

SALSA

Safe and Local Supplier Approval



Brokers, Storage & Distribution Audit Standard

Issue 1, June 2021

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The SALSA Scheme: An Introduction

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

SALSA is widely accepted by both retailers and food service providers, making it the Scheme of choice for both small and micro suppliers and buyers alike. Buyers will typically ask businesses to gain SALSA Approval as part of their purchasing arrangements and may themselves be eligible for approval against the SALSA Brokers, Storage & Distribution Standard.

SALSA is a joint venture initiated by the following major trade associations representing the UK food chain:

- The British Hospitality Association (BHA)
- The Food and Drink Federation (FDF)
- The National Farmers Union (NFU)

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

The Scheme is structured around an annual site audit which is appropriate and proportionate to the scope and size of the business – without compromising food safety - and utilises the expertise of locally based auditors. The work is carried out within a defined commercial framework to ensure costs and disruption to business are kept to an absolute minimum, but more importantly, with the aim of adding value to the business.

SALSA certification is only granted to small and micro businesses who can demonstrate that they are able to produce and sell safe, legal food and drink, and are committed to continually meeting the requirements of the Standard.

Members should be aware of all the food regulations and industry codes of practice applying to their products. For example, labelling, weights & measures, general food hygiene regulations, temperature control regulations, including any specific requirements applicable to their own operation such as storage and shelf-life. It is a requirement that members have systems in place for traceability and incident management.

Who is eligible to become a SALSA member?

- Food and drink manufacturers based in the UK (includes Channel Islands and the Isle of Man)
- Enterprises whose products are made or packed in the UK
- Enterprises based in the UK that procure and take possession or ownership of, store and/or distribute food products
- Enterprises that operate from a commercial premises or dedicated production unit (not in a domestic setting)
- Enterprises which normally have between 1 to 50 full-time employees (small and micro enterprises*)

What support and services are available to members?

SALSA Membership provides businesses with the following benefits:

- Access to an expanding, easy-to-understand online library of guidance materials to assist in audit preparation
- Discounted rates for SALSA services, including HACCP training courses and Food Labelling workshops
- Mentoring support from SALSA-approved locally based mentors at capped rates
- Industry advice and regular updates affecting small businesses
- Telephone helpline offering 'in person' guidance and support (Mon-Fri)

How will Approval help small and micro enterprises?

- Security that the business has demonstrated full legal and quality compliance
- Instant online showcase for the business and its products; visible to national buyers
- Confidence to approach a wide range of new buyers
- Opportunities to secure new contracts and grow the business
- A stepping stone to further certification such as BRC Global Standards

The Audit Standard documents are designed to be used in conjunction with Steps to SALSA Approval. Please ensure you are familiar with the various Policies and Procedures the SALSA scheme operates to. These can be found on the website.

* EU defines a micro enterprise as having <10 and a small enterprise as having <50 full-time employees.

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

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Procurement business (Brokers): Fewer clauses will be relevant and emphasis is placed on product safety and legality through supplier and subcontracted service provider management. The requirements indicated in purple are those **mandatory** for Brokers.

SECTION 1 – PREREQUISITE CONTROLS

Statement of Intent	<i>Prerequisite product safety controls shall be identified, documented, adopted, legally compliant and maintained throughout the business. The controls shall include, but are not limited to, the requirements identified in Section 1.</i>
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1.1 Training & Supervision

Ref	Requirement
1.1.1	The business shall have a training procedure with a documented plan and records to demonstrate that the training is appropriate, effective and can provide evidence of competency. All staff should be adequately trained to carry out their specific job function.
1.1.2	Temporary personnel shall be trained commensurate with their activity prior to starting work. This training shall be documented.
1.1.3	A programme of appropriate refresher training shall be in place for key staff.
1.1.4	All personnel shall be adequately supervised throughout the working period.

1.2 Personal Hygiene

Ref	Requirement
1.2.1	Suitable company approved clothing shall be worn by employees, visitors, contractors working in, or entering handling/storage areas.
1.2.2	Where protective clothing is required, designated changing facilities shall be provided for all personnel, whether staff, visitor or contractor, prior to entry to all food handling/storage areas. Protective clothing shall be stored physically separate from outdoor clothing.
1.2.3	Where product packaging is damaged and food is no longer enclosed (spillage), the company approved clothing must not be a source of cross contamination for products.
1.2.4	The consumption of food and drink shall not be permitted within food handling/storage areas.
1.2.5	All hair, including beards and moustaches, shall be fully contained to prevent packed product being contaminated in handling/storage areas.
1.2.6	Smoking shall be effectively controlled and, as a minimum, isolated from handling/storage areas. This applies to electronic cigarettes and other smoking apparatus.
1.2.7	The business shall detail how to control jewellery and personal items such as medicines, keys and mobile phones so that they pose no risk of product contamination.
1.2.8	Hand cleaning shall always be performed before handling food, after visiting the toilet and thereafter at a frequency that is appropriate to product risk.
1.2.9	All cuts and grazes on exposed skin shall be covered by a blue plaster that is business-issued, logged and monitored to ensure safe disposal or return.
1.2.10	Strong perfume or aftershave shall not be worn; fingernails shall be kept short and clean. False fingernails and false eye lashes shall not be permitted.
1.2.11	The business shall have a procedure 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.

