

Application Pack
For the
Approval of a Food Business Establishment

Guidance notes for the completion of the Application for Approval form

These guidance notes aim to assist you in completing your application form fully and correctly.

Products of animal origin (POAO): This means food of animal origin including honey and blood; live bivalve molluscs. This will include meat, fish, dairy foods, eggs, and live echinoderms (starfishes, sea urchins etc), live tunicates (sea squirts etc) and live marine gastropods (limpets, whelks etc) intended for human consumption and other animals destined to be prepared with a view to being supplied live to the final consumer.

If you require any additional advice, please telephone Food Safety Team, on (020) 8825 6666 or email foodsafety@ealing.gov.uk

PART 1 - Establishment for which Approval is sought.

- a) The Trading name is the name that the business ordinarily uses in its day-to-day trade, for example on your letterhead or invoices.
 - b) The full address must be given including the post code.
-

PART 2 - Type(s) of products(s) of animal origin for which approval is sought

Your application will be considered and granted against the types of products that you are handling. Your approved establishment will be registered on a national database according to product type by the Food Standards Agency.

Tick each of the products of animal origin that you intend to handle or use within the establishment.

The following legal definitions apply to some of those listed.

- **'Minced meat'** means boned meat that has been minced into fragments and contains less than 1% salt
- **'Meat preparations'** means fresh meat, including meat that has been reduced to fragments, which has had foodstuffs, seasonings or additives added to it or which has undergone processes insufficient to modify the internal muscle fibre structure of the meat and thus to eliminate the characteristics of fresh meat.
- **'Meat product'** – means processed products resulting from the processing of meat or from further processing of such processed products, so that the cut surface shows that the product no longer has the characteristics of fresh meat.
- **'Fishery product'** means all seawater or freshwater animals (except for live bivalve molluscs, live echinoderms, live tunicates, and live marine gastropods, and all mammals, reptiles and frogs) whether wild or farmed and including all edible forms, parts and products of such animals.
- **'Fresh fishery products'** means unprocessed fishery products, whether whole or prepared, including products packaged under vacuum or in a modified atmosphere, that have not undergone any treatment to ensure preservation other than chilling.
- **'Dairy Product'** means processed products resulting from the processing of raw milk or from the further processing of such processed products

- **‘Egg products’** means processed products resulting from the processing of eggs, or of various components or mixtures of eggs, or from the further processing of such processed products.

If you require any further advice as to what definition your product falls into, please contact us.

PART 3 - Food business operator and management of the establishment

It is vital that the details in this section are correct. If you have any doubt as to the registered name and address, you must seek legal advice or contact Companies House.

- a) If the business is registered as a limited company, you must give the full Limited Company name, registration number and the registered office address; **or**
 - b) If the business is a partnership, the full names and home addresses including the postcode of *each* partner must be stated here; **or**
 - c) If you are a sole trader, your full name and home address including postcode is required.
 - d) **In all cases**, the business telephone numbers, fax number and email address must be included.
 - e) You must complete the full names of the managers on site and their job titles. Include managers on all shifts and in all departments.
 - f) If there are other people in control of the business, for example, a finance manager, sleeping partners, their names and job title must be included.
-

Part 4 - Use of the Establishment

This is the primary use of your establishment. Tick each of the activities that apply.

To assist you in this, the following definitions apply to some of those listed.

- **‘Standalone Cold Store’** means an establishment which stores POAO, under temperature control conditions (i.e., chilled, or frozen) and transports the POAO to customers other than the final consumer.
- **‘Wholesale market’** means a food business that includes several separate units which share common installations and sections where foodstuffs are sold to food business operators.
- **‘Processing’** means any action that substantially alters the initial product including heating, smoking, curing, maturing, drying, marinating, extraction, extrusion, or a combination of those processes.
- **‘Packing’** in this context means either **‘Wrapping’**, placing of a foodstuff in a wrapper or container in direct contact with the foodstuff concerned, and the wrapper or container itself and / or **‘Packing’**, the placing of one or more wrapped foodstuffs in a second container.

- **‘Retail’** means the handling and/or processing of food and its storage at the point of sale or delivery to the final consumer, and includes distribution terminals, catering operations, factory canteens, institutional catering, restaurants and other similar food service operations, shops, supermarket distribution centres and wholesale outlets
 - **‘Catering’** means ‘an establishment where food is prepared on the premises for delivery to the ultimate consumer and is ready for consumption without further preparation’. This means for the consumption on the premises or for ‘take away’
-

PART 5 - Transport of products from the establishment

You must tell us how you will be transporting your produce to other establishments.

PART 6 - Supply of products from the establishment to other establishments

This means what types of businesses will you, or do you, supply to. It is important that you tick every type of customer, even if it is a small proportion of your customers.

PART 7 - Other activities on the same site

If you have already been approved for these activities, please add your approval number. If not, please tick the relevant ‘yes’ or ‘no’ boxes.

PART 8 - Information and documentation

This information is required in order to process your application.

A description of the (proposed) food safety management system based on HACCP principles must be submitted with this application either in hard copy or electronically.

