

**What checklist or audit forms do the VMHA use for appraising Establishments for approval?**



**Food Standards Agency**  
Meat Hygiene & Veterinary Division

**APPROVAL AIDE-MEMOIRE – 3**  
31 August 2007 (revised)

**CUTTING PLANTS**

NB – VMHAs are requested to compile this document electronically or in clear handwriting, using **BLOCK LETTERS** where necessary.

| ESTABLISHMENT NAME  |   | ESTABLISHMENT ADDRESS (including Post Code) |                |                                |               |        |                           |     |                |              |                         | VISIT DATES                        |                |  |
|---|---|---|----------------|--------------------------------|---------------|--------|---------------------------|-----|----------------|--------------|-------------------------|------------------------------------|----------------|--|
| Telephone No.<br>Grid Reference   |   | Email:                                      |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| CATEGORIES of APPROVAL<br>sought<br><br>(Mark those which apply)  |   | MEAT of UNGULATES                           |                |                                |               |        | MEAT of POULTRY & RATITES |     |                |              |                         | Approval No.                       |                |  |
|   |   | Cutting/Boning<br>Beef/Veal/Sheep/Goat/Pig  |                |                                |               |        | Cutting/Boning            |     |                |              |                         |                                    |                |  |
|   |   | Cutting/Boning<br>Farmed Deer/FWB/Wild Deer |                |                                |               |        | ADDED VALUE COMMODITIES   |     |                |              |                         | DATE of FINAL<br>APPROVAL<br>VISIT |                |  |
|   |   | Minced Meat                                 |                |                                |               |        | Minced Meat               |     |                |              |                         |                                    |                |  |
|   |   | Meat Preparations/MSM                       |                |                                |               |        | Meat Preparations/MSM     |     |                |              |                         |                                    |                |  |
| Meat Products   |   |   |                |                                | Meat Products |        |                           |     |                |              |                         |                                    |                |  |
| WEEKLY OUTPUT of EACH of the following (in Tonnes or Kg)  |   |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| TRADE   | CUTTING & BONING  |   |                | Mince, Meat Preparations & MSM |               |        |                           |     | MEAT PRODUCTS  |              |                         | DAIRY                              |                |  |
| WEEKLY OUTPUT (Tonnes or Kg)  | Red Meat  | Poultry Meat                                | Wild Game Meat | Mince                          | Saus-ages     | Burger | Kebab & marina des        | MSM | Bacon & Gammon | Cooked Meats | Slicing of Cooked Meats | Ready Meals                        | Cheese Slicing |  |
| HIGHLIGHT HERE ANY OTHER FOOD CATEGORIES HANDLED IN ANY WAY, e.g., fishery products, vegetables, packaged meats or un-packaged meats intended solely for re-distribution. |   |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| NAME OTHER CATEGORIES HANDLED   |   |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| WEEKLY OUTPUT (Tonnes/kg)   |   |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| LIST NUMBER of CUSTOMERS of each category, e.g. export, own shop(s) on site or elsewhere, 35 other retailers, 240 caterers, 4 wholesale, internet, 7 manufacturers, etc   |   |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| WHAT PROPORTION of OUTPUT is CONSIGNED to EACH CATEGORY of CUSTOMER?  |   |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| Give GENERAL DETAILS of GEOGRAPHIC DISTRIBUTION of CUSTOMERS, e.g. all within own district, 50 mile radius, UK-wide, EU-wide, etc   |   |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| APPROVAL REQUIREMENTS   |   | Acceptable for APPROVAL (Y, N or ±)         |                | COMMENTS                       |               |        |                           |     |                |              |                         |                                    |                |  |
| 1   | New Approvals – Formal written Application received?  |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| 2   | Completed in every detail?  |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| 3   | All Directors, etc, named?  |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| 4   | For ALL Plants – Suitable, up-to-date A3/A4 Layout Drawing received?  |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| EXTERNAL ASPECTS  |   |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| 5   | Establishment location (vis-à-vis surroundings) not compromised by dirty environment?                         |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| 6   | How are vermin and other animals excluded from immediate surroundings of establishment?                       |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |
| 7   | How is suitable external “clean/dirty” separation, e.g. fresh meat despatch/ ABP storage, etc to be achieved? |   |                |                                |               |        |                           |     |                |              |                         |                                    |                |  |



