

Ivan Clarke Catering Butchers Ltd UK 8381 EC.

STANDARD OPERATING PROCEDURES

Date of Preparation 01/06/2008

Revised 09/07/2019

REVISION HISTORY

Date	Issue No:	Reason for amendment	Authorised by
01/05/2008	1	Creation of document at the commencement of UK 8381 EC cutting plant licence.	Ivan Clarke FBO
09/07/2019		Although this document has been amended several times after its creation. This page has been added following a Full Audit from the FSA on 09/07/2019. Previous amendments are recorded in the HACCP folder.	Ivan Clarke FBO
05/07/2022		Following a visit from EHO we have been requested to create a separate SOPs for CHEESE. OR HIGHLIGHT THE SECTION RELATING TO CHEESE. Cheese section highlighted in yellow.	IVAN CLARKE FBO
13/10/2023		Following an UAI the SOPs have been revised to come into line with the FSAs recommendations.	Shane Clarke FBO

1 INTAKE RE-INSPECTION AND TRIMMING PROCEDURES

- All deliveries of red carcass meat originate from *Weddels Swift Exeter, or Combe Martin Meats. Towers Ltd, Kesbury Ltd. This carcass meat consists of sides of beef, split pigs and whole lambs.*
- At intake into our cutting plant (CCP1), WRAPPED CARCASS or PART-CARCASS will be re-inspected on the lorry tail lift at the unloading dock, by a designated senior butcher to check for signs of visible faecal, hair or grease contamination.
- Checks will also include correct health marks, and correct temperature (not more than 4°C, complying with statutory provisions).
- If any visibly contaminated meat is found, the carcass meat will be rejected.
- This will be recorded on Intake Data Sheets, so that any further trace can be carried out to identify the source of contamination. This daily intake and throughput sheet will record the date, source and health mark of the carcass, the weight and temperature of the carcass, and any defects.
- Our suppliers are required to deliver incoming carcasses in the range 0° to 4°C on intake. If meat temperatures checked are found to be outside this range, all such carcasses will be marked and hung in a designated fridge for 6 hours minimum before being used for cutting. This ensures that the Cold Chain is not abused. The supplier will be informed of any such deficiency.
- All instruments used in these procedures will be washed and sterilised at +82°C in the designated steriliser.
- All category 2 ABP generated by this procedure will be stained with Brilliant Black PN, and stored in lockable, labelled covered containers in the ABP Freezer, and collected on contract by J L Thomas (Exeter) Ltd every Monday.
- All unloading and despatch areas are cleaned and disinfected in accordance with the Plant Cleaning Schedule on a daily basis.

1a INTAKE OF BOXED MEAT & BOXED POULTRY and CHEESE

- All deliveries of boxed meat originate from *Weddels Swift Exeter, Tican Chilled foods Ltd, Towers Ltd, Blakemores Ltd or Isca Foods Exeter. This boxed meat consists of primal cuts of beef, topsides, rumps, striploins etc, lamb, pork, gammons and poultry.*
- At intake into our cutting plant (CCP1), boxes will be re-inspected on the lorry tail lift at the unloading dock, by a designated senior butcher to check for signs of visible damage or grease contamination.
- Checks will also include correct health marks, and correct temperature (not more than 7°C, complying with statutory provisions).
- If any visibly contaminated boxes are found, all contamination will be rejected.
- This will be recorded on Intake Data Sheets, so that any further trace can be carried out to identify the source of contamination. This daily intake and throughput sheet will record the date, source and health mark of the boxed meat, the weight and temperature of the boxed meat, and any defects.
- Our suppliers are required to deliver incoming boxed meat in the range 2°-7°C on intake. If meat temperatures checked are found to be outside this range, all such boxes will be rejected. This ensures that the Cold Chain is not abused. The supplier will be informed of any such deficiency.
- All instruments used in these procedures will be washed and sterilised at >82°C in the designated steriliser.

