



Meat Processing Standards

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Contents

page 4	PREFACE
page 5	RULES AND PROCEDURES
page 13	DEFINITION OF ASSURED LIVESTOCK AND MEAT PRODUCTS
page 14	INTRODUCTION TO STANDARDS
page 15	FOOD SAFETY MODULE
page 15	Food Safety Management (FS)
page 18	Site (ST)
page 24	Production and Process Controls (PC)
page 29	People (PL)
page 33	TRACEABILITY MODULE (TR)
page 36	ANIMAL WELFARE MODULE (AW)
page 44	PORK QUALITY MODULE (PQ)
page 50	APPENDICES



Preface

Building consumer confidence and growing the market for Quality British Food

Assuring food safety through every part of the food chain is a vital priority for the food industry and more importantly, for its many millions of consumers. Couple this with the demand for traceability of food and in livestock and meat production, increasing consumer awareness of animal welfare issues, the need for meaningful whole chain food assurance is self evident.

The Red Tractor Assurance (RTA) for Meat Processing Scheme provides effective assurance to internationally recognised Standards and is a fundamental link in an integrated chain of assurance from farmer to retail store.

British meat is world class. It is produced from livestock which are kept on farms that are well managed by committed producers and processed by professional businesses. Certification to the RTA Meat Processing Scheme Standards allows your business to demonstrate to your customers that you meet nationally agreed levels of good commercial practice and it gives an assurance to the final consumer that the product is safe.

The Scheme is owned by Assured Food Standards and replaces the former ABM Abattoir, Cutting and Packing Plant Scheme. The standards are written specifically for meat processing rather than being a generic safe food production standard and covers the core criteria that underpin the Red Tractor Logo, namely Food Safety, Traceability and Animal Welfare. In addition it also incorporates additional criteria for Pork Quality (originally developed by the BMPA).

The scope of the scheme has been expanded to now cover:

- the slaughter of assured cattle, sheep and pigs
- the cutting of assured raw beef, lamb, turkey, chicken and pork and the production of assured sausages
- the handling and slicing of assured cooked beef, lamb, turkey and chicken.

There are a number of companies (known as certification bodies [CB]) who are licensed to offer certification to the Scheme and are the routine point of contact for members. You are free to approach any CB. It does not matter which one you choose because all CB's operate to the same rules and RTA monitors them closely to ensure they are consistent. Details of CB's licensed for this Scheme are available on the website.

www.redtractorassurance.org.uk

Launched in February 2011, www.redtractorassurance.org.uk contains all the relevant information to help all RTA members through the assurance process, including the standards, downloadable versions of the required and recommended publications and blank record templates. The meat processing area of the site is available at www.redtractorassurance.org.uk/meatprocessors and includes details of how to join and the contact details for all licensed certification bodies.

Contact

For more information about the RTA for Meat Processing scheme contact details are below:

Tel: 02476 478 630 email: meatprocessors@redtractorassurance.org.uk.

Red Tractor Assurance is the trading name of Assured Food Standards a company limited by guarantee.
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RULES AND PROCEDURES

These Rules and Procedures provide information for participants of the Red Tractor Assurance Meat Processing Scheme (the Scheme). They summarise the rules and procedures for application, assessment, certification, complaints and appeals. These should be read alongside the technical standard (the Standard). Participants must conform to the Standard at all times to be entitled to certification.

Certification in the Scheme and Compliance with Legal Requirements

1. You can only gain certification if the Standard is met. This is assessed by regular independent assessments.
2. The Standard may change over time, for example in response to new or amended legislation. You will be informed of any changes to the Standard and the timeframe for their implementation, and must ensure full compliance with any changes to the Standard to retain assured status.
3. Certification is specific for:
 - the business types listed in Table 1,
 - particular processes (e.g. slaughter, cutting, processing),
 - species (e.g. beef, sheep meat, pork, chicken, turkey)
 - and assured products produced (e.g. carcasses/ whole birds, cuts, sausages).

Meat products requiring further processing (further than production of mince, burgers, sausages or marinated raw products) or cooking, including the production of bacon, gammon and ham are excluded from the scope of the Scheme.

Table 1:

Business type	Site Activity
Abattoir	Factory that takes delivery of livestock which it slaughters and prepares / splits into carcasses
Abattoir & Cutting Plant	Factory that takes delivery of livestock, which it kills, prepares / splits into carcasses, which are may be then split down into primals, cut, packed & labelled for sale to retailers and /or food service.
Cutting Plant	Factory that takes delivery of carcasses or primals from own or other plants, which are then cut, packed & labelled for sale to retailers and /or food service/ catering butchers.
Catering Butcher	A unit using skilled butchers to cut prepare and supply meat & poultry to the restaurant trade in a ready to cook state.

4. Certification will be granted based on compliance with the requirements of the relevant modules (relevant to the business and the products produced) outlined in Rule 8.
5. The Scheme Standard and Rules are additional to any statutory requirements. Nothing in them shall be deemed to provide exemption from current legislation and you must comply with all legislation relevant to the scope of the Scheme at all times.

Certification Bodies

6. Your routine point of contact with the Scheme is through one of several Certification Bodies appointed by the Scheme to manage membership applications and to carry out assessment and certification against the Standard. The Scheme operates as a Product Certification Scheme and Certification Bodies must be accredited to the international standard EN45011 by the United Kingdom Accreditation Service.
7. Any business type covered by the Scheme can apply to participate. You can apply through any one of the authorised Certification Bodies and membership must be renewed annually.

Standard Structure

8. The Scheme standards are structured in a format which avoids duplication where members are already certified to the BRC Global Standard for Food Safety. The standard is split into five modules:

- Food Safety – criteria applicable to all business types listed in Table 1 (NB those holding a valid, current certificate to the BRC Global Standard for Food Safety do not require assessment and certification to this module, albeit a non conformance may still be raised if the Scheme assessment is at a different time to the BRC assessment and a non conformance against a food safety clause is witnessed).
- Traceability module – criteria applicable to all businesses listed in Table 1.
- Animal Welfare module – criteria applicable to abattoirs only (and combined abattoir and cutting plants), for the slaughter of cattle, sheep and pigs.
- Pork Quality module – applicable to all businesses listed in Table 1, who slaughter assured pigs/ cut assured pork and produce assured pork sausages.

In the Food Safety and Traceability Modules some clauses state the following:

- Abattoir Only – this criteria is applicable to abattoirs only
- Cutting Plant Only – this criteria is applicable to cutting plants only
- Cooked Meat Only – this criteria is applicable to catering butchers handling and slicing cooked meats only

In the Pork Quality module there is reference to sausage only – this criteria is applicable to the production of assured pork sausages only.

Joining the Scheme - The Application Process

9. New applications will be accepted throughout the year. You cannot sell products from your site as assured until you have been through the application and assessment process and a certificate of conformity has been issued.

10. When you contact one of the Certification Bodies you will be issued with a Scheme registration pack. This will contain a copy of the relevant Standard, an application form and any relevant supporting literature. You are advised to read the Standard and other information carefully before completing the application form.

The application forms will ask you to indicate:

- The business type (as defined in Table 1)
- The processes, species and products that certification is required for
- The non assured species slaughtered, processes undertaken, or products produced on site
- If you are certified to the BRC Global Standard for Food Safety (if certified by a different certification body you must supply a copy of your BRC certificate).

The application form will also ask you to provide a flow diagram of the production process for each species; product category; or process, to give the assessor an overview of production on site.

11. Membership is registered under the name of the Business with a named nominated person who has functional responsibility for the management decisions and operating systems being assessed in the Scheme. The named nominated person must sign the Certification Body's application and subsequent renewal forms and keep the Certification Body informed of any material changes.

12. A separate registration is required for each separate site, where sites have separate Approval Numbers. Where companies outsource slaughter/ cutting, those sites must be registered and certified in their own right.

13. By signing and returning the application form with the appropriate fee, you agree to be bound by the Standard and these Rules and Procedures. Membership fees are indicated in the current schedule of fees

available from the Certification Bodies.

14. Once the application form has been accepted, the Certification Body will acknowledge receipt within 14 days and make arrangements for an assessment visit.

15. Any false or misleading statement made on the application form, during assessments, or in any other communication may lead to suspension or withdrawal of certification and even exclusion from future participation in the Scheme.

External Consultant

16. You may wish to use the help of a third party consultant but any self-assessment or third party advice will not influence the certification decision, which will be based entirely on the assessor's report. Where a third party expert is used, the assessor must be confident that the sites day-to-day management are committed and able to uphold the standard and understand the requirements of the standard.

17. Assessors may refuse to carry out an assessment in the presence of a third party who they believe may, intentionally or otherwise, influence its outcome in an inappropriate manner.

Initial Assessment

18. You must conform to every relevant clause in the standard before the Certification Body can issue a certificate. (This does not include 'recommendations' see paragraph 41). Before the initial assessment is carried out you may find it helpful to read the Standard carefully and assess your own operation against the requirements.

19. An assessment visit will be by appointment.

20. The purpose of the assessment visit is to check that you meet the Standard, which the Scheme requires. The assessor will make a detailed examination of the site including where relevant the livestock, processes and products.

21. Prior to an assessment commencing, an opening meeting will be held. Senior management must be involved in the opening meeting, and the roles of each person outlined. The assessor will confirm in the opening meeting that he/ she can not advise members on how to comply with the standard.

22. You must give the assessor access to relevant parts of the site, key members of staff and relevant records/documents so that the assessment can be carried out in full.

23. Certification Bodies cannot assess a closed/ empty site.

For a member to be certified for:

- The slaughter of cattle, sheep or pigs, the assessor must see that species being slaughtered for a certificate to be granted. If not all species are seen on the initial assessment, the species not seen will be excluded from the certificate. A second assessment to see that species will be required before it can be included on the certificate.
- The cutting of assured beef and lamb, the assessor must be able to see the cutting of assured beef or lamb on site.
- The cutting of assured chicken or turkey, the assessor must be able to see the cutting of assured chicken or turkey on site.
- The cutting of assured pork, or production of assured pork sausages, the assessor must be able to see cutting of assured pork and processing of assured sausages on site.
- The handling and slicing of assured cooked beef, lamb, pork, chicken or turkey, the assessor must be able to see cooked meats on site and see their cutting in production

If at any time the unit is out-of-production you must inform the Certification Body in writing and you must also inform them once it is back in production.

24. If the assessor cannot complete the assessment in full, certification cannot be progressed and you may have to pay an additional fee for the assessor to return to complete the assessment report.

25. If the assessor finds that you do not conform to one or more of the requirements of the standard he or she will point them out as the assessment progresses. The assessor may note the corrective action that

you propose to take but under EN45011 protocols, the assessor is not allowed to advise on, or suggest, the corrective action that needs to be taken. At the end of the assessment you will be left or sent a 'Notice to Remedy' which will contain:

- the details of any non-conformances
- an indication of the evidence you will be expected to provide (invoices, records, photos, etc) to demonstrate that you have put them right
- the timescales for action

26. At the end of the assessment a closing meeting will be held. Senior management must be involved in this meeting and the assessor must outline the non conformances raised and the rectification periods.

Initial Certification

27. The assessor will submit a report to the Certification Body who will review the report and decide whether you meet the Scheme certification requirements.

28. If successful the Certification Body will write to you and provide a Certificate of Conformity, either on paper or virtual format, and you can then sell the product(s) (specified on the certificate) as 'Assured'.

29. If any non-conformances were recorded, a certificate will not be issued until you have rectified them and you must supply the Certification Body with evidence of rectification before a certificate can be issued. The evidence required will be at the discretion of the Certification Body following guidelines issued by the Scheme and may be:

- Documentary evidence e.g. written confirmation, photos, photocopies
- A letter from an independent e.g. veterinarian
- A reassessment visit

30. Initial certification will be dependent upon you carrying out the required improvements, to the satisfaction of the Certification Body and within three months commencing from the day of assessment. Any costs associated with rectifying your non-conformances, including any additional assessments will be borne by you.

31. Once the Certification Body has received satisfactory evidence it will enter your status on the Scheme database as 'assured' and you can then sell your product(s) (produced in the processes outlined on the certificate) as 'Assured'. As indicated, you might receive an actual certificate in electronic format or printed but the status on the Scheme database and/or member checker is definitive.

32. If you do not rectify non-conformances satisfactorily within 3 months of the initial assessment your application will lapse. Should you wish to join the scheme in the future, you will be treated as a new member.

Membership Renewal

33. You will be invited on an annual basis to renew your membership. This will be 12 months after the initial assessment and every 12 months thereafter. You will receive a renewal notice and a maximum of two reminder letters prior to the annual renewal date.

34. Membership renewal and certification for the next 12 months will be conditional on receipt of the appropriate fee on or before the renewal date. Failure to renew within one month of the renewal date will result in the membership being terminated. If you subsequently apply to rejoin, the subscription will not be backdated. You will be treated as a new applicant and will not be able to sell product as 'Assured' until you have had a satisfactory initial assessment.

The certificate end date will always be on the last day of the month.

Notification of Changes

35. You must keep the Certification Body informed of any material changes to your operation that might affect your certification, or the food safety, traceability or welfare of assured livestock or products. Examples would be the addition of facilities or equipment used in the production of assured product above

those mentioned in the application. You must update your flow diagrams (for production process and traceability) where applicable, and provide a copy to the Certification Body.

Routine Assessments

36. Once certified the Certification Body will make regular assessments and to maintain your certificate you must continue to conform to the Standard at all times.

37. These assessments will follow a similar format to that detailed in the Initial Assessment section, paragraphs [18 to 26] and normally one assessment will occur per certificate lifecycle (at any time during the year, at the certification body's discretion), except in the case of assured pork processors who will be subject to two assessments per certificate cycle. The second assessment will focus on traceability and pork quality, and may be undertaken at short or no notice.

38. It is recognised it is not always possible for all species/ products to be on site on the day of each routine assessment. In this situation assured pork processors must have assured pigs/ pork/ pork sausages on site in at least one of the two assessments undertaken annually. For all other species/ products, each assured specie/ product must be onsite (and be seen to be slaughtered/ cut) during at least one routine assessment in 24 months. It is in your interest that you are prepared and have relevant species or products on site on the day of the assessment.

39. If the assessor cannot complete the assessment in full the certification cannot be maintained, which may result in the suspension of certification.

40. During routine assessments, the certification body may invite persons (e.g. an accreditation body, Red Tractor Assurance) to witness the assessment. The site will be informed prior to the assessment. The witness will be bound by the same confidentiality requirements as the assessor and will have no influence on the outcome of the assessment.

