


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

Company Name:	Hodmedod	SALSA Auditor:	Trevor Parkin
Site Address:	The Bean Store London Road Brampton Beccles NR34 8DQ	Audit Date:	05/04/2023
		Supplier ID:	4225
		Audit ID:	18087
Scope:	The storing, blending, milling and packing of a range of pulses, seeds, grains and associated products which are also further processed (roasted, canned, flaked, milled, puffed and fermented) off site by 3rd parties		
Overview:	Situated in a rural area in East Suffolk, the company employ approximately 20 employees on a single shift basis. The facility is registered with East Suffolk Council whose last visit was on 04.06.2019 with no actions reported. The records, documents, risk assessments inspected in the keeping of a well organised company, the employees conversed with were aware of their responsibilities with respect to the standard and food safety. Separate packing areas for allergens handled on site, with a Risk Matrix in place. Allergens handled on site were Gluten (wheat, Oats, Rye etc) and Mustard, and allergen risk assessment also highlighted in food chain - Peanuts, Nuts, & Sesame from their supply matrix. No thermal processing is conducted on site by the company and no CCP's have been identified through the companies HACCP risk assessment however the company does use third party for some further processing of the product but these are certificated through various GFSI's. The food safety culture through the business was apparent through inspection and inspecting the paperwork and during the audit.		
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:

Matrix in place for all employees including part time and temporary staff. Detailed in Training Matrix 04.04.23

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:

KW temporary staff completed induction and documentation inspected

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

Evidence of Compliance:

Matrix in place with all staff members including temp. Training 12.11.15 Iss 1 Training Policy

Issue Raised:

Whilst the policy is in place, it does not specifically specify that annual training is now required by the standard

Action proposed by auditor:

Ensure the policy states that annual refresher training is required

❗ PCI - close out before next audit

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

Evidence of Compliance:

JG Operations Manager on site during all production periods

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 and Operational Hygiene Policies Procedure 1.2 Hygiene-C iss 4 03.04.23

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:

Knee length overalls in place which are laundered by a local company Overalls are colour coded for various areas of the facility. Blue & white allergen free ... Red allergen may contain... Green overalls allergen- verified on walk about

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:

Visitors asked to wear colour coded overalls. External clothing left in designated lockers or on hanger separate from overalls which are located on entry in the designated areas

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:

Visitors asked to wear colour coded overalls. Not High Care/Risk

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

Evidence of Compliance:

Detailed in Personal and Operational Hygiene Policies Procedure 1.2 Hygiene-C iss 4 03.04.23

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:

Detailed in Personal and Operational Hygiene Policies Procedure 1.2 Hygiene-C iss 4 03.04.23

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. **Partially Compliant For Improvement**

Evidence of Compliance:

Food Handlers Return to Work - Fitness to work questionnaire. 1.2 hygiene - 2 16.12.22- Visitor Health Questionnaire and Training Records 1.2 Hygiene-D iss 6 16.12.22

Issue Raised:

The return to work questionnaire does not specifically cover the return from long holidays e.g 2 weeks

Action proposed by auditor:

Ensure the return to work covers long holidays where illness may have occurred

❗ PCI - close out before next audit

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. **Fully Compliant**

Evidence of Compliance:

All areas of the facility were observed to be well maintained, cleaned, clean & tidy, equipment inspected and schedules in place which again were inspected on the day

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 instructions for each area in place Open bag Packing Area Cleaning Record 1.3.1 weekly inspected

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:

All areas of the facility were observed to be well maintained, cleaned, clean & tidy, equipment inspected and schedules in place which again were inspected on the day. Chemeco Bio Surface Sanitiser Concentrate COSSH sheet inspected

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:

All areas of the facility were observed to be well maintained, cleaned, clean & tidy, equipment inspected and schedules in place which again were inspected on the day

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:

The company are introducing Gluten swabbing

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:

Separate packing areas for allergens handled on site. Risk Matrix in place. Allergen Control Statement 1.4.3 POL iss5 03.04.23. (Gluten (wheat, oats, Rye etc) Mustard all handled on site, Allergen risk in food chain Peanuts, Nuts, Sesame

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:

Allergen Spillage Procedure 1.4.3 Proc 1 03.12.15. Allergen Matrix/Finished Product 1.4.3 iss 5 04.04.23. Allergen Risk Assessment.

