Meat Processor Quality Assurance Scheme
Processor Standard Revision 01
Meat Processor Quality Assurance Scheme
Processor Standard
Revision 01, August 2013
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1 Introduction
1. Introduction

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

1.1 Overview

The relevant Processor requirements are described in this Standard (i.e. Section 1, Introduction; Section 2, Scheme Regulations; Section 3, Processor Requirements and Section 4, Appendices).

Please note that the Processor also needs to understand fully the Producer requirements as set out in the relevant Bord Bia farm standard(s). Copies of these standards are available on the Bord Bia website (www.bordbia.ie).

In the case of Poultry Processors, the responsibilities outlined in the Poultry Products Quality Assurance Scheme (PPQAS) standard relate primarily to the person who manages the house on the production farm, i.e. the Producer. However, the Processor also has responsibilities with regard to specific requirements e.g. sourcing of the young birds, provision of the feedstuff, and deciding when the birds are to be slaughtered. These responsibilities are highlighted in the PPQAS standard with the following note appearing at the beginning of each relevant requirement (PROCESSOR). For all such requirements, the Processor must collaborate with the Producer to ensure compliance.

Meat products (see definition in Section 1 Introduction) produced and processed in accordance with the requirements Producer and Processor levels are described as quality assured meat products. No other implication can be taken from this term.

Other standards that are deemed to be equivalent to this standard may be acceptable subject to formal approval by Bord Bia.

The Meat Products Quality Assurance Standard was developed by an expert group representing Bord Bia, Teagasc, the Food Safety Authority of Ireland, the meat industry, industry advisors and the Department of Agriculture Food and the Marine.

The full onus of responsibility for compliance with the requirements of this standard is on Processors participating in the Scheme and not on Bord Bia or its auditors or any other third party. Compliance is monitored through independent audit.

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

1.2 Background and Objectives

The Bord Bia Meat Processor Quality Assurance Scheme (MPQAS) is based on the Meat Products Quality Assurance Standard and the various requirements of the relevant producer schemes (pigs, poultry, beef & lamb). The MPQAS involves the meat processor Member working in partnership with the producer Member to ensure best practice in meat production and processing.

The primary objectives of this Standard are:

- To set out the requirements for best practice in meat processing;
- To provide a uniform mechanism for recording and monitoring meat processing with a view to achieving continual improvement in standards;
- To underpin the successful marketing of quality assured meat and meat products.
1.3 SPECIFIC TERMS USED AND ABBREVIATIONS

1.3.1 Definitions of Common Terms

Animal: where used in the standard means cattle, sheep, pigs and poultry (see 2.1.3 for qualifying animals).

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

BLQAS: the Bord Bia Beef and Lamb Quality Assurance Scheme for beef and lamb farms.

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.

Cleaning: the removal of soil, food residues or other matter that could compromise hygiene and/or product safety.

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.

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 or Processor 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: means the action required to eliminate the cause of a potential nonconformity or other undesirable potential situation and 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.

Processor Standard: the requirements as set out in Sections 1 – 4 in this document (Processor Standard) which detail current best practices for the processing of eligible meat and meat products.

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.

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

Scheme: the Meat Processor Quality Assurance Scheme consists of three elements:

- The Processor Standard;
- The process for ensuring that the requirements as set out in the Standards are met (through auditing, certification, etc.) and that the relevant details are published;
- The relevant Producer Standard.

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.

1.3.2 Meat

Definitions of Meat / Meat Products referred to in this Standard include the following definitions in the EU legislation unless otherwise clarified:

- Meat Content: where used to quantify the “meat content” on a label, means meat associated with the skeleton and diaphragm (as per EC 101:2001);
- **Meat**: in legislation this means the edible parts of the animals / birds including blood and offals (as per EC 853:2004, Annex 1, 1.1). The eligible parts of animals / birds are set out in Appendix 3;

- **Fresh Meat**: means meat that has not undergone any preserving process other than chilling, freezing or quick-freezing, including meat that is vacuum-wrapped or wrapped in a controlled atmosphere (as per EC 853:2004, Annex 1, 1.10);

  
  Note: for poultry meat to qualify as fresh meat, the regulation stipulates that no temperatures of \( \leq -2^\circ\text{C} \) have been used prior to sale (see also Section 3.19);

- **Meat Preparations**: means fresh meat, including meat that has been reduced to fragments, which has had foodstuffs, seasonings or additives added to it or which has undergone processes insufficient to modify the internal muscle fibre structure of the meat and thus to eliminate the characteristics of fresh meat (as per EC 853:2004, Annex 1, 1.15);

- **Minced Meat**: means boned meat that has been minced into fragments and contains less than 1% salt (as per EC 853:2004, Annex 1, 1.13);

- **Comminuted Meat**: means boned meat where the particle size has been reduced by means other than mincing;

- **Offal**: Offal means fresh meat other than that of the carcase, including viscera and blood (as per EC 853:2004, Annex 1, 1.11);

- **Mechanically Separated Meat**: or "MSM" means the product obtained by removing meat from flesh-bearing bones after boning or from poultry carcases, using mechanical means resulting in the loss or modification of the muscle fibre structure (as per EC 853:2004, Annex 1, 1.14).

### 1.3.3 Membership Certification Types

- **Certified**: the status (as indicated on the Quality Assurance Scheme register / database) that is given where there is compliance with the requirements of the scheme;

- **Not Certified**: the status of a Processor that has not applied for membership, or that was previously a member but was withdrawn or whose certification was suspended.

### 1.4 NORMATIVE REFERENCES FOR THE STANDARD

This Standard has been derived bearing in mind the principles / requirements of the following legislation and standards (as amended):

- EC Hygiene Regulations (EC 852, 853 and 854 of 2004)
- EC Food Labelling Regulations (EC 13:2000)
- EC Food Law (EC 178:2002)
- Relevant National and EU derived legislative requirements.
- Recognised European and International food safety / quality management standards including:
• Codex Alimentarius: Code Of Hygienic Practice For Meat 1 CAC/RCP 58-2005

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

1.5 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 the Processor 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
2. Scheme Regulations

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

2.1 ELIGIBILITY CRITERIA

2.1.1 Companies / Organisations

Members must be actively trading (purchasing, producing and / or selling) Quality Assured products to be eligible under the scheme and this will be confirmed at audit. New applicants must be able to demonstrate their intention to purchase and produce Bord Bia quality assured product. Evidence of this and of on-going activity in quality assured product can be derived from a number of sources including logo approval applications, reconciliation reports, and / or other information provided by the Member.

Members must demonstrate clear commitment to the aims of Bord Bia Quality Assurance Scheme in their dealings with the primary producer. The Member must actively encourage primary producer participation in the scheme by a programme of recruiting their farmer suppliers and/or by price mechanisms to incentivise scheme membership. Failure to demonstrate commitment in this regard will result in removal from the scheme.

2.1.2 Animals and Products

Only meat sourced directly from Bord Bia quality assured producers (in a manner that ensures that the current certification status of the herds / flocks is demonstrated) is eligible for inclusion in the Scheme.

2.1.3 Qualifying Animals

- Qualifying categories of cattle are: steers, young bulls (i.e. up to 24 months of age), heifers and cows which have been resident on a certified farm or farms for minimum 70 days continuously prior to slaughter;

- Qualifying categories for sheep and pigs are: all animals which have been resident on a certified farm or farms for minimum 42 days (sheep) or during the complete fattening period (pigs) continuously prior to slaughter;

- Qualifying categories for poultry are: all meat producing chickens, ducks, and turkeys from farms certified continuously from day-old.

Note: Casualty slaughter, on-farm emergency slaughter animals and spent hens are not eligible under the scheme.

2.1.4 Qualifying Products

The products that qualify for marketing under the Scheme are set out in Appendix 3: Eligible Products.
2.1.5 Other Qualifying Products

Other value-added meat based products that have been produced using quality assured meat as its only meat source may also be marketed under the scheme; however, a specific application must be made in this regard to Bord Bia.

Imported product may also be eligible for inclusion provided that it is sourced from a quality assurance scheme that has been deemed equivalent by Bord Bia. In these cases, the origin of the meat and its quality assured status must be clearly identified on the label.

Unless specified above, only product that is derived from meat (as defined in the Introduction (1.2 Definitions) and in the regulations) that has undergone no thermal treatment other than refrigeration (chilling or freezing) or as otherwise specified in Appendix 3 is eligible for inclusion in the scheme.

2.2 MEMBERSHIP REQUIREMENTS / APPLICATION, CERTIFICATION PROCESS

• Membership of the Scheme is voluntary and open to all abattoirs, meat processors and meat packers that are approved and / or licensed in accordance with relevant National and/or EU regulations.

• Processors seeking membership must initially apply in writing to Bord Bia using the application form that is provided on request. The application will then be evaluated and, if appropriate, a full independent audit of the Processor will be carried out to assess the capability of the applicant to meet all the requirements of the standard. Where Bord Bia does not consider that the applicant is likely to be able to comply with the requirements of the standard, a pre-assessment audit may be conducted.

• When the Processor is deemed to have complied with the requirements of the standard as determined by independent audit, the Processor will be considered for certification under the Scheme.

• All Processors will be required to sign a Membership Agreement with Bord Bia that includes an undertaking to comply with the requirements of the scheme and with relevant legal, indemnity and insurance requirements.

• In addition, to use any Quality Assured Logo, a Member must sign a Licence Agreement, which incorporates Bord Bia’s Logo Use Policy. All Members are required comply fully with the terms and conditions as set out in the Licence Agreement and the Logo Use Policy. The Logo Use Policy is published on the Bord Bia website (www.bordbia.ie) (see also Section 2.10 below).

• When certified, the Member will be issued with a Membership certificate.

• The Member is then eligible to apply for permission to use the Quality Assured Logo on approved specified product / packaging and / or related documentation. The Member must make an individual application to Bord Bia for permission to use the logo on each product that is to be marketed under the scheme.

• Members will be charged an annual membership fee.

2.2.1 Database Information

The names of all Members will be published on the Bord Bia database / register and in the list of members on the www.BordBia.ie website together with the scope of their certification.
2.3 CONTROL AND MONITORING

2.3.1 Control

Overall control of the Scheme will be exercised by the Bord Bia Quality Assurance Board. This Board is representative of the relevant sectors of the food industry and collaborates with the Technical Advisory Committee, which is responsible for drafting the standard and formulating required amendments.

The decision of the Quality Assurance Board on any matter relating to the control or operation of the Scheme is final.

2.3.2 Monitoring

After the initial successful application, monitoring of the Member’s compliance with the requirements of the standard will be carried out by Bord Bia or its nominated agents through audit.

Each Member will be independently audited at scheduled intervals (normally once every 18 months, or as decided by the Certification Committee). Independent Auditors with sectoral experience will carry out these audits and a full report will be issued to the Member.

Bord Bia reserves the right to carry out unscheduled (spot) audits on an announced or unannounced basis for the purposes of verifying compliance with the requirements of the standard or to determine that corrective/preventive actions specified during (or subsequent to) audit are in place. 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 to all relevant areas of the premises or all relevant records will result in suspension from the scheme.

Bord Bia reserves the right to remove samples of meat or meat products for the purposes of testing by an independent laboratory (ISO 17025 accredited for the specific tests where available) to determine compliance with regulations and / or the requirements of the Scheme.

Bord Bia also reserves the right to collect label information or label samples to verify compliance with the Bord Bia Logo Use Policy and labelling regulations.

2.4 TERMS, REQUIREMENTS CATEGORIES AND APPLICATION OF NON-COMPLIANCES

2.4.1 Explanation of Terms

The term “must” is used to indicate requirements of the standard.

The term “should” where used indicates a recommendation in the standard.

