in a clean and tidy condition

How you will be measured

- **Vegetation is managed**
- **Rubbish and redundant equipment are kept in designated areas, separate from the lairage, livestock feed, packaging storage and food production areas**
- **Rubbish does not accumulate**

CP.ST.a.1

Standards

The premises must be designed, fabricated and finished in a manner suitable for its intended purpose and protect product from contamination risks

How you will be measured

- **The building is designed to prevent the entry of pests, minimise the accumulation of dirt, condensation and mould, and avoid the shedding or flaking of paint**
- **Windows and doors capable of being opened are screened and protected to prevent the entry of pests**
- **Glass windows in production and storage areas are protected against breakage**
- **Air conditioning/ ventilation equipment is not a cause for contamination**
- **Drains in the production and storage areas are fitted with covers and traps, to collect meat/ materials and prevent the entry of pests**
- **Waste water does not accumulate within the facility**

CP.ST.a.2

Standards

Equipment must be constructed of materials suitable for food production and designed to allow thorough cleaning and disinfection

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CP.ST.b

Standards

Designated, suitably designed changing and toilet facilities must be provided for all staff and visitors

How you will be measured

- **Facilities allow direct entry to production without having to go through any external areas**
- **Toilets do not open directly into storage and food production areas**

CP.ST.b.1

Standards

Facilities must be provided to segregate clean protective clothing, from all other clothing and personal items

How you will be measured

- **Facilities allow the storage of outdoor clothing and personal items, separate from site protective clothing**
- **Clean and dirty protective clothing is stored separately i.e. in separate containers**

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CP.ST.b.2

Standards

Handwashing and drying facilities must be provided at all access points to food production, storage and packing areas

How you will be measured

- **Hand washing facilities include water at a suitable temperature to encourage handwashing, non-perfumed soap and hand sanitiser**
- **Facilities are not hand operated, i.e. the facilities are knee, elbow or sensor operated**
- **Drying facilities include single use towels or electric hand driers**

CP.ST.b.4

Standards

Smoking is only permitted in designated areas

CP.ST.c

Standards

Controls must be in place to prevent contamination of product by wood

How you will be measured

- **Wood, including wooden pallets are not used in areas where there is open food (production or storage), unless it is shrink wrapped**
- **Wood is kept in designated areas**

CP.ST.c.1

Standards

Controls must be in place to prevent contamination of product by glass and brittle materials

How you will be measured

- **Glass and brittle materials not allowed in open food areas unless they have been protected**
- **A record of where glass or brittle materials are in place on-site is kept and the items regularly checked for damage**
  - **the frequency of checking is determined by location and risk**
  - **damage is investigated, repairs undertaken where applicable and recorded**

R Glass/ brittle materials record, damage record

CP.ST.c.2

Standards

A documented procedure for the handling of glass and brittle material breakages must be in place

How you will be measured

- **Procedure is known to relevant staff and implemented as necessary**

R Documented procedure

CP.ST.c.3

Standards

Controls must be in place to prevent contamination of product by metal implements such as knives, blades, needles and wires

How you will be measured

- **Knives, scissors, blades are identified (i.e. number, initials) and recorded on a register**
- **A system of daily checks for knife damage and reporting of damage or loss to the line manager is in place**

Knife register

CP.ST.c.3.1

Standards

A documented procedure for the damage or loss of metal implements must be in place

How you will be measured

- **Procedure is known to relevant staff and implemented as necessary**

Documented procedure

CP.ST.c.4

Standards

Controls must be in place to prevent contamination of product by metals used in packaging and documentation

How you will be measured

- **Drawing pins, staples and paper clips are banned from production areas**
- **Pens in use in production areas are metal detectable, all-in-one type**

CP.ST.c.5

Standards

Controls must be in place to prevent contamination of boneless products by bone

How you will be measured

- **Not applicable to bone-in products**

CP.ST.c.6

Standards

Where other potential contaminants are identified, controls must be in place to prevent contamination

How you will be measured

- **Contaminants other than those listed above, as identified by the site**

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CP.ST.d

Standards

The site must have an effective pest control system in place

How you will be measured

- **System includes, but is not limited to, site proofing, baiting, trapping**
- **Evidence that control systems are effective through regular checks for vermin activity**
- **The procedures put in place are documented in a Pest Control Plan**