This may contain other elements of documentation required and if so, the relevant boxes on the form should be ticked.

All other documentation should be sent with this application or submitted electronically; If it is not possible to send this documentation with the application form, please note you will be required to submit it or make it available for inspection before your application can be finally determined. Failure to do so may result in a refusal to grant approval.

If you prefer to send information electronically, please telephone our Food Safety Team, on (020) 8825 6666 or email foodsafety@ealing.gov.uk to determine the email address to send the documentation to.

PART 9 - Products being handled, activities and the amount

- a) In this section, you are required to give specific details of what activity you undertake for each product of animal origin that you are handling. You must state all of the stages of your involvement for the product types. For example, this could mean storage, cutting, re-wrapping, curing, drying, cooking, slicing etc.
 - b) You are required to give the amount of each food type that you handle each week in Metric Tonnes. If you do not know this because you work in kg or lbs, please give that figure.
-

PART 10 – Application

You must sign the application form, date it, and give your name in BLOCK LETTERS, Failure to do so will result in your application being refused.

Once you have checked the form and are satisfied that it is fully completed and you have the appropriate accompanying documentation to be submitted with it, you should send it to:

Food Safety Team

Ealing Council

Perceval House,

Ealing

W5 2HL

Certain food businesses will require approval from the local authority before they start trading. This is separate from the requirements for food registration that applies to all food businesses.

Q What type of businesses requires approval?

The requirement for approval depends on the type of foods handled or processed and the types of businesses supplied. Food businesses that process or handle certain foods of animal origin and supply these foods to other food businesses will generally require to be approved.

Establishments that process foods of animal origin and only supply them directly to the final consumer (i.e., the public) are exempt from approval. Establishments that process foods of animal origin and supply both the public and other food business establishments may also be exempt from approval. Potential applicants for such establishments should contact Food Safety Team, on (020) 8825 6666 or email foodsafety@ealing.gov.uk for further advice and guidance prior to making an application for approval.

Establishments that only produce or handle foods that contain both processed foods of animal origin and products of plant origin are exempt from approval. For example, if an establishment produces sandwiches from already cooked meats (processed food of animal origin), salad and bread then approval will not be required. If, however, the establishment cooks raw meat which it uses for producing sandwiches, approval is required.

Establishments that are proposing to be involved in the slaughter, dressing, or cutting of fresh meat will need to be approved by the Food Standards Agency who should be contacted directly. A copy of the Food Standards Agency's application form and contact details can be obtained at the following link:

<http://www.food.gov.uk/foodindustry/meat/meatplantsprems/meatpremlcence>

Q What standards do approved premises have to comply with?

Establishments that require approval must comply with the general hygiene requirements (given in EC Regulation 852/2004) and some specific hygiene requirements which vary depending on the types of products you make (given in EC Regulation 853/2004). Shelf-life testing and sampling may need to be undertaken. (Regulation EC 2073/2005) Establishments must also put in place food safety management procedures based on the HACCP principles.

Q. What are foods of animal origin?

The foods of animal origin that are subject to approval are:

- fresh meat, minced meat, meat preparations (e.g., raw sausages, burgers, kebabs), mechanically separated meat, meat products, live bivalve molluscs, fishery products, milk and dairy products, eggs and egg products, frogs' legs, and snails, rendered animal fats and greaves, treated stomachs, bladders and intestines, gelatine, collagen.

Q. Who should apply?

All food business establishments that are subject to approval under EC Regulation 853/2004 **must** apply before trading. The application should be made by the food business operator.

Food Safety Team should be contacted by food businesses that may be subject to approval in order to discuss the proposed operation and for advice on whether approval will be required.

Q. When should I Apply?

Food businesses that are subject to approval under EC Regulation 853/2004 must have approval from the food authority before they start trading. A food business will be committing an offence if it places on the market foods that are subject to the relevant requirements of EC Regulation 853/2004 without having prior approval and would be liable to prosecution. The local authority must process your application before it can be granted.

Q. How Do I Apply?

An application form for approval is enclosed within this Starter Pack. There is no charge for Approval and generally, it is a one-off procedure.

The application form should be accompanied by supporting food safety documentation that is needed to determine the application. Details of the information required are given on page 3 of the application form. In certain circumstances, the information may be provided during an on-site inspection.

For proposed businesses not yet trading, applications for approval must not be submitted unless the business concerned as a minimum can meet the infrastructure requirements of EC Regulations 852/2004 as the application is likely to be refused. This means that the premises, design, layout, equipment, and systems must enable the establishment to produce safe food. A documented food safety management procedure based on HACCP principles must be available.

In order to gain full Approval status, the business will need to meet the full requirements of Regulations EC 178/2002, 852/2004, 853/2004 and 2073/2005. There may also be other legal requirements that apply to the business.

Q What happens to my application when it is submitted

An applicant will be contacted by an officer from the Food Safety Team to discuss the proposed operation and confirm if approval is required. An on-site inspection will be carried out to verify that the premises, systems, procedures, and documentation meet all of the legal requirements for the business type. Once the inspection has been carried out, the approval status of the establishment will be determined.

