Food Manufacturing Standard

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Country: Group

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Food Manufacturing Standard

(TFMS)

Version 4.0

CONTENTS

Introduction to the Tesco Food Manufacturing Standard

Site Audit

Section		Page
1	HACCP	8
2	Finished Product Specifications	14
3	Raw Material and Secondary Site Management	17
4	Packaging	25
5	External Areas and Site Security	31
6	Design and Construction of Premises	34
7	Design and Construction of Equipment	41
8	Employee Facilities and Personal Protective Equipment	43
9	Factory Hygiene	53
10	Personal Hygiene	59
11	Process Controls	63
12	Traceability	68
13	Allergen Control	70
14	Foreign Body Controls	74
15	Foreign Body Detection	83
16	Inspection and Analysis	89
17	Water and Waste Water Management	91
18	Product Labelling and Coding	94
19	Weight, Volume and Count Checks	97
20	Training	101

Quality Systems Audit

21	Quality Management System	103
22	Product Development	105
23	Product Recall/Incident Management	107
24	Internal Audits	109
25	Customer Complaints	112
26	Pest Control	115
27	Maintenance	121
28	Calibration	125
29	Cleaning Programme	128
30	Transport	133
31	Medical Screening	135
32	Employment Agencies	138
33	Environment	142
34	Ethical Trading	143
35	Management Controls	146

Appendix 1 – Raw Material Specifications 147
Appendix 2 – Document Review (changes introduced) 149
Glossary of Terms 180
Appendix 3 – Requirements for Traceability Exercise / Document Review 182

Introduction to the Tesco Food Manufacturing Standard (TFMS)

This version of the TFMS (version 4.0) was produced after consultation with Tesco Technical Managers throughout our international businesses, along with representatives from our food supplier base. Appendix 2 provides a clear summary of all changes made from the previous version (version 3.2).

Aim

Tesco is committed to ensuring all Tesco brand products produced by our suppliers are safe, meet legal requirements and are of the agreed quality. Suppliers must meet Tesco Ethical requirements (Tesco Ethical Trading Code of Practice – Document No 388).

Objective

The Tesco Food Manufacturing Standard (TFMS) clearly sets out our requirements for suppliers. In some instances the TFMS will make reference to a Code of Practice which is also applicable and details our additional requirements on this subject. Under no circumstance does adherence to the TFMS replace the need for compliance to all relevant legal standards in the country of manufacture or the intended country of sale. Compliance to the standard is in addition to the duty held by the supplier to produce safe and legal food.

Scope

The TFMS is applicable to all primary and secondary food suppliers to Tesco. Although identified as a food manufacturing standard, this document applies equally to sites packing food.

The Arrangement and Configuration of the TFMS

The Sections and Layout

The food manufacturing industry has many complexities. It encompasses many different technologies and specific product groups have their own individual risks associated e.g. the risks associated with short shelf life ready-to-eat chilled foods, will be significantly different to those associated with uncooked rice grains or canned Tuna fish.

The controls required to ensure food safety will therefore be different for each product type, depending on a range of factors including personal hygiene, building fabrication, equipment design etc.

The TFMS details Tesco requirements for **all types** of food manufacturing (including the packing of food). It is divided into 35 sections and these are sub-divided into individual clauses (all uniquely numbered).

To ensure that our requirements for some sectors of the industry e.g. ready-to-eat chilled foods, are not overly burdensome on other sectors, each clause of the TFMS has been given one of four classifications i.e. Base, Medium, High & Aspiration. The first 3 classifications relate to areas of a factory and the controls required. They should not be confused with common food industry terminology e.g. Base should not be used to describe ‘Low Risk.’ The requirements detailed for both Base & Medium may well apply in a Low Risk environment (see glossary).

Base

Base factory areas are those where the product is fully enclosed or packaged. These requirements apply to all manufacturing/ packing sites irrespective of the product or process. If specific parts of the factory are operated at Medium or High standards, these areas must also comply with all of the Base requirements.

Example 1: An ingredients warehouse (ambient or temperature controlled) is likely to be a Base area. The ingredients are sealed from contaminants.

Example 2: A factory that trims and packs fresh produce (e.g. remove the top and tail of root vegetables) without any further preparation is likely to operate at Base level.

Medium

These requirements specifically apply to areas of the factory where food is OPEN or EXPOSED to contamination (therefore increasing the risk in these areas). Associated areas or processes e.g. utensil washing/ storage, de-boxing/ handling food-contact packaging, equipment used for filling containers etc. will also be considered Medium areas. The clauses classified as Medium will be applicable in addition to all relevant Base requirements.

