

Retail Butcher Assurance Scheme Butcher Standard Revision 01



Growing the success of Irish food & horticulture

Bord Bia
Irish Food Board

Retail Butcher Assurance Scheme Butcher Standard

Revision 01, February 2015

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1. Introduction

This section contains important general information for retail butchers and forms part of the overall requirements of the standard. It is important that retail butchers take sufficient time to read and fully understand all sections of this standard.

1.1 AIMS AND OBJECTIVES

This standard has been developed for retail butchers who wish to source and sell meat and meat products that are Quality Assured by Bord Bia. The basic principle of this scheme is that all eligible product is sourced from processors (slaughter/cutting/curing etc.) that are Bord Bia Quality Assured and that, they in turn, have sourced the product from farms that are Bord Bia Quality Assured.

The standard aims to:

- Ensure that traceability is verifiable from butcher counter back through all stages of the supply chain to producer level.
- Maintain the integrity and confidence of this 'quality chain' in the production and processing of quality assured meat and the sale to the final customer.

1.2 INTEGRATION WITH OTHER QUALITY ASSURANCE SCHEMES

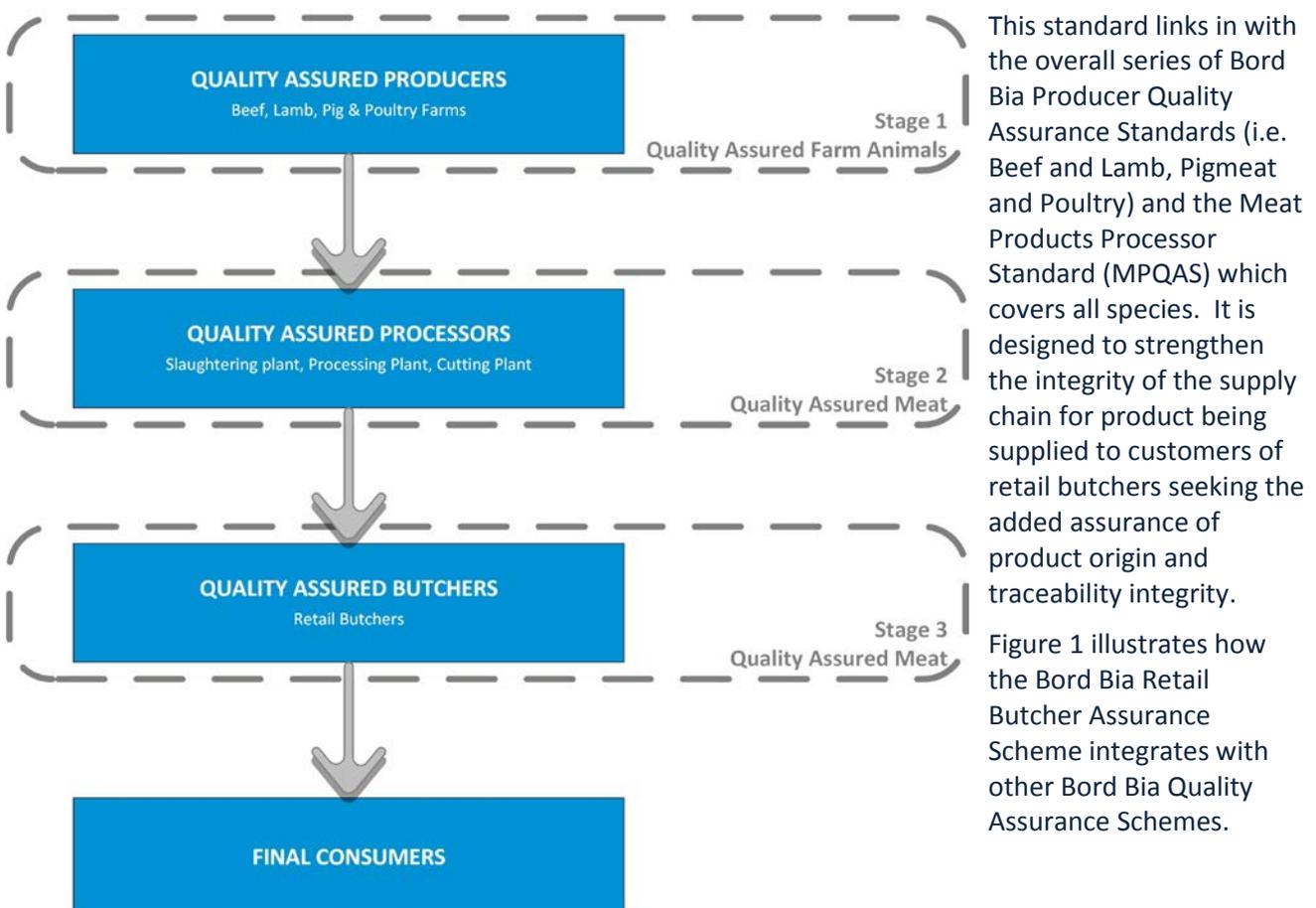


Figure 1: Consumer Supply Chain Map

1.3 PARTICIPATION

The RBAS is voluntary and application for membership is open to all retail butcher establishments who wish to participate.

