

PROGRAMA DE APRENDIZAGEM AO LONGO DA VIDA

Sub - Programa Leonardo Da Vinci - Projectos de Transferência e Inovação

Projecto nº LLP-LDV-TOI_2008-PT-412 - In_Food Quality



2

General checklist for the “Safe food” Trademark

General checklist aims to examine all aspects related to facilities, equipments, and instruments used by food, and slaughter house businesses, processed meat, and distribution and retail of meat and meat products industries while carrying out their services.

[2009-05-08]

Co-Financed by:



Education and Culture
Lifelong learning programme
LEONARDO DA VINCI

This checklist has:

- 79 General basis Items + 22 items Annex 1 (Specific basis for Food Industry);
- 79 General basis items + 43 items Annex 2 (Specific basis for slaughter houses);
- 79 General basis items + 25 items Annex 3 (Specific basis for Meat processing Industry) ;
- 79 General basis items + 31 items Annex 4 (Specific basis for distribution and retail of meat and meat products).

General basis – Set of common items assessed at various types of businesses (Food industry, Slaughterhouses, Meat processing industries, distribution and retail of meat and meat products).

Specific basis – Set of assessed items, specifically for each sector.

Annex 1 – Food industry;

Annex 2 – Slaughter houses;

Annex 3 – Meat processing industry;

Annex 4 – Distribution and retail of meat and meat products

Demerits

All companies start off with 100 points and are given demerits of one point for each nonconforming item.

Sections K, L, M of the General checklist of the general basis and Point III of Annex 1, Point IV of annex 3 and Point V of annex 4 on the specific basis, where each nonconforming item corresponds to 3 demerit points.

Acquiring the “safe food” trademark

Companies acquire the “Safe Food” Trademark after having accumulated 70 points.

This checklist is based on legislation in effect, more specifically Regulation (EC) N.º 852/2004 of the European Parliament and Council, 29 April 2004 relative to the hygiene of foodstuffs, Regulation (EC) N.º 853/2004 of the European Parliament and Council, 29 April 2004, that lays down specific hygiene rules applicable to food stuffs of animal origin, Regulation (EC) n.º 178/2002 of the European Parliament and Council, 28 January 2002 that determines general principles and norms for food laws, creates the European Food Safety Authority and lays down procedures for foodstuffs safety, it was also based on other official documents that refer to specific areas of the food sector.

Base legal:

Regulation EC n.º 1774/ 2002, 3 October 2002
 Regulation EC n.º 2073/2005, 15 November 2005
 Regulation EC n.º 2074/2005, 5 December 2005
 Regulation EC n.º 2076/2005, 5 December 2005
 Regulation EC n.º 1825/2000, 25 August 2000
 Regulation EC n.º 1/2005, 22 December 2005
 Regulation EC n.º 1441/2007, 5 December 2007
 Decree-Law n.º 193/88, 30 May 98

Decree-Law n.º 252/ 91, 16 July 91
 Decree-Law n.º 28/96, 2 April 96
 Decree-Law n.º 560/99, 18 December 99
 Decree-Law n.º 193/2004, 17 August 2004
 Administrative law n.º 576/93, 4 June 93
 Administrative law n.º 751/93, 23 August 93
 Decree-Law n.º 147/2006, 31 July 2006
 Decree-Law n.º 207/2008, 23 October 2008

ESTABLISHMENT IDENTIFICATION

Name/Social Designation:

Address:

Street:

City:

Province/state:

Postal Code:

Telephone:

Fax:

Social Insurance Number:

Activity number:

Veterinary control number:

Licensed activities:

Number of workers:

Work period:

IDENTIFICATION OF THE ESTABLISHMENTS REPRESENTATIVE

Name:

Occupation:

Function:

“Safe food” Trademark *Checklist*

General basis

A. Building exterior	YES	NO	N.A.
1. Exterior environment clean and organized.			
2. Eventual contaminants are not near by.			
3. Materials are not deposited near facilities susceptible to attracting pests.			
4. Potential building entrances are controlled (windows, doors, roofs...).			
5. The exterior of the building is in a good state of conservation.			
6. Store rooms and annexes away from industry facilities are in good state of conservation and are clean and organized.			