| APPROVAL REQUIREMENTS  |  | Acceptable for APPROVAL (Y, N or ±) | COMMENTS |
|--|--|-------------------------------------|----------|
| 8  | Secure, covered, lockable store for Cats. 1-3 ABP located in external yard? - or inside main establishment building?   |                                     |          |
| 9  | How is the <b>despatch point</b> for exposed or packaged meat to be provided with <b>adequate protection</b> against elements, flies, dust, chemicals, etc? What alternative system of meat protection at load-out was proposed/demonstrated?  |                                     |          |
| 10   | Where un-packaged meat is to be despatched, how will Operator ensure that such meat is loaded only into the <b>clean interior of meat lorries</b> ?  |                                     |          |
| <b>PROVISION OF ROOMS, FACILITIES &amp; LAYOUT vis-à-vis HYGIENE</b> |  |                                     |          |
| 11   | <b>Internal layout of rooms</b> ensures <b>unidirectional process flow</b> , respecting basic rules of hygiene, avoiding "cross-over" and preventing X-contamination?  |                                     |          |
| 12   | <b>Internal layout</b> of rooms provides adequate <b>working space</b> ( <i>without congestion</i> ) for all operations to be hygienic?  |                                     |          |
| 13   | <b>Internal layout</b> of rooms, equipment & facilities allows for <b>thorough cleaning</b> , and <b>prevents dirt accumulation</b> ?  |                                     |          |
| 14   | <b>Internal layout</b> provides for dedicated rooms for processing <b>meat preps, meat products, poultry meat &amp; red meat</b> ? If not, how are inherent risks to be addressed by Operator?   |                                     |          |
| 15   | Hygiene facilities ( <i>e.g. WHB, KS, trim bin, good light</i> ) provided at <b>entry point</b> for <b>red meat carcass</b> ? If not, how does Operator plan to deal with risks arising from receipt of <b>visibly contaminated</b> meat?  |                                     |          |
| 16   | Adequate <b>overhead track system</b> (or equivalent) for <b>delivering carcasses hygienically</b> between loading-in/out point, carcass chillers and cutting room? If not, what alternative system did Operator demonstrate?  |                                     |          |
| 17   | <b>CUTTING ROOM</b> of adequate size to permit <b>hygienic wrapping &amp; packaging</b> in same room? If not, are separate rooms available?  |                                     |          |
| 18   | " <b>Cold chain</b> " maintained from entry of raw products to despatch of finished products? If not, how does Operator justify breaks in Cold Chain?  |                                     |          |
| 19   | <b>Cutting room ambient temperature</b> capable of being regulated to not more than 12°C? If not, how does Operator plan/intend to <b>maintain cold chain during processing</b> , and ensure statutory temperatures different commodities are met during cutting, boning, trimming, slicing, dicing, wrapping & packaging?   |                                     |          |
| 20   | Could Operator convincingly explain that <b>number &amp; capacity of chilled and frozen meat stores</b> <b>integrated</b> within estab, are capable of hygienic operation, & suitable for weekly throughput (present & anticipated)? <i>Any reefers present? – if so, do they comply with all structural rules, &amp; can Operator demonstrate their <b>hygienic loading and unloading at all times</b>?</i> |                                     |          |