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

Evidence of Compliance:

Four Grain Muesli Base label inspected where allergens were emphasised in bold.

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:

Pulse Flours claim Gluten free which is mill and packed in bulk. Packed into small packs on site in the gluten free area. Shitton Mill certify the gluten level down to less than 5ppm, who are BRCGS certificated

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:

Specification for Roasted Fava Beans Sea Salt & Cider Vinegar RTE states micro stated on specification - Recipe for same 2.4.1 Proc - Rec - Seasoning iss 1 15.08.16 inspected. Ambient process

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:

Ambient environmental controls.

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:

Procedure in place and inspected

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:

No temperature.... Scales Calibration Procedure & Record Sheet inspected 1.5.6 Proc-Rec-D 02.04.23. Weight Calibrated April 2022 certificate UL1673 ... Scales serial number 02104023041 calibrated April 2022

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:

No detector on site but list of relevant items detailed in Glass, Brittle & Metal Register 1.4.6 Issue 6 22.04.22

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:

No other specific measuring devices used

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

Evidence of Compliance:

Start up sheet in place with weight required to be recorded on start up recorded

Issue Raised:

Start up sheet for Smoked Quinoa 095-30 BBD 30.09.24 300g (Essex Grown) inspected and start up weight was ticked and not stated. The Company operate to Net Weight legislation and were not detailing the weight on packs through the run or day

Action proposed by auditor:

Ensure weights are recorded on start-up & sampled throughout the day/production period for confirmation to legislation and weights recorded

❗ PCI - close out before next audit

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:

List of Raw Materials & Packaging 1.6 REC Product - Supplier - Packing 27 Mar 2023 Full list in place

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:

Coriander Seed from Beacon Commodities inspected, 1 litre plastic pot spec DIJKSTRA PLASTICS BV inspected

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 check from Morning Foods Ltd inspected - computer based

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. **Fully Compliant**

Evidence of Compliance:

Raw Materials Risk assessment covering food fraud, adulteration or substitution 15.04.2019 review 04.04.23

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:

Essex and Suffolk Water Authority, but not used in production or cleaning (dry cleaning in place)

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 in place

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:

No surplus product is 'free issued' to any parties

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:

Contract in place with Waveney Waste Contractors. No accumulation of waste was observed with facility - tidy and bins closed (inside and out)

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:

Contract in place with Waveney Waste Contractors. No accumulation of waste was observed with facility - tidy and bins closed (inside and out)

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

Evidence of Compliance:

Excess Farm feed sold under licenses GB29684355 - 2016

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:

Facility was observed to be well proofed however internal activity had been recorded in the centre of the warehouse in the last year

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:

Command Pest Control Ltd BPCA M15/424 expire Feb 2024 contract for 8 visits per year

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:

Maps in place dated and signed 10.01.23

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:

Feb 2024 contract for 8 visits per year

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:

Trending in place for rodents and crawling inspected. Report for each visit made Inspect

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:

Ratimor COSSH Sheet inspected

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:

Equipment was observed to be fit for purpose, in good repair with no 'cardboard' engineering observed

1.11 Maintenance

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

Evidence of Compliance:

Log in place with procedure 'Machine Maintenance 1.11.1 04.04.23 iss 1

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:

Maintenance completed outside of production periods

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:

Ambient product produced on site with no specific requirement for maintaining integrity

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:

Vehicle inspection for dispatch vehicles conducted and recorded

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:

Contract in place with Cross Country (Palletline)

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:

DPDS and Royal mail, goods are packaged according to customer requirement and safely

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:

A good pre-requisite programs was observed to be in place with a well organised operation on site with the information formatted akin to the SALSA standard. The controls and pre-requisite programs are listed in the HACCP with steps indicating the pre-requisite programs involved in controls at each step of the flow diagram. The company controls of allergens is well risk assessed with bays in place for allergen containing, 'may contain', and allergen free in place with defined procedures in place to ensure operational activities meet food safety criteria. Staff conversed with were aware of the impact they can have on achieving and maintaining SALSA certification

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:

JM Level 3 HACCP trained , NS , JG Level 2 - all online training 3 member of the HACCP team

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:

Product descriptions in place for each category of product page 2 of the HACCP for Hodmedod Ltd 2.1 02.04.2023 iss 10

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. **Fully Compliant**

Evidence of Compliance:

Intended use & user detailed on page 3 of the HACCP for Hodmedod Ltd 2.1 02.04.2023 iss 10

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. **Partially Compliant For Action**

Evidence of Compliance:

Flow Diagram in place and detailed on 4 separate flow diagrams

Issue Raised:

Flow diagrams are skeletal and steps are repeated on the 4 flows.

