



**RPA1-  
Application for a licence to produce alcoholic products on Sark**

**The Regulation of Production of Alcoholic Products (Sark) Law 2012**

Please read the instructions and Guidance Notes contained in this Application Pack to help you complete this Application Form, Supporting Information Required, and Checklist; missing or incomplete information may delay consideration of this application

Please use black ink, print neatly using Block Letters

Please tick all applicable boxes

**1 APPLICANT INFORMATION**

I/We apply for a licence to produce or manufacture alcoholic products:

<b>COMPLETE THIS SECTION IF THE APPLICANT IS AN INDIVIDUAL</b>		<b>Official Use Only</b>
<b>1</b>	<b>Surname</b>	
	<b>Forenames</b>	
	<b>Address</b>	
	<b>Postcode</b>	
	<b>email</b>	
	<b>Telephone</b>	
	<b>Mobile</b>	
<b>2</b>	<b>Date of Birth</b>	
<b>3</b>	<b>Photographic ID</b>	Present your original documents at the Committee Office for copying
<b>4</b>	<b>Trading name (if any)</b>	

COMPLETE THIS SECTION IF THE APPLICANT IS A COMPANY			Official Use Only
1	<b>Company Name</b> <b>Company Number</b> (if applicable)	Present your Body Corporate documents at the Committee Office for copying	
2	<b>Company Address</b>  <b>Postcode</b> <b>Email</b> <b>Telephone</b>		
3	<b>Trading Name (if any)</b>		

## 2 SUITABILITY OF APPLICANT

	Y/N	Official Use Only
Have you been refused or disqualified from holding a licence under the Ordinance or a corresponding law*?		
Have you been issued with a licence under the Ordinance or a corresponding law that is suspended or has, at any time, been revoked?		
Have you at any time, been convicted of an offence under the Ordinance or a corresponding law?		
Have you at any time in the ten years prior to this application, been convicted anywhere in the world of an offence involving fraud or dishonesty?		
Are you currently the subject of a pending charge or investigation for an offence under the Ordinance or a corresponding law, or an offence involving fraud or dishonesty anywhere in the world?		
Is there anything else you consider relevant, that the Committee might wish to take into account, in assessing whether or not to grant you a licence for the production of alcoholic products?		
<b>If you have answered <u>YES</u> to any of the above questions further information will be required to assist in assessing this licence application. Please follow the guidance contained in the instructions and guidance notes in Licence Application Pack.</b>		

\*"corresponding law" means any law of any country or territory relating to the manufacture, production, sale or supply of alcoholic products or any food or drink products.

### 3 DETAILS AND SUITABILITY OF DESIGNATED RESPONSIBLE PERSON

If the Applicant is a Body Corporate, the individual designated to be the Responsible Person to manage day-to-day production or manufacturing of alcoholic products must complete the following two tables confirming their details and declare their suitability. An Authorising Partner or Officer needs to complete the Authorisation section.

<b>1</b>	<b>Surname</b>			
	<b>Forenames</b>			
	<b>Address</b>			
	<b>Postcode</b>			
	<b>email</b>			
	<b>Telephone</b>			
	<b>Mobile</b>			
<b>2</b>	<b>Date of Birth</b>			
<b>3</b>	<b>Photographic ID</b>	Present your original documents at the office for copying		
			<b>Y/N</b>	<b>Official Use Only</b>
Have you been refused or disqualified from holding a licence under the Ordinance or a corresponding law*?				
Have you been issued with a licence under the Ordinance or a corresponding law that is suspended or has, at any time, been revoked?				
Have you at any time, been convicted of an offence under the Ordinance or a corresponding law?				
Have you at any time in the ten years prior to this application, been convicted anywhere in the world of an offence involving fraud or dishonesty?				
Are you currently the subject of a pending charge or investigation for an offence under the Ordinance or a corresponding law, or an offence involving fraud or dishonesty anywhere in the world?				
Is there anything else you consider relevant, that the committee might wish to take into account, in assessing whether or not to grant you a licence for the production of alcoholic products?				

