



The NACB Standard for Catering Butchers

Product Quality, Integrity and Values from Farm to Fork

Assuring established principles and practices of food safety, quality, integrity and values throughout every part of the food chain has become a vital priority for the meat industry and, more importantly, for its many millions of customers.

The NACB Standard for Catering Butchers complements similar standards for the production, processing and distribution of meat and livestock. It ensures that all certified catering butchers aim to establish a food safety and integrity culture throughout the organisation so that all personnel understand what they have to do and why they have to do it.

Membership of the NACB Catering Butchers Scheme allows catering butchers to prove that the standards of food safety and hygiene meet nationally agreed levels of best practice, and gives an assurance to the consumer that products they sell conform to standards of safety, quality, integrity and values.

The scheme is set up to ensure product safety but also to assure customers that they are supplied with what they have requested and specified.

SUMMARY OF THE NACB SCHEME PARTICIPATION PROCESS

Joining NACB

1. Study the standards and operating procedures, satisfying yourself that you can meet the requirements.
2. Complete the application form and return to the office of the certification body with your cheque.
3. An inspector will contact you to arrange an inspection within 28 days of notification of the inspection due date. The inspection will normally be carried out within eight weeks of the inspection due date, except where agreed otherwise with the certification body.
4. If your inspection is successful, you will receive a certificate of conformity and letter of congratulations.
5. Where there is non-conformance at the initial visit a non-conformance letter will be issued with an agreed timescale for corrective action. The scheme has designated for each standard whether documentary evidence can be accepted as proof of rectification of the non-conformance or whether re-inspection will be required. If a re-inspection is necessary a further inspection fee will be incurred.



The NACB Standard for Catering Butchers

Renewal of Membership

6. Certification must be renewed every year. The certification body will send you notice four to six weeks before your certification period expires.
7. Complete the renewal form and return it to the office of the certification body. An invoice will be raised and the certificate of conformity will be issued once payment has been received by the certification body and the inspection has been satisfactorily completed.
8. The inspector will normally contact you within 28 days of notification of the inspection due by date and agree an inspection date. The inspection will normally be carried out within eight weeks of the inspection due by date.

Surveillance

9. We have to make sure that you continue to conform to the standards of the scheme. Routine surveillance inspections will be at least every 12 months. In addition, you may be chosen for a random, unannounced, spot-check inspection. In the case of a routine surveillance inspection, an inspector will contact you before to make an appointment.
10. If these inspections find that you no longer meet the standards, certification may be suspended or withdrawn, depending on the seriousness of the issues reported. The certification body will contact you via letter to advise you of the outcome of your inspection. You must not continue to claim that you are NACB Assured during suspension or after withdrawal.

You will find more details later in this manual.

Definitions

Will	= Must do. Any non-conformance must be rectified or it will prohibit certification even at Standard Level.
Should	= Ought to do. All of these have to be complied with for Higher Level certification
'Recommendations'	of good practice have no bearing on certification.
'Certification Body'	The certification body which supports the NACB is Sai Global Assurance Service Ltd. SAI Global Assurance Ltd is accredited to ISO17065, which covers a review of management systems appropriate to the operation of a responsible organisation.



The NACB Standard for Catering Butchers

How the Scheme Works

INTRODUCTION

1. This manual provides information for applicants and current participants within NACB. It describes the procedures for application, inspection, certification, complaints and appeals. The NACB Scheme is a certified scheme operating to the European Standard ISO17065 for product certification activities.
2. The aim of the NACB scheme is to provide catering butchers with a mechanism to assure consumers and caterers that meat and meat products produced meet appropriate standards. It integrates with other industry schemes across the meat supply chain.
3. Any catering butcher can apply to participate in the NACB certification scheme. You can gain certification only if we are satisfied that you meet the standards. Participation is conditional on an initial inspection, together with routine surveillance and spot checks to check your operation against the standards.
4. You must renew your certification annually. In the event of changes to the standard, you must conform to the new requirements from the implementation date and will be assessed against the new requirements at the next inspection. The NACB will give advance notice of any changes and provide you an updated version of the manual if appropriate.



The NACB Standard for Catering Butchers

FIRST TIME APPLICATION

5. Read the standards and other information in this manual carefully before completing and sending in your application.

6. Complete the application form in full. Give details of all locations where you require certification and process or produce meat and/or meat products. For every location, indicate what activity you carry out on that site.

If you have additional sites, please give similar information on a separate sheet and attach it to the form.

7. The owner of the business must sign the form. Alternatively a senior representative, authorised to sign on behalf of the business, may sign the form. In signing the form the applicants agree to comply with the NACB standards and operating procedures of the scheme.

8. If the business is broken down into several units, you must make separate applications for each. Contact the NACB office if in doubt.

9. FEES AND REFUNDS The application fee is indicated in the current schedule of fees. Fees cannot be refunded if you fail the inspection. If you want to re-apply after an unsatisfactory report, another inspection fee will be payable. You will be advised of the cost for a re-inspection fee if necessary. Applications that are withdrawn before inspection may be entitled to a refund, at the discretion of the certification body and subject to administration charges.

10. RETURNING THE APPLICATION Send the signed application form to the certification body. The CB will send an invoice on receiving a properly completed application.

11. SELF-ASSESSMENT Receiving the scheme standards before inspection provides you with an opportunity to carry out a self-assessment of your premise. We recommend that you complete this self-assessment. It will help to identify issues that need to be put right to meet the NACB standards. Call the NACB office or certification body if you have any queries.

12. INSPECTION An inspector will contact you to arrange an inspection. The inspection will normally be carried out within eight weeks of the date the application was received, except where agreed otherwise with the certification body.

(If you cannot agree a suitable appointment date for inspection, the inspector will inform you that the onus is on you to contact the certification body when you are ready for the inspection. Once certified you must make yourself available for inspection in line with protocol. See 'SURVEILLANCE'.)

13. The purpose of the inspection is to check that you meet all the requirements of the standards. The inspector will need to talk to operatives and see records, to satisfy ourselves that you can continue to work to the NACB requirements. The person responsible for day-to-day meat processing and/or quality management must be available to accompany the inspector and to answer any questions. The inspector will need to see quality management system records, and a representative sample of your operatives processing meat and meat products. If any of these requirements are not possible on the day of inspection, you must contact the certification body in advance to explain the situation. If the inspection is cancelled or postponed less than 10 working days prior to the booked date, cancellation fees will be incurred. If the inspector cannot complete the inspection in full on the day of the appointment, your



The NACB Standard for Catering Butchers

application cannot be progressed and you will have to pay an additional inspection fee for the inspector to return. The inspection duration will vary, depending on the size of the site and the range of meat and meat products processed.

14. If the inspector finds any areas that do not conform to the NACB requirements, he/she will point them out to you at the time. At the end of the inspection, he/she will list these on a non-compliance report and the evaluation protocol will be followed. You will be asked to acknowledge that you have received this report by signing it, and we will leave a copy with you.

RENEWAL OF MEMBERSHIP

15. Your renewal certification lasts for 12 months and expires on your renewal date which falls on the anniversary of your initial application date. The certification body will send you a renewal notice two months prior to your renewal date. Complete the renewal and send it to the certification body. The CB will send an invoice on receiving a properly completed application.

16. The fee for renewal is indicated on the renewal notice.

17. If the renewal payment is not received within 14 days after your renewal due date your participation in the scheme will be suspended. If the renewal payment is not received by 28 days after your renewal due date your participation in the scheme will be revoked and a fresh application required to join the scheme should you wish to re-gain certification. You must not sell meat and/or meat products claiming it is NACB Assured. If your renewal application has been received an inspector will contact you to arrange an inspection within 28 days of notification of the inspection due by date. The inspection will normally be carried out within eight weeks of the inspection due by date, except where agreed otherwise with the certification body. If you renew within 28 days after the renewal date, we will issue a new certificate and the expiry date will be 12 months from the anniversary of your initial application date.

18. If you do not renew within 28 days of expiry, your participation will be closed. You must not sell meat and/or meat products as NACB Assured after this date. If you then wish to be reconsidered, you will be treated as a new applicant.



The NACB Standard for Catering Butchers

NON-CONFORMITIES

19. There are two types of non-conformity:

Major – where there is a substantial failure to meet the requirements of a statement of intent and/or any required clause of the Standard.

Minor – where there is absolute compliance to the statement of intent and a required clause has not been demonstrated, but on the basis of objective evidence the conformity of the potential product quality and/or safety is not in doubt.

20. Levels of achievement may be awarded at standard and higher level.

NON-CONFORMITIES WHERE CERTIFICATE NOT GRANTED AND RE-AUDIT REQUIRED				
	MAJOR ON FUNDAMENTAL CLAUSE	MAJOR (a)	MINOR (a)	
Standard Level		0	20 or more	Certificate not granted. Re-audit required
		1	17 or more	Certificate not granted. Re-audit required
		2	14 or more	Certificate not granted. Re-audit required
		3	11 or more	Certificate not granted. Re-audit required
		4	10 or more	Certificate not granted. Re-audit required
		5 or more	0	Certificate not granted. Re-audit required
	1 or more			Certificate not granted. Re-audit required
Higher Level		0	10 or more	Certificate not granted. Re-audit required
		1 or more	0	Certificate not granted. Re-audit required
		1 or more		

(a) Result depends on number of non-conformities in both columns. Eg for standard level if 3 major non-conformities and 11 or more minor non-conformities then certificate not granted.



The NACB Standard for Catering Butchers

In strictly limited circumstance a certificate of approval may be awarded before the outstanding major non-conformancies are corrected, which have no impact on food safety or quality, whereby a documented statement of intent to address the issues raised, giving dates by which rectification or changes will be made, is provided to the certification body.

A certificate of approval may be awarded before outstanding minor non-conformances are corrected, where a documented statement of intent to address the issues raised, giving dates by which rectification or changes will be made, is provided to the certification body.

INSPECTOR FEEDBACK

22. The certification body are interested to receive feedback on the work of inspectors. A form will be left with you by the inspector asking for your comments.

CERTIFICATION

23. The inspection reports are sent to the certification body, who will decide whether you meet the certification requirements. If successful, the certification body will send your certificate within 28 days of the inspection.

24. Certificates are not transferable and remain the property of the certification body. You can use NACB scheme certificates, marks or logos only strictly in relation to the scope of your certification. The NACB logo may only be used by companies belonging to the National Association of Catering Butchers. You must not make any claim that certification applies to business locations or activities that are not actually included in the scope of your certificate.

25. If the evaluation protocol, it is found that you did not conform to all requirements of the standards, the certification body will normally write to you within 14 days. The certification body will detail any non-compliances that have to be corrected before you can be reconsidered for certification. In some cases we may require evidence to show that the non-compliances have been corrected. Where many or serious non-compliances have not been closed out, re-inspection may be required. If so, another inspection fee will be chargeable.

MATERIAL CHANGES

26. You must inform us of any changes, during the course of the year, that may affect your conformity to the standards. These would include significant changes to facilities, processes or management. We will assess whether we believe re-inspection is necessary to ensure your continued suitability for certification. (Note that certificates are not transferable. Change of ownership requires a new application.)



The NACB Standard for Catering Butchers

SURVEILLANCE

27. **SURVEILLANCE** The certification body must carry out surveillance to make sure that anyone certified continues to meet the standards. Surveillance will be a combination of routine inspection and where deemed necessary spot checks. Both types of surveillance will involve a full inspection against all the requirements of the standard. It is a condition of the scheme that you must make yourself available for these inspections. Your participation fee covers the cost of routine inspections. Additional costs may be incurred for spot checks.

28. Routine surveillance inspections take place every 12 months. The inspector will contact you and the inspection will follow the format described earlier. As part of the inspection, we must see a representative sample of meat and/or meat products being processed.

29. When you are a certified participant, it is not acceptable to delay surveillance visits. The visit must take place within eight weeks of the inspection due by date. If not, the certification body will suspend your assured status temporarily. If there are difficulties, for example you have no meat on-site, you must contact the NACB office or certification body to explain.

SPOT CHECKS

30. You may be chosen for a random, unannounced, spot-check inspection and must make your premises and relevant personnel available. A spot check can take place even if you have no meat at the time.

SUSPENSION AND WITHDRAWAL

31. We will review inspection reports from both routine surveillance and spot-checks, to make sure that you still meet the standards. If so, you will normally get a letter of acknowledgement within 14 days. If the inspection finds that you no longer conform to the standard, the certification body may be obliged to suspend or withdraw your certificate. This will depend upon the seriousness of the problem.

- Suspension means that your assured status can be restored if and when you have corrected non-compliances. In the meantime you cannot sell meat and/or meat products as NACB Assured. In some circumstances the certification body will have to re-inspect, for which you will be charged.
- Withdrawal is reserved for more serious breaches of the standards. You must return the certificate and any relevant documentation on such occasion to the certification body. If in future you wish to re-apply, you will be treated as a new applicant, but we will not accept an application for at least three months, or longer at the discretion of NACB scheme.

