


Detailed Report of an Assessment against the SALSA plus Cheese Audit Standard Issue 6, June 2022.

Company Name:	Neals Yard Dairy	SALSA Auditor:	Hannah Jackson
Site Address:	Arch 6 Apollo Business Park St James Road London SE16 4ET	Audit Date:	28/06/2023
		Supplier ID:	451
		Audit ID:	17639
Scope:	The receipt, maturation, cutting, grating and packing (including gas flushing) and despatch of cheese to direct customers, retail, wholesale and restaurant customers.		
Overview:	Neals Yard Dairy is a well established cheese affineur and cutting and packing site, with 70 employees (30 in production). The company sources the finest cheeses (predominantly from the UK), using the in house experience and well maintained maturation rooms NYD can offer final maturation for all cheese types and cuts (including grating) and packs to order. Supplying and exporting raw milk and pasteurised hard, soft and blue cheeses to many areas of the world servicing wholesale, restaurant and direct online customers in the UK.		
Recommendation:	Recommended subject to Action Plan approval by SALSA		

SECTION 1 - PREREQUISITE CONTROLS
1.1 Training and Supervision

- 1.1.1** A training procedure and records shall be in place to provide evidence that all staff can competently carry out their specific job function. **Fully Compliant**

Evidence of Compliance:

Training policy is in place this covers the aims of the business with regard to training, how refresher training and temporary staff are trained. On the job competency training is logged by each areas manager. Records of training reviewed for: Katie Grice - induction 14.05.21, day1 onthe job training, week 1, basic dairy hygiene training were all signed off. Pierre Wills 30.09.21 started as a temp - training records on file, 2022 started as a full time staff all training records - shift training, general op training, soft cheese training and annual refreshers of each were reviewed. Driver training for A. Brisbane was reviewed (start date:15.01.20) and for recently undertaken in April 23 - new procedure including security was trained out.

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

Evidence of Compliance:

Temporary staff are used at Christmas time, the way these staff are inducted and trained is included as part of the training policy.

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

Evidence of Compliance:

Refresher training is in place for all staff on the tasks they complete the company details how refresher training for more general site wide training is undertaken. Evidence of training records are in place demonstrating annual refreshers and induction.

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

Evidence of Compliance:

Supervisors and managers are in place during all working periods.

1.1.5 For the manufacture of unpasteurised milk cheese, the training and competence of staff who carry out milking duties shall be evident, with particular focus on good milk hygiene practices, the source, control and prevention of dairy pathogens. **Fully Compliant**

Evidence of Compliance:

n/a

1.2 Personal Hygiene

1.2.1 A personal hygiene procedure shall be in place with controls to reduce the risk of contamination from personnel and personal items. It shall be evident that these rules are understood and implemented by all personnel to prevent product contamination. **Fully Compliant**

Evidence of Compliance:

Personal hygiene procedure is in place, it was evident throughout the audit that all staff follow the procedures.

1.2.2 Suitable workwear shall be worn by employees, visitors, contractors working in, or entering food handling/ storage areas. Protective clothing shall be suitable for the food being handled and shall not pose a contamination risk to the product. Clothing shall be changed as necessary and laundered hygienically. Disposable protective clothing, if used, shall be controlled to avoid product contamination. **Fully Compliant**

Evidence of Compliance:

Suitable - Protective clothing is suitable which is laundered by an offsite laundry - Elis who are ISO and SGS approved for clinical laundering. Aprons worn for rind washing duties are cleaned in house in the washing machine provided, procedure is in place for this.

1.2.3 Where protective clothing is required, designated changing facilities shall be provided for all personnel, whether staff, visitor or contractor, prior to entry to food handling / storage areas. Protective clothing shall be stored physically separate from outdoor clothing. **Fully Compliant**

Evidence of Compliance:

Changing facilities and area is suitable. Improvements made to this area allow better space for storage and segregation.

1.2.4 For the production of High Risk/High Care products, a procedure shall be in place that describes the type of protective clothing to be worn, how to wear it and the order of changing when entering or leaving the designated changing area. **Fully Compliant**

Evidence of Compliance:

Changing areas are suitable for access to the intake cutting, packing and despatch areas

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

Evidence of Compliance:

Suitable - this is part of the personal hygiene procedure - tasting areas are signed.

1.2.6 Hand cleaning shall always be performed before entering production, handling food, after visiting the toilet and thereafter at a frequency that is appropriate to minimise risk to product. **Fully Compliant**

Evidence of Compliance:

Hand wash instructions are detailed by every handwash sink, when to wash hands is part of the hygiene procedure

1.2.7 The business shall have a procedure for establishing the health status of food handlers and for the notification by employees, temporary employees, contractors and visitors of any relevant infectious disease or condition with which they may be suffering or have been in contact with. **Fully Compliant**

Evidence of Compliance:

An online google form is completed by all staff prior to starting work, and on return to work from sickness or holidays.

1.2.8 Controls shall be established to prevent cross-contamination from animal housing and milking to dairy production areas. **Fully Compliant**

Evidence of Compliance:

n/a

1.3 Cleaning

1.3.1 All areas of the site shall be visually clean and tidy and the standard of cleaning and housekeeping shall be suitable to minimise the potential for contaminating the product. **Partially Compliant For Action**

Evidence of Compliance:

The site was very clean and tidy in most areas.

Issue Raised:

There were several areas under tables in soft cheese and hard cheese maturation where foreign bodies were accumulating e.g. broken magnets, rusty springs, pen lids, in addition the pH buffer solutions were not labelled and stored in this area along with new cheese wires which are to be used.

