



Detailed Report of an Assessment against the SALSA Audit Standard Issue 6, June 2022.

Company Name:	Zazou Emporium Ltd	SALSA Auditor:	Adri Bester
Site Address:	20 Streatham Common South London SW16 3BU	Audit Date:	01/02/2024
		Supplier ID:	9403
		Audit ID:	19291
Scope:	The storage, distribution and repacking of vanilla beans and processed vanilla products to the hospitality sector and straight to consumer.		
Overview:	Zazou specialises in the supply of sustainably sourced vanilla beans and secondary processed products. Activities are the distribution of pre-packaged products, and the re-packing of processed products (extract, paste, powder, spent beans and pearls. Production processes involve opening of raw materials, measure or weighing and repacking into vacuum packed pouches or glass or plastic. 6 staff members make up the business - Marketing, procurement, sales and distribution director; Warehouse and production manager; CEO; two other members of staff - a packer and warehouse admin/manager, and a food safety and quality mentor. Very knowledgeable staff with a passion for the provenance of their products. Honest and capable food safety and quality management system.		
Recommendation:	Recommended subject to Action Plan approval by SALSA		

SECTION 1 - PREREQUISITE CONTROLS

1.1 Training and Supervision

1.1.1 A training procedure and records shall be in place to provide evidence that all staff can competently carry out their specific job function. **Fully Compliant**

Evidence of Compliance:

Two senior members of staff have HACCP training in addition to food safety; Dina Sawahla (packer) training certificate seen dated 17/01/24.

1.1.2 Temporary personnel shall be trained commensurate with their activity prior to starting work. Records shall be kept. **Fully Compliant**

Evidence of Compliance:

Do not make use of temps.

1.1.3 A programme and records of annual refresher training shall be in place for food handlers and key staff. **Fully Compliant**

Evidence of Compliance:

Training V5 details all staff and present training themes, including an annual HACCP competency quiz. 2024 planning schedule seen

1.1.4 All personnel shall be adequately supervised throughout the working period. **Fully Compliant**

Evidence of Compliance:

A member of the senior staff trained in HACCP is always on site.

1.2 Personal Hygiene

1.2.1 A personal hygiene procedure shall be in place with controls to reduce the risk of contamination from personnel and personal items. It shall be evident that these rules are understood and implemented by all personnel to prevent product contamination. **Fully Compliant**

Evidence of Compliance:

Staff hygiene rules, Issue 5, dated 12/2023 seen. Displayed in production area.

1.2.2 Suitable workwear shall be worn by employees, visitors, contractors working in, or entering food handling/ storage areas. Protective clothing shall be suitable for the food being handled and shall not pose a contamination risk to the product. Clothing shall be changed as necessary and laundered hygienically. Disposable protective clothing, if used, shall be controlled to avoid product contamination. **Fully Compliant**

Evidence of Compliance:

Laundry procedure exists; issue 3, dated 24/11/22; describes how and with what to clean PPE coats.

1.2.3 Where protective clothing is required, designated changing facilities shall be provided for all personnel, whether staff, visitor or contractor, prior to entry to food handling / storage areas. Protective clothing shall be stored physically separate from outdoor clothing. **Fully Compliant**

Evidence of Compliance:

The risk level in production area is such that a separate changing facility is not required. Present procedures for putting on PPE is suitable for the risk managed.

1.2.4 For the production of High Risk/High Care products, a procedure shall be in place that describes the type of protective clothing to be worn, how to wear it and the order of changing when entering or leaving the designated changing area. **Fully Compliant**

Evidence of Compliance:

Products handled are not high risk or high care.

1.2.5 The consumption of food and drink should not be permitted within food production and storage areas. **Fully Compliant**

Evidence of Compliance:

seen in hygiene rules

1.2.6 Hand cleaning shall always be performed before entering production, handling food, after visiting the toilet and thereafter at a frequency that is appropriate to minimise risk to product. **Fully Compliant**

Evidence of Compliance:

Part of staff training procedures; also pictorially displayed above hand basin.

1.2.7 The business shall have a procedure for establishing the health status of food handlers and for the notification by employees, temporary employees, contractors and visitors of any relevant infectious disease or condition with which they may be suffering or have been in contact with. **Fully Compliant**

Evidence of Compliance:

Hygiene rules and visitors form contain notice of this requirement.