32. NACB in conjunction with the certification body may also suspend or withdraw certification, at their absolute discretion, if there is sufficient evidence of a breach or alleged breach of standards or scheme operating procedures bringing the scheme into disrepute.



The NACB Standard for Catering Butchers

APPEALS

33. If you wish to appeal against a decision on certification, you must write to the certification body, giving your reasons why you believe the decision is wrong. We must receive your appeal within 14 days of notifying you of the certification decision. You may provide any supporting evidence that may be relevant. You will usually be contacted by the certification body to clarify the basis for appeal. This may lead to the issue being resolved.

34. If it does not resolve the issue, the certification body will appoint an Appeal Panel which will meet to consider the appeal within 30 days.

36. The decision of the Appeals Panel will be sent to the Applicant/Approved Supplier within 30 days and will be binding on both the Applicant/Approved Supplier and the certification body. Only one appeal will be allowable for each specific case.

COMPLAINTS

37. If you have a complaint about the application, inspection or certification processes, please send it in writing to the certification body. The certification body will let you know the outcome. All complaints will be properly investigated in conjunction with the NACB and the necessary action taken.

38. If the certification body in conjunction with the NACB receive a complaint in relation to the scope of your NACB certification, the certification body will investigate it according to its merits. You must inform the certification body if you are subject to any legal action concerning food safety or environmental issues.

DATA PROTECTION

39. The certification body in conjunction with the NACB will treat all information about scheme participants in confidence, but will respond to queries from third parties (for example caterers or retailers) who wish to confirm the status of any catering butcher.

- Given an NACB participation number and surname, or name and address, the certification body in conjunction with the NACB will confirm if they are current members, the participation number, expiry date and scope of certification.
- The certification body in conjunction with the NACB reserve the right to notify other producers, retailers, caterers, abattoirs or other parties with a commercial interest that a catering butcher's certification has been suspended or withdrawn.
- In the interests of transparency and openness, the certification body in conjunction with the NACB may provide more detailed information about a participant's status to customers, providing that permission is given on the scheme application form.



The NACB Standard for Catering Butchers

LEAVING THE SCHEME

40. Anyone leaving or suspended from the scheme must cease forthwith to make any claims whether, explicit or implied, that they are certified under the NACB scheme. This applies both to those choosing not to renew participation and to those suspended or whose participation has been withdrawn. Their certificate and marketing materials are withdrawn and must be returned to the certification body. This will be enforced by local Trading Standards Officers.

FALSE AND MISLEADING STATEMENTS

41. Any false or misleading statement on the application form, during inspection, or in any other communication, may lead to suspension or withdrawal of certification, and even exclusion from future participation in NACB schemes.

SCHEME ADMINISTRATION

42. The certification body undertakes to administer the certification system effectively and efficiently at all times. The certification body in conjunction with the NACB will not be liable for any losses that arise from, including without limitation, any industrial action or the failure of any machine, data-processing system, transmission link or any other events outside our reasonable control.



The NACB Standard for Catering Butchers

NATIONAL ASSOCIATION OF CATERING BUTCHERS

The NACB Standard distinguishes Catering Butchers committed to demonstrating

‘Product Quality, Consistency, Integrity and Values from Farm to Fork’.

The NACB Standard for Catering Butchers supports:

- embedding the established principles and practices of food safety into the culture of the organisation
- the ability to demonstrate traceability of food to its source
- a clear focus on animal welfare
- customer and consumer confidence in quality, safety and product integrity
- understanding and minimising of environmental aspects and impacts

To establish a culture all personnel operating within the Management system will understand what they have to do and why they have to do it

To this end we have restructured the standard in a logical user friendly format as demonstrated in the **NACB Standard Plan**– Not a tick the clause STANDARD

PLAN HACCP – Management System – Premises – Equipment - People

DO Ethical Standards - Process Control – Product Control

CHECK Monitoring and Recording – Internal Audit

ACT Management Review – Corrective and preventative actions

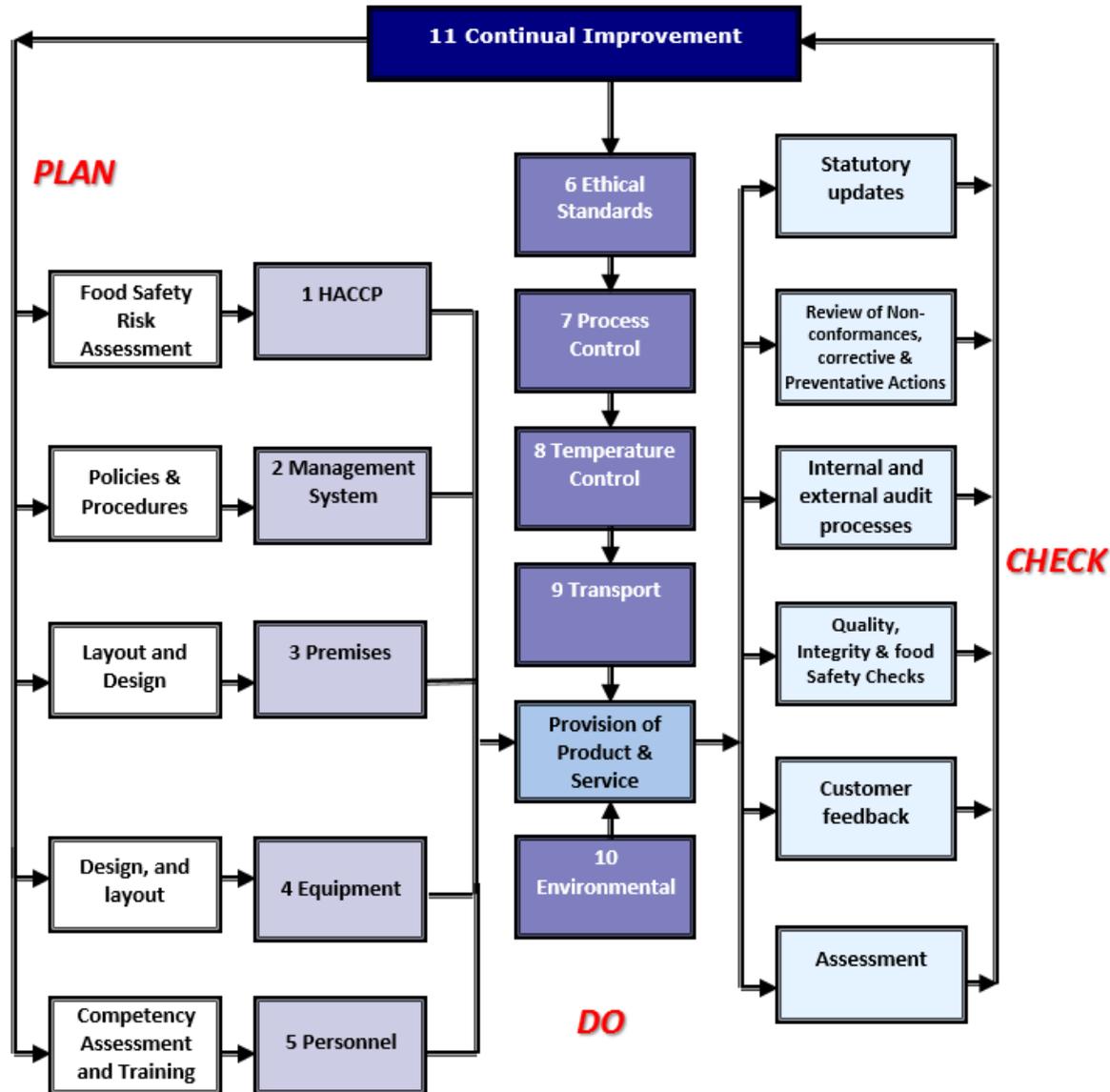
This will also naturally establish a CONTINUAL IMPROVEMENT within the organisation



The NACB Standard for Catering Butchers

ACT

The NACB Standard Plan





The NACB Standard for Catering Butchers

INDEX

1.0 HACCP

- 1.1 HACCP System
- 1.2 Fraud Prevention

2.0 FOOD SAFETY, QUALITY AND INTEGRITY MANAGEMENT SYSTEM

- 2.1 Management Commitment, Authority and Responsibility
- 2.2 Food Safety, Quality and Integrity Policy
- 2.3 Food Safety, Quality and Integrity Manual
- 2.4 Procedures
- 2.5 Customer Focus
- 2.6 Purchasing
- 2.7 Specifications
- 2.8 Product Identification and Traceability
- 2.9 Document Control
- 2.10 Records
- 2.11 Corrective Actions
- 2.12 Complaints Handling
- 2.13 Management of Product Recalls and Returns
- 2.14 Internal Audits
- 2.15 Management Review
- 2.16 Product Design and Development
- 2.17 Business Continuity

3.0 PREMISES

- 3.1 Design and Layout
- 3.2 General Requirements
- 3.3 Specific Requirements
- 3.4 Hand Washing Facilities
- 3.5 Toilet Facilities
- 3.6 Storage, Dry Goods And Cleaning Chemicals
- 3.7 Water Quality
- 3.8 Pest Control
- 3.9 Waste Storage And Disposal
- 3.10 General Maintenance And Cleaning

4.0 EQUIPMENT

- 4.1 Design
- 4.2 Layout - Positioning of Equipment
- 4.3 Maintenance
- 4.4 Equipment Washing Facilities
- 4.5 Equipment Validation

5.0 PERSONNEL

- 5.1 Training
- 5.2 Personal Hygiene Rules
- 5.3 Medical Reporting
- 5.4 Protective Clothing

6.0 ETHICAL STANDARDS

- 6.1 Establishing Company Ethical Standards Requirements

7.0 PROCESS CONTROL

- 7.1 General Hygiene
- 7.2 Product Separation
- 7.3 Product Storage
- 7.4 Stock Rotation
- 7.5 Control of Particular Ingredients
- 7.6 Control of Foreign Materials
- 7.7 Metal or other Foreign Body Detection
- 7.8 Product Labelling
- 7.9 Product Checks
- 7.10 Control of Conforming and Non-Conforming Product
- 7.11 Product Shelf-Life
- 7.12 Product Composition Control
- 7.13 Laboratories (In-House/Off-Site)

8.0 TEMPERATURE CONTROL

- 8.1 Temperature Monitoring and Recording
- 8.2 Specific Requirements - Chilled Products
- 8.3 Work In Progress
- 8.4 Cooking
- 8.5 Cooling
- 8.6 Jellying (Gelatine)

9.0 TRANSPORT

- 9.1 Design
- 9.2 Loading
- 9.3 Cleaning
- 9.4 Personnel
- 9.5 Contingency Plans

10.0 ENVIRONMENT

- 10.1 Environmental Policy
- 10.2 Environmental Aspect and Impacts

11 CONTINUAL IMPROVEMENT

- 11.1 Checks - Key Performance Indicators
- 11.2 Action Planning



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety and Quality Management System Guidance Notes
1.1 HACCP SYSTEM (Fundamental)		
<p>1.1.1a Companies will be able to demonstrate effective control of food safety by virtue of appropriate HACCP studies carried out on all products and processes as detailed in 'EU Regulation 852-2004 Hygiene of Foodstuffs' and relevant legislation and guidelines. The HACCP will be based on the following principles:</p> <ul style="list-style-type: none"> i) Identify and list potential hazards associated with each step of the process ii) Identify good hygienic practices and critical control points (CCPs) iii) Establish critical limits for CCPs iv) Establish monitoring systems to ensure control of CCP by testing or observation v) Establish corrective action to be taken when monitoring indicates a particular CCP is not under control vi) Establish procedures of verification to confirm the HACCP system is working effectively vii) Establish documentation concerning all procedures and records, sufficient to demonstrate validation and compliance with the HACCP system 	<p>1.1.1b The HACCP system should cover all new products before they are introduced.</p>	<p>HACCP Introduction/ Terms of Reference Product Descriptions Process Flow Diagrams and Descriptions HACCP decision tree Risk Assessments HACCP Pre-Requisite Control Program Plan HACCP Critical Control Points Control Plan CCP Records HACCP Verification Records HACCP Validation Records Standards, Legislation and External Requirements CCP Operative Training Records</p>
<p>1.1.2a The HACCP study will be based on an assessment of risk to identify which hazards are of such a nature that their elimination or reduction to acceptable levels is essential to the safe production of food. (This will include assessment of the likely hazards and the potential severity of their adverse health effects.)</p>		<p>Risk Assessments</p>
<p>1.1.3a The HACCP system will be specific to the operation, effectively implemented and ensure all hazards associated with the operation are adequately controlled.</p>		<p>Target levels and tolerances identified Verification Records maintained and checked Non- Conformance Procedure</p>