<p>If you have answered <b>YES</b> to any of the above questions further information will be required to assist in assessing this licence application. Please follow the guidance contained in the instructions and guidance notes in Licence Application Pack.</p>		
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**NB: If there is a change in the Responsible Person who will manage the day-to-day production or manufacturing of alcoholic products, the Licence Holder must promptly notify the Committee in writing and complete the table above in relation to the new Responsible Person.**

**Authorisation to make an application**

If the Applicant is a Body Corporate, details of the Authorising Partner or Officer are required

AUTHORISING OFFICER/PARTNER		Official Use Only
Title or Office within Body Corporate		
Surname		
Forenames		
Address		
Postcode		
Date of birth		
Position		
Signature		
Date		

**4 LICENCE TO PRODUCE DIFFERENT PRODUCTS – please indicate which product(s) you wish to produce**

	Y/N	Official Use Only
BEER		
WINE		
SPIRITS		
CIDER		
ANY OTHER ALCOHOLIC PRODUCTS (SPECIFY):		

**5 PREMISES FOR PRODUCTION OR MANUFACTURE OF ALCOHOLIC PRODUCTS (if more than one premises use a separate sheet)**

		Official Use Only
ADDRESS		
Postcode		
Telephone		

**NB: A Licence granted for the production of alcoholic products will be valid for one year from the date of issue. Any renewal applications must be made not less than one month prior the expiry of the licence.**

**6 SUPPORTING INFORMATION –**

Additional information to support your application is required, see the Supporting Information Required and Guidance Notes in this application pack and associated sample forms/record sheets.

**7 LICENCE FEE**

The correct licence application fee is required before a licence application may be processed. See Guidance Notes.

**DECLARATION BY APPLICANT OR PERSON MAKING APPLICATION ON BEHALF OF APPLICANT**

**I confirm that the information provided in and in connection with this application is true and correct, to the best of my knowledge.**

**Name:**

**Date of Birth:**

**Signature:**

**Date of Application:**

**WARNING** - A PERSON MUST NOT, IN RELATION TO AN APPLICATION FOR A LICENCE, GIVE FALSE OR MISLEADING INFORMATION. PROVIDING FALSE OR MISLEADING INFORMATION IN OR IN CONNECTION WITH THIS APPLICATION MAY BE AN OFFENCE UNDER THE FRAUD (BAILIWICK OF GUERNSEY) LAW, 2009 PUNISHABLE BY A FINE OR A TERM OF IMPRISONMENT, OR BOTH.

### **COMPLETED FORMS**

Completed application forms, accompanied by the correct fee should be handed to:

Policy and Performance Committee, C/O Committee Support Office, Chasse Murette, Sark, GY10 1SF



## **GUIDANCE NOTES TO ASSIST THE COMPLETION OF THE LICENCE APPLICATION FORM (RPA1)**

### **The Regulation of Production of Alcoholic Products (Sark) Law 2012**

To produce alcoholic products on Sark a licence is required, as well as adherence to the regulations ensuring that the product is produced safely and hygienically.

This licence concerns the production of alcoholic products and not the sale of alcoholic products.

The following notes are intended as a guide to assist the applicant in completing the necessary forms correctly and completely.

Licenses will only be granted to:

- (a) a suitable individual over 18 years of age and living on Sark, or
- (b) a suitable body corporate (e.g. company), that has designated a Responsible Person (a suitable individual over 18 years of age and living on Sark) who will manage the day-to-day operations for production or manufacturing of alcoholic products.

**NB A Licence granted for the production of alcoholic products will be valid for one year from the date of issue. Any renewal applications must be made not less than one month prior the expiry of the licence.**

**It is a condition of the licence that any changes, such as a change in responsible person, addition of a product, change in production method, change of main ingredient must be notified in writing to the Policy and Performance Committee, C/O Committee Office, Chasse Murette, Sark, GY10 1SF.**

#### **1 Applicant Information**

It is important that the identity of the applicant (if an individual) is verified. This can be done by providing photographic ID, with a copy being taken by the Committee Office staff to remain on file. The applicant is the person responsible on a day to day basis producing the product.

A licence may be issued to a person or a Body Corporate. If the Applicant is a Body Corporate, then an individual responsible for day to day production or manufacturing ("**Responsible Person**") must be included in the Application (RPA1), and that individual's identity verified in the same manner as an individual applicant.

If the Applicant is a Body Corporate, the details of the Authorising Partner/Officer of the Body Corporate are required.

Including the trading name, such as 'Boulder Beer' is helpful to the Committee Office when dealing with enquiries.

If your business is an incorporated business, then a copy of your company registration documents will be needed for the application process.

## **2 Suitability of the Applicant or Responsible Person**

Confirmation of any relevant convictions, including appearances at relevant tribunals, as well as previous similar applications in other jurisdictions is required before a licence is granted. This would include official documentation of pending investigation or charges, convictions and any sentence imposed on the applicant or the person responsible for the day to day operations of the applicant, in relation to the production or manufacture of alcoholic products.