2 STORAGE AND HANDLING OF EXPOSED CARCASS MEAT AND RED OFFAL

- Carcass capacity is approximately (two sides of beef, six pigs and twelve lambs), but **capacity will be self-regulated by management policy of taking in only what is needed for daily cutting.**
- During storage, carcasses, bagged red offals (in a wheeled container) and hanging cuts of meat will be hung free from all floor and wall contact.
- During movement of exposed meat into the cutting room and chillers, care is taken to prevent contact with doors and door frames, and walls.

2a STORAGE AND HANDLING OF BOXED MEAT & BOXED POULTRY

- Boxed meat capacity is approximately (100 boxes of beef 20 boxes of pork 10 boxes of lamb and 30 boxes of poultry], but **capacity will be self-regulated by management policy of taking in only what is needed for daily cutting.**
- During storage, boxed meat will be stored in the boxed meat chiller, set at 0 to -2°C.
- De boxing takes place in the boxed meat chiller where primals are transferred into clean stackable trays before being wheeled into the holding fridge in the main cutting room.

3 FRESH MEAT TEMPERATURE CONTROL & MAINTENANCE of the COLD CHAIN

- All red carcass meat entering our premises will be temperature checked on entry using a temperature probe sterilised by probe-wipes.
- If the carcass is within the temperature range 2°C to 7°C., it will be re-inspected immediately. If not, it will be held in our carcass chiller, checked every 1-2 hours while cooling, until the acceptable temperature of below 7°C has been achieved.
- Batches of carcass meat will be temperature-checked **immediately prior to cutting**, to ensure that no meat is ever above 7°C. Records of such checks will be kept.
- Temperatures of batches of meat and red offal **prior to despatch** will also be checked and recorded.
- Any red offal will be stored and/or immediately despatched at a maximum temperature of 2°C.
- All staff are trained to operate a policy of removing only the meat from the fridge that they are working on at one time, and no meat is hung in the cutting room that is not being processed.

4 MEAT CUTTING, WRAPPING AND PACKAGING

- At the start of production, all tables and cutting blocks are checked to make sure that they have been thoroughly cleaned, and are free from any excess moisture or physical or chemical contamination.
- During the course of production at approximately 2-hour intervals (or more frequently if they become more heavily soiled), cutting blocks will be cleaned with a small food-grade spray of a degreaser, followed by use of tabletop squeegee (during day time), but by a pressure washer at the end of work.
- Immediately after cutting, meat will be bagged or vacuum packed.
- **No meat primals or meat cuts will be left out on work surfaces during staff work-breaks. ALL MEATS WILL BE WRAPPED and RETURNED to the MAIN CHILLER UNTIL WORK RESUMES.**
- Any cuts of meat vac packed and sold for PRE-PACKS will have the following identification on them:
 - i. Description of product
 - ii. weight
 - iii. Date packed
 - iv. Origin
 - v. Cutting plant Identification Mark *UK8381EC*
 - vi. Storage guidance for Customers, e.g. store below 4°C.
 - vii. Use-by date.

** A 5 day use by date will be placed on fresh portioned cuts of meat; i.e, beef, lamb, pork, poultry, RTE, mince, sausages and burgers. A 3 month use by date will be placed on frozen items,
- Any cuts of meat vac packed and prepared for catering will be stored in the Picking fridge with the original established date and batch code. Upon sale, they will have the following identification on them:
 - i. Description of product
 - ii. Date packed
 - iii. Origin
 - iv. Cutting plant Identification Mark *UK8381EC*
 - v. Storage guidance for Customers, e.g. store below 4°C.
 - vi. Use-by date.

** An 8 day use by date will be place on joints of meat, providing the established date is longer than 8 days. If the established date ends before 8 days, then the established placed on instead. A 5 day use by date will be placed on mince, sausages and burgers. A 3 month use by date will be placed on frozen processed goods, and a 12 month use by date will be place on anything else sold as frozen.
- All meat which is bagged, packaged and labelled ready for despatch for customers **will be stored in the despatch chiller** until loading into our own refrigerated vans,
- Only packaging materials required for daily use will be kept in the cutting room.
- Only new wrapping and packaging materials will be used.
- Used or soiled packaging materials will be stored in refuse bags, and transferred to a sealed refuse skip which is emptied by the local refuse collectors once a week.
- No meat, before or during cutting, etc., will be allowed to come in contact with the walls or floors at any times.
- Any meat coming into contact with the floor or wall by accident will be trimmed wherever possible, and classified as Category 2 ABP. Any trim or diced meat falling on the floor will immediately be treated as category 2 ABP, and stained black. Removal of all ABP is on a contract with J L Thomas (Exeter) Ltd, which collects every other working day