Non-routine Assessments

41. There are three possible causes for a non-routine assessment to occur:

- As a result of suspension or due to the number of non-conformances raised, the assessor may need to reassess to satisfy themselves that non conformances have been rectified. You will be required to pay an additional fee for the visit.
- As a result of a change to processes and operations (e.g. addition of pork processing, or introduction of a non assured process such as non-pre stunning) on site that may affect the safety/ traceability of assured product. You will be required to pay an additional fee for the visit.
- You may also be subject to random or targeted spot checks at short / no notice. Targeted spot checks may occur as a result of a complaint from a buyer (e.g. product rejection); evidence during an assessment (for another scheme/ buyer) that the standard have not been complied with (e.g. product labelled incorrectly); video evidence. At least 10% of sites will be spot checked annually. Sites to be spot checked may be selected by the Scheme or the certification body. Spot checks selected by the scheme may or may not be undertaken by the sites chosen certification body. During spot checks, the assessor must be given unrestricted access to the site, operations and products certification covers.

Delay or Cancellation of a Routine Assessment

42. It is not acceptable for you to unreasonably delay routine assessments, once the certification body/ assessor has contacted you to arrange an assessment. Any undue delays (typically a maximum of 30 days) in allowing access will result in suspension or withdrawal of certification.

43. Cancellation of a booked assessment may result in a cancellation fee (at the discretion of the Certification Body). The definition of undue delay is at the CB's discretion but based on scheme guidelines.

Dealing with Non-Conformances

44. All non-conformances against the Standard must be put right. Non conformances can be graded as Critical, Major or Minor.

Critical –Where there is a major risk to food safety, traceability or animal welfare, or failure to comply with relevant legislation.

Major – Where there is substantial failure (little or no evidence) to comply with any clause of the Standard or on the basis of objective evidence (from external sources), there is evidence of complete failure to comply with a clause of the Standard

Minor – Evidence that a clause of the standard has not been fully met – but steps have been taken to comply

A non conformance graded as critical will result in suspension until the plant has been re-audited and shown to comply. Failure to rectify major or minor non conformances within 28 days of the assessment (unless you are told otherwise) will result in suspension. The Certification Body will also reserve the right to suspend your certification in the case of a large number of such non-conformances or in the event of the same non-conformance being found on successive assessment visits.

45. Some Clauses are marked as 'recommendations'. If you do not comply with them it will not affect your certification. But 'recommendations' are often used to introduce points that may become a Clause in the future.

46. If you do not rectify non-conformances satisfactorily, your membership and certificate will be suspended until the Certification Body has obtained satisfactory evidence that they have been corrected. This may involve a reassessment for which a fee will be payable (by you). Once your certificate is suspended you must rectify the non-conformances within 3 months of the date of suspension otherwise the case will be reviewed by the Certification Body who will normally withdraw the certificate and your membership will lapse. You can only regain certification by following the procedure for a new applicant and if no other sanctions remain (see below 'Termination of Membership, Withdrawing of Certification').

Certification Status

47. You must not make any claim that certification applies to business locations or activities that are not included in the scope of the certification.

48. Certificates are not transferable and remain the property of the Certification Body.

49. Although you may be issued with a certificate, the scheme database and online 'Scheme Member Checkers' are the definitive means of confirming assurance status and membership details at any given point in time.

Transferring Between Certification Bodies

50. You are entitled to change Certification Bodies and maintain your assured status, provided that you have no outstanding non-conformances with your existing Certification Body. You may contact any of the Certification Bodies licensed by the Scheme at any time.

51. When changing Certification Bodies your new Certification Body may request access to your historical data from your previous Certification Body and it is a condition of the Scheme that this is made available.

52. If you change Certification Bodies you must declare:

- a. If you have signed a previous contract with a Certification Body for certification against Red Tractor Assurance Standards (or a recognised equivalent Scheme) covering the same production sector. If so you must identify the Certification Body and previous Scheme membership number.
- b. If any of the sites you operate have previously been inspected under the Scheme.

Termination of Membership, Withdrawing of Certification

53. As indicated in 46 above, if you are suspended and do not take the necessary action to rectify the non-conformances within 3 months your certificate will normally be withdrawn. The Scheme, including the Certification Body, reserves the right to bar future applications or specify particular conditions for re-entry into the Scheme to businesses/premises which have their certificate withdrawn in line with this process.

54. The Scheme, including Certification Body, reserves the right to refuse/terminate membership and withdraw your certificate when it considers that it is necessary to do so to prevent the Scheme from being brought into disrepute.

55. You must not sell product as assured if you are suspended or your certificate has been withdrawn or you have voluntarily left the Scheme. You must inform relevant customers of the change in your certification status.

56. You may ask the Certification Body for a voluntary suspension of one, some, or all of the processes or species covered by the certificate.

Complaints and Appeals

57. If you have a complaint about the application process, charges, or are dissatisfied with how an assessment has been conducted and/or the outcome of a certification decision, you may lodge an appeal with the Certification Body. Such complaints should be made in writing within 14 days. All complaints will be properly investigated and dealt with fairly in accordance with the Certification Body appeals procedure.

58. Complaints against a Certification Body may be made to the scheme.

Prosecutions and Regulatory Sanctions

59. You must notify your Certification Body of any prosecutions brought, or likely to be brought against you with respect to any issues covered in the Standard, including food safety, traceability, animal welfare, environmental and relevant consumer protection legislation, within seven days of the prosecution occurring, or enforcement investigations commencing. You will be asked to sign a declaration relating to prosecutions and penalties in the initial application form, registration renewal forms and other Scheme documents. Any information received by the Scheme will be investigated on a case by case basis and appropriate action taken.

Confidentiality and the Scheme Member Checkers

60. The Certification Body will provide the Scheme owners with data and details of your membership, certificate, assessment (including assessment report and non conformances) and non assured processes undertaken on site. Your details will be treated in confidence, but if a traceability check identifies compliance or an issue that might impact on another scheme (e.g. Red Tractor Logo Licensing) conformance and non conformances may be shared with the owners of that scheme.

61. Third parties may on occasion wish to check your sites certification status to the Scheme. Where third parties have a legitimate interest and are able to quote the premises approval number or Scheme membership number, the scheme will confirm certification status as full, suspended, withdrawn or non valid. The date of the last assessment visit, certificate expiry date and renewal date may also be given. A list of Approved Participants and/or Suspended Participants may be published from time to time.

62. A Scheme Member Checker may be made available through Scheme websites and would provide certification information on members of the Scheme. Online checking service allows further processors and other buyers to instantly access member certification information. The Scheme database is the definitive means of confirming assurance status and membership details at any given point in time. Only persons with a legitimate interest are given access to the scheme member checkers.

63. As part of the Scheme, your membership details will be available for assurance verification on the online Scheme Member Checker and updated regularly by the Certification Body. Acceptance of this verification procedure is a condition of Scheme membership.

64. The Scheme reserves the right to release information from its database about the certification of the participant to a person with a legitimate interest in knowing that information and if provision of the data might be in the participant's interest.

65. The Scheme may produce and publish statistical reports drawing upon aggregated Scheme data in such a way that individual data cannot be traced back to individual applicants or members.

66. Membership data may be retained on the databases and will be treated as specified above for a reasonable time after you have ceased to be a member of the Scheme.

67. The scheme reserves the right to receive (from the Certification Body) and use assessment reports.

Trademarks and Logos

68. Using the assurance scheme member logo: As a certified member of the Scheme you are entitled to indicate that you hold a certificate for the Red Tractor Assurance Meat Processing Scheme and for that purpose only, you can use the Red Tractor Assurance Meat Processing scheme member logo on letterheads, vehicles and publicity materials such as a website. (But see the following paragraph for rules on the use of the Red Tractor logos on food packs, tags, labels or invoices). You must obtain a copy of the logo from the scheme owners (email meatprocessors@redtractorassurance.org.uk) and follow the directions on use of the logo available at www.redtractorassurance.org.uk. You agree to observe all such directions.

69. Using the Red Tractor logo on food: You cannot use the Red Tractor Logo on food packs, invoices, or at the point of sale of food products unless you have a packer licence issued by Assured Food Standards. To apply for a licence go to www.redtractorlicenceapplication.org.uk

70. The above consent, in so far as it applies to Scheme Logos, is limited to using the entire designation and in so far as it applies to using the Red Tractor Logo, is limited to using the Red Tractor Logo in an identical form to that used by Assured Food Standards. The consent is personal to you as a certified member and may not be transferred or licensed to any other person.

71. As a certified member of the Scheme you shall not use (or authorise or license others to use) the Scheme Logos and/or the Red Tractor Logo in any way outside the scope of the above consent and you shall not use or authorise or license others to use any name, mark, sign or device confusingly similar to the Scheme Logos and/or the Red Tractor Logo nor file or cause to be filed any trade mark or company name registration applications containing or confusingly similar to the Scheme Logos and/or the Red Tractor Logo. You will not oppose or cause any opposition to be filed to any trade mark applications filed by the Scheme register the Scheme Logos and/or the Red Tractor Logo anywhere in the world nor otherwise cause any question to be raised concerning the Company's ownership of the Scheme Logos and the Red Tractor Logo.

72. The Scheme reserves the right to withdraw from any Scheme member the permission granted, after giving one months' notice or upon immediate notice if the Scheme member fails to observe the directions of the Company with regard to the use of the Trade Mark or the Logo or if the Scheme Member's membership is suspended or terminated for whatever reason.

Disclaimer

73. Under no circumstances shall the Company, its employees or agents be liable for any losses, damage, charges, costs or expenses of whatever nature (including consequential loss) which you may suffer or incur by reason of, or arising directly or indirectly from the administration by AFS, its employees or agents or the performance of their respective obligations in connection with the Scheme save to the extent that such loss, damage, charges, costs and/or expenses arise as a result of finally and judicially determined gross negligence or wilful default of such persons.

74. The Scheme reserves the right to alter the Standard and operating procedures where, at its absolute discretion, it considers it necessary to do so.

75. The Scheme Rules represent the entire understanding between you and Red Tractor Assurance/ AFS and you acknowledge that you have not relied upon any other statement (written or oral) in applying to be certified to the Standard.

DEFINITION OF ASSURED LIVESTOCK AND MEAT PRODUCTS

For livestock and meat products that derive from livestock to be labelled or marketed as 'assured', the criteria below must be met. This criteria must be verified in accordance with clause TR.11.

For more information and for a table of recognised equivalent schemes see the relevant Appendix.

- a. For an animal to be considered assured it must derive from a farm holding, assured under the specie specific RTA for Farms Schemes or other RTA recognised equivalent schemes.
- b. For an animal to be considered farm assured it must have been on the assured farm for the specie specific minimum residency period.
 - o Cattle must have been kept on an assured farm(s) for a minimum period of 90 days before slaughter. (NB- This period may be shared between more than one assured farm).
 - o Sheep must have been kept on an assured farm(s) for a minimum period of 60 days before slaughter. (NB- This period may be shared between more than one assured farm).
 - o Pigs must have been kept on an assured farm(s) for their whole life.
- c. For cattle and sheep to be considered assured, any movements through markets or collection centres within the residency periods, must be through a holding assured to the Red Tractor Assurance Scheme for Livestock Markets and Collection Centres or other RTA recognised equivalent schemes.
- d. For an animal to be considered as assured it must be transported to the abattoir in an assured livestock vehicle either by:
 - o a vehicle used by a member of the specie specific farm assurance scheme, for transporting their own stock;
 - o or a vehicle assured under the Red Tractor Assurance for Livestock Transport Scheme or recognised RTA recognised equivalent schemes.
- e. For a carcase to be considered as assured it must derive from an animal pre-stunned and killed in a plant certified for the slaughter of that specie under the Red Tractor Assurance Meat Processing Scheme or other RTA recognised equivalent schemes.
- f. For bought-in meat products to be classed as assured they must be obtained from a meat plant certified for the species/ product and the process undertaken, under the RTA Meat Processing Scheme or other RTA recognised equivalent schemes.
- g. For bought-in (raw and cooked) meat products to be considered and processed as assured, it must be labelled as assured and be accompanied by written confirmation of its assurance status (therefore confirming the product meets the criteria stated above). Product must not be processed as assured, until confirmation of its assurance status has been received (either via the delivery documentation or separate written confirmation).
- h. Only product that has met all of the criteria outlined above can be considered and marketed as assured.

For product to be described as eligible for the Red Tractor Logo with the Union flag or to carry the Red Tractor Logo with the union flag it must be assured (as defined above) and be derived from livestock that were born, reared, slaughtered and the product processed and packed in the United Kingdom. The Red Tractor Logo must only be put on food in accordance with rule 69.

INTRODUCTION TO STANDARDS

The standards are organised in the following modules:

- Food Safety
- Traceability
- Animal Welfare
- Pork Quality

Within each module is a section which has an introduction explaining the aims of the section as a whole.

Standard numbers begin with a two letter pre-fix as follows:

- FS - Food Safety Management
- ST - Site
- PC - Production and Process Controls
- PL - People
- TR - Traceability
- AW - Animal Welfare
- PQ - Pork Quality

At the end of each standard is an internal reference number (in brackets) which members may find is used by assessors to identify any non-conformances on the report at the end of the assessment and which will specify if it relates to an abattoir (AB) or cutting plant (CT).

All standards are relevant to all businesses unless specified differently in a box below the individual standard as follows:

- Abattoir only
- Cutting only
- Cutting (cooked meat) only.

A number of standards are supported by Appendices at the back of this manual which are numbered with the number of the standard that they relate to.

FOOD SAFETY MODULE

This module includes sections Food Safety Management (FS), Site (ST), Production and Process Controls (PC) and People (PL).

Food Safety Management (FS)

FOOD SAFETY POLICY AND GENERAL MANAGEMENT

To set out the requirement for the company to have a Director / Senior Manager with the overall accountability for Food Safety.