Pest control plan

CP.ST.d.1

Standards

The Pest Control Plan provides details on how vermin is managed and monitored

How you will be measured

- **The plan includes a site map that details current positions of bait points, electric fly killers, pheromone traps, etc.**
- **Bait points are numbered**
- **The plan details the frequency and type of inspections**
- **Pest control devices e.g. electric fly killers are positioned to avoid flying insects crossing processing areas**
- **U.V. tubes are designed to contain glass should a breakage occur**

CP.ST.d.2

Standards

The pest control system must be managed by competent people

How you will be measured

- **Managed by either a competent pest control contractor or a nominated trained staff member with the accountability to make decisions**
- **Contractor competency demonstrated by membership of the BPCA, accredited membership of the NPTA or by the pest controller holding a relevant qualification**

CP.ST.d.3

Standards

Where baits are used, they are suitable for use and used in accordance with manufacturer's instructions

How you will be measured

- **Baits used are legally approved products, for the area that they are being used (as indicated in the manufacturer's instructions)**
- **Baits are palatable to vermin i.e. not mouldy or decayed, and replaced as recommended by the manufacturer's instructions**
- **Baits used are suitable for the target species**
- **Baits are secure and inaccessible to non-target species**

CP.ST.d.4

Standards

Pest control inspection reports must be kept and regularly reviewed to improve compliance

How you will be measured

- **Results of pest reports are reviewed and analysed for trends**
- **Reports demonstrate that the site is actively managing pest control with no non-managed recurring issues**

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CP.ST.e

Standards

A risk assessed, cleaning schedule is implemented

How you will be measured

- **Schedule outlines the site area/ equipment to be cleaned and the frequency of cleaning**

Risk assessment

CP.ST.e.1

Standards

Documented procedures for cleansing and disinfecting the site must be implemented

How you will be measured

- **Documented procedures outline the methods of cleaning for each site area/ equipment, chemicals, responsibilities**
- **Cleaning methods include cleaning as you go and deep cleaning**
- **The procedures are implemented to ensure a site area/ equipment that is of suitable visual cleanliness**

Cleaning schedule

CP.ST.e.2

Standards

Facilities must be provided for the cleaning of equipment and disinfection knives

How you will be measured

- **Equipment includes machines, tools, utensils cutting boards and trays**
- **Facilities to disinfect knives by water or chemical means are available**
- **If the disinfecting facilities are "water only" the facility enables blades to be fully immersed, the water is changed regularly and the water has a minimum temperature of 82°C**
- **When temperature of water or chemical concentration are important factors in the effectiveness of cleaning/ disinfecting, water temperature/ chemical concentration is regularly monitored**

CP.ST.e.3

Standards

Checks must be in place to verify that knife sterilisers function at correct temperatures

How you will be measured

- **Where the check identifies non conformity, the root cause is determined and corrective action is implemented**

Corrective actions

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CP.ST.e.4

Standards

Prior to the commencement of production, a visual cleanliness check of the area and equipment must be undertaken

How you will be measured

- **Responsible staff undertake the checks**
- **Where issues are identified, the root cause is determined, corrective action is implemented and records kept**

Corrective actions

CP.ST.e.5

Standards

A programme of testing must be in place to verify the effectiveness of the cleaning procedures

How you will be measured

- **Testing reports are trended and reported to senior management**
- **Methods include rapid ATP or protein swab testing**
- **Where testing identifies an issue, the root cause is determined and corrective action is implemented. Where appropriate, the cleaning procedure is adjusted and preventative action plans put in place**

Testing reports

CP.ST.e.6

Standards

Chemical products must be suitable for use and used in accordance with manufacturer instructions

How you will be measured

- **Only food grade chemical products are used in food production and storage areas**
- **Products are used as they were intended, in accordance with manufacturer's recommended dilution rates and other instructions**
- **Products carry an appropriate label allowing easy identification**
- **COSHH data sheets for chemicals in the store are held**

COSHH data sheets

CP.ST.e.7

Standards

Chemical products must be stored appropriately

How you will be measured

- **Cleaning chemicals have their own designated, lockable storage areas (cage/ room) away from food and packaging**
- **Storage areas are kept locked when not in use**
- **Access to chemicals are limited to employees that are trained and authorised to use the chemicals**
- **Food grade and non-food grade chemicals are stored separately**