The requirements and their meaning and significance (and compliance with these requirements as determined by audit or other means) are detailed here:

- **Critical:** Where a breach of the requirements may constitute a grave and immediate food safety risk or a key Bord Bia requirement is not met. These requirements are in document number format e.g.3.2.c), are indicated in the text in bold underlined typeface and the word “Critical” appears in bold underlined text in parentheses at the end of the sentence or paragraph as follows (Critical).

- **General:** Where the requirements deal with core best practices. These requirements are in document number format e.g.3.1.a) and are indicated in the text in normal typeface.
Recommendations for best practice are in document number format e.g. 3.1.e) and are indicated in the text in italic typeface.

2.4.2 Application of Non-Compliances (as determined by independent audits)

Applicants

Applicants must submit to audit(s) and comply in full with all requirements in order to be eligible for certification. Bord Bia imposes sanctions for failure to comply with the requirements of the standard, as set out in the Sanctions document which is appended to the Membership Agreement.

2.4.3 Existing Members

Critical Non-Compliance:

Failure to comply with a critical requirement, as determined by audit, obliges the Member to immediately cease to market any Meat products as ‘Quality Assured’ under the Scheme and may subject the Member to further sanctions. The auditor will immediately advise the Bord Bia of the situation. Bord Bia will then engage with the Member to determine the proper course of action. Bord Bia will then refer the audit findings and Member’s response to the Certification Committee and a formal decision regarding membership will then be taken.

General Non-Compliance:

Failure to comply with a General requirement, as determined by audit, obliges the Member to initiate immediate corrective / preventive action and may subject the Member to further sanctions. 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.

Non-Compliances against Recommendations:

Failure to comply with applicable recommendations, as determined by audit, will be noted in the audit report so that corrective / preventive actions can be implemented before the next full audit.

2.5 CERTIFICATION DECISIONS

The decision to grant, extend or remove the certification under the Quality Assurance Scheme will be made by the Certification Committee. This decision will be made primarily on the basis of the audit findings, but other factors (such as failure to meet regulatory compliance or other food safety requirements, or previous audit history, or inability to provide sufficient or appropriate access to information) may be taken into consideration in arriving at the certification decision.
The duration of certification is normally 18 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.

Membership certificates issued do not carry an expiry date. The validity of any certificate can therefore only be determined by reference to the Bord Bia website (http://www.bordbia.ie/industry/services/quality/pages/default.aspx) which lists all certified processors.

### 2.6 APPEALS

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).

### 2.7 COMPLAINTS

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).

### 2.8 REVISION / UPDATES OF THE STANDARD

Users should note that this standard replaces the following standards from June 1st 2013:

- BQAS: Processor (Revision 03, 2004);
- LQAS: Processor (Revision 02, 2008);
- PQAS: Processor (Revision 02, 2006);
- PPQAS: Processor (Revision 01, 2008).

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.

### 2.9 NOTIFICATION OF CHANGE

The Bord Bia database provides a Member’s Home Page which contains important information about the Processor relevant to this Scheme. It is the responsibility of the Member to ensure that the details are maintained accurately at all times.

In the event of any change in regulatory approvals, the details must be amended / updated on the Member’s Home Page. Similarly, changes in management, management representative (as identified in Requirement 3.2), contact details, etc. must be made through the Member’s Home Page.
Where other significant changes are required, an application must be made to Bord Bia:

- Where a change in the scope of the certification granted by Bord Bia is required;
- Where it is required to change the trading name (i.e. name on the Bord Bia Certificate).

2.10 ADDITIONAL DOCUMENTATION

In addition to this Standard and as outlined above, the Meat Quality Assurance Scheme is regulated by additional documentation, including a Membership Agreement (applicable to members only of the QASs), a Licence Agreement (relating to the licensing of certain Bord Bia intellectual property rights, including the QAS Logos), a Logo Use Policy (detailing how the Logos are to be used) and a Sanctions document (outlining the sanctions which can be imposed by Bord Bia for breach of the Standard or of the Logo Use Policy). These documents create binding rights and obligations in respect of the relevant Quality Assurance Schemes, and membership of the Meat Processor Quality Assurance Scheme is conditional on the Member signing up to each of these documents.
3 Processor Requirements
3. Processor Requirements

This section contains important general information for Processors and forms part of the overall requirements of the Standard. It is crucial that Processors take sufficient time to read and fully understand all sections of the Standard.

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Management Responsibility

Note: all references to legislation are on an “as amended” basis.

3.1 POLICIES

a) The policies (quality, food safety management, hygiene, allergen, health and safety) must be approved by senior management and prominently displayed on the premises.

b) All staff must be aware of these policies.

c) Current insurance policies must be in place meeting the Bord Bia requirements as set out in the Membership Agreement.

d) Members must have a policy to actively encourage primary producer participation in the scheme (e.g. a programme of recruiting their farmer suppliers and/or price mechanisms to incentivise scheme membership).

e) Ensure that the all policies are communicated, understood and implemented by all staff and employees.

f) Ensure that the all policies are regularly reviewed for suitability and effectiveness.

Quality

g) Processors must have a quality policy, which includes a commitment to the objectives of the applicable Bord Bia Quality Assurance Schemes and to complying with all current regulatory and customer requirements.

h) Ensure that the Quality Policy includes a commitment to Continuous Improvement, and to providing appropriate information, training, resources and equipment for all employees.

Food Safety Management

i) Processors must have a food safety management policy, which includes a commitment to complying with all regulatory and customer requirements for current food safety.

Hygiene Policy

j) Management must have a hygiene policy which includes policies regarding visitors and contractors.

Allergen Policy

Where allergens are handled in the plant, the Processor must have an allergen policy that addresses the following at a minimum:

k) The policy must define how risks associated with allergen use (including details of all processes and process inputs and products that could be affected) are controlled.

l) The policy must define the controls to be implemented to prevent potential cross contamination of other process inputs and products in all areas.

m) Personnel coming into contact with allergenic foods must be trained in the handling and segregation of these foods.

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1 As described by customer specifications or asset out in Commission Directive 2007/68/EC amending Annex IIIa to Directive 2000/13/EC as regards certain food ingredients
**Health and Safety**

n) Processors must have a health and safety policy and be able to demonstrate that this policy has been communicated to all personnel on site (employees, contractors, visitors, etc.).

**Ethical Operation**

o) Processors must have documented ethical operation and trading policies and documented policies on employment (permanent and temporary), minimum wages, working conditions, working hours, equal opportunities, discrimination, resolution of disciplinary issues, etc.

p) Processors must be able to demonstrate that these policies were communicated to all employees.

### 3.2 MANAGEMENT

**Management Responsibility**

a) The commitment of senior management to the effective implementation of the requirements of this standard must be clearly demonstrated and communicated to all staff.

b) Management must be able to demonstrate that an adequate level of technical support with appropriate qualifications and other resources exists for the effective implementation of the Standard.

c) In the event that a critical non-compliance is identified during internal audits or routine checks, Members must immediately notify Bord Bia and implement the procedures as outlined for critical non-compliances in the Scheme Rules 2.4.2 including recall where necessary (Critical).

d) An organisation chart must be maintained showing the reporting structure.

e) Responsibilities of key personnel must be documented.

f) Management must define the person(s) with responsibility for:
   
   i. Ensuring compliance with regulatory requirements including hygiene (see Appendix 1: Reference Information);
   
   ii. Food safety management (who ideally should be independent of the production function);
   
   iii. Quality control;
   
   iv. Non-conforming process input or product management;
   
   v. Corrective and preventive action management;
   
   vi. Internal auditing;
   
   vii. Training.

**Note:** See also requirements below under Management Representative.

g) The Processor must identify the management and supervisory staff with responsibilities for the identification, segregation and traceability of quality assured product.

h) The Processor must establish an acceptable management system to demonstrate that all requirements of this Standard are being met.
i) A documented plan must be in place that ensures continuity of supply in unplanned events.

j) A documented system must be in place that ensures that unplanned absences of key staff are managed so as not to affect product quality or safety.

k) Where product is being packed under contract for another organisation or is being packed by another organisation on behalf of the Processor, management must demonstrate that all controls as specified in this Standard are observed and verified.

Management Representative

l) The Processor must officially identify in writing the Management Representative who, irrespective of other responsibilities, has operational responsibility for ensuring that the requirements of this Standard are met.

m) In the event of the Management Representative being changed, Bord Bia must be informed immediately through the database.

3.3 MANAGEMENT REVIEW

a) Management, which must include senior management\(^2\), must meet at least once each year with a clearly defined agenda to:

i. Review the complete quality system for improvements opportunities;

ii. Ensure that all aspects of the quality system as specified in this Standard remain suitable and effective, and that preventive or corrective actions are assigned, documented and implemented;

iii. Review all quality system data (including performance against previous management review targets and objectives, data from audit reports, corrective and preventive action, training, customer complaints, customer satisfaction surveys, quality control, process and non-conformance, key performance indicators, etc.) to verify the suitability and effectiveness of all quality systems;

iv. Set out quality improvement objectives and key performance indicators for the next year;

v. Establish and assign responsibility for implementing the required actions and improvements within a defined time scale.

b) Minutes of this meeting must be retained.

3.4 QUALITY SYSTEM

Quality Documentation

a) The quality system must consist of documentation that details the Processor’s response to each requirement of this Standard and that includes or references related operational documents, procedures and plans.

b) The Quality System documentation (such as procedures, work instructions, specifications, etc.) must be accessible so that each employee clearly understands his / her role and responsibilities in the operation of the processes.

\(^2\) MD or CEO, Production or Operations Manager, Quality Manager, Head of Function
c) Processors must document (such as by flow diagram) all the steps of each process from intake to final product dispatch.

d) The Processor must have documented procedures that cover all stages of the preparation and processing of all products and that define how each process (including slaughter, cutting, boning, wrapping / packaging, weighing, labelling, metal detection, curing, brine makeup etc.) is managed to ensure the quality and safety of the food product throughout the process.

e) The procedures must be supported by documentation (e.g. work instructions) that defines how each stage of each process is to be conducted and the equipment to be used at each stage.

f) For each process, the documentation must include the following:

   i. A detailed description of each of the process steps including those steps where rework may arise or be dealt with;
   
   ii. The control measures applicable to each step in the process;
   
   iii. The responsibility and frequency for monitoring at each step (where relevant) in the process;
   
   iv. The tests / checks that must be performed to verify that the limits for each step are not exceeded;
   
   v. The corrective action to be taken if a non-conformance occurs at any step;
   
   vi. Identification of the responsibilities, procedures and records applicable for each step in the process.

g) The Quality Assurance (QA) control plan must be verified at a minimum annually or whenever a change that could affect the process is implemented.

h) The data must be monitored and trends analysed so that appropriate preventive or corrective actions can be taken and documented.

i) Evidence must be available to demonstrate that the QA control plan is actively supported by senior Management.

**Shelf Life**

j) A documented shelf life test procedure and schedule that takes into account predictable conditions of processing, storage and use must be in operation for all products and the results maintained.

**Note:** Further information may be obtained from the FSAI publication GN 18 Determination of Product Shelf Life.
**Document and Data Control**

**Note:** It is recommended that the requirements for document and data control as outlined in ISO 9001:2008 or ISO 22000:2005 should be adopted.

k) All documents and data (including relevant external documentation such as this Standard, Customer and Regulatory documentation) whether electronic or paper based that relate to the requirements of this Standard must be managed and controlled as part of the Quality Management System. At a minimum, the Processor must ensure that:
   i. A master list of documents and procedures exists identifying the current revisions status;
   ii. Only current issues of all documents are available for use;
   iii. All documents are authorised;
   iv. A procedure for issue of new documents, or amending existing documents, or removal of obsolete documents, is in place and is effective;
   v. Applicable documents of external origin are identified and effectively controlled;
   vi. Data is reviewed and signed off by an authorised person;
   vii. Data is managed so as to ensure that it is available as required and stored / backed up to prevent accidental loss.

l) This Standard is subject to document control and where amendments are issued by Bord Bia, it is the responsibility of the Processor to ensure that their Standard is correctly updated (see also Scheme Regulations, Section 2.8).

m) There must be control of the process for generation of new labels (taking into account the Bord Bia approval process for new labels bearing the logo), issue of labels to production, removal of unused labels post production, and the personnel involved must have received training on in-company label controls, Bord Bia controls and relevant labelling legislation.