1.3 Cleaning

1.3.1 All areas of the site shall be visually clean and tidy and the standard of cleaning and housekeeping shall be suitable to minimise the potential for contaminating the product. **Fully Compliant**

Evidence of Compliance:

Compact production space of high quality and suitable for the risk of the product. No wooden product contact surfaces.

1.3.2 Documented cleaning schedules, procedures and records shall be in place for the building, services, plant and all equipment whether direct or indirect food contact. **Non Compliant**

Evidence of Compliance:

Daily and weekly cleaning schedules; issue 4, dated 12/2023 seen; refers to cleaning card for area, each cleaning card has a description of what to clean, where to clean, when to clean, how to clean.

Issue Raised:

Bowl used to place vanilla beans when weighing; plastic jugs and funnels used to decant paste and extracts are not on the cleaning schedule, no description exists how to clean these or what to clean these with. There is no washing basin in production to wash these items.

Action proposed by auditor:

Plan a procedure for washing the white bowl and the decanting utensils. This needs to include consideration of how to transport these items back from the house to the production unit. Document the procedure and train the rest of the staff in this procedure. Copy procedure and staff training evidence to SALSA.

Action taken:

Received Cleaning Card, Issue 4, 3/2/24 which includes the cleaning of the bowl, jug and funnel. Signed training record received for the cleaning card for 3 members of staff dated 5/2/24. Received cleaning check sheet completed when the equipment has been used for the week commencing 5/2/24. PCI for 2025: Ensure the date of the procedure on the training record matches the date of issue of the cleaning card. Also on the cleaning check sheet, when cleaning is not required write N/A, so that it is clear cleaning has not been missed.

✓ **Approved by SALSA**

1.3.3 Documented controls shall be in place to detail the safe and effective use of cleaning chemicals to prevent contamination of product. **Fully Compliant**

1.3.4 Verification of the effectiveness of cleaning and disinfecting processes shall be routinely completed. Records shall be kept. **Fully Compliant**

Evidence of Compliance:

Verification is visual. Supervisor signs off cleaning after visual inspection.

1.3.5 An environmental sampling plan shall be in place for High Risk/High Care areas to test for the presence or absence of Listeria species. Records shall be kept with appropriate action detailed. **Fully Compliant**

Evidence of Compliance:

n/a

1.4 Allergen Management

1.4.1 Identify all allergens handled on site, or brought on to site, and document the risk of cross contamination. **Fully Compliant**

Evidence of Compliance:

No allergens are brought onto site; allergen on person is referred to in the visitor's form. Presently packing staff only work a few hours per day and do not take any lunch breaks.

1.4.2 An allergen management procedure and controls shall be implemented to prevent or minimise the potential for cross-contamination at all stages of production and throughout all processes, from intake to despatch. Records shall be kept. **Fully Compliant**

Evidence of Compliance:

Allergen management procedure in place and sufficient for present commercial activities.

1.4.3 Allergen information on labels and labelling shall be legal and accurate. **Fully Compliant**

1.4.4 Where allergen suitability claims are made for a product, information provided on labels and printed packaging shall be determined using validated accredited methods of testing. **Fully Compliant**

Evidence of Compliance:

No suitability claims are made.

1.5 Process, Environment and Equipment Control

1.5.1 Documented process controls shall be monitored to ensure products can be made consistently in compliance with the recipes and finished product specifications. **Fully Compliant**

1.5.2 Documented environmental controls shall be monitored to ensure that facilities are adequate to maintain raw materials, work-in-progress, finished products and packaging within a safe temperature range and where applicable, under controlled humidity, atmospheric or other environmental parameters. **Fully Compliant**

1.5.3 In the case of equipment failure, procedures shall be in place to establish the safety status of the product prior to release. **Fully Compliant**

1.5.4 Where identified as essential for legality and food safety, environment monitoring devices, such as temperature probes and recorders, and process control devices such as weighing equipment and metal detection, shall be calibrated to ensure accuracy within defined parameters at a pre-determined frequency. **Partially Compliant For Action**

Evidence of Compliance:

Monthly scale verification record in place. Issue 2 being used which is not the most up to date version.