Training records

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CP.ST.f

Standards

Water and ice used in food production or for cleaning must be safe for use

How you will be measured

- **All water and ice is from a potable source**
- **A programme of microbiological and chemical testing of water and ice is undertaken at a frequency based on risk and previous results. Samples are taken from random outlet points (e.g. tap, hose end)**
- **Water and ice test results are trended**
- **Where a test identifies an issue, the root cause is determined and corrective action is implemented**

Testing schedule, results and corrective actions

CP.ST.f.1

Standards

A map of the water supply must be kept

How you will be measured

- **A schematic map of the water supply and water points on the site**

Water supply map

CP.ST.f.2

Standards

Gases used in packed product must be food safe and purchased from approved sources with a certificate of conformance

How you will be measured

- **Documentation from supplier confirms suitability for food use and certification information**

Gas safety certificates

CP.ST.g

Standards

A documented plan for planned, preventative maintenance of buildings and equipment must be implemented

How you will be measured

- **Plan details:**
  - **location (site area or equipment name and location)**
  - **frequency of planned maintenance**
- **Frequency of planned maintenance based on risk assessment and manufacturer's instructions**

Maintenance plan

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CP.ST.g.1

Standards

Maintenance procedures must be carried out in a manner that poses no risk of product contamination

How you will be measured

- **Applies to planned maintenance or emergency and temporary repairs**
- **Where maintenance occurs in situ steps are taken to reduce the risk of contamination, including, but not limited to:**
  - **tool control, i.e. checking of tools in and out of the area**
  - **removal or protecting product or work areas from contamination**
  - **removal of lighting units from the processing area in order to replace glass tube bulbs or use of shatterproof or protected bulb**

CP.ST.g.2

Standards

Lubricants used on equipment used in the food production and storage area must be suitable for food contact and free from allergens

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CP.ST.g.3

Standards

Following maintenance, the area or equipment is clean and free from contamination risks

How you will be measured

- **Following maintenance the production area is cleansed and disinfected**
- **A hygiene clearance check with documented sign off is completed before production recommences and the area or equipment is used**

Hygiene clearance check

CP.ST.g.4

Standards

A record of all maintenance carried out and subsequent hygiene clearance checks must be kept

How you will be measured

- **Maintenance records:**
- **include the name of the person/ company that undertook the maintenance**
- **state the maintenance undertaken, and the date of the maintenance**
- **the date of the hygiene clearance check**

Maintenance records

CP.ST.h

Standards

On-site product testing laboratories must be suitably located and designed

How you will be measured

- **The laboratory is:**
  - **separate from the production area**
  - **designed and operated so that it poses no risks to product safety**
- **Operation controls include restricted access, protective clothing, sampling procedures and disposal of laboratory waste**

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CP.ST.h.1

Standards

On-site laboratories are managed by competent staff

How you will be measured

Staff are trained and qualified

CP.ST.i

Standards

A calibration schedule for all relevant equipment must be in place and implemented

How you will be measured

- **The schedule is based on risk assessment and manufacturer's instructions**
- **The schedule is specific to equipment on-site, and documented**
- **The schedule covers all equipment used that is critical to food safety and legality**
- **The schedule details equipment identifier, location and frequency of calibration (legislation and manufacturer's recommendations)**

R Calibration schedule

CP.ST.i.1

Standards

Documented procedures for carrying out the calibration of equipment must be followed

How you will be measured

- **Procedure outlines:**
  - **calibration method**
  - **the parameters and critical limits for each piece of equipment**
  - **actions to be taken in the event of critical limits being exceeded**

R Documented procedures

CP.ST.i.2

Standards

Where the calibration identifies equipment to be operating outside of its specified limits, the root cause must be determined and corrective action implemented

How you will be measured

- **Root cause determined for critical equipment**
- **Corrective action implemented as per the documented procedures**

CP.ST.i.3

Standards

Calibration results must be recorded and issues rectified

How you will be measured

- **Records kept detailing the result, the name of the person/ company that undertook the calibration and, where relevant, the root cause and corrective actions**
- **Equipment labelled with date of calibration, or identified and a corresponding record of calibration kept**