| APPROVAL REQUIREMENTS |   | Acceptable for APPROVAL (Y, N or $\pm$ ) | COMMENTS |
|-----------------------|---|--|----------|
| 21                    | <b>Exposed and packaged meats</b> stored in <b>separate, dedicated</b> chill stores? If not, has Operator <b>confirmed</b> suitable arrangements for <b>storage of meats of different categories</b> , & demonstrated a capability of managing contamination risks? |  |          |
| 22                    | <b>Blast freezer</b> , if provided, also meets hygiene requirements?  |  |          |
| 23                    | <b>Refrigeration &amp; room temperature controls demonstrated</b> , meeting legal & HACCP requirements?   |  |          |
| 24                    | Could Operator demonstrate how he <b>measures and records work room &amp; chiller temperatures</b> ? State which (e.g. <i>thermographs, data loggers or frequent manual recording, etc</i> )  |  |          |
| 25                    | Establishment provides all necessary <b>physical barriers to entry of pests</b> ?   |  |          |
| 26                    | <b>WALL SURFACES</b> in sound condition, <b>well maintained in all locations</b> , washable, easy to clean, impervious, non-toxic, smooth to acceptable height?   |  |          |
| 27                    | <b>CEILING FINISH</b> in all locations prevents accumulation/shedding of dirt, rust, paint flakes, & reduces condensation?  |  |          |
| 28                    | <b>OVERHEAD STRUCTURES</b> (e.g. <i>truss system, support girders, electrical installations, wall/ceiling fans, etc</i> ) all maintained in good condition, preventing accumulation or shedding of dirt, rust, paint flakes, etc?                                   |  |          |
| 29                    | <b>DOORS provided in all locations</b> with smooth surfaces, impervious, pest-proof & easy to clean? <i>Strip curtains restricted to doorways to rooms where only packaged foods pass?</i>  |  |          |
| 30                    | <b>FLOORS</b> durable, impervious, fully <b>sealed to walls</b> , washable, easy to clean, and <b>well maintained in all locations</b> ?  |  |          |
| 31                    | <b>FLOOR DRAINAGE</b> (wherever needed) hygienic in all locations, e.g. <i>through adequate, well-located, covered gully drains with traps, or equivalent?</i>  |  |          |
| 32                    | Plant <b>drainage reticulation</b> allows only "clean-to-dirty" flow of waste water, and prevents unhygienic odours?  |  |          |
| 33                    | All <b>WASTE WATER</b> ducted hygienically to drains for removal in all locations? e.g. <i>hand-wash basins, KSs, crate/ tray washes, equipment sinks, condensate water, etc?</i>   |  |          |
| 34                    | Sufficient number of <b>WHBs</b> , located at appropriate points, <b>non-hand-operated</b> , and all <b>hygienically drained</b> ?  |  |          |
| 35                    | Sufficient <b>KNIFE STERILISERS</b> ( <i>hot water or chemical?</i> ), located at appropriate work stations, and <b>hygienically drained</b> ? <i>if chemical, has performance of these been validated?</i>   |  |          |
| 36                    | All <b>surfaces in food-handling areas</b> maintained in sound condition, easy to clean $\pm$ disinfect, and made of smooth, washable, corrosion-resistant, non-toxic material? – <i>unless FBO can satisfy demonstrable equivalence of other materials</i>         |  |          |
| 37                    | Surfaces of all <b>EQUIPMENT in DIRECT CONTACT with meat</b> (e.g. <i>hooks, gambrels, cutting blocks, cutting table surfaces, etc</i> ) smooth, washable, made of non-corrodible, non-toxic material, capable of easy and thorough cleaning?                       |  |          |