- If the establishment fails to meet the infrastructure and equipment requirements, approval will be refused.
- If all of the legal requirements are met full approval will be granted.
- Conditional approval may be granted if the establishment does not fully comply with all of the relevant requirements but meets all of the infrastructure and equipment requirements.

If conditional approval is granted, a further inspection will be carried out within 3 months to ensure that all the relevant legal requirements have been met. If these have not been met, providing satisfactory progress is being made to meeting full approval conditions, then conditional approval can be extended but this is restricted to a maximum of 6 months from the date when conditional approval was granted. If at the end of the 6 months, the establishment still does not meet all the relevant legal requirements, then approval will be refused.

Q Is there a register of approved premises from which my customers can verify my approval?

A national database of approved food business establishments is held by the Food Standards Agency and can be accessed at <http://www.food.gov.uk/enforcement/sectorrules/approvedestabsuk/>

Q. What if my application is Refused and approval is not granted?

Applicants will be notified in writing of the reasons for refusal and of the actions that will be necessary to meet the relevant requirements of food law for approval.

Once approval has been refused activities that require approval may not be undertaken by the business without full or conditional approval. Food businesses that start or continue to trade without approval will be committing an offence and are liable to prosecution.

Applicants have a right of appeal against a decision to refuse approval. Appeals must be made to the local Magistrates Court and must be made within 1 month of the date of the written refusal.

Q Where can I find further information?

Further guidance on approvals has been produced by the Food Standards Agency at the following link <http://www.food.gov.uk/multimedia/pdfs/summguidpoao060413.pdf>

EC Regulations 852/2004 and 853/2004 can be accessed via the European Union website at

852/2004 http://eur-lex.europa.eu/Result.do?T1=V2&T2=2004&T3=852&RechType=RECH_consolidated&Submit=Search

853/2004 http://eur-lex.europa.eu/Result.do?T1=V2&T2=2004&T3=853&RechType=RECH_consolidated&Submit=Search

EC Regulations 178/2002 and 2073/2005 can be accessed via the European Union Website at

178/2002 <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2002:031:0001:0024:EN:PDF>

2073/2005
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2005R2073:20071227:EN:PDF>

The European Union has also issued the following guidance:

852/2004 http://ec.europa.eu/food/food/biosafety/hygienelegislation/guidance_doc_852-2004-new_en.pdf

853/2004 http://ec.europa.eu/food/food/biosafety/hygienelegislation/guidance_doc_853-2004-new_en.pdf

HACCP http://ec.europa.eu/food/food/biosafety/hygienelegislation/guidance_doc_haccp_en.pdf

General food hygiene law http://ec.europa.eu/food/international/trade/interpretation_imports.pdf

Food Standards Agency <http://food.gov.uk/>

European Union http://ec.europa.eu/food/food/index_en.htm

UK legislation <http://opsi.gov.uk/>

General food law info <http://www.food.gov.uk/foodindustry/regulation/foodlaw/>

General food hygiene law info
<http://www.food.gov.uk/foodindustry/regulation/europeleg/eufoodhygieneleg/>

Application for Approval of a Food Business Establishment Subject to Approval under Regulation (EC) No. 853/2004

To be completed by the food business operator

Print a copy of this form and fill it in with a black pen in **BLOCK CAPITALS** or complete it on screen.
Complete Parts 1 to 8 inclusive, and the specific sections of Part 9 that relate to the products of animal origin in respect of which you are applying for the approval of your establishment, then sign and date Part 10.

PART 1 - Establishment for which approval is sought

Trading name

Full postal
Address

Postcode:

PART 2 – Type(s) of product(s) of animal origin for which approval is sought

Indicate the product(s) of animal origin in respect of which you are applying for approval to use the establishment (tick all that apply)?

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Minced Meat |
| <input type="checkbox"/> | Meat Preparations |
| <input type="checkbox"/> | Mechanically Separated Meat |
| <input type="checkbox"/> | Meat Products |
| <input type="checkbox"/> | Live Bivalve Molluscs (Shellfish) |
| <input type="checkbox"/> | Fishery Products |
| <input type="checkbox"/> | Dairy Products |
| <input type="checkbox"/> | Eggs (not Primary Production) / Egg Products |
| <input type="checkbox"/> | Frogs' Legs / Snails |
| <input type="checkbox"/> | Rendered Animal Fats and Greaves |
| <input type="checkbox"/> | Treated Stomachs, Bladders, and Intestines |
| <input type="checkbox"/> | Gelatine |
| <input type="checkbox"/> | Collagen |
| <input type="checkbox"/> | Cold Store |

PART 3 – Food business operator and management of the establishment

Name and full
Address of Food Business
Operator

Postcode:

Tel (Incl. Dialling code)
Fax (incl. Dialling code)
E-mail

Full names of managers of the establishment	1.	2.	3.
	Job titles	1.	2.

Full Names of others In control of the business	1.	2.	3.
	Job titles	1.	2.

PART 4 – Use of the establishment

Which of the following activities will be conducted in / from the establishment (tick all that apply)?