R Results and corrective actions

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CP.ST.j

Standards

All storage facilities must be maintained in a clean, hygienic condition and be fit for purpose

How you will be measured

- **No visible signs of contamination**

CP.ST.j.1

Standards

Products must be stored in suitable facilities

How you will be measured

- **Redundant equipment stored separately to product and packaging storage areas**
- **Packaging stored separately to raw materials, food products and chemicals**

CP.ST.j.2

Standards

Product must be stored appropriately to minimise the risk of cross contamination

How you will be measured

- **Food products have no direct contact with the floor:**
  - **exposed carcases and quarters hung**
  - **cuts of meat packed in containers and covered**
  - **boxed products are not placed directly on the floor (impervious pallets/ clean polythene sheeting are used)**
- **Carcases are not routinely in direct contact with the wall, other products are not in direct contact with the wall at any time**
- **No dripping of condensation onto exposed products**
- **Wood, including wooden pallets, are not used in areas where there is open food (production or storage), unless it is shrink wrapped**

CP.ST.k

Standards

Systems must be in place to ensure that product (including work in progress product) is held at the correct temperature throughout the production process

How you will be measured

- **The required temperatures for the various production areas are known**
- **Temperature is regularly monitored, using suitable methods:**
  - **chillers are alarmed (audible or visible), or**
  - **monitoring is of sufficient frequency (including weekends/ bank holidays if in use) to ensure temperatures are not exceeded**
- **Corrective actions are taken in the event of a temperature failure**
- **Documented procedures detail the system**

R documented procedures

CP.ST.k.1

Standards

Systems must be in place to ensure finished meat products do not exceed the required temperatures

How you will be measured

- **The operational capability of the temperature control system is such that the required temperatures are achieved under maximum load**
- **Cutting rooms are temperature controlled with an ambient temperature of not more than 12 deg. C or a risk assessed system that minimises the time that product is kept in the cutting room, is in place**
- **Risk assessed system may include bringing meat into the work room progressively**

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CP.ST.k.3

Standards

Finished meat products must not exceed the maximum required temperatures whilst on site

How you will be measured

- **Temperatures of chilled products do not exceed:**
  - **7 deg. C beef, lamb and non-assured pork**
  - **5 deg. C assured pork**
  - **4 deg. C fresh poultry and cooked meats**
  - **3 deg. C fresh offal**
  - **4 deg. C sausages, burgers**
  - **2 deg. C minced meat**
- **Temperatures of frozen products do not exceed:**
  - **-18 deg. C Assured frozen pork**
  - **-12 deg. C other frozen meats**
- **Applies to finished products during storage and dispatch**

CP.ST.k.4

Standards

Records of all temperature monitoring including any corrective action undertaken must be kept

How you will be measured

- **Product temperatures are regularly monitored including during weekends and bank holidays if manual monitoring methods are used**

CP.ST.l

Standards

Procedures to ensure food is transported in a safe and hygienic manner are documented and implemented

How you will be measured

- **Procedures are documented and apply to own vehicles, customers vehicles or those used by third party contractors**
- **Procedures include checking vehicles to ensure they are:**
  - **clean and free from any visible contamination**
  - **suitable for use**
  - **refrigerated and able to maintain product at the required temperatures**
- **A record of the check (including who completed the check) is kept**

Transport checks

CP.ST.l.1

Standards

Food products must be transported in a secure manner

How you will be measured

- **The container is locked when unattended or sealed**

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CP.ST.l.2

Standards

Where checks identify an issue, corrective action must be undertaken

How you will be measured

- **If the vehicle was found to be of an unacceptable standard, the vehicle is not used or the issue is rectified**
- **Details of the issue and corrective action are recorded**

Corrective actions

CP.ST.l.3

Standards

During transport, product must be stored in a manner that minimises the risk of contamination

How you will be measured

- **Food products have no direct contact with the vehicle floor:**
  - **exposed carcases, quarters and bone-in cuts hung**
  - **cuts of meat packed in containers and covered**
  - **boxed products are not placed directly on the floor (impervious pallets/ clean polythene sheeting are used)**
- **Wooden storage racks or pallets are not used to store “open” meat**