A. Observations

B. Building Interior		YES	NO	N.A.
1.	Good state of hygiene and arrangement.			
2.	Adequate and properly protected lighting.			
3.	Pavement, ceiling, walls doors, Windows etc, are made of proper material and are found in good state of hygiene and conservation.			
4.	Adequate room temperature and ventilation.			
5.	Facility design and layout permit the implementation of good hygiene practices (ex: hand washing posts).			
6.	Facility design and layout avoid cross contamination.			
7.	Drainage systems are adequate and are well positioned.			

B. Observations

C. WC	YES	NO	N.A.
1. Good state of hygiene and arrangement.			
2. Existence of Hot water.			
3. Existence of identified, closed and individual lockers.			
4. Facilities don't contact directly with food handling places.			
5. Existence of proper hand drying devices.			
6. Existence of proper waste recipients.			
7. Existence of automatic faucets in sinks.			
8. Existence of liquid disinfecting soap in WC.			

C. Observations

D. Personal hygiene	YES	NO	N.A.
1. Existence of fitness forms.			
2. General state of personnel shows good hygiene and presentation.			
3. Personnel use proper clothing and clean footwear.			
4. Personnel use hair protections.			
5. Hand lesions are properly protected, if they exist..			
6. Personnel behaviour is proper.			
7. Minimum qualifications, functions and responsibilities are defined for operators.			
8. Access of personnel and visitors is controlled in order to prevent contamination.			

D. Observations

E. Water, Ice and Vapour	YES	NO	N.A.
1. These are frequently analyzed to confirm if they are potable.			
2. Non municipal supply water is treated and tested (formalized water treatment programme).			
3. Water storage deposits are treated and controlled.			
4. Non potable water eventually used in operations that do not contact with food flows in correctly identified and separate circuits, without returning to the potable water circuit.			

E. Observations

F. Utensils and equipments	YES	NO	N.A.
1. Surfaces and materials that contact with foods are non toxic.			
2. Equipment design and arrangement allow adequate maintenance, cleaning and disinfections, minimizing contamination.			
3. Utensils and equipments are found in adequate maintenance and cleaning state.			
4. Products used for maintaining equipments are adequate for food purposes.			
5. Existence of maintenance and inspection plan that is followed.			
6. Existence of an equipment calibration plan that is followed.			
7. The equipment calibration certificate is analyzed.			

F. Observations

G. Training	YES	NO	N.A.
1. Training for personnel is adequate to the functions they carry out.			
2. Existence of training programmes.			
3. Verification of the efficiency of training programmes is undergone.			

G. Observations

H. Pest control	YES	NO	N.A.
1. Existence of a contract with an external pest control company.			
2. Existence of a visiting plan that is followed.			
3. Existence of a facility plant with identified bait points.			
4. Existence of technical sheets, retail authorizations and safety slips.			
5. Existence of visitor reports.			
6. Bait points are properly identified.			

H. Observations

I. Waste management and sub products	YES	NO	N.A.
1. Existence of appropriate measures to store and remove waste and sub products.			
2. Waste recipients are made of adequate materials and opening devices, and are found correctly protected and clean.			
3. Food oils are correctly identified and stored in a proper place until they are collected by an authorized company.			
4. Waste, sub products and dangerous substances are identified.			

I. Observations

J. Sanitization	YES	NO	N.A.
1. Efficiency of sanitization systems is periodically verified.			
2. Existence of a sanitization plan.			
3. Existence of technical sheets for sanitization products.			
4. Existence of safety forms.			
5. Sanitization material is specific/adequate for each area or equipment.			
6. Sanitization products and cleaning material are stored in a well ventilated place and is correctly identified and kept closed.			

J. Observations

K. HACCP team		YES	NO	N.A.
1.	Existence of evident commitment of the administrative board towards the HACCP system.			
2.	The composition of the formed team is adequate.			
3.	Members of the formed team have adequate qualifications (evident training, qualification and experience).			
4.	The HACCP team coordinator has been delegated with responsibilities that allow him/her to make decisions.			

K. Observations

L. HACCP System		YES	NO	N.A.
1.	Existence of an adequate food safety policy.			
2.	System Goal is clearly defined.			
3.	Existence of technical information slips for finished products.			
4.	Existence of product or process flux grams (sequence, subcontracted processes, entrance of raw materials, ingredients and intermediate products, reprocessing and recirculation, liberation or removal of products, sub products and waste) that correspond to what is implemented in factory terms.			
5.	Flux grams are revised and updated.			
6.	Alterations of flux grams are approved and communicated.			