5 FURTHER PROCESSING

5a MINCE PRODUCTION

- ◆ During mincing, the cold-chain will be scrupulously maintained in respect of cutting room temperature (not more than 8 to 10°C) and meat/mince temperatures as below.
- ◆ Meats to be used in mince, burgers and sausages are never over 6 days from slaughter - unless they originate from Vacpaks (15 days). Slaughter dates will be verified on labels attached to each batch manufactured.
- ◆ Meat of verified slaughter date is then brought into the cutting/mincing room, and diced manually.
- ◆ **No meat cuts or minced meat will be left out on work surfaces during staff work-breaks. ALL MEATS awaiting mincing WILL BE WRAPPED and RETURNED TO CHILLERS UNTIL WORK RESUMES.**
- ◆ Before any diced meat is placed in a mincer, staff must check that the mincer is scrupulously clean, the meat free of visible defects, and having a confirmed internal temperature of no more than 2°C.
- ◆ Vacuumed packed Boneless meats for mincing is stored in the picking chiller which is set at <0°C before it is ready for the first mincing. This mince is then delivered from the mincer direct into a clean, white food grade tray. Temperature is then checked and recorded.
- ◆ This deep-chilled mince is then temperature checked. If the temperature exceeds 4°C the mince is returned to the fridge or freezer until a temperature below 2°C is reached. A second mincing into a second clean tray. It is again checked for correct temperature (<4°C), and then, if necessary, wrapped and deep-chilled again if the temperature is too high.
- ◆ Immediately after the second mincing the mince is wrapped and packed. Mince vac-packs are labeled with all relevant information, including full Identification Mark. If required the mince is stored in the freezer until the correct temperature is achieved (below 2°C) before transferring to the dispatch fridge.
- ◆ Mince that is not for dispatch will be stored in the picking fridge.

5b SAUSAGE MANUFACTURE

- ◆ During mincing and sausage-making, the cold-chain will be scrupulously maintained in respect of cutting room temperature (not more than 8 to 10°C) and meat/mince temperatures as below.
- ◆ Sausages will be manufactured from cut and boned pork originating in our cutting plant only, which will have already undergone mincing as in Section 5a above. To the minced pork will be added various pre-packed condiments, water and rusk.
- ◆ **No minced meat or sausages will be left out on work surfaces during staff work-breaks. ALL MEATS WILL BE WRAPPED and RETURNED TO CHILLERS UNTIL WORK RESUMES.**
- ◆ Mince to be manufactured into sausages will be **deep-chilled** to c.0°C. Similarly, **water** to be used in the process will be drawn from the cold water tank which is **chilled** to 0°C. Bags of **condiments** and **rusk** will be treated similarly by having been placed in the "holding Chiller" overnight prior to sausage making.
- ◆ **Condiments** needed for the process will **only** be used if they have been received from the manufacturer with a **Certificate of Microbiological Purity**. No sausages will be made from **uncertified condiments**.
- ◆ **Deep-chilled minced pork** is to be mixed with **chilled condiments, chilled rusk and chilled water** in the mincer for mixing.
- ◆ Before any meat is put in the mincer, staff must check that it is clean, and also that the **sausage filler** is scrupulously clean.
- ◆ The **final sausage mix** is minced out of the mincer onto a white plastic food grade tray, ready to transfer to the sausage filler for filling into casings.
- ◆ Sausages are then checked for the correct temperature (<4°C), and returned to the hanging Chiller or Freezer for a short time if temperature achieved is too high. When a temperature of **c.2°C** is achieved, sausages are ready for packing, chilling, health-marking, or stored in the hanging fridge.