Action proposed by auditor:

Remove any Foreign bodies from any areas of the production site, ensure all broken items are placed in the bin immediately. Review the procedure for using and keeping pH buffer solutions - all chemicals MUST be labelled (include a decant date for these and check the main bottle label for details of when to discard after opening).

Action taken:

Explanation and photos received of before and after clearing and tidying for the 2 under table areas identified as problematic. Received photos of the decanted pH buffer solution pots labelled (including decant date), also received a copy of the updated pH Meter Procedure (07.23). The pH buffer solutions have been put in the storage box with the pH meter.

✓ Approved by SALSA

1.3.2 Documented cleaning schedules, procedures and records shall be in place for the building, services, plant and all equipment whether direct or indirect food contact. **Fully Compliant**

Evidence of Compliance:

Cleaning records are in place for each area. Documented schedules are in place each area has a chemical control sheet detailing how to dose and use each chemical as listed on the cleaning instruction/record.

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

Evidence of Compliance:

Suitable procedure on safe use of chemical is in place.

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

Evidence of Compliance:

Bi monthly swabbing is in place to verify the effectiveness of cleaning. Records are maintained.

1.3.5 An environmental sampling plan shall be in place for High Risk/High Care areas to test for the presence or absence of Listeria species. Records shall be kept with appropriate action detailed. **Fully Compliant**

Evidence of Compliance:

Listeria swabbing is undertaken every 2 months, all results are maintained on file.

1.3.6 Hoses used for cleaning cheesemaking equipment and premises should be appropriately designed and used in a manner that minimises use of aerosols and the potential for spreading microbiological contamination. **Fully Compliant**

Evidence of Compliance:

n/a

1.4 Allergen Management

1.4.1 Identify all allergens handled on site, or brought on to site, and document the risk of cross contamination. **Fully Compliant**

Evidence of Compliance:

All allergens handled on site have been identified, an allergen management and Allergen risk assessments are in place- a separate one has been completed for Egg - (egg lysozyme is present in some cheeses) the assessment details how studies demonstrate risk of cross contamination is not plausible from lysozyme product.

1.4.2 An allergen management procedure and controls shall be implemented to prevent or minimise the potential for cross-contamination at all stages of production and throughout all processes, from intake to despatch. Records shall be kept. **Fully Compliant**

Evidence of Compliance:

Cross contamination is not possible due to all other allergens (except milk and egg lysozyme) are present in packed finished product which are traded as factored goods only. This is detailed as part of the allergen risk assessment

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

Evidence of Compliance:

Allergen information on labels is accurate, label information is only input by trained manager to NAV all labels are printed from this NAV system.

1.4.4 Where allergen suitability claims are made for a product, information provided on labels and printed packaging shall be determined using validated accredited methods of testing. **Fully Compliant**

Evidence of Compliance:

n/a

1.5 Process, Environment and Equipment Control

1.5.1 Documented process controls shall be monitored to ensure products can be made consistently in compliance with the recipes and finished product specifications. **Fully Compliant**

Evidence of Compliance:

Suitable process controls are in place. The methods of working from one department to another ensure products are packed consistently. How to cut and pack is monitored by the production area manager/supervisor at all times. Only tasks signed off as competent to complete can be undertaken by staff without supervision.

1.5.2 Documented environmental controls shall be monitored to ensure that facilities are adequate to maintain raw materials, work-in-progress, finished products and packaging within a safe temperature range and where applicable, under controlled humidity, atmospheric or other environmental parameters. **Fully Compliant**

Evidence of Compliance:

Temperatures and humidity of storage areas are monitored by staff and recorded daily.

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. **Fully Compliant**

Evidence of Compliance:

In the case of equipment failure Capital Refrigeration are contracted for call outs. How to determine the safety status of the products is detailed as the manager incharge must determine whether to move product or monitor temperatures depending on the conclusions of the contractor.

1.5.4 Where identified as essential for legality and food safety, environment monitoring devices, such as temperature probes and recorders, and process control devices such as weighing equipment and metal detection, shall be calibrated to ensure accuracy within defined parameters at a pre-determined frequency. **Fully Compliant**

Evidence of Compliance:

Avery weigh tronix calibration certs checked issued 15.06.23 for all scales on site, in addition scales are checked weekly using the known weights. The Master probe is calibrated by ETI to ukas standards annually - all other probes are calibrated against the master probe in boiling and ice water annually

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

Evidence of Compliance:

Metal control procedure is in place detailing how knives, cheese wires and staples are managed. There is no metal detection in place.

1.5.6 All measuring devices and equipment (not covered in 1.5.4) used for monitoring production processes and product quality shall have a documented regular check and be adjusted if necessary. **Fully Compliant**

Evidence of Compliance:

n/a

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

Evidence of Compliance:

A weight and measures procedure is in place, some items are sold by piece - for export labelled products are minimum weight (this is checked by the team) for direct sale each cut piece is checked. Any underweight cheeses are removed from sale and are used elsewhere - own shops at a discount, samples or returned to supplier.

1.5.8 Procedures for quality maintenance and the control of microbiological and physical contamination of brine tanks and during rind-washing shall be established, monitored and documented. **Fully Compliant**

Evidence of Compliance:

Brine tanks are not in use. Brine is made freshly each week 11 litre batches split down to smaller tubs stored in the fridge until required. A set recipe is in place to ensure correct salinity of the brine. Brine is only used once for 1 batch of cheese any left over is discarded. Brine equipment cleaning has been updated and improved to ensure there can be no cross contamination.