L. Observations

M. Critical Control Points		YES	NO	N.A.
1.	Identification of hazards and determination of acceptable levels of the finished product by process stage are carried out.			
2.	Existence of hazard assessment methodology. Each hazard is identified and assessed in terms of severity and probability of its occurrence.			
3.	Critical limits are established for each CCP based on experimental data, literature references, among others.			
4.	Validation was carried out to confirm that all critical limits control the identified hazards.			
5.	Existence of a monitoring system to control CCP's.			
6.	Corrective actions are established.			
7.	Existence of verification procedures to confirm that the HACCP system is effectively working.			
8.	The system is properly documented in terms of procedures and records.			

M. Observations

N. Complaint management		YES	NO	N.A.
1.	Complaints are documented, investigated and open way for corrective actions, whenever necessary.			
2.	Existence of persons responsible for managing complaints with well defined functions.			

N. Observations

Specific basis

Annex 1 – Food Industry

I. RECEPTION OF PRODUCTS AND RAW MATERIALS	YES	NO	N.A.
1. Existence of a specific and adequate area for the reception of products and raw materials.			
2. Primary unpackaging is done before storing the products.			
3. Inspection is done when products arrive.			
4. Existence of reception records.			
5. Merchandise for return is correctly and clearly identified.			
6. Existence of an identified place to store merchandise for return.			
7. Food products do not cross with non food products at any point.			
8. Suppliers are previously qualified and periodically assessed.			
9. Existence of suppliers' declaration of conformity.			
10. Existence of up to date technical information sheets for raw materials.			
11. Existence of technical information sheets for materials in contact with the product, for which these are appropriate for the food area.			

I. Observations

II. RAW MATERIAL AND FINISHED PRODUCT STORAGE		YES	NO	N.A.
1.	Existence of appropriate zones for storing finished products, raw materials and non food chemicals.			
2.	Non food chemical products are stored in separate and identified areas.			
3.	Products are correctly stored by type/family/category.			
4.	FEFO/FIFO rule is followed.			
5.	Temperature monitoring is carried out.			
6.	Identification of nonconforming products is done.			

II. Observations

III. FINAL PRODUCT – Control		YES	NO	N.A.
1.	Appropriate product labelling and packaging (identified and controlled allergens, updating procedures).			
2.	Products contain sufficient information to assure that the lot can be easily identified if necessary.			
3.	Existence of a procedure for withdrawal of nonconforming products from the market that is followed.			
4.	Traceability of ingredients of finished products is possible.			
5.	Finished products are transported in appropriate vehicles that are correctly sanitized and there are evidences that these are capable of maintaining foodstuffs at proper temperatures.			

III. Observations

Annex 2 – Slaughter house

I. Transport of live Animals	YES	NO	N.A.
1. Transport conditions avoid lesions and suffering on animals and guarantee their safety.			
2. Loading and unloading equipment avoid lesions and suffering of animals and guarantee their safety.			
3. Considering size and trip length, animal transports have sufficient floor area and height.			

I. Observations

II. Slaughter house		YES	NO	N.A.
1.	Slaughter house facilities and equipments as well as it functioning, avoids any kind of excitement, pain or suffering of the animals.			
2.	Instruments, immobilizing material, equipments and facilities for stunning that are used promote fast and effective stunning.			
3.	Use of mechanical or electrical instruments or anaesthetic gas, do not have repercussions on the meat or entrails hygiene. When these are applied on an animal it induces them into an unconscious state in which they are maintained until they are slaughtered, avoiding any unnecessary suffering.			
4.	A sufficient number of places for stables and holding pens for animals are guaranteed, in case of stabled animals.			
5.	Animals that are not slaughtered in the first 12 hours upon arrival are fed adequately.			
6.	There is guarantee that the animal is bled as soon as possible after the stunning and is carried out in a way that the blood is quickly, profoundly and completed drained.			
7.	The stunning method does not compromise the quality of the foodstuff.			
8.	To avoid meat contamination the slaughter house has a sufficient number of rooms that are appropriate for carrying out all types of operations.			
9.	Has a separate division for cleaning out the entrails and intestines..			
10.	Has a slaughter chain that allows a smooth and constant movement of the process that avoids cross contamination.			
11.	Existing facilities impede contact between the meat and floor, walls and fixed devices.			
12.	Assures the separation in space and time of the following operations: stunning and bleeding; in case of pig slaughter, burning, depilation and scraping; removal and preparation of entrails, clean gut and stomach handling; preparation and cleaning of small entrails, small entrails packaging, meat expedition.			
13.	Existence of locked store rooms for meat declared as improper for consumption.			
14.	Existence of adequate cleaning, washing and disinfection of transports facilities in a separate or nearby place.			
15.	Posses separate store chambers for packaged meat and exposed meat.			