|  | APPROVAL REQUIREMENTS   | Acceptable for APPROVAL (Y, N or ±) | COMMENTS |
|--|---|-------------------------------------|----------|
| 38   | <b>LIGHTING</b> is sufficiently bright in all rooms for meat, surfaces & cleanliness of equipment/staff to be accurately viewed, and suitable for re-inspection?  |                                     |          |
| 39   | <b>VENTILATION</b> in all non-air-conditioned parts of establishment <i>effective</i> and appropriate for layout and activities, <b>preventing condensation</b> and "dirty-clean" airflow?  |                                     |          |
| 40   | Facilities for <b>storage of wrapping and packaging materials</b> of adequate size, pest-proof, dust-proof, integrated within establishment, capable of hygienic operation, and conveniently located <i>vis-à-vis</i> meat packaging point and loading? |                                     |          |
| 41   | Confirm these arrangements will not lead to <b>contamination of packaging</b> , & a source of risk to meat, etc.  |                                     |          |
| 42   | Personnel <b>changing accommodation</b> is sufficient for number employed, <i>as well as for visitors &amp; MHS needs</i> ?   |                                     |          |
| 43   | Confirm sufficient number of <b>toilets</b> within food business, and accessible to all personnel? Confirm <i>all are provided with WHBs with non-HO taps</i> .   |                                     |          |
| 44   | <b>Hygienic access</b> for all <b>personnel</b> entering work areas, including provision of personal hygiene facilities?  |                                     |          |
| 45   | <b>Cleaning chemical store</b> provided for disinfectants, cleaning kit, etc, only <b>in a non-food room</b> ?  |                                     |          |
| 46   | Adequate facilities available ( <b>non-corrodible, easy to clean</b> ) for <b>cleaning, disinfecting</b> and <b>storage of cleaning equipment</b> , and <b>supplied with hot/cold water</b> ?   |                                     |          |
| 47   | If <b>delayed poultry EV</b> undertaken, confirm <b>DEDICATED ROOM</b> available.   |                                     |          |
| <b>ADDITIONAL FACILITIES for MEAT PREPARATIONS &amp; MEAT PRODUCTS</b> |   |                                     |          |
| 48   | Confirm layout, facilities, arrangements for curing, chilling & storage of " <b>low-risk</b> " <b>meat preps/products</b> (e.g. bacon, sausages) will not be a risk to fresh meats or vice versa.   |                                     |          |
| 49   | Confirm layout, facilities, arrangements for curing, chilling & storage of " <b>HIGH-RISK</b> " <b>meat products</b> (e.g. cooked products) will not pose risks to then from other POAO.  |                                     |          |
| 50   | Are <b>High-Risk Staff Facilities</b> adequate in <b>size</b> and <b>location</b> to minimise risks to high-risk work areas, and prevent unauthorised staff movements?  |                                     |          |
| 51   | Confirm structure, location and hygienic operation of <b>condiments &amp; spice store</b> are all suitable.   |                                     |          |
| <b>MEAT CUTTING – OPERATIONAL HYGIENE</b>                              |   |                                     |          |
| 52   | What permanent & suitable <b>arrangements</b> exist for <b>incoming meat</b> (especially red carcass meat) to be <b>checked &amp; rectified</b> for contamination?  |                                     |          |
| 53   | Cutting plant <b>co-located with abattoir</b> ? If so, " <b>hot/partly chilled</b> " meat cutting arrangements <b>hygienic</b> ?  |                                     |          |
| 54   | Meat removed from chill storage, cut, packed, then <b>promptly</b> returned to chill?   |                                     |          |
| 55   | Can Operator demonstrate that <b>meat</b> is <b>cut/minced</b> only when it <b>fulfils temperature requirements</b> ?   |                                     |          |
| 56   | <b>During cutting</b> , exposed meat always <b>protected from contamination</b> by wall contact, or condensation drips, rust, paint or asbestos flakes, etc originating from above?   |                                     |          |



