



**Audit by the
Meat Hygiene Service
of the food business operators
food safety management system**

AUDIT REPORT

Approval No.

1110

Establishment Name

DONALD RUSSELL

Date of Audit

16 March 2006

Audit No.

60026

MHS Audit Report

Establishment and Audit Details

Part 1 - Establishment details

Address of establishment	[-----] S38		
	[-----]		
	Inverurie		
	[-----]]	Postcode	[-----]S38
Date of previous audit	N/A	Previous audit category	N/A
Site type (please one only)	<input type="checkbox"/>	Slaughterhouse or Game Handling Establishment	
Note: to create a tick type 4.	<input type="checkbox"/>	Co-located meat plant (cutting plant, meat preparations plant, meat products plant)	
	<input checked="" type="checkbox"/>	Stand alone meat plant (cutting plant, meat preparations plant, meat products plant)	
Establishment approved? (yes / no)	NO		

Part 2 - Audit details

Auditor conducting the audit

Name in BLOCK letters	[-----]S40
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Food Business Operators Representative

Name in BLOCK letters	[-----]S40
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Position	Operations controller
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Names of others attending audit	[-----]S40 (quality control), [-----]S40 (OV)
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Part 1 - Pre Set Risk Factors

Entering of Risk Factors

The risk factors have been predetermined and can only be updated by the RO. Initially, points awarded will be based on historic data held for the establishment. The auditor must check the accuracy of this data at the audit and report any changes to the RO for amendments to be entered into the data capture system.

1.1 POTENTIAL HAZARDS

The risk scores allocated in this section are pre-set dependant upon the likely hazards in the establishment, as indicated in the following table:

Note: Due to the potential hazards most fresh meat establishments will be awarded at least 45 points and will therefore not be eligible to be in audit Category I.

Microbiological hazards - Guidance on assessment	Award
Potential for microbiological hazards i.e. contamination, cross-contamination, growth and/or survival of pathogenic or spoilage bacteria, viruses, parasites, and fungi, in or on the product.	30
Only frozen products handled.	5
Current Score This score can only be amended by Regional Office	30

Evidence (when this pre set risk factor requires changing please provide evidence to inform your Regional Office):

Current score assessed as correct

Chemical hazards - Guidance on assessment	Award
Potential for chemical hazards i.e. contamination of meat from residues of veterinary products/pesticides/feed additives, as well as from packaging and/or careless use of chemicals (e.g. cleaning products, disinfectants, lubricants).	10
Some potential (e.g. animals/meat from assured sources, therefore potential contamination is from packaging/production environment only).	5
Only ready-wrapped products handled.	0
Current Score	10
This score can only be amended by Regional Office	
Evidence (when this pre set risk factor requires changing please provide evidence to inform your Regional Office):	
Current score assessed as correct	

Physical hazards - Guidance on assessment	Award
Potential for physical hazards i.e. contamination of meat by foreign bodies.	5
Only ready-wrapped products handled.	0
Current Score This score can only be amended by Regional Office	5
Evidence (when this pre set risk factor requires changing please provide evidence to inform your Regional Office):	
Current score assessed as correct	

1.1 Potential Hazards (microbiological + chemical + physical):	Score
This score can only be amended by Regional Office after evidence are provided with this audit report	45

1.2 TYPE OF PROCESS CARRIED OUT

The table below indicates the risk scores allocated to establishments dependant upon the processes carried out by the FBO.
 Note: Activity types (a)-(c) must be assessed independently even if they occur in combined establishments. Other combinations must be assessed together if handled in one establishment site.
 Points should be awarded for each activity on the approval, not just activities carried out.

Activity	Guidance on assessment	Award (please tick at least one per sector)	
a) Slaughter	if only one species slaughtered	+0	
	for each other additional red meat species	+5	
	and if handling only sheep SRM or	+5	
	if handling cattle SRM or both cattle and sheep SRM	+10	
b) Dressing of Game	if only either mammals or birds dressed	+0	
	if handling both mammals and birds	+10	
c) Cutting of meat	if only either red or white meat is cut	+0	<input type="checkbox"/>
	if handling both red & white meat, and	+5	
	if handling SRM	+5	
d) Handling ready-to-eat products	+25		
e) Production of Meat Product	+10		
f) Production of Meat Preparations	+5		
g) Production of MSM	+5		
h) Production of Minced meat	+15	<input type="checkbox"/>	
i) Re-wrapping/ Re-packaging	+5	<input type="checkbox"/>	
j) Cold storage	+0		
1.2 Current Score		20	
This score can only be amended by Regional Office (Note: to create a tick type 4)			
Evidence (when this pre set risk factor requires changing please provide evidence to inform your Regional Office):			
Around [-----] r12(5)(e) per week of Minced meat is currently produced. [REDACTED]			
Minced meat is sold direct to the final consumer by mail order.			
Repacking of white meat products (chicken) occurs.			
Premises are licenced to cut wild game meat although this has not been undertaken during the last year.			
Score should therefore be +15 for mince and plus 5 for repacking ie 20 in total.			