FS.1	The company must have a documented Food Safety Policy that has been signed off by Company Directors and communicated to all employees. See relevant appendix for guidance on what a food safety policy must include. (AB.FS.1) (CP.FS.1)
FS.2	The site must have a documented management structure which clearly identifies individuals with the overall accountability for Food Safety, Traceability and Animal Welfare. (AB.FS.2) (CP.FS.2)
FS.3	The site must have a reporting system in place to ensure that the persons with the overall accountability for Food Safety, Traceability and Animal Welfare are provided with management reports / information on the company's compliance position (site specific) e.g. Customer Complaints, Internal Auditing results. (AB.FS.3) (CP.FS.3)

HACCP

To set out the requirement for the company to have a HACCP plan for the site that is effectively implemented and working. Systems must be in place to ensure the site is suitable for food production – as a guide these include :

- Foreign Body and Contamination control
- Pest Control
- Cleaning
- Maintenance
- Transport and Distribution
- Temperature Control
- Livestock and Raw Material Management
- Packaging Management
- Process Control
- Personnel Hygiene
- Training
- Allergen Management

FS.4	The site must have a documented food safety HACCP plan which complies with all current, relevant EU and UK legislation. (AB.FS.4) (CP.FS.4)
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FS.5	K	A HACCP team must be in place that includes the person with the accountability for Food Safety across the site. The HACCP team must be multi-disciplinary with good knowledge and experience of the site operations and functions. The HACCP team must have the accountability for the production, implementation and review of the HACCP plan. (AB.FS.5) (CP.FS.5)
FS.6		The HACCP team must include a nominated, suitably qualified HACCP team leader with a formal Food Hygiene qualification that includes training to the HACCP principles. (AB.FS.6) (CP.FS.6)
FS.7		The HACCP plan must include a statement outlining its scope i.e. the species, product categories and processes covered by the plan. (AB.FS.7) (CP.FS.7)
FS.8		The HACCP plan must include a flow diagram of the production process for each species, and process. (AB.FS.8) (CP.FS.8)
FS.9		The HACCP plan must identify the hazards for each process step that need preventing, eliminating or reducing to acceptable levels. (AB.FS.9) (CP.FS.9)
FS.10		For each hazard identified that requires control, control points must be reviewed to identify those that are critical (CCP). (A decision tree may help with this process). (AB.FS.10) (CP.FS.10)
FS.11		For each critical control point (CCP) identified in the HACCP plan, the critical limits must be established (to identify when the hazard is controlled /at an acceptable level). (AB.FS.11) (CP.FS.11)
FS.12		A monitoring procedure must be documented for each CCP in the HACCP plan which includes the responsibility, methods and frequency of monitoring. Records of monitoring must be kept. (AB.FS.12) (CP.FS.12)
FS.13		The HACCP plan must detail actions to be taken if the monitoring procedure identifies that a CCP has not been controlled. Records of actions taken must be kept. (AB.FS.13) (CP.FS.13)
FS.14		Documented verification procedures – the HACCP plan must be validated before it is first implemented and going forward to ensure that it is effective (e.g. by reviewing records). (AB.FS.14) (CP.FS.14)
FS.15		There must be evidence that the HACCP plan is implemented, maintained and working. (AB.FS.15) (CP.FS.15)
FS.16		The HACCP plan must be reviewed and verified regularly. The frequency must be at least annually or more frequently if there are changes to legislation or practice that impact on the HACCP plan. The review and verification must be controlled by the HACCP team and may include input from an external expert. (AB.FS.16) (CP.FS.16)
FS.17		A record of the review and any corrective action or changes made to the HACCP plan must be kept. (AB.FS.17) (CP.FS.17)

CRISIS/INCIDENT MANAGEMENT, DISPATCHED PRODUCT WITHDRAWAL AND RECALL

To set out the plans with people accountabilities that is required to be in place to ensure that all crises and incidents are effectively and efficiently managed. This includes how to withdraw/ recall products that have been dispatched.

FS.18	A crisis/ incident management plan must be in place that documents the crisis management team members, contact information for the management team and key external contacts and relevant documented procedures to be followed in the event of a crisis/ incident. The plan must also identify the crises that could have a serious impact on the business and who in the management team has accountability for managing each identified incident. The plan must be accessible to relevant personnel and reviewed at least annually. (AB.FS.18) (CP.FS.18)
FS.19	The company must have documented procedures, setting out how defective product that has been dispatched from the site would be withdrawn or recalled. (AB.FS.19) (CP.FS.19)

COMPLAINT MANAGEMENT

To set out the systems required to be in place to manage customer complaints including the use of data to prevent recurring issues.

FS.20	The company must have documented procedures for the investigation and management of customer complaints. (AB.FS.20) (CP.FS.20)
FS.21	Complaints must be investigated and actions taken to prevent the recurrence of any serious or frequent issues. (AB.FS.21) (CP.FS.21)
FS.22	Complaint information must be collated and recurring issues identified/ trended in a management report that is circulated to management teams. (AB.FS.22) (CP.FS.22)

INTERNAL AUDITING

To set out a plan of internal auditing across the site to establish that all procedures are effective and working.

FS.23	The company must have a schedule of internal auditing across the site to establish whether all procedures are effective and working. The site must have a documented plan for internal auditing which includes areas to be audited, frequency of auditing and record keeping requirements (including who undertook the audit, results and corrective actions). As a minimum documented procedures must be audited annually. Internal auditing must be undertaken by someone independent of the process being audited (either somebody in house but independent of the processing activity or somebody external to the company) wherever possible. (AB.FS.23) (CP.FS.23)
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FS.24	The results of the internal auditing programme must be communicated to the management team and where corrective actions are required they must be agreed and implemented. (AB.FS.24) (CP.FS.24)
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Site (ST)

BUILDINGS, FACILITIES & EQUIPMENT

To set out the building standards required for the safe production of food and the facilities that are required to be in place for the people working in them.

ST.1	The perimeter and grounds must be maintained in a good condition and vegetation controlled. Accumulated rubbish and redundant equipment must be kept in controlled areas, separate from the lairage and food production areas. (AB.ST.1) (CP.ST.1)
ST.2	The premises must be designed, fabricated, finished and maintained in a manner suitable for its intended purpose and protect product from any risk of contamination. <ul style="list-style-type: none"> • Walls, ceilings, floors and doors must be able to be thoroughly cleaned and disinfected • The building must be designed to prevent the entry of pests, minimise the accumulation of dirt, condensation and mould and avoid the shedding or flaking of paint • Windows and doors capable of being opened must be screened and protected to prevent the entry of pests • Glass windows in production and storage areas must be protected against breakage • Air conditioning/ventilation equipment must not be a cause for contamination • Drains in the production and storage areas must be fitted with covers and traps, to collect meat/ materials and prevent the entry of pests • Waste water must not be able to accumulate within the facility (AB.ST.2) (CP.ST.2)
ST.3	Designated changing facilities must be provided for all employees and visitors. They must allow direct entry to production without having to go through any external areas. Toilets must not open directly into storage and food production areas. (AB.ST.3) (CP.ST.3)
ST.4	Facilities must be provided to allow the storage of outdoor clothing and personal items. These must be stored separately from clean protective clothing. (AB.ST.4) (CP.ST.4)
ST.5	Hand washing facilities which include hot water and soap must be provided at point of access into storage, production and packing areas. (AB.ST.5) (CP.ST.5)

ST.6	<p>Boot scrubs/ boot washing facilities must be provided on entrance and exit to all lairage and production areas. The facilities must be maintained in a clean and tidy condition. Persons (including farmers) who enter the lairage must cleanse and disinfect their boots on entry and exit, to reduce the risk of spread of disease. The disinfectant provided must be approved by Defra and supplied at General Order's rates. See http://disinfectants.defra.gov.uk/Default.aspx?Module=ApprovalsList_SI for a list of Defra approved disinfectants.</p> <p>(AB.ST.6) (CP.ST.6)</p>
ST.7	<p>Equipment must be constructed of materials suitable for food production and designed to allow thorough cleaning and disinfection. (AB.ST.7) (CP.ST.7)</p>
ST.8	<p>Where open cooked meats are cut or further processed dedicated high care facilities which are physically separated from low care areas handling raw meats must be in place. This includes :</p> <ul style="list-style-type: none"> • Dedicated high care processing facilities with own dedicated hand washing and boot washing facilities • Dedicated high care employee changing facilities and entrance into production • Dedicated equipment that is never used in raw meat areas <p>(CP.ST.8)</p>
	<p><i>Cutting (Cooked Meat) only</i></p>

FOREIGN BODY AND CONTAMINATION CONTROL

To set out the controls required to ensure that finished products are not contaminated.

ST.9	<p>Wood must not be allowed in open food areas or used to store open food. (AB.ST.9) (CP.ST.9)</p>
ST.10	<p>Glass and brittle materials must not be allowed in open food areas unless they have been protected. (AB.ST.10) (CP.ST.10)</p>
ST.11	<p>A record of where glass or brittle materials are in place on site must be kept and the items regularly checked for damage (the frequency of checking must be determined by location and risk). (AB.ST.11) (CP.ST.11)</p>
ST.12	<p>Sources of contamination must not be allowed into production areas – this includes drawing pins, staples and paper clips. All pens used in production areas must be the all-in-one, metal detectable type. (AB.ST.12) (CP.ST.12)</p>
ST.13	<p>A documented procedure for knife damage and loss, including daily checks for knife damage and reporting of damage or loss to the line manager must be in place. (AB.ST.13) (CP.ST.13)</p>
ST.14	<p>Procedures must be in place to ensure that control of cross contamination on sites handling and cutting raw and cooked meats is in accordance with the FSA guidance note E. Coli 0157 Control of Cross Contamination Guidance for food business operators and enforcement authorities. A copy of the guidance note must be held on site. (CP.ST.14)</p>
	<p><i>Cutting (Cooked Meat) only</i></p>

PEST CONTROL

To set out the systems required in order to minimise the risk of pest infestations across the site

ST.15	The site must employ the services of a competent pest control contractor or have nominated trained personnel with the accountability to ensure the site is adequately proofed and managed to prevent pest infestations. Procedures must be documented in a Manual/ Pest Control plan. Contractor competency may be demonstrated by membership of the BPCA, accredited membership of the NPTA or by the pest controller holding a relevant qualification. Baits used in food production areas must be non toxic. (AB.ST.15) (CP.ST.15)
ST.16	The pest control manual/ plan must include a site plan detailing bait points and where electric fly killers and pheromone traps are positioned. The plan must also detail the frequency and type of inspections and include inspection reports. (AB.ST.16) (CP.ST.16)
ST.17	Pest control reports must demonstrate evidence that the site is actively managing pests with no non-managed recurring issues. Results of pest reports must be reviewed and analysed for trends on a regular basis. (AB.ST.17) (CP.ST.17)

CLEANING

To set out the controls required to be in place to ensure the site and all equipment is clean and suitable for food production.

ST.18	The site must have documented procedures that set out the frequency of cleaning and cleaning methods for all areas of the site and equipment including record keeping requirements. This includes cleaning as you go, as well as deep cleaning. (AB.ST.18) (CP.ST.18)
ST.19	Facilities must be provided for the washing of equipment, tools, utensils cutting boards and trays. Facilities to disinfect knives by water or chemical means must be available. If the disinfecting facilities are “water only”, the facility must have a continuous flow of water, enable tools to be fully immersed and the water must have a minimum temperature of 82°C. The water temperature must be regularly monitored. (AB.ST.19) (CP.ST.19)
ST.20	Prior to the commencement of production, a visual cleanliness check of the area and equipment must be undertaken and recorded. (AB.ST.20) (CP.ST.20)
ST.21	A programme of testing must be in place to verify the effectiveness of the cleaning procedures. Rapid accredited methods or protein testing are recognised testing methods. Where testing identifies an issue, the issue and the corrective action must be recorded and the cleaning procedure adjusted accordingly/ preventative action plans put in place. This information must also be reported to senior management. (AB.ST.21) (CP.ST.21)

ST.22	<p>Food grade chemical products must be used in food production or storage areas.</p> <p>These products must be used as they were intended, in accordance with manufacturers recommended dilution rates and be adequately labelled. Relevant COSHH data sheets for chemicals in the store must be held.</p> <p>(AB.ST.22) (CP.ST.22)</p>
ST.23	<p>Cleaning chemicals must have their own designated, lockable storage areas (cage/ room) away from food and packaging. Access to chemicals must be limited to employees that are required to use the chemicals. Food grade and non-food grade chemicals must be stored separately. (AB.ST.23) (CP.ST.23)</p>
ST.24	<p>Where open cooked meats are handled/ further processed, dedicated cleaning facilities, cleaning equipment, cleaning chemicals and chemical storage and cleaning staff must be in place for all high care areas. These cleaning facilities/ tools must be physically separated from and not used in low care areas handling raw meat. (CP.ST.24)</p>
	<p><i>Cutting (Cooked Meat) only</i></p>

WATER, GAS & ICE QUALITY

ST.25	<p>All water and ice used as a raw material or in production or cleaning must be from a potable source. A programme of microbiological and chemical, water and ice testing must be in place with samples taken from random points at a frequency based on risk and previous results. (AB.ST.25) (CP.ST.25)</p>
ST.26	<p>Gases used in packed product must be food safe and purchased from known sources with a certificate of conformance. (AB.ST.26) (CP.ST.26)</p>

MAINTENANCE

To set out the plans required to be in place to ensure that buildings and equipment used is in good repair, working correctly and poses no contamination risks.

ST.27	<p>The site must have a documented plan for building and equipment maintenance which includes location of maintenance, frequency of maintenance and record keeping requirements (including who undertook the maintenance). (AB.ST.27) (CP.ST.27)</p>
ST.28	<p>Maintenance procedures must be carried out in a manner that poses no risk of product contamination. (AB.ST.28) (CP.ST.28)</p>
ST.29	<p>Following maintenance the production area must be cleansed and disinfected. A hygiene clearance check with documented sign off must be completed before production recommences and the equipment is used, to ensure that the area and equipment is clean, free from foreign body risks and fit for food production.</p> <p>(AB.ST.29) (CP.ST.29)</p>

ST.30	A record of all maintenance carried out and subsequent hygiene clearance checks must be kept. Maintenance records must be kept for the life of the equipment which include the name of the person/ company that undertook the maintenance. (AB.ST.30) (CP.ST.30)
ST.31	It is recommended that dedicated maintenance tools are in place for all high care areas. (CP.ST.31)
	<i>Cutting (Cooked Meat) only</i>

LABORATORIES

To set out the location and standards for any on site laboratories used to ensure there is no risk of product contamination.

ST.32	Where there is a laboratory on site for product testing, the laboratory must be separate from the production area and designed and operated so that it poses no risks to product safety. (Controls must include restricted access, protective clothing, sampling procedures and disposal of laboratory waste). (AB.ST.32) (CP.ST.32)
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CALIBRATION

To set out the controls required to ensure that any equipment used that is critical to food safety and legality is calibrated and working correctly.

ST.33	The site must have a documented plan for the calibration of equipment used that is critical to food safety and legality. The plan must include location, frequency of calibration (legislation and manufacturers recommendations) and record keeping requirements. (AB.ST.33) (CP.ST.33)
ST.34	A record of all calibration checks must be kept including any corrective actions for equipment found not operating correctly. Records must be kept for the life of the equipment which include the name of the person/ company that undertook the calibration. (AB.ST.34) (CP.ST.34)

STORAGE

To set out the standards and controls required to be in place to ensure that all materials are stored in a safe and hygienic manner.

ST.35	All storage facilities must be maintained in a clean, hygienic condition and be fit for purpose. (AB.ST.35) (CP.ST.35)
ST.36	Product must be stored appropriately to minimise the risk of cross contamination. Exposed carcasses and quarters must be hung and cuts of meat packed in containers so that there is no contact between the meat and the floor. Boxed products must not be placed directly on the floor (impervious pallets/clean polythene sheeting may be used). Wooden storage racks or pallets must not be used to store “open” meat. (AB.ST.36) (CP.ST.36)

ST.37	Cooked meats must be stored in a dedicated cooked meat storage area with no opportunity for contact with open or packed raw meats. (CP.ST.37)
	<i>Cutting (Cooked Meat) only</i>

TRANSPORT & DISTRIBUTION

To set out the standards and controls required to be in place to ensure that all food is transported in a safe and hygienic manner.