5c BURGER MANUFACTURE

- ◆ **Three categories** of burgers are manufactured at this cutting plant; namely, beef, lamb and mint, and pork and apple. **All are made using the same procedure**, with mince of any of the three different meat species obtained by cutting, boning and dicing in-house, but using **different** pre-packed condiments and ingredients.
- ◆ Before burger production starts, staff will check all equipment used for cleanliness.
- ◆ **No minced meat or burgers will be left out on work surfaces during staff work-breaks. ALL MEATS WILL BE WRAPPED and RETURNED TO CHILLERS UNTIL WORK RESUMES.**
- ◆ All burgers will be manufactured from various minced meats of temperature less than **2°C**.
- ◆ All proprietary condiments and water incorporated into burger mixes will also be chilled to less than **2°C** before use.
- ◆ **Condiments** needed for the process will be supplied in pre-weighed packets from a reputable supplier (South west Butchers Supplies, Barnstaple or M&K Ingredients Ltd Exeter), thus eliminating any errors in weighing or contamination of a loose product. Condiments will be used **only** if they have been received from the manufacturer with a **Certificate of Microbiological Purity**. No burgers will be made from **uncertified condiments**.
- ◆ When the temperature of the mix is correct, it is pressed out and formed into burgers with discs between each one. Burgers are then Frozen packed, labelled and health-marked for distribution.
- ◆ At no time will the temperature of the mixes or final products be allowed to rise above **4°C**.

5d GAMMON SLICING

- ◆ Cured primal horse shoe gammons are purchased from [Blakemores Ltd or Tican Foods Ltd Exeter] and stored in our boxed chiller.
- ◆ Cured primals will be transferred in clean trays from chilled storage to the meat cutting room, operating at 8 to 10°C for slicing and re-packing, this operation will take place once a week on a time separation basis from red meat. The slicer used is dedicated for gammons only.
- ◆ After slicing and re-packaging, each package is weighed and labelled. The latter includes the oval Identification Mark of our factory [UK 8381 EC].
- ◆ Thereafter, all final packages of bacon/gammon will be transferred to our Packaged Meat Despatch chiller, which is set to operate at [0°-2°C].
- ◆ At no time will the temperature of the final packaged product be allowed to rise above **4°C**.

5e POULTRY CUTTING

- ◆ Fresh chicken and fresh turkeys are purchased from [Tican Chilled Ltd, Weddel Swift Ltd, Blakemores Ltd.] and stored in our boxed chiller.
- ◆ Fresh chickens will be transferred from chilled storage to the Poultry meat cutting room, operating at 8 to 10°C, for portioning and re-packing.
- ◆ After slicing and re-packaging, each package is weighed and labelled. The latter includes the oval Identification Mark of our factory [UK 8381 EC].
- ◆ Thereafter, all final packages of poultry will be transferred to our Packaged Meat Despatch chiller, which is set to operate at [0°-2°C].
- ◆ At no time will the temperature of the final packaged product be allowed to rise above **4°C**.

5f COOKING and SLICING OF GAMMONS

- ◆ Cured primal gammons are purchased from (Tican Chilled Ltd, Weddel Swift Ltd, Blakemores Ltd) and stored in our boxed chiller.
- ◆ Cured primals sealed in cooking bags, will be transferred in clean trays from the intake chilled to the cooking room on the first floor via the lift. The primals are then cooked in the boiler for a pre set time until a core temperature of >70oc is reached for a minimum of two minutes. The cooked gammons are the transferred to the cooked meats chiller for chilling and storage. Cooked meat is prepared by dedicated staff and takes place in the cooked meat cutting room, operating at 8 to 10°C, for slicing and re-packing.
- ◆ After slicing and re-packaging, each package is weighed and labelled. The latter includes the oval Identification Mark of our factory [UK 8381 EC].
- ◆ Thereafter, all final packages of cooked ham will be transferred to our Packaged Meat Despatch chiller, which is set to operate at [0°-2°C].
- ◆ At no time will the temperature of the final packaged product be allowed to rise above **4°C**.