1.3 VULNERABLE CONSUMERS POTENTIALLY AT RISK

Most establishments supplying fresh meat have the potential to supply vulnerable consumers either directly or indirectly. Situations where such supply is unlikely include suppliers of game or where the supply is to approved meat products manufacturers.

The lack of sale to vulnerable consumers has to be proved by the FBO to the auditor.

Guidance on assessment	Award
Meat supplied (directly or indirectly) is not likely to be served to groups of 20+ vulnerable people (e.g. hospital, day care centre, nursing home). Meat will be further processed in approved meat product manufacturing establishments.	0
There is uncertainty about the population who may be supplied with the meat and the nature of the process it may receive before being supplied to the consumer.	20
Current Score This score can only be amended by Regional Office	20
Evidence (when this pre set risk factor requires changing please provide evidence to inform your Regional Office):	
Current score assessed as correct	

1.4 THROUGHPUT

This relates to number of consumers potentially at risk.

Note: The thresholds for slaughterhouses and cutting plants are as used for HACCP implementation.

Include definitions of 'very small', (i.e. equivalent to previous 'low throughput' slaughterhouses and cutting plants, likely to market locally), 'small/medium' (throughput not in other two categories) and 'large' (average weekly throughput above 500 livestock units or 200,000 birds in a slaughterhouse / over 150 metric tonnes cut meat, likely to market nationally).

Guidance on assessment	Award
Very small (i.e. equivalent to previous 'low throughput' slaughterhouses and cutting plants), likely to market locally.	5
Small/Medium throughput not in other two categories. (Default for meat processors until size known)	15
Average weekly throughput above 500 livestock units or 200,000 birds in a slaughterhouse / over 150 metric tonnes cut meat, likely to market nationally.	20
Current Score This score can only be amended by Regional Office	15
Evidence (when this pre set risk factor requires changing please provide evidence to inform your Regional Office):	
Current score assessed as correct	

Please ensure the score from each of the Pre set Risk Factor sections are in the table below:

Part 1 - Pre Set Risk Factors	Score
1.1 Potential Hazard	45
1.2 Type of Process	20
1.3 Vulnerable Consumers	20
1.4 Throughput	15

Part 2 – Food Business Operator Actions

Assessment of the level of compliance

To carry out the assessment of the FBO level of compliance, refer to the relevant Regulations, the Meat Industry Guide and the MHS Manual for Official Controls. The use of the Meat Industry Guide by the FBO is voluntary. The FBO's systems / procedures may be different to those described in the Meat Industry Guide but they may be valid provided they achieve compliance with the legislation.

FBO compliance history

The history of compliance relates to the average number of deficiencies identified against legislative requirements for the FBOs own procedures and requiring OV intervention during the audit interval or previous available audits, up to a maximum period of 10 months, (use evidence recorded on MHS operational forms e.g. AUD 9/5, 9/6, ENF 11/5).

Note: OV intervention is needed to have a negative effect in the audit score. FBO initiating corrective actions where the FBO has identified a breakdown in controls is a sign of a healthy control system.

During the audit, the auditor will record evidence of the FBO compliance history, which will result in a risk score under each category e.g. 2.2 Animal welfare, based on the following guidance criteria:

	Guidance on assessment
Excellent	Active compliance with statutory requirements – no action necessary. FBO controls were effective and a HACCP based food management system was applied satisfactorily throughout audit assessment period.
Acceptable	<u>Occasional</u> lapses in FBO compliance with statutory requirements in the audit period where risk analysis shows only low risk of deficiencies for public health or animal welfare and following OV intervention: <ul style="list-style-type: none"> • FBO procedures required minor corrections • Minor corrections were needed to an otherwise good HACCP based food management system. Note: <u>occasional</u> = 4 or fewer.
Poor	<u>Frequent</u> intervention by OV in the audit period to gain FBO compliance with statutory requirements where: <ul style="list-style-type: none"> • FBO procedures were inadequate • HACCP based principles were inadequately applied • action by FBO was necessary to avoid formal enforcement action. <u>and</u> the above gave rise to medium or high risk deficiencies for public health and/or animal welfare. Note: <u>frequent</u> = 5 or more instances in the audit period covering 5 or fewer statutory requirements.
Unacceptable	<u>Frequent</u> intervention by OV in the audit period to gain FBO compliance with many <u>statutory requirements</u> where: <ul style="list-style-type: none"> • FBO procedures were inadequate • HACCP based principles were inadequately applied • action by FBO was necessary to avoid formal enforcement action. <u>and</u> cumulatively the above gave rise to the potential for high risk to public health and/or animal welfare. <u>Or</u> there was a breakdown in specific FBO controls that actually caused: <ul style="list-style-type: none"> • immediate high risk to public health • an animal to sustain avoidable excitement, pain or suffering Note: <u>many statutory requirements</u> = 5 or more instances in the audit period covering more than 5 statutory requirements.