ST.38	The site must have documented procedures setting out the controls needed to ensure that food is transported in a safe and hygienic manner. Procedures must include the requirement to check vehicles used to transport product prior to use to ensure they are clean, free from visible contamination, suitable for use and able to maintain product at the required temperatures. (AB.ST.38) (CP.ST.38)
ST.39	All checks, including who undertook the check and corrective action undertaken if the vehicle was of an unacceptable standard, must be recorded. (AB.ST.39) (CP.ST.39)
ST.40	Product must be stored appropriately during transport to minimise the risk of cross contamination. Exposed carcasses and quarters must be hung and cuts of meat packed in containers so that there is no contact between the meat and the floor. Boxed products must not be placed directly on the floor (impervious pallets/clean polythene sheeting may be used). Wooden storage racks or pallets must not be used to store “open” meat during transport. (AB.ST.40) (CP.ST.40)
ST.41	Cooked meats must be segregated during transport in a manner that prevents product or packaging coming into contact with open or packed raw meat. Where a vehicle has been used to transport open raw meat the vehicle must be thoroughly cleaned and disinfected before being used for packed cooked meats. (CP.ST.41)
	<i>Cutting (Cooked Meat) only</i>

TEMPERATURE CONTROL

To set out the systems that are required to be in place to maintain the integrity of the chill chain through production and storage.

ST.42	Documented procedures must be in place to ensure that the product (including work in progress product) is held at the correct temperature throughout the production process. The procedures must include the required temperatures for the various production areas, methods and frequency of temperature monitoring and actions to be taken in the event of a temperature failure. (AB.ST.42) (CP.ST.42)
ST.43	Following slaughter, carcasses must be chilled to the temperatures listed in the relevant appendix prior to storage or dispatch. An exception to this is in the case of warm transport authorised by the official veterinarian. If warm transport occurs, the vehicle must be refrigerated and the meat temperature must be continually decreasing. (AB.ST.43)
	<i>Abattoir only</i>

ST.44	During storage, cutting/ processing and dispatch, meat product temperatures must not exceed those listed in the relevant appendix. (AB.ST.44) (CP.ST.44)
ST.45	Product temperature is critical and all systems must ensure that meat is kept below the temperature required by legislation. Cutting rooms must be temperature controlled with an ambient temperature of not more than 12° C or there may be an alternative risk assessed system to ensure product temperature is properly managed and food safety not compromised. (AB.ST.45) (CP.ST.45)
ST.46	Records of all temperature monitoring including any corrective action undertaken must be kept. (AB.ST.46) (CP.ST.46)

WASTE

To set out how all food waste must be stored and disposed off to prevent the risk of contamination and infestation and in accordance with legislative requirements.

ST.47	Waste must be stored in a manner that prevents accumulation, risk of contamination and the attraction of pests, both within production areas and outside of the production facility. (AB.ST.47) (CP.ST.47)
ST.48	Wastes must be categorised in accordance with legislation. This includes inedible and condemned animal by-products. (AB.ST.48) (CP.ST.48)
ST.49	Waste must be collected regularly by registered waste contractors and a record kept. The record may be a waste transfer note from the contractor. (AB.ST.49) (CP.ST.49)
ST.50	Where required by legislation the site must hold an Integrated Pollution Prevention Control (IPPC) permit. (AB.ST.50) (CP.ST.50)

Production and Process Controls (PC)

LIVESTOCK AND RAW MATERIAL / INGREDIENTS MANAGEMENT (BOUGHT-IN)

To set out the systems required to be in place to ensure that all bought in food products are from approved sources – safe and to specification.

PC.1	The site must have a Clean Livestock Policy setting out the standards which livestock acceptable for slaughter must meet. Documented procedures must also be in place for monitoring cleanliness of incoming livestock. (AB.PC.1)
	<i>Abattoir only</i>
PC.2	For livestock to be considered acceptable for slaughter they must not be within any medicine withdrawal periods and must not be showing signs of disease/ conditions that may affect meat safety. Food Chain Information must be reviewed and livestock still within a withdrawal period rejected. (AB.PC.2)
	<i>Abattoir only</i>

PC.3	Farmers who persistently fail on livestock cleanliness or medicine withdrawal periods must be reported to the appropriate farm assurance scheme. (AB.PC.3)
	<i>Abattoir only</i>
PC.4	Raw materials must be purchased from approved suppliers (approval may be supplier audits, supplier questionnaire or recognition of third party certification). The company must be able to demonstrate that the approval solution manages any raw material risks on site. (AB.PC.4) (CP.PC.4)
PC.5	Current specifications for all raw materials must be in place and must detail the requirements of the products including the product's chemical, microbiological and physical standards. (AB.PC.5) (CP.PC.5)
PC.6	A documented procedure for the receipt of raw materials must be in place detailing checks that must be carried out and may include visual checks of product, certificates of analysis or certificates of conformance. All checks must be recorded. (AB.PC.6) (CP.PC.6)
PC.7	Where the chemical and microbiological standards of a raw material used on site may have an impact on product safety the company must have a sampling plan in place for checking the standards (to the specification) of the raw materials – frequency of sampling must be dependent on risk of the raw material and the suppliers previous performance. (AB.PC.7) (CP.PC.7)
PC.8	Where livestock and raw material monitoring identifies an issue, the issue and the corrective action must be recorded and preventative action plans put in place. This information must also be reported to senior management. (AB.PC.8) (CP.PC.8)
PC.9	Raw material / ingredients must be stored in a dedicated clean area which is suitable for the raw material type. (AB.PC.9) (CP.PC.9)

PACKAGING MANAGEMENT

To set out the systems required to be in place to ensure that packaging is clean, safe and fit for purpose.

PC.10	Packaging must be purchased from approved sources (approval may be supplier audits, supplier questionnaire or recognition of third party certification). The company must be able to demonstrate that the approval solution manages any risks to the site. (AB.PC.10) (CP.PC.10)
PC.11	Up to date specifications for all packaging must be in place and must include the requirement for the packaging to be suitable for its intended use and comply with all relevant legislation. Documentary evidence that the packaging is suitable for its intended use and complies with legislation must be retained. (AB.PC.11) (CP.PC.11)
PC.12	A documented procedure for the receipt of packaging must be in place detailing checks that must be carried out. All checks must be recorded. (AB.PC.12) (CP.PC.12)

PC.13	Packaging must be stored separately to raw materials and chemicals. (AB.PC.13) (CP.PC.13)
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PROCESS CONTROLS

To set out the meat specific controls and procedures that must be in place for meat safety.

PC.14	Flow of the process from intake to dispatch must be designed and controlled in order to prevent cross contamination between production areas, by people, equipment or waste. There must be employee movement restrictions and controls in place between clean and dirty areas (e.g. lairage staff must not be allowed into production areas unless protective clothing and footwear have been removed and replaced with clean). (AB.PC.14) (CP.PC.14)
PC.15	Systems must be in place to ensure no cross contamination between species on the slaughter line in multi specie abattoirs. Slaughter of different species must be separated by time or space (e.g. separate lines). (AB.PC.15)
	<i>Abattoir only</i>
PC.16	Evisceration must be undertaken with a clean sterilised knife, in a manner designed to avoid the spillage of digestive tract contents on the carcase. (AB.PC.16)
	<i>Abattoir only</i>
PC.17	Documented procedures must be in place to ensure there is no opportunity for cross contamination of carcasses or meat products by wastes (including faeces and digestive tract contents) produced on the slaughter line. (AB.PC.17)
	<i>Abattoir only</i>
PC.18	The site must have documented procedures for the removal, testing and disposal of specified risk material, in accordance with current, relevant legislation. (AB.PC.18)
	<i>Abattoir only</i>
PC.19	Documented procedures must be in place for identifying, isolating and dealing (trimming or disposing) with dirty or contaminated carcasses. (AB.PC.19)
	<i>Abattoir only</i>
PC.20	Exposed carcasses and quarters must be hung and cuts of meat and offal packed in containers so that there is no contact between the meat and the floor. Boxed products must not be placed directly on the floor (impervious pallets/clean polythene sheeting may be used). (AB.PC.20) (CP.PC.20)
PC.21	Raw, open meats from different species must be clearly labelled, kept separate and not handled with the same equipment or the same cutting surface, unless there is separation by time and the equipment/ area has been thoroughly cleansed and disinfected between species. (AB.PC.21) (CP.PC.21)

PC.22	When thawing products, this must be carried out in a controlled manner and under temperature controlled conditions. (AB.PC.22) (CP.PC.22)
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PACKING AND LABELLING

To set out the systems required to be in place to ensure that all product is correctly and legally packed and labelled.

PC.23	Documented procedures must be in place to ensure that products are packed and labelled with the correct label. This must include a requirement to remove left over packaging once a labelling run has been completed. (AB.PC.23) (CP.PC.23)
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METAL DETECTION OF FINISHED, PACKED PRODUCT

To set out the controls required to ensure that finished retail packs/ product for direct sale to consumers (including vacuum and modified atmosphere packs) are not contaminated with metal.

PC.24	Finished retail packs and product for direct sale to consumers (including vacuum and modified atmosphere packs) must be metal detected. The only exception to this applies to small cutting plants that have a risk assessed operation which clearly document effective controls to minimise the risk of metal contamination. Any evidence that the procedure is not working (e.g. customer complaint due to a metal find), must result in the Management reviewing the documented procedures and considering installing and using metal detection equipment. Note, subject to review in 2013, the exception outlined above may be removed. (CP.PC.24)
	<i>Cutting only</i>
PC.25	Metal detectors used must be the type that has an automatic rejection device to divert contaminated product off the line or a belt stop system with alarm. (CP.PC.25)
	<i>Cutting only</i>
PC.26	Where a product is found to be contaminated with metal, the source of contamination must be investigated and action taken to prevent a recurrence. (CP.PC.26)
	<i>Cutting only</i>
PC.27	Documented procedures must be in place that set out how frequently the metal detector should be tested for correct functioning and how. The procedure must also set out actions to be taken should a test show that the detector is not working. These actions must require stopping production and retesting all available products that had passed through the detector since the last successful test and reporting of the issue to senior management. (CP.PC.27)

ALLERGEN MANAGEMENT

To set out the controls required to ensure that finished products are not contaminated with allergens.

PC.28	<p>Where a site is handling known allergens (see Food Standards Agency website for current EU accepted list) systems and procedures must be in place to prevent allergen contamination of products. These may include:</p> <ul style="list-style-type: none"> • Storage segregation • Scheduling of production to separate production of products containing the allergen to those that don't • Dedicated production equipment for products containing allergens • Dedicated cleaning equipment for products containing allergens • Employee movement restrictions <p>The site must be able to provide documentary evidence that they have considered the risks and have the controls in place to manage them.</p> <p>(AB.PC.28) (CP.PC.28)</p>
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PRODUCT TESTING

To set out the controls required to ensure that finished products are regularly tested to ensure they are safe and legal.

PC.29	<p>The company must have a documented schedule of finished product testing in place to ensure that products dispatched from the site are safe and legal. The schedule must include testing methods and action to be taken in the event of test failures. Tests may be chemical or microbiological and the frequency of testing must be dependent on risk. (AB.PC.29) (CP.PC.29)</p>
PC.30	<p>Test results must be recorded. Where testing identifies an issue, the issue and the corrective action must be recorded and preventative action plans put in place. This information must also be reported to senior management. (AB.PC.30) (CP.PC.30)</p>
PC.31	<p>Where a site undertakes or subcontracts testing (including microbiological testing) that are critical to product safety and legality, the testing must be to internationally recognised methods in a laboratory that has UKAS accreditation for those tests. (AB.PC.31) (CP.PC.31)</p>

CONTROL OF NON CONFORMING PRODUCT

To set out the controls required to ensure that non conforming product is not released.

PC.32	<p>The site must have a documented procedure for dealing with non-conforming products.</p> <p>The procedure must detail action to be taken which may be quarantining and rejection/ destruction. Destruction/ waste disposal must be in accordance with legislation. Non-conforming products must be clearly labelled/ identified as such to prevent them getting back into production.</p> <p>(AB.PC.32) (CP.PC.32)</p>
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People (PL)

ACCESS

To set out the controls required to limit access to only authorised personnel.

PL.1	<p>Controls must be in place to ensure that only authorised personnel have access to production and storage areas. Visitors to site must report into central office/ reception before entering production areas. (AB.PL.1) (CP.PL.1)</p>
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PERSONNEL HYGIENE

To set out the hygiene standards required of all personnel (staff including seasonal and temporary staff, contractors and visitors) to ensure no risk to product safety and contamination of product.

PL.2	<p>The site must have documented standards setting out the hygiene requirements for personnel. The hygiene requirements must be communicated to all personnel. (AB.PL.2) (CP.PL.2)</p>
PL.3	<p>Hygiene requirements applicable to personnel entering food production areas must include:</p> <ul style="list-style-type: none"> • Fingernails must be short, clean and free of nail varnish. False fingernails are not permitted • No perfume, aftershave or excessive make up must be worn • Cuts and sores must be covered with blue, waterproof, metal detectable dressings • Hands and forearms must be washed effectively on entry and exit of food production areas • Hands and forearms must be washed after the evisceration of each animal (abattoirs) • Hands, forearms and aprons must be washed at a frequency appropriate to the risk of contamination • Smoking, eating and drinking must only be carried out in designated areas and not in the food production or storage areas, toilets or changing facilities • Clothing must be changed as required by the work undertaken, removed before smoking, eating or going to the toilet • Personal items must not be taken into production areas (including medication) <p>(AB.PL.3) (CP.PL.3)</p>

PL.4	Personnel (in the food production and storage areas) must not wear jewellery, with the exception of a plain wedding band. Additional jewellery may be worn for medical or religious reasons, but only if a risk assessment has been undertaken, the jewellery is not exposed and it poses no risk to food safety. (AB.PL.4) (CP.PL.4)
PL.5	Captive footwear must be washed on entrance and exit of food production areas. (AB.PL.5) (CP.PL.5)
PL.6	Employees working in the dirty area (e.g. lairage) must be provided with a complete change of clean clothing and clean footwear if they are required to enter food production areas. (AB.PL.6) (CP.PL.6)

PERSONNEL HEALTH

To set out the controls required to be in place to ensure that all personnel (staff including seasonal and temporary staff, contractors and visitors) are fit to work/ visit and pose no risk to product.