Example 1: The area used for cutting and packing of fresh meat is Medium. This will be from the point of entry to the butchery / packing area, to the point where the chilled products are fully sealed (packaged) & labelled.

Example 2: The production line for a bakery is likely to be Medium. This is from the point where ingredients are opened, sieved, mixed, proved and baked, to the point where it is packaged and labelled.

High

These requirements apply to all areas that are identified as handling or processing high-risk or high-care products. The clauses classified as high will be applicable, in addition to the relevant Base and Medium requirements.

The risk in this area is higher than that in the Base / Medium area e.g. the product may be susceptible to the growth of pathogenic bacteria and may be provided to the consumer as a ready-to-eat item.

Example 1: The assembly and packaging of a chilled ready-meal is High.

Example 2: The slicing and packing of a chilled cooked meat product is High.

High Care/ High Risk must be physically segregated from Low Risk e.g. by a dividing wall

Aspiration (APSN)

Some sections have additional elements (Aspirations) which Tesco believe will help move standards forward within the food supply base. These are **not prescribed requirements** but it should be noted that ASPN clauses may potentially become requirements in future versions of the TFMS.

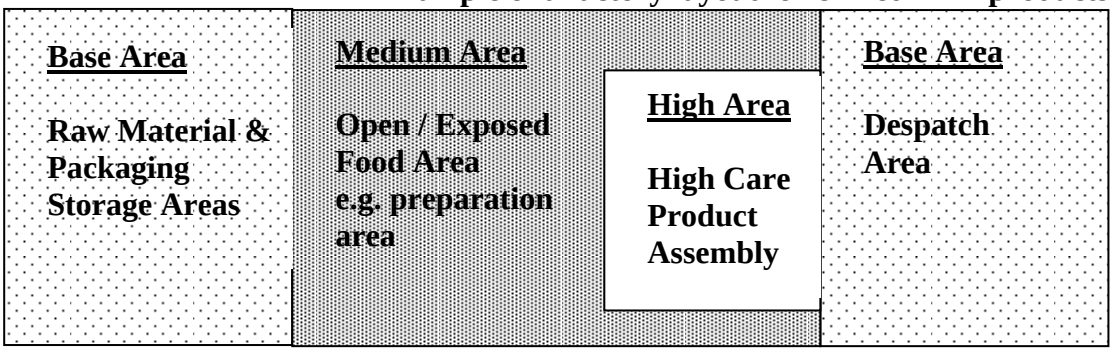
Base, Medium, High – In Combination at a Factory

Base, Medium & High classifications represent the level of control required to effectively manage the risk at each stage in the process or type of production environment. They therefore reflect the risk presented to the raw materials, work in progress or finished products from associated hazards e.g. foreign body contamination or microbiological contamination (possibly originating from personnel, manufacturing equipment, unprocessed raw materials or the building fabrication).

Factories that contain Medium or High areas should not be thought of as a 'Medium' or 'High' factory. It is more appropriate to consider that a factory may have Base, Medium and High areas and that the product risk / controls required, will be different in each area.

To better understand this concept, it may be useful to consider the layout of a factory that could contain all of these classifications (Base, Medium and High). If for example a factory is making chilled ready-to-eat food (clearly hygiene in the production area would be very important), then the simplified diagram below could represent it.

Example of a factory layout for chilled RTE products



1. If, for example, raw materials (food & packaging) are delivered to the factory in **sealed boxes**, then the risk of cross contamination in the warehouse is minimal. As this area is still part of the food factory, basic controls such as protecting the materials from weather damage or pest activity are clearly important. This area would be considered a **base area**

2. If, for example, some of these materials are moved into the 1st phase of the production area and boxes / bags are opened to **expose the raw materials** (possibly chopping, mixing or other activities take place in this area), this area would be considered a **Medium area** as the food materials are exposed.

3. The next stage maybe the transfer of the materials into a high care / high risk production area, for assembly into the ready meal, sandwich etc. In this area it is important that the materials are protected from cross contamination with pathogenic bacteria, as the food will support bacterial growth and is ready to eat. **This area would be classified as High**

4. The food product may be packed (sealed) and then transferred from the high care area to the despatch area. **As the food is again protected from contamination, this area would be considered as Base.**

Note: If a factory operates a Low Risk / High Care divide (as above), Low Risk may include both Base and Medium controls i.e. it is **not expected or required** that sites use the term Medium to describe parts of their factory. Medium just describes the level of control required

What Good Looks Like

In many sections examples are given of how a requirement may be met under the heading of What Good Looks Like (WGLL). This is intended to provide guidance and clarification of what is required. Due to the variability of the processes and premises at supplying factories, compliance to 'WGLL' may not ensure total compliance to a requirement. The supplier must determine the most effective method of complying with Tesco requirements and be able to demonstrate this during a Tesco audit.