5g SLICING OF CHEESE

- ◆ Blocks of cheese [usually 5kg] are purchased from [Parkham Farm, Tican Foods Ltd Exeter or Isca Foods Exeter] checked for health marks and stored in our RTE chiller.
- ◆ Blocks of cheese are prepared by dedicated staff this takes place in the RTE cutting room, operating at 8 to 10°C for slicing and re-packing. Ensuring use by and best before date are not exceeded.
- ◆ After slicing and re-packaging, the cheese is stored in our RTE chiller. At point of sale each package is weighed and labelled. The latter includes the oval Identification Mark of our cutting plant [GB 8381]. Once a year samples are taken and tested for listeria.
- ◆ Thereafter, all final packages of cheese will be transferred to our Packaged Meat Despatch chiller, which is set to operate at [0°-2°C].
- ◆ At no time will the temperature of the final packaged product be allowed to rise above 4°C.

6 AIR TEMPERATURE CONTROL in CHILLERS, CUTTING ROOM & VEHICLES (Cold Chain)

- i. The over-riding principle shall be the maintenance of the “COLD-CHAIN” at all times.
- ii. The intake and despatch fridges currently run at 0 to -2°C.
- iii. The cutting room and all Seven fridge temperatures are currently recorded every 30mins by means of Data Loggers, records are printed once a month and stored on temperatures record sheets in our main office. External 1 Thermometers will be used monthly to confirm that fridge thermometers are working correctly.
- iv. The cutting room is temperature-controlled at all times to 8 - 10°C during the course of production.
- v. The deep-freeze cold store is regulated to -19°C.
- vi. All fridges and production area refrigeration equipment is on a full maintenance and call-out contract with K J Refrigeration Ltd Barnstaple.
- vii. All deliveries of meat to the premises are in refrigerated vehicles with a vehicle temperature of 2° or less.

7 BY-PRODUCTS CONTROL

- i. All meat unfit for - or not intended for human consumption - will be moved out of the cutting room at all work-breaks (at least). **No ABP will be permitted to accumulate in food rooms.**
- ii. Any meat coming into contact with the floor or walls, or is declared unfit, is placed in labelled ABP bins. Category 3 ABP will be stored in a dedicated, lockable ABP bins stored in the boxed fridge until collected by J L Thomas.
- iii. All meat waste and contaminated meat unfit for Human consumption will be first stained with Brilliant Black and then be kept in a dedicated, lockable, lidded by-products bin labelled “Animal by-product, category 2” located in the ABP store.
- iv. **No Category 2 ABP** will be **stored** in carcass chillers.
- v. Staining will be done outside the despatch area.
- vi. A record of ABP collection by J L Thomas (Exeter) Ltd is kept up-to-date by a designated member of staff.

8 USE OF WASHING FACILITIES

- i. Three wash basins are provided in cutting rooms for hand-washing.
- ii. Toilet facilities and a wash basin are located in the main entrance to the cutting room.
- iii. All staff entering the premises, prior to commencing work, and after every work break, are required to wash their hands, and brush their finger-nails, using soap and nail-brushes provided in the dispensers. Paper towels are provided for drying of hands.
- iv. All staff must wash their hands using the facilities provided after every visit to the toilet. All staff must remove their protective clothing before entering the toilet.
- v. **Staff are not permitted to wipe their soiled hands on the backs of their protective clothing.**
- vi. **ALL STAFF – including those wearing disposable gloves - are ALSO INSTRUCTED TO WASH THEIR HANDS FREQUENTLY DURING NORMAL WORKING ROUTINES.**
- vii. Paper towels and any waste paper must be placed in the waste bins provided by the wash basins, then transferred to the waste disposal skip which is emptied once a week by the waste disposal company.

9 STORAGE OF PACKAGING MATERIALS

- i. Bulk storage of packing materials will be kept in the dry-packaging store room on mezzanine floor.
- ii. All packaging materials will be protected from contamination when the supplier delivers them. These will be unpacked hygienically in the same storeroom.
- iii. Only packaging materials for immediate use will be kept on the ground floor in the cutting area.
- iv. The store room will be cleaned by dry vacuuming to prevent dust formation.
- v. Pest exclusion from this store will be assured through the use – and frequent checking - of internal bait stations, as well as an insectocutor. The entrance/loading door to the packaging store-room will be kept closed at all times.