|   | APPROVAL REQUIREMENTS  | Acceptable for APPROVAL (Y or N or ±) | COMMENTS |
|---|--|---------------------------------------|----------|
| 57  | Evidence of <u>suitably frequent hygiene procedures</u> in respect of staff <b>hand washing &amp; knife sterilisation</b> seen?  |                                       |          |
| 58  | Evidence of other <b>unhygienic staff practices</b> seen, e.g. use of dirty/unsuitable protective clothing, staff hair not covered, staff smoking or spitting, unclean toilets, etc  |                                       |          |
| 59  | How does Operator prevent direct handling of <u>cardboard</u> packaging by <u>cutters with soiled hands</u> , or <u>unwrapped</u> meat cuts packed in permeable packaging material?  |                                       |          |
| 60  | <u>Evidence</u> of <b>thorough cleaning</b> of work rooms, chillers, corridors, changing rooms & toilets seen?   |                                       |          |
| 61  | How does Operator intend to achieve <u>prompt removal</u> of ABP from exposed meat areas into secure, hygienic storage?  |                                       |          |
| <b>MINCED MEAT, MEAT PREPARATIONS &amp; MSM – SPECIFIC COMPOSITIONAL REQUIREMENTS</b> |  |                                       |          |
| 62  | What kind of <b>meat</b> does Operator use for <b>MINCING</b> , e.g. <i>skeletal muscle +adherent fatty tissues</i> , <b>OR scrap cuttings/trimmings</b> , <b>MSM</b> , <i>meat containing bone fragments, non-masseter head meat, carpal/tarsal meat, skirt with serosa intact?</i> |                                       |          |
| 63  | What kind of <b>meat</b> does Operator use for <b>MEAT PREPS</b> , e.g. <i>fresh meat &amp; MSM (as per point 62 above)</i> <b>OR scrap cuttings or scrap trimmings</b> , <b>OR other exclusions as per 61 above?</b>  |                                       |          |
| 64  | Does Operator make MSM from fresh meat only, <b>OR</b> from <b>poultry</b> feet, heads or neck skins, <b>OR</b> from long bones, tails, feet or heads of other animals?  |                                       |          |
| <b>MINCED MEAT, MEAT PREPARATIONS &amp; MSM – SPECIFIC HYGIENE REQUIREMENTS</b>       |  |                                       |          |
| 65  | What records did Operator provide, to confirm that he uses only meats <b>meeting temperature limits</b> ( <i>i.e. RM max 7°C, PM max 4°C, Offals 3°C</i> )?  |                                       |          |
| 66  | Confirm that raw materials are only brought out of chill storage for manufacturing purposes <u>only when needed</u> ( <i>i.e. meat does not pile up awaiting processing</i> ).   |                                       |          |
| 67  | Has FSA authorised de-boning <u>immediately</u> before mincing? If not, was meat de-boned before freezing?   |                                       |          |
| 68  | Can Operator <b>records verify poultry mince</b> was manufactured from chilled meat not >3 days post-slaughter?  |                                       |          |
| 69  | Can Operator <b>records verify</b> that mince made from all other <b>red/game meat</b> species was manufactured not more than 6 days post slaughter? <b>Alternatively</b> , accept not >15 days from slaughter in the case of <b>boned out vac-packed beef or veal</b> .             |                                       |          |
| 70  | Do reality checks confirm that temperatures for raw meat before and after mincing have been sufficiently controlled to prevent bacterial growth? Or have there been large temperature increases at each stage?   |                                       |          |
| 71  | Did <b>SOPs</b> & reality checks confirm that <b>mince</b> and <b>meat preps</b> were wrapped or packaged <b>immediately after production</b> ?  |                                       |          |
| 72  | Did <b>SOPs</b> , reality checks and Operator records confirm <b>mince and meat preps were chilled</b> to max. 2°C (mince) and 4°C (meat preps) <b>immediately after production</b> , or frozen to max. -18°C?   |                                       |          |



