SALSA

Safe and Local Supplier Approval

Audit Standard

Issue 6, June 2022

The SALSA Scheme: An Introduction

SALSA is recognised as the leading food safety certification scheme for the UK's small food and drink producers. More than simply an audit standard, the Scheme offers a range of membership options, information resources and guidance as well as a strong support structure to take the supplier through to approval in achievable, affordable steps.

SALSA is a joint venture between three of the major trade associations representing the UK food chain:

- The Food and Drink Federation (FDF)
- The National Farmers Union (NFU)
- UK Hospitality (UKH)

The Institute of Food Science & Technology (IFST) moderates the Scheme on behalf of the joint venture owners.

SALSA Certification

Implementing recognised standards is a powerful tool to improve your business, manage consistency and stand out from the competition - gain SALSA Approval and trade with confidence!

The SALSA Standard has been written by experienced food safety experts to reflect the legal requirements of UK food producers and suppliers and the enhanced expectations of 'best practice' of professional food buyers. To gain SALSA Approval, members must demonstrate to an auditor that they produce and supply safe and legal food and are committed to continually meeting the requirements of the SALSA standard.

Who is eligible to become a SALSA member?

- Food and drink producers and suppliers based in the UK
- Enterprises that operate from commercial (not domestic) premises
- Enterprises which have between 1 to 50 full-time employees (small and micro enterprises)

SALSA members receive a range of valuable benefits:

- Credentials for a competitive edge - use the SALSA Approved logo with pride
- A listing on the SALSA Directory with visibility to c. 2000 buyers!
- Free extensive library of online guides - to help implement and maintain the SALSA Standard
- Savings on SALSA training courses and our Label Check Service
- Support from our professionally qualified and trained SALSA Auditors and Mentors
- Confidence that you are producing food that is consistently safe and legal.

Success with SALSA

SALSA certification is only granted to small and micro producers who can demonstrate that they are able to produce safe, legal food and drink, and are committed to continually meeting the requirements of the Standard. Joining the SALSA Scheme and implementing the standard, supports the development and maintenance of an effective food safety culture.

Food Safety Culture encompasses 'the attitudes, values and/or beliefs which are prevalent at the site, relating to the importance of product safety and the confidence in the product safety systems, processes and procedures used by the site. This includes;

- Leadership, strategy and a plan to ensure the production of safe food consistently
- Awareness, engagement and commitment of all employees in the importance of safe production and distribution of food
- Clear communication and understanding of roles and responsibilities and their interactions for all employees in the food business
- Maintaining the integrity of the food safety management system, through verifying controls in a timely and efficient manner and documentation is up to date
- Continual improvement of the food safety management system, taking into account changes and developments in science, technology and best practices
- Availability of sufficient resources and facilities to ensure the consistent, safe and hygienic handling of food

See SALSA's guide 'Success with SALSA - Food Safety Culture' for more information

Use SALSA's **Self-Assessment Checklist alongside the Interpretation Guide, Glossary and Tools & Tips**

- As a gap analysis to help you prepare for a first SALSA audit
- To help you prepare for your SALSA renewal audit
- To record your annual Food Safety Systems Review
- As a plan to measure and improve your Food Safety Culture

Approval in achievable and affordable steps. Join us today!

For more information please contact the SALSA team who will be happy
to advise you on the most appropriate membership package for your business.

T: 01295 477570   E: info@salsafood.co.uk   W: www.salsafood.co.uk

SECTION 1 - PREREQUISITE CONTROLS

1.1   Training and Supervision

1.2   Personal Hygiene

1.3   Cleaning

1.4   Allergen Management

1.5   Process, Environment and Equipment Control

1.6   Control of Suppliers and Raw Materials

1.7   Stock Control

1.8   Waste Control

1.9   Pest Control

1.10   Equipment

1.11   Maintenance

1.12   Vehicle Management, Storage and Distribution

SECTION 2 - HACCP

2.1   HACCP Scope and Team

2.2   Product Description

2.3   Intended Use

2.4   Process Flow Diagram

2.5   Hazard Analysis

2.6   Control Measures / Prerequisites

2.7   Risk Assessment

2.8   Critical Control Points

2.9   Critical Limits

2.10   Monitoring Procedures

2.11   Corrective Actions

2.12   Verification

2.13   HACCP Documents and Records

2.14   HACCP Review

2.15   HACCP Personnel

SECTION 3 - MANAGEMENT SYSTEMS AND DOCUMENTATION

3.1   Food Safety Systems Review

3.2   Non-Conformance Investigation and Corrective Action

3.3   Traceability

3.4   Managing Incidents

3.5   Document Control

3.6   Manufacturing and Finished Product Specifications

3.7   Labelling Control

3.8   Product Shelf-Life and Product Testing

SECTION 4 - PREMISES, LAYOUT AND STRUCTURE

4.1   Premises Approval

4.2   External Areas and Product Security

4.3   Site Layout and Methods of Working

4.4   Building Structure, Services and Fabrication

SECTION 1 - PREREQUISITE CONTROLS

Statement of Intent: 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.

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.

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

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

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

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.

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.

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.

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.

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

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.

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.

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.

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.

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

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

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.

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.

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.

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

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.

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.

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.

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.

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.

1.5.5 Metal control or detection procedures shall be documented and their operation subject to recorded inspection and/or testing.

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.

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

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.

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

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.

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.

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.

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.

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.

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.

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.

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

1.9 Pest Control

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

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.

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.

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.

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.

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.

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.

1.11 Maintenance

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

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.

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.

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.

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.

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.

SECTION 2 - HACCP

Statement of Intent: 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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

2.10 Monitoring Procedures

2.10 Establish and implement a monitoring procedure and system for each Critical Control Points.

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.

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.

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.

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.

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).

SECTION 3 - MANAGEMENT SYSTEMS AND DOCUMENTATION

Statement of Intent: 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.

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.

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

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.

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

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

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.

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.

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.

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.

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

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.

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.

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.

3.6 Manufacturing and Finished Product Specifications

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

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.

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

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.

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.

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

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.

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

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

SECTION 4 - PREMISES, LAYOUT AND STRUCTURE

Statement of Intent: 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.

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.

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.

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

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.

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.

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.

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.

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

4.4.3 Suitable and sufficient hand cleaning facilities shall be provided.

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.

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

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

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.

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.