Action proposed by auditor:

Ensure the flow diagrams are to be expanded to include peripheral activities from the main flow e.g. Packaging, labelling, printing of labels etc. Please forward copies of the old flow diagrams and the new flow diagram(s) through to SALSA for verification

Action taken:

HACCP flows amalgamated into 1 flow to include activities ref 2.1, issue 11, 1/5/23

✓ **Approved by SALSA**

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. **Partially Compliant For Improvement**

Evidence of Compliance:

Hazard Identification and significant assessment table in place

Issue Raised:

The hazard/risk assessment is a little fragmented and the 4 flows have been combined into one hazard/risk assessment. Steps are in place which are not specifically identified on the flow diagram

Action proposed by auditor:

Once the new flow diagram has been completed then ensure a hazard/risk assessment is completed

ⓘ **PCI - close out before next audit**

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**

Evidence of Compliance:

List in place and on page 2 of the HACCP for Hodmedod Ltd 2.1 02.04.2023 iss 10

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**

Evidence of Compliance:

Refer to 2.5

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**

Evidence of Compliance:

No CCP's have been identified on site by the HACCP team

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**

Evidence of Compliance:

No CCP's have been identified on site by the HACCP team

2.10 Monitoring Procedures

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

Evidence of Compliance:

No CCP's have been identified on site by the HACCP team

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:

No CCP's have been identified on site by the HACCP team

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. **Partially Compliant For Improvement**

Evidence of Compliance:

Verification/validation stated on page 10 of the HACCP for Hodmedod Ltd 2.1 02.04.2023 iss 10

Issue Raised:

Whilst no CCP's have been identified, the validation/verification outline on page 10 is not specific to the areas identified

Action proposed by auditor:

Validation/verification need to be specified and specific ... where identified for activities completed and highlighted in the HACCP

❗ PCI - close out before next audit

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:

Sufficient documentation, records and pre-requisite program controls in place for effective control

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:

Review completed 2nd and 3 April 2023 version 10

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:

JG Operations Manager on site during all production periods

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:

Based on Codex Alimentarius, the company's HACCP system is well implemented and has been reviewed in the last year, 2nd and 3 April 2023 version 10. As part of the risk assessment, no CCP's have been identified by the HACCP team. As outlined in the report, a full set of pre-requisites controls have been identified to underpin the food safety system. The operation on site is ambient stable, with no thermal processing undertaken.

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:

Completed 31.03.23 using the SALSA Self Assessment document

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:

8 internal NC in last Nonsense complaints system in place and each contact logged. Non conformance and customer complaints procedure detailed in Corrective & Preventative Action Investigation Form & procedure 2.3 01.04.16

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:

8 internal NC in last Nonsense complaints system in place and each contact logged. Non conformance and customer complaints procedure detailed in Corrective & Preventive Action Investigation Form & Procedure 2.3 01.04.16. List of Customer complaints on a spreadsheet.... Most complaints were observed to be relating to deliveries, no food safety concerns observed.

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:

Non conformance and customer complaints procedure detailed in Corrective & Preventive Action Investigation Form & Procedure 2.3 01.04.16

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

Evidence of Compliance:

Refer 3.2.1

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:

Traceability Policy 2.4 iss 1 24.08.16 inspected with Traceability Exercise recorded reference 2.4 Rec iss 2 20.03.17

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. **Fully Compliant**

Evidence of Compliance:

Forward and backward traceability conducted on All the Peas 1kg batch 069/30 BBD 10.2023- Backward trace packed on 10.03.23 donor product was Batch 040/30 from 5 source ingredients Red fox Carlin pea BBD 11.24 Black Badger Peas BBD 10.23, Organic Marrowfat BBD 08.24, Whole Blue Pea BBD 10.23 & Flamingo Pea BBD 03.24, packaging used Batch 312/20 packed on Line Linear A. Forward trace conducted on OCVDR4 NBA3/1kg Lot 069/30 BBD 10.23