PRO (demonstration)

To help identify how the requirements should be met for each clause a P, R, or O will be indicated under columns headed PRO. These columns indicate whether the requirement is met through:

P = Procedure. - A documented procedure that has been fully implemented.
R= Record. - Documented and accurately completed records.
O= Observations. - Compliance will be checked through observation.

This avoids the need to qualify each requirement with the comment of "Documented procedures are required" or "Records must be kept" etc.

Auditing of the Standard

Tesco reserves the right to undertake regular audits against this standard (at factories manufacturing / packing Tesco brand) and will determine the degree of compliance to each section. Information on the Tesco audit process can be found on the Tesco Technical Library (TTL) or from your Tesco Technical Manager. There is a likelihood that some non-conformances will be raised during the audit and these will be categorized as:

- Critical - Failure to meet a food safety standard or a legal standard; where this failure puts the customer and or Tesco brand integrity at risk.

- Major – A deficiency which requires prompt attention to prevent a potential food safety failure or legal issue from arising; where this failure may potentially put customers or the Tesco brand integrity at risk.

- Minor – A deficiency which requires attention to improve Good Manufacturing Practice standards, Due Diligence documentation (our ability to defend a legal challenge) or to achieve compliance with Tesco standards.

Depending on the category of non conformances and numbers identified, sites will receive a specific rating.

- Blue = Satisfactory
- Green = Satisfactory
- Amber = Improvement needed
- Double Amber = Improvement needed
- Red = Not Satisfactory

Note. Double Amber status is used for sites which have consecutive Ambers (and those which were Red prior to Amber).

New Sites

In instances where a site has not previously worked with Tesco i.e. the audit is undertaken as part of the initial 'approval process', the rating will be either Approved or Not Approved.

Country Specific Requirements

Although this Food Manufacturing Standard is a 'Group' document i.e. it applies globally; a small number of the clauses may apply only to factories supplying products to Tesco stores in specific countries e.g. to Tesco UK.

Where this is the case, the clause will be in *"italics"* and slightly shaded (grey). It also will note the specific country / countries where it is applicable e.g clause 3.10 Controlled Ingredients.

The TFMS also makes reference to additional Tesco Codes of Practice and again these may also only be applicable to factories supplying products to Tesco stores in specific countries e.g. the UK (this will be clearly noted)

TFMS Category Guidelines

Due to the nature of certain product types e.g. Fermented meats and Un-pasteurised cheese; there may be additional guideline documents that need to be read in conjunction with the TFMS. Suppliers must ensure that they have all the relevant documents and if they are unsure, any questions should be directed to the relevant Tesco Technical Manager.

Review

Feedback on the standard or any questions should be directed to the relevant TTM or the Tesco Product Integrity Unit - PIU.services@uk.tesco.com

Training

Speak to your Tesco Technical Manager for information on the availability of TFMS training.

Glossary of Terms

A Glossary of Terms has been provided at the rear of the document (page 180) to aid understanding of the terminology used in this document.

Section 1	Hazard Analysis & Critical Control Points (HACCP)

P	R	O	Section No.	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**		**1.1**	**Base**	**HACCP Plan**	An effective, accurate HACCP Plan must be in place. The HACCP Plan must be developed using Codex Alimentarius HACCP principles with reference to relevant legislation, Tesco Codes of Practice and industry guidance. The HACCP Plan must include a detailed scope referencing elements of sections 1.1-1.5, 1.10, 1.16, 1.17.	
P	**R**		**1.2**	**Base**	**HACCP Team**	The HACCP system should be developed by a multi-disciplinary team which must have product specific knowledge and expertise. If internal expertise is not available, expert advice may be obtained from other sources. The operation of the HACCP system must remain the responsibility of the site. At least one member of the team must have completed a recognised qualification (minimum Intermediate HACCP or equivalent) and the other members must be suitably trained. Intermediate level training would consist of a 2 day training course with a mandatory examination at the end. A programme of refresher training to ensure up to date knowledge, should be considered.	The team should include members from at least the following disciplines (not an exhaustive list): - **Technical** (food science/technology) - **Production** (what happens in factory) - **Engineering** (equipment functionality) With support from Product Development, Purchasing, Distribution etc as appropriate.
P	**R**		**1.2.1**	**ASPN**	**HACCP Team**	At least one member of the team has completed a recognised qualification in Advanced HACCP.	
P	**R**		**1.2.2**	**ASPN**	**HACCP Team**	Refresher training of the HACCP team is undertaken annually, regardless of any change in production processes.	