Certification to the Standard will only be granted to establishments who meet the relevant quality assurance criteria and demonstrate on-going compliance with the criteria of the Scheme in subsequent audits.

Compliance to the scheme enables members to meet both regulatory¹ and market demands and will ensure that the products placed on the market meet the highest quality and safety standards.

1.4 SPECIFIC TERMS USED AND ABBREVIATIONS

1.4.1 Definitions of Specific Terms

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.

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.

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

1.4.2 Definitions of Common Terms

Applicant: a retail butcher counter applying for membership of the RBAS.

Auditor: the independent auditor carrying out audits against the Standard.

Bord Bia: the Irish Food Board.

Bord Bia Database: the register / database of the current certified members indicating the membership status (Farms and Processors).

Certification Committee: the committee to which the Quality Assurance Board has devolved responsibility / authority for all certification decisions regarding membership of the scheme.

Corporate Head Office: this is a term used in situations where a corporate head office exists for multiple establishments and a central team prepare and maintain certain management documentation.

Complaint: a valid documented expression of dissatisfaction or concern regarding a food product intended for consumption.

Contaminant: any biological or chemical agent, foreign matter, or other substances not intentionally added to food which may compromise food safety or suitability.

Contamination: the introduction or occurrence of a contaminant in the food.

Corrective Action: the action required to eliminate detected nonconformities and their causes.

DAFM: the Department of Agriculture, Food and the Marine.

¹ Please note: Compliance with the Scheme does not guarantee compliance with all relevant legislation.

Disinfection: the reduction, by means of chemical agents and/or physical methods, of the number of micro-organisms in the environment, to a level that does not compromise food safety or suitability.

Establishment: any building or area in which food is handled and the associated buildings or areas under the control of the management.

Formal training: used to indicate the requirement that the training was received from a national or public body or from a Bord Bia approved organisation / individual and that a certificate is available.

Food hygiene: all conditions and measures necessary to ensure the safety and suitability of food at all stages of the food chain.

FSAI: the Food Safety Authority of Ireland.

Food handler: any person who directly comes in contact with packaged or unpackaged food, food equipment, utensils, or food contact surfaces and is therefore required to comply with food hygiene requirements.

Food safety management system: a system to ensure that food will not cause harm to the consumer when it is prepared and/or eaten according to its intended use.

Food suitability: assurance that food is acceptable for human consumption according to its intended use.

Hazard (in Food): a biological, chemical or physical agent in, or condition of, food with the potential to cause an adverse health effect.

HACCP: Hazard Analysis Critical Control Point - a system which identifies, evaluates, and controls hazards which could be significant in the production of food.

Member: a Producer, Processor or Butcher that is certified under the relevant Bord Bia scheme and is shown on the Quality Assurance Scheme register / database.

MPQAS: the Bord Bia Meat Processor Quality Assurance Scheme.

Preventive action: is the action required to eliminate the root cause of a problem to prevent it from occurring.

Primary production: those steps in the food chain up to slaughter.

PPQAS: the Bord Bia Poultry Products Quality Assurance Scheme for poultry farms.

PQAS: the Bord Bia Pig Quality Assurance Scheme for pig farms.

Producer: a Bord Bia certified Producer with a valid Flock / Herd Number

Process Inputs: purchased meat, ingredients, wrapping / packaging, water, etc.

Product: a saleable meat based product that can be marketed under the Bord Bia Logo Use Policy and is derived from eligible animals as set out in this standard.

Quality Assurance Board: an independent subsidiary Board within Bord Bia, which has overall responsibility for policy in relation to the operation of the Quality Assurance Scheme.

RBAS: the Retail Butcher Assurance Scheme.

Records: all forms of information including paper, electronic, other means that can be used to demonstrate compliance with the Standard.

Scheme: the Retail Butcher Assurance Scheme consists of the following elements:

- The RBAS Standard (this standard);
- The process for ensuring that the requirements as set out in the Standard is met (through auditing and review);
- The certification whereby all the data collected is evaluated for compliance with the standard and the relevant details published.

Teagasc: Agricultural and Food Development Authority.