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
<p>1.1.4a The HACCP system will have commitment of senior management and be implemented through the company's food safety, quality and integrity management system.</p>	<p>1.1.4b The company should establish and maintain environmental and operational programs necessary to create an environment suitable to produce safe and legal food products (prerequisite programs)</p> <p>As a guide these may include the following, although this is not an exhaustive list:</p> <ul style="list-style-type: none"> ▪ cleaning and sanitising ▪ pest control ▪ maintenance programs for equipment and buildings ▪ personal hygiene requirements ▪ staff training ▪ purchasing ▪ transportation arrangements ▪ processes to prevent cross-contamination ▪ allergen controls. 	<p>Food safety quality and integrity management system</p> <p>HACCP Pre-Requirement Control Program Plan</p>
<p>1.1.5a The HACCP team leader will be suitably trained, be able to demonstrate competence in the application of HACCP and have adequate knowledge of hazards associated with the operation.</p>		<p>HACCP Team Leader Training Certificate (External training certificate)</p>
<p>1.1.6a The HACCP system will cover all existing products.</p>		<p>Product Descriptions</p>
<p>1.1.7a The HACCP system will be reviewed when the process or formulation changes.</p>		
<p>1.1.8a The HACCP study will be carried out by a multi-disciplinary team with suitable HACCP training and experience of the process and the hazards.</p>		<p>HACCP Team Training Records (External or Internal training and experience)</p>
<p>1.1.9a The HACCP system will be reviewed at least annually.</p>		<p>Internal Audit Reports Annual Review Notes</p>
<p>1.2 FRAUD PREVENTION</p>		
<p>1.2.1a Companies will establish procedures and records to be able to demonstrate effective fraud protection controls. Food Fraud prevention utilises the same core processes as HACCP but addresses "attacks from everywhere but inside" the manufacturing operation</p>	<p>1.2.1b Testing for authenticity should be considered a "prerequisite" programme for receiving food ingredients as appropriate.</p>	<p>Approved Supplier risk assessments</p> <p>Species testing analytical results</p> <p>Allergen Testing analytical results</p> <p>Certificates of Conformance</p>



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
1.2.2a Fraud prevention will be based on an assessment of risk to identify which hazards are of such a nature that their elimination or reduction to acceptable levels is essential to the safe production of food		Fraud Prevention Risk Assessments
1.2.3a The company will identify the corrective actions to be taken when monitoring indicates fraud		Control of Non-Conformance, Corrective and Preventative Actions Procedure
MANAGING AND DEMONSTRATING PRODUCT QUALITY, INTEGRITY, TRACEABILITY AND SOURCE		
2. FOOD SAFETY QUALITY AND INTEGRITY MANAGEMENT SYSTEMS		
2.1 MANAGEMENT COMMITMENT, AUTHORITY AND RESPONSIBILITY (Fundamental)		
2.1.1a The company's Directors will be responsible for providing all resources required for the management of product safety, integrity, legality and quality within the business.		Site Standards Personnel and Training Records Food safety quality and integrity management system
2.1.2a The company's Directors will be responsible for the policy and objectives of the business and for providing adequate resources to achieve them.		Food safety quality and integrity Policy Company Organisation Chart Job descriptions Competence/Performance Reviews
2.1.3a The company will have in place a system for informing itself of appropriate legislation, codes of practice and other relevant technical information	2.1.3b The company should have in place a system for informing itself of appropriate ethical trading standards to which the company will trade.	Standards, Legislation and External Requirements Animal Welfare Standards e.g. Red Tractor, Freedom foods, organic, free range, Fairtrade etc. FSA Alerts
2.1.4a The company will be able to demonstrate an adequate level of technical support, either by in-house or sub-contract services. It is essential that this support is capable of meeting the needs of the business and dealing with problems.		Personnel and Training Records Internal Audit Reports Annual Review Notes
2.1.5a The company will ensure its organisation structure is clearly defined so that functions, responsibilities, authority levels and reporting arrangements are identified for all personnel.	2.1.5b Job descriptions should be held for all management and key staff with responsibility for product safety, integrity, legality and quality within the company.	Organisation Chart Job Descriptions
2.1.6a Appropriate arrangements will be put into place to cover for the absence of all key staff.		Organisation Chart Job Descriptions



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
2.1.7a A management representative will be appointed who, irrespective of other responsibilities, has defined authority and responsibility for ensuring the management of product safety, integrity, legality and quality within the business.		Organisation Chart Job Descriptions
2.1.8a Reporting structures will be such that product safety, integrity, legality and quality is not compromised.	2.1.8b The company's senior management should ensure that there is a process in place to identify and address any product safety, integrity, legality and quality issues at a strategic level.	Organisation Chart Job Descriptions
2.2 FOOD SAFETY, QUALITY AND INTEGRITY POLICY		
2.2.1a The company will have a documented Food Safety, Quality and Integrity policy, signed by the company's Directors, which has been effectively communicated and implemented.	2.2.1b The policy should describe the responsibility of the company both to its customers and to its employees and importance of: Clear Demonstration of Source Traceability systems Animal Welfare Considerations Ethical trading Considerations	Food Safety, Quality and Integrity Policy Training Records Internal Audit Reports Annual Review Notes
2.2.2a The policy will state a commitment and the importance of producing food that is safe and meets the quality and integrity expectations of the customer and all legal requirements.	2.2.2b The policy should be up to date in terms of business needs and be regularly reviewed.	Annual Policy Review – Management Meeting Minutes
2.2.3a The policy will be understandable and achievable.		
2.3 FOOD SAFETY, QUALITY AND INTEGRITY MANUAL		
2.3.1a The company will establish and maintain documents and records that adequately reflect the management of product safety, integrity, legality and quality within the business which will be available to all relevant staff at all times.		Food Safety, Quality and Integrity Manual Training Records Internal Audit Reports Annual Review Notes
2.3.2a The company will establish and maintain a Food Safety Manual, which states the company's commitment to and objectives for product safety, integrity, legality and quality and which covers the full scope of this standard.		
2.3.3a The Food Safety Manual should be readily available to relevant staff.		



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
2.4 FOOD SAFETY, QUALITY AND INTEGRITY PROCEDURES		
2.4.1 a The company will establish, communicate maintain and operate in accordance with, written detailed procedures and instructions, which cover all processes critical to product safety, integrity, legality and quality.		Food Safety, Quality and Integrity Procedures
2.4.2a The company will ensure that procedures and work instructions are clearly legible, unambiguous and sufficiently detailed to ensure their correct use by relevant personnel and will be readily accessible at all times.		Personnel and Training Records Internal Audit Reports Annual Review Notes
2.5 CUSTOMER FOCUS (Fundamental)		
2.5.1 a. The company will determine their customer needs and expectations, clearly define their product safety, integrity, legality and quality requirements and ensure that these are achieved	2.5.1 b Customer Satisfaction performance indicators should be clearly defined, documented and monitored then communicated to all relevant staff.	Product Specifications Product Records and Labelling Customer Satisfaction Feedback monitoring: Questionnaires, surveys, repeat business
2.5.2a The company will provide clear labeling, specifications and records as appropriate to demonstrate that the customer needs and expectations are met		Labels exhibiting source, species, supplier, animal welfare standards, allergens, additives etc. as required Customer Specifications Purchasing Specifications
2.6 PURCHASING (Fundamental)		
2.6.1 a All materials and services affecting product safety, integrity, legality and quality will be purchased from reputable suppliers able to demonstrate effective procedures to ensure that they conform to the company requirements.		Approved Supplier and Purchasing Procedure Labels exhibiting source, species, supplier, animal welfare standards, allergens, additives etc. as required Meat Buyers Guide Assurance/provenance scheme requirements Customer Specifications Purchasing Specifications Packaging Specifications
2.6.2a A list of approved suppliers will be held.		Approved Supplier List



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
<p>2.6.3a A suitable system of product and service supplier approval and continual monitoring will be documented based on risk assessment taking into account the potential for:</p> <ul style="list-style-type: none"> - allergen contamination - foreign body risks - microbiological contamination - chemical contamination. 	<p>2.6.3b New suppliers should be monitored over a 'trial' period before establishing the level of ongoing performance monitoring.</p>	<p>Supplier Assessments Supplier Risk Assessments Approved Suppliers List Service Supplier Assessments Service Supplier Risk Assessments</p>
<p>2.6.4a As appropriate the company should carry out supplier evaluation of HACCP, food safety, integrity and quality management, traceability systems and legislative requirements using one or a combination of:</p> <ul style="list-style-type: none"> - supplier audits - third party audits or certification, e.g. to BRC Global Standards - supplier questionnaires 	<p>2.6.4b Procedures should define how exceptions may be accommodated, for example contingencies for situations where goods and services have to be procured from businesses not previously approved.</p>	<p>Approved Supplier and Purchasing Procedure Supplier Visit Reports Supplier Audit Reports Internal Audit Reports Annual Review Notes</p>
<p>2.6.5a A suitable system for checking incoming goods, including packaging, conforms to relevant safety, integrity, legality and quality specifications will be in place. This will include visual examination, temperature checks, labelling and identification chemical analysis, microbiological examination and inspection for infestation as appropriate.</p>	<p>2.6.5b The checking system should be based on risk assessment and the inspection method, frequency of inspection and procedures will be specified and documented.</p>	<p>Intake and Inspection Operations Procedures Food Goods Intake Records Training Records Non-Food Goods Intake Records Supplier Risk Assessments</p>
<p>2.6.6a Relevant Delivery Documentation or Certificates of compliance and analysis will be obtained for all materials with a provenance, assured status or claims of identity preserved status.</p>		<p>Delivery Notes Certificates of Conformance</p>
<p>2.6.7a Where any intermediate process steps in the manufacture of a product is subcontracted to a third party or undertaken at another company site, this will be managed to ensure this does not compromise the integrity, safety, legality or quality of the product.</p>	<p>2.6.7b The company should establish relevant inspection and test procedures for outsourced product on return, including visual, chemical and/or microbiological testing, dependent on risk assessment.</p>	<p>Third party certification/ Risk assessment/ Audit report Intake Documentation Analytical Reports</p>



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
2.7 SPECIFICATIONS (Fundamental)		
<p>2.7.1a Appropriate specifications will be held for all raw materials, packaging (primary, food contact), finished products or service which could affect the safety, integrity, legality and quality of the finished product.</p> <p>Specifications will have a focus on:</p> <ul style="list-style-type: none"> - allergens & additives - animal welfare - assurance/provenance schemes - ethical trading - process of sourcing product - speciation - traceability 	<p>2.7.1b Specifications should be regularly reviewed to ensure that they are up to date and adequate.</p>	<p>Material Specifications Packaging Specifications/ Certificates of Conformity Intermediate/semi-finished product Specifications Finished Product Specifications Microbiological Specifications Service Specifications for:</p> <ul style="list-style-type: none"> - pest control - laundry services - contracted cleaning - contracted servicing and maintenance of equipment - transport and distribution - off-site storage of ingredients, packaging or products - laboratory testing - waste management
<p>2.7.2a The manufacturer's specifications for cleaning chemicals and lubricants will be held on-site and in an accessible location (to include COSHH assessments).</p>	<p>2.7.2b All lubricants used in the production area should be suitable for use in the food industry.</p>	<p>Chemical Specifications Material Safety Data Sheets/COSHH Assessments Food Lubricant Specifications</p>
<p>2.7.3a Specifications will be accurate and in compliance with relevant safety and legislative requirements.</p>	<p>2.7.3b Specifications should be formally agreed with relevant parties and controlled where possible or will be able to demonstrate that they have taken steps towards formal agreement.</p>	<p>Signed Specifications Internal Audit Reports Annual Review Notes</p>
2.8 PRODUCT IDENTIFICATION AND TRACEABILITY (Fundamental)		
<p>2.8.1a An appropriate traceability system covering food and packaging materials in contact with food will be operated. The system will enable product claims including assurance, provenance schemes etc to be validated and any subsequent problems to be traced back to the time of production and materials used.</p>	<p>2.8.1b The traceability system should be regularly tested to ensure that it is effective forwards to customers and backwards to suppliers. Records should be easily retrievable within a time frame of 4 hours.</p>	<p>Product Identification and Traceability Procedure Labels exhibiting source, species, supplier, animal welfare standards, allergens, additives etc. as required Production Records Traceability Testing Records</p>
<p>2.8.2a The use of rework in processed products will not undermine traceability and integrity.</p>		<p>Production Records</p>