**Records**

n) All records specified in this Standard must be maintained up to date at all times and must be available for inspection without delay (i.e. within a time period agreed with the auditor on site) during a Bord Bia audit.

o) All records must be controlled (e.g. by signing and dating) and must be maintained at a secure and easily accessible location for a minimum period of three years unless otherwise specified in legislation (e.g. for SRM or Category 1 waste) and where corrections are made, these must be authorised.

p) All records must be reviewed and co-signed / authorised according to a schedule, by the person responsible for the area or team as set out in management responsibility (3.2.f) in this Standard.

q) Records must be available for at least the last year and must be complete and without gaps unless there is a valid explanation.

r) For unscheduled audits, records required for traceability and reconciliation for at least the previous 3 months must be made available at audit.

**Note:** This is a very important issue in ensuring that audits can be carried out efficiently and effectively.

**Improvement Plans**

s) Processors must carry out an analysis of current and future market requirements including those of a regulatory nature. (Note: This can be included in the management review).
t) Ensure that management and key operational staff have received an appreciation of the tools and techniques of total quality management / continuous improvement.

**Reference Information**

u) Ensure that up-to-date information is maintained on all developments relevant to the operation of the Scheme.

v) Ensure that a list of all current relevant Statutory Instruments defining regulations for processors is maintained for easy use and reference.

**Note:** See also Appendix 1: Reference Information.

### 3.5 TRAINING

a) Processors must carry out a review at least annually to identify the training needs of all staff and to verify the effectiveness of the training given.

b) A documented schedule of training must be available.

c) All personnel coming into contact with food (including maintenance staff) must receive induction training before they commence work and must receive on-going food hygiene training according to a documented schedule.

d) Staff who are operating or monitoring any control point (QA / CCP / PRP) must also receive training in the application of HACCP principles and food safety according to a documented schedule.

e) Processors must provide training on traceability and reconciliation processes as required to key staff involved in these processes.

f) Records of all such training must be maintained.

g) Training records must include:

   i. Details of the course provided;

   ii. Evidence of the trainer’s competence (i.e. having attended a formal training programme, having external certification as a trainer, or Bord Bia registration);

   iii. Evidence of the effectiveness of the training provided.

**Note:** Training requirements are also set out in other sections of the Standard.
3.6 HYGIENE PRE-REQUISITES AND HACCP BASED PROCEDURES

Background Information
The regulations require that all Processors comply with EC 178: 2002, EC 852: 2004 and EC 853: 2004 which specify, among other things, that all Food Businesses implement a quality system based on HACCP principles. Processors could consult other Standards (including ISO 22000: 2005 which proposes a 12-step approach) and industry guidelines in the development of their HACCP based systems.
In addition, all processors are required to demonstrate compliance with Commission Regulation EC 2073: 2005 to Microbiological Criteria for Foodstuffs on microbiological testing. This incorporates a requirement to have a continuum of satisfactory results over the prescribed period. Auditors carrying out audits under the MPQAS will require access to these results to verify on-going compliance. Further guidance on this regulation may be obtained from the Teagasc SOPs for microbiological examinations (2008). See also Appendix 1: Reference Information.

General

a) The Processor must have a food safety management (FSM) plan based on HACCP principles which shows how product / process safety is ensured through control and prevention (Critical).

b) The FSM plan must be developed by a team that has at least one member who has received formal training in HACCP principles and all team meetings must be documented.

c) The FSM plan must be coordinated with and complement the Quality Assurance Control plan and must be amended where a significant change in any of the processes takes place.

Pre-Requisite Programme (PRP)

d) Documentation must be available that demonstrates that the essential “Pre-requisite” requirements for a food operating environment have been adequately addressed for all aspects, including the following:

i. Building construction and layout including zoning (physical separation of activities to prevent potential food contamination);

ii. Plant and equipment including installation, commissioning, cleaning and on-going maintenance and preventive maintenance;

iii. Workspace and employee facilities layout and organisation;

iv. Services including electrical, water (including ice and steam), ventilation, air, and other utilities;

v. Waste and sewage handling;

vi. Management and control of purchased / received materials;

vii. Prevention of cross contamination via process inputs, products, contact surfaces, equipment;

viii. Cleaning and sanitising for equipment and facilities;

ix. Pest Control;

x. Personal hygiene;

xi. Storage, distribution & transport.
Food Safety Management Plan

e) A full description of each product produced on site must be available (e.g. on a product data sheet) including the following information:

   i. Composition;
   ii. Origin of ingredients / inputs;
   iii. Physical or chemical structure (e.g. water activity, pH etc.);
   iv. Treatment and processing (e.g. heating, freezing, salting);
   v. Packaging (e.g. modified atmosphere, vacuum);
   vi. Storage and distribution conditions (e.g. with specified temperatures);
   vii. Preservation characteristics;
   viii. Durability and required shelf-life, instructions for use and intended use.

f) A hazard analysis must be carried out that includes a detailed identification and description of the food hazards (chemical, microbiological and physical / foreign bodies) that could arise at each process step and the risks that these represent.

g) The control points / steps that are deemed to be Critical Control Points (CCP) or PreRequisite Control points (PRP) must be identified in the FSM plan.

h) The limits that must be met to ensure control of each CCP / PRP must be clearly established.

i) A process for monitoring each CCP / PRP must be in place stating responsibility, methodology and frequency to ensure that control is maintained.

j) The corrective action to be taken where a non-conformance occurs at any CCP / PRP must be defined.

k) The FSM plan must be verified / tested annually at a minimum to confirm that it remains effective for the processes.

l) As part of this verification / testing process, microbiological data (based on the criteria as set out in the regulation EC 2073/2005) must be available and considered (see also 3.16.i).

m) The verification process must be documented and scheduled and responsibility for its implementation must be assigned.

n) The schedule for the verification / testing process must be based on the established risks and the microbiological history of the product.

o) The FSM plan must be actively supported by senior Management.

p) *The plan should be put in place by a multidisciplinary team.*
3.7 CUSTOMER CONTRACT REQUIREMENTS

**Product and Process Design and Development**

a) Processors must be able to demonstrate that relevant regulatory and customer requirements incorporating HACCP principles have been taken into account in the formulation and design of new products and processes.

**Customer List and Specifications**

b) Processors must maintain an up to date list of all customers to whom quality assured product is being supplied including:
   i. Products being marketed using the quality assured logo;
   ii. Products where the customer has specified a requirement for Bord Bia quality assured products.

c) Processors must be able to demonstrate that customer requirements (including specifications, performance data, etc.) are being met.

d) A current documented specification must be maintained and available for each product supplied to each customer. All such specifications must be signed by both parties.

e) There must be a procedure to ensure that contracts (either formal or informal commitments to supply products, or a sales contract or other agreement) are reviewed to determine that all requirements including documentation can be met prior to acceptance.

3.8 INPUTS

3.8.1 General

a) Processors must maintain a list of suppliers that have been approved to supply process inputs or services that could affect product quality or safety.

b) A procedure of approving suppliers prior to purchasing process inputs that are incorporated into or come in contact with the product must be in place, the process must include an appropriate risk assessment and must define appropriate controls.

c) All approved supplier lists must be reviewed at defined intervals to maintain accuracy of the information and this review must include a risk assessment analysis.

d) All process inputs that could affect product quality or safety must be checked and approved before use and a record of these approvals must be maintained.
e) Documented checks on the hygiene and condition of delivery vehicle and the delivered contents must be made including the following:

i. Packaging integrity & pallet condition;
ii. Absence of pest infestation;
iii. Date, lot / batch coding;
iv. Temperature, pH, other internally specified measurements;
v. Process input inspections demonstrating compliance with the agreed specification which must include quality standards acceptable in industry;
vi. Quality assurance status and the documentation establishing this.

f) The storage of all process inputs and other materials that could affect product quality or safety must be managed in a way that ensures continuing fitness for purpose.

g) All process inputs and other materials must be stored (on site or off site) and used in a manner that prevents chemical, physical or microbiological contamination of product.

3.8.2 Bone-in and Boneless Meat Supplies

Where supplies of Bone-in or Boneless meats are purchased for processing in the plant, the following requirements apply:

a) Each consignment of meat³ to be marketed under the scheme, must be Bord Bia quality assured and sourced from a Bord Bia certified Processor (Critical).

b) All consignments of meats or other process inputs (either Bord Bia assured or otherwise) must be examined on delivery as set out in subsection 3.8.1 above and records maintained demonstrating:

i. Compliance with a written specification;
ii. Freedom from visible contamination or foreign bodies;
iii. Protection from damage and cross contamination;
iv. Compliance with chill-chain temperatures (see also Section 3.19).

3.8.3 Water / Steam / Ice

a) All water, steam or ice (that can come in contact with the food) must be potable.

b) The Processor must have a procedure in place to verify that the water supplied within the plant meets the regulatory physico-chemical parameters.⁴

c) A sample of water must be tested at least monthly (for compliance with the microbiological parameters as set out below at least, and also as determined through a risk assessment) and the results retained. The samples must be taken from multiple sites by trained personnel.

d) At a minimum, the water must comply with the following microbiological criteria:

i. E.coli 0 / 100 ml (ISO method 9308-1 or equivalent);
ii. Enterococci 0 / 100 ml (ISO method 7899-2 or equivalent).

e) If there is a failure to meet these requirements, corrective measures must be taken and an alternative compliant supply must be used immediately where necessary. The original supply may be reused when it has been demonstrated to be compliant.

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³ As defined in Scheme Regulations, Eligible Meat Products Section 2.1.1 – 2.1.5
⁴ SI 278:2007 as amended Part 1, Table A (Microbiological) and Table B (Physico-Chemical). Data from the water supplier can be used to demonstrate compliance with Table B.
f) In the event that the source of the water is changed at any time, the new source must be tested for compliance and approved before use.

g) Where the water supply is derived from well(s), the well-head(s) must be designed and the area around the well-head(s) maintained to prevent contamination of the water.

h) Non-potable water is not permitted in the plant except where dedicated pipes are used and the non-potable water pipes are clearly distinguished from potable pipes to prevent inadvertent use as a potable water supply.

i) Where chemical water treatment systems are installed (e.g. chlorine, chlorine dioxide, etc.) the dosing system must incorporate an alarm device and must be capable of treating the water to manufacturer’s specification in terms of concentration and contact time, and the effectiveness of the treatment system must be demonstrated through records of measurement of residual treatment chemical in treated water at least daily or as determined through a risk assessment.

j) Where alternative disinfection systems are used (e.g. UV treatment, ozonation, membrane filtration, etc.) these must be designed so that operators can easily determine that they are operating effectively and the effectiveness of the treatment system must be demonstrated through records of measurement of the water at least daily or as determined through a risk assessment.

k) There must be a water distribution system map or drawing, showing source, storage, hot and cold distribution in the plant, and the locations of sampling points.

l) A programme must be in place to prevent organic matter build up in tanks; the frequency of cleaning must be based on a risk assessment and recorded.

m) Water tanks must be kept covered.

n) Storage tanks must conform to the following specification:
   i. Manufactured from inert material;
   ii. Covered and fitted with an inspection hatch;
   iii. Water inlet at the top of the tank (to prevent sediment disturbance);
   iv. Water outlet at the bottom of the tank;
   v. Fitted with screened vent pipes.