PL.7	The health requirements of the site must be outlined to new employees (including seasonal or temporary) prior to commencing work. (AB.PL.7) (CP.PL.7)
PL.8	A completed health questionnaire or a medical certificate must be held for all employees who work within food production or storage areas. An example of a health questionnaire is shown in the relevant appendix. (AB.PL.8) (CP.PL.8)
PL.9	Visitors and contractors must complete and sign a health questionnaire before entering food production or storage areas. An example of a health questionnaire is shown in the relevant appendix. (AB.PL.9) (CP.PL.9)
PL.10	<p>Illness and disease of people entering a food production or storage area or likely to come into contact with food must be dealt with in accordance with the relevant Food Standards Agency regulatory guidance note (or equivalent).</p> <p>Specifically:</p> <ul style="list-style-type: none"> • Sufferers or carriers (employees, visitors or contractors) of a disease likely to be transmitted through food or afflicted, with infected wounds, skin infections, sores or diarrhoea must not handle food or enter any food-handling area if there is any likelihood of direct or indirect contamination • Any employee that comes into direct contact with food and is suffering from an illness or symptoms of the above must report it (and the possible causes) to their manager • An affected employee must not return to work (and come into contact with meat) until they have had 48 hours clear from the symptoms of their illness or symptoms, unless they are given written medical clearance by a GP <p>The site must have a copy of the FSA's 'Food Handlers: Fitness to Work – Regulatory Guidance and Best Practice Advice For Food Business Operators 2009' (as amended).</p> <p>(AB.PL.10) (CP.PL.10)</p>

PROTECTIVE CLOTHING

To set out the required standards of dress and laundry arrangement to protect personnel (staff including seasonal and temporary staff, contractors and visitors) and ensure no risk of product contamination.

PL.11	The site must have documented standards setting out the protective clothing requirements for personnel. Standards must be communicated to personnel. (AB.PL.11) (CP.PL.11)
PL.12	Personnel must wear company issued, suitable and clean protective clothing and footwear correctly at all times whilst in food production and storage areas. Protective clothing must not be a contamination risk (e.g. loose threads, buttons). The requirements will be dependent on the person's role and may include light coloured coats, headwear, hair covers covering hair and ears and snoods for beards and moustaches. In the case of suitable footwear overshoes are permitted. (AB.PL.12) (CP.PL.12)
PL.13	Clean and dirty clothing must be stored separately. (AB.PL.13) (CP.PL.13)
PL.14	A procedure must be in place for the regular collection and cleaning of protective clothing. On site facilities, or arrangements with an external laundry service is acceptable. (AB.PL.14) (CP.PL.14)
PL.15	Where protective clothing provided is not suitable for laundering (e.g. chainmail, gloves and aprons) systems must be in place to ensure they are cleaned and disinfected as required to ensure they are not a source of contamination. (AB.PL.15) (CP.PL.15)
PL.16	Personnel who enter or work in high care areas must be provided with dedicated high care protective clothing. Facilities must also be provided for dirty/ worn protective clothing from high care areas which prevent them coming into contact with dirty/ worn protective clothing from low risk areas. (CP.PL.16)
	<i>Cutting (Cooked Meat) only</i>

TRAINING

To set out the plans required to be in place to ensure that all employees are trained and competent to perform their roles.

PL.17	The site must have a documented plan which identifies what training is required by all employees in order to ensure they are trained and competent to perform their role. Where necessary training must be given in different languages. (AB.PL.17) (CP.PL.17)
PL.18	Employees must be trained to understand the critical control points and procedures relevant to their role and must receive role specific training. (AB.PL.18) (CP.PL.18)
PL.19	Where it has been identified that food safety or animal welfare training is required for a role it must be conducted prior to the employee commencing work. If the training must be undertaken on the job, the employee must be signed off as competent before being left to work unsupervised. (AB.PL.19) (CP.PL.19)

PL.20	Where required by legislation staff must hold relevant certificates of competencies or licenses for the operations they are responsible for, monitor or undertake. (AB.PL.20) (CP.PL.20)
PL.21	Records of all employee training must be kept which includes names of employee, date of training, title of training and training providers. Training records must include any relevant certificates of competency or licences held by the individual. The training records of each employee must be kept for the duration of employment and at least 12 months after the employee has left the company. (AB.PL.21) (CP.PL.21)
PL.22	Managers, teams and other persons with positions of accountability must have access to external technical support and information, current relevant legislation and codes of practice and be able to demonstrate continuous professional development. (AB.PL.22) (CP.PL.22)

TRACEABILITY MODULE (TR)

TRACEABILITY SYSTEM

All food must be fully traceable so it is possible to establish where it is from and where it went and provide consumers with the confidence they require. Effective systems, including separation and identification of raw materials, are essential to ensure all labelling of finished product is accurate and no non assured product can be processed, marketed or labelled as assured or Red Tractor. Claims of assurance and eligibility for the Red Tractor Logo must be in accordance with the standards, the relevant rules and the scheme definition of assured livestock and meat products. Demonstration of the traceability system to the assessor through trace checks, will demonstrate that management has clear understanding of rules regarding claims of assurance.

TR.1	<p>Documented procedures must be in place to ensure traceability from intake to dispatch. The procedure must include:</p> <ol style="list-style-type: none"> 1. Either a flow diagram or a written explanation of the traceability process for products of each species (including identification of the record points) 2. And also an identification of the risks to traceability on site. <p>(AB.TR.1) (CP.TR.1)</p>
TR.2	<p>The site must have a fully operational, effective and demonstrable traceability system from the intake of livestock or raw material to the dispatch/ delivery of finished product. The traceability system must be such that all material in the plant (including work in progress and finished products) can be traced back to the supplier or a production batch (whether livestock, carcasses or cuts). The system must separate and label different raw material and work in progress product streams with the objective of ensuring that all labelling of finished product is accurate and any claims made can be validated. (AB.TR.2) (CP.TR.2)</p>

LIVESTOCK ARRIVAL / INTAKE

TR.3	<p>Incoming livestock must be identified and accompanied by movement documentation, recorded and reported in accordance with current legislation, allowing them to be traced back to the holding they came from. (AB.TR.3)</p>
	<p><i>Abattoir only</i></p>

PROCESS CONTROLS (SLAUGHTER)

TR.4	<p>The head, viscera and pluck must correlate with the relevant carcass on the slaughter line to aid inspection and traceability. (AB.TR.4)</p>
	<p><i>Abattoir only</i></p>

TR.5	Carcases must be clearly identified in a way that allows them to be traced throughout the site and back to source. Carcasses must be marked/ labelled with a slaughter number/ batch number/ slap mark and kill date that links the carcass to records that allows the carcass/ a batch of carcasses to be traced back to source. The slaughter number must be unique to the day's production per species. (AB.TR.5)
	<i>Abattoir only</i>
TR.6	The site identification mark/ approval number must be applied to the carcass as early as practicably possible, but at least prior to its dispatch, to ensure it is traceable back to the site. (AB.TR.6)
	<i>Abattoir only</i>

RAW MATERIAL INTAKE

TR.7	All incoming meat product must be accompanied by delivery documentation confirming the sources approval number. (CP.TR.7)
	<i>Cutting only</i>

PROCESS CONTROLS (CUTTING)

TR.8	All meat products must be labelled in a way that allows product to be traced, at all times. Product must be labelled with a number/ code which are unique to the day's intake/ production per species. The code must link the product to its source; the approval number of the abattoir/cutting plant the product came from; the date of slaughter/ cutting. The label must be applied directly to the product or sealed packaging (either applied to the product pack or a sealed container). (CP.TR.8)
	<i>Cutting only</i>
TR.9	The outer packaging (pack or sealed container) of meat products must be labelled prior to its dispatch, to ensure it is traceable back to the site. The sites identification mark (EC Code), pack contents, pack weight, slaughter/ production code, slaughter/ cutting date and if assured, its assurance status. (CP.TR.9)
	<i>Cutting only</i>

CLAIMS AND ASSURANCE

To have systems in place to ensure that only eligible product is labelled or marketed as assured or Red Tractor.

TR.10	Claims must only be made on eligible product. In the case of assurance or eligibility for the Red Tractor Logo product must have met the technical standard, the scheme rules and scheme definition of assured livestock and meat products as published from time to time. (AB.TR.10) (CP.TR.10)
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TR.11	<p>There must be a system in place to validate all claims on meat sold. To label or market meat products as assured:</p> <ul style="list-style-type: none"> • Abattoirs must verify the assurance status of the animal the product has derived from, by confirming the assurance status of the supplying holding (farm, market, collection centre), vehicle and the residency period (cattle and sheep only). • Businesses buying in meat and meat products that will be labelled or marketed as assured must verify the assurance status of the meat supplier (e.g. abattoir) regularly and receive written confirmation of the products assurance status. See relevant appendix for more information on recognised assurance schemes. More detail on verifying assurance, including the permitted methods is outlined in the relevant guidance note available from www.redtractorassurance.org.uk/meatprocessors (AB.TR.11) (CP.TR.11)
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TRACEABILITY TESTS

To ensure that the traceability system functions correctly and that claims are made correctly.

TR.12	<p>The traceability system must be tested regularly by someone independent of the process (either somebody in house but independent of the processing activity or somebody external to the company) wherever possible. The test must trace randomly selected finished product back to source and verify that any claims made on the selected product, were done so correctly. The frequency of the tests must be regular (at least one test per month) and risk based (at least one test per year per risk category outlined in the relevant appendix). A product recall and mass balance exercise must be undertaken at least annually. (AB.TR.12) (CP.TR.12)</p>
TR.13	<p>A record of the traceability test dates, results, the corrective action (including increasing the frequency of traceability tests to at least a weekly basis (one test per week) until three clear tests have been achieved) and preventative action plans put in place must be kept. This information must also be reported to senior management. (AB.TR.13) (CP.TR.13)</p>

ANIMAL WELFARE MODULE (AW)

WELFARE

To have systems in place to investigate incidents and prevent their reoccurrence.

AW.1	Livestock must be treated and handled in a way to avoid unnecessary pain, distress or suffering at all times, in accordance with current legislation. (AB.AW.1)
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POLICY, ANIMAL WELFARE OFFICERS AND TRAINING

To set out the requirement for the company to have an animal welfare policy; and the number and competency/ licensing of staff required to ensure welfare is not compromised.

AW.2	The company must have a documented animal welfare policy that has been signed off by Company Directors and communicated to relevant employees. See relevant appendix for guidance on what an animal welfare policy must include. (AB.AW.2)
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AW.3	There must be a sufficient number of competent animal welfare officers or competent deputies working within the lairage and slaughter areas during operational hours to oversee the treatment and handling of livestock. During out of operational hours an animal welfare officer or competent deputy must be contactable. (AB.AW.3)
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AW.4	Where required by legislation staff must hold relevant certificates of competencies or licenses for the operations they are responsible for, monitor or undertake. Slaughter men must be licensed. Note: incoming legislation will require animal welfare officers who oversee or monitor animal welfare to hold certificates of competency relevant to the operations they are responsible for. (AB.AW.4)
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FACILITIES CONSTRUCTION

To ensure that the facilities are designed and maintained in a manner that will not cause injury, pain or distress to livestock

AW.5	Facilities for the unloading of livestock must be provided, which must be designed in accordance with current legislation and prevent the escape of livestock. (AB.AW.5)
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AW.6	<p>Walkways and the lairage must be designed and constructed to: allow inspection of livestock; facilitate movement; provide a safe, hygienic and comfortable environment; avoid pain and distress of livestock.</p> <p>Livestock must not have access:</p> <ul style="list-style-type: none"> • To sharp edges or projections • To electrical installations <p>The lairage must be:</p> <ul style="list-style-type: none"> • Appropriately lit, to allow inspection, but to also allow livestock to rest • Ventilated to minimise high humidity, the build up of odours and to maintain temperature. Ventilation may be natural or artificial and it's use reflect the extremes of temperature or humidity • Sheltered from adverse weather conditions. If the lairage is not roofed, some protection from inclement weather must be provided (e.g. walls, hedges) <p>Flooring must not cause livestock to slip and it may be slatted, provided the design does not cause foot injuries</p> <p>There must not be obstructions in the walkways.</p> <p>Pens and gates must be designed to:</p> <ul style="list-style-type: none"> • Prevent livestock escaping • Allow inspection of livestock (AB.AW.6)
AW.7	<p>The stunning pen and restraining equipment must be designed and used in accordance with legislation. (AB.AW.7)</p>
AW.8	<p>Livestock must not be subjected to any excessive or potentially disturbing noise that may be caused by people, equipment or ventilation systems. (AB.AW.8)</p>
AW.9	<p>Pens must be washed/ cleaned regularly to minimise the contamination of livestock and thoroughly cleansed and disinfected at least weekly. Facilities must be available (in the lairage area) to do this. (AB.AW.9)</p>

VEHICLE WASHOUT FACILITIES

To ensure that vehicles used to transport livestock to the abattoir do not cause a biosecurity risk after leaving the site.

AW.10	<p>R It is recommended that the site has documented procedures for the cleaning and disinfection of vehicles used to transport livestock. The procedures should include the name of the person with practical responsibility for the maintenance and cleanliness of facilities. (AB.AW.10)</p>
AW.11	<p>A dedicated area, facilities and equipment must be provided for the cleaning and disinfection of vehicles used to transport livestock. The facilities must be designed to allow effective cleaning and minimise cross contamination between dirty water/manure and clean vehicles. (AB.AW.11)</p>
AW.11.1	<p>A disinfectant, approved by Defra and supplied at General Order's rates must be provided at the washout facilities. See http://disinfectants.defra.gov.uk/Default.aspx?Module=ApprovalsList_SI for a list of Defra approved disinfectants. (AB.AW.11.1)</p>

AW.12	Vehicles used to transport livestock can be cleansed and disinfected off-site, but to do so the driver must complete and sign a declaration committing to clean off site. The site must retain a copy of the signed declaration. (AB.AW.12)
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LIVESTOCK INTAKE

Ensure livestock are unloaded promptly and their health and welfare is not compromised.