## **3 Licence to produce different products**

One licence may cover different types of alcoholic product, but it is a requirement of the licence that a declaration of which products are to be produced, e.g. beer, wine, spirits, cider etc and be recorded on the licence itself.

## **4 Premises for production or manufacture of alcoholic products**

One licence may cover different sites of production or manufacture, but it is a requirement of the licence that each site is identified on the application forms and be recorded on the licence itself.

## **5 Supporting Information**

Supporting information relating to the hygiene and safe production methods involved in the process is required as part of the licence application as is dealt with in the Supporting Information Required part of this licence application pack.

## **6 Payment of application fee**

The fees currently payable in order for the Committee to process an application for a Licence to Manufacture or Produce Alcoholic Products are:

Application fee	£50.00
Examination, etc. fee	If only one premises £300.00.

If more than one premises, £300.00 for the first premises, then £100.00 for each additional premises

Your signature, date of application with your full name is required.

## **7 Checklist**

- Before presenting your application please ensure all the requested details on the application form are complete and that all supporting information required, including those where a 'yes' response has been made, is included in your application.
- Ensure all boxes are ticked or completed.
- Proof of identity original photographic ID. (This will be copied and returned).
- The correct application fee is presented with your application.

## **8 Completed Forms**

Please hand your completed application form, additional supporting information, your photographic ID with the correct fee to:

Policy and Performance Committee, C/O Committee Offices, Chasse Murette, Sark, GY10 1SE during office hours.



## Checklist

**This checklist to help ensure you have included all the correct information and documentation in your application**

Item required	Applicant (Tick if completed)	Office Use
Applicant Information Full Name Date of Birth Address Contact Information		
Company Information		
Trading Name		
Suitability of Applicant Confirmation of name with signature and date of birth		
Products (NB May be more than one)		
Premises of Production Address (NB May be more than one)		
Method of Production and production diary		
Maintenance procedures		
Cleaning Schedule		
Prevention of contamination procedure		
Ingredients including traceability and storage		
Water test certificate		
Inspection report		
Fire Safety Confirmation (Spirits only)		
Licence Fee NB state licence category – first application, renewal etc		

<p><b>Office Use Only</b></p> <p>Notice of Application Details</p> <p>Name</p> <p>Residence</p> <p>Products(s)</p> <p>Production Premises(s)</p>
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## **GUIDANCE NOTES TO ASSIST THE COMPLETION OF THE SUPPORTING INFORMATION**

### **The Regulation of Production of Alcoholic Products (Sark) Law 2012**

#### **SUPPORTING INFORMATION REQUIRED**

##### **1 Production Methods You are using**

Please describe the method of production used to make your products.

(For example 'The Smith Method of Brewing of Light Ales').

If your method of production is of your own devising, please describe the process used.

Commercially sensitive methods and ingredients do not need to be referred to in detail unless they affect public safety.

#### **PREPARATION/HYGIENE/SAFETY ISSUES**

##### **2 Production Tasks Schedule/diary**

As the brewer/distiller or wine producer you are responsible for keeping accurate, up to date records of your safe methods of preparation and production, cleaning methods including standards and schedules, cleaning cloth standards, personal hygiene standards, environment maintenance, prevention of cross contamination from objects and chemicals, accident/incident recording/reporting/action plan as listed below. This list is not exhaustive.

A production diary is a good way to keep your vital records in one place. See attached example.

##### **3 Maintenance task schedule**

Effective maintenance of the environment that is used to produce your product is essential.

An action schedule/plan on how you address this issue is required to be kept ready for inspection.

This plan should cover all areas such structural repairs, ventilation, repairs to damaged work surfaces and equipment damage, temperature control and keeping pests out.

This plan should itemize what areas need inspection with what frequency and what to do if something is found that needs rectifying. How to deal with repeated failures is also required. See attached suggested plan.

If the environment does not change, that is no new building works and the equipment you use to create your product does not change then the schedule will remain static. However, with each new piece of equipment or alteration to your premises there will be additional items or items removed from your schedule. You may also decide to alter the frequency or timing of your maintenance resulting in a change in your schedule.