Traceability: the ability to trace a food, feed, food-producing animal or substance intended to be, or expected to be incorporated into a food or feed, through all stages of production, processing and distribution.

1.5 NORMATIVE REFERENCES FOR THE STANDARD

This standard incorporates the key legislative requirements relevant to retail butchers. It has been derived bearing in mind the principles of the following legislation / standards in particular:

- EC Hygiene Regulations (EC 852, 853 and 854 of 2004)
- EC Food Labelling Regulations (EC 13:2000)
- EU Food labelling regulation (EU 1337/2013)
- Regulation (EC) No 1169/2011 on the provision of food information to consumers
- EC Food Law (EC 178:2002)
- Relevant National and EU derived legislative requirements.
- Recognised European and International food safety / quality management standards including:
 - I.S. EN ISO 9001:2008, Quality Management Systems - Requirements;
 - I.S. EN ISO 22000:2005, Food safety management systems – requirements for any organisation in the food chain.
- Codex Alimentarius: Code Of Hygienic Practice For Meat 1 CAC/RCP 58-2005
- ISO 17065 (2012): Conformity assessment — Requirements for bodies certifying products, processes and services (supersedes EN45011: 1998).

Note: the full titles of these documents are given in Appendix 1: Reference Information.

1.6 CAUTIONARY NOTES

Although every effort has been made to ensure the accuracy of this Standard, Bord Bia cannot accept any responsibility for errors or omissions.

It is not a requirement that Retail Butchers be registered to any part of the ISO standards mentioned above, nor is it implied that meeting the requirements of this Standard will automatically mean full compliance with those standards.

Bord Bia is not liable for any loss, potential loss or estimated loss of earnings (by applicants or members) resulting from compliance with any requirement of this scheme or in regard to the consequences of being found to be in breach of Critical or other requirements.

All references to legislation in the text of this standard are given on an “as amended” basis.

2. Scheme Regulations

This section contains important general information for Retail Butchers and forms part of the overall requirements of the standard. It is important that participants take sufficient time to read and fully understand all sections of the standard.

2.1 ELIGIBILITY CRITERIA

Membership of this scheme is voluntary and open to all retail butchers that are approved and/or licensed in accordance with the relevant national and/or EU regulations.

A Participant that has been convicted of an offence against any of the requirements in this Standard in the previous 3 years will not be eligible for certification. If during the period of validity of the certificate, the Participant is convicted of an offence relevant to the Standard the certificate will be revoked and membership cancelled. Re-application will not be considered until a period of 3 years has elapsed from the date of conviction.

2.1.1 *Scope*

Bord Bia operates Quality Assurance Schemes for beef, lamb, pork, bacon, chicken, turkey and duck. The eligible products for this scheme are quality assured meat from these species. Quality Assured meat means meat that has been produced (raised/finished) and processed to the relevant Bord Bia quality assurance technical standard (or equivalent).

Applicants must apply to be approved for all of the above species that are sold on the premises.

All product categories from each species (e.g. whole chicken and chicken portions) must be sourced from approved quality assured suppliers and processors.

This scheme extends to the retail sale of fresh, frozen and cooked meats originating in Bord Bia approved farms and processed in Bord Bia approved plants. Offal is included in the scheme, see Appendix 2: Eligible Offals for further information.

2.2 APPLICATION AND MEMBERSHIP REQUIREMENTS

There are 3 main steps in the procedure to become certified – application, audit and certification, as outlined below.

2.2.1 *Stage 1: Application*

Applicants seeking membership must apply in writing on the official application form and enclose the appropriate application fee.

Applications will only be considered where establishment principals (owner and or manager) have attended required information meetings and/or training or can demonstrate a full understanding of the requirements of the scheme.

2.2.2 Stage 2: Audit

Upon receipt of a completed application form and fee, Bord Bia will arrange for an audit of the premises to take place. This will be conducted by an auditor appointed by Bord Bia who is fully trained in the requirements of the standard. In most cases it is not envisaged that the audit will exceed 3 hours duration.

Please note: If an auditor is required to make a second visit to the establishment to verify close out of non-compliances, (see Section 4.4) a full re-audit fee will apply.

After the initial audit there will be annual audits to renew membership and an annual membership fee will apply.

Bord Bia reserves the right to conduct additional announced or unannounced (spot) audits as required. It is a requirement of membership that full co-operation is afforded the auditor during announced and unannounced audits. Failure to allow an auditor access, in a timely manner, to all relevant areas of the premises and/or all relevant records will result in suspension from the scheme.

2.2.3 Stage 3: Certification

Following audit, the auditor will prepare a report which, following independent review, will be presented to the Bord Bia Certification Committee.