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|---|--|---------------------------------------|----------|
| 73  | Did Operator records confirm <b>mince</b> and <b>meat preps</b> are stored at same temperatures as in line 70 above?   |                                       |          |
| 74  | <b>MSM (1)</b> – Mechanical Separation <b>immediately</b> after de-boning? Check (1) <b>age of meats</b> post-slaughter to be used for making MSM; (2) <b>immediate wrapping/packaging</b> ; and (3) MSM <b>chilled</b> to max 2C or <b>frozen</b> to max –18C <b>immediately</b> after packaging. |                                       |          |
| 75  | Did Operator records confirm bacteriological testing of <b>MSM</b> permitted or dis-allowed use of such MSM in meat preps clearly not intended to undergo heat treatment prior to consumption, and in meat products?   |                                       |          |
| 76  | <b>MSM (2)</b> – check (1) <b>post-slaughter age</b> of meat/poultry meat used for MSM arising from procedures where bone structure is altered; (2) <b>temperature limits immediately</b> after production, and during storage, etc  |                                       |          |
| <b>MEAT PRODUCTS – HYGIENE REQUIREMENTS</b> |  |                                       |          |
| 77  | Confirm Operator has <b>SOPs</b> capable of fulfilling essential hygiene rules in respect of meat products (HR or LR).   |                                       |          |
| 78  | Evaluate Operator understanding of the risks to be controlled when producing or otherwise handling (e.g. slicing, repackaging) <b>HIGH-RISK meat products</b> ?  |                                       |          |
| 79  | What <b>structural provisions</b> are made in this establishment for separating HIGH-RISK from low-risk activities? Are these provisions adequately implemented?   |                                       |          |
| 80  | What steps have been taken to prevent staff movements between HR and LR parts of the establishment? e.g. detailed SOPs, rigorous supervision, colour-coding of protective clothing of different staff categories   |                                       |          |
| 81  | Does HACCP Plan make generally comprehensive provision for dealing with these risks?   |                                       |          |
| 82  | Are these provisions adequately implemented and documented?  |                                       |          |
| 83  | Do reality checks confirm sufficient monitoring of CCPs in respect of all categories of meat products?   |                                       |          |
| <b>DEALING with ANIMAL BY-PRODUCTS</b>      |  |                                       |          |
| 84  | Do reality checks confirm procedures for <b>transfer of any ABPs</b> from processing rooms to storage, pending despatch, fall within acceptable rules of hygiene?  |                                       |          |
| 85  | Full facilities and materials available for <b>ABP Staining</b> ?  |                                       |          |
| 86  | Suitable arrangements exist for <b>ABP disposal to authorised recipients</b> ?   |                                       |          |
| <b>HACCP Pre-REQUISITES</b>                 |  |                                       |          |
| 87  | <b>WATER TESTING programme</b> up-to-date, fully accords with HACCP Plan, and can be verified from Operator records? (NB – <b>remember water source, tanks, outlet plan, sampling plan, all 5 parameters tested for new approval?</b> )  |                                       |          |
| 88  | <b>PEST CONTROL measures</b> diligently applied, accord with HACCP Plan, and verifiable from Operator records? (NB – <b>for new approvals, remember contract – bait plan – records – feral cats, etc</b> )   |                                       |          |



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|--|--|---------------------------------------|----------|
| 89                                     | <b>STAFF HYGIENE TRAINING programme</b> up-to-date ( <i>e.g. induction, refreshment, and HACCP</i> ), accords with HACCP Plan, and verifiable from Operator records?   |                                       |          |
| 90                                     | Fully documented <b>HEALTH SURVEILLANCE system</b> for all staff (including return-to-work) and visitors, fully accords with HACCP plan, and verifiable from operator records?   |                                       |          |
| 91                                     | <b>PLANT CLEANING standards</b> verifiable from reality checks, fully documented cleaning programmes, and realistic cleaning records? <b>Standards verified by bacteriology?</b>   |                                       |          |
| 92                                     | <b>MAINTENANCE of PLANT STRUCTURE &amp; EQUIPMENT</b> kept generally up-to-date, through pro-active management action?   |                                       |          |
| 93                                     | Operator provides <b>permanent supervision</b> of plant staff activities & manufacturing processes? Operator pro-active in setting & maintaining high standards?   |                                       |          |
| 94                                     | Does Operator have copies of all relevant 2006 legislation ( <i>H1-3</i> ) and Industry Guide?   |                                       |          |
| <b>APPLICATION of HACCP PRINCIPLES</b> |  |                                       |          |
| 95                                     | <b>Separate HACCP Plans</b> for red meat, wild game meat & poultry meat cutting, mincing, meat preps, meat products (LR & HR) processing?  |                                       |          |
| 97                                     | HACCP Plan addresses food safety risks <u>associated with all activities</u> regarding slaughter, offal processing, meat cutting, mincing, meat preps, meat products, etc?   |                                       |          |
| 98                                     | Fully structured on 7 Principles, and clearly focussed on food safety management, addresses all risks, and not submerged in quality issues?  |                                       |          |
| 99                                     | Accurate, detailed <b>PROCESS FLOWS for all production activities</b> seen, with <b>Standard Operating Procedures</b> given in full detail?  |                                       |          |
| 100                                    | Clear identification of <u>ALL HAZARDS (not just bacteriological)</u> ?  |                                       |          |
| 101                                    | <b>CRITICAL CONTROL POINTS</b> fully justified?  |                                       |          |
| 102                                    | <b>Realistic CRITICAL LIMITS</b> set for all CCPs?   |                                       |          |
| 103                                    | <b>CCPs</b> regularly monitored, and results effectively recorded? If not, why not? ,  |                                       |          |
| 104                                    | <b>Effective CORRECTIVE ACTION taken when needed</b> , & actions fully documented? If not, why not?  |                                       |          |
| 105                                    | HACCP Plan underwent <b>initial validation</b> , and is <b>periodically reviewed</b> ?   |                                       |          |
| 106                                    | Is effectiveness of HACCP Plan <b>VERIFIED</b> by <b>bacteriological or other testing</b> ?  |                                       |          |
| 107                                    | HACCP Plan supported by suitable <b>Operator attitude to GHP, HACCP pre-requisites, and application of 7 principles</b> ? – or is there documented history of operator failure to maintain standards & hostility to HACCP? |                                       |          |