10 PLANT WATER QUALITY

- i. Mains water is supplied by South West Water PLC, All pipe work and the hot water system were fitted new in January 2008 on the mezzanine floor.
- ii. Three times a year, mains water entering the plant will be sampled at origin, and tested against 5 parameters (TBC22°C, TBC37°C, total *E coli*, *Enterococcus spp*, and *Clostridium perfringens*). Water outlets within the plant are also sampled every 3-4 months, and **screened** against three parameters (TBC22°C, TBC37°C and total *E coli*). Advice will be sought from SOUTHERN MICROBIOLOGICAL SERVICES LTD water testing officials on interpretation of results, and any implication for re-testing any failures.
- iii. Any failing outlets will be re-tested immediately against the five main parameters.
- iv. Where high values are obtained at any test result, an investigation into the possible causes will begin.
- v. Water testing to the required standards is carried out by SMS Ltd, using the microbiology laboratory at Taunton.
- vi. Water test results will be kept in our cutting plant office.
- vii. All staff are trained for visual checks for any colour or quality deterioration of the water.

11 MIRCRO BIOLOGICAL TESTING

Mircro biological testing is carried out by SOUTHERN MICROBIOLOGICAL SERVICES LTD.

A testing program which includes cooked meats and swabbing of surfaces against 5 parameters (TBC22°C, TBC37°C, total *E coli*, *Enterococcus spp*, and *Clostridium perfringens*). Is carried out Three times a year at even intervals.

- Any failings will be re-tested immediately against the five main parameters.
- Where high values are obtained at any test result, an investigation into the possible causes will begin.
- Water testing to the required standards is carried out by SWW Environmental Health section, using the microbiology laboratory at Exeter.
- SMS Ltd test results will be kept in our cutting plant office.
- All staff are trained for visual checks for any colour or quality deterioration of the water.

12 VERMIN CONTROL

- i. Vermin control is sub-contracted to Rentokil whose staff visit 8 times a year. Additional visits can be requested if a pest problem should occur between visits.
- ii. Bait stations will be checked regularly by ourselves in addition to those checks by contractors. Records of these checks are kept in the HACCP Diary.
- iii. All external doors and windows are pest-proof to prevent access from vermin and animals from outside. All drain covers are steel metal construction to prevent penetration by vermin.
- iv. Insectocutors are also inspected by Rentokil every three months, and the fly-tray emptied and cleaned. Records of these checks are kept in the Rentokil records.
- v. A full record of vermin control is kept in the office where contractors fill in their report.

13 STAFF HYGIENE TRAINING

13a INDUCTION TRAINING

All staff, prior to starting work in the cutting rooms, are given full training in the following topics:-

- Emergency evacuation procedures.
- First Aid procedures.
- Operation of machinery.
- Management structure and Operation of HACCP controls.
- Meat temperature checking.
- Storage, Handling and Acceptance of deliveries.
- Carcass re-inspection and trimming procedures prior to entry into fridges and cutting room.
- Meat cutting, boning, preparation, wrapping, packaging and despatch.
- Despatch procedures.
- Basic Hygienic procedures (see below).
- Full cleaning procedures.
- Use of personal protective clothing e.g. chain mail apron and gloves and steel toe-cap boots.
- Handling of animal by-products.

13b FURTHER TRAINING

- In-house basic hygiene training is given to all employees. Hand washing before commencement of work, and after the following: going to the toilet, touching their body, touching any walls or surfaces, rest breaks and handling meat products.
- All new employees will be trained to the level of Basic Food Hygiene. If this has not already been achieved this will be done after the trial period before touching exposed meat without supervision. (Basic food hygiene training is done externally).
- Full Staff hygiene training will be given, as required by the Hygiene Regulations.
- Refresher training will be given whenever the HACCP Team requires it.
- A record of full staff training will be kept in the office.