The decision to grant, extend, withdraw, suspend or cancel certification to/from a participant is made by the Certification Committee. This decision is made primarily on the basis of the audit findings, but other factors, which may be recorded by the auditor or may come to light after the audit (such as failure to comply with regulatory requirements), may be taken into consideration in arriving at the certification decision.

Prior to final approval the Participant will be required to sign an undertaking and indemnity form. The Member will then be issued a certificate and will be listed on an approved members register on the Bord Bia website. The Member will be eligible to apply to use the Bord Bia Quality Assurance Logo in accordance with the terms and conditions of use pertaining at the time of certification – see Section 2.4.

The duration of certification is normally 12 months from the date of certification decision or from expiry of the current certificate; however other certification periods can be decided by the Certification Committee.

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. Compliance will be monitored through periodic independent announced audits but also through un-announced/spot audit and may include independent sampling of product. Any member found to be in breach of this standard will be suspended from membership and have their member listing on the approved members register changed to suspended.

While it is acknowledged that the decision regarding certification and suspension rests with the Certification Committee nonetheless where an auditor discovers a critical noncompliance during an audit of an existing member, the auditor is authorised by Bord Bia to remove the certificate of membership from the premises and to insist that all material carrying the Bord Bia Quality Assurance Logo or implying membership be removed immediately. It is an express requirement of this scheme that all applicant and members agree to this condition.

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

Where an applicant fails an audit he/she is eligible to re-apply (with the appropriate fee) after a period of 3 months. Where a member is suspended from the scheme the duration of the suspension will be determined by the Certification Committee. At the end of any suspension period a re-audit will be required before certification can be granted.

2.3 REQUIREMENT CATEGORIES AND APPLICATION OF NONCOMPLIANCES

All requirements against which compliance will be determined through independent audit are listed in Section 3 and numbered in the following manner 3.1.a; 3.5.d; etc.

2.3.1 Requirement Categories

The Quality Assurance criteria where compliance with the Standard is required (text on clear background in Section 3 Retail Butcher Requirements) are classified as Critical and General.

Critical: These requirements are printed in bold, underlined typeface and are identified in the text (in Section 3 Retail Butcher Requirements) as **(Critical)**. These relate to areas of high significance (e.g. food safety and traceability) and to Scheme rules.

General: These requirements are printed in normal typeface in the text (in Section 3 Retail Butcher Requirements). They relate to core best practice.

2.3.2 Compliance / non-compliances

During audit where compliance is required the auditor will identify the performance as follows:

Compliance: There is full compliance with the requirement, e.g. the record is available, correctly completed and up to date.

Non-compliance: There is a failure to meet the requirement in full, e.g. there is no record of the activity.

Not applicable: the requirement does not apply to the retail establishment, e.g. no mincing activity.

2.3.3 Application of Non Compliances

Non-Compliance against a Critical requirement

Applicants cannot become members of the scheme if there are any non-compliances against **critical** requirements

Failure by an existing member to comply with a **critical** requirement of the scheme will lead to automatic exclusion or removal from the programme.

Non-compliance against a General requirement

Applicants cannot become members of the scheme until all non-compliances against general requirements are rectified within the specified timeframe.

Failure by an existing member to comply with all general requirements, as determined by audit, obliges the Member to initiate immediate corrective / preventive action. The Auditor will specify the nature of the non-compliance and the corresponding time-scale for completion (up to a maximum of two months). The Member must give a signed commitment to the Auditor to have the problem resolved within the time-scale specified.

Depending on the nature of the non-compliance and the corresponding response, Bord Bia may require an on-site verification of the corrective / preventive action. On confirmation that effective corrective / preventive action has been put in place, the Member can be considered for renewal of certification.

Failure to provide satisfactory evidence within the specified time-scale may result in withdrawal of membership, removal from the QAS register / database and withdrawal of the certificate

2.4 USE OF LOGO

The Bord Bia QA logo is a registered trademark. It is the property of Bord Bia and must only be used with Bord Bia's full knowledge and written consent.

Once approved the member is then permitted to apply to use the relevant Bord Bia Quality Assurance logo in accordance with the terms and conditions of Bord Bia's Logo Use Policy. The use of the logo will be permitted on (i) The certificate of membership issued by Bord Bia for display on retail premises, (It is a condition of membership that this certificate is clearly visible to customers.) (ii) In store promotional material that has been approved in advance by Bord Bia. The use of the logo will not be permitted on individual meat cuts and/or loose produce.

The conditions which govern the use of the Bord Bia logos are set out in Bord Bia Quality Assurance Logos Use Policy which can be obtained from Bord Bia.