## When conditional approval may be granted?

- If the plant does not have a recognisable HACCP plan, as long as controls are in place to manage risks to public health whilst such a plan is implemented
- When there are structural, equipment or operational deficiencies, if deficiencies are being managed such that risk to public health are being effectively controlled. In relation to structural/ equipment deficiencies, this will particularly be the case when the deficiencies are being temporarily and sufficiently managed and are due to be corrected through appropriate maintenance. This is subject to the condition that on granting CA, the FSA will inform the operators of deficiencies in areas of structure, equipment or operation



## When conditional approval may be granted?

- FSA will advise operators that:
  1. Effective temporary controls must be maintained to control risk to public health
  2. Measures must be taken to remedy deficiencies on a permanent basis.
  3. Initial CA period of 3 month may only be extended for further 3 month if progress is made.
  4. At the end of the CA period, all aspects of compliance will be reassessed



# What is the division of enforcement responsibility in establishment handling both meat and other products of animal origin?

- Sylvie Sadowski July 2007:
- Dual enforcement in the same area must be avoided. If ready to eat products containing meat, fish and dairy are all made in the same room, enforcement in that room should exceptionally remain with the LA in order to avoid dual enforcement in the same area.
- In a case where a cutting plant is co-located with a meat products plant, the room for processing RTE products containing meat, fish and dairy will remain under LA enforcement but the main meat products room will move to MHS enforcement. An agreement will need to be reached between the VMHA, LA and MHS over the division of responsibility in this instance.
- In order to avoid the allocation of dual approval numbers to the co-located establishment by FSA and LA, the FSA should issue the approval to the establishment as a whole, the approval covering letter should however spell out the areas of responsibility and a list of all activities in the establishment should be included in the approval letter, whether meat or not.



# What is the division of enforcement responsibility in establishment handling both meat and other products of animal origin?

- **Today I visited an establishment for approval that cuts 5 tonnes of poultry and 2.5 tonnes of fish per week. There are 2 poultry cutting rooms and one fish cutting room all separated.**
- **Is the inspection and supervision of the cutting of the fish transferred from the LA to the MHS if I approve the whole premises? If not how can I draw the boundaries of the approved area?**

The FSA will approve the whole site and in the covering letter we will spell out the areas of responsibility so we will need from you a list of activities to include in the approval. I assume that in this case it will be “cutting of poultry meat” and “cutting of fish”. Therefore even when FSA will approve the whole site the and LAs will remain controlling the fish areas.

- **-In case that the fish area has to be approved by FSA do I have to recommend CA for cutting of fish at the end of the AAM3?**
- **-Annex III Section VIII of Reg. 853/2004 sets the requirements for the fishery products. Do we have an AAM for these type of premises?**

Yes, as we will approve the whole site, the whole site will be conditionally approved.  
We do not have an AAM for fish. Follow the legal requirements and comment as appropriate.





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