AW.13	Prior to the arrival of the first livestock of the day, a visual check of the unloading, lairage and handling facilities must be carried out by a nominated member of staff. If the visual check identifies a risk to animal welfare the issue must be addressed immediately, recorded and reported to the animal welfare officer. Where necessary production must be halted until the problem is resolved. (AB.AW.13)
AW.14	The site must operate a system that ensures that livestock vehicles are unloaded promptly on arrival. If livestock cannot be unloaded immediately upon arrival, when deciding an unloading sequence consideration must be given to the length of time livestock have been in transit, signs of distress and climatic conditions. (AB.AW.14)
AW.15	A record of the date and time of livestock arrival and unloading must be kept in the lairage. The record must be visible/ easily accessible to relevant staff. (AB.AW.15)
AW.16	The health and welfare of all livestock (including those arriving out of operational hours) must be checked at arrival and regularly whilst the livestock are on site and a record kept. Livestock that are lairaged overnight must be checked as a minimum in the evening and then again in the morning. (AB.AW.16)
AW.17	The site must have a documented procedure for the arrival of livestock that are ill, injured or down on arrival. The procedure must: <ul style="list-style-type: none"> • Outline the action to be undertaken in an emergency slaughter situation • Identify the equipment to be used for emergency slaughter and its location • Identify who the welfare issue is reported to (i.e. the animal welfare manager, official veterinarian) • Include the contact details and availability of an out of hour's vet who is qualified in ante mortem inspection (AB.AW.17)
AW.18	Livestock that are ill, injured or down on arrival must only be moved if movement will cause no further pain or distress. Livestock that can be moved must be segregated and treated in a way to minimise pain and distress without delay. <p>A segregation pen must be available and ready to use prior to the arrival of the first livestock of the day. There must be means to identify the pen as a segregation pen e.g. signs/ marker boards. (AB.AW.18)</p>

AW.19	<p>In emergency cases livestock must be killed promptly to avoid prolonging pain, distress or suffering. Emergency slaughter must be undertaken in accordance with the livestock slaughter clauses.</p> <p>Any pig considered by the Official Veterinarian or Animal Welfare Officer to require immediate slaughter must be excluded from the scheme, unless it can be demonstrated that there are no adverse effects on meat quality.</p> <p>Equipment for emergency slaughter must be easily accessible. Depending on the ease of access to equipment at the stun/ kill point, it may be necessary for the lairage to have its own stunning and killing equipment. (AB.AW.19)</p>
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LIVESTOCK LAIRAGE

To ensure livestock are comfortable and to do not experience any pain or distress whilst in the lairage.

AW.20	<p>Livestock must be penned at appropriate stocking densities to ensure the lairage environment is not overcrowded. There must be sufficient space in the pens to allow all livestock to lie down simultaneously, rise without difficulty and turn around.</p> <p>Space allowances must be increased as a result of humidity, heat and length of stay.</p> <p>Pigs must be penned at a density of no greater than 235 kg/m².</p> <p>Recommended maximum (short stay) cattle and sheep space allowances are outlined in the relevant appendix.</p> <p>(AB.AW.20)</p>
AW.21	<p>Guidance must be provided to staff (and other personnel such as farmers) who unload and pen livestock on the normal number range of livestock each pen is capable of holding, under normal conditions. The guidance must be easily accessible or visible (e.g. on a board in the lairage/ on the pen) to relevant personnel. (AB.AW.21)</p>
AW.22	<p>Livestock must be penned according to social group (i.e. the group they arrived in off farm), size or age. Livestock must not be mixed with others if there is a danger of injury or bullying. (AB.AW.22)</p>
AW.23	<p>All livestock must be provided with fresh clean drinking water at all times whilst in the lairage.</p> <p>There must be adequate troughs/ drinkers for the number of livestock that are positioned so that all classes of livestock have access to them, whilst minimising the risk of fouling.</p> <p>(AB.AW.23)</p>
AW.24	<p>A supply of suitable feed from an assured source must be readily available on site. Livestock to be lairaged overnight/ more than 12 hours must be provided with this feed. There must be adequate trough space for the number of livestock. See the relevant appendix for more details of feed requirements. (AB.AW.24)</p>
AW.25	<p>Livestock to be lairaged overnight/ for more than 12 hours must be provided with safe, suitable and sufficient bedding. See the relevant appendix for more details of bedding requirements. (AB.AW.25)</p>

AW.26	Feed and bedding purchase records must be kept. See the relevant appendix for more details of feed and bedding record requirements. (AB.AW.26)
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LIVESTOCK HANDLING

To ensure livestock are handled calmly and quietly, in a way that avoids pain and distress.

AW.27	<p>Handling aids must only be used when necessary, without undue force and only for short periods of time in accordance with current legislation.</p> <p>Electric goads must only be used under veterinary direction and only on adult cattle and adult pigs under certain conditions: the animal must have refused to move; shocks must last no longer than 2 seconds; must only be applied to the hindquarters and the animal must have room to move.</p> <p>(AB.AW.27)</p>
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AW.28	Driving boards must be available for the movement of pigs. (AB.AW.28)
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AW,29	<p>Staff must be monitored to ensure they use handling aids correctly. This could include a visual assessment or measurement the percentage of animals goaded/struck.</p> <p>A record of monitoring (including who undertook the monitoring and who was monitored), results and any corrective action (e.g. staff retraining) must be recorded and reported to the animal welfare manager.</p> <p>(AB.AW,29)</p>
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AW.30	If not covered in the site contingency plan, there must be a plan for handling livestock in the event of slaughter line breakdown. (AB.AW.30)
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LIVESTOCK SLAUGHTER

To ensure livestock are slaughtered in a way that minimises pain and distress.

AW.31	<p>The site must have a standard operating procedure for the stunning and killing of livestock, to ensure stunning and killing is effective and livestock welfare is not compromised. The procedures must include the different requirements for different species and slaughter lines. (AB.AW.31)</p>
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AW.32	<p>A schedule for monitoring the effectiveness of stunning and killing for each species and slaughter line must be documented.</p> <p>The frequency of the monitoring must be based on the number of livestock slaughtered and the different personnel involved in the stunning and killing of livestock. Monitoring must be undertaken by an animal welfare officer who has competency for the task they are monitoring.</p> <p>Where the monitoring identifies an issue:</p> <ul style="list-style-type: none"> • It must be addressed immediately (i.e. livestock in the sample stunned effectively with back up equipment immediately and if necessary the slaughter line halted until the problem has been resolved) • the cause must be identified • the monitoring frequency increased <p>A record of monitoring (including who undertook the monitoring, the animals monitored), result and any corrective action must be recorded and reported to the animal welfare manager.</p> <p>(AB.AW.32)</p>
AW.33	<p>The animal welfare manager must have access to or hold a copy of Council Regulation (EC) No 1099/2009 on the protection of animals at the time of killing, in preparation for it coming into force on the 1st January 2013. (AB.AW.33)</p>
AW.34	<p>Livestock must be pre-stunned or killed in accordance with current legislation. For each stunning/ killing method, specific conditions (see the relevant appendix) must be met. Only assured livestock that have been pre-stunned can be considered and marketed as assured or eligible for the Red Tractor Logo.</p> <p>(AB.AW.34)</p>
AW.35	<p>A permitted, back-up method of stunning must be available at the stun and bleed points and must be ready for immediate use. (AB.AW.35)</p>
AW.36	<p>If the stun is reversible, as a minimum the two carotid arteries (or the vessels from which they arise) must be severed without delay. It is recommended that livestock are bled with a chest or thoracic stick. Stun to stick times must not exceed those defined in legislation (see the relevant appendix). (AB.AW.36)</p>
AW.37	<p>Livestock must be left to bleed and no further dressing procedures (including scalding) undertaken until it has been verified that the animal has no signs of life, but not less than the minimum times specified below.</p> <ul style="list-style-type: none"> • Cattle 30 seconds • Sheep 20 seconds • Pigs 90 seconds <p>(AB.AW.37)</p>

AW.38	<p>Equipment used to restrain, stun and kill must be maintained in good repair and effective working order.</p> <p>Equipment that is used intensively may require the replacement of certain parts. Even equipment used only occasionally (e.g. back up equipment) may decrease in efficiency due to corrosion or other factors. Maintenance must be undertaken in accordance with maintenance clauses in the Food safety Module.</p> <p>Where the manufacturer has produced instructions for the use and maintenance of restraining or stunning equipment, the animal welfare manager must hold or have access to them.</p> <p>(AB.AW.38)</p>
AW.39	<p>Electrical and gas stunning equipment must be calibrated to ensure it works effectively.</p> <p>Calibration must be undertaken in accordance with calibration clauses in the Food Safety module and at a frequency determined by current legislation and manufacturer's recommendations.</p> <p>(AB.AW.39)</p>
AW.40	<p>R It is recommended that CCTV is used to monitor the performance of staff at the point of stunning and slaughter. (AB.AW.40)</p>

WELFARE INCIDENTS

AW.41	<p>The animal welfare manager must maintain a record of all serious welfare incidents that occur on site. A serious incident is defined as:</p> <ul style="list-style-type: none"> • Where acute pain, distress or suffering is caused to an animal (including if an animal arrives in that condition) • A reoccurring welfare issue caused by a supplier or transporter • A catastrophic or ongoing equipment failure which has an impact on animal welfare <p>(AB.AW.41)</p>
AW.42	<p>Each welfare incident must be investigated and actions taken to prevent the reoccurrence of any serious or frequent issues.</p> <p>Where the incident cause is within the businesses control (e.g. the cause is related to the site or staff) action must be undertaken to prevent a reoccurrence e.g. staff retraining, repairs. Where the cause of the welfare incident is outside of the businesses control, it must be reported to all relevant interested parties, including (but not limited to):</p> <ul style="list-style-type: none"> • The farmer, haulier or market • Relevant assurance scheme (if a reoccurring incident) • Official Veterinarian • Local Authority • Equipment manufacturer <p>(AB.AW.42)</p>
AW.43	<p>A record of the investigation (including who undertook the investigation), findings (including the cause) and any corrective action must be recorded and reported to the animal welfare manager. (AB.AW.43)</p>

INTERNAL AUDITING

To set out a plan of internal auditing across the site to establish that all welfare procedures are effective and working.

<p>AW.44</p>	<p>The company must have a schedule of internal auditing across the site to establish whether all welfare procedures are effective and working. The schedule/ documented plan must outline areas to be audited, frequency of auditing and record keeping requirements (including who undertook the audit, results and corrective actions).</p> <p>The frequency of auditing must be based on how regularly the facilities are used.</p> <p>It is recommended that tools such as measuring the percentage of animals balking (to assess handling of livestock); percentage of slips or falls (to assess how slippery flooring is and handling of livestock); vocalisation (pigs and cattle only) are used as part of the inspection.</p> <p>(AB.AW.44)</p>
<p>AW.45</p>	<p>The results of the internal auditing programme must be communicated to the management team and where corrective actions are required, they must be agreed and implemented. (AB.AW.45)</p>

PORK QUALITY MODULE (PQ)

TEMPERATURE CONTROL

To set out the temperature requirements for pork and pork sausages required through production and storage.

PQ.1	After dressing, carcass sides must be transferred without delay to a temperature controlled environment. The chilling regime must be designed and monitored to ensure the deep muscle temperature when taken within the leg must not fall below 10°C during the first three hours from the commencement of the cooling cycle. The temperature of deep musculature must be reduced to between -2°C and +5°C within 24 hours before cutting or processing. (AB.PQ.1)
	<i>Abattoir only</i>
PQ.2	Pork products (including finished product) and trim must be stored at between -2°C and +5°C for fresh product and -12°C or below for frozen products. (AB.PQ.2) (CP.PQ.2)
PQ.3	When pork and trim is defrosted the outer surface must not exceed +7°C during the defrosting period. (CP.PQ.3)
	<i>Cutting only</i>
PQ.4	During the preparation of sausage it is possible that the mix temperature may exceed 5°C (as a result of mincing, mixing and chopping). The increase in temperature must be limited to +5°C of the normal temperature and must not exceed +7°C. (CP.PQ.4)
	<i>Cutting (Pork Sausage) only</i>
PQ.5	After filling, finished packed sausages must be chilled to less than 4°C within 4 hours of final pack. (CP.PQ.5)
	<i>Cutting (Pork Sausage) only</i>

RAW MATERIAL / INGREDIENTS MANAGEMENT (BOUGHT-IN)

To set out the systems required to be in place to ensure that bought in pork are safe and to specification.

PQ.6	The temperature of all incoming chilled or frozen pork raw material and products must be checked before accepting the delivery and the temperature must not exceed +5°C for fresh pork and -12°C for frozen pork. Any variation must be investigated and 'between pack' or 'product core' temperature checks carried out. (CP.PQ.6)
	<i>Cutting only</i>

PQ.7	All incoming raw material and pork products must be labelled, recorded and pre-inspected (visual examination for signs of damage, defects, conformance with the product specification, bone splinters, contamination or infestation) before any cutting or further processing takes place. The microbial condition of the incoming pork must be monitored to a risk assessed schedule, to ensure compliance with the pork microbial specification and records kept. (CP.PQ.7)
	<i>Cutting only</i>

PROCESS CONTROL

To set out the pork meat specific controls and procedures that must be in place for pork safety and quality.

PQ.8	Carcases must be scalded, de-haired, singed and scraped to produce a firm, clean and undamaged rind. (AB.PQ.8)
	<i>Abattoir only</i>
PQ.9	All pork and trim must be labelled with a kill date. Primals packed in modified atmosphere packaging or vacuum packed must be labelled as such and a durability date or code shown. (AB.PQ.9) (CP.PQ.9)
PQ.10	Unless frozen, chilled fresh pork must be further processed within 4 days of slaughter. The storage period may only be extended (by up to 3 days) if the carcasses or cuts are held in chill rooms which are not disturbed or it can be demonstrated through temperature monitoring that product temperature is not compromised. For vacuum packed, gas flushed and deep chilled products, further additional time can elapse given satisfactory documentary support. (AB.PQ.10) (CP.PQ.10)
PQ.11	Pork and trim for sausages must be used within a shelf life of kill + 5 days. This shelf life may be extended by the use of vacuum of modified atmosphere packaging provided that there is shelf life verification to demonstrate that the quality of the raw material has been maintained. (CP.PQ.11)
	<i>Cutting (Pork Sausage) only</i>
PQ.12	Any meat to be frozen before processing must be placed into a freezer within 48 hours of receipt. Where frozen the meat must be in good condition and effectively packaged at the time of freezing. A date of freezing must be applied to each unit. Frozen pork must not be stored for longer than 12 months and include a durability date. (AB.PQ.12) (CP.PQ.12)
PQ.13	Sausage meat must be ground by mincing or bowl chopping and mixed together with other ingredients to a documented formula and specified method. Formulation methods must ensure the required quality criteria are achieved. Filling procedures must ensure that required quality criteria are achieved. (CP.PQ.13)
	<i>Cutting (Pork Sausage) only</i>

PORK SPECIFICATIONS

To set out the pork products (including fresh, frozen, bought-in pork and pork produced on site) to be cut/processed and marketed as assured must meet the following specifications.