1.5.9 If the business or the milk supplier heat-treats milk, the equipment used shall be of appropriate design and specification and have appropriate services supplied to comply with legal requirements, particularly holding time and temperature, and shall be appropriate for the volumes and type of product processed. A documented planned maintenance schedule shall be available which shall include the calibration of panel, chart (mechanical or digital), direct read thermometers (if present), temperature displays, plate & gasket integrity checks, flow controller, holding tube times, hot water system and divert valve. The schedule shall be documented and reviewed annually **Fully Compliant**

Evidence of Compliance:

n/a

1.5.10 Temperatures for all types of heat treatment for food safety shall be - controlled throughout all production and holding - monitored using calibrated measuring equipment, and counter-signed on the documented manual, mechanical recorder or a digitally downloaded chart - verified at appropriate intervals by means of documented phosphatase results and/or microbiological analysis. **Fully Compliant**

Evidence of Compliance:

n/a

1.6 Control of Suppliers and Raw Materials

1.6.1 A procedure shall be in place detailing how all suppliers of raw materials, including packaging and processing aids, are approved. The approved supplier list shall consider the risks relevant to the supplier and raw materials supplied, be kept current and reviewed annually. **Fully Compliant**

Evidence of Compliance:

Suppliers of all raw materials including packaging are reputable, information is on file for all suppliers, a spreadsheet detailing when the supplier information was last checked and when their certificates etc expire is in place, this is updated regularly. Kirkhams - spec, HACCP, Kingfisher packaging certificates checked, specifications checked are on file.

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

Evidence of Compliance:

Specifications are maintained on file - checked Kirkhams, Kingfisher specifications were reviewed during the audit.

1.6.3 A procedure shall be in place to describe the documented checks required on incoming raw materials including food contact packaging and processing aids. **Fully Compliant**

Evidence of Compliance:

Goods in checks are put directly on the NAV system when booking stock in - this is for all items including food contact packaging. Temperature of cheese and other food products, cleanliness of vehicle, confirmation of no pest infestation are recorded on this check. Traceability details are recorded.

1.6.4 A documented risk assessment in relation to food fraud, adulteration or substitution shall be conducted on all raw materials, including food contact packaging and this shall be reviewed annually. **Partially Compliant For Improvement**

Evidence of Compliance:

A risk assessment is in place for raw materials, the risk is linked to contamination of all types including adulteration and substitution.

Issue Raised:

Grated cheese is not included as part of this assessment

Action proposed by auditor:

Add grated cheese to this risk assessment.

PCI - close out before next audit

1.6.5 Water supply, including stored mains water or private water supply, shall be potable and shall not present a contamination risk to products. **Fully Compliant**

Evidence of Compliance:

The site is on Mains water supply - Thames water drinking water analysis for Jan - Dec 2022 is on file.

1.6.6 All milk shall be supplied from healthy dairy animals, from production holdings registered with the Animal Health & Veterinary Laboratories Agency (DEFRA) or Local Authority (E.H.O) in England, Scotland and Wales, and with the Department of Agriculture and Rural Development (DARDNI) in Northern Ireland, and shall comply with current legal requirements. **Fully Compliant**

Evidence of Compliance:

n/a

1.6.7 For milk supplied within the business, the milking parlour shall be laid out, equipped and maintained to appropriate legal and good practice standards. Evidence of training shall be in place and records maintained to demonstrate animal health and cleanliness, equipment maintenance and cleanliness, and rejection of contaminated milk. **Fully Compliant**

Evidence of Compliance:

n/a

1.6.8 Where milk is bought-in, the milking parlours of supplying farms or producers shall be subject to regular inspections to ensure compliance to customer specification, best practice. See section 5.3.1 of SCA ACOP Edition 2. **Fully Compliant**

Evidence of Compliance:

n/a

1.6.9 For bought-in milk used for the manufacture of unpasteurised milk cheese, there shall be a documented agreement between the business and the milk supplier stating that milk is used for the manufacture of unpasteurised milk cheese. The agreement shall stipulate hygiene requirements for milk production, milking practice, storage and transportation. The business shall provide ongoing evidence that supplying farm(s) are complying with this agreement. **Fully Compliant**

Evidence of Compliance:

n/a

1.6.10 Milk quality and holding temperatures shall be compliant with current legal standards and specifications. Milk supplied for the production of unpasteurised milk products shall comply with the specific legal requirements and shall aim to be pathogen-free. Antibiotic control/monitoring appropriate to the milk producer(s) should be in place and records of veterinary interventions should be kept. **Fully Compliant**

Evidence of Compliance:

n/a

1.6.11 The business shall have procedures and maintain records of the inspection of milk on receipt and/or prior to production. Records should demonstrate traceability of bought-in milk to the producer(s) and, where appropriate, should include evidence of organic status or species of milk-producing animal. Organoleptic checks shall be included. **Fully Compliant**

Evidence of Compliance:

n/a

1.6.12 Where milk is not delivered by direct pipeline from the milking parlour to the dairy, the transport of milk shall be in dedicated tankers of established hauliers or in other suitable covered vessels used within the business. Adequate cleaning schedules shall be in place, documented and verified. **Fully Compliant**

Evidence of Compliance:

n/a

1.6.13 Milk shall be stored in suitable covered vessels at temperatures appropriate for maintaining quality and in accordance with the legal requirements. **Fully Compliant**

Evidence of Compliance:

n/a

1.7 Stock Control

1.7.1 Stock rotation shall be controlled to ensure that raw materials and work in progress are used within their allocated shelf-life. **Fully Compliant**

Evidence of Compliance:

FIFO is in place, with the exception of when cheese has matured faster than usual then this will be used first.