CP.ST.m

Standards

Systems must be in place to ensure wastes are identifiable, categorised in accordance with legislation and disposed of in an appropriate manner

How you will be measured

- **Wastes include inedible and condemned animal by–products**
- **Wastes are stored and disposed of in accordance with their categorisation**

CP.ST.m.1

Standards

Waste must be stored in a controlled manner

How you will be measured

- **There is no accumulation of waste on-site**
- **Wastes (including animal by-products) are stored in a manner that it does not cause contamination of product, or attract pests (within or around the production facility)**
- **Wastes are stored in appropriate containers i.e. animal by-products are stored in appropriately labelled, leak-proof containers**

CP.ST.m.2

Standards

Waste must be collected regularly by licensed waste contractors and a record kept

How you will be measured

- **Frequency of collection prevents accumulation and reduces the risk of contamination/ attraction of pests**
- **Record details transporter name, license details, destination, quantity, description and collection date**
- **The record may be a waste transfer note from the contractor**

Waste records

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CP.ST.m.3

Standards

Where required by legislation the site must hold an Integrated Pollution Prevention Control (IPPC) permit

How you will be measured

- **Permits from the Environment Agency held where:**
  - **an abattoir has a carcase production capacity of 50 tonnes/ day or more**
  - **a site cutting and processing has a finished product capacity of 75 tonnes/ day or more**

IPPC permit

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AIM: THIRD PARTY STORAGE (AB)

AB.TP.a

Standards

Where third party storage facilities are being used to hold product, a contract or formal agreement must be in place with the provider defining storage requirements

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AB.TP.b

Standards

Checks of storage providers must be conducted to ensure they are meeting requirements

How you will be measured

- **Either schedule of checks in place and reports kept, or**
- **Facilities are BRC (or equivalent) certified with the appropriate activity listed within the scope**

Third party site accreditation or check reports

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AIM: THIRD PARTY STORAGE (CP)

CP.TP.a

Standards

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Third party site accreditation or check reports

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AIM: TRACEABILITY & INTEGRITY MODULE (AB)

AB.TR.a

Standards

The site must have a fully operational and demonstrably effective traceability system, from supplier through to customer

How you will be measured

- **Traceability system effective from the intake of livestock or raw material to the dispatch/ delivery of finished product**
- **All product in the plant can be traced:**
  - **back to the supplier or a defined production batch**
  - **forward to despatch and the customer**
  - **forward or back one-step within 4 hours**
- **The system enables any finished product labelled with any claims (in particular Red Tractor) to be validated**

AB.TR.a.1

Standards

The site traceability system and procedures must be documented from intake to dispatch

How you will be measured

- **Documentation includes:**
  - **a flow diagram or a written explanation of the traceability process for all species/ products, including identification of the record points**

R Flow diagram, traceability risks

AB.TR.b

Standards

A risk assessed schedule of testing the site's traceability system must be documented and implemented

How you will be measured

- **Tests:**
  - **are undertaken at least monthly, in accordance with a documented schedule**
  - **include mass balances (at least once a year) and traces forward to the customer and back to the supplier**
  - **test all species/ types of product during the course of the year**
  - **seek to verify that any claims made on the selected product, were done so correctly**
- **Results are recorded**

R Testing schedule, traceability test results

AB.TR.b.1

Standards

Testing of the traceability system must be undertaken by a suitable, competent person

How you will be measured

- **Testing, which includes a mass balance, carried out by a person independent of the process (either somebody in house but independent of the activity or somebody external to the company), wherever possible**

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AB.TR.b.2

Standards

Where traceability system tests demonstrate failures or weaknesses, the root cause must be determined and corrective actions must be implemented

How you will be measured

- **The root cause is determined and corrective actions put in place:**
  - **corrective actions include increasing the testing frequency to weekly until there is evidence the issues have been rectified**
- **The issue, root cause and corrective action are recorded and reported to relevant senior management**

Testing results

AB.TR.c

Standards

The traceability system must include a complete record of movements of livestock on to the site

How you will be measured

- **Recorded in on-site databases/ registers**
- **Record includes:**
  - **arrival date and time**
  - **the name, address, holding number of the supplier and the country of origin**
  - **total numbers of livestock and identifiers/ ear numbers**
  - **date of the movement off the last holding**
  - **details of the livestock vehicle and name of driver used to deliver the livestock**
- **Note: the term holding applies to farms, markets or collection centres**