PQ.14	<p>Pork specification:</p> <ul style="list-style-type: none"> • The fat must be firm and white • The muscle must be firm and of good colour • The muscle and fat must show no sign of bruising and blood splash • Pork must be clean, free of stickiness and any off-odour or other indication of poor quality <p>(AB.PQ.14) (CP.PQ.14)</p>
PQ.15	<p>Pork carcass specification:</p> <ul style="list-style-type: none"> • The carcass must be clean and free from extraneous matter • The carcass must be free from blemish, bruising, hair, cuts and loose skin. The carcass must have a maximum rind side blemish score of 2 on the AHDB's 5 point scale. Carcasses that do not meet this standard are not excluded from the scheme provided that they conform in all other respects with the product specification and are further processed on the participant's site for rindless product only • The P2 range must be a maximum of 16mm • The P1 and P3 range must be a maximum of 32mm • As an alternative the use of a measured lean meat percentage of 52% would be treated as equivalent • Carcasses with a P2 or P1 + P3 in excess of the permitted maximum may be used to produce primals provided they are trimmed • The carcass must be of a maximum cold deadweight of 100kg. Meat from gilt carcasses in excess of 100kg may be used for manufactured products. For example sausages and pies. Pluck obtained from an assured source which does not meet the weight requirements may still be marketed as assured. <p>(AB.PQ.15) (CP.PQ.15)</p>
PQ.16	<p>Meat from sows is not eligible for sale as fresh assured pork. Meat from assured sow carcasses may be used for manufacturing assured products, including pies and sausages, provided the clean carcass specifications are met (with the exception of the requirements for weight and P1, 2 and 3 ranges). (AB.PQ.16)</p> <p>(CP.PQ.16)</p>
PQ.17	<p>Primals and cuts specification:</p> <ul style="list-style-type: none"> • Joints must be separated by clean cuts and be free from unnecessary cuts and slash marks • The product must be clean and free from loose pieces of meat glands and any other extraneous matter • The rind if present must be free from blemish, bruising, hair, cuts, loose skin and any trimming resulting from meat inspection • There must be no evidence of PSE and DFD <p>(AB.PQ.17) (CP.PQ.17)</p>
PQ.18	<p>Pork microbial specification:</p> <ul style="list-style-type: none"> • TVC Target <1 x 10(4) CFU per gram • Upper Limit <1 x 10(6) CFU per gram (AB.PQ.18) (CP.PQ.18)

PORK SAUSAGE SPECIFICATIONS

Pork sausages, sausage meat and sausage meat based stuffing's to be marketed as assured must comply with the legal compositional requirements of the Meat Products Regulations 2003 (as amended) and must meet the following specifications.

PQ.19	<p>There is no restriction on the type of casing that can be used for sausages. An informative declaration detailing the type of casing used must be printed on pack. Skinless sausages are not excluded and the declaration must detail the process used. (CP.PQ.19)</p>
	<i>Cutting (Pork Sausage) only</i>
PQ.20	<p>Frozen pork may be used in the production of assured pork sausages provided it has been frozen and stored under controlled conditions. (CP.PQ.20)</p>
	<i>Cutting (Pork Sausage) only</i>
PQ.21	<p>Meat Content</p> <ul style="list-style-type: none"> • Products must have a minimum meat content of 52%, the meat being defined in accordance with Commission Directive 2011/101/EC which introduces the European generic definition of meat for the purposes of labelling • The definition includes maximum percentage limits (on fat 30% of the pork meat content and connective tissue 25% collagen/protein ratio in the case of pork) that may be counted, along with the skeletal muscle, towards the meat content of the product • Fat and connective tissue in excess of the limits laid down are not be permitted <p>(CP.PQ.21)</p>
	<i>Cutting (Pork Sausage) only</i>
PQ.22	<p>Restricted Ingredients</p> <ul style="list-style-type: none"> • Neck end (Jowl meat) must be less than 10% of the meat content of the sausage unless trimmed of all glands • Rinds including dehydrated at a level greater than that which is naturally associated with the pork used, which is assumed to be less than 10% (hydrated rind) of the pork. Rind and dehydrated rind must be used in accordance with the Food Standards Agency's Guidance Notes on the Labelling and Composition of Meat Products • Salt (Sodium Chloride) maximum 1.4g salt or 550mg sodium per 100g (equivalent to a maximum of 1.3% salt). To use the claim "low sodium/salt" the product must contain no more than 0.12g of sodium, or 0.31g of salt per 100g • Added Phosphate: not more than an equivalent level of di, tri or polyphosphate of 0.5% (calculated as P205) (E450, E451, E452) • Colours: only those permitted for sausages in Schedule 3 of the Colours in Food Regulations 1995. Note: EC regulation 884/2007 suspending the use of food colour Red 2G (E128) • Where the only permitted preservative sulphur dioxide is included it must not exceed 450ppm of the final product at point of sale. Where other preservatives are used they must be compliant with the relevant legislation • Frozen meats and fats can be used as part of the total meat content but care must be taken to ensure that excessive amounts of these do not affect the product quality. 'Blooding out' must be avoided. <p>(CP.PQ.22)</p>
	<i>Cutting (Pork Sausage) only</i>

PQ.23	<p>Non-permitted ingredients</p> <ul style="list-style-type: none"> • Head meat (with the exception of masseters) • Liver skirts • Blood products • Offal meats as listed in Clause 6 (2) in the Meat Products Regulations 2003 (as amended) • Mechanically separated meat • Mono sodium glutamate • Functional proteins and fat emulsions <p>(CP.PQ.23)</p>
	<i>Cutting (Pork Sausage) only</i>
PQ.24	<p>Microbiological specification</p> <ul style="list-style-type: none"> • The microbiological quality of the raw sausage must be such that the stated shelf life is achieved • Product must be compliant with legislative requirements on Microbiological Criteria in Foodstuffs • Similar microbiological standards for meat and other raw materials must be employed to ensure acceptable microbiological standards for the finished product • The following micro standards are what would typically be expected for finished raw sausage and sausage stuffing's: <ul style="list-style-type: none"> o TVC - Target <5 x 10⁵ CFU/g; Limit <5 x 10⁶ CFU/g o Yeast/Moulds - Target <1 x 10³ CFU/g; Limit <1 x 10⁴ CFU/g o Salmonella Limit ND in 5 10g samples <p>(CP.PQ.24)</p>
	<i>Cutting (Pork Sausage) only</i>
PQ.25	<p>Characteristics</p> <ul style="list-style-type: none"> • Recognising that the texture of the product will vary according to the type of sausage, the appearance must be slight pink bloom when raw with particles of lean meat show according to level of meat content; absence of grey colour; well formed cylindrical links and no excessive drip • After cooking the product must be an even light brown colour with no burnt colour or flavour and must retain its original shape with no splitting or significant shrinkage • Texture must be firm and succulent with absence of bone particles, gristle and excessive fattiness • Flavour must be well balanced, and with a good meaty flavour without excessive salt or pepper and no metallic taste and free from all off flavours and taints • The sausage must be free of any off odours • Cooking losses of the sausage must be specified within a quality specification document <p>To calculate cooking loss, follow the cooking instructions for the product to achieve a minimum internal centre temperature of 72°C. Finished cooked (+72°C) weight ÷ Raw weight x 100 = total cooked weight % (difference up to 100 = % cook loss) Cooking loss + 100 - (X/Y x 100). Weight of the product raw (Y). Weight of the product cooked (X).</p> <p>(CP.PQ.25)</p>
	<i>Cutting (Pork Sausage) only</i>

FINISHED PRODUCT TESTING

To set out the controls required to ensure finished products are regularly tested for quality attributes.

PQ.26	<p>Pork primals, food service and retail packs of pork must be subject to organoleptic sampling to ensure products comply with the pork specifications. In accordance with the Pork Eating Quality Assessment as devised by the BMPA, the company must have a documented sampling and testing plan, to test samples (where possible from the loin or legs) for tenderness, succulence, flavour and visual appearance against a defined scale. The source of the sample, results of the test and any corrective action (if product found to not conform to the product specifications) must be recorded. (AB.PQ.26) (CP.PQ.26)</p>
PQ.27	<p>Sausage organoleptic testing must be undertaken in accordance with the pork organoleptic testing standard, at least monthly, to ensure products comply with the sausage specification. (CP.PQ.27)</p>
	<p><i>Cutting (Pork Sausage) only</i></p>
PQ.28	<p>The shelf life of the sausage must be confirmed by microbiological and organoleptic assessment at regular intervals throughout and beyond end of coded life. Storage temperatures used for shelf life assessment must reflect potential customer abuse. (CP.PQ.28)</p>
	<p><i>Cutting (Pork Sausage) only</i></p>

Appendices

page 51	FS.1 Food Safety Policy
page 52	ST.43, ST.44 Critical temperatures
page 53	PL.8, PL.9 Health questionnaire
page 54	TR.11 Verification of assurance (abattoir)
page 55	TR.11 Verification of assurance scheme (cutting)
page 56	TR.12 Traceability system test
page 57	AW.2 Animal Welfare Policy
page 58	AW.20 Lairage pen stocking density
page 59	AW.24, AW.25, AW.26 Feed assurance
page 62	AW.34, AW.36 Permitted stunning methods (expires Jan 2013)

Appendix FS.1

Food Safety Policy

It is a requirement of the Standard to have a documented food safety policy. This appendix outlines what a food safety policy is and what it must include (as a minimum) to meet the relevant clause.

The food safety policy does not need to be site specific (i.e. for multi site companies, there may be a common, companywide policy). If you have an existing Food Safety Policy in place (that has been reviewed within the last year) and it covers the key points listed below, it is not necessary to recreate the document.

All employees must be familiar with the policy.

What is a Food Safety Policy?

A written document, declaring the sites long term objectives with regards to:

- Achieving and maintaining suitable standards of food safety
- Conforming to the scheme Standard and relevant legislation

The policy must be signed and dated by senior management and reviewed at least annually. The review date must also be recorded.

Appendix ST.43 and ST.44

Critical temperatures

Carcases must be chilled to and meat products maintained (during storage, cutting/ processing, dispatch and transport) at or below the critical temperatures listed below. The internal and surface temperature of meat products must meet the critical temperatures.

The scheme requirements for critical temperatures is in line with legislation for all assured meat **with the exception of assured pork where the scheme required critical temperature is cooler than that required by legislation.**

	Critical temperatures	
	High (°C)	Low (°C)
Fresh Beef and Lamb	7	N/A
Fresh Assured Pork	5	-2
Fresh Non Assured Pork	7	N/A
Fresh Poultry	4	N/A
Fresh Offal	3	N/A
Frozen Meat	- 12	N/A
Cooked Meat	4	N/A

Appendix PL.8, PL.9

Health Questionnaire – An example

It is a requirement of the scheme Standard that a completed health questionnaire (or medical certificate) is held for all staff, and that visitors and contractors must complete and sign a health questionnaire. This appendix gives an example of a health questionnaire. If you have an existing questionnaire, you do not have to alter it to match this exact format or order. A blank word version of this questionnaire is available from the website. The use of a health questionnaire should not purely be to satisfy the needs of compliance to the scheme Standard.

If during your visit you intend to enter any food production or storage areas you must complete the following questionnaire:

	YES	NO
1. Have you now, or have you within the last seven days suffered from diarrhoea and/or vomiting?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you had at least 48 hours clear of symptoms?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you suffer from:		
a. Recurring skin or ear trouble?	<input type="checkbox"/>	<input type="checkbox"/>
b. A recurring bowel disorder?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever had, or are you now known to be a carrier of:		
a. Typhoid	<input type="checkbox"/>	<input type="checkbox"/>
b. Paratyphoid	<input type="checkbox"/>	<input type="checkbox"/>
c. Any salmonella infection	<input type="checkbox"/>	<input type="checkbox"/>
d. Amoebic or bacillary dysentery	<input type="checkbox"/>	<input type="checkbox"/>
e. Any Staphylococcal infection	<input type="checkbox"/>	<input type="checkbox"/>
5. In the last 21 days have you been in contact with anyone, at home or abroad, who may have been suffering from typhoid or paratyphoid?	<input type="checkbox"/>	<input type="checkbox"/>

Unless you have a medical certificate from your doctor and if the answer to any of the questions above is yes, then entrance to the production areas may be denied.

I have read the above, and understand my responsibilities as a visitor. The questions I have answered are true and correct.

Name:	Company:
Signed:	Visiting:
Date:	

Authorised by:	Signed:
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Appendix TR.11 (also relevant to the definition of assured livestock and meat products)

Verification of assurance – recognised assurance schemes relevant to abattoirs slaughtering cattle, sheep or pigs

	Farm	Market	Collection Centres	Transport
Cattle and Sheep	RTA for Farms – Beef and Lamb Scheme. FAWL Scheme. Genesis Beef and Lamb Scheme. QMS Farm Assurance – Cattle and Sheep Scheme. NIBL FQAS.	RTA for Livestock – Markets and Collection Centre Scheme. QMS – Auction Market Assurance Scheme.	RTA for Livestock – Markets and Collection Centre Scheme. QMS – Auction Market Assurance Scheme.	RTA for Livestock – Transport Scheme. QMS – Livestock Haulage Scheme. The assured farmer's vehicle, for transporting his own livestock (and in Northern Ireland only, for transporting livestock for up to 5 assured neighbours).
Pigs	RTA for Farms – Pigs Scheme. Genesis Pigs Scheme. QMS Farm Assurance – Pigs Scheme.	RTA for Livestock – Markets Scheme. Only applicable if assured pigs move direct to slaughter from market.	RTA for Livestock – Markets and Collection Centre Scheme. Only applicable for assured sows, moving direct to slaughter from collection centre.	RTA for Livestock – Transport Scheme. QMS – Livestock Haulage Scheme. The assured farmer's vehicle, for transporting his own livestock.

RTA – Red Tractor Assurance **FAWL** – Farm Assured Welsh Livestock **QMS** – Quality Meat Scotland **NIBL FQAS** – Northern Ireland Beef & Lamb Farm Quality Assurance Scheme

Appendix TR.11 (also relevant to definition of assured livestock and meat products)

Recognised Assurance Schemes

VERIFICATION OF ASSURANCE – recognised assurance schemes relevant to plants buying in meat or meat products

The table below details the assurance schemes that suppliers of incoming meat products must be certified to, for the outgoing specie specific products to be labelled or marketed as assured.

