

SALSA

Safe and Local Supplier Approval

The changes in SALSA Issue 5 and their impact on Food Safety Culture



AGENDA

SALSA Scheme Overview

Issue 5 Key Changes

SALSA Support & Food Safety Culture



The SALSA Scheme

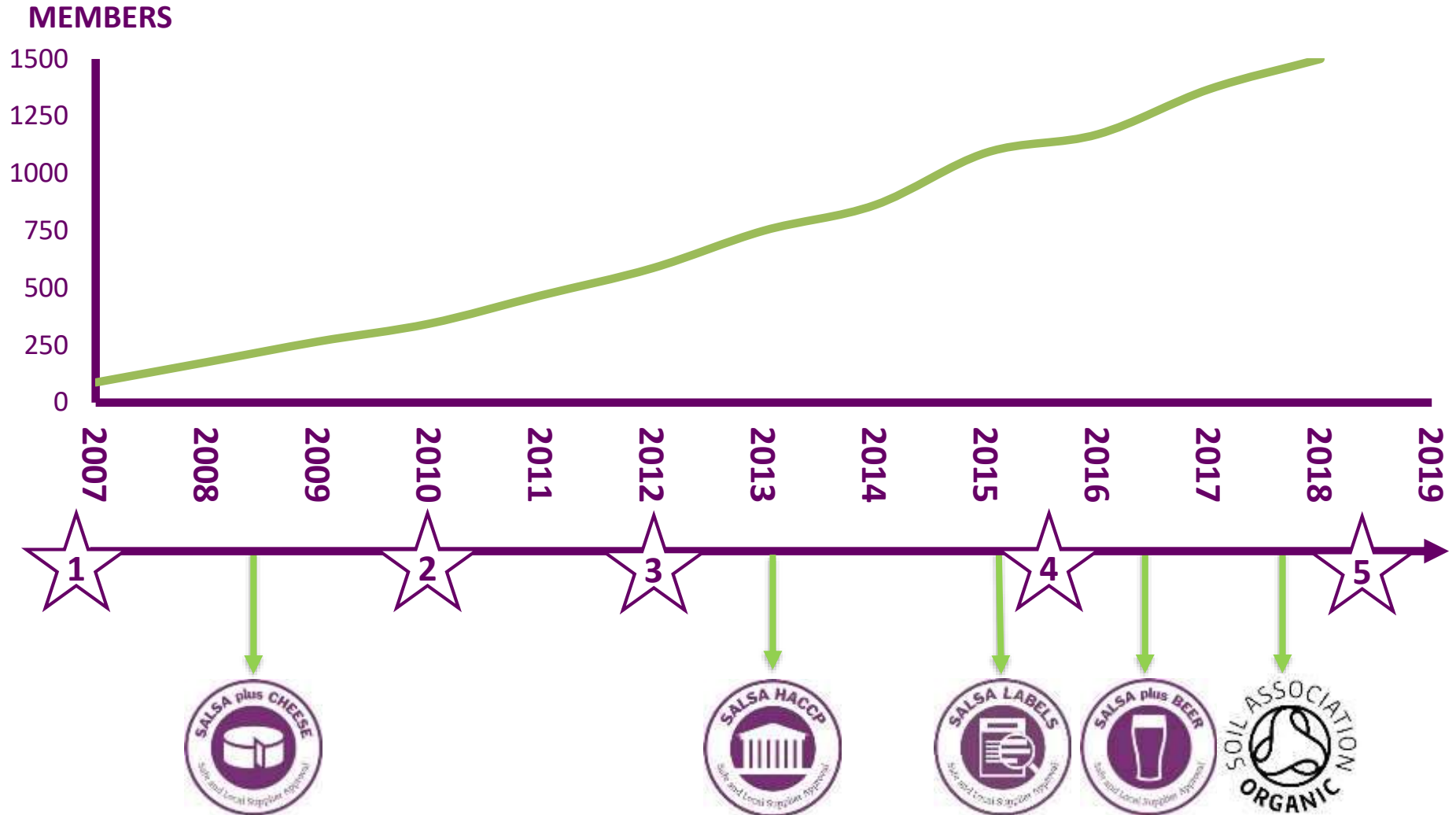


- Launched in 2007
- Robust and effective food safety certification scheme
- Appropriate for smaller food producers and processors
- Joint Venture founded by four industry partners: NFU, FDF, BHA and BRC
- The IFST operates SALSA on behalf of Scheme owners
- Self-funding, not-for-profit organisation