1.7.2 Where surplus products, or those that do not meet specification, are sold to staff or passed to other organisations, records shall be kept to show products are fit for consumption, meet legal requirements and are traceable. **Fully Compliant**

Evidence of Compliance:

n/a

1.8 Waste Control

1.8.1 A procedure shall detail how the accumulation of waste in handling and storage areas is kept to a minimum prior to its removal. **Fully Compliant**

Evidence of Compliance:

Waste controls in all areas are suitable, training on emptying bins regularly etc is in place.

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. **Fully Compliant**

Evidence of Compliance:

External bins are lidded, Biffa general waste is contracted: CBDU104360. Re-food collects foodwaste weekly.

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

Evidence of Compliance:

Re food collects food waste.

1.9 Pest Control

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

Evidence of Compliance:

The site is maintained to minimise pest infestation.

1.9.2 The services of a competent pest control operator shall be contracted for the regular inspection and treatment of premises. The frequency of inspections shall be clearly defined and reflect the activities of the site, and shall be reviewed at least annually. **Fully Compliant**

Evidence of Compliance:

CPD Environmental is contracted to 24 visits per annum, BPCA Certificate (exp. Feb 2024) is on file as is the RSPH Level 2 training certificate for the operatives attending site.

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. **Fully Compliant**

Evidence of Compliance:

Suitable - A site map is up to date and traps noted during walk around are accurately identified on the signed and dated site map. Flykillers have been installed and are suitably monitored and regular fly counts are recorded on file.

1.9.4 Inspections shall be at regular intervals. Inspection records shall be kept to include details of any pest activity and pest control treatments undertaken at individual pest control points and actions taken in meeting recommendations made by the pest control operator / contractor. **Fully Compliant**

Evidence of Compliance:

2 weekly inspections are in place, records are maintained of all visits and treatments at each pest control point are recorded. Actions taken in meeting recommendations by pest controller have been signed off.

1.9.5 Results of pest control inspections shall be assessed and analysed for trends at least annually. Where trends are identified, corrective action(s) shall be taken to eliminate further risk to product safety. **Fully Compliant**

Evidence of Compliance:

Trend summary for the last 12 months is in place, fly count trends and all bait boxes have been reviewed. Summary of overall issues for the year is detailed.

1.9.6 Baits and other materials such as insecticide sprays or fumigants shall be applied and used according to the documentation on their safe use, which shall be held on site. **Fully Compliant**

Evidence of Compliance:

Bait sds are held on file.

1.10 Equipment

1.10.1 Equipment shall be fit for purpose, constructed of appropriate materials, designed to allow hygienic processing and shall not be a source of foreign body contamination. **Fully Compliant**

Evidence of Compliance:

Suitable all equipment is fit for purpose and constructed of appropriate materials to not cause a fb hazard.

1.11 Maintenance

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

Evidence of Compliance:

A maintenance schedule is in place, has been maintained up to date - includes all details of service providers, with hyperlinks to contractors - checked for Avery Weigh tronix, capital refrigeration.

1.11.2 The business shall ensure that the safety, legality and quality of product is not jeopardised during maintenance operations. In High Risk/High Care areas tools and equipment shall, wherever possible, be dedicated. **Fully Compliant**

Evidence of Compliance:

Avoiding contamination from maintenance procedure is in place - this details what protocols are followed to ensure no FB risk of cross contamination during maintenance operations.

1.12 Vehicle Management, Storage and Distribution

1.12.1 Transport used for the distribution of products shall be fit for purpose and capable of maintaining the integrity and safety of the product, including product temperature where applicable. **Fully Compliant**

Evidence of Compliance:

NYD have their own fleet of vehicles, Drivers procedures are in place, Vehicle LF22EXA checked, good condition very clean internally and externally, good door seals, floors, walls and ceilings. Temperature is logged prior to loading by drivers on the driver checksheet.

1.12.2 Procedures for managing the security of the vehicle and load during transit and where appropriate, during loading and unloading shall be documented and understood by drivers and delivery staff. **Fully Compliant**

Evidence of Compliance:

Procedures for managing the security of the vehicle during transit are in place as part of the Driver procedures.

1.12.3 Where third party hauliers/distributors and storage facilities are contracted, a documented agreement shall be in place to ensure product integrity and safety is not compromised. **Fully Compliant**

Evidence of Compliance:

Documented Agreements with Peter Green and Langdons are in place, signed and dated, HACCP, t&c's and each companies procedures including details on spillage, security and breakdown are on file.

1.12.4 Where products are distributed via couriers or the postal service, products shall be suitably packaged to ensure their integrity and safety is not compromised during distribution to the customer. **Fully Compliant**

Evidence of Compliance:

DPD is used with Coolwool and icepacks - datalogger trials have been made to show temperature using icepack over 24 hours. The business do not courier soft cheeses during very hot weather.

STATEMENT OF INTENT: SECTION 1 - PREREQUISITE CONTROLS

Prerequisite food safety controls shall be identified, documented, implemented, legally compliant and maintained throughout the business. Staff are aware of the impact they can have on achieving and maintaining SALSA certification. Roles and responsibilities are clear and the business management provides sufficient resource for an effective prerequisite control programme throughout all aspects of the business.

Has Statement of Intent been met?

Yes

Justification:

Suitable Pre-requisites are identified, documented and demonstrated as being in place, legally compliant and maintained throughout the business. Staff are aware of the impact they have on achieving and maintaining SALSA Certification. Roles and responsibilities are clear and sufficient resource is in place for effective implementation.