2.1 ANIMAL HEALTH RISKS OF PUBLIC HEALTH SIGNIFICANCE

Note: This category will only apply in slaughter and wild game processing establishments.
The assessment will reflect the outcome of verification and monitoring including

- Food Chain Information (where available)

Verify FBO's controls on FCI before it is passed to the OV

- Animal identity

Verify FBO's controls on animal identification to ensure that only properly identified animals, accompanied by the correct documentation e.g. cattle passports or Animal Health Act documentation (where required) are accepted for slaughter.

- Compliance with TSE/BSE testing requirements as contained in the establishment RMOP.
- Compliance with other testing requirements for TB, Brucella, Trichinella etc.

Verify FBO's controls to confirm eligibility (identification and/or segregation if necessary) of animals requiring testing.

- Compliance with pre ante mortem requirements

Verify FBO's controls of incoming animals are adequate to ensure clean and healthy animals are slaughtered.

Scores allocated for each assessment are as follows:

Assessment – Animal Health Risks of Public Health Significance	Award
Excellent or not applicable	0
Acceptable	5
Poor	15
Unacceptable	25

Evidence (provide evidence in bullet form to support your score. Use operational reports, enforcement records, FBO's compliance with GHP and HACCP controls and include observations from the audit. In normal circumstances no more than 400 words):

not applicable

2.1 Score

0

2.2 ANIMAL WELFARE

Verify:

FBO's controls of animal welfare procedures to effectively identify visible signs of abuse or neglect on live animals.

FBO's lairage conditions and animal handling promotes good animal welfare.

FBO has competent and appropriately trained establishment staff and slaughtering procedures to safeguard animal welfare standards.

Assessment – Animal Welfare	Award
Excellent or not applicable	0
Acceptable	5
Poor	10
Unacceptable	15
Evidence (provide evidence in bullet form to support your score. Use operational reports, enforcement records, FBO's compliance with GHP and HACCP controls and include observations from the audit. In normal circumstances no more than 400 words):	
not applicable	
2.2 Score	0

2.3 HYGIENIC PRODUCTION

Verify:

FBO's carcasses dressing procedures and meat handling practices, further handling, storing, cutting and processing minimises meat cross contamination.

FBO's controls ensure that meat entering the food chain is free from SRM.

FBO's controls on animal by-products are adequate to ensure by-products ensure compliance with legislation.

FBO's controls on the temperature of meat comply with legislation.

FBO's controls ensure only meat produced in accordance with the legislation is properly marked with the identification mark.

Assessment – Hygienic Production	Award
Excellent or not applicable	0
Acceptable	5
Poor	15
Unacceptable	25
<p>Evidence (provide evidence in bullet form to support your score. Use operational reports, enforcement records, FBO's compliance with GHP and HACCP controls and include observations from the audit. In normal circumstances no more than 400 words):</p> <ul style="list-style-type: none"> • Reception and intake procedures satisfactory and well documented. Precutting inspection is completed in chilled intake area for exposed cuts and after unwrapping for vacpacs. • Reception chill has limited space resulting in packed and unpacked product being stored in the same chill. A policy is in place which minimises risk of cross contamination to an acceptable level. (See EC853/2004 Annex III chapter III point 2.) • A rack system in use within the chills. The risk of drip contamination to lower shelves minimized by inclusion of drip trays. • Hygiene of cutting operations satisfactory. • Hygiene of mincing operation not assessed as not observed on day of audit. All mince is blast frozen immediately following production • Hygiene of packing operation generally satisfactory [REDACTED]; packing fingers are available but are not in use. • Category 2 and 3 animal by-product generated on site. No Category 1 material generated • Suitable lidded, secure labeled storage is available for both category 2 and 3 materials. [REDACTED] • Category 2 and 3 material is collected by Douglas Brae Knackery, Keith. [REDACTED] Commercial documentation for both category 2 and 3 material satisfactory and regularly reconciled with invoice information. • Drain traps are fitted in the cutting room and are believed to be 6mm pore size (not verified at audit). • Temperature recording is by a combination of thermograph and manual checks. Records were checked at audit and found satisfactory. The cold chain is respected. • All chills, freezers and workrooms are continuously thermo graphed and manual meat and room air temperature checks are conducted and recorded two times daily by a supervisor. • [REDACTED] • All incoming product is temperature checked with an adequate recording system. • Adequate temperature checks are completed on minced product. • A Satisfactory system records steraliser temperature checks. • The identifier mark is routinely applied as serially numbered health mark labels. An inventory is kept. [----- -----REDACTED----- -----] 	
2.3 Score	5