Site movement records/ databases

AB.TR.c.1

Standards

Traceability documentation for all livestock is received and reviewed to ensure it is complete

How you will be measured

- **Relevant documentation is reviewed:**
  - **for cattle, passport, site entry forms/ animal transport certificates, Food Chain Information**
  - **for sheep and goats movement licences, Food Chain Information**
  - **for pigs, the inbound electronic licence eAML2**
- **For pigs the inbound electronic licence eAML2 is checked and updated as necessary to reflect the actual number of live pigs delivered**
- **All documentation is complete, including dated signatures as required. From the documentation, the site is able to record all details needed for its own on-site movement record**
- **The documentation is held for 3 years**

Entry forms, AMLs, etc.

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AB.TR.c.2

Standards

Incoming livestock must be identified, in accordance with legislation, when they arrive on-site

How you will be measured

- **Checks are made on livestock upon arrival that:**
  - **cattle have two official ear tags**
  - **sheep and goats have the correct number and type of tags**
  - **pigs are slap marked or ear tagged**
- **Checks are made to ensure that the livestock identifiers correlate with movement documentation**

AB.TR.c.3

Standards

Errors in livestock identification or movement documentation are investigated and acted upon

How you will be measured

- **Where the error could cause a complete breakdown in traceability, the affected livestock are not slaughtered as assured until the error has been resolved (unless authorised by the Official Veterinarian)**
- **Where the issue is more minor and overall traceability is not compromised, livestock are slaughtered where permitted by the Official Veterinarian and site procedures**

AB.TR.c.4

Standards

There must be correlation between the carcase and the offal, head, etc. removed during the process of evisceration and break down of the carcase, in order for those body parts to be described as assured

How you will be measured

- **The body parts must correlate with the carcase they originate from, or be traceable to a batch of assured livestock**

AB.TR.c.5

Standards

Carcases must be clearly labelled so that they can be traced back to source

How you will be measured

- **Carcases are marked/ labelled with:**
  - **slaughter number unique to the days' production for each species**
  - **batch number**
  - **slap mark**
  - **kill date**
- **If assured, it is labelled as assured**

AB.TR.c.6

Standards

The carcase must be traceable, by identification mark prior to dispatch

How you will be measured

- **The site identification mark/ hygiene approval number (EC Code) is applied to the carcase as early as practicably possible, but at least prior to its dispatch**

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AB.TR.c.7

Standards

Where carcases or product is claimed to be assured, systems must be in place to verify the assurance requirements behind the claim

How you will be measured

- **Verification made prior to carcases being broken down or before the carcase has left the site**
- **The following is verified for all livestock to be described as assured:**
  - **the holding the livestock have come from (or herd/ flock number in Northern Ireland)**
  - **the residency period of the livestock on that holding, and where applicable the assurance status of previous holdings, if the residency period is split between holdings**
  - **the vehicle the livestock were delivered on**
  - **any markets or collection centres the livestock have passed through within the residency period**
- **The permitted methods of verification (outlined in the relevant Appendix) are used**

AB.TR.c.8

Standards

Where carcase or product is assured, all key process and delivery paperwork must clearly identify the assured status of the carcase or product

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Process and delivery paperwork

AB.TR.d

Standards

The traceability system must include a complete record of all movements of poultry, on to the site

How you will be measured

- **Recorded in on-site databases/ registers**
- **Record includes:**
  - **date and time of departure from the holding**
  - **arrival date and time at the abattoir**
  - **the production site name, address, holding number and contact**
  - **house number**
  - **number of birds**
  - **site assurance membership number**
  - **details of the livestock vehicle and name of the driver used to deliver the birds**

Movement documentation

AB.TR.d.1

Standards

Traceability documentation received is reviewed to ensure it is complete

How you will be measured

- **A completed Animal Transport Certificate and Food Chain Information is received for each flock of birds**
- **All documentation is complete, including dated signatures as required. From the documentation, the site is able to record all details needed for its own on-site movement record**
- **The documentation is held for 12 months**

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AB.TR.d.2

Standards

Errors in movement documentation are investigated and acted upon

AB.TR.d.3

Standards

Flocks are slaughtered in a batch system, with clear segregation between assured and non-assured flocks, carcases and offal