SECTION 2 - HACCP

2.1 HACCP Scope and Team

2.1 A documented HACCP system with a scope that describes which products and processes are covered, shall be developed and maintained by a named team or a person. The team or person shall be trained and able to demonstrate competence in the understanding of HACCP principles and their application. **Fully Compliant**

Evidence of Compliance:

The HACCP has been developed by a multi disciplined team with varying levels of experience, each member has been HACCP trained internally with one member Level 4 HACCP trained, One member Level 2 HACCP trained.

2.2 Product Description

2.2 Product descriptions for each product or product category shall be written that include all relevant safety factors and information for each product group. The business management shall demonstrate that they are aware of the food standards, legal regulations and industry codes of practice applying to the products they produce, trade, handle, store and/or distribute. **Fully Compliant**

Evidence of Compliance:

The business demonstrates the awareness of the food standards, legislative and industry COP's which apply to products handled, traded, stored and distributed by NYD.

2.3 Intended Use

2.3	Identify the intended use based on the expected uses of each product group by the end user or consumer.	Partially Compliant For Improvement
	<p>Evidence of Compliance: Intended use is included as part of the HACCP</p> <p>Issue Raised: More detail on what products are not suitable for e.g. allergy sufferers, pregnant women etc should be included.</p>	<p>Action proposed by auditor: Further develop this part of the HACCP to ensure end users who are unable to use products are detailed. Include how this is conveyed to the end user e.g. labelling, website</p>

❗ PCI - close out before next audit

2.4 Process Flow Diagram

2.4	A flow diagram shall be constructed to cover each product or product category and process as outlined in the scope of the SALSA audit. All operational steps shall be covered from raw material receipt through processing, rework, storage and distribution.	Fully Compliant
	<p>Evidence of Compliance: All steps in the process are detailed on the HACCP process flow.</p>	

2.5 Hazard Analysis

2.5	The HACCP team shall conduct a Hazard Analysis by identifying the cause/source of any microbiological, physical, chemical and allergen hazards that shall be prevented, eliminated, or reduced to acceptable levels at each operational step.	Fully Compliant
	<p>Evidence of Compliance: A full HA has been conducted for each step detailed in the process flow.</p>	

2.6 Control Measures / Prerequisites

2.6	Control Measures and/or Prerequisite Controls relating to the hazards at each process step in 2.5 shall be identified.	Fully Compliant
	<p>Evidence of Compliance: Control measures relating to the hazards identified at each step in the process are detailed as part of the HACCP plan.</p>	

2.7 Risk Assessment

2.7	Conduct a risk assessment for each microbiological, physical, chemical and allergen hazard identified in 2.5 and identify which hazards are significant.	Fully Compliant
	<p>Evidence of Compliance: A risk assessment is in place which scores low or high of likeliness and severity to determine the significance of each hazard outlined at each step in the process.</p>	

2.8 Critical Control Points

2.8	Consider the significant hazards identified in 2.7 and determine which if any shall be identified as Critical Control Points.	Fully Compliant
	<p>Evidence of Compliance: 1 CCP has been identified - Step 5 Receipt by NYD.</p>	

2.9 Critical Limits

2.9	Critical limits which enable the prevention, elimination or reduction of identified hazards, shall be established for each control measure, at each Critical Control Point and shall be validated.	Fully Compliant
	<p>Evidence of Compliance: Critical Limits are suitable. All physical fb's must be absent. Validation is completed by monitoring complaints, taste panels and training.</p>	

2.10 Monitoring Procedures

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

Evidence of Compliance:

Monitoring procedures are established and implemented. Visual and other organoleptic checks are completed on each intake.

2.11 Corrective Actions

2.11 Where monitoring indicates that a Critical Control Limit has not been met, there shall be an effective corrective action plan. **Fully Compliant**

Evidence of Compliance:

Corrective action is established and ready to action if monitoring indicates the CCP is outside of the acceptable limit.

2.12 Verification

2.12 Establish monitoring procedures and records to verify that the critical limits and controls outlined in 2.9 to 2.11 are working effectively on an ongoing basis. **Fully Compliant**

Evidence of Compliance:

Monitoring procedures to verify the CCP limits and controls are working on a ongoing basis is in place, intake records are in place.

2.13 HACCP Documents and Records

2.13 Documents and records to demonstrate the effective implementation and monitoring of the HACCP system shall be maintained and commensurate with the nature and size of the business. **Fully Compliant**

Evidence of Compliance:

Suitable - documents are commensurate with the nature and size of the business.

2.14 HACCP Review

2.14 Complete a documented HACCP system review annually and before any changes in raw materials, recipes, processing, equipment, packaging, storage or distribution are introduced. **Fully Compliant**

Evidence of Compliance:

HACCP Review was completed on 19th April 2023. Minutes of the meeting were reviewed during the audit.

2.15 HACCP Personnel

2.15 At all times during production from intake through to despatch, there shall be at least one person present who can demonstrate understanding of the HACCP plan, controls and corrective action(s). **Fully Compliant**

Evidence of Compliance:

Suitable - the team is available during production hours, all personnel are trained in in-house NYD Haccp during induction.

2.16

2.16 For cheese made with unpasteurised milk a Hazard Analysis shall be undertaken and documented for the milk supply. It must identify all potential hazards and control measures. **Fully Compliant**

Evidence of Compliance:

n/a

2.17

2.17 The business shall be in possession of the current edition of the SCA ACOP and any codicils. **Fully Compliant**

Evidence of Compliance:

Suitable

STATEMENT OF INTENT: SECTION 2 - HACCP

The business management shall provide resource to enable and maintain the food safety system. All hazards to product safety and legality shall be identified, analysed and assessed for risk. A documented HACCP (Hazard Analysis and Critical Control Point) system, based on Codex Alimentarius HACCP principles, shall be in place and regularly reviewed.