SALSA VALUES

- **Safe food first** – above all else, the SALSA scheme exists to ensure food from small and micro businesses is consistently safe
- **Affordability** – We will always aim to provide solutions that are affordable and also of the highest value for its members
- **Supportive & constructive relationships** – We pride ourselves on the supportive nature of the relationships we build with our businesses. Our aim, is to support, nurture and develop small businesses as they grow
- **Practical & focussed guidance** – Through our broad base of mentors we aim to provide specific, practical and relevant advice to businesses, not general or theoretical answers.

Scheme Growth and Development





ISSUE 5

'Over the years we have seen the standards expected from SALSA go up in line with the changes in the food industry, but SALSA has always been achievable through the excellent advice and support we are always given by the Scheme and our Auditors.' Gills Puddings

Background and Objectives

- The last change to the Standard was in June 2015, Issue 4
- There are significant changes to the layout of Issue 5 and the addition of some new requirements
- Issue 5 has taken into account :
 - Feedback from Auditors and Mentors
 - Feedback from Members
 - Input from Buyers and key Stakeholders
 - Comments from TAC
- For Issue 5 we have retained the focus on ensuring the Standard remains appropriate for small and micro-businesses whilst maintaining the relevance of the Scheme in meeting the changing requirements of Scheme Specifiers.

Key Changes – Standard Structure

Section 1 – Pre-requisites

Section 2 – Previously HACCP and Management Systems

NOW covers HACCP requirements **ONLY**

Section 3 – Previously Documentation

NOW Management Systems & Documentation

Section 4 – Premises

‘Gaining certification has been a great asset to the business. Not only has it met the needs of our customers, we have also found that completing the process has vastly improved our business operation on every front.’ The Friday Beer Co.

NEW REQUIREMENTS

Section 1 – Pre-requisites

Section 1.2 Personal Hygiene

- 1.2.4 -The consumption of food and drink shall not be permitted within food production and storage areas.
- 1.2.6 - Smoking shall be effectively controlled and, as a minimum, isolated from production & storage areas. This applies to electronic cigarettes & other smoking apparatus.

Section 1.3 Cleaning

- 1.3.3 - The effectiveness of cleaning shall be routinely checked and documented.

Section 1.4 Contamination/Cross-Contamination Prevention

- 1.4.5 - Metal control or detection procedures shall be documented and their operation subject to recorded inspection and/or testing.

Section 1.5 Process, Environment & Equipment Control

- 1.5.7 - In High Care/High Risk areas, an environment sampling plan shall be in place to test for the presence or absence of *Listeria monocytogenes*.

NEW REQUIREMENTS

Section 1 – Pre-requisites

Section 1.9 Pest Control

1.9.1 - All operational areas shall be controlled so as to minimise risk of infestation, be adequately proofed to prevent pest ingress, and the methods of control shall be communicated to all staff.

Section 1.12 Labelling Control

1.12.2 - There shall be appropriate documented controls to ensure that the correct labelling is applied to product.

Section 1.13 Third Party Distribution & Storage Control

1.13.1 - Transport used for the distribution of products to the customer shall be fit for purpose and capable of maintaining the integrity and safety of the product. All transport should be inspected before loading, and records kept for each despatch.

1.13.3 - Where products are distributed via couriers or the postal service, the business shall ensure products are adequately and appropriately packaged to ensure their integrity and safety is not compromised during distribution to the customer

NEW REQUIREMENTS

Section 1 – Pre-requisites

1.6.4 Raw Materials Risk Assessment

The business shall perform a risk assessment on all food raw materials, including food contact packaging, in relation to **adulteration or substitution**. The findings shall be documented and appropriate controls and procedures implemented

5 SIMPLE STEPS

- ✓ Step 1: **Look at your supplier approval procedures (1.6.1)**
- ✓ Step 2: **Look at your raw material specifications (1.6.2)**
- ✓ Step 3: **Consider the types of material you use & the risks involved**
- ✓ Step 4: **Decide what you can do to reduce the risks and **Take Action!****
- ✓ Step 5: **Document and keep records**

FREE WEBINAR

ADDITIONAL CHANGES

Section 1 – Pre-requisites

1.1 Training & Supervision

- The business shall have a training procedure with a documented plan and records to demonstrate that the training is appropriate, effective and can provide evidence of competency.
- Temporary personnel shall be trained commensurate with their activity prior to starting work. This training shall be documented.
- A programme of appropriate refresher training shall be in place for key staff.
- All personnel shall be adequately supervised throughout the working period.