2.4 ENVIRONMENTAL HYGIENE

Refer to part Two of the Guide to the Food Hygiene and other Regulations for the Meat Industry(Meat Industry Guide)

Verify at least the following and any other policies or procedures as set out by the operator:

FBO's conditions for holding livestock minimise the spread of disease e.g. lairages must be cleaned and disinfected.

FBO's cleaning procedures and standards prevent contamination of meat and minimise micro organisms on animal transport vehicles and crates.

FBO's controls for establishment maintenance, structure and equipment.

FBO's controls for the exclusion of pests.

FBO's controls ensures adequate water quality.

FBO's controls for staff health.

FBO provides training for staff.

General structure and layout, including adequate lighting and ventilation.

Assessment – Environmental Hygiene	Award
Excellent or not applicable	0
Acceptable	5
Poor	15
Unacceptable	25

Evidence (provide evidence in bullet form to support your score. Use operational reports, enforcement records, FBO's compliance with GHP and HACCP controls and include observations from the audit. In normal circumstances no more than 400 words):

- Cleaning schedules are available and a recording system is in place signed off by cleaner and supervisor. Preoperational cleaning records satisfactory. [REDACTED]

. Microbiological test results verify surface cleaning is satisfactory. Data sheets are on file for chemicals and a dedicated lockable Chemical store is provided.

- [REDACTED]

- Light levels fully satisfactory

- [REDACTED]

- Pest control procedures satisfactory. A written policy was inspected and [-----]S43 provides an external service. (last visit 27/02/06) A plan shows the location of internal and external baits together with insectocutors. Data sheets, uptake records EFK maintenance records all satisfactory. Corrective actions and follow up visits are taken when issues arise

- Water supply is from mains. A detailed supply plan and sampling protocol are available Monthly testing is undertaken. A six parameter test result was inspected dated 07/10/05 and was satisfactory. Testing includes the microbiological parameters detailed in the industry guide for mains supply. A current physiochemical test report is on file

- Staff health controls are generally appropriate. A satisfactory visitor policy is in use All staff hold medical certificates although these are to be discontinued. Comprehensive pre employment health questionnaires, reporting of illness policies and return to work policies are in place.

- Comprehensive Personal hygiene rules and procedures are available and have been recently reviewed.

- Protective clothing is suitable with generally adequate clean/dirty separation. External laundry is provided by [-----]S43. Protective clothing is covered at breaks and removed during visits to the toilet. [REDACTED]

- Changing rooms and toilets clean although the space available is limited for the number of staff. This has already been addressed by the FBO who presented detailed plans for an extension to include new changing and toilet facilities. Work is expected to be completed by August 2006. Protective clothing is covered at breaks and removed during visits to the toilet.

- Training; written policies exist and a training matrix is available. Training records are available.

- The plant employs a number of foreign workers and translation of instructions is provided for those without a sufficient working knowledge of the English language.

- Several supervisors hold the elementary food hygiene certificate and equivalent knowledge is cascaded to operatives. It is intended that [-----]S40 or an external trainer will provide formal training to all operatives in future.

- A comprehensive documented Induction training programme is available

- Plant specific training is delivered as part of induction followed by on the job reinforcement and refresher training. Training

The plant employs a number of foreign workers and translation of instructions is provided for those without a sufficient working knowledge of the English language.