3.8.4 Detergents, Sanitising Materials and Packaging

a) The Processor must have on file current certificates of suitability for use (in meat processing), for all packaging / wrapping materials that could come in contact with food, including soaps, detergents, marking inks, lubricants and packaging / wrapping materials, casings, etc.

b) Documentation must be available to demonstrate that all packaging / wrapping materials that come into contact with the food are in compliance with the relevant EU regulations

c) All such materials and chemicals must be stored in a manner that permits control of their use.

d) All such materials must be inspected on delivery to ensure their suitability for use in the plant (correct labelling, integrity of packaging, correct specification, etc.).

e) Documentation must be available that demonstrates that the materials used in packaging / wrapping (that are intended to come into contact with food) are traceable at all stages of production.
3.9 ANIMAL RECEIPTS AND TRANSPORT

a) Records must be available to demonstrate that any product to be marketed under the Scheme was only sourced from producers who were certified at the time of processing under the relevant Bord Bia quality assurance scheme (or an equivalent Bord Bia approved scheme) (Critical).

b) Records must be available to demonstrate that relevant on-farm monitoring (e.g. salmonella testing) was taken into account in the scheduling of slaughter processes.

Animal / Bird Transport

c) Members must maintain a list of approved livestock hauliers (that are not the producer’s own transport) on the Bord Bia website together with relevant data (including licences / registrations / approvals etc.).

d) A register must be maintained showing that the approved hauliers have received and signed for a copy of the guidelines on Best Practice for the Welfare of Animals during Transport published by FAWAC (see Appendix 1).

e) Processors must inspect all transport vehicles using a checklist based on these guideline documents on a planned basis.

f) A record of every delivery of animals / birds for slaughter to the factory must be maintained showing at a minimum:

i. Delivery truck registration number;
ii. Haulier and / or driver name;
iii. Number of animals / birds in the delivery;
iv. Identification of the animals / birds in the delivery (herd, tags, flock) including other relevant information on category, breed, age, etc. that forms the basis of labelling claims or to meet customer specifications;
v. Time of collection and delivery;
vi. Delivery information that will allow traceability of animals / birds to source farms.

g) Facilities to clean and disinfect animal transport must be provided on site and the use of the facility by the haulier must be monitored; the facility must include an appropriately located, clearly identified designated vehicle washing area, with an adequate water supply, a supply of approved disinfectant and an appropriate means of applying the disinfectant.

Animal / Bird Receipts

h) All animal / bird deliveries must be inspected prior to slaughter for cleanliness and where required, appropriate corrective action taken in accordance with the Processor’s policy on cleanliness.

i) A documented check must be carried out on all incoming animals / birds in accordance with the QA control plan (see 3.4 above), and the FSM plan (see 3.6 above).

j) All animal / bird deliveries must be checked on an individual basis (bovine) or source farm basis (sheep, pigs and poultry) to ensure that the animals / birds meet the residency criteria set out in Scheme Rules 2.1.3 Qualifying Animals (Critical)

k) As part of the process for receipt of animals / birds, the Food Chain Information document must be available and completed.

5 The web address for this database is available from Bord Bia.
l) Processors must have a documented and effective residue testing programme in place that complies with the requirements of the National Residue Monitoring Programme⁶ (including detection of chemo-therapeutics) that has been devised in conjunction with the Official Veterinarian and included in the QA control / FSM plans and a record of this maintained.

m) The Processor must maintain a record of the incidences of presentation of animals / birds in an unsatisfactory state as set out below and these cases must be brought to the attention of both the Official Veterinarian and the Producer in question so that corrective action can be taken. Unsatisfactory state of animals includes the following:

   i. For any species: lack of fitness to travel; fractures or other obvious significant injuries; severe lameness, recumbent animals;
   ii. For pigs: bruised / dirty / stressed / casualty pigs; difficulties with slap mark; other issues of food safety or animal welfare;
   iii. For beef / lamb: dirty animals; carcase damage / bruising; other issues of food safety or animal welfare;
   iv. For Poultry: injuries, hock burn, foot pad dermatitis, breast blisters, high mortalities, other issues of food safety or animal welfare.

n) Processors must provide suitable facilities for conducting the ante-mortem inspection.

o) Processors must have procedures in place to prevent the receipt of known cloned animals or their progeny under the Scheme.

Note: this could be communicated through the Food Chain Information declaration

3.10 ANIMAL WELFARE

Slaughter Welfare General

   a) Processors that carry out slaughtering must have at least one formally trained animal welfare officer responsible for ensuring that animal welfare standards are maintained.
   b) The lairage facilities must be included in the plant cleaning programme.
   c) Processors must comply with the requirements of the Regulations relating to the protection of animals in slaughter i.e. (EC) No 1099/2009, which came into effect on 1st January 2013 (see Appendix 1: Reference Information).
   d) Processors must ensure that the persons carrying out specified slaughtering activities holds a current licence / permit / certificate of competency for this activity.

General Animal Welfare and Lairage

   e) Lairage and slaughter staff must be able to demonstrate competence and compassion in their handling of animals and measures must be in place for the avoidance of stress including physical or auditory stress of the animals.
   f) Effective measures must be taken to ensure that the hygienic condition of animals hide and skin (or plumage of birds) is protected while in the lairage.
   g) A record must be available to demonstrate that appropriate training in animal handling was provided to all lairage staff by a qualified/trained animal welfare officer.

h) Lairages and poultry intake areas must be included in the plant cleaning and sanitation programme.

i) Staff member(s) with defined responsibility for lairage management / operation must be available to oversee the unloading and the subsequent passage of animals through the lairage to the point of stunning and slaughter.

j) The lairage must be covered to provide protection for the animals/birds from inclement weather conditions and adequately ventilated. Note: field lairage is not permitted under the MPQAS

k) The walls, floors and pens must be constructed with easily cleanable material, free of sharp edges that could cause injury and the floors must be maintained in a non-slip condition.

l) The stocking densities in the lairage pens must be defined and actual density must be maintained at a level that will prevent stress and injury while allowing movement of the animals / birds.

m) All drains must securely gridded to prevent injury to animals or staff members.

n) Lighting must be available for inspection at convenient points, but livestock / birds must not be exposed to continuous bright artificial light.

o) A designated approved detention pen / facility must be provided for DAFM purposes.

**Beef / Lamb / Pig Lairage Welfare**

p) Animals must be unloaded with care in a calm unhurried manner.

q) Animals must be moved using contactless stimuli (visual and phonetic – i.e. no sticks or equivalent) and gentle mechanical contact (stimuli drive board or paddle).

r) Goads may only be used on adult bovines and pigs and only as a last resort when the animal refuses to move forward following a number of interventions.

s) Clean water must be available at all times and supplied in all pens through drinking points that are maintained in an operating condition and in addition feed must be supplied where animals are held more than 12 hours after arrival in the lairage.

\[t\] *Animals entering the abattoir should, where possible, be maintained and penned in the groups in which they have been transported.*

u) Fractious and excitable animals must be penned separately.

**Poultry Welfare / Lairage Welfare**

v) Documentation must be maintained that demonstrates that the catching teams are supervised by a trained animal welfare operator and that the catching team personnel have been trained in the following:

   i. Correct catching techniques;
   
   ii. Acceptable densities for birds in transit relevant to weather conditions and bird size;
   
   iii. Protection of birds from inclement weather, excessive heat or excessive cold while in transit, or while awaiting veterinary inspection on arrival at the abattoir.

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7 For adult bovines and pigs, shocks may only be used on the hindquarters and only when the animal is free to move forward but refuses to do so. The shocks must last no longer than one second, be adequately spaced and must only be applied to the muscles of the hindquarters. Shocks must not be used repeatedly if the animal fails to respond.
3.11 BEEF / PIG / LAMB SLAUGHTER PROCESS

a) Casualty / injured animals must be slaughtered only by operatives with documented training in casualty animal slaughter and in consultation with the Official Veterinarian.

b) Intake of animals must be managed in a manner (through batching, lot identification, etc.) that allows the batch to be traced throughout the slaughter process.

**Stunning / Sticking**

c) The movement of animals along the approach race towards the stunning pen must permit animals to proceed calmly and unimpeded while minimising physical stress.

d) *The Processor should be able to demonstrate that the welfare of animals has been fully taken into account in the design of the slaughter facility (e.g. lighting that encourages animals to move forward in the approach race; an exit facility immediately prior to the stunning where required etc.).*

e) The approach race must be designed and constructed to prevent animals from being distracted by events outside the race.

f) Animals must be stunned using DAFM approved stunning methods. Stunning pens must conform with the following:

i. Be designed to avoid noise and distress or injury to the animal;

ii. Be well lit and accessible to allow inspection of stunning and slaughter to take place;

iii. Be maintained in good condition.

g) The stun to stick time must not exceed the specified\(^8\) time unless otherwise agreed by the Official Veterinarian and documented. This must be followed by a ‘sticking’ procedure that complies with the regulations.

h) Stunning techniques must be demonstrated to be effective through observation and through records.

i) The daily maintenance of stunning instruments must be documented and a correctly functioning spare gun (stored so as to maintain its functionality and availability) must be kept in reserve at all times.

j) Before electrical stimulation or dressing procedures are carried out, the unconsciousness of the animal must have been verified and the absence of signs of life must be verified before further dressing or scalding can take place.

**Carcase Grading**

k) Carcases must be classified / graded by a DAFM approved grading process and in the event that the carcase is re-graded, the amended documentation must be signed by the DAFM inspectorate, where relevant.

**Carcase Dressing**

l) Procedures for dressing carcases must be in place to prevent cross-contamination (e.g. from hide / fleece, unsanitised equipment or surfaces, digestive tract contents spillage, contaminated personal equipment or clothing, other uninspected carcases, SRM) (see also Section 3.44 below).

m) Dressing must be carried out immediately after slaughter and in a hygienic manner appropriate for food intended for human consumption.

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\(^8\) Bovine target 45 sec, max 60 sec; Ovine target 15 sec; Porcine proposed targets: gas 75 sec, elect 15 sec.
n) The dressing techniques must minimise transfer of microorganisms to the carcase surface.

o) Task descriptions must be documented for each dressing operation to ensure operatives carry out their tasks hygienically and consistently.

p) Dressing operations must be supervised, and the slaughter line speeds managed to ensure hygienic operator activity.

q) Trimming of any visible contamination must be conducted prior to final carcase inspection and using a sterile knife or other suitable means.

r) A two-knife technique must be used for all tasks that involve opening of the hide or skin.

s) All hide/fleece cuts must be “in out” or spear cut (i.e. blade cutting away from carcase, so that transfer of micro-organisms is minimised and it is ensured that the hide / fleece doesn’t touch the carcase) with the exceptions of the initial opening at the hock.

t) The knives used must be colour coded.

u) The technique used to open the abdomen must minimise the possibility of cutting into the stomach and intestines.

v) During evisceration, the gullet (oesophagus) must be rodded and tied, the rectum bunged and the bung sealed or otherwise treated to ensure effective sealing of the alimentary canal so as to minimise carcase contamination.

w) Adequate segregation of edible and inedible products must be maintained during production i.e. clearly marked bins for each status of product must be provided.

x) There must be a documented procedure to address accidental spillage of gut contents.

y) There must be a documented procedure for the release of any carcases held by the processor for corrective action (e.g. trimming).

z) For beef and lamb carcases, there must be a documented procedure defining how the removal, staining (where relevant) and storage of all SRM materials is carried out.