#### **4 Contamination -Physical and chemical**

A record of your methods to prevent contamination occurring at any stage in your production methods is required. This includes:

- Keeping your ingredients covered and safe from vermin and pests as well as from insects and bacteria getting into your product.
- A procedure for the safe storage of any chemicals involved in your production as well as any cleaning chemicals.
- A record of your methods to prevent any damaged equipment contaminating your product, including glass and how you would deal with any such contamination is required.
- The level of risk of contamination may change with the seasons, variations in temperature or a change in supplier, therefore the risks to the quality of your product, your reputation and to the health of your customers should be monitored and the appropriate action taken to reduce risk.
- Smoking policy

See attached sample record of methods and procedure.

#### **5 Cleaning task schedule**

Keeping product preparation areas clean is essential to remove harmful bacteria and prevent them spreading.

A schedule of your cleaning processes used in all areas of your premises, including frequency, precautions and method is required. This can be a straightforward description of what you need to clean and when, your use of gloves and what products you use such as soapy water followed by disinfectant or specific cleaning products, and giving the reasons why you are using this method.

Cleaning does not just relate to work surfaces and equipment, frequently touched items such door handles, bins and tools need to be kept clean too.

What training you and your staff have undertaken or need to undertake should also be included.

The correct use of cleaning cloths is important in reducing the risk of contamination. Correct disposal of single use cloths and thorough washing, on a hot wash cycle, of re-usable cloths is essential in reducing the risk. A procedure should be in place to ensure this takes place.

Once your task schedule is accurate and complete it should be monitored regularly to see if items need to be changed or an additional item added if your production method has changed or a new piece of equipment has been added requiring a different method of cleaning.

Noting the items of your schedule in a daily production diary is a simple way of keeping your records up to date.

## **5 Personal Hygiene**

A guidance sheet is required for all staff to ensure that everyone is aware of the standards and methods regarding clean clothing, overalls and apron use, as well as correct hand-washing technique, use of hats/hairnets or tying back long hair, use of bright coloured waterproof dressings, and what to do if staff suffer from vomiting and diarrhoea.

All staff need to know why the rules are in place, reducing the risk of contamination from bacteria and foreign objects and have confirmed that they abide by the rules.

## **6 Ingredients**

All ingredients used should be stored so that vermin and other pests and contamination cannot come into contact with them. A written procedure needs to be in place and complied with to ensure safety of the ingredients used in making your product. Receipt and correct storage of ingredients should be recorded in a diary.

A record of the source of all ingredients used in production, including the dates they arrive on site and use by dates, is good practice. This ensures traceability in the event of a problem occurring.

## **7 Pets**

Pets are not to be allowed in preparation areas and all staff are to observe this rule.

## **8 Water Testing**

Testing of the water supply should be done regularly and the results recorded in a diary. Any failure must result in the ceasing of any production, with any product in the process of production being disposed of and not sold or given away. Production may not recommence until a satisfactory water test has been obtained.

## **9      Contacts**

Keeping an up to date list of useful contacts to aid staff in keeping your production site safe and in good repair is helpful.

## **10     Inspection visits**

An inspection visit by nominated qualified persons will be required prior to production commencing and annually prior to the renewal of a licence.

The inspection includes: premises, equipment, cleaning schedule, maintenance diary, water test results etc and any areas of process to ensure the public safety.

## **1 PRODUCTION METHOD**

Please set out on this page your production method.

(If you are producing more than one type of product e.g. Beer, Wine, Spirits please use separate sheets).

If you are using a standard well known method please state which. If you are using a bespoke method, please describe clearly how this is done.

SAMPLE

## 2 PRODUCTION TASKS DIARY

Date	Action		Done	Notes	Initials
01 February 2017	Preparation check	Environment Equipment Surfaces Utensils Ventilation Temperature of brew Fridge temperature	Y Y Y Y Y Y Y		
	Production phase undertaken	Commenced Brew 3		Used Kent Hops instead of Oxford. Temperature in vessel was xdeg C.	
	Close down check	Surface clean Stock room clean Cleaning cloths taken for washing	Y Y Y	Need more sugar, add to order sheet	

All actions are specific to your production at a specific premises. They may be exactly the same actions every day or weekly, but they should be recorded. This can be done with a simple check list in a standard diary.

You should include your tasks that are undertaken from your production schedule to ensure consistent taste and quantity, items from your cleaning task schedule, the maintenance task schedule and a record of any untoward incidents such as use of sterile dressings on an open wound, failure of a fridge to maintain its temperature resulting in a visit from an engineer.

It should include new staff arrivals on site, even if temporary, and that they have undertaken a suitable induction on the production process, standards, and what to do if something goes wrong.