- Stand-alone cold store
- Wholesale market
- Manufacture
- Other processing (please specify)
- Packing
- Storage
- Distribution
- Cash and carry / wholesale
- Catering (preparation of food for consumption in the establishment)
- Retail (direct sale to consumers or other customers)
- Market stall or mobile vendor
- Other (please specify)

PART 5 – Transport of products from the establishment

How will products be transported from the establishment (tick all that apply)?

- Your own vehicle(s)
- Contract / Private Haulier
- Purchaser's own vehicle(s)
- Other (please specify)

PART 6 – Supply of products from the establishment to other establishments

Which of the following will be supplied with products from the establishment (tick all that apply)?

- Other businesses that manufacture or process food
- Wholesale packers
- Cold stores that are not part of the establishment to which this application relates
- Warehouses that are not part of the establishment to which this application relates
- Restaurants, hotels, canteens, or similar catering businesses
- Take-away businesses
- Retail shops, supermarkets, stalls, or mobile vendors that you own

- Retail shops, supermarkets, stalls, or mobile vendors that you do not own
- Members of the public direct from the establishment to which this application relates
- Other (please specify)

PART 7 – Other activities on the same site

Will any of the following activities be conducted on the same site as, or within, the establishment to which this application for approval relates?

	YES	NO	APPROVAL CODE
Slaughter, including pigs, sheep, cattle, poultry, game etc:	<input type="checkbox"/>	<input type="checkbox"/>	
Cutting fresh (including chilled and frozen) meat, poultry meat or game:	<input type="checkbox"/>	<input type="checkbox"/>	
Storage of fresh (including chilled and frozen) meat, poultry, or game:	<input type="checkbox"/>	<input type="checkbox"/>	

PART 8 – Information and documentation

The following information is required in order to process your application and should be sent with this application form if possible. Please indicate which information you are sending now (N.B. information that is not sent now will still be required before your application can be determined).

- A detailed scale plan of the (proposed) establishment showing the location of rooms and other areas to be used for the storage and processing of raw materials, product and waste, and the layout of facilities and equipment
- A description of the (proposed) food safety management system based on HACCP principles
- A description of the (proposed) establishment and equipment maintenance arrangements
- A description of the (proposed) establishment, equipment, and transport cleaning arrangements
- A description of the (proposed) waste collection and disposal arrangements
- A description of the (proposed) water supply
- A description of the (proposed) water supply quality testing arrangements
- A description of the (proposed) arrangements for product testing
- A description of the (proposed) pest control arrangements
- A description of the (proposed) monitoring arrangements for staff health
- A description of the (proposed) staff hygiene training arrangements
- A description of the (proposed) arrangements for record keeping
- A description of the (proposed) arrangements for applying the identification mark to product packaging or wrapping

PART 9 - Products to be handled in the establishment / activities

Which of the following activities will be conducted in the establishment? Indicate by giving the approximate quantities to be handled in kilograms or litres per week (tick all that apply).

PART 9(1) – Minced Meat and Meat Preparations

- Handling minced meat
- Handling meat preparations

Full details of activities and specific products handled

--

How many tonnes of minced meat in total will be handled in the establishment per week on average?	
---	--

How many tonnes of meat preparations in total will be handled in the establishment per week on average?	
---	--

PART 9(2) – Mechanically Separated Meat

Full details of activities and specific products handled

--

How many tonnes of mechanically separated meat in total will be handled in the establishment per week on average?	
---	--

PART 9(3) – Meat Products

Full details of activities and specific products handled

--

How many tonnes of meat products will be handled in the establishment per week on average?	
--	--

PART 9(4) – Live Bivalve Molluscs (Shellfish) / Fishery Products

Full details of activities and specific products handled

--

How many tonnes of Live Bivalve Molluscs (Shellfish) / Fishery Products will be handled in the establishment per week on average?	
---	--

PART 9(5) – Raw Milk / Dairy Products

	Raw Milk
	Dairy Products

Full details of activities and specific products handled

--

How many litres of Raw Milk will be handled in the establishment per week on average?	
---	--

How many litres / tonnes of Dairy Products will be handled in the establishment per week on average?	
--	--

PART 9(6) – Eggs (not Primary Production) / Egg Products

Full details of activities and specific products handled

--

How many tonnes of Eggs will be packed in the establishment per week on average?	
--	--

How many litres of Egg Products will be handled in the establishment per week on average?	
---	--

PART 9(7) – Frogs’ Legs and Snails

	Frogs’ Legs
	Snails

Full details of activities and specific products handled

--

How many tonnes of frogs’ legs in total will be handled in the establishment per week on average?	
---	--

How many tonnes of snails in total will be handled in the establishment per week on average?	
--	--

PART 9(8) – Rendered Animal Fats and Greaves

	Rendered Animal Fats
	Greaves

Full details of activities and specific products handled

--

How many tonnes of rendered animal fats will be handled in the establishment per week on average?	
---	--

How many tonnes of greaves will be handled in the establishment per week on average?	
--	--

PART 9(9) – Treated Stomachs, Bladders and Intestines

	Treated Stomachs
	Treated Bladders
	Treated Intestines

Full details of activities and specific products handled

--

How many tonnes of treated stomachs in total will be handled in the establishment per week on average?	
How many tonnes of treated bladders in total will be handled in the establishment per week on average?	