AB.TR.d.4

Standards

Where product is claimed to be assured, systems must be in place to verify the claim

How you will be measured

- **Verification, using the Red Tractor checker or equivalent system made prior to birds being slaughtered**
- **The following is verified for all flocks, in order for their products to be described as assured:**
  - **the assurance status of the holding the birds have come from**
  - **the assurance status of the catching team**
  - **the assurance status of the vehicle the birds were delivered on**

AB.TR.d.5

Standards

Where product is assured, all key process and delivery paperwork must clearly identify the assured status of the carcase or product

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AIM: TRACEABILITY & INTEGRITY MODULE (CP)

CP.TR.a

Standards

The site must have a fully operational and demonstrably effective traceability system, from supplier through to customer

How you will be measured

- **Traceability system effective from the intake of livestock or raw material to the dispatch/ delivery of finished product**
- **All product in the plant can be traced:**
  - **back to the supplier or a defined production batch**
  - **forward to despatch and the customer**
  - **forward or back one-step within 4 hours**
- **The system enables any finished product labelled with any claims (in particular Red Tractor) to be validated**

CP.TR.a.1

Standards

The site traceability system and procedures must be documented from intake to dispatch

How you will be measured

- **Documentation includes:**
  - **a flow diagram or a written explanation of the traceability process for all species/ products, including identification of the record points**

R Flow diagram, traceability risks

CP.TR.b

Standards

A risk assessed schedule of testing the site's traceability system must be documented and implemented

How you will be measured

- **Tests:**
  - **are undertaken at least monthly, in accordance with a documented schedule**
  - **include mass balances (at least once a year) and traces forward to the customer and back to the supplier**
  - **test all species/ types of product during the course of the year**
  - **seek to verify that any claims made on the selected product, were done so correctly**
- **Results are recorded**

R Testing schedule, traceability test results

CP.TR.b.1

Standards

Testing of the traceability system must be undertaken by a suitable, competent person

How you will be measured

- **Testing, which includes a mass balance, carried out by a person independent of the process (either somebody in house but independent of the activity or somebody external to the company), wherever possible**

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CP.TR.b.2

Standards

Where traceability system tests demonstrate failures or weaknesses, the root cause must be determined and corrective actions must be implemented

How you will be measured

- **The root cause is determined and corrective actions put in place:**
  - **corrective actions include increasing the testing frequency to weekly until there is evidence the issues have been rectified**
- **The issue, root cause and corrective action are recorded and reported to relevant senior management**

R Testing results

CP.TR.e

Standards

All products must be effectively labelled and in a manner that allows product to be traced, at all times

How you will be measured

- **Product is labelled with:**
  - **a number/ code which is unique to the day's intake/ production per species. The code must link the product to its source**
  - **the approval number of the abattoir/ cutting plant the product came from**
  - **the date of slaughter/ cutting**
  - **if product is to be sold as assured, it is labelled as assured**
- **Labels are applied directly to the product or sealed packaging**

CP.TR.e.1

Standards

The outer packaging (pack or sealed container) of meat products must be labelled prior to its dispatch, to ensure it is traceable back to the site

How you will be measured

- **Product is labelled with :**
  - **the site's identification mark (EC Code)**
  - **pack contents e.g. chicken thighs**
  - **pack weight**
  - **slaughter/ batch code/ date, slaughter/ cutting date**
  - **durability coding (for products intended for supply to the final consumer or to mass caterers, with or without pre-packaging)**
  - **if product is to be sold as assured, it is labelled as assured**

CP.TR.e.2

Standards

Where product is claimed to be assured, systems must be in place to verify the claim

How you will be measured

- **If the product has been bought in from another site, the assurance certification status of the site has been verified**

R Copies of assurance certificates, confirmation from certification bodies

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CP.TR.e.3

Standards

Where product is to be sold as assured, all key process and delivery paperwork must clearly identify the assured status of the product

How you will be measured

- **Process paperwork includes despatch documentation**

Process paperwork

CP.TR.f

Standards

To have systems in place to identify threats of fraudulent or adulterated food threats

How you will be measured

- **Systems include contact or networks in place with:**
  - **Trade Associations**
  - **Industry Bodies**
  - **Government**