April 2017

### 3 MAINTENANCE TASK SCHEDULE

Item to be checked	Frequency of checking					Precautions
	After use	Every shift	Daily	Weekly	Other	
Extractor fan				X		Ensure switched off
Mashing tank	X					

SAMPLE

**3a MAINTENANCE TASKS DIARY**

Date	Action		Done	Notes/remedial action	Initials
01 February 2017	Ventilation fan	Electrical check	Y	Satisfactory	
	Store room shelving	Stability/strength check	Y	Needs bracing bar	
	Preparation work surface	Check for damage	Y	Split on surface edge, to be replaced	

SAMPLE

## SAFE METHODS MAINTENANCE GUIDANCE FOR STAFF

Safety Point	Why
Repair structural damage as soon as it happens e.g. damp/chipped plaster, broken tiles, holes in walls or windows.	Structural damage can make your premises harder to clean and can attract pests.
Check extractor fans and filters regularly to make sure they are working properly and are free from grease and dirt.	This is to make sure fans and filters do their job
Replace chopping boards that are scratched, pitted or scored.	Dirt and harmful bacteria can collect in any areas where the board is not smooth.
Repair or replace any equipment or utensils that are damaged or have loose parts.	Dirt and harmful bacteria can collect in damaged equipment/utensils. Loose parts may fall into food.
Throw away any cracked or chipped dishes and other tableware.	Dirt and harmful bacteria can collect in cracks or chips.
Make sure your cooking, hot holding and chilling equipment is well maintained and working properly.	If it does not work properly, food may not be kept safe.
Temperature probes should be checked regularly to make sure their readings are accurate.	If your probe is not accurate, then it will not give a reliable measure of whether food is at a safe temperature.

SAMPLE

## 4 PREVENTION OF CONTAMINATION

### Dry goods

All dry goods to be stored in storeroom and only brought out when needed.

All dry goods to be kept in labelled plastic lock-tight type boxes on shelves and not stacked directly on the floor.

Labelling of ingredients to include date of receipt and use by dates.

The ingredients storeroom is used only for ingredients. Any cleaning chemicals and other products are kept in the cleaning store.

### Wet goods

Containers of wet goods inspected on arrival at the premises. Any leaking containers will be rejected.

All wet goods will be labelled with a receipt date and use by date.

### Glass containers

Any glass containers will be inspected prior to use and stored in vermin and pest free areas.

Any glass container found to be damaged or contaminated will be rejected and not used for storage or as a product container.

### Cleaning products/tools/cloths

These items are stored in the dedicated store prior to use

Alternatively, this may be done using a chart

Safety Point	Why
Follow the manufacturer's instructions on how to use and store cleaning chemicals. Store cleaning chemicals separately from food and make sure they are clearly labelled.	This is to prevent these chemicals getting into food.
Keep food covered.	This helps to stop things falling into the food.
Make sure you control pests effectively.	This is to stop insects, droppings etc. getting into food, as well as preventing the spread of bacteria.
Make sure that any chemicals you use to control pests are used and stored in the correct way and clearly labelled.	This is to prevent these chemicals getting into food.
Always clear and clean as you go and take care to throw away packaging, string etc. as soon as you remove it.	Keeping surfaces clear and clean will help prevent chemicals and objects getting into food, as well as preventing the spread of bacteria.
Repair or replace any equipment or utensils that are damaged or have loose parts.	Loose parts may get into food by accident.
It is a good idea to have a rule of no glass in the preparation area.	This reduces the risk of broken glass getting into the product.

SAMPLE

## 5 CLEANING TASKS SCHEDULE

Item to be cleaned	Frequency of cleaning					Precautions e.g. wearing of gloves	Method of cleaning
	After use	Every shift	Daily	Weekly	Other		
Work surface	X					Wear Gloves	<ul style="list-style-type: none"> <li>Remove obvious dirt</li> <li>Wash surface with hot soapy water, detergent diluted to manufacturer's instructions, to remove grease and dirt</li> <li>Rinse with clean water to remove detergent and dirt</li> <li>Apply disinfectant ensuring adequate contact time as recommended by manufacturer</li> <li>Rinse with clean water to remove disinfectant</li> <li>Leave to dry naturally or use clean disposable cloth</li> <li>Wash hands prior to other work</li> </ul>
Mashing tank	X					Wear Gloves	<ul style="list-style-type: none"> <li>Remove obvious product traces</li> <li>Wash using brewing cleaning product to manufacturer's instructions</li> <li>Rinse with clean water to remove cleaning product</li> <li>Allow to dry naturally</li> <li>Wash hands prior to other work</li> </ul>
Waste Bin		X				Wear Gloves	<ul style="list-style-type: none"> <li>Remove obvious dirt</li> <li>Wash surface with hot soapy water, detergent diluted to manufacturer's instructions, to remove grease and dirt</li> <li>Rinse with clean water to remove detergent and dirt</li> <li>Apply disinfectant ensuring adequate contact time as recommended by manufacturer</li> <li>Rinse with clean water to remove disinfectant</li> <li>Leave to dry naturally or use clean disposable cloth</li> <li>Wash hands prior to other work</li> </ul>