How many tonnes of treated intestines in total will be handled in the establishment per week on average?	
--	--

PART 9(10) – Gelatine

Full Details of Activities

--

How many tonnes of gelatine in total will be handled in the establishment per week on average?	
--	--

PART 9(11) – Collagen

Full Details of Activities

--

How many tonnes of collagen in total will be handled in the establishment per week on average?	
--	--

PART 9(12) – Stand-alone Cold Store

Full details of activities and specific products handled

--

How many tonnes of product will be handled in the establishment per week on average?	
--	--

PART 10 – APPLICATION

I hereby apply, as food business operator of the establishment detailed in Part 1, for approval to use that establishment for the purposes of handling products of animal origin for which Regulation (EC) No. 853/2004 lays down requirements, as set out in the relevant Parts of this document.

Signature of Food Business Operator		Date	
-------------------------------------	--	------	--

Name in BLOCK LETTERS	
-----------------------	--

If you need any help or advice about how to complete this form, or about the products to which the Regulation relates, or the circumstances in which approval under the Regulation is required, please contact the officer named below.

When you have completed this form and collected the other information required, please send it to:

--

Contact Name:

IMPORTANT



Telephone:

Fax:

E-mail:

Please notify any changes to the details you have given on this form, in writing to the Food Authority at the address shown.

SUMMARY GUIDANCE ON THE NEW FOOD HYGIENE REGULATIONS FOR BUSINESSES (OTHER THAN RESTAURANTS, CATERERS AND BUSINESSES SELLING FOOD ONLY TO THE FINAL CONSUMER) MAKING OR HANDLING FOODS OF ANIMAL ORIGIN¹

A NOTE ON THIS GUIDANCE

This guidance is intended to help you to understand the most significant requirements of the new hygiene legislation. It is intended to be used with the legislation and with the more comprehensive FSA guidance (see “Details” below).

INTRODUCTION

1. If you run or intend to start up a business which makes or handles food of animal origin, you must comply with hygiene rules to make sure it has been produced safely. These rules are changed from 1 January 2006. While many of the rules did not change from the previous requirements, there are some differences.

2. The new rules (described at the end of this guide) bring all the hygiene requirements for products of animal origin together, rather than having separate, sector-specific requirements. This guidance outlines what the law requires you to do and gives links to where you can get additional guidance to help you. More detailed guidance on the requirements of the new food hygiene legislation is contained in “FSA guidance on the requirements of food hygiene legislation” (see “Details” below).

3. While this guidance is not legally binding, it does nevertheless represent the considered views of the Agency and is issued for the purpose of providing advice and information to food businesses about the new food hygiene rules. But only the courts can give a definitive view on the law.

4. If you make or handle products of animal origin (other than selling them only to the final consumer) your premises normally must be approved. These rules are described in “FSA guidance on the requirements of food hygiene legislation” (see “Details” below). You need to put an identification mark on your products, (or a health mark in the case of red meat carcasses - see paragraph 9 with regard to health marks). You must comply with the general hygiene requirements and some specific requirements which vary depending on the types of products you make. You also must put in place food safety management procedures based on the HACCP principles.

5. Some foods which were previously covered by specific requirements for foods of animal origin are now subject only to the more general requirements of the regulations. These are foods containing both products of

¹Fresh meat (mechanically separated meat, minced meat, meat products, meat preparations, shellfish, fish and fishery products, milk and dairy products, eggs, and egg products, rendered animal products and miscellaneous products including frog’s legs and snails. For precise definitions, please see the Regulations.

plant origin and processed products of animal origin. Premises which make such foods do not need to be approved, nor do they need to put an identification mark on those foods. However, the processed products of animal origin used to prepare such food have to comply with the specific requirements described in paragraph 4 above. For example, if you assemble frozen pizzas using tomatoes, ham, cheese and anchovies, your pizza is not a product of animal origin and does not have to comply with those requirements. However, the ham, cheese and anchovies will have had to originate from approved premises which comply². (e.g. if you produce the ham, you must comply with the requirements for meat production and be approved for this activity.)

6. More detailed guidance to help you identify whether your food business needs to comply with requirements for products of animal origin can be found in Annex D of “FSA guidance on the requirements of food hygiene legislation”.

APPROVAL OF YOUR PREMISES

7. Food business establishments that produce food of animal origin must, with some exceptions, be approved by the competent authority. If your establishment needs approval; you do not need to register it as well. New approvals under the new legislation replace previous approvals and meat plant licences. If your establishment is already approved or has a meat plant licence, it will need to be re-assessed for approval under the new Regulations. However, you will be able to continue your business until such time as the enforcement authority carries out this reassessment. If you set up any new businesses, you need to apply to the relevant enforcement authority for approval before you can trade. Details on who to contact are in Annex B of “FSA guidance on the requirements of food hygiene legislation”.