Issue Raised:

Present issue refers to thermometers and scales; no tolerance determined; no serial number being captured for the scale.

Action proposed by auditor:

Consider the most appropriate tolerance weight for your business; capture the serial number of the scale(s); consider to increase the frequency of scale verification and update your scale verification procedure; Ensure the most up to date scale verification document is in use. Copy to SALSA a completed and up to date (v3) scale verification sheet.

Action taken:

Received updated Process Environment and Equipment Control Procedure, Issue 5, dated 3/2/24, where it states scale verification is carried out weekly and includes the acceptable weight tolerance. Also received completed weekly scale verification dated 4/3/24. Recommend you update the document control for this record.

✓ **Approved by SALSA**

1.5.5 Metal control or detection procedures shall be documented and their operation subject to recorded inspection and/or testing. **Partially Compliant For Improvement**

Evidence of Compliance:

Knife and blade policy in place.

Issue Raised:

Inspection not in place.

Action proposed by auditor:

As per our discussion, add the 2 company scissors to the daily cleaning check to demonstrate you have checked that the blades are intact.

ⓘ **PCI - close out before next audit**

1.5.6 All measuring devices and equipment (not covered in 1.5.4) used for monitoring production processes and product quality shall have a documented regular check and be adjusted if necessary. **Fully Compliant**

Evidence of Compliance:

n/a

1.5.7 Procedures for quantity control shall be in place to ensure the product complies with Weights and Measures legislative requirements. **Fully Compliant**

1.6 Control of Suppliers and Raw Materials

1.6.1 A procedure shall be in place detailing how all suppliers of raw materials, including packaging and processing aids, are approved. The approved supplier list shall consider the risks relevant to the supplier and raw materials supplied, be kept current and reviewed annually. **Fully Compliant**

Evidence of Compliance:

Detailed procedure is in place describing the risk assessment undertaken for supplier approval. The complexity of the supply chain and high prevalence of vulnerability and substitution, including multitude provenance claims, is understood and managed. Approved supplier list in place, v12 seen. Very comprehensive and includes those suppliers where batch micro testing is required.

1.6.2 Specifications shall be held on site and kept current for all raw materials, including food contact packaging and processing aids. **Fully Compliant**

Evidence of Compliance:

This audit focused on packaging in direct contact with food. All types of packaging complies and specs detail specific legislative requirements.

1.6.3 A procedure shall be in place to describe the documented checks required on incoming raw materials including food contact packaging and processing aids. **Fully Compliant**

1.6.4 A documented risk assessment in relation to food fraud, adulteration or substitution shall be conducted on all raw materials, including food contact packaging and this shall be reviewed annually. **Fully Compliant**

Evidence of Compliance:

Comprehensive VAACP/TACCP V7 seen; covers detailed incidents and supply chain weaknesses.

1.6.5 Water supply, including stored mains water or private water supply, shall be potable and shall not present a contamination risk to products. **Fully Compliant**

Evidence of Compliance:

Thames water report seen 2023.

1.7 Stock Control

1.7.1 Stock rotation shall be controlled to ensure that raw materials and work in progress are used within their allocated shelf-life. **Fully Compliant**

Evidence of Compliance:

very limited stock in place making the management of FIFO not needed. A stock control procedure, however, is in place, V2 seen.

1.7.2 Where surplus products, or those that do not meet specification, are sold to staff or passed to other organisations, records shall be kept to show products are fit for consumption, meet legal requirements and are traceable. **Fully Compliant**

1.8 Waste Control

1.8.1 A procedure shall detail how the accumulation of waste in handling and storage areas is kept to a minimum prior to its removal. **Fully Compliant**

1.8.2 Internal and external waste collection containers and compactors shall be clearly identified and managed in such a manner as to minimise risk of contamination and pest harbourage. **Fully Compliant**

1.8.3 Products that require specific conditions for disposal shall be separated and disposed of using licensed contractors. **Fully Compliant**

1.9 Pest Control

1.9.1 All premises shall be designed, constructed and maintained so as to minimise the risk of pest infestation. **Fully Compliant**

1.9.2 The services of a competent pest control operator shall be contracted for the regular inspection and treatment of premises. The frequency of inspections shall be clearly defined and reflect the activities of the site, and shall be reviewed at least annually. **Fully Compliant**

Evidence of Compliance:

In-house managed; emergency call out available from approved supplier; in-house training certificate seen for Harry dated 17 January 22.