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
<p>2.8.3a All raw materials, at the time of receipt, will be identified in such a manner as to enable the raw material to be identified at all stages up to use, the traceability system to function and facilitate stock rotation.</p>		<p>Storage and Operations Procedures Production Records Raw material labels exhibiting source, species, supplier, animal welfare standards, allergens, additives, assured/provenance status etc. as required</p>
<p>2.8.4a All in-process product will be identified in such a manner as to maintain and demonstrate product identification, including ingredients and source, enable the traceability system to function and facilitate stock rotation.</p>	<p>2.8.4b Finished product should be identified in such a manner as to allow the product recall procedure to operate effectively and complaints to be traced to a defined production details.</p>	<p>Labels exhibiting source, species, supplier, animal welfare standards, allergens, additives etc. as required</p>
<p>2.9 DOCUMENT CONTROL</p>		
<p>2.9.1a Procedures will be written and adopted to ensure all documents, records and data critical to product safety, integrity, legality and quality and relating to this standard are adequately controlled, stored and maintained.</p> <p>The procedures are to ensure that:</p> <ul style="list-style-type: none"> i) documents are created to show compliance with relevant legislation, this standard and for the effective management of food safety within the business. ii) documents are clearly legible, unambiguous and easily understood by the appropriate personnel. iii) the documents are identified and state who issued them, and the date of issue; iv) the current issue of appropriate documents are available and used; v) documents are reviewed and amended as necessary; vi) Obsolete documents are promptly removed from all points of issue. 		<p>Food Safety Quality and Integrity Manual Food Safety Quality and Integrity Procedures Food Safety Quality and Integrity Instructions Training Records Internal Audit Reports Annual Review Notes</p>
<p>2.9.2a A register of current documents and points of issue should be maintained.</p>	<p>2.9.2b Changes to documents should be made through appropriately authorised personnel and records of the changes and their reasons maintained.</p>	<p>Food Safety Quality and Integrity Manual Index Document Control Register</p>



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
2.10 RECORDS		
2.10.1a Adequate recording systems will be maintained to demonstrate conformance with product safety, integrity, legality, quality and this standard.	2.10.1b Changes to records should be made through appropriately authorised personnel and records of the changes and their reasons maintained.	Food Safety Quality and Integrity Manual Food Safety Quality and Integrity Records Document Control Register Training Records Internal Audit Reports
2.10.2a Records will be legible and genuine.		
2.10.3a Records will be stored in such a manner as to make them readily retrievable and in good condition.		Record Files and archives
2.10.4a Records will be retained for an appropriate period relevant to the shelf life of the product. Consideration will also be given to the possibility of shelf life extension by the customer e.g. freezing.		Food Safety Quality and Integrity Records Index
2.11 CORRECTIVE ACTIONS (Fundamental)		
2.11.1a The company will ensure procedures are in place for authorised managers to investigate the root cause of non-conformity against standards, specifications and procedures which are critical to product safety, integrity, legality and quality.	2.11.1b The company should ensure a senior member of staff is competent in root cause analysis.	Non Conformance, Corrective Action and Preventative Action Procedure Training Records
2.11.2a The company will ensure corrective actions are defined by authorised managers, carried out to prevent continuation of the non-conformity and to correct the effects of the non-conformance	2.11.2b Corrective actions should be accurately documented, assigning responsibility, timescales and accountability. Authorised managers should be responsible for verifying and recording that the corrective actions have been completed satisfactorily.	Non Conformance, Corrective Action and Preventative Action Procedure Records Internal Audit Reports Annual Review Notes
2.11.3a The company will ensure preventative actions are defined by authorised managers and carried out to prevent further occurrence of non-conformity	2.11.3b Preventative actions should be accurately documented, assigning responsibility, timescales and accountability. Authorised managers should be responsible for verifying and recording that the preventative actions have been completed satisfactorily.	Non Conformance, Corrective Action and Preventative Action Procedure Trends Training Records Internal Audit Reports Annual Review Notes



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
2.12 COMPLAINTS HANDLING		
2.12.1a The company will demonstrate a satisfactory system for the management of complaints that initiates a response appropriate to the seriousness and frequency of any problem.	2.12.1b Information gained from Customer Complaints should be used to effect on-going improvements in product safety, integrity, legality and quality.	Customer Complaint Procedure Customer Complaint Reports Customer Complaint Trend Monitoring Annual Review Notes
2.13 MANAGEMENT OF PRODUCT RECALLS AND RETURNS		
2.13.1a The company will have an effective and appropriate product recall procedure to manage incidents and effective product withdrawal. The procedure designates responsibility to manage the recall process.		Product Withdrawal and Recall Procedure Product Withdrawal and Recall Records Production Records Crisis Management Team Training Records
2.13.2a The company will document, communicate, maintain and operate a product withdrawal and recall procedure which covers stock requisition, logistics, recovery, storage and disposal. The procedure will detail the type of event that would constitute an 'incident' and the reporting procedures.	2.13.2b The Product Recall procedure should be tested at least annually to ensure it is effective and improved where necessary. The test outcomes will be recorded and will be used to improve the recall process.	Product Withdrawal and Recall Procedure Crisis Management Team Training Records Product Withdrawal and Recall Test Records
2.13.3a The procedure will be capable of operation during production periods and non-production periods. Where the incident could potentially result in illegal, unsafe product or breach of provenance integrity claim being delivered to the customer then the procedure will ensure customers are notified in a timely manner.	2.13.3b Following any incident requiring the use of the product recall procedure, the company should review all records and ensure appropriate corrective and preventative actions are taken. Third party certification bodies should be informed.	Product Withdrawal and Recall Records Review
2.14 INTERNAL AUDITS (Fundamental)		
2.14.1a Regular internal audits of areas and processes critical to product safety, integrity, legality and quality will be undertaken to ascertain the adherence to, and adequacy of, the food safety and quality management system.	2.14.1b Audits should be undertaken to a pre-determined plan and at a frequency dependent on past performance and the importance of the activity.	Internal Audit Procedure Internal Audit Schedule Internal Audit Reports
2.14.2a Results of the internal audits will be brought to the attention of the personnel responsible for the activity audited. Corrective actions and timescales for their implementation will be agreed and checked.		Internal Audit Reports
2.14.3a Auditors will be competent and independent of the area under audit.		Organisation Chart Internal Auditor Training Records



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
2.15 MANAGEMENT REVIEW		
2.15.1a The company's Directors will be responsible for reviewing the effectiveness of HACCP system.		HACCP Review
2.15.2a The company's senior management will review the suitability, an effectiveness of the management of food safety, integrity and quality within the business.	2.15.2b The management issues should be clearly defined, documented and changes or improvements monitored.	Management Review Procedure Management Meeting Minutes
2.15.3a The Management Review agenda should include: <ul style="list-style-type: none"> • Matters arising from previous minutes • Internal & external audits • Customer feedback • Review of non-conformances, corrective & preventative actions • Changes affecting the HACCP system, Quality and integrity management • Improvements and recommendations With a focus on: <ul style="list-style-type: none"> • allergens & additives • animal welfare • assurance/provenance schemes • ethical trading • process of sourcing product • speciation • traceability 	2.15.3b Appropriate staff should be informed of the outcomes of the review.	Management Meeting Agenda Management Action Plans Training records Company Briefings
2.16 PRODUCT DESIGN AND DEVELOPMENT		
2.16.1a Product design and development procedures will be in place for new products or processes and any changes to product, packaging or manufacturing processes to ensure product quality, integrity and safety and any provenance claims.	2.16.1b The development process should be evaluated and signed off by the HACCP Team Leader to ensure new hazards are controlled and not unwittingly introduce new hazards to the production areas.	Product Design And Development Procedures Product Design And Development Records Shelf Life Trials/Commodity documentation Approved Supplier List Raw Material Specifications Training Records Internal Audit Reports Annual Review Notes



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
2.16.2a All products will be labelled to meet legal requirements and will include information to allow the safe handling, display, storage, preparation and use of the product within the food supply chain or by the customer. Ingredient and allergen verification will be carried out to ensure that labelling is correct based on the product recipe.		Labels exhibiting source, species Supplier Animal Welfare Standards, allergens, additives, storage and use instructions etc. as required Training Records Internal Audit Reports
2.16.3a Where a product is designed to enable an integrity claim, the company will ensure that the product formulation and production process is fully validated to meet the stated claim.		Production Records Analytical Records Traceability Audit Training Records Internal Audit Reports
2.17 BUSINESS CONTINUITY		
2.17.1a The company shall have documented procedures designed to report and effectively manage incidents and potential emergency situations that impact food safety, legality or quality. This shall include consideration of contingency plans to maintain business continuity. Incidents may include: <ul style="list-style-type: none"> – disruption to key services such as water, energy, transport, refrigeration processes, – staff availability and communications – events such as fire, flood or natural disaster – malicious contamination or sabotage. 		Business Continuity Plan Business Continuity Procedures
2.17.2a Where products which have been released from the site may be affected by an incident, consideration shall be given to the need to withdraw or recall products as detailed in section 2.13.		
3.0 PREMISES		
3.1 DESIGN AND LAYOUT – SITE (Fundamental)		
3.1.1a The site will be suitably located to avoid any conflicting nearby activity that might affect the safety and legality of the product or measures will be in place to protect the site from any potential contaminants.	3.1.1b Where measures have been put into place to protect the site from any potential contaminants, these should be regularly reviewed to ensure they continue to be effective.	Site Location Site Security Procedures Site Monitoring Plans/Maintenance Schedules



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
3.1.2a The site will be clearly defined showing different risk zones, incorporation of process and staff flows and identification of water sampling points.		Site Plan
<p>3.1.3a For high-care and high risk production there will be physical segregation between these areas and other parts of the site taking into account the flow of product, nature of materials, equipment, personnel, waste, airflow, air quality and utilities provision.</p> <p>Where physical barriers are not in place, the site will have undertaken a full evaluation of the risks of cross-contamination and alternative effective processes will be in place to protect products from contamination.</p>	3.1.3b Where an operation includes a high-care and/or high risk area, personnel should enter via a specially designated changing facility with arrangements to ensure that protective clothing should not be contaminated before entry to the high-care area.	Site Plan High Risk/ High Care Procedures and Work Instructions Training Records
3.1.4a Measures will be in place to maintain site security and ensure that only authorised staff have access to production and storage areas.	3.1.4b A site Security Risk Assessment should be documented to identify the risks to security and the relevant controls to be implemented.	Site Security Procedures Site Security Risk Assessment
3.1.5a Drainage will be adequate to prevent the accumulation of stagnant water around the premises.		Site Monitoring Plans
3.2 GENERAL REQUIREMENTS		
3.2.1a Premises will permit the functioning of all operations under safe, legal and hygienic conditions.		Hygiene and Housekeeping Audits
3.2.2a Premises will provide a working environment that protects product from any risk of contamination during handling, processing or storage		Hygiene and Housekeeping Audits
3.2.3a All structure fabrication and finishes will be fit for the purpose and easily cleanable.		Hygiene and Housekeeping Audits
3.2.4a Floors, walls, doors and ceilings will be of a suitable construction, easily-cleanable and well maintained.	<p>3.2.4b Walls should be smooth, durable, impermeable and of a light colour. Floor and wall junctions should be coved. Floors should be sloped to drainage points.</p> <p>Doors and window frames should be made from hard-wearing, corrosion-resistant materials and have a smooth, impermeable finish on both sides.</p>	Hygiene and Housekeeping Audits



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
3.2.5a Premises will produce a flow of products, nature of materials, waste materials, equipment, air quality and personnel and systems of working such that products intended for human consumption are protected from any risk of physical, chemical or microbiological contamination.	3.2.5b Physical barriers or demonstrably effective procedures should be in place to minimise the risk of the contamination of raw materials, packaging and finished products.	Hygiene and Housekeeping Audits
3.2.6a Ceilings and overheads will be constructed and maintained to prevent the accumulation of dirt, reduce condensation and mould growth, and allow adequate cleaning.	3.2.6b Where false ceilings are fitted, there should be access for maintenance, cleaning and pest control.	Hygiene and Housekeeping Audits
3.2.7a Any external windows or doors to storage or food handling areas capable of being opened will be screened or protected for pest ingress.		Hygiene and Housekeeping Audits
3.2.8a Windows using glass or other material, which could be damaged and result in foreign body contamination, will be protected and included in the FM control policy.		Hygiene and Housekeeping Audits
3.2.9a All rooms will have appropriate lighting. Light bulbs and strip lights, including electric fly killers will be fully enclosed in shatterproof plastic. High temperature lights, will be fitted with a fine mesh metal screen. The Glass management procedures will take into account all lighting in food preparation and storage areas.	3.2.9b Fittings should be corrosion-resistant in food areas.	Glass, Clear Hard Plastic and Brittle Materials Policy Glass, Clear Hard Plastic and Brittle Materials Procedures Glass, Clear Hard Plastic and Brittle Materials Audits Maintenance Records
3.2.10a Ventilation will be adequate in product storage and food handling areas to ensure product safety, integrity, legality and quality. Ventilation will be adequate to avoid the build-up of steam or condensation.	3.2.10b High risk food process areas should have screened air, filtered air or positive air pressure as appropriate. The equipment used for this purpose will be adequately maintained.	Hygiene and Housekeeping Audits
3.2.11a All services to and within the food preparation and storage areas will be designed, constructed, maintained and monitored to ensure product safety, integrity, legality and quality.	3.2.11b All service entry points and drain exits should be sealed or protected to prevent the ingress of pests.	Site Plan Hygiene and Housekeeping Audits
3.2.12a Drains will be designed and maintained to prevent product contamination and not compromise product safety.	3.2.12b Drains should not flow from low risk areas (nor from any on-site lab) to high-risk areas.	Site Plan Hygiene and Housekeeping Audits