Has Statement of Intent been met?

Yes

Justification:

The HACCP system in place is suitable and enables food safety. All necessary hazards have been identified and risk assessed, the system is based on Codex HACCP principles and is regularly reviewed.

SECTION 3 - MANAGEMENT SYSTEMS AND DOCUMENTATION

3.1 Food Safety Systems Review

- 3.1.1** A food safety and internal systems review shall be carried out and recorded, at least annually. It shall include all requirements of the SALSA Standard and identify areas for action or improvement. **Fully Compliant**

Evidence of Compliance:

A food safety internal review has been carried out using the self assessment template - independently completed by a QA manager from another site, in addition all actions and gaps/improvements are logged on a master spreadsheet which includes the date and sign off when these actions have been completed.

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

Evidence of Compliance:

Spreadsheet from the review details when the actions have been completed. Some improvements to the existing controls are ongoing.

3.2 Non-Conformance Investigation and Corrective Action

- 3.2.1** Controls shall be in place to identify, record and manage non-conforming materials occurring at all stages of production and throughout all processes, from intake to despatch including customer complaints. **Fully Compliant**

Evidence of Compliance:

Nonconformance and corrective action procedure is in place, records for 2023 have been reviewed, all supplier issues are documented, investigated and corrective actions completed. Customer complaint procedure is in place, this is managed by a separate department who respond directly to customers regarding complaints, if however, the complaint is of a quality or food safety nature this is handed directly to Q.A. Department for a non conformance report to be completed.

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

Evidence of Compliance:

This is incorporated in the non conformance procedure and complaints procedure. NC & CA Record includes all investigation and outcomes and corrective actions to be detailed.

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

Evidence of Compliance:

Complaints procedure is in place, complaints for 2023 were reviewed as during the audit.

3.3 Traceability

- 3.3.1** A procedure shall be in place that details the traceability system of all raw materials, including food contact packaging, throughout all stages of production from intake forwards to despatch and delivery to customers and backwards from customer to raw material supplier. **Fully Compliant**

Evidence of Compliance:

A traceability procedure is in place which details how to use NAV to complete a full trace.

3.3.2 The traceability system shall ensure that all raw materials, including food contact packaging and intermediate products are identified and traceable at all stages of production and storage.

**Partially Compliant
For Improvement**

Evidence of Compliance:

The traceability system includes all raw materials, food contact packaging has been considered and the business has determined the required systems for traceability of food contact packaging is too complex and would recall all product which could have been packed with a specific packaging type.

Issue Raised:

Food contact packaging is not included as part of the traceability system.

Action proposed by auditor:

Food contact packaging must be part of the traceability system, put in a system to record date of start and end of use of each food contact packaging type so it can be included as part of the traceability test.

❗ PCI - close out before next audit

3.3.3 Traceability of products shall be tested forwards and backwards at least annually, and more frequently if there are known risks in the supply chain.

**Partially Compliant
For Improvement**

Evidence of Compliance:

Traceability tests of several products have been completed including the more challenging aspects of traceability including where product has been used for grating. The review of these trace tests on the following products were successful: Keens Batch Code: 240322 - 22 cheeses 11 still in stock other 11 accounted for sold as 1/4's, grated. Karst: 060323 - 76 cheeses intake all accounted for.

Issue Raised:

There are no supporting records for the trace tests completed

Action proposed by auditor:

Keep screenshots or scan in supporting records for all trace tests to demonstrate where the information for the test summary came from. Where possible attempt to demonstrate a mass balance - product volume in and demonstrate finished products of the same volume going out, include waste and food contact packaging in the traceability tests.

❗ PCI - close out before next audit

3.4 Managing Incidents

3.4.1 A procedure shall be in place giving clear guidance on the response to any incident which may compromise the safety and/or legality of a product.

Fully Compliant

Evidence of Compliance:

A Recall and quarantine procedure is in place which gives guidance on the response to any incident which may compromise the safety and legality of the product.

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

**Partially Compliant
For Action**

Evidence of Compliance:

The traceability part of the incident procedure test has been completed

Issue Raised:

A test of the procedure has not been fully conducted, there is not a log of team, times and actions taken nor is there a review of the incident procedure test to ensure it is effective

Action proposed by auditor:

Complete a test with the team, log times and actions by each member of the team, determine whether a recall could be successful, test the contact details on file, request a response from at least one customer to determine the systems in place are able to successfully complete a recall if required. Send a copy of the procedure and all recall test records including a summary detailing the traceability, where all product went to to Salsa Head office, ensure a review of the test is included as part of the recall test summary.

Action taken:

Traceability & recall test exercise carried out on St Helena Cheese batch date 24/04/2023, 30 cheeses received 18/05/2023. Identified that had been sent to a number of wholesale & retail customers (own shops and others) and to the mail order department, which has it's own traceability procedure. 18.5 cheeses sent out, 11.5 remain in stock. Spreadsheet received which logs the action, times, team members and copies of all communication. One external customer was contacted as part of the exercise. The exercise was a success with some suggestions as to improve response times which will be incorporated next time, and includes a review of the exercise. Also received copies of the Traceability Procedure, Mail Order Traceability Procedure and Quarantine and Recall Procedure.

✓ Approved by SALSA

3.4.3 Inform SALSA in the event of a product recall / withdrawal, improvement notice or legal proceedings related to the safety and/or legality of a product within 3 working days. Send a summary of the subsequent investigation to SALSA. **Fully Compliant**

Evidence of Compliance:

This is documented as part of the recall and quarantine procedure.