- Several supervisors hold the elementary food hygiene certificate and equivalent knowledge is cascaded to operatives. It is intended that [-----]S40 or an external trainer will provide formal training to all operatives in future.
- A comprehensive documented Induction training programme is available
- Plant specific training is delivered as part of induction followed by on the job reinforcement and refresher training. Training needs analysis is completed for all staff with grades from 0 (untrained) to 5, (coaching ability). Operatives have key skills assessed using this system, coordinated by [-----]S40.
- [REDACTED]

- Control of suppliers is satisfactory with lists of all approved and audited suppliers available.
- Control of food contact materials satisfactory.
- Metal detection is not practiced.
- Satisfactory glass and hard plastics and knife control policies are in place.
- Traceability systems are satisfactory with one up and one down traceability demonstrable. .
- Commercial Documentation for product received and dispatched satisfactory.
- Labeling and date coding satisfactory.
- Calibration certificates thermograph dated 17/02/06 and for thermometer probe number DO605317 dated 13/02/06 checked and found satisfactory..
- A Comprehensive customer complaint policy is in place. Unfit meat is not returned to the premises.
- [REDACTED]
- Microbiological testing of surfaces fully satisfactory
- Microbiological testing of meat (product) is routinely undertaken for customer assurance.

2.4 Score

5

2.5 CONFIDENCE IN MANAGEMENT SYSTEMS TO CONTROL HAZARDS

Overall judgment

The auditor will assess the objective evidence recorded in each audited area on the Audit Report and make an overall judgement about compliance and management procedures during the audit period, based on the guidance in the table below.

Note: The items listed are areas that the auditor should consider when making the judgement, not a detailed or exhaustive list of requirements to be met.

2.5 CONFIDENCE IN MANAGEMENT SYSTEMS TO CONTROL HAZARDS		
Assessment	Guidance on assessment	Award
Excellent	<p>FBO's demonstration of competency regarding hygiene and food safety gives high confidence that hazards will be controlled on an ongoing basis. e.g.:</p> <ul style="list-style-type: none"> • compliant in all audited areas or only few OV interventions required on low risk issues • HACCP plans kept under review • HACCP principles embedded into staff routines, particularly with regard to monitoring and corrective action • fully documented policies and procedures re in place to ensure continuing good hygiene practices, particularly with regard to staff training, cleaning and maintenance procedures • accredited to quality assurance schemes and subject to third party audits. Act immediately on complaints • actively seek advice • rarely obtain poor microbiological test results. 	0
Acceptable	<p>Management attitude to hygiene and food safety gives reasonable confidence that hazards will be controlled on an ongoing basis.</p> <p>The auditor has evidence that:</p> <ul style="list-style-type: none"> • the FBO is complying with regulatory requirements in most audited areas • where there have been low risk issues out of control, the FBOs corrective actions have been, or are being, applied appropriately and effectively. 	5
Poor	<p>Attitude to hygiene and food safety gives little confidence that hazards will be controlled on an ongoing basis. The auditor has evidence of:</p> <ul style="list-style-type: none"> • FBO procedures poor or unacceptable in many audited areas • numerous inadequate FBO procedures that collectively indicate a trend towards loss of control • medium or high risk deficiencies are identified by the FBO but not effectively managed. 	15
Unacceptable	<p>Management attitude to hygiene and food safety gives minimal confidence that hazards will be controlled on an ongoing basis. The auditor has evidence of one or more of the following:</p> <ul style="list-style-type: none"> • unsatisfactory application of HACCP principles, particularly with regard to monitoring and corrective action • few policies and procedures in place to ensure continuing good hygiene practices, particularly with regard to staff training, cleaning and maintenance procedures • unwilling to act on complaints, previous advice and enforcement • failure to act on poor microbiological test results • unacceptable FBO procedures in many audited areas and are reasonably likely to lead to exposure of humans or animals to an unacceptable level of hazard (e.g. poor or unacceptable FBO controls that require immediate OV intervention) • required records are absent, incomplete or have been altered, to a degree that means the auditor has no confidence in the system • unacceptable FBOs monitoring procedures repeatedly fail to identify medium or high risk deficiencies. 	30

REDACTED

2.5 Score

15

Please ensure the score from each of the Food Business Operators Actions sections are in the table below:

Part 2 - Food Business Operator Actions	Score
2.1 Animal Health Risks of Public Health Significance	0
2.2 Animal Welfare	0
2.3 Hygienic Production	5
2.4 Environmental Hygiene	5
2.5 Confidence in Management systems to Control Hazards (including HACCP)	15
Part 2 - FBO Actions Total Score	25

AUDIT RISK ASSESSMENT – FINAL SCORE

AUDIT RISK ASSESSMENT – FINAL SCORE	Score
Part 1 - Pre Set Risk Factors	100
Part 2 - Food Business Operators Actions	25
Final Score	125

AUDIT CATEGORY

Points Range	Audit Category	Minimum Audit Frequency
0 - 45	I	At least once every 12 months
50 - 90	II	At least once every 8 months
95 - 135	III	At least once every 5 months
140 - 180	IV	At least once every 3 months
185+	V	At least once every 2 months

Final Score	Audit Category	Date Next Visit (+/- 20 days)
125	III	16 August 2006