8. If your business is:

- one that only supplies wild game meat for the domestic market; or
- one that cuts meat for supply to other establishments, including caterers, in excess of the “marginal” threshold (see Annex H of “FSA guidance on the requirements of food hygiene legislation” for further details); or
- one that produces minced meat and meat preparations for the domestic market; or
- a cold store for meat that had no licence requirement, or,
- an establishment that grades or packs eggs.

and has previously required only registration, it will now need to be approved, by the FSA in the first two cases and by the food authority in the third, fourth and fifth unless co-located with a slaughterhouse, cutting plant or game handling establishment, in which case it will also be approved by the FSA, rather than the food authority.

² Which could be your premises, should you process foods of animal origin, prior to you making foods containing both processed products of animal origin and of plant origin.

IDENTIFICATION MARKING

9. Red meat (including farmed game, large wild game carcasses and wholesale cuts) have to bear a health mark, applied under the responsibility of the official veterinarian. In all other cases, products of animal origin had to bear an ID mark, showing the approval number or licence number of the premises. The rules concerning ID marks are contained in Article 5 and Annex II, Section I of Regulation (EC) No 853/2004. A period of transition has been established during which old marks and pre-printed packaging and wrapping can be used up. This is described in more detail in Annex I of “FSA guidance on the requirements of food hygiene legislation”.

HYGIENE REQUIREMENTS

10. In order to produce food safely, you must ensure that the place and the way it is produced is hygienic. You must make sure that your establishment is kept clean and is properly equipped and maintained. Foods must be hygienically handled. Staff must be appropriately supervised, and be instructed and/or trained in food hygiene matters so that they can carry out their work hygienically. Those responsible for developing and maintaining the procedure referred to in paragraphs 12 and 13 below need to have received adequate training. Annex II of Regulation (EC) No 852/2004 describes in general the requirements you need to meet. Regulation (EC) No 853/2004 sets out particular further requirements for different products, as follows:

- **Slaughter, dressing and cutting of meat Annex III Sections I-IV**
- **Minced meat, Meat preparations etc. Annex III Section V**
- **Meat products Annex III Section VI**
- **Live bivalve molluscs Annex III Section VII**
- **Fishery products Annex III Section VIII**
- **Raw milk and dairy products Annex III Section IX**
- **Eggs and egg products Annex III Section X**
- **Frogs, legs, and snails Annex III Section XI**
- **Rendered animal fats and greaves Annex III Section XII**
- **Treated stomachs, bladders, and intestines Annex III Section XIII**
- **Gelatine Annex III Section XIV**
- **Collagen Annex III Section XV**

11. The FSA publishes a wide range of guidance to help you make food safely. FSA guidance and where to find it is set out in Annex B to “FSA guidance on the requirements of food hygiene legislation” Further information may also be available from your Local Authority or trade associations (if you are a member).

MANAGING FOOD SAFETY

12. Producing food safely doesn't happen by accident. You need to manage the process in order to protect your customers and your reputation and to comply with the law. The hygiene rules require you to have in place food safety management procedures based on the HACCP principles. For some sectors this was already a legal requirement.

13. The procedures you operate will need to demonstrate to your enforcement officer that:

- Hazards to food safety which might be present within your business are identified (“What can go wrong, when and where?”).
- Controls are in place to deal with these hazards. (“What can I do about it and where?”)
- Controls are carried out and checked. If something goes wrong everyone is clear what to do about it and then does it. (“What is acceptable?” “How can I check?” “What can I do about it?”)
- Procedures are kept up to date (“If I change my way of preparing food, do I need to change my food safety controls?”).
- Documents are kept which are necessary to show what the procedures are, (“What documents should I keep showing what my procedures are?”).
- Records necessary to show the procedures are working are kept (“What records should I keep showing my procedures are working and any problems have been put right?”)
- The precise requirements can be found in Article 5 of Regulation (EC) No 852/2004.
- In addition, procedures in slaughterhouses have to comply with Annex II, Section II of Regulation (EC) No 853/2004.

14. General FSA advice on food safety management can be found on the web site at www.food.gov.uk/foodindustry/hygiene, as can further help for businesses on producing food safely. Guidance for meat plants can be found at: www.food.gov.uk/foodindustry/meat/draftguidehygienemeat.

GOOD PRACTICE GUIDES

15. The food hygiene regulations provide for the development of guides to good practice for hygiene and the application of HACCP principles. Food business operators may use these guides as a voluntary aid to compliance with their obligations under the food hygiene legislation. Enforcement officers must take account of these particular guides when assessing compliance with food law. Further information on good practice guides and their development can be found on the FSA website at www.food.gov.uk/foodindustry/hygiene/goodpractice.

DETAILS

The rules referred to in this guidance are contained in:

- Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs; and
- Regulation (EC) No 853/2004 of the European Parliament and of the Council laying down specific hygiene rules for food of animal origin

In addition, specific requirements for the official control of products of animal origin is laid down in:

- Regulation (EC) No 854/2004 of the European Parliament and of the Council laying down specific rules for the organisation of official controls on products of animal origin intended for human consumption.