14 HEALTH SURVEILLANCE of STAFF and VISITORS

- All newcomers to the staff will be required to complete a full medical questionnaire, and to have it approved by plant management, prior to starting work.
- A signed medical declaration will be required by all staff working on site stating that, on Public Health grounds, they are FIT to be working within the food industry, [and must be signed by their Doctor].
- All staff are requested to notify management if they (or any member of their immediate family) have any symptoms of any infectious illness which might be transmissible to other humans via handling exposed meat.
- All absences from work must be fully accounted for. In all cases of sickness and/or diarrhoea of any duration, the management must be notified by telephone. Any staff showing these symptoms during work will be removed from production areas immediately, and are not allowed to return to the area until they have been clear of symptoms for a minimum of 24 hours. If symptoms have lasted for more than 3 days or if staff have visited foreign countries, a Doctor's certificate will be required before they will be allowed to return to production areas.
- Visitors or contractors working on site must conform to the same health and safety standards, and will be required to fill in a questionnaire relating to their personal health status on arrival. It will be at management's discretion whether they enter the approved cutting areas. Details of these procedures will be stated on their work permit.
- Staff medical records are kept in the office.

15 PLANT & EQUIPMENT CLEANING POLICIES

- A comprehensive **Cleaning Programme** is kept in the office. It refers to the frequency of cleaning, the sequence of cleaning procedures, and chemicals used.
- All **chemicals** used will always be explicitly food-approved, complying with COSSH Regulations.
- Daily **cleaning sheets** are completed for all areas. These are signed off by the cleaners and checked by sectional supervisors before work starts each day.
- All plant cleaning schedules follow legal requirements in respect of the expected standard of cleanliness. They are reviewed and up-dated as and when required by the HACCP Team or changed circumstances.
- Any **poor cleaning standards** will be immediately investigated by the Cleaning Supervisor, and the necessary corrective action taken. All such areas to be re-cleaned by the cleaners and checked by the management to ensure that this has been done to a satisfactory standard.
- All staff are fully trained in correct procedures for cleaning equipment and rooms prior to the commencement of work, and also during the course of the day in production breaks.
- **Wiping clothes** will not be used on any surfaces or equipment under any circumstances. Single-use paper towels will be provided for specific tasks in specific area, e.g. for drying purposes.
- All **meat contact surfaces** (such as cutting blocks, tables and scales) are washed and cleaned with a food area degreaser, followed by surface disinfection with an anti bacterial spray. Such surfaces are thoroughly rinsed before and after work, and also at all work breaks. This may, where appropriate, be through the use of a pressure-sanitiser.
- Where **deep cleaning** is required, such cleaning will be provided by use of a **steam cleaner**.
- **Planing** of cutting blocks require blocks to be returned to the manufacturer, who has been contacted and confirms that this service is available. A 6-12 monthly check will be made on all blocks appearing to be heavily scored.
- Knives are placed in the UV steriliser before and during the course of production. Reasons for rinsing & sterilising will be, for example, change of tasks, contaminated knives from build-up of debris, knives which have fallen on the floor, and knives which have been in contact with abscess material or unfit meat.
 - **See UV sterilizing schedule.**
- Floors in production rooms are swept clear of debris at hourly intervals during production by one of the cutting staff present at that time in the cutting room. Any debris is picked up and stained as ABP Category 2 (unfit for human consumption), and placed in a cat 2 ABP lidded bin to await collection by J L Thomas (Exeter) Ltd. At the end of production, all floors are cleaned with a scrubber / vacuum machine with a Powerforce degreaser.
- All items of meat are completely removed from production area prior to commencement of cleaning.
- All equipment washing procedures are appropriate to each piece of equipment, and may require certain items of equipment to be first dismantled.
- The Vacuum-packing machine is cleaned by use of FAD in the chamber and the removable boards and the outside of the machine is cleaned by use of a pressure washer on a regular basis to avoid any contamination to the outside of the packaged materials.
- All fridges are cleaned on a weekly basis by the following procedures:
 - All meat removed from one fridge and placed in the other fridge while cleaning is in progress.
 - All floors, walls, ceilings, rails are rinsed gently using food area degreaser and sanitiser.
 - All racking in packaging fridge area are cleaned using the same procedure.
 - All fridge floors, accessible walls and ceilings will be squeegeed immediately after washing, and surfaces then allowed to dry before meat is returned to them.
 - All fridge fans, fan guards and casings of the condensers will be cleaned on a regular quarterly basis by our refrigeration contractor.