1.9.3 The location of all pest control measures shall be identified on a plan/diagram of the site and reviewed at least annually. **Fully Compliant**

1.9.4 Inspections shall be at regular intervals. Inspection records shall be kept to include details of any pest activity and pest control treatments undertaken at individual pest control points and actions taken in meeting recommendations made by the pest control operator / contractor. **Fully Compliant**

1.9.5 Results of pest control inspections shall be assessed and analysed for trends at least annually. Where trends are identified, corrective action(s) shall be taken to eliminate further risk to product safety. **Fully Compliant**

1.9.6 Baits and other materials such as insecticide sprays or fumigants shall be applied and used according to the documentation on their safe use, which shall be held on site. **Fully Compliant**

1.10 Equipment

1.10.1 Equipment shall be fit for purpose, constructed of appropriate materials, designed to allow hygienic processing and shall not be a source of foreign body contamination. **Fully Compliant**

1.11 Maintenance

1.11.1 A programme of planned maintenance shall be in place for premises and equipment. **Fully Compliant**

1.11.2 The business shall ensure that the safety, legality and quality of product is not jeopardised during maintenance operations. In High Risk/High Care areas tools and equipment shall, wherever possible, be dedicated. **Fully Compliant**

1.12 Vehicle Management, Storage and Distribution

1.12.1 Transport used for the distribution of products shall be fit for purpose and capable of maintaining the integrity and safety of the product, including product temperature where applicable. **Fully Compliant**

Evidence of Compliance:

Own company vehicle used for distribution within London.

1.12.2 Procedures for managing the security of the vehicle and load during transit and where appropriate, during loading and unloading shall be documented and understood by drivers and delivery staff. **Fully Compliant**

Evidence of Compliance:

Vehicle security policy and procedure seen; v2, dated 11/22.

1.12.3 Where third party hauliers/distributors and storage facilities are contracted, a documented agreement shall be in place to ensure product integrity and safety is not compromised. **Fully Compliant**

Evidence of Compliance:

n/a

1.12.4 Where products are distributed via couriers or the postal service, products shall be suitably packaged to ensure their integrity and safety is not compromised during distribution to the customer. **Fully Compliant**

Evidence of Compliance:

Packaging in use for postal or courier transport is suitable to protect integrity of products.

STATEMENT OF INTENT: SECTION 1 - PREREQUISITE CONTROLS

Prerequisite food safety controls shall be identified, documented, implemented, legally compliant and maintained throughout the business. Staff are aware of the impact they can have on achieving and maintaining SALSA certification. Roles and responsibilities are clear and the business management provides sufficient resource for an effective prerequisite control programme throughout all aspects of the business.

Has Statement of Intent been met?

Yes

Justification:

There is sufficient evidence, that demonstrates the company understands the importance of prerequisite controls, and how these relate to their products and procedures. Good level of staff understanding seen.

SECTION 2 - HACCP

2.1 HACCP Scope and Team

- 2.1** A documented HACCP system with a scope that describes which products and processes are covered, shall be developed and maintained by a named team or a person. The team or person shall be trained and able to demonstrate competence in the understanding of HACCP principles and their application.

Fully Compliant

Evidence of Compliance:

Present HACCP is at V7; Suitably experienced and knowledgeable team leader in place. All staff on site are HACCP trained, either formal or company internal.

2.2 Product Description

- 2.2** Product descriptions for each product or product category shall be written that include all relevant safety factors and information for each product group. The business management shall demonstrate that they are aware of the food standards, legal regulations and industry codes of practice applying to the products they produce, trade, handle, store and/or distribute.

Fully Compliant

Evidence of Compliance:

Very detailed product descriptions in place that includes intrinsic properties.

2.3 Intended Use

- 2.3** Identify the intended use based on the expected uses of each product group by the end user or consumer.

Fully Compliant

2.4 Process Flow Diagram

- 2.4** A flow diagram shall be constructed to cover each product or product category and process as outlined in the scope of the SALSA audit. All operational steps shall be covered from raw material receipt through processing, rework, storage and distribution.