Should the regular announced audits or the unannounced spot audits produce evidence that the critical requirements of the standard are not met, the auditor is authorised by Bord Bia to remove the certificate of membership from the premises and to insist that all material carrying the Bord Bia Quality Assurance Logo or implying membership be removed and discontinued from use immediately. In such circumstances, the member will be considered as suspended from the scheme pending final decision by the Bord Bia Certification Committee. It is an express requirement of this scheme that all applicants and members agree to these conditions. The certificate of membership will at all times remain the property of Bord Bia.

In addition, as part of information provided in connection with the scheme, Bord Bia may publish on its website the list of members of the scheme. If, following audit, the auditor decides to suspend the member in the manner described above, and even in the absence of final decision by the Bord Bia Certification Committee, Bord Bia may identify in its publications (including on the website) that the member is "suspended". This information will remain on Bord Bia's website until the later of (a) the end of the relevant calendar year in which the suspension occurs or (b) the next renewal date of the (suspended) member's membership of the scheme, unless the final decision of the Bord Bia Certification Committee is to cancel the suspension and reinstate membership. It is also an express requirement of this scheme that all applicants and members agree to these conditions.

2.5 APPEALS OR COMPLAINTS

The Member may appeal decisions that affect membership status by writing to Bord Bia within two weeks of the date of issue of the result of the audit. The Member must clearly outline the basis for the appeal and provide evidence to support the appeal. Each appeal will be acknowledged and responded to by Bord Bia in accordance with the Quality Assurance appeals procedure (available from Bord Bia).

The Member may complain with regard to the audits or any other aspect of the operation of the scheme. All complaints must be made in writing to Bord Bia. In order for a complaint to be considered valid, the Member must clearly outline the basis for the complaint and provide evidence to support the complaint. All such complaints will be acknowledged and responded to by Bord Bia in accordance with the Quality Assurance complaints procedure (available from Bord Bia).

2.6 REVISION / UPDATES OF THE STANDARD

When future changes to this standard occur, updates will be issued in whole or in part and the obsolete sections must be destroyed / removed from circulation.

Note: All current revisions of Bord Bia standards and the associated documentation are normally available from the Bord Bia website.

3. Retail Butcher Requirements

LAYOUT INFORMATION

All requirements against which compliance will be determined through independent audit are listed below and numbered in the following manner 3.1.a; 3.5.d; etc.

Where the requirement is categorised as 'Critical', it is printed in bold, underlined typeface and identified in the text as **(Critical)**.

Where a requirement is categorised as 'General' it is printed in normal typeface.

Appendices are included in Section 4 and these may contain guidelines for information purposes, or may be mandatory as indicated in the text of the relevant requirement below.

3.1 MANAGEMENT COMMITMENT

- a) Management must have a written quality policy, which must include a statement to the effect that the establishment is committed to meeting the requirements of this Bord Bia standard and also relevant regulatory requirements.
- b) Management must allocate the responsibilities, derived from this standard as appropriate, to staff in relation to the identification, segregation and traceability of quality assured product and evidence of this must be available.
- c) The quality policy must be signed by the owner / manager and displayed in a prominent position visible to all staff.
- d) All relevant staff must be made aware of the requirements of this standard and evidence must be available.
- e) For organisations with a head office and multiple retail establishments, then the head office must complete a separate internal audit within the last year to verify compliance with the relevant requirements of the RBAS Standard and records of the audit must be maintained and available for inspection.
- f) The retail establishment must complete an internal audit within the last year to verify compliance with all relevant requirements of the RBAS Standard and records of the audit must be maintained on site.

3.2 REGULATORY APPROVAL

- a) **Establishments must be able to provide evidence of current appropriate regulatory approval. (Critical)**

Note: Under certain circumstances Bord Bia may (with the applicants permission) be able to confirm the applicants regulatory status through the HSE/FSAI.

3.3 PRODUCT SAFETY AND QUALITY MANAGEMENT

Background Information

Industry guidance on the application of PRP/GMP and HACCP controls may be obtained from the I.S. 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.

- a) **Establishments must have in place a fully documented and up to date Hazard Analysis Critical Control Point (HACCP) plan showing how food safety hazards are controlled and prevented in the intake, processing, display, sale and distributing of product. (Critical)**
- 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, Allergenic 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) Each retail establishment must have an up to date HACCP plan available on site which is effectively implemented and appropriate for the establishment activities.
- d) A documented prerequisite programme (PRP) / good manufacturing practice programme (GMP) must be available to support the HACCP. SOPs for the following areas must be documented and available:
 - i. Training of all staff members;
 - ii. Personal hygiene;
 - iii. Premises and structures;
 - iv. Maintenance;
 - v. Equipment (including calibration);
 - vi. Services (including water);
 - vii. Waste management control including by-products;
 - viii. Pest control;
 - ix. Food transport and delivery;
 - x. Storage;
 - xi. Stock rotation;
 - xii. Segregation;
 - xiii. Customer complaints;
 - xiv. Traceability.