You are buying in...					
	Carcase sides (only) from a standalone abattoir	Carcase sides, primals, or cuts from an abattoir and cutting plant	Primals and cuts from a standalone cutting plant only	Processed products (e.g. burgers, sausages, marinated raw meat)	Cooked meat for slicing
Beef and Sheep meat	RTA for Meat – Processing Scheme (with certificate scope for slaughter of cattle and/ or sheep). QMS Processor Scheme (with certificate scope for beef and or lamb).	RTA for Meat – Processing Scheme (with certificate scope for slaughter of cattle and/ or sheep and cutting of beef and or lamb). QMS Processor Scheme (with certificate scope for beef and or lamb).	RTA for Meat – Processing Scheme (with certificate scope for cutting of beef and/ or lamb). BRC Global Standard for food safety*.	RTA for Meat – Processing Scheme (with certificate scope for processing of beef and/ or lamb). BRC Global Standard for Food Safety*. NACB – Catering butchers scheme*.	NACB – Catering butchers scheme*. BRC Global Standard for Food Safety*.
Pork	RTA for Meat – Processing Scheme (with certificate scope for slaughter of pigs). QMS Processor Scheme (with certificate scope for pork). The BMPA Standard (BQAP & Animal Welfare).	RTA for Meat – Processing Scheme (with certificate scope for slaughter of pigs and cutting of pork). QMS Processor Scheme (with certificate scope for pork). The BMPA Standard (BQAP & Animal Welfare).	RTA for Meat – Processing Scheme (with certificate scope for cutting of pork). The BMPA Standard (BQAP).	Pork Sausages and Burgers: RTA for Meat – Processing Scheme (with certificate scope for pork sausages). The BMPA Standard (BQAP) and Pork Sausage charter. Bacon: The BMPA Standard (BQAP) and Bacon charter. Ham: The BMPA Standard (BQAP) and ham charter.	NACB – Catering Butchers scheme*. BRC Global Standard for Food Safety*.
Whole birds from a standalone abattoir or whole bird and cuts from an abattoir and cutting plant					
Chicken	RTA Poultry Catching, Transport and Slaughter scheme and BRC Global Standard for Food Safety.	RTA for Meat – Processing Scheme (with certificate scope for cutting of chicken). BRC Global Standard for Food Safety*.	RTA for Meat – Processing Scheme (with certificate scope for cutting of turkey). BRC Global Standard for Food Safety*.	BRC Global Standard for Food Safety*.	NACB – Catering Butchers scheme*. BRC Global Standard for Food Safety*.
Turkey	Quality British Turkey: Lairage, Slaughter and Processing Scheme and BRC Global Standard for Food Safety.	RTA for Meat – Processing Scheme (with certificate scope for cutting of turkey). BRC Global Standard for Food Safety*.	BRC Global Standard for Food Safety*.	BRC Global Standard for Food Safety*.	NACB – Catering Butchers scheme*. BRC Global Standard for Food Safety*.

*Sites certified to BRC only or NACB only must be licensees of the Red Tractor Logo and therefore subject to licensee traceability challenges. Visit <http://www.redtractor.org.uk/business-and-industry/becoming-a-red-tractor-licensee/>

RTA – Red Tractor Assurance **QMS** – Quality Meat Scotland **BMPA** – British Meat Processors Association **BQAP** – British Quality Assured Pork **BRC** – British Retail Consortium **NACB** – National Association of Catering Butchers

NOTE: To avoid duplication, the RTA MP scheme does recognise BRC certification in place of assessment to its food safety module - but certification for the RTA MP scheme (inspection covering the traceability and welfare modules (abattoir only)) is still required. For certification to the BQAP standards, BRC certification is required.

Appendix TR.12

Traceability System Testing

The standard requires regular and risk based tests to the traceability system to ensure that the system, is working effectively and that any claims that are made, are done so correctly.

Tests to the system must be undertaken at least monthly (from finished product to source e.g. from carcass to farm, or packed product to supplier) and of the monthly tests at least one test per year must be for each category listed below (where applicable).

- Each species slaughtered and/ or processed (beef, lamb, pork, chicken, turkey).
- Any claims, including where applicable (but not limited to):
 - scheme affiliation; e.g. Assured; Red Tractor Logo;
 - origin; e.g. British, English;
 - quality; e.g. 28-day matured;
 - breeding; e.g. native breed;
- Each origin of livestock or product slaughtered, processed or packed.
- Any non-assured processes, including where applicable (but not limited to):
 - Non assured livestock and products. (e.g. livestock that are non assured, or carcasses and products that derive from non assured livestock or non assured abattoirs/ cutting plants).
 - Non pre stun livestock and products. (e.g. livestock that have been slaughtered in a way that would make them ineligible to be described as assured or to carry the Red Tractor Logo).

A record of the test must be kept, in accordance with clause TR.13.

Appendix AW.2

Animal Welfare Policy

It is a requirement of the Standard to have a documented animal welfare policy. This appendix outlines what an animal welfare policy is and what it must include as a minimum to meet the relevant clause.

The animal welfare policy does not need to be site specific (i.e. for multi site companies, there may be a common, company wide policy). If you have an existing Animal Welfare Policy in place (that has been reviewed within the last year), and it covers the key points listed below, it is not necessary to recreate the document.

All persons involved in the handling of animals throughout the slaughter process must be familiar with the policy.

What is an Animal Welfare policy?

A written document, declaring the sites long term objectives with regards to:

- Achieving and maintaining suitable standards of animal welfare.
- Conforming to the scheme Standard and relevant legislation

What should an Animal Welfare Policy include?

Outlined below is the minimum criteria that your policy should include:

- Aims with regards to handling livestock to minimise stress
- Aims with regards to the unloading and lairaging of livestock to minimise stress (including the sites goad and handling aid policy)
- Aims with regards to the humane slaughter of unfit/injured livestock
- Aims with regards to the humane slaughter of livestock to be marketed as assured
- Aims with regards to maintenance of equipment and facilities that have an impact on animal welfare
- Aims with regards to training personnel to understand and deliver on the policy

The policy must be signed and dated by senior management and reviewed at least annually. The review date must also be recorded.

Appendix AW.20

Lairage Stocking Densities

Livestock must be penned at appropriate stocking densities to ensure the lairage environment is not overcrowded. The required stocking density for pigs and the recommended space allowances for cattle and sheep are given below.

PIG STOCKING DENSITIES

The lairage stocking density for pigs weighing 100kg, must not exceed 235kg/m².

Note: This is a requirement, not a recommendation.

The area may need to be increased depending on the breed, size and physical condition; the meteorological conditions; and the time the animal spent in transit/will spend in the lairage.

RECOMMENDED MINIMUM HOUSING SPACE ALLOWANCE FOR CATTLE AND SHEEP

Note: These recommendations are for guidance only and are not the definitive minimum space allowances.

The area may vary depending on the animals weight, size and physical condition; the meteorological conditions; and the time the animal spent in transit/ will spend in the lairage.

CATTLE

Category	Approx. weight (kg)	Area in m ² /animal
Small Calves	55	0.30 to 0.40
Medium-sized Calves	110	0.40 to 0.70
Heavy Calves	200	0.70 to 0.95
Medium-sized Cattle	325	0.95 to 1.30
Heavy Cattle	550	1.30 to 1.60
Very Heavy Cattle	>700	(>1.60)

SHEEP

Category	Weight (kg)	Area in m ² /animal
Shorn sheep and lambs of 26kg and over	<55	0.20 to 0.30
	>55	>0.30
Unshorn Sheep	<55	0.30 to 0.40
	>55	>0.40

Livestock Feed and Bedding

Suitable feed

It is a requirement of the Scheme Standard that livestock which are lairaged overnight or for more than 12 hours, are provided with suitable feed sourced from certified sources or in specific circumstances, with a suitable warranty.

A suitable feed is one that will minimise the risk of digestive upset or scour and therefore maintain the health of the animal and reduce the risk of contamination.

Feeds must only include feed materials, additives and medicines permitted by the scheme and by UK and EU law. Diets must not contain animal products/ by-products with the exemption of certain fish oils/milk products.

Certified Sources

Sources of feed must be certified as follows:

- For purchased compound/ blended feeds from compounders or merchants certified by UFAS or schemes deemed equivalent by RTA. (Evidence of current certification status of suppliers will be present on feed labels or accompanying documentation i.e. delivery note/invoice).
- For bagged/ sealed compound feed purchased through a merchant it must be manufactured by UFAS compounders but the merchant does not have to be a UFAS merchant.
- For all other feed materials and forages from suppliers/processors certified by the UFAS scheme, FEMAS scheme or a scheme deemed equivalent by RTA.
- For farm direct cereals from a 'crop assured' farm and accompanied by a completed grain passport and assurance sticker.

Feed warranty declarations are only permitted for the following limited circumstances:

- Supply of hay and straw via forage merchants.
- Supply of home-grown feed or other feeds unexpectedly in surplus * from a farm.

Forages produced by a non assured farmer do not need to be accompanied by a warranty declaration. Supplies of cereals/ pulses from a crop-assured producer do not require a warranty declaration, however a grain passport must still be provided. A specimen grain passport is provided on the website.

*** the warranty would only be for feed or feed materials that are home produced or unexpectedly surplus to the sellers own requirements. Where feeds and feed materials are purchased with the intent of resale directly or as an ingredient within a farm-produced blend, the seller must be a certified to one of the feed assurance schemes as a Merchant or Compounder. (NB – with these definitions, purchasers should be aware that a warranty letter would be invalid for large quantities or regular supplies of feeds or feed materials that were not completely home-grown on the sellers' farm)*

A draft warranty declaration is provided on the website. The warranty declaration provides information from the seller about the safety, quality and traceability of feed supplied.

Following completion, the warranty letter must then be signed, dated and given to the purchasing abattoir by the supplier. The address of the supplier must be clearly stated. The letter can be valid for deliveries of the same material for a period of up to 12 months from the date of signature.

Appendix AW.24, 25, 26 (continued)

Livestock Feed and Bedding

Recognised assurance schemes

Feed suppliers certified in the following schemes for feed materials are approved for supply		
UFAS (AIC)	Universal Feed Assurance Scheme	Assured Compound feeds, complementary feeds, licks, premixtures and feed ingredients/ materials
FEMAS (AIC)	Feed Materials Assurance Scheme	Production of and trade in feed ingredients/ feed materials
TASCC (AIC)	Trade Assurance Scheme for Combinable Crops	Whole Combinable crops. Note: this scheme covers crops storage and transport. Farm assurance is covered by the schemes listed below.
GTAS	GAFTA Trade Assurance Scheme	Trade in feed ingredients/ feed materials
IGAS	Irish Grain Assurance Scheme	Whole Combinable crops. Note: this scheme covers crops storage and transport. Farm assurance is covered by the schemes listed below.
COCERAL GTP	European trade body for Agro supply and animal feeds	Trade in feed ingredients/ feed materials
GMP+ (PDV)	Dutch Product Board for Animal Feed	Assured Compound feeds, complementary feeds, licks, premixtures and feed ingredients/ materials
FAMI-QS	European Feed Additives And Pre-mixtures Quality System	Feed additives and premixtures
BFBi scheme	Brewery & Food & Beverage Industries Suppliers Association	Certifies grains from smaller breweries
RTAOS	Red Tractor Assurance for Farms Cold Crush Oilseeds Scheme	Certifies meal from cold crush oil seeds
NOTE THAT FARM ASSURANCE OF FEEDSTUFFS MUST COVER THE RELEVANT CROP, THAT IS:		
RTA Crops and Sugar Beet (formerly Accs)	Red Tractor Assurance for Farms Combinable Crops and Sugar Beet Scheme	Combinable Crops
SQC	Scottish Quality Crops	Combinable Crops
GQA	Genesis Quality Assurance (Crops module)	Combinable Crops
NIFQACS	Northern Ireland Quality Assured Crops Scheme	Combinable Crops
SAFA	Soil Association Farm Assurance (Crops module)	Combinable Crops
RT Fresh Produce (formerly Aps)	Red Tractor Assurance for Farms Fresh Produce Scheme	Produce – vegetables, fruits and root crops

AIC is the UK Agricultural Industries Confederation – membership of AIC schemes can be checked at:
<http://www.agindustries.org.uk/content/template/28/28/trade%20Assurance/trade%20Assurance/trade%20Assurance%20homepage.msp>

Livestock Feed and Bedding

Livestock Bedding

It is a requirement of the Scheme Standard that livestock which are lairaged overnight or for more than 12 hours are provided with:

- Safe and suitable bedding – able to keep livestock clean and dry, be comfortable for the animal to lay on, be non-abrasive, reduce the risk of slipping, be highly absorbent of water and urine, and display low levels of environmental bacterial (i.e. not obviously mouldy).
- Sufficient bedding – enough bedding for all livestock in the pen to lie on, and be deep enough to provide some comfort.

Feed and Bedding Purchase Records

Delivery documents or other records of all purchased feeds and bedding must be kept. The documents or records must state:

- The Suppliers name
- Feed/ Bedding type – for feed this must include the ingredient composition/ statutory declaration
- Date of delivery
- Quantity
- Load/batch number (if applicable)
- Supplier assurance number (if applicable)

The documents may be individual delivery notes or a statement from the supplier with appropriate referencing.

Documentation must be retained for a minimum of 2 years.

Appendix AW.34, AW.36

Permitted Stunning Methods

Livestock must be stunned and killed in accordance with current relevant legislation. The regulation applicable on the 1st February 2012, is the Welfare of Animals (Slaughter and Killing) Regulations 1995, but this will change on the 1st January 2013. Subsequently the appendix will be updated to reflect the new legislation, and will be provided on the website. The permitted methods for stunning and killing livestock, are as listed below. For each method, manufacturers recommendation, specific parameters and stun to stick times to be met.

Permitted methods for stunning and killing cattle:

Method	Parameters	Maximum Stun-to-Stick Interval (seconds)
Non penetrative Captive Bolt stun	Not suitable for cattle less than 8 months of age, for mature stock bulls or aged cows.	30
Penetrative Captive Bolt stun		60
Head-only electrical stun	Calves only. Electrodes must span the brain. The minimum current must be no less than 1A and maintained for at least 3 seconds.	10
Head to body electrical (stun/kill method)	Adult cattle only. Electrodes must span the brain and the heart. The minimum current must not be less than 1.51A.	
Free bullet (stun/kill method)	Suitable as a back-up or emergency slaughter method	

Permitted methods for stunning and killing sheep:

Method	Parameters	Maximum Stun-to-Stick Interval (seconds)
Captive Bolt stun		15
Head only electrical stun	Electrodes must span the brain. The minimum output current must be no less than 1A for adult sheep and 0.6A for lambs and maintained for at least 3 seconds.	15
Head to back electrical (stun/kill)	Electrodes must span the brain and heart. The minimum current must not be less than 1A for adult sheep and 0.6A for lambs. An output voltage of at least 200V is required for at least 3 seconds.	
Free bullet (stun/kill)	Suitable as a back-up or emergency slaughter method	

Permitted methods for stunning and killing pigs:

Method	Parameters	Maximum Stun-to-Stick Interval (seconds)
Captive Bolt stun		15
Head only electrical stun	Electrodes must span the brain. The minimum output current must be no less than 1.3A and maintained for at least 3 seconds.	15
Carbon dioxide gas mixture stun/kill	At least 70% carbon dioxide concentration by volume in atmospheric air.	75 (from leaving the CO ₂)
Head to body electrical (stun/kill)	Electrodes must span the brain and heart. The minimum current must not be less than 1.3A. An output voltage of at least 260V is required for at least 3 seconds.	
Free bullet (stun/kill)	Suitable as a back-up or emergency slaughter method	



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