3.5 Document Control

3.5.1 A procedure shall detail the control of documents and records relating to the safety, legality and quality of products. **Fully Compliant**

Evidence of Compliance:

Document control procedure is in place, this details all elements of document control at NYD including retention of records for 3 years.

3.5.2 All documents and completed records relating to the safety, legality and quality of products shall be genuine, legible, retained in good condition and stored securely for at least the shelf-life of the products plus one year. **Fully Compliant**

Evidence of Compliance:

The document control procedure details how records are stored and they are retained for 3 years.

3.6 Manufacturing and Finished Product Specifications

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

Evidence of Compliance:

Specifications and SOP's are suitable

3.6.2 The specifications shall include defined limits for microbiological, physical, chemical parameters where these may affect the safety and/or quality of a finished product. **Fully Compliant**

Evidence of Compliance:

Finished product specifications include all necessary information including micro parameters.

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

Evidence of Compliance:

Procedures and working instructions are in place are suitable, some improvements since previous audit particularly in Brine management.

3.7 Labelling Control

3.7.1 Procedures shall be in place to ensure all product labels and labelling information at point of sale, including e-commerce, websites and leaflets, fully conform to legislative and, where specified, customer requirements. **Fully Compliant**

Evidence of Compliance:

Procedures are in place for labelling to check legality of information on labels in line with all relevant legislation.

3.7.2 There shall be evidence to support the use of provenance, suitability, production method, nutritional/health claims, or logo claims on finished product labels and labelling information at point of sale, including e-commerce, websites and leaflets. **Fully Compliant**

Evidence of Compliance:

n/a

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

**Partially Compliant
For Improvement**

Evidence of Compliance:

Procedures are in place for labelling

Issue Raised:

The procedure does not reflect the controls in place for correct application

Action proposed by auditor:

Update the procedure to include the controls already in place to ensure correct application e.g. trained managers only to input correct details on NAV to generate labels, trained operatives only apply labels, secondary checks on all products are undertaken by personnel at the end of the line checking products against invoice.

❗ PCI - close out before next audit

3.8 Product Shelf-Life and Product Testing

3.8.1 The shelf-life applied to products shall be validated to ensure the safety and quality of the product. Records shall be kept.

Fully Compliant

Evidence of Compliance:

Shelf life is determined by organoleptic testing at various stages for hard cut cheeses. 10 days from date of receipt is pre-printed on the label - this ensures the customer uses the cheese when it is at its best. Cheese which comes in with an agreed BBD from despatch from NYD is sent out accordingly. Whole cheese do not require BBD. Micro testing is completed at past end of life to ensure worst case scenario.

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

Fully Compliant

Evidence of Compliance:

A finished product testing programme is in place to ensure compliance with specification and HACCP verification, products are tested as per schedule and all results are maintained on file.

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

Fully Compliant

Evidence of Compliance:

Microtech Wessex is the UKAS accredited lab used for testing products, swabs etc.

3.8.4 The cheesemaking process shall be determined, monitored and recorded utilising sensory assessment and acidity checks, salt and moisture content, as appropriate, in combination with temperature and time, in order to demonstrate conformance with the adopted recipe and specification.

Fully Compliant

Evidence of Compliance:

n/a - Cheesemaking is not undertaken on site, affinage of cheese is. Suitable controls are in place. Records reviewed of the sensory temperature and humidity monitoring.

3.8.5 Cheesemakers shall be able to demonstrate repeatability in the process and appropriate corrective actions in the event of process or product variations. Appropriate modifications shall be made in response to grading observations and process laboratory analysis (e.g. TA, pH, brine, histamine parameters)

Fully Compliant

Evidence of Compliance:

N/A

3.8.6 Dairy businesses shall establish a comprehensive documented microbiological and chemical sampling schedule which shall include all relevant legislative requirements and be based on risk analysis. It will include requirements stated in other clauses, citing all raw materials particularly milk from any source, all finished product, work-in-progress (WIP), heat treated milk, curd, in addition to verification of cleaning processes at appropriate stages. The schedule shall state parameters for acceptable and unacceptable results. The results shall serve to verify the legal, safety and quality status of finished product.

Fully Compliant

Evidence of Compliance:

Finished product testing of raw milk cheeses is included as part of the micro schedule including testing for the pathogens of Staph, Salmonella, Listeria, Ecoli O157, Ecoli. A Risk assessment is in place.

3.8.7 An environmental sampling plan shall be in place based on risk assessment for the cheese making, ripening, maturation and packing areas, to verify hygiene standards and to monitor incidence of Listeria species. Records shall be kept. **Fully Compliant**

Evidence of Compliance:

An environmental sampling plan is in place for all areas of the site to verify hygiene standards and monitor listeria species.

3.8.8 Where bulk starters are used, procedures shall be in place to carry out and monitor in-house starter propagation. Aseptic procedures shall be demonstrated where appropriate. **Fully Compliant**

Evidence of Compliance:

n/a

3.8.9 Where acidity development is inadequate in starter preparation and cheesemaking, procedures shall be in place to determine and undertake corrective action, which may include additional cleaning requirements, segregation of product and curd testing. **Fully Compliant**

Evidence of Compliance:

n/a

3.8.10 Maturation or ripening shall be controlled, monitored and recorded using temperature, humidity, acidity and sensory checks as appropriate to the type of product. **Fully Compliant**

Evidence of Compliance:

Maturation and ripening is controlled by trained personnel, temperatures and humidity is monitored daily and adjusted as necessary depending on the cheese.