This legislation was published in the Official Journal of the European Union of 30 April 2004, L139. Corrected versions were published in the Official Journal Of the European Union of 25 June 2004, L226.

In addition, a number of more detailed measures, including implementing and transitional measures have been published. These are:

- Commission Regulation (EC) No. 1688/2005 implementing Regulation (EC) No. 853/2004 of the European Parliament and of the Council as regards special guarantees concerning salmonella for consignments to Finland and Sweden of certain meat and eggs; Commission Regulation (EC) No. 2073/2005 on microbiological criteria for foodstuffs.
- Commission Regulation (EC) No. 2074/2005 laying down implementing measures for certain products under Regulation (EC) No. 853/2004, for the organisation of official controls under Regulations (EC) Nos. 854/2004 and 882/2004, derogating from Regulation (EC) No. 852/2004 and amending Regulations (EC) Nos. 853/2004 and 854/2004.
- Commission Regulation (EC) No. 2075/2005 laying down specific rules on official controls for *Trichinella* in meat; and Commission Regulation (EC) No. 2076/2005 laying down transitional arrangements for the implementation of Regulations (EC) No. 853/2004, EC) Nos. 854/2004 and 882/2004 of the European Parliament and of the Council and amending Regulations (EC) Nos. 853/2004 and 854/2004.
- Regulation 1688/2005 was published in the Official Journal of the European Union of 15 October 2005, L271. Regulations 2073/2005, 2074/2005, 2075/2005 and 2076/2005 were published in the OJ of 22 December 2005, L 338.

Copies of the EC Regulations in pdf format can be accessed from the Food Standards Agency's website at:

www.food.gov.uk/foodindustry/regulation/europeleg/eufoodhygieneleg/

Copies of the Official Journal can be accessed from the European Union's website at:

www.europa.eu.int/eur-lex/lex/JOIndex.do?ihmlang=en

This legislation is applied in the UK by:

- The Food Hygiene (England) Regulations 2006 (SI 2006/14)
- The Food Hygiene (Scotland) Regulations 2006 (SSI 2006/3)
- The Food Hygiene (Wales) Regulations 2006 (SI 2006/31 (W.5))
- The Food Hygiene Regulations (Northern Ireland) 2006 (SR 2006/3)

Copies are obtainable from the Office of Public Sector Information. You can access these from the website at: www.opsi.gov.uk

Detailed guidance is contained in "FSA guidance on the requirements of food hygiene legislation" which is available on the FSA web site at:

<http://www.food.gov.uk/multimedia/pdfs/fsaguidefoodleg.pdf>

Selecting a HACCP Consultant

The implementation of food safety management system based on HACCP principles in your food business is a legal requirement but, as a complete approach to the way you operate your food business, will also help you prevent other problems that may occur such as wastage.

As with any new procedure, you must fully understand it in order that you can implement and maintain the system. An outside consultant with expertise in implementing HACCP systems can be a valuable member of your team. The food business operator and the HACCP consultant should work closely together in a collaborative way to write down and implement the HACCP system.

Why Hire a Consultant?

A consultant brings expertise and experience to your project and assists you by:

- Providing technical support as you create and document your HACCP system.
- Providing training in HACCP at an introductory level so that you understand the reasons and rationale of the HACCP approach
- Providing feedback on your specific HACCP system and suggesting improvements
- Assisting with HACCP documentation and record keeping
- Assisting with HACCP training
- Assisting with HACCP review and auditing

What should you expect from a consultant?

- Technical knowledge of food production and processing and its associated hazards
- Clear understanding of HACCP
- Qualifications and experience in implementing HACCP
- Willingness to provide support and training, as required, to both management and staff members directly involved in the HACCP system.
- Willingness to work with plant personnel to ensure a well-designed system.

How do you find a select a consultant?

There are no directories of HACCP consultants although you will find a list of consultants in food safety on the Chartered Institute of Environmental Health Officers website link –

<http://www.ehn-online.com/consultantsdirectory/consultants.aspx?catid=Food%20Safety>

There will also be details of food safety consultants on the internet and in yellow pages.

Trade associations may also be able to provide details of consultants

Whoever you approach, undertaking a rigorous selection process will ensure that you know exactly what the consultant is expected to deliver.

A potential consultant should be able to answer questions such as:

- What are your qualifications?

The expert must be able to demonstrate a high level of technical knowledge and skill relating to the food production and/or processing industry.

- What experience do you have in implementing HACCP systems?
This is your opportunity to explore the consultant's background specific to HACCP implementation. Asking for examples of documentation from other projects gives you an idea of the quality of the supplier's work.
- Can you provide references and samples of previous work from previous clients
References allow you to assess the credibility of your potential consultant
Samples allow you to assess how user friendly their procedures and records are.
- Are you willing to spend time on site, identifying specific needs of my company?
An effective consultant will make the time to spend with you, listening to your concerns and explaining the best way to meet your needs. Consultants will need to have an in-depth understanding of your facility and operations to be able to provide sound advice on the development of a specific HACCP system.
- What will you provide by way of follow up support once the system is implemented?
The process of implementing your HACCP system may take time. Is the consultant prepared to offer ongoing support once the system is in place? Will training be part of the process?

