



**SUPPLY CHAIN ASSURANCE SCHEME**  
MEMBERSHIP STANDARD



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MEMBERSHIP STANDARD – May 2008

*Assisting small scale meat processing establishments and wholesalers in demonstrating that the products they supply are from Bord Bia Quality Assured Suppliers.*



### CONTENTS

1.0 Aims and objectives	2
2.0 Eligibility	2
3.0 Scope	3
3.1 The Bord Bia Supply Chain Assurance Scheme and integration with other Bord Bia Quality Assurance Schemes	3
4.0 Eligible products	4
5.0 Membership requirements	4
5.1 Application of scheme noncompliances as determined by independent evaluation, existing members and new applicants	4
5.2 Certification decisions	4
5.3 Appeals procedure	4
6.0 Use of logo	5
7.0 Establishment requirements	5
7.1 Management commitment	5
7.2 Regulatory approval	5
7.3 Product safety and quality management	5
7.4 Purchasing	6
7.4.1 Meat	6
7.4.2 Materials and product ingredients	6
7.4.3 Shell Eggs	6
7.5 Product identification and traceability	6
7.5.1 Fresh product	6
7.6 Customer contract requirements	6
7.6.1 Customer list and contract requirements	7
7.7 Special requirement for mince and mince products	7
7.7.1 Specific requirements to the production of mince	7
8.0 Definitions	7
8.1 Small scale meat establishment	7
8.2 Small scale butcher	7
8.3 Traceability code	7
8.4 Country of origin	7
8.5 Quality assured meat	7
9.0 Further reading and useful contacts	8

## 1.0 AIMS AND OBJECTIVES

The purpose of this standard is to assist small scale meat processing establishments and wholesalers in demonstrating that the products they supply are from Bord Bia Quality Assured Suppliers.

More specifically the standard aims at:

- a) Enhancing and reinforcing quality and traceability in the supply chain between the medium to large scale meat establishments, the subsequent small scale meat processor/wholesaler, and the ultimate consumer at catering and retail levels.
- b) Maintaining and acknowledging the integrity and confidence of this 'quality chain' in production and processing of quality assured meat and sale to the final customer.

**Note:** *This is a base standard for small meat processors and egg producers, which links in with the overall series of Bord Bia Quality Assurance Standards (i.e. beef, pigmeat, poultry, lamb and eggs). It is designed to strengthen the integrity of the supply chain for product being supplied to customers seeking the added assurance of product origin and traceability integrity.*

## 2.0 ELIGIBILITY

This standard is applicable to establishments who procure meat from Bord Bia Quality Assurance Scheme members for supply to the foodservice sector i.e. wholesalers, large butchers or small scale cutting, boning or processing plants (see definitions section 8.0).

The standard is also applicable to small scale butchers and small scale shell egg producers that procure meat and eggs from Bord Bia approved farms (see definitions section 8.0).

Féile Bia restaurant members are required to source eligible product solely from Bord Bia approved suppliers.



### 4.0 ELIGIBLE PRODUCTS

Only Quality Assured meat (beef, pork, bacon, chicken, lamb and duck [non Barbary]) and shell eggs sourced from establishments or producers certified under the relevant Bord Bia Quality Assurance Scheme are eligible for inclusion under this standard.

### 5.0 MEMBERSHIP REQUIREMENTS

Membership of this scheme is voluntary and open to all small-scale (see definitions section 8.0) meat establishments that are approved and/or licensed in accordance with the relevant national and/or EU regulations.

Membership is also open to small scale butchers and shell egg producers.

Establishments seeking membership must initially apply in writing to Bord Bia using the application form which is available on request. A subsequent on-site assessment against the requirements of this standard will be carried out. When deemed to have met the requirements of the standard, the establishment will be considered for approval under the scheme.

The establishment will be required to sign an undertaking and indemnity form prior to final approval. The establishment will then be issued a certificate and will be listed on an approved members' register.

Once approved the member may use the Bord Bia logo in accordance with the terms and conditions governing its use.

The full onus of responsibility for compliance with the requirements of this standard is on the establishment participating in the scheme and not on Bord Bia or its auditors or any other third party. The scheme will be monitored by Bord Bia or nominated agents through an initial notified technical onsite assessment against the scheme requirements and subsequently thereafter through annual announced audits. Compliance may be monitored through independent audit (on the member or its customer) or independent sampling of final product. Any member found to be in breach of this standard, directly, indirectly or otherwise, may have their membership withdrawn.

#### **Bord Bia reserves the right to carry out random or unannounced spot audits as required**

The requirements detailed in this standard are not intended to replace any statutory obligations of the industry.