1.3 Cleaning

Ref	Requirement
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 packed product.
1.3.2	Documented cleaning schedules, procedures and records shall be in place and maintained for the building, services, plant and all equipment in direct contact with packed products.
1.3.3	The effectiveness of cleaning shall be routinely checked and documented.
1.3.4	Cleaning and disinfecting processes shall not compromise the safety of the packed products.
1.3.5	Cleaning chemicals shall be fit for purpose, appropriately labelled, secured in closed containers and used according the documentation on their safe use, which shall be held on site.

1.4 Contamination/Cross-Contamination Prevention

Ref	Requirement
1.4.1	The site layout and activities shall be mapped to demonstrate how the potential for the unintended physical, chemical, microbiological or allergen contamination of packed products has been controlled.
1.4.2	There shall be effective segregation in place to minimise the risk of packed product or meat species cross-contamination.
1.4.3	Allergens handled on site or brought on to site, shall be identified and the risk of cross- contamination shall be assessed. Controls shall be implemented to minimise the potential for cross- contamination.
1.4.4	Glass and Breakables control procedures shall be documented and shall include a list of relevant items and recorded checks.
1.4.5	Metal control or detection procedures shall be documented and their operation subject to recorded inspection and/or testing.
1.4.6	Procedures shall be in place to prevent contamination by other foreign bodies including wood and plastic.
1.4.7	Procedures shall be in place to prevent contamination of product by chemicals used on site.

1.5 Process, Environment & Equipment Control

Ref	Requirement
1.5.1	All process controls shall be documented and monitored to ensure goods are consistently in compliance with the requirements of the written specification.
1.5.2	Appropriate environmental controls shall be documented and monitored to ensure that facilities are adequate to maintain goods 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, shall be calibrated to ensure accuracy within defined parameters at a pre-determined frequency.
1.5.5	All other devices and equipment (not covered in 1.5.4) used for monitoring processes and product quality shall be regularly checked and adjusted if necessary.
1.5.6	Procedures for quantity control shall be in place to ensure the product complies with Weights and Measures legislative requirements.

1.6 Control of Suppliers & Subcontracted Service Providers

Ref	Requirement
1.6.1	The business shall maintain a list of approved suppliers of products and subcontracted services where products include packed food products, secondary packaging and/or shelf-display units. The approval process shall be based on the results of a documented risk assessment and reviewed regularly.
1.6.2	The business shall ensure that specifications are held for all products supplied and are regularly reviewed.
1.6.3	All incoming goods shall be identifiable and where appropriate, be thoroughly checked on arrival for temperature compliance, damage, cleanliness and the absence of pest infestation. Where appropriate, certificates of analysis or conformance shall be obtained and held on file.
1.6.4	The business shall perform a risk assessment on all brokered, stored and/or distributed products in relation to adulteration or substitution. The findings shall be documented and appropriate controls and procedures implemented.
1.6.5	Water shall be potable, and shall not present a contamination risk to products.

1.7 Stock Control

Ref	Requirement
1.7.1	The business shall practise effective stock rotation to ensure that products 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 on to charities or other organisations, there shall be a written procedure and records to ensure that all products are fit for consumption, meet legal requirements and are traceable. Where these products are customer branded, there shall be written consent of the brand owner

1.8 Waste Control

Ref	Requirement
1.8.1	The business shall ensure that 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

Ref	Requirement
1.9.1	All handling/storage areas shall be controlled so as to minimise risk of infestation, be adequately proofed to prevent pest ingress, and the methods of control shall be communicated to all staff.
1.9.2	The business shall contract the services of a competent pest control organisation, for the regular inspection and treatment of premises to deter and eradicate infestation. The service contract shall be clearly defined and reflect the activities of the site and shall be regularly reviewed.
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 and documented records shall show details of any pest activity and pest control treatments undertaken at individual pest control points.
1.9.5	Records of recommendations made by the contractor, along with details and dates of actions taken, shall be maintained.
1.9.6	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.
1.9.7	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

Ref	Requirement
1.10.1	Equipment shall be fit for purpose, constructed of appropriate materials, and positioned so as to give access under, inside and around it for ease of cleaning and servicing. Where permanently sited, equipment shall be properly sealed to the floor.