### 3.12 POULTRY SLAUGHTER PROCESS

**Poultry Intake**

a) Intake of birds must be managed (e.g. through batching, lot identification, etc.) in a manner that allows the batch to be traced throughout the slaughter process.

b) Birds must be unloaded with care in a calm unhurried manner.

c) The birds must be visually checked for mortality, general condition, and to confirm that the animal welfare requirements at catching were observed and recorded: exceptions must be noted and reported to the Producer and the competent authority as relevant.

d) Only birds that have been inspected and passed the ante-mortem inspection can be processed for slaughter and evidence of this must be maintained.

e) Birds must be maintained in low intensity or blue lighting prior to hang-on.

f) Hang-on\(^9\) must be conducted so as to minimise stress for the birds,

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\(^9\) Council Regulation (EC) 1099 / 2009 Annex (11, Art 5) sets out the regulatory parameters relating to waterbath stunning that must be complied with including hang-on times (birds < 1 minute; ducks, geese and turkeys < 2 minutes).
g) There must be a procedure to prevent undersized birds being placed on the line.

**Poultry Stunning**

h) Birds at the post-stunning stage must be monitored on an on-going basis for signs of revival and corrective action implemented as required.

i) A documented procedure must be in place that sets out the actions that must be taken in the event the interval between hang-on and stunning exceeds 3 minutes (e.g. in the event of line breakdown).

j) Following hang-on and prior to stunning, the birds must be maintained in low intensity or blue lighting environment.

k) All birds must be stunned using a stunning methodology that has been approved by the competent authority.

**Killing / Evisceration of Poultry**

l) The killing equipment must be monitored, maintained and operated to ensure that killing is effective and carried out so as to minimise stress on the birds.

m) The plucking and evisceration equipment must be monitored, maintained and operated so as to minimise contamination of carcases.

n) The effectiveness of killing must be monitored through a visual inspection that includes checks for signs of bird revival and missed cuts on the bleeding line.

o) The scalding / plucking system must be monitored to ensure effective plucking and to ensure carcase contamination is minimised (through e.g. water temperature, adjustment of equipment for de-feathering, etc.).

p) Carcases must be inspected for quality (including food in the crop, except for turkeys), faecal contamination, effectiveness of evisceration, catcher and machine damage and this information must be communicated to the relevant parties.

**Note:** A CEN standard on ritual slaughter (CEN BT N 8870) was in development at the time of printing.

### 3.13 CHILLING REGIMES

a) Chills must have functioning refrigeration systems that ensure an even airflow and records must be maintained demonstrating that the temperatures are maintained as required.

b) The cooling process used must comply with the processor’s own and / or the customers’ documented specifications.

**Beef, Lamb and Pigmeat**

c) Refrigeration of carcases must begin directly after the slaughter process and they must be spaced to facilitate air flow particularly in the period immediately post slaughter until the carcase has reached 7°C or less (e.g. in the deep round).

d) Carcases must be cooled in a manner that ensures absence of cold or hot shortening and records of the achievement of customer specified cooling / pH targets / requirements must be maintained.

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10 See the FSAI report on Recommendations for a Practical Control Programme for Campylobacter in the Poultry Production and Slaughter Chain.
Poultry

e) Poultry chilling must be carried out according to a documented plan and in a manner that minimises risk to food safety or quality.

3.14 CUTTING AND BONING

a) Carcases entering the boning hall must have a deep muscle temperature of 7°C (beef, lamb, pigmeat) or 4°C (poultry) unless there is an alternative documented procedure agreed with the competent authority.

b) There must be documented procedure for the following activities and records maintained demonstrating that inspections are carried out against these parameters:
   i. Visual inspection of product entering the boning hall to verify absence of contamination, correct labelling;
   ii. Effective removal of carcase labels;
   iii. Visual inspection of the condition of tables, table tops, conveying equipment, trays and mechanical boning equipment.

c) Records must demonstrate that a batch coding process is in place that ensures that, where the product is to be marketed under the scheme, the batch only contains quality assured product.

d) Boning activity must be performed in a hygienic manner to minimise contamination of product, must be based on documented procedures, and must comply with documented in-house or customer product specifications.

e) There must be a documented procedure for operation and maintenance of vac-pack machine and dip tanks and related ancillary equipment.

f) Records of checks conducted must be available to demonstrate:
   i. The inspection for and identification and rework of leakers prior to boxing;
   ii. The accuracy of traceability to carton / tray;
   iii. Accuracy of tare weights including the amendments required when changing packaging supplier;
   iv. Compliance with pack / carton / retail pack label requirements.

3.15 SPECIAL REQUIREMENTS FOR VALUE ADDED MEAT PRODUCTS

Mince and Comminuted Meat

Note: the definitions of meat, mince, comminuted meat are set out in the Standard (see definitions in Introduction 1.2).

a) Comminuted meat / mince must only be produced from sources / edible carcase parts identified in the legislation (as per EC 853:2004, Annex III; Section V; Chapter II)

b) Comminuted / minced meat must be produced from fresh meat as follows: poultry < 3 days, other < 6 days, vacuum packed < 15 days.

c) Mincing / comminuting activity must be performed in a hygienic manner to minimise contamination of product, must be based on documented procedures, and must meet in-house or customer product specifications.
d) During mincing / comminuting the internal temperature of the meat must be monitored and must meet the following criteria:
   
   i.  $< 7^\circ C$ if mincing is completed in less than 1 hour, but $< 4^\circ C$ ideally,
   
   ii. $< 4^\circ C$ if mincing is NOT completed in 1 hour.

e) Where frozen, meat for mincing / comminuting must not have been stored frozen for more than 18 months (beef and poultry), 12 months (sheep/lamb), or 6 months (pigmeat).

f) Comminuted / minced meat may only be deep frozen once.

g) Records of checks conducted must be available to demonstrate:

   i. The inspection for and identification and rework of leakers prior to boxing;
   
   ii. The accuracy of traceability to carton / tray;
   
   iii. Accuracy of tare weights including the amendments required when changing packaging supplier;
   
   iv. Compliance with pack /carton / retail pack label requirements.

h) The Processor should consider issuing Staff involved in mincing / comminuting meat with mouth and nose masks based on a risk assessment.

Processed Foods

Note: Section 3.4 above sets out the requirements for clearly defined and documented procedures for processing food products in accordance with the QA Control plan. This includes all processes and their sub-processes (e.g. taring is part of correct weighing practice) and all technologies used in the process including smoking, curing, cooking, cooling, etc.

i) Each product must be clearly identified at all stages.

j) There must be a specification for each such product setting out details as relevant regarding origin, handling, storage, shelf life / use by, labelling on finished products, etc.

k) There must be procedures to ensure the prevention of cross contamination at all stages of process from intake to dispatch.

l) There must be a procedure for the use of raw materials (including food ingredients, additives, spices, etc.) using FIFO stock control.

m) There must be a procedure for the control of the hygiene and food safety aspects of materials in contact with foods (wrappings, casings, etc.).

n) There must be a procedure for the management of returns that ensures that they are fully traceable at all stages, evaluated on receipt and that all decisions regarding disposal are documented.

3.16 INSPECTION AND TESTING

General

a) Processors must document the procedures used for all inspection and testing as detailed in the Quality Assurance / Hazard Control Plan and maintain records of the test data.

b) Processors must carry out testing that meets the minimum requirements for product set out in Appendix 2: Final Product Testing
c) Where the Processor operates a laboratory, the competence of the laboratory staff must be demonstrated (e.g. through training records, certifications, ring tests, etc.).

d) The suitability, effectiveness and accuracy of the test methods must be demonstrated (e.g. by reference to industry norms or other standard test methodologies and by laboratory test validation).

e) Sampling of meat carcases for analysis must be in accordance with the Teagasc guidelines\textsuperscript{11}.

f) Where testing (of meat and meat products) on regulatory parameters is outsourced, the Processor must use DAFM approved Laboratories (where specified by the competent authority) that are also independently accredited to ISO 17025 for the specific parameter.

g) **Ensure that where testing of a non-regulatory nature (e.g. customer specified) is outsourced, laboratories that are ISO 17025 accredited for the specific test are used.**

h) All measurement systems must be capable of complying with regulatory requirements in terms of accuracy.

i) Data from other tests (such as microbiological results when available) should be analysed for trends and to indicate the appropriate corrective action.

**Pigmeat**

j) **Pigmeat processors must have in place a salmonella testing programme that complies with the current regulatory testing requirements (Critical)**

**Bacteriological Testing**

k) Sampling and testing must be done in accordance with recognised methods.

l) Microbiological test data must demonstrate compliance with the parameters as prescribed in regulation EC/2073/2005.

m) In the event that the levels are exceeded, Processors must take effective corrective action.

n) If bacteriological tests are carried out in the plant laboratory, laboratory personnel must be suitably qualified and competent in microbiological methods and the test equipment must be suitable (see 3.16.a-g above).

**Residue Testing**

o) The Processor must have a residue testing programme and schedule in place for animals from eligible herds / flocks that complies with the DAFM National Residues Monitoring Programme. Evidence demonstrating that this programme is in operation and is effective must be maintained.

p) The Processor must be able to demonstrate that in the event that a carcase fails a residue test, any actions required by the Official Veterinarian were undertaken.

q) Where customers require specific residue tests, these must be documented and results maintained.

**Note:** Testing the microbiological levels of products using the aerobic colony count (ACC) or Total Viable Count (TVC) method is outlined in EC/2073/2005 (see Appendix 1: Reference Information) which sets out the sample methodology and the limits for ACC, TVC and Enterobacteriaceae.

\textsuperscript{11} See Teagasc SOPs for Microbiological Examinations - Appendix 1
3.17 FINAL PRODUCT RELEASE

a) All products must be inspected and released for dispatch according to a documented inspection procedure (including any specific tests required by customers).

b) All Quality Assured product whether bearing the Bord Bia logo or not, that is released by the Processor must be accompanied by a Dispatch Document / certificate of quality assured status which has been completed using a Bord Bia approved document / format. The dispatch details of all quality assured product must also be entered on the dedicated secure facility for this information on the Bord Bia database (when introduced).

Metal Detection

c) Unless otherwise agreed with the customer (and where size permits), all product arising from cutting or further processing must be passed through a metal detector and a record of failures maintained. Corrective action arising from the failures must be fully documented.

d) Metal detectors must be set for optimum sensitivity for the product consistent with customer requirements and incorporate an alarm to signify the presence of metals (ferrous, non-ferrous, stainless steel).

e) A schedule of testing of the effectiveness of the metal detection system must be in place.

f) A corrective action procedure must be documented to deal with failures of the metal detection equipment.

Positive Release

g) The personnel with responsibility and authority for final product approval and release must be identified in the procedure and the approval / release documentation.

h) This inspection must ensure that all product:
   i. Is free from visible contamination before dispatch,
   ii. Meets internal and customer requirements for quality and safety,
   iii. Meets the Bord Bia documentation requirements (including despatch)

i) For all products, the inspection must ensure full compliance with the labelling regulations.

j) All products marketed under the scheme must fully meet all the relevant Logo Use Policy requirements and the compositional requirements specified in Appendix 2: Final Product Testing.

k) All products must be positively released based on either physical examination and test results and / or where laboratory results are not yet available, based on the history of compliance.

l) Records must be available to demonstrate that, prior to boning or dispatch, carcases have been checked according to a checklist that includes at a minimum:
   i. Carcase temperature (sample based) is 7°C or less, or 4oC for Poultry;
   ii. Beef carcase pH is less than 5.8 (unless otherwise specified by customers).
m) Records must be available to demonstrate that, prior to dispatch, all products (including vacuum-packed products, bone-in joints and deboned product) have been checked according to a plan that includes at a minimum:
   i. Vacuum packs seals are airtight where applicable;
   ii. That cartons and trays, where used, are undamaged;
   iii. That product was passed through a metal detector.

**Note:** a list of the checks to be performed on meat prior to dispatch is included in Appendix 2: Final Product Testing.