### 5.1 Application of scheme noncompliances as determined by independent evaluation, existing members and new applicants

#### **Critical noncompliances**

This is where there is a serious and deliberate breach of the requirements of the Supply Chain Assurance Scheme standard. Critical noncompliances are designated in this standard as **bold underlined** text. Failure by an applicant or existing member to comply with a critical requirement of the scheme will lead to certification being withheld in the case of applicants and withdrawn in the case of existing members.

#### **Category 1 noncompliances**

This is where there is a breach of the standard, which if not rectified within a reasonable timescale may lead to a more serious noncompliance. This is designated as **bold** text in this standard. New applicants and existing members of the scheme will be given a specified period of time (maximum 1 month) by the technical assessor to rectify a Category 1 noncompliance. This category of noncompliance must be closed out by the establishment in question, through the submission of verifiable documented evidence, before full membership of the programme will be granted.

New applicants cannot become members of the scheme until all Category 1 non-compliances are rectified within the specified timeframe. For existing members failure to rectify all Category 1 non-compliances will result in removal from the programme.

#### **Category 2 noncompliances**

These are all the standard requirements not designated critical or Category 1. They are designated as normal type text in this standard. New applicants and existing members of the scheme will be given a specified period of time (maximum 3 months) by the technical assessor to rectify a Category 2 noncompliance. Proof of close out of Category 2 non-compliances must be provided within the specified timeframe.

### 5.2 Certification Decisions

The decision to grant, extend or remove certification of a member from the Supply Chain Assurance Scheme will be made by the Bord Bia Certification Committee which is established under the Quality Assurance Board.

### 5.3 Appeals procedure

A member or applicant may appeal the following aspects of the operation of the programme; the auditing process, documentation (scheduling, notification, issuing of certificates etc), problems with communications and certification decisions.

The appeal must describe in writing the aspects of the programme which is felt to be unsatisfactory including where possible evidence or examples of dissatisfaction. Bord Bia will endeavour to resolve the complaint in consultation with the complainant and devise appropriate corrective action. If this is unsatisfactory, the appeal may be made to the Quality Assurance Board in Bord Bia.

## 6.0 USE OF LOGO

The Bord Bia logo is a registered trademark and must be used in accordance with the guidelines, which will be issued at time of certification.



Where evidence exists that requirements of the standard are not being met, Bord Bia reserve the right to withdraw permission to use the logo and remove the establishment from membership of the scheme.

## 7.0 ESTABLISHMENT REQUIREMENTS

### 7.1 Management commitment

- a) The management must document a quality policy, which must include a statement to the effect that the business is committed to meeting the requirements of this standard and also relevant regulatory requirements.
- b) The quality policy must be signed by the owner and displayed in a prominent position for all staff to see.
- c) Relevant staff must be instructed on the requirements of this standard.

### 7.2 Regulatory approval

- a) Establishments must be able to submit current evidence of appropriate regulatory approval.

### 7.3 Product safety and quality management

- a) **Establishments must have in place a fully documented Hazard Analysis Critical Control Point (HACCP) plan showing how food safety hazards are controlled and prevented in the processing and distributing of product.**
- b) **At a minimum the HACCP plan must include:**
  - i) **A flow diagram showing all the steps of the total process involved and identifying those that are critical control points (CCP)**
  - ii) **A documented analysis of the hazards and risks at each step (Chemical, Microbiological and Foreign bodies)**
  - iii) **For each CCP the limits that must be met to ensure control of this CCP must be defined**
  - iv) **For each CCP the monitoring required to ensure that control is maintained at this point**
  - v) **For each CCP the corrective action to be taken if a deviation occurs**
  - vi) **For each step and CCP the responsibilities, procedures and records that are applicable**

- c) A documented prerequisite/good manufacturing practice programme (GMP) must be available to support the HACCP plan and include:
- training of all staff members
  - personal hygiene
  - premises and structures
  - equipment (including calibration)
  - services (including water)
  - waste management control
  - pest control
  - food transport delivery and storage
  - stock rotation
  - segregation and maintenance.
- d) The GMP and HACCP plan must be verified through a structured schedule of internal audits and the close out of subsequent noncompliances must be documented. As part of the verification process, establishments must have an effective procedure and records for handling and closing out customer complaints.
- e) The establishment must be able to demonstrate that the HACCP plan and prerequisite/good manufacturing programme were put in place by a competent and technically qualified team.
- f) Meat products marketed under the Bord Bia scheme must meet the microbiological criteria and shelf life requirements as laid out in the microbiological criteria of foods regulations 2073/2005.

**Note:** Industry guidance on the application of GMP controls and HACCP may be obtained from the IS 340 series of standards available from the National Standards Authority of Ireland. Further information on the application of HACCP may be obtained from the Food Safety Authority of Ireland series of guidance notes and codes of practice.