Fully Compliant

Evidence of Compliance:

Process flow v7 dated 8/23 seen, includes waste flow.

2.5 Hazard Analysis

- 2.5** The HACCP team shall conduct a Hazard Analysis by identifying the cause/source of any microbiological, physical, chemical and allergen hazards that shall be prevented, eliminated, or reduced to acceptable levels at each operational step.

Fully Compliant

Evidence of Compliance:

Hazard analysis (V6) seen.

2.6 Control Measures / Prerequisites

- 2.6** Control Measures and/or Prerequisite Controls relating to the hazards at each process step in 2.5 shall be identified.

Fully Compliant

Evidence of Compliance:

Suitable control measures for potential hazards identified.

2.7 Risk Assessment

- 2.7** Conduct a risk assessment for each microbiological, physical, chemical and allergen hazard identified in 2.5 and identify which hazards are significant. **Fully Compliant**

2.8 Critical Control Points

- 2.8** Consider the significant hazards identified in 2.7 and determine which if any shall be identified as Critical Control Points. **Fully Compliant**

Evidence of Compliance:

No CCP's on site. Confident evidence of control points in place.

2.9 Critical Limits

- 2.9** Critical limits which enable the prevention, elimination or reduction of identified hazards, shall be established for each control measure, at each Critical Control Point and shall be validated. **Fully Compliant**

Evidence of Compliance:

No critical limits.

2.10 Monitoring Procedures

- 2.10** Establish and implement a monitoring procedure and system for each Critical Control Points. **Fully Compliant**

Evidence of Compliance:

No CCP's identified, however, all monitoring procedures at control points are suitable to manage potential identified hazard.

2.11 Corrective Actions

- 2.11** Where monitoring indicates that a Critical Control Limit has not been met, there shall be an effective corrective action plan. **Fully Compliant**

2.12 Verification

- 2.12** Establish monitoring procedures and records to verify that the critical limits and controls outlined in 2.9 to 2.11 are working effectively on an ongoing basis. **Fully Compliant**

2.13 HACCP Documents and Records

- 2.13** Documents and records to demonstrate the effective implementation and monitoring of the HACCP system shall be maintained and commensurate with the nature and size of the business. **Fully Compliant**

2.14 HACCP Review

- 2.14** Complete a documented HACCP system review annually and before any changes in raw materials, recipes, processing, equipment, packaging, storage or distribution are introduced. **Fully Compliant**

Evidence of Compliance:

HACCP review seen, dated 29/08/2023. Products, suppliers, customers, distribution, legislative requirements and new emerging risks were all considered during this review.

2.15 HACCP Personnel

2.15 At all times during production from intake through to despatch, there shall be at least one person present who can demonstrate understanding of the HACCP plan, controls and corrective action(s).

Fully Compliant

Evidence of Compliance:

Evidence detailed in this report throughout.

STATEMENT OF INTENT: SECTION 2 - HACCP

The business management shall provide resource to enable and maintain the food safety system. All hazards to product safety and legality shall be identified, analysed and assessed for risk. A documented HACCP (Hazard Analysis and Critical Control Point) system, based on Codex Alimentarius HACCP principles, shall be in place and regularly reviewed.

Has Statement of Intent been met?

Yes

Justification:

Sufficient evidence to demonstrate HACCP is understood, managed with honesty and follows Campden BRi published methodology.

SECTION 3 - MANAGEMENT SYSTEMS AND DOCUMENTATION

3.1 Food Safety Systems Review

3.1.1 A food safety and internal systems review shall be carried out and recorded, at least annually. It shall include all requirements of the SALSA Standard and identify areas for action or improvement.

Fully Compliant

Evidence of Compliance:

Internal systems review following SALSA self assessment done by external consultant; review took place between 11/23 and 1/24. Clear identification of areas for action and/or improvement with dates for completion and sign off.

3.1.2 A timetable for completing actions and improvements identified in the food safety systems review shall be in place.

Fully Compliant

3.2 Non-Conformance Investigation and Corrective Action

3.2.1 Controls shall be in place to identify, record and manage non-conforming materials occurring at all stages of production and throughout all processes, from intake to despatch including customer complaints.