II. Observations

III. Slaughter	YES	NO	N.A.
1. After the animals arrive they are slaughtered as soon as possible.			
2. Animals or each lot of animal that are sent for slaughtering are identified so that it is possible to trace them back to their origin.			
3. Animals are clean.			
4. Stunning, bleeding, skinning, entrails removal and other preparations are done in way to avoid contamination.			
5. Carcasses present any visible faecal contamination.			
6. Post mortem inspections are assured.			
7. It is possible to identify parts of the slaughtered animal submitted to inspection with its original carcass.			
8. Parts of the slaughtered animal that are to be processed are steamed, emptied and clean.			
9. Preventive measures are taken to avoid cross contamination, in case the slaughter house has approval for slaughtering different species.			
10. Facilities are cleaning and disinfected before being used again.			

III. Observations

IV. Cutting room		YES	NO	N.A.
1.	Existence of fully equipped cutting rooms to ensure compliance with hygiene requirements during and after cutting and deboning.			
2.	Existence of hand washing equipment to be used by personnel that handle exposed meat. These are designed to avoid contamination.			
3.	Avoids the contamination of meat allowing continuous rhythm of operations, guaranteeing the separation of different production lots as well as the separation of different types of slaughtered animals.			

IV. Observations

V. Identification mark	YES	NO	N.A.
1. The identification mark is placed before leaving the establishment.			
2. The mark is clearly visible, readable, and permanent, the characters are easy to decipher.			
3. Indicates the name of the Country in extent or abbreviated (PT), n. ° of the approved establishment (veterinary control number).			
4. The mark is oval shaped and includes the EC mark.			
5. The identification mark is printed/placed on a label, envelope or package or on a resistant irremovable tag.			

V. Observations

VI. Carcass storage and transport	YES	NO	N.A.
1. After the post mortem inspection carcasses are refrigerated and held at an even temperature of 3°C for small entrails and 7°C remainder meat.			
2. During refrigerating operations there is adequate ventilation that avoids condensation on the meats surface.			
3. Meat that is for freezing is frozen right away.			
4. Exposed meat is stored and transported separately from packaged meat, unless it is stored or transported at different moments or in a way that packaged material and storage method or way of transport does not constitute a source of contamination for meat foods.			

VI. Observations

VII. Final product transport		YES	NO	N.A.
1.	Vehicles and containers are kept clean and in good conditions.			
2.	Vehicle/containers are capable of keeping foodstuffs at appropriate temperatures, which can be controlled.			
3.	Products are separated transport to transport or are transported simultaneously with effectively separated by a division.			

VII. Observations

Annex 3 – Processed meat Industry

I. Reception of products and raw materials	YES	NO	N.A.
1. Existence of a specific and adequate area for the reception of products and raw materials.			
2. Primary unpackaging is done before storing the products.			
3. Inspection is done when products arrive.			
4. Existence of reception records.			
5. Merchandise for return is correctly and clearly identified.			
6. Existence of an identified place to store merchandise for return.			
7. Food products do not cross with non food products at any point.			
8. Suppliers are previously qualified and periodically assessed.			
9. Existence of suppliers' declaration of conformity.			
10. Existence of up to date technical information sheets for raw materials.			
11. Existence of technical information sheets for materials in contact with the product, for which these are appropriate for the food area.			