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. **Fully Compliant**

Evidence of Compliance:

Refer 3.3.2

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:

Recall procedure detailed in Recall Procedure 2.5 PROC V6 10.09.20

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

Evidence of Compliance:

Recall procedure test was conducted All the Peas 1kg batch 069/30 BBD 10.2023. A list of all customers receiving 12.5kg and packed down into 1kg bags in place, list exported from Shopify T orders.

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. **Partially Compliant For Improvement**

Evidence of Compliance:

Recall procedure detailed in Recall Procedure 2.5 PROC V6 10.09.20

Issue Raised:

does not state to contact SALSA in case of incident within 3 working days

Action proposed by auditor:

State 3 working to contact SALSA in the procedure

PCI - close out before next audit

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 Index and doc control issue 3 02.04.23 04.04.23

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:

Shelf life plus one year as minimum

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:

Specification for Roasted Fava Beans Sea Salt & Cider Vinegar RTE states micro stated on specification. Recipe for All the Peas inspected

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:

Specification for Roasted Fava Beans Sea Salt & Cider Vinegar RTE states micro stated on specification. Recipe for All the Peas inspected

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

Evidence of Compliance:

Seen to be in place in the packing bays

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 in place label for FAVA been inspected and observed to comply

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:

Grown in Essex, Suffolk claim made but was traced back to farm and location

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

Evidence of Compliance:

Photographs are taken of the labels and retained with traceability documentation

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:

Organoleptic shelf testing completed at end of shelf life

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:

Testing program in place with UKAS 1819 FoodTest

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

Evidence of Compliance:

UKAS 1819 FoodTest

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:

Documented systems were clear, legible and in the format akin to the SALSA standard, and easily accessible to navigate. Traceability systems were successfully trialled in the last year. Traceability exercise Forward and backward traceability conducted on All the Peas 1kg batch 069/30 BBD 10.2023- Backward trace packed on 10.03.23 donor product was Batch 040/30 from 5 source ingredients Red fox Carlin pea BBD 11.24 Black Badger Peas BBD 10.23, Organic Marrowfat BBD 08.24, Whole Blue Pea BBD 10.23 & Flamingo Pea BBD 03.24, packaging used Batch 312/20 packed on Line Linear A. Mock recall was conducted in the year Specification were in place for packaging and product. A company customer complaints system is in place. Labels are inspected by a third party, when required. Records and document inspected were all clear and legible

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:

Facility registered with East Suffolk Council last visit 04.06.2019

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:

The facility is located in a rural setting surrounded by fields, no issues observed

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

Evidence of Compliance:

Facility and apron were observed to be 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:

Food security / defence plan detailed in Food Security Plan 4.2.3 1 04.04.23

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:

Separate packing areas for allergens handled on site. Risk Matrix in place. Allergen Control Statement 1.4.3 POL iss5 03.04.23. (Gluten (wheat, oats, Rye etc) Mustard all handled on site, Allergen risk in food chain Peanuts, Nuts, Sesame

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:

Detailed in document 4.3.1 02.04.23

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:

Facility was observed to be fit for purpose

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:

Compressed air used on site with filters changed annually

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

Evidence of Compliance:

Handwashing on entry to production area and in toilet facilities

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:

Refer 1.2.3 - 1.2.4

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:

Dry packing - dry cleaning conducted

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

Evidence of Compliance:

Detailed in Glass, Brittle & Metal Register 1.4.6 Issue 6 22.04.22

Issue Raised:

Clear plastic container and jugs used in the packing bays

Action proposed by auditor:

When replacing containers replace with a food contact approved coloured container different to that of your products

❗ PCI - close out before next audit

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:

Outside of production periods

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:

packing completed in segregated areas which are control with bag opening procedures in place

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 were observed to be clean and tidy with a high level of maintenance observed during the audit. The facility is registered with East Suffolk Council, last visit report 04.06.2019 which was inspected. Perimeter and grounds in very good order and no adverse activities observed in the vicinity of the operation. The facility is situated in a rural area