Fully Compliant

Evidence of Compliance:

A corrective action database in place as non-conforming raw materials do occur at the point of delivery due to the nature and origin of these raw materials.

3.2.2 Procedures shall be in place to investigate, record and remedy the cause of any product, process or procedural non-conformance.

Fully Compliant

3.2.3 A procedure shall be in place to ensure product complaints are logged, investigated and responded to.

Fully Compliant

Evidence of Compliance:

complaint handling procedure is in place that clearly describes what procedures need to be followed; v2 seen.

3.3 Traceability

3.3.1 A procedure shall be in place that details the traceability system of all raw materials, including food contact packaging, throughout all stages of production from intake forwards to despatch and delivery to customers and backwards from customer to raw material supplier.

Fully Compliant

Evidence of Compliance:

product identification and traceability procedure document seen v3.

3.3.2 The traceability system shall ensure that all raw materials, including food contact packaging and intermediate products are identified and traceable at all stages of production and storage. **Fully Compliant**

Evidence of Compliance:

The system demonstrates that all raw materials and packaging are traceable.

3.3.3 Traceability of products shall be tested forwards and backwards at least annually, and more frequently if there are known risks in the supply chain. **Fully Compliant**

Evidence of Compliance:

A traceability exercise backwards and forwards was carried out; 5 Dec 2023, Spent Seeds. Hard copies of all evidence seen.

3.4 Managing Incidents

3.4.1 A procedure shall be in place giving clear guidance on the response to any incident which may compromise the safety and/or legality of a product. **Fully Compliant**

Evidence of Compliance:

Product recall and incident management procedure V3 seen.

3.4.2 The incident procedure shall be reviewed and tested at least annually to ensure it is effective and records shall be kept. **Fully Compliant**

Evidence of Compliance:

mock recall for moldy beans seen Nov 2023.

3.4.3 Inform SALSA in the event of a product recall / withdrawal, improvement notice or legal proceedings related to the safety and/or legality of a product within 3 working days. Send a summary of the subsequent investigation to SALSA. **Fully Compliant**

3.5 Document Control

3.5.1 A procedure shall detail the control of documents and records relating to the safety, legality and quality of products. **Partially Compliant For Improvement**

Evidence of Compliance:

Good level of document control.

Issue Raised:

In some instances the version date is more than 12 months back and in one instance an out of date version was being used.

Action proposed by auditor:

Review all documentation in relation to quality and safety for version control and consider a procedure to prevent out of date versions of important documents being used.

❗ PCI - close out before next audit

3.5.2 All documents and completed records relating to the safety, legality and quality of products shall be genuine, legible, retained in good condition and stored securely for at least the shelf-life of the products plus one year. **Fully Compliant**

3.6 Manufacturing and Finished Product Specifications

3.6.1 Specifications for recipes and finished products shall be adequate, accurate and kept current. **Fully Compliant**

3.6.2 The specifications shall include defined limits for microbiological, physical, chemical parameters where these may affect the safety and/or quality of a finished product. **Fully Compliant**

3.6.3 Procedures, working instructions and records shall be clearly legible and readily accessible at all times. **Fully Compliant**

3.7 Labelling Control

3.7.1 Procedures shall be in place to ensure all product labels and labelling information at point of sale, including e-commerce, websites and leaflets, fully conform to legislative and, where specified, customer requirements. **Fully Compliant**

3.7.2 There shall be evidence to support the use of provenance, suitability, production method, nutritional/health claims, or logo claims on finished product labels and labelling information at point of sale, including e-commerce, websites and leaflets. **Fully Compliant**

Evidence of Compliance:

Provenance is the mainstay of this business, apart from approved suppliers, country of origin certificates for each batch is required; certificate seen for product number 181315 dated 6/12/22; biggest co-operative and sustainable supplier was audited by company staff last year with filmed evidence.

3.7.3 A procedure shall detail how the correct label or printed packaging is applied to product. Records shall be kept. **Fully Compliant**

3.8 Product Shelf-Life and Product Testing

3.8.1 The shelf-life applied to products shall be validated to ensure the safety and quality of the product. Records shall be kept. **Fully Compliant**

Evidence of Compliance:

Shelf life of products exceed 38 months, regular organoleptic testing in place. Micro quality of products are routinely monitored, Results for such routine testing seen for fermented vanilla bean, December 23.