- e) The retail establishment must have an effectively implemented and up to date PRP which is appropriate for the activities on site, in the following areas:
- i. Training of all staff members;
 - ii. Personal hygiene;
 - iii. Premises and structures;
 - iv. Maintenance;
 - v. Equipment (including calibration);
 - vi. Services (including water);
 - vii. Waste management control including by-products;
 - viii. Pest control;
 - ix. Food transport and delivery;
 - x. Storage;
 - xi. Stock rotation;
 - xii. Segregation;
 - xiii. Customer complaints;
 - xiv. Traceability.
- f) The establishment must be able to demonstrate effective implementation of the complaints procedure (i.e. handling and closing out customer complaints).
- g) Meat products purchased and sold without further processing and marketed under the Bord Bia scheme must meet the microbiological criteria and shelf life requirements as laid out in EC No. 2073/2005 AND the establishment must be aware of these requirements.

Note: Evidence of compliance with this requirement may be obtained from the MPQAS supplier if the product is sold in the same manner as it is purchased.

- h) Meat products further processed on site and marketed under the Bord Bia scheme must meet the microbiological criteria and shelf life requirements as laid out in EC No. 2073/2005 AND the establishment must be aware of these requirements.

Note: If Products are processed on site the establishment must provide their own evidence of compliance.

3.4 PURCHASING/DISPLAY

3.4.1 Meat

- a) **Records/documentation must be available to show that all eligible (Section 2.1 and Appendix 2) meat being marketed to customers is sourced in a registered Bord Bia quality assured member plant/farm producer. (Critical)**

Note: Evidence of quality assurance must be supported by documentary evidence and/or product label. See **Appendix 2** for more information.

- b) **A record of meat suppliers, factory slaughter and cutting plant licence numbers must be documented and available for inspection and must be recorded in full using the template in Appendix 3 or equivalent. (Critical)**
- c) **Meat in storage must carry clear evidence that it is quality assured (i.e. carry the quality assurance symbol / "MPQAS" written on product label). (Critical)**

d) **A record of the origin of all meat on display in the serve over (including the plant numbers and quality assurance status for each product) must be completed daily and available to customers, Bord Bia or its agents on request using the template in Appendix 4 or equivalent. (Critical)**

e) A current documented specification must be maintained and available for each product provided for sale.

Note: All products must comply with the relevant requirements of the Bord Bia MPQAS.

f) Members must keep an up to date list of approved suppliers of eligible Bord Bia product.

3.4.2 Materials and product ingredients

g) Establishments must have a procedure for approving suppliers of ingredients, packaging materials or services that could affect product quality or safety and a list of these approved suppliers must be maintained.

h) The establishment must only use ingredients, packaging materials or services from the approved supplier list.

Note: Where multiple retail establishments exist then each outlet must retain an up to date copy of the approved supplier list.

i) The storage of all materials that could affect product quality or safety must be managed in a way that ensures no risk to food quality or safety.

3.4.3 Logo Use Approval

j) **Members must provide evidence of having received approval for use of the Bord Bia QA Logo on all point of sale, promotional and other marketing or advertising materials. (Critical)**

3.5 PRODUCT IDENTIFICATION AND TRACEABILITY

a) **Establishments must have in place a documented traceability procedure that details how full traceability back to supplier is guaranteed. (Critical)**

b) **Establishments must ensure that the traceability procedure is effectively implemented. (Critical)**

c) **All product stored in the chill/cold room which is not intended for sale at the butcher counter must be clearly separated from butcher counter products and clearly marked. (Critical)**

Note: Bord Bia reserves the right to randomly take meat samples for analysis (e.g. DNA analysis for country of origin, microbiological analysis, composition or sample product labels for traceability verification).

3.6 MINCE, BURGERS, SAUSAGES & COOKED HAM – PRODUCED ON SITE

Note: Mince production must conform to Regulation (EC) No. 853/2004 and the requirements below apply to all species.

