1. PURPOSE

To ensure that the necessary controls are in place during production to deliver products which comply with the following:

i. consumer and customer quality requirements/specifications

ii. regulatory requirements

2. SCOPE

This procedure ensures that processes are managed and controlled and applies to all materials (raw, processed product, packaging material, finished product) used in production within Brits Bag Manufacturers to ensure safe product.

3. REFERENCES

ISO 22000, R638, TS/ISO22002-4, Codex Alimentarius

4. RESPONSIBILITY

Production Manager	To ensure that the process flow is controlled throughout production.
	To ensure that all products are packed according to the food safety requirements To ensure clean as you go. To ensure that all products are stored correctly
Operational QC	Ensure that all processing records and quality checks are conducted
Production Staff	To identify and report any deviations from the process to management representative.

5. ACTION/METHOD

5.1Production Planning

Production requirements for the week are communicated to the relevant supervisors weekly before production to ensure that all the necessary raw material is available for the week. Daily production meetings are held to ensure that customer specific requirements are communicated to all concerned and that any potential problems are addressed. The emphasis is on planning and communication with all key staff to ensure that customer and food safety requirements are always planned into the processing operation.

5.2 **Operational Control**

Process Flow diagrams have been compiled for all product categories identifying critical quality and food safety parameters at each step in the process. These product and process parameters are monitored to ensure conformance to product and process specifications. The specifications are embedded in Work Instructions which are available to the operators.

Results pertaining to monitoring of equipment and product quality are recorded on the relevant process records. All specifications are included for reference purposes on the process records.

Weekly Start-up inspections are implemented on the line by the Quality Controller to ensure that the equipment is suitably clean and correctly prepared for the week's production. The relevant inspection records for the day and/or week are recorded and filed.

5.3 Training of Operators

Operators are trained on their work instructions to ensure that they understand not only the basic safety and hygiene requirements of the equipment they use, but that they also understand the quality and food safety requirements pertaining to their equipment and to the product handled/processed through the use of the equipment. Records of all the training are filed and the information is used to ensure continuous staff development, see Training procedure. Staff is also assessed against their Work Instructions to ensure that they have a thorough understanding of the operation. These assessments are conducted during the year, ensuring that all staff is assessed at least once per annum. Where problems are identified, these are addressed through coaching and mentoring and disciplinary procedures if necessary. New operators are first trained on hygiene awareness/code of conduct requirements and then on the Work Instructions specific to their job specification. These new operators will be allocated a supervisor who will then carefully evaluate the operator and assess whether they are suitably competent to operate the equipment independently.

5.4 CCP Control

The following CCPs have been identified for all the product categories:

No CCPs has been Identified in the Hazard Analysis.

5.5 Control of foreign objects

5.5.1 Blade inspections

Knives are handed in at the end of the shift to the QC who checks to see that the blades are undamaged, no chips or blade nicks are present and that they are safe to use and sufficiently sharp. Blades on the equipment within the processing area are inspected before production. Knives/blades are stainless steel, are of excellent quality to ensure that the correct quality cut is achieved and that the knives are safe to use. No wooden handled or loose handles, temporarily repaired knives are allowed. The equipment blades are each given a unique ID and inspected. The knives are also checked on a daily basis prior to use to ensure that there are no splinters, and the results are recorded on the Knife/Blade Inspection Checklist.

Any non-conformances are recorded, and the knives/blades are replaced or returned to the Management Representative for sharpening.

5.5.2 Glass

No glass is allowed in the processing or storage areas. Staff has been trained regarding the risk of glass breakage and this is also addressed in the Hygiene Code of Conduct. The prevention of glass contamination is managed through the Product Protection Procedure. Glass inspections are recorded on the monthly Glass Register and any glass breakage incidents are managed according to the Glass Breakage Procedure as per the Product Protection Procedure.

5.6 Packaging and Labelling

Products are packed and labelled to ensure compliance to legal and customer specifications. The packaging used is clean, non-toxic, do not discolour the product, can withstand the conditions of storage and distribution. The product is checked on-line during the Packaging and Labelling stage and inspection results pertaining to product quality, correct batch coding, Best Before Date and Use By Dates, weights, packaging integrity checks are recorded on the relevant Process Inspection Form.

5.7 Positive Release

Every batch is released by the Management Representative by countersigning on the Process Control Forms. The signature is evidence that the batch conforms to customer and legal requirements and that the batch is effectively been approved to be released to the customer.

5.8 Control of Non-Conforming Products

Non-conforming Products are handled in accordance to the Control of Non-Conforming Products Procedure.

5.9 Management of Rework

Product which does not conform and that has to be reworked will be labelled to maintain batch identity and the Best Before Date to ensure that the Best Before Date of the final product is not compromised. The following rules apply to the handling of rework:

i. A Corrective Action Form to be completed prior to allowing rework to ensure that the reason for rework is established and that permission has been given to rework the product. A rework authorisation form must be completed by the Packhouse Manager. A CAR must be raised to investigate the cause of the non-conformance.

ii. Product Identity, which includes Batch Code and Best before Date is maintained.

iii. Product Type, Quantity, The Batch Code, BBD is included on the Process Record pertaining to the batch incorporating the rework as an ingredient.

iv. Rework is only included into a product stream containing the same raw materials to ensure that there is no possible risk of introducing contaminants into the product which will not be declared on the label and that all ingredients will be included on the product label.

v. Great care must be maintained when working with rework to ensure that risk of introducing microbial load is minimized.

vi. Rework should only be considered if it can be introduced prior to the disinfection step.

5.10 Storage and distribution of Finished Product

Product is stored at room temperature and according to a FIFO system, ensuring that only product made from the earliest batch is despatched first. See Storage and Distribution of Final Product Procedure

5.11 Sample Retention – shelf life verification

One retention sample per product type per day is kept and monitored once per day for the duration of the product shelf-life. Samples are monitored daily and results recorded on the Sample Retention Inspection Form. Where retention samples indicate that a problem exists which could affect the product shelf-life, a Corrective Action will be raised and an investigation conducted to determine the problem. It may be necessary to visit some of the retail outlets to determine whether the problem exists on the shelf with the same batch code. If this is the case, a Product Recall will be initiated.

6. RECORDS

Record Title	Doc No	Retention		Authority for Disposal
		Location	Period	
Sample Retention Register		SHEQ Office	3 years	Food Safety Team Leader
Process control inspections		SHEQ Office	3 years	Food Safety Team Leader

Change No.	Date	Scope of Change
01	2021/5/19	Additional information : R638