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
3.3 SPECIFIC REQUIREMENTS		
3.3.1a Red meats, (beef, lamb and pork) and other classes, (e.g. poultry, game and fish) of raw meats will be prepared in the same room only so long as there is appropriate separation and that the area and equipment are thoroughly cleaned and disinfected between operations.		Site Plan Good Manufacturing Practices work Instructions Operations Work Instructions Training Records Cleaning Records Internal Audits Hygiene and Housekeeping Audits
3.3.2a Where mincing and cutting red meat are to be carried out in the same area at the same time and spices or other flavourings are being added to the minced meat then appropriate controls e.g. separation, colour coding of utensils, specific personnel etc. will apply.		Production Records Cleaning Records
3.3.3a The cutting room will be combined with the meat packaging room only if it is large enough to avoid risk of contamination of exposed meats by packaging materials, and boxes can be made up in another area.		Site Plan
3.3.4a Sufficient amenities, changing rooms and toilets for the number of staff employed, contractors and visitors will be available on site.		Site Plan
3.3.5a Changing rooms for staff, contractors and visitors will be in the same building complex as the workrooms so that staff are able to gain access to the work stations from the changing rooms without passing through areas where protective clothing may become contaminated.	3.3.5b If it can be avoided, staff, contractors and visitors should not go outside the buildings in protective clothing. Where this is unavoidable, facilities for washing boots will be available at the entry to the workrooms prior to hand washing facilities.	Site Plan Good Manufacturing Practices work Instructions Personal Hygiene Regulations
3.3.6a Suitable provision will be made for the storage of food brought onto the premises by staff.	3.3.6b Where catering facilities are provided, these should be maintained to prevent contamination of product.	Staff Fridge Temperature monitoring record
3.4 HAND WASHING FACILITIES		
3.4.1a Suitable and sufficient clearly identified hand washing facilities will be provided at access to, and at other appropriate points within, storage and food preparation areas.	3.4.1b Hand washing facilities should not be used for any other purpose.	Hand Wash and Utensil Wash Notices



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
<p>3.4.2a All hand wash basins will be:</p> <ul style="list-style-type: none"> - easily accessible - kept clean and in good working order - supplied with water at a suitable temperature or facilities to mix hot and cold water - using non-hand operated taps in or prior to production areas - provided with bactericidal soap - provided with suitable hand drying facilities. (disposable paper towels are recommended) - with a suitable container for used paper towels, if lidded, then not hand operate (roller towels that allow more than one use of the same area and hot air dryers are not to be used. If nailbrushes are used, they will be sanitised frequently.) 	<p>3.4.2b The effectiveness of hand hygiene procedures should be checked periodically.</p>	<p>Hygiene and Housekeeping Audits Microbiological Testing Reports</p>
<p>3.4.3a Staff working in high-risk areas (cooking operations or handling wrapped or unwrapped cooked products) will sanitise their hands after drying.</p>		<p>Microbiological Swab Reports</p>
<p>3.5 TOILET FACILITIES</p>		
<p>3.5.1a Toilets will not open directly into storage or food preparation areas and should be ventilated to the outside.</p>		<p>Hygiene and Housekeeping Audits</p>
<p>3.5.2a A notice will be displayed prominently instructing those who have used the toilet to wash their hands before leaving.</p>		<p>'Now Wash Your Hands' signs</p>
<p>3.5.3a All toilet facilities will have hand washing facilities immediately accessible.</p>		
<p>3.5.4a An adequate number of toilets should be provided, maintained in good working order and kept clean.</p>		
<p>3.6 STORAGE, DRY GOODS AND CLEANING CHEMICALS</p>		
<p>3.6.1a Dry goods and packaging will be appropriate for the intended use and stored separately from food. Dry goods will not be allowed to come into contact with the floor. (Separation of foods and non-foods having regard for any foreign body hazard or taint risk is required).</p>	<p>3.6.1b Where raw materials or packaging materials pose a product safety risk, e.g. allergens or species, special handling procedures should be in place to prevent product contamination or spoilage. Records will be maintained of failures and corrective actions taken.</p>	<p>Special Handling Procedures Special Handling Records Non Conformance, Corrective Action and Preventative Action Procedure Records</p>



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
3.6.2a Dry Goods and packaging will be stored in a clean, dry environment and protected from all types of contamination.		Storage Procedures Training Records Internal Audit Reports
3.6.3a Where staples or other items are used which are likely to cause contamination in packaging, appropriate precautions will be taken to minimise the risk of product contamination.	3.6.3b Product contact liners (or raw material/work-in-progress contact liners) should be appropriately coloured to prevent accidental contamination.	Hygiene and Housekeeping Audits
3.6.4a Any part used materials or packaging will be effectively sealed or wrapped before it is returned to storage.		Hygiene and Housekeeping Audits
3.6.5a Cleaning materials will be stored and used in compliance with manufacturer's recommendations, legal requirements and in a manner which prevents accidental contamination of foods.	3.6.5b Where the site has a facility for the bulk storage of cleaning chemicals, or for storing them close to, or in the meat production areas, they should be lockable and have a limited number of designated key holders. It is recommended that management hold a current list of designated key holders.	Site Plan
3.6.6a Where it is necessary to keep cleaning materials within the processing area, this will be kept to an absolute minimum and containers capped, clearly labelled and sited to minimise the risk of contaminating the foods.		Good Manufacturing Practices Hygiene and Housekeeping Audits
3.6.7a There will be facilities for the hygienic handling and protection of raw materials and product during loading and unloading.	3.6.7b Fully sealed docking bays should be provided where exposed meat is handled.	
3.6.8a Where only packaged meat or offal is received or despatched, a canopy will be sufficient to meet this requirement, as long as it provides sufficient protection for the boxes from environmental factors.		
3.7 WATER QUALITY		
3.7.1a All water, steam or, ice used in processing and for cleaning will be checked chemically and microbiologically at regular intervals to ensure that it is of potable quality and poses no risk of contamination.		Analytical Schedule Water Sample Point Plan Microbiological Water Sample Reports
3.7.2a Compressed air or gas that comes into contact with food or packaging will be regularly monitored to ensure that it is of potable quality and poses no risk of contamination.		Certificates of Conformance



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
3.8 PEST CONTROL		
3.8.1a The company will be responsible for minimising the risk of pest infestation on site and ensures that trained personnel operate effective pest- control procedures.	3.8.1b Pest control inspection results should regularly be assessed and analysed for trends	Pest Control File BPCA Certificate Pest Trend Graphs
3.8.2a Where a contractor is used, the service contract will be clearly defined and specific to the operation.	3.8.2b In depth pest control surveys, typically quarterly should be carried out in addition to the routine pest control measures to provide an overview of the pest control programme.	Pest Control Contract Field Biologist Reports
3.8.3a Electric fly killers and/or pheromone traps will be fitted in preparation areas, permanently operational and properly sited to avoid the possibility of foreign materials contaminating the food.		Site Plan
3.8.4a Pest-control records will include details of actions required and evidence of corrective actions taken.		Pest Inspection and Control Records
3.8.5a All parts of the premises, including the immediate exterior, little used areas and equipment handling raw materials vulnerable to pest infestation will be scheduled and inspected regularly for signs of pest infestation.		Site Pest Control Plan Pest Inspection and Control Records Internal Audit Reports Annual Review Notes
3.8.6a The safe use and application of baits and other materials such as insecticide sprays or fumigants will be documented.		COSHH MSDS and Risk Assessments
3.8.7a The location of pest-control measures, bait stations etc. should be identified on a site plan.		Site Pest Control Plan
3.9 WASTE STORAGE AND DISPOSAL		
3.9.1a Waste will not be allowed to accumulate in work areas.		Good Manufacturing Practices 'Clean as you go' Policy
3.9.2a Food and non-food waste should be removed from the work place as soon as possible.		
3.9.3a Food and non-food waste will be stored externally in such a manner as to minimise risk in closely lidded receptacle clearly distinguished from non-waste, to await collection.		Site Plan
3.9.4a Waste containers will be maintained in good condition, easily cleanable and cleaned after emptying.	3.9.4b The waste storage area should ideally be a dedicated area that is designed to allow thorough cleaning and disinfection.	Hygiene and Housekeeping Audits



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
3.9.5a Disposal will meet legal requirements, where necessary using licensed contractors.	3.9.5b Records of secure disposal of trademarked materials should be maintained where necessary.	Waste Carriers License Waste Transfer Notes
3.10 GENERAL MAINTENANCE AND CLEANING		
3.10.1a Internal structures and finishes will be maintained in good order and repair, to enable them to be thoroughly cleaned and sanitised to prevent, so far as reasonably practicable, any matter being absorbed by them and any risk of contamination of the food.		
3.10.2a Premises and plant will be designed, constructed and maintained and procedures will be in place to control the risk of product contamination and to comply with all relevant legislation.		Maintenance Schedules Hygiene and Housekeeping Audits
3.10.3a Where storage on the outside of the factory is necessary, items will be protected from contamination and deterioration.	3.10.3b Yards, driveways and surrounding buildings should be in good condition, tidy, well drained and capable of easy cleaning and disinfection, so as to prevent contamination or harborage for pests in the vicinity of the premises.	
3.10.4a The area along external walls of buildings used for production and storage should be clean and clear.	3.10.4b Where buildings are surrounded by grassed or planted areas, these should be regularly tended and well maintained. Where natural drainage is inadequate, external drainage should be installed.	Hygiene and Housekeeping Audits
4.0 EQUIPMENT		
4.1 DESIGN General Requirements		
4.1.1a Equipment will be fit for the purpose, easy to dismantle and re-assemble and easily cleanable.		Food Grade Equipment Supplier Information
4.1.2a Equipment will be constructed of suitable corrosion-resistant materials to prevent, so far as reasonably practicable, any risk of contamination of the food and any matter being absorbed by them.	4.1.2b Galvanised equipment should not be used where there is a likelihood of food coming into contact with this surface. Wooden equipment should not be used in areas where open product is held or processed. Where wooden equipment is used it will be in good condition.	Food Contact surface Certificates of Conformance Hygiene and Housekeeping Audits



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
4.1. 3a Fittings and equipment used for meat handling and storage will minimise the risk of product and food containers coming into direct contact with floors or walls.		
4.1.4a If applicable there will be a suitable system of overhead rails for the hygienic handling of carcasses or part-carcasses.		
4.1.5a There will be adequate chiller and freezer space capable of maintaining product at proper temperatures, even during times of high stock levels and high ambient temperatures.	4.1.5b Condensate pipes should be positively ducted.	
4.2 LAYOUT - Positioning of Equipment (Fundamental)		
4.2.1a The positioning of equipment within the premises will facilitate ease of cleaning and minimise the risk of cross-contamination and accumulation of debris so that all activities, including processing and cleaning, can be carried out safely and hygienically.	4.2.1b Equipment where permanently sited should be properly sealed to the floor.	Site Plan Food Grade Equipment Supplier Information Hygiene and Housekeeping Audits
4.2.2a Cooked product will be capable of being hygienically unloaded into high-care areas to achieve the high-care separation demanded in section 3.1.3a and 3.1.3b.	4.2.2b Where cooking takes place, cookers should form the boundary between low-risk and high-care areas.	
4.2.3a To minimise the risk of cross-contamination, all equipment and utensils will be easily identifiable and have specified use.		Colour Coding Work Instruction
4.3 MAINTENANCE		
4.3.1a All plant and equipment critical to product safety, integrity, legality and quality will be kept in such good order, repair and condition as to enable them to be thoroughly cleaned and prevent any significant risk of contamination of the food.		Maintenance Procedures Training Records Internal Audits
4.3.2a Schedules for the maintenance of tools, equipment and plant will be documented, implemented and records of maintenance work kept.		Maintenance Schedules Maintenance Records
4.3.3a Procedures will ensure that product safety, integrity, legality and quality is not jeopardised during any temporary repairs or maintenance work, particularly when working with brittle materials or the changing of light bulbs or tubes. Temporary repairs will be permanently repaired as soon as possible.	4.3.3b All external contractors should be made aware of the company policies in this regard.	Good Maintenance Practice Work Instructions Maintenance Records Training Records Visitor and Contractor Management Procedures Visitor and Contractor Records
4.3.4a New equipment will be adequately specified and commissioned prior to use.	4.3.4b Commissioning of new plant and equipment should be risk assessed and a maintenance program should be established.	Food Contact surface Certificates of Conformance Commissioning Records



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
4.4 EQUIPMENT WASHING FACILITIES		
4.4.1a Sufficient sinks or other washing facilities suitable for washing of equipment and trays will be provided.	4.4.1b These should be used solely for this purpose and identified as such.	Labelling of Sinks for use
4.4.2a The room will be organised to ensure that soiled items do not come into contact with, or cross over to areas where clean items are being cleaned, dried or awaiting despatch.	4.4.2b If a room is provided for equipment washing it should have separate soiled "in" and clean "out" doors, for soiled and clean equipment.	Site Plan
4.4.3a There will be facilities for the sterilisation of tools.	4.4.3b All hot water sterilisers for knives, tools and equipment should be positively ducted.	
4.4.4a Hot water sterilisers (that allow immersion of the handle/blade junction) will demonstrably operate at a minimum temperature of 82°C.		Temperature Monitoring Records
4.4.5a Where UV sterilization systems are used then their effectiveness must be validated by environmental swabbing.		Microbiological Test Report
4.5 EQUIPMENT VALIDATION		
4.5.1a Appropriate equipment for inspecting, measuring, weighing and testing will be available The company will identify and manage measuring equipment used to monitor critical control points and product safety and legality.		Measuring Equipment Supplier Information Inspection, Measure and Test Procedures Training Records Internal Audit Reports
4.5.2a Equipment will be regularly calibrated against nationally recognised standards. Records of the results of calibration and verification will be maintained.	4.5.2b Calibration should be undertaken to set schedule decided after consideration of the importance of the test and the past reliability of the equipment and to a defined method traceable to a recognised national or international Standard.	Calibration Certificates Maintenance Schedule
4.5.3a The accuracy required for each piece of equipment will be appropriate to its function	4.5.3b The calibration status of equipment should be identified and marked with the calibration requirements.	Calibration Label
4.5.4a Measuring and monitoring equipment will be prevented from adjustment by unauthorised staff.		
4.5.5a Measuring and monitoring equipment will be protected from damage, deterioration or misuse.		
4.5.6a In the case of equipment found not to be operating within specified limits or equipment failure, procedures will be in place to ensure a thorough review is undertaken of the likely effect on product produced since the last satisfactory test and any actions		Control of Non-Conformances, Corrective and Preventative Actions Procedure Product Withdrawal and Recall Procedure Training Records



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
taken will be recorded.		