REQUIREMENTS ARE THE SAME HOWEVER

- Guidance notes have been expanded and clarified
- Emphasised the areas of training which should be included e.g. training against internal procedures, competency assessment for staff, language considerations etc.
- More robust implementation to underpin effective food safety management
- Enhanced focus on management responsibility

NEW REQUIREMENTS

Section 2 – HACCP

2.2 - A flow process/diagram shall be prepared to cover each product or product category or process as outlined in the scope of the SALSA audit. It shall cover all operational steps from raw material receipt through to processing, storage and distribution.

2.4 - Control Measures and/or Prerequisite Controls relating to the hazards in 2.3 shall be identified.

2.12 - A review of the HACCP system shall be completed at least annually, or when any new practices, processes or product changes are introduced, to ensure that it continues to reflect the current or adjusted practices and that any proposed changes are appropriately controlled and monitored.

Statement of Intent	<i>All hazards to product safety and legality shall be identified, analysed and assessed for risk. A documented HACCP (Hazard Analysis & Critical Control Point) system, based on Codex Alimentarius HACCP principles, shall be in place and regularly reviewed.</i>
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‘HACCP requirements now occupy a dedicated section of the standard. This is to reflect its importance in food safety management and businesses must adequately demonstrate their full commitment to HACCP practices and principles to achieve SALSA Approval.’

NEW REQUIREMENTS

Section 3 – Management System and Documentation

Section 3.2 Non-Conforming Materials

3.2.1 - Procedures shall be in place to identify and record any non-conforming materials, and to record actions taken in managing those materials.

Section 3.5 Managing Incidents

3.5.2 - The business shall test and record the effectiveness of the procedure at least annually.

3.5.3 - In the event of a product recall or withdrawal, improvement notice or other notice of legal proceedings by an enforcement authority, the business shall inform SALSA. A summary of the subsequent investigation into cause and the corrective action taken to prevent recurrence shall be sent to SALSA.

Section 3.8 Manufacturing Specifications

3.8.2 - The specifications shall include defined limits for micro-organisms where these may affect the safety and/or quality of a finished product.

Statement of Intent	<i>An effective management system encompassing regular systems reviews and procedures for corrective action, traceability, incident management and complaint handling shall be in place. Documents, specifications & procedures relating to the business's food safety and quality systems shall be clear, organised and accessible.</i>
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ADDITIONAL CHANGES

Section 3 – Management System and Documentation

3.4 Traceability

- 3.4.1 The business shall **have a documented procedure** and records to identify and trace all raw materials, including food contact packaging, from suppliers through all stages of production to the point of despatch and, where appropriate, delivery to known customers and vice versa.
- 3.4.2 Traceability of products and ingredients shall be **tested each way at least annually**, and more frequently if there are known risks in the supply chain.
- 3.4.3 There shall be appropriate documented controls in place to verify the use of provenance, suitability or logo claims on finished product or packaging.

NEW REQUIREMENTS

Section 4 – Premises

Section 4

4.1 - The production site shall be registered with or approved by the site's Local Authority(ies). Documented local authority reports shall be made available and held on file for inspection.

4.4 - Security measures and/or practices shall be in place to ensure only authorised personnel have access to production and storage areas on site.



Further Resources

New: Summary of Standard Changes Issue 4 - Issue 5

- A clear breakdown of which requirements are affected and how

Amended: Glossary of Terms

- Terminology used in supporting documentation

The Standard

- Scheme Introduction updated
- New and changed clause numbers in ***bold italics***