3.8.2 A finished product testing programme shall be in place to ensure compliance with specification. Records shall be kept. **Fully Compliant**

Evidence of Compliance:

as per above

3.8.3 Accredited laboratories shall be used for all tests which are critical to product safety or legality. **Fully Compliant**

Evidence of Compliance:

Eurofins being used at present.

STATEMENT OF INTENT: SECTION 3 - MANAGEMENT SYSTEMS AND DOCUMENTATION

An effective management system encompassing regular system reviews, procedures for corrective action, complaints, traceability, labelling control, incident management and product testing shall be in place and continuous improvement can be demonstrated. Documented systems, specifications and procedures relating to the business's food safety and quality systems shall be clear, organised and accessible.

Has Statement of Intent been met?

Yes

Justification:

A very effective FSMS in place, clearly defined, understood, managed and engaged with.

SECTION 4 - PREMISES, LAYOUT AND STRUCTURE

4.1 Premises Approval

4.1.1 The production site shall be registered with, or approved by, the site's appropriate authority. Documented reports from the appropriate authority shall be made available and held on file for inspection. **Fully Compliant**

Evidence of Compliance:

Lambeth approval dated January 2021 seen.

4.2 External Areas and Product Security

4.2.1 External factors affecting the location which may contaminate or affect integrity of products shall be assessed. **Fully Compliant**

4.2.2 The perimeter, grounds, drainage, external storage and utilities shall be maintained in good order. **Fully Compliant**

4.2.3 There shall be a food security / defence plan that describes site and product security threats and how they are controlled. The plan shall always include the security measures and/or practices to ensure only authorised personnel have access to production and storage areas on site. Where digital records are used to demonstrate food safety and legality, how these records are protected in case of digital failure and digital cyber security attacks. **Fully Compliant**

Evidence of Compliance:

Assessment of site and product security review seen dated March 2023. Considerable control in place covering all threats and eventualities. Risk is quantified.

4.3 Site Layout and Methods of Working

4.3.1 There shall be a site plan to show how layout and methods of working minimise the potential for unintended physical, chemical, microbiological or allergen contamination of product and packaging at all process steps. **Fully Compliant**

4.3.2 The factory layout, flow of processes and movement of personnel shall be managed to prevent the risk of cross-contamination and ensure effective segregation between products and ingredients where required. **Fully Compliant**

Evidence of Compliance:

Process flow for issue 3 seen.

4.4 Building Structure, Services and Fabrication

4.4.1 Building structure including walls, ceilings, doors, floors, drains and lighting shall be sound, fit for purpose and regularly maintained. **Fully Compliant**

4.4.2 Building Services such as ventilation, compressed air and steam shall be sound, fit for purpose and regularly maintained. **Fully Compliant**

4.4.3 Suitable and sufficient hand cleaning facilities shall be provided. **Fully Compliant**

4.4.4 Changing facilities shall be provided and sited to avoid external contamination after changing into protective clothing. Toilets shall not open directly into product handling or storage areas. **Fully Compliant**

4.4.5 Facilities for tray and utensil washing and general-purpose cleaning shall, where appropriate, be adequately segregated from product handling and storage. **Fully Compliant**

Evidence of Compliance:

In the main house.

4.4.6 Glass and breakables control procedures shall be documented and shall include a list of relevant items and recorded checks. **Fully Compliant**

4.4.7 Cleaning and/or replacing light fittings and glass shall be carried out in a manner to minimise the potential for product contamination. **Fully Compliant**

4.4.8 Procedures and controls shall be in place to prevent contamination by foreign bodies including wood and plastic, and from building structure, services and/or fabrication.

Fully Compliant

STATEMENT OF INTENT: SECTION 4 - PREMISES, LAYOUT AND STRUCTURE

Premises and building structure shall be fit for purpose, clean, maintained, designed to minimise the risks of cross contamination, secure and legally compliant, meeting product security, production and staff requirements. Premises shall be registered with, or approved by, the appropriate authority.

Has Statement of Intent been met?

Yes

Justification:

Very well maintained premises. Layout could be improved where the present risk barrier is. Premises is secure and does not pose a contamination risk to products.