1.11 Maintenance

Ref	Requirement
1.11.1	A programme of planned maintenance shall be in place for premises and for equipment critical to product safety, legality and quality.
1.11.2	The business shall ensure that the safety, legality and quality of packed product is not jeopardised during maintenance operations.
1.11.3	Cleaning and/or replacing light fittings and glass shall be carried out in a manner to minimise the potential for packed product contamination.

1.12 Labelling Control

Ref	Requirement
1.12.1	Procedures shall be in place to ensure all product labelling fully conforms to legislative and, where specified, customer requirements.
1.12.2	There shall be appropriate documented controls to ensure that the correct labelling is applied to packed product.

1.13 Vehicle Management, Distribution & Storage Control

Ref	Requirement
1.13.1	Transport used for the distribution of products to the customer shall be fit for purpose and capable of maintaining the integrity and safety of the product, including product temperature where applicable. All transport should be inspected before loading, and records kept for each despatch.
1.13.2	Where third party hauliers/ distributors and storage facilities are contracted, there shall be a documented agreement in place to ensure the integrity and safety of product is not compromised during storage and/or distribution to the customer.

1.13.3	Where products are distributed via couriers or the postal service, the business shall ensure products are adequately and appropriately packaged to ensure their integrity and safety is not compromised during distribution to the customer.
1.13.4	Procedures for managing the security of the vehicle & load during transit, and where appropriate during loading and unloading, shall be documented and understood by drivers and delivery staff.

1.14 Product Shelf-Life & Product Testing

Ref	Requirement
1.14.1	The minimum durability (shelf-life) applied to products shall be determined by the supplier, documented in the product specification and checked using appropriate verification techniques. Where microbiological and/or chemical risks are identified for the product, there shall be an appropriate testing programme. Accredited laboratories shall be used for all tests which are critical to product safety or legality.

SECTION 2 - HACCP

Statement of Intent	<i>All hazards to product safety and legality shall be identified, analysed and assessed for risk. A documented HACCP (Hazard Analysis & Critical Control Point) system, based on Codex Alimentarius HACCP principles, shall be in place and regularly reviewed. HACCP shall be part of product development and product design and be verified during supplier and subcontracted service provider approval. Procurement - It is expected that supplier approval and product specifications will be used to demonstrate HACCP implementation and identify the product safety rationale.</i>
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Ref	Requirement
2.1	The HACCP system shall be developed by a named team or person, with appropriate training, who shall be able to demonstrate competence in the understanding of HACCP principles and their application.
2.2	A flow process/diagram shall be prepared to cover each product or product category or process as outlined in the scope of the SALSA audit. It shall cover all operational steps from receipt through handling activities, storage and distribution.
2.3	The HACCP team shall conduct a Hazard Analysis by identifying the cause/source of any physical, biological and chemical hazards (including allergens) that must be prevented, eliminated or reduced to acceptable levels.
2.4	Control Measures and/or Prerequisite Controls relating to the hazards in 2.3 shall be identified.
2.5	A Risk Assessment shall be conducted for the physical, biological and chemical hazards (including allergens) identified in 2.3 which must be prevented, eliminated or reduced to acceptable levels.
2.6	Critical Control Points shall be identified, using documented methods, at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels.
2.7	Critical Limits, which enable the prevention, elimination or reduction of identified hazards, shall be established for Control Measures at each Critical Control Point.
2.8	Effective monitoring procedures shall be established and implemented at Critical Control Points.
2.9	Effective Corrective Action(s) shall be established and actioned when monitoring indicates that a Critical Control Point is not under control.
2.10	Regular checks shall be established to verify that the limits and controls outlined in 2.7 to 2.9 are working effectively.
2.11	Documents and records, commensurate with the nature and size of the business, to demonstrate the effective implementation of the HACCP system shall be established.
2.12	A review of the HACCP system shall be completed at least annually, or when any new practices, processes or product changes are introduced, to ensure that it continues to reflect the current or adjusted practices and that any proposed changes are appropriately controlled and monitored.
2.13	At all times during handling and storage activities, at least one person shall be present who can demonstrate understanding in HACCP principles, the controls, corrective actions and food safety consequences.
2.14	The business management should be aware of all the food standards, legal regulations and industry codes of practice applying to their process, product or product category they trade, handle, store and/or distribute and also of their intended consumers and customer base.