### 3.18 PRODUCT IDENTIFICATION / TRACEABILITY, RECONCILIATION AND RECALL

#### Background Information
The Bord Bia website maintains a current version of the Logo Use Policy. This is an important document that describes conditions under which the Logo may be used and the sanctions that apply for incorrect logo use.

a) **Members must be actively trading (purchasing / producing and selling since last certification and / or most recent audit) Quality Assured products (Critical).**

#### Production Codes

b) All Bord Bia quality assured carcases / product must be clearly identified with Bord Bia quality assured status on the labels.

c) Where additional coding is used, the Processor must document the list of codes used in the product identification and provide a full explanation of their significance (e.g. breed, age, and customer).

d) These codes must be maintained as part of the quality system and be readily accessible in the work area.

#### Identification and Traceability

e) **Processors must have in place a documented product identification and traceability procedure / system (Critical).**

f) The procedure / system must permit full traceability at all stages of all processes and along the supply chain from an original Bord Bia certified herd(s) / flock(s) of origin to the customer.

**Product marketed under the Scheme must be clearly marked with processor identification and traceability codes, and the quality assured logo where required (Critical).**

h) **The traceability system in place must permit a reconciliation to be carried out that clearly demonstrates that only product originating from a Bord Bia certified herd / flock that was processed by a Bord Bia certified processor, was sold as quality assured product (with or without the logo) (Critical).**

i) **The traceability system must also permit a reconciliation to be carried out that demonstrates clearly that non quality assured product was prevented from being incorporated into products sold as quality assured (Critical).**
j) Where product claims are made on the product label, documentary evidence supporting the detail of the claim must be available (e.g. species / breed, reduced salt, farm source) and DAFM approval for the voluntary labelling claims must be available. The evidence must be reviewed annually and documented.

**Reconciliation**

k) Reconciliations must be conducted and made available as required by Bord Bia including data on the following:
   i. Opening stock;
   ii. Detailed purchases and receipts by item, supplier and date;
   iii. Stock used in production processes (taking account of yields and waste);
   iv. Sales by item and by customer (for quality assured product);
   v. Closing stock.

**Note:** when the database (referred to in 3.17.b above) is operational, some of this reporting requirement will have been addressed.

l) The use of the Bord Bia Quality Assured Logo must be in accordance with the conditions for logo use as communicated by Bord Bia (Logo Use Policy, published on www.BordBia.ie)

m) **The coding system used to identify quality assured status of the product at all stages of the process must be clearly documented (Critical)**

**Product Recall**

n) Processors must document and establish an effective product recall procedure.

o) The recall procedure must include a provision to initially contact the regulatory authorities (FSAI, DAFM, etc.) and Bord Bia prior to initiating a food safety related product recall.

p) Documentation must be maintained to demonstrate that the recall procedure was tested annually for effectiveness.

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12 In accordance with (EC) No 1760 / 2000 – see Appendix 1 and see also FSAI Guide Note 17 (as amended)

13 Guidelines on reconciliation reporting are available from Bord Bia.
3.19 HANDLING, STORAGE, DISPATCH AND TRANSPORT

a) Processors must be able to demonstrate that temperature of product at all stages in the chill chain ensures that the safety and quality of the food is not compromised. The following table sets out the target temperatures for storage, handling and transport of eligible products, but the Processor may adopt other target temperatures based on a documented risk assessment, customer specified requirement or by arrangement with the Official Veterinarian:

<table>
<thead>
<tr>
<th>Finished Product</th>
<th>Temperature Requirement (Product) °C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chilled Bone-in</td>
<td>0 to 4 °C</td>
</tr>
<tr>
<td>Chilled Vac-Pack / MAP Meat</td>
<td>0 to +2 °C</td>
</tr>
<tr>
<td>Offals</td>
<td>0 to +2 °C</td>
</tr>
<tr>
<td>Frozen Meat</td>
<td>&lt; -18 °C All meats</td>
</tr>
<tr>
<td>Mince</td>
<td>&lt; +2 °C Beef, Lamb, Poultry and Pigmeat.</td>
</tr>
<tr>
<td>Chilled Food ingredients</td>
<td>-1 to +4 °C</td>
</tr>
<tr>
<td>Defrosting foods</td>
<td>&lt; 10 °C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Handling Area / Room</th>
<th>Temperature Requirement (Area) °C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Processing Rooms</td>
<td>Ambient temperature of &lt; 12°C and capable of maintaining product at the specified temperatures.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dispatch / Transport</th>
<th>Temperature Requirement (Vehicle) °C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Temperature Settings:</td>
<td></td>
</tr>
<tr>
<td>Chilled</td>
<td>-1 to +1 °C (Beef, Lamb)</td>
</tr>
<tr>
<td></td>
<td>&lt; 4 °C (Poultry)</td>
</tr>
<tr>
<td>Frozen</td>
<td>-1 to +2 °C (Pigmeat)</td>
</tr>
<tr>
<td></td>
<td>&lt; -18°C Lamb / Poultry / Beef,</td>
</tr>
<tr>
<td></td>
<td>&lt; -18°C Pigmeat or as stipulated by customer</td>
</tr>
</tbody>
</table>

Note: the definition of fresh poultry meat in the regulations stipulates that no temperatures of <= -2°C have been used prior to sale.

b) All temperature-controlled areas (including rented/leased storage) facilities must be constantly monitored (and ideally alarmed) and a permanent record available of the temperatures demonstrating that the equipment/facility is meeting the storage temperatures.

c) There must be a procedure for monitoring and recording product temperature in these areas.

d) There must be a procedure for defining and documenting the corrective action taken to address temperature non-conformances observed or recorded by these recording systems.

Storage

e) Product intended to be marketed under the Scheme must be clearly identifiable in storage (e.g. by segregation, clear labelling, etc.) and quality assured product lots/batches must not be mixed with other non-assured product (e.g. on pallets, etc.)

f) All product (including in-process product, ingredients, packaging products, etc.) must be stored to ensure it is protected from damage or contamination.
**Dispatch and Transport**

**Note:** It is the responsibility of the processor and the transporter to ensure that the cold chain is maintained during loading and transport (including in rented/leased storage facilities) and is appropriate to the product.

g) There must be a procedure for checking products at dispatch to verify compliance with this Standard and with customer requirements.

h) The checks must include the following on a sample basis:
   i. Packaging integrity & pallet condition;
   ii. Date coding, lot / batch coding, logo use and / or other label requirements;
   iii. Temperature and other specified measurements (including weight / tare);
   iv. Compliance with customer and Bord Bia specifications.

i) All transport vehicles must be inspected prior to loading to ensure they are clean, free from odour taints, waterproof and undamaged; that door seals and air circulation ducts are intact; and that the refrigeration unit is working properly.

j) Containers must be checked to ensure that they are pre-cooled prior to loading.

k) Records must be maintained to demonstrate the effectiveness of temperature control appropriate to the product at all stages during transit.

l) A contingency plan must be in place to deal with refrigerated delivery breakdown / malfunction.

### 3.20 CONTROL OF NON-CONFORMING PRODUCT

a) There must be a documented procedure that ensures that product / material at any stage that does not conform to requirements, is prevented from unintended use or release.

b) The procedure must provide for clear identification, adequate segregation and final disposition of the nonconforming product and records including details of the quantities involved of such disposition must be maintained.

c) Where non-conforming product arises that requires the process to be stopped, the process can only be resumed where this is authorised by responsible personnel.

d) Incidents with a potential to cause a food safety hazard (e.g. failure of the metal detection system) must be recorded and reported in writing to the person responsible (as defined above in Section 3.2).

e) The disposition must only be conducted in a manner that permits full traceability and must only be authorised by the person(s) specified in Section 3.2. Disposition can include:
   i. Reworking to meet the specification / customer requirements (e.g. by trimming);
   ii. Acceptance with or without reworking by agreed concession from the customer;
   iii. Regrading (including where necessary relabeling) for alternative use to which it fully conforms (i.e. so that it meets an alternative specification fully);
   iv. Rejection and destruction.

f) *Ensure that in the event of a breakdown in the quality or HACCP based controls, a review of the relevant procedure(s) is conducted immediately and appropriate corrective actions taken.*
3.21 INTERNAL AUDITS

a) Processors must establish documented procedures for the scheduling, planning and the implementation of internal audits to verify internal compliance with the requirements of the Standard and the effectiveness of the Quality System, records and procedures. This must be completed for all requirements of the MPQAS at least on an annual basis.

(Note: see responsibility for reporting critical non-compliances in Management Responsibility in Section 3.2 above).

b) All corrective and preventive actions defined in these audits must be assigned and tracked through the corrective / preventive action system until completed by the target completion dates.

c) The records of such audits must be available for inspection.

d) Internal auditors must have received training in the requirements of the Standard.

e) Ensure that internal auditors are independent of the activity being audited and have received formal training in auditing skills.

3.22 CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT

a) A register of all inspection, measuring and test equipment must be maintained which includes:

i. Identity / location;
ii. Equipment operation range and use range;
iii. Current use / purpose of the equipment;
iv. Tolerance of equipment and required accuracy;
v. Calibration frequency and responsibility;
vi. Calibration method or reference;
vii. Operational checking (e.g. start-up checks for functionality) to ensure continuing accuracy.

b) Records of all calibrations carried out with traceability to National Standards must be maintained.

c) When a device is found to be out of calibration, an assessment of the validity of previous inspection results, the likely impacts and the appropriate corrective and preventive actions must be carried out and recorded.

3.23 CORRECTIVE AND PREVENTIVE ACTION AND CUSTOMER COMPLAINTS

Corrective and Preventive Action

a) There must be documented and effective procedures for corrective and preventive action management.

b) Corrective and preventive actions required must be assigned and tracked and their priorities appropriately identified (e.g. by means of defined time scales for completion).
Customer Complaints

c) Processors must establish an effective procedure for evaluating and handling of customer complaints, including those of a regulatory nature.

d) The procedures must clearly outline responsibilities for logging, tracking and closing off complaints in conjunction with the complainant.

e) The complaint log and related correspondence must be maintained and be available for inspection.

f) Where customer complaints relate to a food safety issue and this is verified by the processor, the Official Veterinarian must be notified.
General Hygiene

3.24 PLANT AND FACILITIES

Site Security and Visitors

a) Processors must ensure the site security is maintained to prevent possible product contamination.

b) Management must document how visitors and contractors are managed to minimise risk to product.

Process Flow and Laboratories

c) Process flow and traffic must be arranged to prevent product contamination.

d) The laboratory must not open directly to the processing areas and access to the laboratory must be controlled.

e) Ensure that on-site laboratories are located and operated to prevent product contamination.

Plant and Facility Checks

f) A programme for verifying the effectiveness of the measures required under this Standard (all sections) for plant and facilities must be documented and scheduled checks must be recorded.

3.25 CLEANING AND SANITATION

a) Processors must document and implement a comprehensive plant, facilities and equipment (including processing equipment) cleaning and sanitation programme.

b) This programme must cover all food contact surfaces and the exterior and interior of the plant including at a minimum: walls, floors, windows, drains, machines, equipment (e.g. knives, sterilisers, trays) food contact surfaces (e.g. conveyors), facilities, and ancillary structures including ventilation ducts, stores and the lairage.

c) Processors must adopt a “clean as you go approach” throughout the operation and must document, monitor and record the cleaning activities and must define the methods of cleaning and sanitising, the responsible personnel, the frequency with which each item or group of items is cleaned and the materials used.

d) A designated person must verify the effectiveness of cleaning prior to allowing production to commence in areas where product is handled or packed.

e) Where cleaning is done by a subcontractor, a contract with full cleaning specification must be in place.

f) Records verifying the effectiveness of the cleaning programme (such as microbial swabbing or rapid hygiene tests) must be maintained.
3.26 PEST CONTROL

a) Processors must implement a documented pest control programme and all baiting materials must be certified by the manufacturer as appropriate for the particular use.
b) An annual review of the programme must be conducted to establish its suitability and effectiveness.
c) Where baiting supplies are stored on site, the store must be kept locked and the baiting materials segregated in the store so as not to compromise other materials.
d) All bait stations and electronic fly killers must be secured, numbered and clearly indicated on a site map.
e) Inspections for pest control must be made and recorded (minimum 8 visits per year) by an independent contractor.
f) All air vents and air intake points (including windows, doors, ceilings, etc.) in areas where product is handled must be covered with 1.2-mm screens / meshes to prevent pest ingress.
g) There should be a multi-level baiting system such as:
   i. First line of defence: perimeter with bait points at 6-8 m intervals along the entire perimeter;
   ii. Second line of defence: along factory external wall,
   iii. Third line of defence: internally - where there is a risk of rodent ingress.
h) There must be a programme and records for the inspection of electronic fly killing (EFK) units and for replacement of the light tubes.
i) EFK Units must be located away from food processing areas and from packaging equipment or packaging operations.
j) EFK Units must not be located close to or above exposed meat or food preparation areas.
k) All areas of the premises must be managed so as to minimise the occurrence of harbourages / habitats for pests.