I. Observations

II. Cutting room	YES	NO	N.A.
1. During cutting, deboning, paring, cutting in slices, cutting in cubes and packaging, the meat is kept at a maximum temperature of 3°C (small entrails) and at 7°C for rest of the meat, trough a maximum room temperature of 12°C.			
2. While cutting meat of different animal species preventive measures are taken to avoid cross contamination. Separated in space or in time of the operations.			
3. Possesses hand washing equipment for exposed meat handling personnel. These are designed to avid contamination.			

II. Observations

III. RAW MATERIAL AND FINISHED PRODUCT STORAGE		YES	NO	N.A.
1.	Existence of appropriate zones for storing finished products, raw materials and non food chemicals.			
2.	Non food chemical products are stored in separate and identified areas.			
3.	Products are correctly stored by type/family/category.			
4.	FEFO/FIFO rule is followed.			
5.	Temperature monitoring is carried out.			
6.	Identification of nonconforming products is done.			

III. Observations

IV. Final Product - Control		YES	NO	N.A.
1.	Appropriate product labelling and packaging (identified and controlled allergens, updating procedures).			
2.	Products contain sufficient information to assure that the lot can be easily identified if necessary.			
3.	Existence of a procedure for withdrawal of nonconforming products from the market that is followed.			
4.	Traceability of ingredients of finished products is possible.			
5.	Finished products are transported in appropriate vehicles that are correctly sanitized and there are evidences that these are capable of maintaining foodstuffs at proper temperatures.			

IV. Observations

Annex 4 – Distribution and Retail of meat and meat products

I. Reception of products and raw materials	YES	NO	N.A.
1. Existence of a specific and adequate area for the reception of products and raw materials.			
2. Primary unpackaging is done before storing the products.			
3. Inspection is done when products arrive.			
4. Existence of reception records.			
5. Merchandise for return is correctly and clearly identified.			
6. Existence of an identified place to store merchandise for return.			
7. Food products do not cross with non food products at any point.			
8. Suppliers are previously qualified and periodically assessed.			
9. Existence of suppliers' declaration of conformity.			
10. Existence of up to date technical information sheets for raw materials.			
11. Existence of technical information sheets for materials in contact with the product, for which these are appropriate for the food area.			

I. Observations

II. Cutting room	YES	NO	N.A.
1. During cutting, deboning, paring, cutting in slices, cutting in cubes and packaging, the meat is kept at a maximum temperature of 3°C (small entrails) and at 7°C for rest of the meat, through a maximum room temperature of 12°C.			
2. Existence of a reserved room for manufacturing of processed/preprepared meats.			
3. While cutting meat of different animal species preventive measures are taken to avoid cross contamination. Separated in space or in time of the operations.			
4. Possesses hand washing equipment for exposed meat handling personnel. These are designed to avoid contamination.			
5. Possesses utensil disinfection system with hot water that reaches a minimum of 82°C or an equivalent alternate system.			

II. Observations

III. Retail stores	YES	NO	N.A.
1. Refrigerating means are equipped with temperature indicators to control the conservation of meat and meat products at an adequate temperature.			
2. Meat and meat products are permanently protected from sunlight, dusts or any other form of exterior filth and from contact with the public.			
3. No unpackaged products are exposed at the entrance of retail stores, nor in the part reserved for the public.			
4. Exposed fresh meat of different species, minced meat and processed meat products on the same counter or display case are conveniently separated.			

III. Observations

IV. RAW MATERIAL AND FINISHED PRODUCT STORAGE		YES	NO	N.A.
1.	Existence of appropriate zones for storing finished products, raw materials and non food chemicals.			
2.	Non food chemical products are stored in separate and identified areas.			
3.	Products are correctly stored by type/family/category.			
4.	FEFO/FIFO rule is followed.			
5.	Temperature monitoring is carried out.			
6.	Identification of nonconforming products is done.			

III. Observations

V. Final Product - Control		YES	NO	N.A.
1.	Appropriate product labelling and packaging (identified and controlled allergens, updating procedures).			
2.	Products contain sufficient information to assure that the lot can be easily identified if necessary.			
3.	Existence of a procedure for withdrawal of nonconforming products from the market that is followed.			
4.	Traceability of ingredients of finished products is possible.			
5.	Finished products are transported in appropriate vehicles that are correctly sanitized and there are evidences that these are capable of maintaining foodstuffs at proper temperatures.			

IV. Observations