3.8.11 Due to the potential for the presence of histamine in some blue and mature cheeses, histamine analysis shall be carried out at a frequency based on risk assessment. **Fully Compliant**

Evidence of Compliance:

RA for Histamine is in place, testing is not completed by NYD, However, can be provided by supplier if determined as required.

STATEMENT OF INTENT: SECTION 3 - MANAGEMENT SYSTEMS AND DOCUMENTATION

An effective management system encompassing regular system reviews, procedures for corrective action, complaints, traceability, labelling control, incident management and product testing shall be in place and continuous improvement can be demonstrated. Documented systems, specifications and procedures relating to the business's food safety and quality systems shall be clear, organised and accessible.

Has Statement of Intent been met?

Yes

Justification:

The management system is effective and encompasses regular systems reviews of complaints, traceability, product testing, continuous improvement can be demonstrated via HACCP review, corrective actions monitoring. Documented systems, specifications and procedures relating to the FSMS are clear, organised and accessible.

SECTION 4 - PREMISES, LAYOUT AND STRUCTURE

4.1 Premises Approval

4.1.1 The production site shall be registered with, or approved by, the site's appropriate authority. Documented reports from the appropriate authority shall be made available and held on file for inspection. **Fully Compliant**

Evidence of Compliance:

The site is registered with Southwark E.H.O - The last visit was 31.01.2022 - no actions required.

4.2 External Areas and Product Security

4.2.1 External factors affecting the location which may contaminate or affect integrity of products shall be assessed. **Fully Compliant**

Evidence of Compliance:

There are no external factors affecting the integrity of the products.

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

Evidence of Compliance:

Suitable perimeter and grounds, drainage are maintained in good order.

4.2.3 There shall be a food security / defence plan that describes site and product security threats and how they are controlled. The plan shall always include the security measures and/or practices to ensure only authorised personnel have access to production and storage areas on site. Where digital records are used to demonstrate food safety and legality, how these records are protected in case of digital failure and digital cyber security attacks. **Fully Compliant**

Evidence of Compliance:

A detailed and full site security/defence plan is in place describing security threats and detailing how they are controlled at NYD, this includes cyber security/protection, site security, vehicle security amongst others.

4.3 Site Layout and Methods of Working

4.3.1 There shall be a site plan to show how layout and methods of working minimise the potential for unintended physical, chemical, microbiological or allergen contamination of product and packaging at all process steps. **Fully Compliant**

Evidence of Compliance:

There is a site plan detailing the layout and flows of people and products to avoid unintended contamination at all steps in the process.

4.3.2 The factory layout, flow of processes and movement of personnel shall be managed to prevent the risk of cross-contamination and ensure effective segregation between products and ingredients where required. **Fully Compliant**

Evidence of Compliance:

Factory layout and flow of processes, movement of personnel is managed to prevent risk of cross contamination. This is demonstrated on the site plans.

4.4 Building Structure, Services and Fabrication

4.4.1 Building structure including walls, ceilings, doors, floors, drains and lighting shall be sound, fit for purpose and regularly maintained. **Fully Compliant**

Evidence of Compliance:

Suitable, all walls, ceilings, doors, floors, drains and lighting is sound and fit for purpose throughout the site.

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

Evidence of Compliance:

Suitable

4.4.3 Suitable and sufficient hand cleaning facilities shall be provided. **Fully Compliant**

Evidence of Compliance:

Handwash facilities are suitably located

4.4.4 Changing facilities shall be provided and sited to avoid external contamination after changing into protective clothing. Toilets shall not open directly into product handling or storage areas. **Fully Compliant**

Evidence of Compliance:

Changing facilities are provided to avoid external contamination after changing - outdoor clothing/belongings are stored in the lockers provided and outside shoe storage, a physical step over barrier to ppe is in place with hand wash sinks suitably located.

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

Evidence of Compliance:

Tray wash utensil washing was acceptable.

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

Evidence of Compliance:

Glass and breakables procedure and checklist is in place - this is checked monthly.

4.4.7 Cleaning and/or replacing light fittings and glass shall be carried out in a manner to minimise the potential for product contamination. **Fully Compliant**

Evidence of Compliance:

avoiding contamination during maintenance - this includes changing of light fittings outside of production hours.

4.4.8 Procedures and controls shall be in place to prevent contamination by foreign bodies including wood and plastic, and from building structure, services and/or fabrication. **Fully Compliant**

Evidence of Compliance:

Procedures are in place to prevent contamination by foreign bodies, the following procedures were reviewed; Chemical contamination procedure, glass procedure and glass monthly checks, wood control procedure, avoiding contamination during maintenance - this includes changing of light fittings outside of production hours.

4.4.9 The business shall be able to demonstrate: appropriate structural, process flow, barrier hygiene, environmental monitoring and 'maturing store' procedures to reduce the higher risk of microbiological hazards associated with soft, blue and rind-washed cheeses. **Fully Compliant**

Evidence of Compliance:

Layout of the premises allows for suitable barrier and procedures are in place to reduce the risk of micro hazards in soft, blue and rind washed cheeses developing or contaminating other products.

STATEMENT OF INTENT: SECTION 4 - PREMISES, LAYOUT AND STRUCTURE

Premises and building structure shall be fit for purpose, clean, maintained, designed to minimise the risks of cross contamination, secure and legally compliant, meeting product security, production and staff requirements. Premises shall be registered with, or approved by, the appropriate authority.

Has Statement of Intent been met?

Yes

Justification:

Premises and building are fit for purpose clean, maintained and designed to minimise the risks of cross contamination, produce secure, legally compliant products which are maintained securely, premises are registered with the local authority.