3.27 MAINTENANCE

a) A preventive maintenance programme for essential plant and equipment affecting product quality / safety must be documented and implemented.
b) Maintenance schedules and procedures outlining the maintenance checks required must be documented.
c) All internal maintenance staff must receive training in hygiene.
d) All external maintenance personnel must be made aware of the company hygiene regulations prior to commencing work.
e) Maintenance procedures must indicate the precautions taken to ensure that the product is not contaminated in any way by the maintenance activity whether carried out by own or contracted staff (e.g. remove debris, clean and ventilate production area post-maintenance).
f) A record of maintenance activities must be maintained.
g) There must be procedure to approve equipment for re-use after maintenance is complete.

h) Implement a system for accountability for tools used and equipment parts removed during maintenance.
3.28 BREAKABLES

a) Wooden structures, pallets and fittings are not permitted in any food production area where product is open / unpacked.

b) A glass / hard plastics policy and written procedures for handling glass / hard plastics breakages in all process and storage areas must be in place.

c) Where glass / hard plastics are present a glass / hard plastics register must be maintained.

d) A detailed procedure must be documented and implemented for the management of incidences involving breakables and materials that can shatter including metals, plastics, wood, packaging materials, calculators, phones, electronic equipment displays, etc. This must include:

i. Stopping of production;

ii. Restriction of movement through the affected area;

iii. Quarantine of affected materials;

iv. Report to management;

v. Clean up of breakage and disposal / cleaning of cleaning equipment;

vi. Safe removal of breakage material from area with reconciliation of pieces where feasible;

vii. Repair or replacement of damaged item;

viii. The checking of protective clothing and footwear and changing if necessary;

ix. Completion of an incident log and sign off that production can restart, by a person with designated responsibility;

x. A sample of breakage material should be retained in a safe manner;

xi. Documentation of the corrective / preventive action taken to address the issue and to prevent a reoccurrence.

3.29 EXTERIOR, STRUCTURE AND GROUNDS

a) A perimeter fence, wall, or other suitable physical demarcation must be in place to control access to the grounds.

b) Equipment, pallets and other materials stored in the factory grounds must be stored neatly and in clearly defined areas.

c) Any unused buildings, service buildings etc. must be maintained in good repair and free from debris and secured against unauthorised access.

d) There must be a clearance of 1 metre wide around the factory to avoid rodent infestation.

e) Exterior finish of the premises must be maintained in sound presentable condition (i.e. no flaking paint or broken plaster).

f) Roofs, valleys and gutters must be maintained in good repair and free from debris and weeds.

g) A schedule must be in place for tidying and organising exterior areas.
3.30 INTERIORS: GENERAL

a) All pipes, pipe work, lagging, electrical cables etc. must be clean, secure and properly constructed.

b) All internal areas in contact with food must be on the plant cleaning programme.

c) Documentation must be available to demonstrate that all food contact materials (including conveyor belts, preparation utensils and vessels, tables, etc.) comply with the legislation on materials in contact with food (see Appendix 1: Reference Information)

3.31 ENTRY TO PRODUCTION

a) A procedure must be in place to ensure good hygiene practices at entry and exit from all production areas and to prevent the wearing of protective clothing outside food handling areas.

b) Wash-hand basins and footwear cleaning facilities must be provided at all entry points to production areas.

c) Taps must be knee, foot, arm, or electronically operated.

d) Paper towel dispensers and receptacles must be in place.

e) Hand sanitising solutions or sanitising liquid odourless soap must be provided at each hand washing point.

f) Water must be provided at a temperature that facilitates thorough hand washing.

g) Where footbaths are provided, these must be located outside production areas and be designed to ensure adequate contact with footwear and allow footwear to drain after use.

h) A procedure must be in place to ensure that the disinfecting solution remains at a working strength at all times (e.g. through the use of a chemical feed regulator).

3.32 INTERIOR WALLS (PROCESSING AND PRODUCT STORAGE AREAS)

a) Wall surfaces must be designed and constructed to be durable, smooth, light coloured, easily cleaned and impermeable to liquids.

b) They must be maintained in a clean condition free from cobwebs and moulds, etc.

c) Junctions and joints must be smooth and impervious.

d) Wall-to-floor junctions must be sealed.

e) Ledges and sills must be kept free from dust, dirt or other miscellaneous items.

f) Walls and wall openings / conduits must be well maintained, e.g. no flaking paint or plaster, no damaged or missing tiles, all tile cracks sealed or grouted.

3.33 CEILINGS AND OVERHEADS

a) Ceilings must be designed and constructed to be of sufficient height, smooth, light coloured and easily cleaned.
b) All joints must be sealed and impermeable.

c) Ceilings must be maintained in good repair, clean and be free of condensation.

d) False or cavity ceilings must have access to the void above to enable cleaning and inspection.

e) Girders and overhead pipe-work and structures must be clean, free from rust, dust, mould growth, flaking paint and other extraneous material.

f) Skylights are undesirable, but where present, they must be treated as breakables, and must be clean and, if they can be opened, must be fitted with fly screens.

### 3.34 FLOORS

a) Floors must be constructed of durable, non-slip, water resistant material and be maintained in good condition (i.e. no holes or cracks).

b) Floors must be kept clean and free from the accumulation of water or debris especially in corners or in areas hidden by machinery.

c) Rubber mats or plastic meshes, where used, must be easily removed and cleaned as part of the plant cleaning programme.

### 3.35 DRAINAGE

a) Drainage must be such as to prevent risk of contamination, and must include water-sealed U bends to prevent gas reflux.

b) All floors must be managed (e.g. sloped towards the drainage channels) so that stagnant pools of liquid are prevented.

c) Drainage channels that cross personnel working areas and passageways must be covered with removable covers for cleaning accessibility.

d) Fat, debris traps and grids must be fitted to all drains.

e) *Ensure that drainage from on-site laboratories is designed to exit the building before joining up with other waste systems.*

f) Manholes are not permitted in the premises in areas where food is handled.

### 3.36 DOORS

a) Doors and door jambs must be constructed of durable impermeable material, be tight fitting and of smooth easily cleaned finish.

b) Glass must not be used in doors opening into storage or production areas; other clear shatterproof material may be used.

c) All external doors and internal doors (excluding emergency doors) leading from non-process into process areas must be self-closing or otherwise screened to prevent pest ingress (see also 3.26).

d) It must be possible to open all chill and freezer doors from both sides.
3.37 WINDOWS

a) Exterior windows in production areas must be at least 2 meters above ground and, if they can be opened, must be fitted with suitable and effective fly-screens.

b) They must be constructed of shatterproof material or, if made of glass or hard plastic, must be laminated to prevent shattering.

c) Windows, window frames etc. must be tight fitting, maintained in good condition, free from cracks, moulds, flaking paint etc. and must be kept clean.

3.38 LIGHTING

a) Lighting in production areas must be designed to be permanently fixed, easily cleaned, and must be protected by shatterproof covering.

b) Lighting must be adequate at all times for the particular operation and must be of a type that does not distort colour where decisions are taken on the basis of colour.

3.39 KNIVES, STERILISERS, HOSES AND OTHER EQUIPMENT

a) There must be a procedure in place to ensure that knife and equipment sterilisers are effective and checks must be made according to a defined schedule to verify this.

b) Sterilisers must be easily accessible in all areas where knives or similar utensils are used.

c) Aprons, where used, must be subjected to frequent cleaning in designated wash cabinets designed to minimise the risk of cross contamination.

d) Hoses must be maintained in a clean and tidy condition and must always be kept off the floor when not in use.

e) Knife, blade, scissors and needle controls must be in place that specify:
   i. Only company issued, identified and registered knives, blades and scissors may be used;
   ii. No snap blade knives must be used;
   iii. Knives, blades and scissors must only be used for the task for which they were designed;
   iv. Equipment must be accounted for and the condition checked and recorded at a minimum at the start and end of production;
   v. In the event of equipment breakage or loss, all parts must be accounted for and the incident logged and corrective / preventive action must be taken to prevent re-occurrence.

f) There must be a procedure in place for the management and control of other items of equipment (including tools, machine components / parts, injection equipment, specialised cleaning equipment and utensils) that ensures that they do not cause cross-contamination of production areas, other equipment or product.
3.40 EXTRACTION AND VENTILATION

a) All processes which emit steam or vapours must be effectively hooded and fitted with suitable extraction equipment to prevent condensation.

b) Suitable ventilation must be available in all process areas where steam or water vapour arises to prevent condensation.

c) Vents from drains, sewers and rainwater drainpipes must not be located within the plant.

3.41 CLEANING MATERIALS AND STORAGE

a) All cleaning equipment and materials, chemicals and other substances likely to contaminate product must be stored in a lockable, secure place (ideally with appropriate bunding) away from production.

b) All chemicals including cleaning chemicals must be segregated in storage to prevent mixing of incompatible materials.

c) Adequate safety and protective clothing, footwear and apparatus should be available when handling such substances.

3.42 EFFLUENT TREATMENT

a) Data must be available that demonstrates that any effluent treatment plant is operated in accordance with the relevant licences.

b) Disposal of effluent must be carried out in accordance with the relevant licences.

c) Ensure that where an effluent treatment plant exists on site, it is placed as far as possible downwind and away from the plant air intake points.

3.43 FOOD TRAYS

a) Facilities incorporating adequate ventilation must be provided for the washing and sanitising of food trays.

b) There must be separate areas for the storage of soiled trays, the washing of soiled trays and the storage of clean trays which prevent tray cross contamination from other trays or from the environment.

3.44 WASTE DISPOSAL GENERAL

Specified Risk Materials and Animal By-Products

a) The Processor must have in place a specific SRM protocol as required by DAFM and as agreed with the Official Veterinarian (Critical)\(^{14}\).

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\(^{14}\) Hauliers of SRM must be DAFM approved and stringent requirements apply with regard to use of the vehicles, prevention of cross contamination etc.
b) There must be a documented programme for the management and disposal of all animal by-products that is agreed with the Official Veterinarian.

**Waste Management General**

c) There must be a documented programme for the management of all waste material.

d) Waste materials must be controlled in the production area and must be controlled pending collection / disposal and the frequency of collection / disposal must be designed to prevent risk to the product.

e) Processors must have procedures to prevent waste material coming into contact with fresh meat or carcases which have been passed fit for human consumption.

f) The plant cleaning programme must include all waste handling / storage areas to minimise odours and fly infestations.

**Waste Containers (Internal)**

The following requirements apply for containers for use in food processing and handling areas internally (i.e. within the plant). They must be:

g) Clearly identified so that they cannot be mistaken for food use containers.

h) Clearly designated according the type of waste (separate waste containers for SRM) to be disposed in them.

i) Available at appropriate locations.

j) Emptied and cleaned according to the plant cleaning programme.