<b>Surface cloths</b>	X							<ul style="list-style-type: none"><li>• Remove from site</li><li>• Hot standard wash cycle with detergent used to manufacturer's instructions</li><li>• Dry thoroughly and inspect for adequate cleaning prior before storing in clean place</li></ul>
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SAMPLE

## 6 PERSONAL HYGIENE

These are the rules to ensure personal hygiene does not affect your product.

- Clean overalls to be worn at all times on site.
- Hats or hairnets to be worn at all times on site when production is underway.
- Any open wounds to be covered with bright coloured sterile dressing. In addition any hand wounds to be covered by single use disposable glove.
- Hand washing should be done before and after any production process.
- Hand washing must be undertaken after each cleaning and maintenance process
- Hand-washing must be undertaken after using the toilet
- Any staff or visitors who have been suffering with vomiting and/or diarrhoea must have 48 hours clear of symptoms prior to working or visiting the premises
- The location of the toilets used by staff should be noted and if on the premises the cleaning method of cleaning and schedule should be included in your supporting information

Alternatively, a chart may be used

Safety point	Why	How
Touching of face during production  Coughing and sneezing	Harmful bacteria can spread to your hands and clothes and come into contact with your product	
Jewellery	Watches and jewellery can bring harmful bacteria and dirt into your product	Remove watches and jewellery, such as rings prior to starting production or wear disposable gloves
Clean clothes and aprons/overalls	Harmful bacteria and dirt can be carried on your clothes, wearing clean and dedicated clothes for production prevents this	Check clean clothes and clean apron prior to starting production process
Long hair practice/hat/hairnet	Hair can fall into the production process causing contamination, also you are more likely to touch your hair if it is loose	Wearing suitable hat/hairnet and/or tie back loose hair securely

<p>Do not prepare any products if you have diarrhoea and/or vomiting.</p> <p>People suffering from these symptoms often carry harmful bacteria on their hands and can spread them to the product or equipment they touch.</p>	<p>Do not prepare any products until you have had no symptoms for 48 hours.</p> <p>Even if the diarrhoea and vomiting has stopped you can still carry harmful bacteria for 48 hours afterwards.</p>	<p>Ensure all staff are aware of the need to avoid being involved in production until they are clear of symptoms for 48 hours</p>
<p>Cuts and sores should be completely covered with a waterproof dressing, ideally a brightly coloured one.</p>	<p>This is to prevent bacteria from the cut or sore spreading to the product. Brightly coloured dressings are easier to spot if they come off and fall into the product.</p>	<p>Have suitable coloured dressing available on site</p>
<p><b>Handwashing</b></p>		
<p>You should always wash your hands properly before preparing product or touching ingredients.</p> <p>You should wash your hands after:</p> <ul style="list-style-type: none"> <li>going to the toilet</li> <li>touching eggs</li> <li>emptying bins</li> <li>cleaning</li> <li>touching a cut or changing a dressing</li> </ul>	<p>Harmful bacteria can spread very easily from hands to the product, work surfaces and equipment.</p> <p>Washing your hands properly at the right times helps to prevent this.</p>	

## 7 INGREDIENTS – traceability, storage

Please list all ingredients and their origin and correct storage on this sheet.

By keeping an accurate record should there be a problem it is easier to ascertain either the reason, cause or source of the issue.

Recording this information in your production diary may be easier on a daily basis , but keeping it in one place such as a list makes it easier to find an item if there is an issue.

(No financial records of ingredients and other supplies are required).

<b>Date</b>	<b>Ingredient</b>	<b>Supplier</b>	<b>Use by date (if relevant)</b>	<b>Store</b>	<b>Initials</b>
01.02.17	Dried figs	Oriental Goods, Guernsey	31.05.17	Dry goods stockroom	XX