Self-Assessment Checklist/ Mentoring Report

- Documents reflect the changes in Issue 5

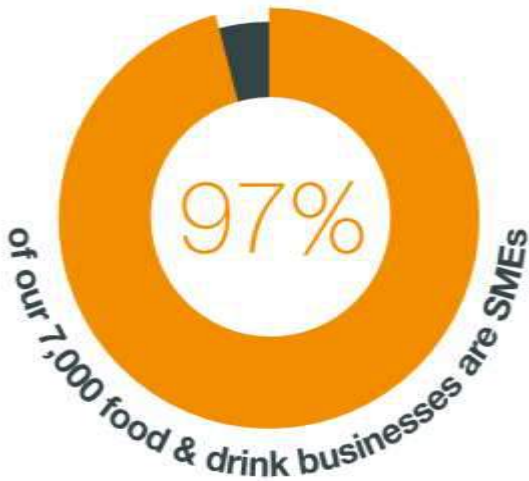
Tools & Tips

- All T&Ts being updated to reflect Issue 5
- New T&T for 1.3.3, 1.5.7 and 1.6.4

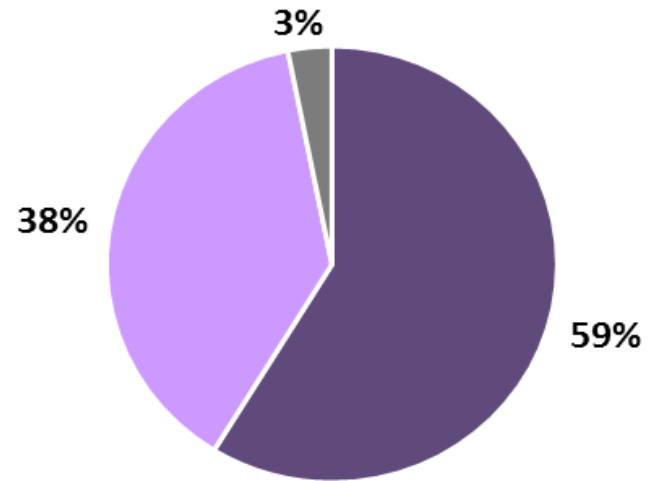


SALSA support & food safety culture

SALSA will always ensure the **Standard remains appropriate for and proportionate to the scope and size of the business, without compromising food safety.**



SALSA MEMBER



■ Micro <10 FT ■ Small <50 FT ■ Medium <250 FT

SALSA support & food safety culture

REPORTED SME BARRIERS

- A lack of motivation - reactive attitude
- A lack of time – conflicting priorities
- A lack of knowledge – technical skills
- A lack of money – investment in premises, training etc

HOWEVER

- Trust is a USP
- Strong product knowledge
- Manager owned & led
- Business ethos and personality



SALSA support & food safety culture



The SALSA Standard. A framework in which to operate that is continuously improved



Guidance. A library of information, providing practical advice on compliance



Training. Classroom and online. Developed specially for SME's



Support. National network of mentors and SALSA telephone helpline



Incentive – the business benefits and opportunity that SALSA approval bring

'Local sourcing is important to both our customers and our business. We now have over 2,500 locally and regionally sourced products from over 600 suppliers. SALSA approval assures the safety, legality and quality of suppliers which has supported our growth in local and regional products.' **Waitrose**

SALSA VALUES and Food Safety Culture

DEFINITION *“the shared values, beliefs and norms that affect mind-set and behaviour toward food safety in, across and throughout an organization” GFSI*

- **Safe food first** – above all else
- **Affordability** – highest value for members
- **Supportive & constructive relationships** – nurture and develop businesses as they grow
- **Practical & focussed guidance** – specific, relevant advice
- *Open and honest dialog* – “speaking peoples language”
- *Lead by example* - “It’s how we do things here”



*“Our time with our Auditor was worth its weight in gold. Not only was he incredibly **knowledgeable and supportive**, but he provided us with a number of **practical suggestions** and resources to raise our competency levels and improve our processes. Signing up for SALSA is definitely one of the best things we could have done.”*

Nutmeg and Hive Super Yogurts

“With a small team, the production, management and admin roles are much more integrated, so any time away from those areas needs to be maximised. Our SALSA Auditor couldn't have been more helpful, guiding us expertly through the whole process. Having SALSA as well as Soil Association certification in place has been a massive positive for our business!”

Jollyum



“Our auditor clearly takes a great deal of satisfaction in helping micro businesses like Redemption. The Audit is definitely NOT an exercise in bureaucratic box-ticking for the sake of it as audits can sometimes be perceived. I definitely see the SALSA auditing process as an ongoing programme of understanding, improvement and learning.”

Redemption Brewery





**The UK's food safety certification scheme
for the smaller producer**



www.salsafood.co.uk