- a) All added value products produced by the retail establishment and marketed under the scheme must fully meet the specifications for such products as determined by Bord Bia in the MPQAS Standard and/or Logo Use Policy (published on www.bordbia.ie).
- b) The establishment must ensure that mince is not produced from any of the following sources:
 - i. Mechanically removed meat;
 - ii. Scrap cuttings/out of date/discooured meats;
 - iii. Condemned meat;
 - iv. Bovine head meat with the exception of the masseter muscle;
 - v. Carpus, tarsus and bone scrapings.
- c) Meat from which mince is obtained must not have been stored frozen for more than 18 months.
- d) During mincing the internal temperature of the meat must meet the following criteria:
 - i. < 7°C if mincing is completed in less than 1 hour, but < 4°C ideally;
 - ii. < 4°C if mincing is not completed in 1 hour.
- e) For each batch of mince produced a record of the following must be maintained
 - i. Date and time of mincing;
 - ii. Time mincing completed;
 - iii. Original Use by Date (i.e. supplier use by date);
 - iv. Batch Code;
 - v. Temperature of meat before mincing;
 - vi. Product temperature after mincing;
 - vii. Use by / Frozen Date on product;

Note: Please use **Appendix 5** or equivalent for a Mincing Record Template.

- f) The establishment must ensure that if mince is deep frozen that it is only deep frozen once.
- g) Sausages produced on site must be produced using Bord Bia quality assured pork meat and in accordance with the following:
 - i. Pork meat content must be 70% or more;
 - ii. Maximum fat in the final product: no more than 24% by analysis;
 - iii. Maximum added water: no more than 15%;
 - iv. Maximum added sodium: no more than 0.75g/100g;
 - v. Dehydrated rind (“drind”), if used, must be from a Bord Bia Quality Assured source.

- h) Burgers and other comminuted meat products produced on site must be produced in accordance with the following:
- i. Use meat, as defined in the EU Directive 2001/101/EC;
 - ii. Meat is sourced from Bord Bia quality assured processors;
 - iii. No added meat fats or added connective tissue are permitted;
 - vi. The meat content must be at least 80% in these products.
- i) The following are the maximum amounts of salt and water permitted in pigmeat products:

Product	Maximum Added Water %	Maximum Salt (as NaCl) %
Wiltshire Bacon	10	4.0
Bone-in and Boneless Bacon Products:		
Gammon Steaks	10	2.75
Gammon Joints	10	3.35
Bacon Joints (Back & Streaky)	10	3.35
Fore-end Joints (Collar, Shoulder, Breast)	10	3.35
Rashers (Back & Streaky)	10	3.35
Cooked Hams	10	2.53

Table 1: Maximum allowable salt levels in pigmeat

- j) Production records must be maintained to demonstrate that the specifications outlined in the requirements above are being adhered to.
- k) Cooked ham must have no noticeable dark or pale areas and have an open non rubbery texture.

Note: The requirements 3.6.g, 3.6.h and 3.6.i above are further defined in the Bord Bia **Logo Use Policy**. For more information please see policy published on www.bordbia.ie.

Appendix 1: Reference Information

Relevant Legislation

Participants are referred to the Food Safety Authority of Ireland website where relevant current legislation may be obtained: (<http://www.fsai.ie/legislation-search.aspx>)

Participants are also referred to the DAFM website: (<http://www.agriculture.gov.ie>)

Key Directives and Regulations:

- Directive (EC) No 13/2000 of the European Parliament and of the Council of 20 March 2000 on the approximation of the laws of the member states relating to the labelling, presentation and advertising of foodstuffs
- Regulation (EC) No 1169/2011 on the provision of food information to consumers.
- Regulation (EU) No 1337/2013 for the application of Regulation (EU) No 1169/2011 of the European Parliament and of the Council as regards the indication of the country of origin or place of provenance for fresh, chilled and frozen meat of swine, sheep, goats and poultry.
- Regulation (EC) No 1760/2000 of the European Parliament and of the Council of 17 July 2000 establishing a system for the identification and registration of bovine animals and regarding the labelling of beef and beef products and repealing Council Regulation (EC) No 820/97
- Regulation (EC) No 178/2002 of The European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety
- Regulation (EC) No 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs
- Regulation (EC) 853/2004 Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for on the hygiene of foodstuffs
- Regulation (EC) No 854/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific rules for the organisation of official controls on products of animal origin intended for human consumption
- Regulation (EC) No 1935/2004 of the European Parliament and of the Council on materials and articles intended to come into contact with food repealing Directives 80/590/EEC and 89/109/EEC
- Regulation (EC) No 1/2005 of 22 December 2004 on the protection of animals during transport and related operations and amending Directives 64/432/EEC and 93/119/EC and Regulation (EC) No 1255/97
- Regulation (EC) No 2073/2005 of 15 November 2005 on Microbiological Criteria for foodstuffs
- Directive (EC) No 68/2007 amending Annex IIIa to Directive 2000/13/EC as regards certain food ingredients
- Regulation (EC) 1099 / 2009 of 24 September 2009 on the protection of animals at the time of killing
- S.I. 509 / 2009 Waste Management (Food Waste) Regulations 2009