**Waste Skips / Receptacles (External)**

The following requirements apply for waste collection skips/receptacles. They must be:

k) Covered at all times except when being filled and be located as far as practicable from the “Clean” area.

l) Sited on a concrete surface that ensures that any leakage is contained and disposed of safely.

m) Emptied and cleaned according to a documented schedule.

**Condemned Materials**

n) Adequate facilities for the identification and safe handling of condemned materials must be provided.

o) The arrangements for the handling, control and disposal of condemned materials must be agreed with the Official Veterinarian.

p) Where condemned or inedible material or other wastes are removed through conveyors or chutes, these must be constructed and installed in such a way as to avoid any risk of contamination of fresh meat.

q) Enclosed chutes must be equipped with suitable access points to facilitate inspection and sanitation.

**Waste Collector Approval**

r) Processors must have a documented system for ensuring that only officially approved waste hauliers are used and this must include clear criteria for the vehicles to be used.
**Other Waste Material**

s) Discarded wrapping, packaging and other refuse including kitchen / canteen waste must be placed in designated bins or skips so that it does not compromise the hygiene of the premises and does not provide a habitat for pests and vermin (see also 3.26).

**Note:** The requirements on source segregation as specified in S.I 508 2009 apply.
Personnel Hygiene

3.45 GENERAL

a) An Operational Hygiene Management system including personnel hygiene must be established and communicated clearly to all personnel (see also training requirements in Section 3.5).

b) In toilet areas, hand washing and sanitising facilities must be provided at each hand washing point and clearly identified.

c) Hand-washing instructions must be posted adjacent to each wash station in these areas.

d) Paper towel dispensers and used towel disposal facilities must be in place.

3.46 MEDICAL RECORDS

a) All personnel handling food product must have been approved on the basis of a pre-employment assessment conducted by a doctor or public health professional.

b) Processors must have a procedure in place to ensure that no person that is likely to be a carrier of or suffering from a disease likely to be transmitted through food or that has infected wounds, skin infections, sores or diarrhoea is permitted to handle food or enter any food-handling area in any capacity.

c) The procedure must ensure that any person so affected who is likely to come into contact with food immediately reports the illness or symptoms, and if possible their causes, to designated personnel that have received documented training in managing this issue.

d) Personnel must be made aware of their responsibility to notify management of any infectious disease or condition they may be suffering from or have been in contact with that could adversely affect the safety of the product.

Note: The HPSC report\textsuperscript{15} on prevention of food borne diseases states that the most effective preventive measure that can be taken to prevent food contamination is effective and thorough training of all staff. The findings of this report could be taken into consideration in designing the hygiene training for food handlers and in defining the conditions under which employees may continue to handle food.

3.47 FIRST AID

a) At least one member of staff must be trained in First Aid procedures, and fully stocked first aid kits must be available at all times during operation to treat minor injuries.

b) The number of trained first personnel and first aid kits that should be available during operations must be determined through a documented risk assessment.

\textsuperscript{15} Food Borne Disease: A Focus On The Infected Food Handler (2004), Health Protection Surveillance Centre.
3.48 PERSONAL HYGIENE

a) Fingernails must be kept short, clean and unvarnished.

b) No visible jewellery, except plain wedding rings may be worn by personnel working in the production area.

c) All head hair, including facial hair must be contained (e.g. by means of a snood, mop cap or other covering) to prevent contamination of product.

d) Cuts, sores and grazes must be completely covered after treatment with a distinctively coloured waterproof dressing incorporating a metal detectable strip and which is supplied by the company.

e) Operators lifting large meat pieces (e.g. quarter, part quarter) must also wear a protective neck shield.

3.49 PERSONNEL CLOTHING AND LOCKER ROOMS

Protective Clothing

a) All personnel (food operatives) working within the plant (i.e. in direct contact with exposed product) must be provided with suitable protective clothing (that covers all street clothing), and headgear and footwear appropriate to the area of work.

b) Personnel working in the lairage, or handling animals, must be provided with clothing suitable for the handling of animals (e.g. dark coloured) and separate designated footwear.

c) Clothing and footwear worn by personnel working in the lairage or handling live animals, must be clearly distinguishable and maintained separately from that worn by food operatives.

d) Protective clothing and footwear worn in the process area (i.e. in direct contact with exposed product) must not be worn outside the area.

e) Clean protective clothing and footwear must be issued daily or more frequently if required.

f) Facilities (including individual lockers) must be provided that ensures the separation of street (civilian) and in-plant protective clothing and footwear.

g) Specific arrangements must be in place that provide for the hygienic handling of used or contaminated clothing and footwear so as to prevent cross contamination.

h) A scheduled laundering of all protective clothing must be in place.

i) Where work clothing is laundered on site, data must be available to demonstrate that the wash cycle achieves adequate sanitisation (e.g. exceeds 80oC operating temperature or equivalent).

Washing

j) All persons entering production areas of the plant must wash hands and sanitise their protective footwear. Notices to this effect must be posted in appropriate areas.
3.50 PERSONNEL FACILITIES INCLUDING CANTEENS

a) Smoking, eating and drinking must only be permitted in designated areas and there must be clear signs to this effect.

b) All personnel facilities (canteens, locker-rooms, toilets, rest-rooms) must be included in the plant sanitation programme and maintained in a clean condition.

c) Canteens must be operated so as to ensure separation of high and low risk workers to prevent cross-contamination (e.g. separation of people working in lairage and production areas in the canteen).

3.51 TOILET FACILITIES

a) All toilets used by personnel involved in handling food must be clean, ventilated, must not lead directly into food processing or storage areas, the doors must be self-closing and all cleaning equipment must be maintained and stored so as not to contaminate the process areas.

b) There should be at least one toilet and one hand-basin per 15 male and per 10 female employees.

c) Facilities for hand washing must be in place, equipped with odourless liquid soaps and sanitisers dispensed that from wall mounted units.

d) Paper towel dispensers and a bin for used paper towels must be provided in every wash area. The use of air driers is not permitted in food production areas.

e) Hygiene notices must be clearly displayed in all toilet areas indicating that hands must be washed after the use of the facilities.

f) Factory issue protective clothing and footwear must be removed before entering toilets, canteen/rest areas, smoking areas and offices (outside production areas).

3.52 WASHING FACILITIES IN PRODUCTION

a) In slaughter halls, all operatives must have direct access to hand-washing facilities at their workstations.

b) In boning halls, all operatives must have access to hand-washing facilities close to their individual work areas accessed through a hygiene lobby.
4 Processor Appendices
Appendix 1

Processor 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/a-zindex/#!)

KEY DIRECTIVES AND REGULATIONS:


Council 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


IS EN 45011:1998, General Criteria for Certification Bodies Operating Product Certification


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 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/PublicationsBy.aspx?Year=2008&LocationID=-1&TopicID=10&PublicationTypeID=4)

- Safety, Health and Welfare at Work Regulations 2005

- Code of Good Agriculture Practice to Protect Water from Pollution by Nitrates: - Department of Agriculture Department of the Environment July 1996

- Teagasc Publication: A HACCP plan for Irish Beef Slaughter (second edition)

- Health Protection Surveillance Centre: Food Borne Disease: A Focus On The Infected Food Handler (2004), See website: (www.hpsc.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:
### Final Product Testing

<table>
<thead>
<tr>
<th>Test</th>
<th>Regulatory Requirement</th>
<th>MPQAS Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro (TVC / AAC)</td>
<td>Yes</td>
<td>Already covered under regulatory requirements</td>
</tr>
<tr>
<td>Micro (Enterobacteriaceae)</td>
<td>Yes</td>
<td>Already covered under regulatory requirements</td>
</tr>
<tr>
<td>Salmonella/BSE</td>
<td>Yes</td>
<td>Already covered under regulatory requirements</td>
</tr>
<tr>
<td>SRM</td>
<td>Yes</td>
<td>Already covered under regulatory requirements</td>
</tr>
<tr>
<td>Residues</td>
<td>Yes</td>
<td>Already covered under regulatory requirements</td>
</tr>
<tr>
<td>Carcass pH</td>
<td>No</td>
<td>3.17.l</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Beef &lt; 5.8</td>
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<tr>
<td>Carcass Temperature</td>
<td>No</td>
<td>3.17.l</td>
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<td></td>
<td>Beef &lt; 7°C, Poultry &lt; 4°C</td>
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<td>Metal Detection</td>
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<td>Yes for all Vac pack</td>
</tr>
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<td>Packaging</td>
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</tr>
<tr>
<td>Wrapping</td>
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<td>Intact</td>
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<tr>
<td>Labelling</td>
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<td>Permits Traceability</td>
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<td>Labelling</td>
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</tr>
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<td>Customer Specified Tests</td>
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<td>As specified</td>
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<td>Shelf life</td>
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<td>3.4.k</td>
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# Appendix 3:
## Eligible Products

<table>
<thead>
<tr>
<th>Category</th>
<th>Eligible Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef and Lamb</td>
<td>Beef and Lamb Carcases,</td>
</tr>
<tr>
<td>Products</td>
<td>Bone-in sides,</td>
</tr>
<tr>
<td></td>
<td>Bone-in cuts,</td>
</tr>
<tr>
<td></td>
<td>Vacuum pack cuts,</td>
</tr>
<tr>
<td></td>
<td>Pre-packed cuts (e.g. Wrapped or MAP),</td>
</tr>
<tr>
<td></td>
<td>Comminuted meat / mince,</td>
</tr>
<tr>
<td></td>
<td>Specified added value products as per Logo Use Policy.</td>
</tr>
<tr>
<td>Pigmeat Products</td>
<td>Pork Carcases and Cuts,</td>
</tr>
<tr>
<td></td>
<td>Wiltshire Bacon and Bone-in Primals,</td>
</tr>
<tr>
<td></td>
<td>Bone-in and Boneless Bacon Products,</td>
</tr>
<tr>
<td></td>
<td>Vacuum pack primal cuts,</td>
</tr>
<tr>
<td></td>
<td>Pre-packed cuts (e.g. Wrapped or MAP),</td>
</tr>
<tr>
<td></td>
<td>Pork Mince,</td>
</tr>
<tr>
<td></td>
<td>Basted pork,</td>
</tr>
<tr>
<td></td>
<td>Pork Trimmings,</td>
</tr>
<tr>
<td></td>
<td>Specified added value products as per Logo Use Policy.</td>
</tr>
<tr>
<td>Poultry Products</td>
<td>Whole poultry (fresh / chilled / frozen),</td>
</tr>
<tr>
<td></td>
<td>Primary cuts or poultry portions (fresh / chilled / frozen),</td>
</tr>
<tr>
<td></td>
<td>Pre-packed cuts (e.g. Wrapped, Vac-Pack or MAP),</td>
</tr>
<tr>
<td></td>
<td>Specified added value products as per Logo Use Policy.</td>
</tr>
<tr>
<td>Cooked Products</td>
<td>Cooked cuts,</td>
</tr>
<tr>
<td></td>
<td>Cooked joints,</td>
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<tr>
<td></td>
<td>Cooked value added products as per Logo Use Policy,</td>
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<tr>
<td></td>
<td>Cooked Hams.</td>
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### Table 2: Eligible Offals

<table>
<thead>
<tr>
<th>Eligible Offals</th>
<th>Bovine</th>
<th>Ovine</th>
<th>Porcine</th>
<th>Poultry</th>
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<tbody>
<tr>
<td>Heart</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Kidney</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Tail</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Tongue</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Liver</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Diaphragm (Thick Skirt)</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Thin Skirt (Costal muscle)</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Cheek</td>
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<td>Y</td>
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</tr>
<tr>
<td>Sweetbread / Thymus</td>
<td>Y</td>
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<td>NA</td>
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<tr>
<td>Casings/Intestines</td>
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<td>Tripe</td>
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</tr>
<tr>
<td>Gizzard</td>
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</tr>
<tr>
<td>Blood</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Specific DAFM approval required</td>
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</table>

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