16 PROTECTIVE CLOTHING POLICIES

- All persons working within the cutting, further processing and ancillary areas (packing, loading & unloading) must wear clean, white overalls. A waterproof, lightweight, nylon apron will be worn also white-coloured head covers.
- Depending on the nature of their tasks, certain staff may be required to wear disposable plastic gloves at all times at their work stations, and to renew them at pre-set intervals, or after going to the toilet.
- Appropriate waterproof footwear must be worn at all times, and be thoroughly scrubbed clean at the end of each working day.
- All staff, whenever leaving cutting/processing areas, or whenever going to the toilet, must remove all protective clothing, including disposable gloves. All staff entering and leaving main cutting room will go through hygiene areas (boot wash, hand wash, etc).
- Staff engaged in "**high-risk**" activities will be permitted into those areas only after having changed from "low-risk" protective clothing into "high-risk" protective clothing in dedicated high-risk staff changing facilities.
- Clean protective clothing will be issued daily, or more often if it becomes heavily soiled during production, or if it becomes contaminated with harmful substances (e.g. grease, chemicals or discharges from meat etc).
- Clean clothing is supplied on a weekly contract from a local laundry contractor in individual, clear, sealed bags. Soiled clothing will be placed in the adjacent dirty laundry locker and removed by the linen company. There are sufficient changes of protective clothing supplied by the clothing company. The cleanliness of aprons and chain-mail is the responsibility of the individual person, and is monitored by supervisors.
- All staff are supplied with necessary personal protective clothing prior to commencement of work, which is recorded.
- All staff needing **replacement protective clothing** are issued with new, when old, damaged or worn out items are returned. All issues and returns are recorded.

17 PLANT MAINTENANCE

- A monthly structural audit of all plant fabric, infra-structure and equipment will be carried out by the Hygiene Manager. The outcome of each audit will be documented on *Form No. M1* which will form the basis of each HACCP review by the HACCP Team.
- All plant fabric and infra-structure will be fully maintained to legal standards in accordance with approval conditions.
- All repairs to damaged structure will be carried out at weekends, so as to prevent any product contamination from foreign bodies, dust or chemicals.
- All machinery is on contract with the relevant contractors to service and maintain, so that they are in full and safe working order.
- Any damage caused to any structures which could result in immediate contamination of products will be immediately repaired *in situ* if possible, or otherwise removed from production areas.
- Floor surfaces and drains are inspected and cleaned daily (or more frequently, as required) to stop the build up of debris or contaminated materials and bad smells.
- A maintenance record and receipts of maintenance carried out will be kept in a file in the office.
- Any rusty nails or screws which appear around the plant will be removed and replaced with stainless steel or plastic headed nails.
- All cutting blocks will be maintained in good condition by planing to keep them smooth as required.

18 PLANT SURROUNDS

- i. After loading and unloading, the area immediately outside the loading bay will be pressure-washed and cleaned as required. All debris will be swept up, and any dirty water washed into the nearest external drain.
- ii. [Any areas adjacent to the Public Highway will be kept free from debris at all times caused by the plant's activities].

19 RECORD KEEPING

- ◆ Detailed records of the following activities are kept in the main office:
 - Staff training;
 - Staff medical questionnaires and medical certificates;
 - Cutting Room & Chiller/Freezer temperature records;
 - Meat temperatures at intake, before cutting, and prior to despatch;
 - Steriliser temperatures;
 - Cleaning schedule check lists;
 - Water quality tests;
 - Pest controls;
 - Record of origins and quantities of meat received for cutting;
 - Invoices; and
 - Full lists of Suppliers and Customers.

20 MANAGEMENT STRUCTURE

See HACCP Team details