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
ESTABLISHING A CULTURE OF FOOD SAFETY WITHIN THE ORGANISATION		
5.0 PERSONNEL (Fundamental)		
5.1 TRAINING		
5.1.1a The company will have induction training for all new food handling employees or agency staff.		Induction Pack Employee training Record
5.1.2a All personnel including employees, temporary employees, contractors and visitors will receive adequate training, instruction and supervision in all areas of their responsibilities as appropriate to their position.	5.1.2b The person with overall food safety responsibility for the site and production supervisors should be certified to the level of intermediate food hygiene or above, to ensure that at least one qualified person is present during production times.	In House Training Records Food Safety External Training Certificates
5.1.3a The company will have documented training procedures and records of training received and future training needs of each member of staff will be maintained.	5.1.3b The company should ensure that its employee's are certified to level 2 food safety within 6 months of employment.	Training Procedure Training Matrices Training Plan Training Certificates (external training)
5.1.4a Where personnel are engaged in activities relating to critical control points, assurance and provenance schemes, relevant training and documented supervision monitoring procedures will be in place.	5.1.4b The company should ensure that its supervisors are certified to level 3 food safety within 12 months of employment.	CCP Instruction Training Records Training Certificates (external training)
5.1.5a A program of refresher training will be in place.		Training Matrices Training Plan
5.1.6a The company will routinely review the effectiveness of the training procedures and modify the content, methods, and trainer's techniques as appropriate.		Internal Audits and Management Review Company Objectives Appraisals
5.2 PERSONAL HYGIENE RULES		
5.2.1a All personnel requiring access to food handling areas including employees and visitors will be made aware of, have received and adopt the company's Personal Hygiene Rules. The Personal Hygiene Rules will be established on the basis of food contamination risks.		Personal Hygiene Rules Employee Induction Packs Training Records Visitor Induction



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
<p>5.2.2a The hygiene rules will have regard for the risks in the operation and include the following:</p> <p>Frequent hand washing appropriate to the operation</p> <p>Smoking and eating whilst wearing protective clothing will not be permitted.</p> <p>No smoking, eating or drinking except in specifically designated areas segregated from food handling and storage</p> <p>Cuts and wounds on exposed skin will be covered with blue, detectable, metal -strip plaster. Where needed a finger stall will also be worn</p> <p>No jewelry, exposed studs/ring piercings or watches other than a plain wedding ring and sleeper earrings. Ethnic or medical jewelry may only be worn if an authorised manager has evaluated that the risk of contamination is controlled.</p> <p>Fingernails short, clean, unvarnished and false nails disallowed</p> <p>Hair fully contained in a hairnet or mob hat in open food preparation areas</p> <p>Beards in a snood where necessary</p> <p>Suitable footwear within the food preparation environment</p> <p>Excessive perfume or aftershave will not be worn.</p> <p>Personal medicines will not be taken into food handling areas unless an authorised manager has evaluated that the risk of contamination is controlled.</p>	<p>5.2.2b</p> <p>The effectiveness of hygiene procedures with regard to hands should be checked periodically.</p> <p>Where it has been deemed necessary to have metal detection carried out on the finished product, the plasters used for cuts and grazes should be regularly tested through a metal detector.</p> <p>Hairnets, mob hats & snoods should be single use</p>	<p>Hygiene and Housekeeping Audits</p> <p>Microbiological Testing Reports</p> <p>Plaster Metal Detection Records</p>
<p>5.3 MEDICAL REPORTING</p>		
<p>5.3.1a Appropriate medical screening procedures will be adopted for employees and visitors. This will include employment and pre-access screening. This could be in the form of a medical questionnaire.</p>		<p>Personnel Management Procedures</p> <p>Medical Questionnaire</p> <p>Visitor Authorised Access Questionnaire</p>
<p>5.3.2a Procedures will be in place for the notification, by employees, including temporary employees, of any relevant infectious diseases or condition which they may be suffering from, or in contact with. (The procedures to include an obligation on staff to notify the condition, and action by management to exclude them from food handling).</p>		<p>Enteritis Policy and Procedure</p>



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
5.3.3a The company will document, communicate and operate a procedure for the management cases on site or contact with enteritis and infectious diseases. The procedure will detail the steps to be taken to minimise risk of product safety.		Enteritis Policy and Procedure Training Records Return to Work Records
5.4 PROTECTIVE CLOTHING		
5.4.1a Protective clothing worn by food handlers, visitors and contractors working in or entering food handling areas will be clean, appropriate for the work being carried out, and completely cover all personal clothing which may come into contact with food.	5.4.1b Protective clothing should be monitored for effective cleaning.	Personal Hygiene Regulations Induction Training Training records Microbiological Testing Reports
5.4.2a It will not be worn outside the work place and should be changed as frequently as necessary.		
5.4.3a Suitable facilities will be provided for the storage of clothing, so that protective clothing does not come into contact with outdoor clothing and personal items.		
5.4.4a Protective clothing will be removed before entering toilet or canteen areas and controls will be in place to ensure product safety is not compromised before returning to food handling areas.		
5.4.5a An effective system for the collection, removal and laundry of soiled protective clothing will be in operation either in house or by a contracted approved laundry.		
5.4.6a Other protective clothing including gloves will be adequately controlled to prevent product contamination.		
5.4.7a When entering high care-areas, protective clothing will be changed to that which is visually distinctive clean overalls, headwear and footwear specific to the area and easily identifiable as such.	5.4.7b High-risk or high-care area work wear should be removed only in a specially designated changing area.	



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
6.0 ETHICAL STANDARDS		
6.1 ESTABLISHING PRODUCT ETHICAL STANDARDS REQUIREMENTS		
6.1.1a The Company will identify the ethical standards that are meaningful for their organisation and relevant to the raw materials, finished products and customer requirements	6.1.1b The person with overall food safety responsibility for the site and production supervisors should fully understand the ethical standard requirements	Product Ethical Standards Policy Animal Welfare Policy Customer Specifications Training Records
6.1.2a All Company Personnel will be made aware of the Product Ethical Standard commitments		Employee Induction Packs Training Records
6.1.3a All food safety and quality management system procedures and documentation will incorporate product ethical standard requirements and will be implemented to ensure the integrity of products in line with Ethical Standard commitments		Customer Specifications Purchasing Specifications Good Manufacturing Practice Work Instructions Traceability Procedures Labels exhibiting source, species Supplier Animal Welfare Standards, allergens, additives etc. as required
6.1.4a The process of sourcing product to comply with the ethical requirement will be clearly identified		Approved Supplier and Purchasing Procedure
6.1.5a Where personnel are engaged in activities relating to product integrity and composition e.g. allergens and additives, relevant training and documented supervision monitoring procedures will be in place.		Employee Induction Packs Training Records Internal Audits
7.0 PROCESS CONTROL		
7.1 GENERAL HYGIENE		
7.1.1a Hygienic standards will be maintained at all stages of storage, processing and delivery to minimise the risk of contamination. It is recommended that a 'clean as you go' policy is operated.		Good Manufacturing Practice Work Instructions
7.1.2a Written cleaning schedules procedures and records for the building, plant and equipment will be prepared and maintained. As a minimum, these should include chemicals to be used, frequency and methodology.		Cleaning Instructions Cleaning Schedules Cleaning Records Training Records



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
7.1.3a A cleaning checklist will be completed on a regular basis to ensure that all cleaning tasks are done to standard.		Cleaning Records Internal Audits
7.1.4a Microbiological testing of work surfaces will be carried out to test effectiveness of cleaning.		Analytical Reports
7.1.5a Where product integrity declares allergen status then appropriate wash down and cleaning procedures will be completed in between batches.	7.1.5b Where product integrity declares allergen status then work surfaces and product should be tested to verify effectiveness of cleaning.	Analytical Reports
7.2 PRODUCT SEPARATION (Fundamental)		
7.2.1a All necessary steps will be taken to minimise the risk of cross-contamination from different species, micro-organisms and allergens at all stages of the process from goods received, through processing, storage and despatch.		Site Plan Good Manufacturing Work Instructions Induction Training Pack Training Records
7.2.2 At all times open unwrapped raw meats, poultry, cured meats and spice mixes will be kept strictly separate from each other and will not be handled with the same equipment or on the same cutting surface, unless a thorough cleaning and sanitising of the area and equipment is undertaken between operations.		Labels exhibiting source, species Supplier Animal Welfare Standards, allergens, additives etc. as required
7.2.3a Where cooked meats are prepared it is essential that a high care regime will be operated so that they are handled in a dedicated area using dedicated equipment. Handling of food in these areas will be appropriate to minimise product contamination by microorganisms.'	7.2.3b There should be physical segregation of finished product from raw material and other processing areas	Site Plan Good Manufacturing Work Instructions Induction Training Pack Training Records
7.2.4a The high risk area created will be fabricated and designed to a high standard of hygiene and practices will be in place relating to personnel, ingredients, equipment, packaging and environment to prevent product contamination by microorganisms.		
7.3 PRODUCT STORAGE		
7.3.1a Product or product containers will not be placed directly on the floor at any time.		



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
7.3.2a All products, including incompatible materials, will be stored in a manner, which will prevent contamination or infestation and minimise microbiological growth. (This will include achieving the product separation described in the previous section.) Where stored product pests are considered a risk, appropriate measures will be included in the control programme.		Good Manufacturing Work Instructions Induction Training Pack Training Records
7.4 STOCK ROTATION		
7.4.1a Procedures will be in place to ensure raw materials, semi-finished/intermediate and finished products are used or despatched in the correct order and within the allocated shelf-life.		Labels exhibiting batch codes, kill Dates, Best Before, Use by etc. as required Training Records
7.5 CONTROL OF PARTICULAR INGREDIENTS (Fundamental)		
7.5.1a Certain ingredients may present a problem to certain individuals (for example allergenic ingredients such as nuts, additives that may cause adverse reactions or other ingredients avoided for social or religious preference such as meat in vegetarian products). Where appropriate care will be taken with any such ingredients or products to ensure that effective segregation to maintain product safety, integrity, legality and quality is achieved.	7.5.1b Where the company operates rework procedures, the company should maintain product integrity with requirements on: <ul style="list-style-type: none"> - animal welfare - ethical trading - Speciation - Traceability - Allergens & additives - The process of sourcing product 	Allergen Policy and Procedures Rework Procedures Training Records Labels exhibiting source, species Supplier Animal Welfare Standards, allergens. additives etc. as required Traceability Audits Good Manufacturing Work Instructions
7.5.2a The company will carry out risk assessment of raw materials to establish the likelihood of contamination by specific allergens, e.g. peanut and other known allergens, or the likelihood of loss of identity-preserved status, e.g. organic, and document control measures to ensure product safety and legality are maintained.		HACCP Risk Assessments
7.6 CONTROL OF FOREIGN MATERIALS		
7.6.1a Action will be taken to ensure foreign materials do not contaminate food, particularly at steps identified in the HACCP plan as CCPs and Pre-requisites for the control of foreign material hazards.		HACCP Pre-requisite Control Plan HACCP Critical Control Plan
7.6.2a When foreign material is found, procedures will exist to establish its source and a thorough review of the product be undertaken before further processing or despatch.		
7.6.3a Care will be taken when unpacking incoming product, to ensure packaging materials do not contaminate the product.	7.6.3b Incoming meat should be carefully checked for metal or plastic tags and labels.	Intake Procedures