CP.TR.f.1

Standards

A programme must be in place for considering the risks of fraud and adulteration of all purchased products

How you will be measured

- **Documented risk assessment in place for all purchased products**
- **Risks consider:**
  - **risk of substitution with one species for another**
  - **risk of substitution of one breed for another**
  - **risk of substitution of one geographic origin for another**
  - **risk of part substitution of meat with offal**
  - **risk of condemned meat being supplied**
- **Evidence that risk assessment has been completed prior to engaging any new suppliers**
- **Evidence that risk assessments are reviewed to reflect any changes**

Risk assessment

CP.TR.g

Standards

A supplier approval system must be in place that requires all purchased meat and poultry to be from an approved source

How you will be measured

- **Evidence of an approval system which may be:**
  - **recognition of a third party certification, or**
  - **own site based audits**
- **Evidence that approval method has been informed by fraud/ authenticity risk assessments**

Approval system

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CP.TR.g.1

Standards

A supplier approval system must be in place that requires all non-meat and non-poultry product bought in to be from an approved source

How you will be measured

- **Evidence of an approval system which may be:**
  - **recognition of a third party certification, or**
  - **own site based audits**
  - **supplier questionnaire**
- **Evidence that approval method has been informed by fraud/ authenticity risk assessments**
- **Applies to non-meat and non-poultry products such as salt, pepper, sugars, etc.**

CP.TR.g.2

Standards

Detailed Product Specifications must be in place with suppliers of all product purchased

How you will be measured

- **Product Specifications include:**
  - **chemical standards**
  - **microbiological standards**
  - **physical standards**
  - **required origin / provenance**
  - **assurance status – If Red Tractor product is required it must be stated in the product specification**
  - **a requirement for all assured product to be labelled with its assurance status**

Product specifications

CP.TR.g.3

Standards

A documented procedure for the receipt of bought in product must be in place detailing checks that must be carried out

How you will be measured

- **Procedure sets out:**
  - **visual checks that must be carried out**
  - **provenance and labelling checks that must be carried out**
  - **certification checks that must be carried out**
  - **the certificates of analysis or certificates of conformance that should be received with each delivery**

Documented procedure

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CP.TR.g.4

Standards

A chemical and microbiological testing schedule must be in place that considers the quality/ safety risks of the bought in product

How you will be measured

- **Products are tested at a frequency dependent on the risk to food safety and risk of fraud/ adulteration:**
  - **testing frequency is documented in a schedule**
  - **risk assessments are reviewed annually**
- **The site conducts its own testing, or where the risk assessment identifies it as appropriate, a supplier's test results for relevant products can be used. Before the supplier's test results are used, a thorough risk assessment is undertaken**
  - **the risk assessment takes into consideration supplier approval audit findings, supplier previous performance, risks associated with the supplier's production process, the nature of the product and the possible end use**
  - **any evidence the risk posed by a supplier has increased, results in a complete review of the decision to use supplier's test results by senior management. The reviews are documented**
- **Out of specification results are acted upon and evidence of the action taken is kept**

Testing schedule, test results

CP.TR.g.5

Standards

Where an assured status has been specified on purchased products, there must be a programme of traceability challenges in place to establish the products are assured

How you will be measured

- **Traceability tests go back to farm level to check assurance status**
- **The programme operated is risk based, across the supplier base. The risk assessment considers quantities and the supplier's previous performance, along with the risks of:**
  - **potential for loss of product identification**
  - **products that are subject to seasonal change-overs**
  - **products that are dual-sourced to meet demands**
  - **products that are regularly promoted by retailers**
  - **products of high commercial value**
  - **products in limited supply**
  - **products with a long or complex supply chain**
  - **products identified at risk through market intelligence**
- **As a minimum at least quarterly trace challenges are undertaken, with each species checked at least once a year**
- **Any issues/ concerns are acted upon (including where applicable increasing the frequency of testing of a supplier) and evidence of the action taken is kept**

Trace challenge results

CP.TR.g.6

Standards

Bought in product must be stored in a dedicated clean area which is suitable for the product material type

How you will be measured

- **Products kept in the temperatures they require to protect quality and safety**
- **Area dedicated to bought in product**

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