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| **A table outlining the general requirements to be considered for each prerequisite.**  Please note the requirements stated are brief and are only to be used as a guide, there are many other factors that will need to be taken into consideration to ensure you have total control of a prerequisite. Further information can be obtained from ISO22000, ISO22002-1, BRC Version 6, BRC Best Practice Guidelines (e.g. Pest Control, Internal audit). | |
| **Prerequisite** | **General requirements** |
| Supplier approval | Be able to trace all raw materials (including packaging). You should be able to demonstrate how suppliers can meet your specified requirements and conformance of this should be verified. |
| Packaging | Packaging should be fit for purpose, storage of packaging should be considered to lower the risk of contamination and deterioration. |
| Incoming material specifications | Specifications for all raw materials (including packaging) or services which could affect the finished product should be in place and functional. |
| Finished product specifications | Specifications should in place and functional for all finished products. |
| Training | Anyone carrying out work that affects product safety, legality and quality should be competent to carry out their activity. Evidence of this should be demonstrable through training, work experience or qualification. |
| Contract services (i.e. waste/laundry) | Systems shall be in place to make sure that any contract services used meet the requirements of your business. Consideration should be given to prevent contamination of products or production areas. |
| Pest Control | A pest control programme should be in place to minimise the risk of infestation. A quick response is necessary where issues arise that could lead to contamination. Good hygiene practice, material inspection and monitoring procedures are encouraged to minimise pest activity. |
| Glass and plastic management | If possible glass or other brittle materials shall be excluded, where they are present action should be taken to protect against breakage with greater emphasis in areas where there is a higher risk to contamination of the product. |
| Calibration | Any equipment used for measuring and monitoring must be sufficiently accurate and reliable to provide confidence in results. |
| Standing Operating Procedures (SOPs) | The company shall operate to documented procedures and/or work instructions that ensure the production of consistently safe and legal product with the desired quality characteristics, in full compliance with the HACCP food safety plan. |
| Distribution | Vehicles and containers used to transport products should not present a risk to the safety or quality of the products. |
| Product recall | You should have a plan in place to identify, locate and withdraw unsafe food from the market/customer. You are encouraged to test this system using a dummy (safe) product. |
| Document control | A system should be in place to ensure that only the most recent versions of documents and forms are available and in use. |
| Audit schedule (incl. HACCP/internal audits) | You should be able to demonstrate that you verify the effective application of the food safety plan. |
| Customer complaints | Customer complaints should be effectively addressed and analysed. Information gathered should be used to target issues which led to the complaint with the intention to reduce recurring problems. |
| Tracking non-conformances | Procedures should specify the necessary action to identify and eliminate the root cause of nonconformities.  All corrections shall be recorded this information is required for traceability purposes. |
| Microbiological control | Inspection and analyses which are essential to confirm product safety, legality and quality should be carried out using appropriate procedures, facilities and standards. |
| Preventative maintenance | An effective maintenance programme shall be in place for plant and equipment. Activities performed should prevent contamination and reduce the potential for breakdowns. |
| Traceability | Systems should be such that all raw material product lots (including packaging) can be traced from the supplier through all stages of processing and despatch to the customer and the reverse (i.e. traceability from the customer back to the suppliers of the raw materials) |
| Utilities (air,water,energy) | Distribution routes for utilities should be designed to minimise the risk of contamination. |
| Equipment suitability, cleaning and maintenance | Food contact equipment should facilitate cleaning, disinfection and maintenance. Food contact surfaces should not affect or be affected by the cleaning system. |
| Measures to prevent cross-contamination | There should be systems in place to prevent, control and detect contamination (i.e. physical, chemical, allergen and microbiological) |
| Cleaning and sanitising | Good hygienic practice should ensure that equipment and the environment are maintained in such a way to minimise contamination. Systems should be developed to monitor the suitability and effectiveness of cleaning and sanitising. |
| Personnel hygiene and employee facilities | Good hygiene practices are important. Staff should understand the risk of cross contamination to the food products and take appropriate actions to minimise this risk. All personnel, visitors and contractors should comply with any personal hygiene requirements. |
| Rework | It is important that when reworking product it is s used, stored and handled in a way that it doesn’t compromise product safety, quality, traceability and regulatory compliance. |
| Warehousing | Storage facilities (for raw materials (including packaging), in-process product, and finished products shall be fit for purpose and not pose any contamination risk. |
| Product information/consumer awareness | Information shall be presented to consumers in accordance with the Food Information Regulations. |
| Food defence incl. biovigilance and bioterrorism | The hazard to products posed by potential acts of sabotage, vandalism or terrorism should be assessed, where necessary measures should be put in place to minimise this risk. |
| Contamination control | Appropriate facilities and procedures shall be in place to control the risk of contamination from hazards (chemical, biological, physical and allergens). |
| Return to work | Action should be taken to minimise the risk of product becoming contaminated by personnel when returning to work. |