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
7.6.4a Glass and brittle materials will not be used in storage (with the exception of dry goods storage - where product will be decanted before leaving this area) or preparation areas where a suitable alternative is available.		Glass and Brittle Materials Policy and Procedures Induction Pack Training Records
7.6.5a A documented procedure will be held for dealing with glass and brittle materials breakages and all breakages that pose a risk of product contamination will be recorded on an incident report.	7.6.5b A register of glass and brittle materials should be maintained and regular documented inspections and corrective actions undertaken on potential contamination risks from the building and equipment to check for any damage that may cause product contamination.	Glass and Brittle Materials Breakage Procedure Glass and Brittle Materials Register Glass and Brittle Materials Audit
7.7 METAL OR OTHER FOREIGN BODY DETECTION		
7.7.1a The company will ensure all necessary steps are taken to identify, avoid, eliminate or minimise the risks of metal or other foreign body contamination.		HACCP Good Manufacturing Practices
7.7.2a The company will use risk assessment to determine the critical control points for foreign bodies to evaluate the need for metal or other foreign body detection equipment.		Risk Assessment
Wherever metal or foreign body detection has been identified as appropriate control:		
7.7.3a Finished product will be metal detected. The company will establish and implement procedures for the operation, routine monitoring, testing and calibration of the metal or other foreign body detectors.	7.7.3b The equipment should be situated to minimise the risk of foreign body contamination within the finished product.	Metal detection Procedures and Work Instructions Training Records Internal Audits
7.7.4a Appropriate sensitivities will be determined by the detection critical limits for the detector considering the location of the detector, food, temperature, salt content etc. Sensitivities will be checked and documented at the beginning of each product run and at intervals dependent on production volumes.		Metal Detector Technical Specification
7.7.5a If a metal detector is found not to be operating at optimum sensitivity, the company will isolate and re-screen, using properly functional equipment, all product processed since the last satisfactory metal detector test.		Metal Detection Records
7.7.6a Metal detection used on a continuous production line will incorporate both an alarm and an auto-reject system.		



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
<p>7.7.7a Product contaminated by metal will be examined, to determine the cause and to ensure corrective action is implemented, and then disposed.</p>	<p>7.7.7b The company should establish and implement corrective action and reporting procedures in the event of the monitoring and testing procedure identifying any failure of the metal or foreign body detector. These will include the isolation, quarantining and re-inspection of all food produced since the last acceptance test of the metal or other foreign body detector.</p> <p>Records of investigations carried out to determine sources of contamination should be kept</p>	<p>Metal Detection Records Quarantine Labels Non-Conforming Product Procedures and Work Instructions Non-Conformance Reports Management Review Minutes</p>
<p>7.8 PRODUCT LABELLING (Fundamental)</p>		
<p>7.8.1a The Company will ensure that it understands all Product labelling requirements throughout production which will comply with all current relevant legislation and as appropriate with a focus on:</p> <ul style="list-style-type: none"> - allergens & additives - animal welfare - assurance/provenance schemes - ethical trading - process of sourcing product - speciation - traceability 	<p>7.8.1b The company should have in place a system for informing itself of appropriate labelling requirements to which the company will operate.</p>	<p>Product Labelling Procedure Training Records Raw Material Specifications Product Specifications Labels exhibiting source, species Supplier Animal Welfare Standards, allergens etc. as required FSA Alerts Food Legislation management review</p>
<p>7.8.2a Work in progress product will be labelled at all stages of production appropriate to the nature of the product and will facilitate traceability.</p>		<p>Traceability Audits Internal Audits</p>
<p>7.8.3a Packed products, awaiting imminent despatch, will carry a use-by or best before date as appropriate.</p>		
<p>7.8.4a The Company will ensure that label content is verified prior to product release.</p>	<p>7.8.4b The Company should retain copies of labels for added value products in production records.</p>	<p>Product Labelling Procedure Production Records</p>
<p>7.8.5a Where label content is questioned then the product will be managed in accordance with 7.10 Control Of Conforming And Non-Conforming Product</p>	<p>7.8.5b The company should monitor labelling issues in order to ensure reliability of labelling information.</p>	<p>Control of Non-Conforming Product Procedure Non-conformance Reports Quarantine Labels Management review Notes</p>



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
7.9 PRODUCT CHECKS (Fundamental)		
7.9.1a The company will ensure that the processes and equipment employed are capable of producing to safety, integrity, legality and quality requirements.		Production Procedures Production Records Training Records
7.9.2a The company will document and maintain procedures that verify that the processes and equipment employed are capable of producing consistently safe and legal product with the desired quality characteristics.	7.9.2b Where processing is undertaken to ensure product safety, integrity, legality and quality, a full validation of the process should be made prior to initial production ensuring worst-case conditions are considered	Traceability Audits Internal Audits
7.9.3a Ongoing product checks will be undertaken on equipment prior to production, at product changes or regularly as appropriate based on risk assessment and a history of checks.		Trend Analysis HACCP Review Management Review Meeting Minutes
7.9.4a The company will operate a quantity control system which conforms to legal requirements and specified customer requirement		Customer Feedback External Audit Reports Local Authority Reports
7.10 CONTROL OF CONFORMING AND NON-CONFORMING PRODUCT (Fundamental)		
7.10.1a The company will ensure that no product is released that does not conform to safety, integrity, legality and quality requirements.		Food Safety Quality and Integrity Policy
7.10.2a Company procedures will establish systems for the release of finished product into the distribution system, including the necessary responsibilities and authorities.	7.10.2b Whenever a company's systems reveal non-conforming products or when non-conforming raw materials, ingredients or packaging materials are identified, methods for preventing further processing or delivery should be in place.	Product Release Procedure Control of Non-Conforming Product Procedure Training Records Quarantine locations Quarantine labels
7.10.3a The procedures will stipulate who is authorised to make decisions on non-conforming product and that records are kept.		Company Organisation Chart Job Descriptions
7.10.4a Management should ensure that documented procedures are in place for dealing with unwrapped product which has come into contact with the processing area floor, and that all production staff know about it.		



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
7.10.5a Procedures for dealing with non-conforming product, including quarantines, recalls and returns, should be documented and understood by all relevant staff.		Product Recall Procedures and Records Training Records
7.10.6a Non-conforming product should be clearly identified as such.		Quarantine locations Quarantine labels
7.10.7a Where appropriate, the root causes of non-conformity will be investigated, corrective and preventative actions taken to prevent recurrence carried out and records maintained.		Control of Non-Conforming Product Procedure Non-conformance Reports Non-Conformance Trend analysis
7.11 PRODUCT SHELF-LIFE		
7.11.1a Product shelf-life will be established through microbiological examination, organoleptic testing and where appropriate, chemical analysis.	7.11.1b This should be undertaken to a pre-determined protocol.	Product Shelf Life Procedures and Instructions Analytical Records Organoleptic Assessment Records Training Records
7.11.2a Test conditions will be selected which relate to the likely conditions the product will be exposed to during its life, allowing for likely product abuse through distribution and by the consumer.	7.11.2b Protocols should specify that sufficient samples are taken from a number of production runs and the microbiological safety of product properly established before undertaking organoleptical testing.	
7.11.3a The company will make available sufficient data to demonstrate product safety and quality is maintained throughout the stated shelf-life.	7.11.3b Once a product shelf-life has been established this should be monitored. (Shelf-life will be subject to review as a normal part of the HACCP process in section 1 if the source, process or distribution system is amended.)	
7.12 PRODUCT COMPOSITION CONTROL		
7.12.1a The company will operate a quantity control system which conforms to legal requirements and any additional recognised industry sector codes or customer requirements.		Quantity Control Procedures and Work Instructions Training Records
7.12.2a Quantities, weights and measures will be checked with appropriate frequency to meet the requirements of legislation governing quantity verification, irrespective of the nature of the pre-pack, e.g. minimum weight, average quantity, average weight, measuring container or quantity and also customer requirements.	7.12.2b If the company imports pre-packed material intended for sale, it should be able to demonstrate compliance with the requirements where the product is available to the ultimate consumer.	Quantity Control Procedures Quantity Control Records Analytical Test records/ certification/ Certificates of Conformance



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
7.12.3a All products will be labelled to meet legal requirements and will include information to allow the safe handling, display, storage, preparation and use of the product within the food supply chain or by the customer. Ingredient and allergen verification will be carried out to ensure that labelling is correct based on the product recipe.		Labels exhibiting source, species Supplier Animal Welfare Standards, allergens, additives, storage and use instructions etc. as required
7.12.4a Where a product is designed to enable an integrity claim, the company will ensure that the product formulation and production process is fully validated to meet the stated claim.		Production Records Analytical Records Traceability Audits
7.13 LABORATORIES (IN-HOUSE/OFF-SITE)		
7.13.1a Where laboratories are present on site they will be located so as not to jeopardise product safety.		Site Plan
7.13.2a Where laboratory testing is undertaken, the tests, methods, sampling and frequencies will be appropriate and laboratory staff suitably qualified and/or trained.		Training Records
7.13.3a Laboratories should be members of an appropriate accreditation scheme, eg Campden Laboratories Accreditation Scheme (CLAS), UKAS etc or operate in accordance with the requirements and principles of ISO 17025.		Specific Tests identified in Third Party Scope of Accreditation
7.13.4a Test methods will be documented.		
7.13.5a QA/QC procedures will be in place to ensure reliability of test results.		
8.0 TEMPERATURE CONTROL		
8.1 TEMPERATURE MONITORING AND RECORDING		
8.1.1a All current legislation regarding temperature control will be complied with.		Temperature Control identified and targets levels and Tolerances clearly documented in the HACCP System Temperature Monitoring equipment well designed and functionality understood



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
8.1.2a Where temperature control of raw materials, intermediate or finished product, processes and/or environment is critical to product safety, legality and quality, this will be adequately calibrated, controlled, monitored and recorded.	8.1.2b Where a temperature control is critical to product safety, legality and quality the temperature (and time if appropriate) should be monitored at suitable frequency and linked to suitable failure alarms. Recording thermographs should be fitted to all chillers and freezers.	Equipment Maintenance Records Calibration Records Operative Equipment Training Records
8.1.3a Temperatures will be monitored and corrective action taken against written procedures. Particular monitoring requirements of this standard are outlined in the relevant sections.	8.1.3b The monitoring regime should take into account the temperature variances which can occur within equipment, e.g. cookers and chillers, product loads and areas.	Temperature Monitoring Records Operative CCP Training Records
8.1.4a Routine temperature monitoring and corrective action taken will be recorded and signed by the employee responsible.	8.1.4b When changes are made to product formulation, processing methods, equipment or packaging, the company should, where appropriate, check the process characteristics and validate product data, to ensure product safety, legality and quality.	Temperature Monitoring Records Operative CCP Training Records Microbiological Testing Reports
8.1.5a Following equipment failure or process deviation, procedures should be in place to establish the safety status of the product, prior to release.		Temperature Monitoring Records Operative CCP Training Records Non Conformance Procedure
8.2 SPECIFIC REQUIREMENTS - Chilled Products (Fundamental)		
8.2.1.a Chilled products will be delivered and stored as follows: Meat -1°C to 7°C Game -1°C to 7°C Poultry -1°C to 4°C Offal -1°C to 3°C Cooked Meat +1°C to 4°C Minced Meat, Diced Meats and Meat Preparations <2°C		Delivery and Intake Records Intake and Storage Procedures Training Records
8.2.2a Temperatures checks will be taken and recorded at least three times per day or as appropriate to ensure proper storage conditions. (This may rely upon product temperature measurement or, if the relationship between air and product temperatures has been established, air temperatures may be recorded.)		Temperature Monitoring Records



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
8.2.3a All parts of the product will be maintained at or below the recommended storage temperatures.		
8.2.4a Frozen products will be stored at -18°C or colder		
8.2.5a Thawing will be carried out in order to ensure product safety, integrity legality and quality.	8.2.5b Thawing should be carried out under temperature controlled-conditions.	Temperature Monitoring Records
8.3 WORK IN PROGRESS		
8.3.1a Fresh meat processing areas will be temperature controlled and operate at a temperature of no more than 12°C.		Temperature Monitoring Records
8.3.2a The temperature of product should not be allowed to rise by more than 2°C above the recommended storage temperatures.		Temperature Monitoring Records
8.3.3a Temperatures of work in progress should be monitored and recorded to ensure they are at, or below, the temperatures specified above.		Temperature Monitoring Records
8.4 COOKING (Fundamental) Cooking will normally be identified as a CCP in the HACCP plan. Exceptions may be where meat is double cooked, when only one of the heat processes may be the CCP		
8.4.1a The cooking process will be sufficient to heat all parts of the product to a minimum temperature of 72°C for at least two minutes or equivalent.	8.4.1b Cooking equipment will have all parts of the equipment verified to ensure that cooking temperatures are achieved throughout.	CCP Monitoring Records Cooking equipment verification
8.4.2a Product temperature will comply with the relevant critical limits if identified as a CCP.		
8.4.3a Cooking will follow a written procedure	8.4.3b There should be a specification for all raw materials to which every batch should conform.	Cooking Procedures and Work Instructions Training Records
8.4.4a Internal temperatures and cooking times will be monitored and recorded for each batch.		CCP Monitoring Records
8.5 COOLING (Fundamental) Cooling will normally be identified as a CCP in the HACCP plan.		
8.5.1a Product will be adequately protected against contamination during cooling.		Good Manufacturing Practice Work Instruction