SECTION 3 – MANAGEMENT SYSTEMS & DOCUMENTATION

Statement of Intent	<i>An effective management system encompassing regular systems reviews and procedures for corrective action, traceability, incident management and complaint handling shall be in place. Documents, specifications & procedures relating to the business’s food safety and quality systems shall be clear, organised and accessible.</i>
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3.1 Product Safety Systems Review

Ref	Requirement
3.1.1	An Internal Systems Review (or scheduled internal audit), carried out by appropriate personnel who, ideally, shall not review their own work, shall be documented at least annually and include all the applicable requirements of the SALSA Brokers, Storage and Distribution Standard.
3.1.2	Results of the review (or scheduled internal audit) shall include a timetable for correction of any non-compliances found and the date the action was taken.

3.2 Control of Non-Conforming Materials, Damages & Returns

Ref	Requirement
3.2.1	Procedures shall be in place to identify and record any non-conforming materials, damages and returns and to record actions taken in managing those materials.

3.3 Corrective Action

Ref	Requirement
3.3.1	Procedures shall be in place to investigate, record and remedy the cause of any product non-compliance including complaints, incidents and sub-standard product. Records shall be available to the Internal Systems Review.

3.4 Traceability

Ref	Requirement
3.4.1	The business shall have a documented procedure and records to identify and trace all products, including printed packaging, from supplier to goods receipt and through to the point of despatch and, where appropriate, delivery to known customers and vice versa.
3.4.2	Traceability of products shall be tested each way at least annually, and more frequently if there are known risks in the supply chain.
3.4.3	There shall be appropriate documented controls in place to verify the use of provenance, suitability or logo claims on goods and/or packaging.

3.5 Managing Incidents

Ref	Requirement
3.5.1	The business shall have a documented procedure giving clear guidance on the response to any incident which may compromise the safety and/or legality of a product.
3.5.2	The business shall test and record the effectiveness of the procedure at least annually.
3.5.3	In the event of a product recall or withdrawal, improvement notice or other notice of legal proceedings by an enforcement authority, the business shall inform SALSA. A summary of the subsequent investigation into cause and the Corrective Action(s) taken to prevent recurrence shall be sent to SALSA.

3.6 Complaint Handling

Ref	Requirement
3.6.1	The business shall ensure product complaints are managed and documented to include the response to complainants.

3.7 Document Control

Ref	Requirement
3.7.1	All documents and records, appropriate to the safety, legality and quality of products, shall be legible and able to be used by the appropriate personnel. The control of these documents and records shall be the responsibility of a senior member of staff.
3.7.2	All documents and completed records appropriate to the safety, legality and quality of products shall be genuine, legible and retained in good condition. The business shall ensure these documents and records are stored safely for at least the shelf-life of the product(s) concerned plus one year.

3.8 Customer Specifications & Contracts

Ref	Requirement
3.8.1	Customer specifications and contracts for products and services shall cover items relevant for food safety and legality, be agreed and regularly reviewed.
3.8.2	The customer product specifications shall include defined limits for micro-organisms where these may affect the safety and/or quality of a product.

3.9 Procedures & Working Instructions

Ref	Requirement
3.9.1	Procedures and Working Instructions shall be clearly legible, easy to understand by staff and readily accessible at all times.

SECTION 4 - PREMISES

Statement of Intent	<i>Premises shall be fit for purpose, clean, and provide safe and legally compliant facilities that meet handling/storage and staff requirements. Premises shall be registered with, and/or approved by, the appropriate authority. All businesses placing food products on the market must be able to demonstrate they are running as a legitimate Food Business Operator.</i>
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Ref	Requirement
4.1	The handling / storage site shall be registered with or approved by the site's Local Authority(ies). Documented Local Authority reports shall be made available and held on file for inspection. A procurement business shall be able to demonstrate they are running as a legitimate food business operator.
4.2	External factors affecting the location which may contaminate or affect integrity of products shall be risk assessed and documented accordingly.
4.3	Perimeter and grounds areas shall be maintained in good order and drainage shall be adequate and effective.
4.4	Security measures and/or practices shall be in place to ensure only authorised personnel have access to handling and storage areas on site. Where digital records that demonstrate food safety and legality are used, businesses shall have a system in place to protect these records in case of digital failure and digital cyber security attacks.
4.5	Suitable and sufficient hand cleaning facilities shall be provided.
4.6	Facilities for tray and rack washing and general-purpose cleaning shall, where appropriate, be adequately segregated from product handling and storage.
4.7	Changing facilities shall be appropriately sited and appointed to avoid contamination after changing into company approved clothing. Toilets shall not open directly into handling or storage areas.
4.8	Building walls, ceilings, doors, floors, drains and lighting shall be sound, fit for purpose and regularly maintained.
4.9	Building services, such as ventilation, compressed air, cooling systems shall be sound, fit for purpose and regularly maintained.