Quality Standards:

- I.S. 3219: 1990 Code Of Practice For Hygiene In The Food And Drink Manufacturing Industry
- I.S. 342:1997, Guide to Good Hygiene Practice for the Food Processing Industry in accordance with Council Directive 94/43/EEC on Hygiene in Foodstuffs (NSAI)
- IS EN 45011:1998, General Criteria for Certification Bodies Operating Product Certification
- I.S. EN ISO 9001:2008, Quality Management Systems - Requirements
- I.S. EN ISO 22000:2005, Food safety management systems – requirements for any organisation in the food chain
- ISO 17025: 2005 General Requirements for the Competence of Testing and Calibration Laboratories
- Codex Alimentarius: Code Of Hygienic Practice For Meat 1 CAC/RCP 58-2005
- I.S. EN ISO 19011:2011, Guidelines for auditing management systems
- ISO 17065 (2012): Conformity assessment — Requirements for bodies certifying products, processes and services.

Recommended Publications from FSAI

- Guidance Note 5: Guidance Note on the Approval and Operation of Independent Meat Production Units under EC Fresh Meat Legislation
- Guidance Note 8: The Implementation of Food Safety Management Systems in Beef and Lamb Slaughter Plants Based on HACCP
- Guidance Note 10, Product Recall and Traceability (as amended).
- Guidance Note 14: The Application of Commission Directive 2001/101/EC as Amended by Commission Directive 2002/86/EC on the Definition of Meat.
- Guidance Note 18, Determination of Product Shelf Life.
- Guidance Note (draft), Production of Heat Processed and Chilled Foods.
- Leaflet: The Labelling of Food in Ireland 2002

Other References:

- SOPs for microbiological examinations
(http://www.teagasc.ie/publications/view_publication.aspx?PublicationID=1032)
- Safety, Health and Welfare at Work Regulations 2005
- Health Protection Surveillance Centre: Food Borne Disease: A Focus On The Infected Food Handler (2004), See website: (www.hpsc.ie)
- National Disease Surveillance Centre, Draft Report on Prevention of Food Borne Diseases, 2003, See website: www.ndsc.ie
- FAWAC guidelines on animal welfare (www.fawac.ie)

Availability of Documents:

Irish Legislation documents (referenced as S.I. xxx) are available from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 or Department of Agriculture, Food and Rural Development, Agriculture House, Kildare Street, Dublin 2 or from the Irish Statute Book website: <http://www.irishstatutebook.ie/>

Other Irish Standards (documents referenced as I.S. xxx) are available from the National Standards Authority of Ireland, Glasnevin, Dublin 11. Further information is available on the website: www.nsai.ie

Documents and Legislation are available from the Food Safety Authority of Ireland are available from FSAI, Abbey Court, Lower Abbey Street, Dublin 1. Some of the documents are available through their website: www.fsai.ie

EC Regulations and Council Decisions can be accessed through the EU website: http://eur-lex.europa.eu/RECH_menu.do

Teagasc documents are available from Teagasc, Ashtown Food Research Centre, Ashtown, Dublin 15. www.teagasc.ie

Appendix 2: Eligible Offals

Eligible Offals	Bovine	Ovine	Porcine	Poultry	Comment
Heart	Y	Y	Y	Y	
Kidney	Y	Y	Y	N	
Tail	Y	N	N	NA	
Tongue	Y	Y	Y	NA	
Liver	Y	Y	Y	Y	
Diaphragm (Thick Skirt)	Y	Y	Y	NA	
Thin Skirt (Costal muscle)	Y	Y	Y	NA	
Cheek	Y	N	Y	NA	
Sweetbread / Thymus	Y	Y	NA	NA	
Casings/Intestines	N	Y	Y	N	
Tripe	Y	N	NA	NA	
Gizzard	NA	NA	NA	Y	
Blood	N	N	Y	N	Specific DAFM approval required
In the table above, Y, N and NA mean the following:					
Y	This item qualifies under the MPQAS for sale as quality assured product (e.g. ovine heart may be marketed under the MPQAS scheme)				
N	This item does not qualify under the MPQAS for sale as quality assured product (e.g. ovine tail)				
NA	This item does not arise under this species (e.g. gizzard in porcine)				
Note	Collection must ensure segregation at source in accordance with S.I. 508: 2009				

Appendix 2 Table 1: Eligible Offals



Bord Bia
Irish Food Board

Bord Bia, Clanwilliam Court, Lower Mount Street, Dublin 2
Tel: 01 668 5155 Fax: 01 668 7521 Web: www.bordbia.ie

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