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
8.5.2a Cooked product will be cooled rapidly and within the times specified below.	8.5.2b If these cooling times cannot be achieved the onus should be on the company to prove that the process is safe and validated.	Cooling Procedures and Work Instructions Training Records Microbiological Testing Reports

Product Core Temperature	Good Practice (Hours)	Maximum (Hours) *
70° to 50°C	1	2.5
50° to 12°C	6	6
12° to 5°C	1	1.5
Total Cooling Time	8	10
<i>Source: J E Gaze, et al Campden and Chorleywood (1998)</i>		

8.5.3a Cooling will comply with the relevant critical limits if identified as a CCP.		CCP Monitoring Records
8.5.4a Cooling times and temperatures will be monitored and recorded for each batch.		Cooking Procedures and Work Instructions Training Records
8.6 JELLYING (GELATINE)		
8.6.1a Immediately before use, jelly will be heated to a temperature that will make it safe. This will normally involve ensuring that all parts of the batch reach at least 70°C for two minutes. (In Scotland, by law gelatine will be boiled or heated to 71°C for 30 minutes).		Cooling Procedures and Work Instructions Training Records Temperature Monitoring Records
8.6.2a Jelly left over after the completion of any process will be discarded.		
8.6.3a Temperatures of the jelly for every batch will be monitored and recorded at the time of use.		Production Records

9.0 TRANSPORT		
9.1 GENERAL REQUIREMENTS		
9.1.1a All vehicles used for food and food packaging material transport will be fit for the purpose and easily cleanable with internal walls, floors and ceilings that are smooth, impervious, clean and easily cleanable (where necessary with coved junctions) and damage free.	9.1.1b Where the company employs contracted transport all the requirements should be defined within a contract and effectively managed.	Transport Procedures and Work Instructions Training Records Transport Specification/Contract



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
9.1.2a Vehicles (including deliveries, customers, contractors and company) will be inspected prior to raw material intake, and the loading of products for despatch, to ensure the hygiene and loading requirements meet this standard.		Vehicle Inspection Records
9.1.3a Documented maintenance and hygiene procedures will be maintained for all vehicles.		Transport Procedures and Work Instructions Cleaning Records
9.1.4a All vehicles used to transport perishable raw materials and product will be refrigerated and demonstrably capable of maintaining product temperatures at or below recommended storage temperatures under maximum load and for the duration of the journey.		Vehicle Temperature Records
9.1.5b Where temperature-controlled transport is used, documented procedures will be in place to ensure product temperature requirements are met.	9.1.5b Refrigerated transport should have temperature data logging devices which can confirm time/temperature conditions or a system should be in place to validate the correct operation of refrigerated equipment regularly.	Vehicle Temperature Records Data Logger records
9.2 LOADING		
9.2.1a All products will be transported in a hygienic manner.		Transport Procedures and Work Instructions Training Records
9.2.2a Unwrapped products will be transported in such a way that they are not liable to come into contact with the walls and floor of the vehicle or wrapped products carried within the vehicle.		Transport Procedures and Work Instructions Internal Audits
9.3 CLEANING		
9.3.1a All vehicles used for food and food packaging material transport will be hygienically clean.		Transport Procedures and Work Instructions Training Records
9.3.2a Written cleaning schedules will be followed for the internal (including the cab) and external cleaning of vehicles and records available to demonstrate this.		Vehicle Cleaning Records Internal Audits
9.4 TRANSPORT PERSONNEL		
9.4.1a Care will be exercised at all stages to protect the product from possible contamination.	9.4.1b The company should ensure that it employs drivers certified to level 2 food safety within 6 months of employment.	Transport Procedures and Work Instructions Training Records Training Certificates (external training)



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
9.4.2a Delivery drivers will wear clean protective clothing and head covering when handling product or product containers.	9.4.2b It is recommended that contract drivers should be certified to level 2 food safety within 6 months of employment.	Transport Procedures and Work Instructions Training Records Training Certificates (external training)
9.5 CONTINGENCY PLANS		
9.5.1a There will be procedures to deal with vehicle or refrigeration equipment breakdown or delay, to ensure product safety and quality, such procedures to identify authority and responsibility for decision making.	9.5.1c All incidence of vehicle or refrigeration equipment breakdown should be recorded and corrective action documented.	Transport Breakdown Procedures and Work Instructions Training Records Job Descriptions Non-Conformance Reports Management Review notes
10 ENVIRONMENT		
10.1 ENVIRONMENTAL POLICY		
10.1.1a The company will have a documented Environmental Policy appropriate to the nature, scale and environmental impacts of its activities, products and services, signed by The company's Directors, which has been effectively communicated and implemented.	10.1.1b The policy should be available to the public, up to date in terms of business needs and be reviewed at least annually.	Environmental Policy
10.1.2a The Policy will include a commitment to Aiming to source products and ingredients in the most sustainable way available Using packaging responsibly, encouraging packaging reduction Prevention of pollution A commitment to comply with applicable legal and other requirements which relate to its environmental aspects Continual improvement	10.1.2a The Policy should provide the framework for setting and reviewing environmental objectives and targets such as: <i>Reducing energy use by good practices; lights, equipment, refrigeration, packaging Sustainable Sourcing Environmentally Friendly Reared</i>	Environmental Objectives Internal Audits
10.1.3a The policy will be understandable and achievable.		Training Records
10.2 ENVIRONMENTAL ASPECTS AND IMPACTS		
10.2.1a The environmental aspects and impacts assessment will be prepared for all activities of the business. The assessment can be used to cover a whole site's function or a particular operation and will cover the relevant release pathways, land, groundwater, surface water and atmosphere.		Environmental Aspects and Impacts Register



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
10.2.2a The company will provide understanding of legislative, regulatory and statutory requirements on the business activities and associated compliance activities.		Legal Register
10.2.3a Suppliers that provide packaging materials will be managed and will conform to the relevant Regulations.		Approved Supplier and Purchasing Procedures Waste Carriers Licenses
10.2.4a Operations that are associated with significant environmental aspects will be managed in order to ensure that they are carried out under specified conditions.	10.2.4b Where changes are made to operations then the environmental aspects should be reviewed to identify any significant environmental aspects.	Training Records Transport – Fuel KPI's Packaging Purchasing KPI's Management Review notes
10.2.5a Waste will be sorted, stored and removed by the company's licensed waste contractors as appropriate to the waste.		Controlled Waste Transfer note (season ticket) Hazardous Waste Transfer Note/ Consignee Return
10.2.6a The Company's most significant aspects and impacts will be monitored.	10.2.6b Wherever possible improvements should be made and the actions will be identified.	Environmental Records Resource Use KPI's Management Review notes
11 CONTINUAL IMPROVEMENT		
11.1 CHECKS – KEY PERFORMANCE INDICATORS		
11.1.1a The company will identify its Key Performance indicators for product safety, integrity, legality and quality and incorporate their targets and thresholds into the relevant Process Controls	9.1.1b Key performance indicators should be monitored and trend analysed to identify key issues an opportunities for Improvement	CCP Performance Analytical Results Customer Satisfaction Non-Conformance Reports Enforcement Reports Management Review notes
11.2 ACTION PLANNING		
11.2.1a Information learnt from Key performance review will be used to set improvement action plans for safety, integrity, legality and quality		Company Objectives Action Plans



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety and Quality Management System Guidance Notes
----------	--------	--

Glossary:

<p>Product Integrity</p> <p>Animal Welfare Standards</p> <p>Fairtrade</p> <p>Ethical Trading Initiative</p> <p>The Food Information Regulations 2013</p> <p>Allergen Free Additives</p> <p>Food Fraud</p> <p>BRC Guideline Understanding root clause analysis</p>	<p>Ensuring that the product is what the customer or consumer expects according to the product specification and label, including provenance/assurance scheme requirements</p> <p>Farm Assurance schemes that ensure farm animals involved have been reared, handled, transported and slaughtered to high standards. Written specifically for each species, the standards aim to ensure farm animals have a nourishing diet, comfortable surroundings with sufficient space to move around, are free to express their normal behaviour and are well cared for by skilled stock people.</p> <p>Fairtrade is a trading partnership that focuses on sustainable development for poorer producers. It does this by providing better trading conditions, raising awareness of their situation and campaigning</p> <p>Promotes respect for workers' rights around the globe working towards all workers are free from exploitation and discrimination, and work in conditions of freedom, security and equity</p> <p>Statutory requirements for Food Labelling</p> <p>Labelling to help people who need to avoid allergens, wheat, gluten or dairy in their diet</p> <p>Labelling to help people understand what additives are in food.</p> <p>Food fraud is committed when food is deliberately placed on the market, for financial gain, with the intention of deceiving the consumer. Although there are many kinds of food fraud the two main types are:</p> <ul style="list-style-type: none"> ▪ the sale of food which is unfit and potentially harmful, such as: ▪ recycling of animal by-products back into the food chain ▪ packing and selling of beef and poultry with an unknown origin ▪ knowingly selling goods which are past their 'use by' date <p>The deliberate misdescription of food, such as:</p> <ul style="list-style-type: none"> ▪ products substituted with a cheaper alternative, for example, farmed salmon sold as wild, and Basmati rice adulterated with cheaper varieties ▪ making false statements about the source of ingredients, i.e. their geographic, plant or animal origin <p>Food fraud may also involve the sale of meat from animals that have been stolen and/or illegally slaughtered, as well as wild game animals like deer that may have been poached</p> <p>For food, HACCP is a prevention-based programme. Food Fraud prevention utilises the same core processes but addresses "attacks from everywhere but inside" the manufacturing operation Testing for authenticity would be considered a "prerequisite" programme for each of the processors receiving the food ingredient.</p> <p>Countermeasures fall into three categories: detect, deter, and prevent</p> <p>Root cause analysis (RCA) requires the investigator(s) to look beyond the solution to the immediate problem and understand the fundamental or underlying cause(s) of the situation and put them right, thereby preventing re-occurrence of the same issue.</p>	
---	--	--



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
----------	--------	---

Useful Links:

- NACB <http://www.nacb.co.uk/>
- Food Standards Agency <http://www.food.gov.uk/>
- The Food Ethics Council <http://www.foodethicscouncil.org/home>
- The British Allergy Foundation www.allergyuk
- The Environment Agency <http://www.environment-agency.gov.uk/>

Sample Documents:

Environmental Aspects and Impact Control Register



The NACB Standard for Catering Butchers

Standard	Higher	Food Safety, Quality and Integrity Management System Guidance Notes
----------	--------	---

Gap Analysis

- Majority of change is restructuring the current clauses
 - Move to strengthen the standard achievement above compliance level Rationalising three levels into two levels: Standard and Higher.
 - Logical format to improve understanding and functionality to underpin the business
 - Clarification of 'Fundamental' clauses
 - Clarification of 'regularly' to at least once a year
- Addition of 'Product Integrity' as a core requirement:
 - Emphasis on Specifications, traceability and labelling, including specific requirements of assurance/provenance schemes etc
 - Introduction of 1.2 Fraud Prevention
- Addition of 2.17 Business Continuity
- Development of Labelling Clause to demonstrate control of labels as a fundamental requirement:
 - Understand label requirements
 - Follow a procedure to establish and verify label information
- Emphasis on Root Cause Analysis in non-conforming product and corrective actions
- Addition of guidelines for suitable conformance evidence: standard level in standard Type, Higher level in bold type
- Updates to reflect BRC issue 6
 - Greater emphasis has been placed on Supplier and Raw Material approval and performance monitoring
 - Traceability inclusion of guidelines for the time, 4 hours, to retrieve record
 - Site Security risk assessment of security arrangements is now included at higher level
 - Clarification of high risk-high care separation criteria at higher level
 - Clarification of site plan and water sampling points
 - Clarification on requirements for metal or other foreign body detection
 - Management of dispatch and vehicle checks
 - HACCP for design and development into higher level
 - Greater emphasis on allergen risk assessment
 - Greater emphasis on identity preserved – 'integrity
 - Greater emphasis on primary packaging specifications
 - Product checks on equipment prior to production, at product changes
 - Training requirements have been clarified for all personnel