What details should you and your consultant agree on in a contract?

Once you are satisfied that you and your consultant are able to work together towards meeting your companies needs, you should finalise specific details in a contract. Issues that also need to be addressed may be:

- *How long will the project take? What is the breakdown of tasks and how long will it take to complete each one?*
- *What is the projected cost and what are your payment options?*
- *What material must remain confidential?*

Working with a HACCP Consultant?

The process involves both of you and the HACCP consultant, working together towards successful implementation.

You might rely on the consultant's suggestions and advice but your direct involvement in the implementation and management of the system is still essential.

You must ensure that you and your staff are fully familiar with the food safety management system before he/she is finished.

A carefully chosen consultant, who is willing to work closely with your facility and whose expertise match the needs of your company, can be a valuable tool in the implementation of an effective HACCP system.

Selecting a Microbiological Testing Laboratory

This leaflet has been produced in order to help you find a laboratory that can test your food produced. This may be to demonstrate the microbiological quality of your food and/or validate or verify the correct functioning of your food safety management system or to determine the shelf life of your products.

What do I need to consider?

Depending on why and what you are testing, you will need to select an appropriate microbiological laboratory.

Although many laboratories are accredited by UKAS (United Kingdom Accreditation Service), others may not be but may still be appropriate to use.

If you want to test the shelf life of your food or checking to demonstrate the quality of foodstuffs against the criteria set in law by Regulation (EC) 2073/2004, then you will need to select a laboratory which uses certain 'analytical reference methods'. These are:

- *Listeria monocytogenes* – EN/ ISO 11290-2'
- *Salmonella*. - 'EN/ISO 6579'
- Histamine.- 'HPLC' for
- Sampling from processing areas and equipment - ISO standard 18593

In addition, you may wish to ask the laboratory whether they will compare the results with the standards set in the Public Health Laboratory Service 'Guidelines for the microbiological quality of some ready-to-eat foods' (September 2000)

What do I need to ask about shelf-life testing?

You will need to have documentation from the laboratory of the recommended shelf lives of each type of ready-to-eat foods being tested, based on the testing and studies undertaken. These tests need to include the physical and chemical qualities of your products such as the salt, water, pH, preservatives that you may use and your type of packaging. The laboratory must be able to do these tests for you and report back to you on it.

You should ensure that the shelf-life testing will be carried out at 8° C, even if your food labels recommend storing the food at 0-5 °C. This is because this is the temperature criteria set by law for most businesses to store foods which may cause food poisoning unless they are stored under temperature control.

What if my premise is approved?

If your premises are approved, when choosing a consultant, you should make sure that the laboratory will provide you with documents stating the tests undertaken and an analysis of their results. This is so that you can demonstrate the microbiological criteria of the food based on the Regulations or on the PHLS guidelines.

This is also important if you undertake shelf-life testing. You will need to have documentation from the laboratory of the recommended shelf lives of each type of ready-to-eat foods being tested, based on the testing and studies undertaken.

What about unsatisfactory test results?

Should any of your foodstuffs produce unsatisfactory test results, then you must agree with the laboratory how they will immediately inform you. This is because there may be a legal requirement to immediately recall the food from customers and also to inform the food authority.

You should note that in order to avoid any conflict of interest, none of the following laboratories or organisations can be recommended by the officer distributing this information.

These food research organisations will provide advice, and some will carry out testing:

Institute of Food Research.

Norwich Research Park
Colney
Norwich
NR4 7UA
www.ifr.ac.uk
Tel: 01603 255000.

-Campden and Chorleywood Food Research Association

Chipping Campden
Gloucestershire
GL55 6LD
Tel: 01386 842000
Email: info@campden.co.uk
www.campden.co.uk

Leatherhead Food International

Randalls Road
Leatherhead
Surrey
KLT22 7RY
Tel: 01372 376761
www.leatherheadfood.com

Lists of laboratories

UKAS – has a list of laboratories they have accredited.

21-47 High Street
Feltham
Middx
TW13 4UN
Tel: 020 89178400

www.ukas.com

Other Laboratories

Eurofins Scientific Ltd
28-31 Brunel Road
Westway Estate
London
W3 7XR
T: 020 8222 6070

Health Protection Agency Business Development Department

www.hpa.org.uk/webw/HPAweb&Page&HPAwebAutoListName/Page/1158313434342?p=1158313434342

General

All Enquiries. Tel: 01980 612725 (Phil Luton).

E-mail: phil.luton@hpa.org.uk

Eclipse Scientific Ltd

Bridge Street
Chatteris
Cambridgeshire
PE16 6QZ
Email: sales@esglobs.co.uk
www.eclipsescientific.co.uk
Tel: 0845 2309910

Other laboratories

Other laboratories may be sourced from looking on the internet or yellow pages by searching under food laboratory, food testing etc.

Trade Associations

Chilled Food Association
PO Box 6434
Kettering
NN15 5XT
Email: cfa@chilledfood.org
Tel: 01536 514365.