### 7.4 Purchasing

#### 7.4.1 Meat (including mince)

- a) **Records/documentation must be available to show that all eligible meat being marketed to customers is sourced from a registered Bord Bia quality assured member plant/farm producer. Evidence of quality assurance must be supported by documentary evidence and/or product label.**
- b) A record of meat suppliers and factory slaughter and cutting plant license numbers must be documented at product intake.
- c) **The evidence, that a consignment of meat is quality assured, must be available on request by customers, Bord Bia or its agents.**
- d) Members must keep an up-to-date approved list of all suppliers of eligible Bord Bia product and inform Bord Bia of any changes to their supplier list.

#### 7.4.2 Materials and product ingredients

- a) Establishments must maintain a list of suppliers that have been approved to supply ingredients, packaging materials or services that could affect product quality or safety.
- b) A system for approving these suppliers must be maintained.
- c) The storage of all materials and product ingredients must be managed in a way that ensures no risk to food quality or safety.

#### 7.4.3 Shell Eggs

**Eggs must be approved under the Bord Bia egg quality assurance scheme.**

### 7.5 Product identification and traceability

#### 7.5.1 Fresh product

- a) **Establishments must have in place a documented traceability system that guarantees and ensures full traceability from intake of quality assured meat to the final customer.**
- b) **Bord Bia quality assured product must be fully segregated during storage and production from any non Bord Bia quality assured product. Bord Bia quality assured meat that is sold loose must be fully segregated from non Bord Bia quality assured meat.**
- c) **In the case of small scale butcher shops, loose product marketed under the scheme must carry the same labelling information as listed above. This information must be clearly stated on the label attached to the meat.**

**Note:** Bord Bia reserves the right to randomly take meat samples for analysis

Example of a meat label:

Bord Bia logo
<b>FACTORY APPROVAL NUMBER: XXX</b>
<b>SLAUGHTERED: IRL XXX, CUT: IRL XXX</b>
<b>BATCH NO: X</b>
<b>COUNTRY OF ORIGIN:</b>

## 7.6 Customer contract requirements

### 7.6.1 Customer list and contract requirements

- a) **An up-to-date list of customers to whom product is supplied under the Bord Bia scheme must be maintained.**
- b) **Customers who are seeking/marketing Bord Bia quality assured product must only be supplied with Bord Bia quality assured meat. This must be backed up through documentary evidence from dispatch and production records.**
- c) **It must be clear to customers purchasing Bord Bia quality assured product from the product label or associated documentation as to the quality status and origin of the meat product supplied.**

## 7.7 Requirements for mince and mince products

- 7.7.1 Mince and mince products must conform with legal requirements and be sourced from Bord Bia Quality Assured sources.

## 8.0 DEFINITIONS

### 8.1 Small scale meat establishment:

A meat wholesaler, large butcher or a small cutting, boning or processing plant that employs fewer than 50 people whose annual turnover and/or annual balance sheet does not exceed €10 million and who is licenced by the relevant local authority for supply on to the home market only.

### 8.2 Small scale butcher

A small scale butcher is licensed by the relevant local authority and slaughters and debones a small number (< 15) of animals per week from local producers or procures a small amount of meat from establishments approved under the relevant Bord Bia Quality Assurance programmes. This is also defined as an establishment that employs fewer than 10 people and whose annual turnover and/or balance sheet does not exceed €2 million.

### 8.3 Traceability code

A definable code, which can be used to trace an intermediary or finished cut of meat back to animal and farm of origin through various production and processing stages.

### 8.4 Country of origin

For the purposes of this standard, country of origin of any eligible meat item is defined as the country in which the animal was born, reared and slaughtered.

### 8.5 Quality Assured meat

Meat which has been produced and processed under the requirements of the Bord Bia Quality Assurance Scheme standards at farm and factory levels and which carries verifiable evidence of quality status and origin.

## **9.0 FURTHER READING AND USEFUL CONTACTS**

Bord Bia beef, pigmeat, lamb, poultry and egg Quality Assurance Scheme technical standards available from:

The Quality Assurance Manager,  
Bord Bia, Clanwilliam Court, Lower Mount Street, Dublin 2,  
Tel: 01 6685155, Fax: 01 668 7521,  
Web address: [www.bordbia.ie](http://www.bordbia.ie),  
E.mail: [info@bordbia.ie](mailto:info@bordbia.ie)

Féile Bia standard available from:  
Ireland Market Department,  
Bord Bia, Clanwilliam Court, Lower Mount Street, Dublin 2.  
Tel: 01 6142235, Fax: 01 6610069,  
Web address: [www.bordbia.ie](http://www.bordbia.ie), e.mail: [info@bordbia.ie](mailto:info@bordbia.ie)

Teagasc, Ashtown Food Research Centre  
Publications/Food Training and Technical Services Department,  
Ashtown, Dublin 15,  
Tel 01 8059500, Fax: 01 8059550,  
Web address: [www.teagasc.ie/ashtown](http://www.teagasc.ie/ashtown)





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