P	**R**		**1.3**	**Base**	**Pre-requisite Programmes**	All environmental and operational controls that are necessary to produce of safe and legal food products must be in place. These cover good manufacturing practices throughout the site. They may include (not an exhaustive list) e.g.: • Personal Hygiene • Staff Training • Pest Control • Cleaning procedures • Glass/hard plastic control • Waste control • Maintenance Procedures The control measures and monitoring procedures for the pre-requisite programme must be clearly identified and documented.	
P			**1.4**	**Base**	**Product**	A full description of the product must be documented including relevant safety information e.g.: • Composition • Origin of ingredients • Physical or chemical structure (e.g. water activity, pH etc.) • Treatment and processing (e.g. heating, freezing, salting) • Packaging (e.g. modified atmosphere, vacuum) • Storage and distribution conditions (e.g. with specified temperatures) • Durability and required shelf-life • Instructions for use	This information should be clearly documented within the scope of the study.
P			**1.5**	**Base**	**Intended Use**	The intended use of the product must be defined, detailing the end user or consumer and suitability for vulnerable	This information should be clearly documented within the scope of the

						groups must be considered e.g. infants, elderly and allergy sufferers.	study.
P	**R**		**1.6**	**Base**	**Flow Diagram**	A flow diagram covering all steps in the operation including rework, water where used and waste must be constructed. This may be generic but it is critical that all process steps are included and identified by product. The diagram must be verified within the production area.	Where factories have high care / high risk facilities, flow diagrams should clearly identify where these physical barriers exist in the process. The CCPs should be listed on the flow diagram for reference.
P			**1.7**	**Base**	**Hazards**	All potential hazards that may be reasonably expected to occur for each process step and product must be identified. Hazards identified must be specific to the process step, generic descriptions such as 'foreign body' and 'micro-organisms' are not sufficient.	
P	**R**		**1.8**	**Base**	**Hazard Analysis**	The HACCP team must conduct a hazard analysis to identify hazards which need to be prevented, eliminated or reduced to acceptable levels. The hazard analysis must include: • Likely occurrence and severity • Survival or multiplication of micro-organisms • Presence or production of toxins, chemicals or foreign bodies and allergens • Potential for adulteration/deliberate contamination	Records for this analysis should be kept in combination with point 1.10.
P	**R**		**1.9**	**Base**	**Control Measures**	The HACCP team must assess whether an existing pre-requisite adequately controls the hazard identified. The HACCP team must also consider what control measures (if any exist) for the remaining hazards can be applied to prevent, eliminate or reduce the risk to acceptable levels. If no control measures have been identified the product /process must be modified so a control measure can be	.

						applied	
P	**R**		**1.9.1**	**Base**	**Control Measures**	The documentation should show links to a specific pre-requisite, rather than generic comment i.e. 'Pre-requisite'.	For example Pest Control or Glass Control programmes.
P	**R**		**1.10**	**Base**	**Determination of CCPs**	The Codex decision tree or equivalent must be used to determine if control measures are CCPs (Critical Control Points).	In combination with point 1.8, there should be records of each process step indicating the hazards and showing the decision tree answers that determine whether it is a CCP.
P	**R**		**1.11**	**Base**	**Critical Limits**	Critical limits must be defined and **validated** to ensure that the product is safe. The process must be capable of operating consistently within the defined limits. Critical limits must be measurable and justification for their use must be documented.	
P	**R**		**1.12**	**Base**	**Monitoring**	Monitoring procedures must be established for each CCP to ensure compliance with the critical limits. The monitoring system must be able to demonstrate control and detect loss of control of CCPs. The precision limits and tolerances of the monitoring equipment must be considered when defining limits e.g. tolerance of temperature probes. Monitoring procedures must contain details on how the measurements are taken and the frequency.	
P	**R**		**1.13**	**Base**	**Monitoring Records**	Monitoring records must be signed by the person doing the monitoring and then verified by an authorised person.	
P	**R**		**1.14**	**Base**	**Corrective Actions**	The corrective actions to be taken when a CCP deviates from critical limits must be detailed and documented by the HACCP team. The corrective actions must ensure that the CCP has been	

						brought under control and any material that may have been produced whilst the CCP was not in control must be identified, isolated and a full risk assessment completed. Product and or materials must be disposed of if the safety of the product is in doubt. If the risk assessment deems the product to be safe, it must not be supplied to Tesco without first discussing the issue and submitting documented evidence to support product safety with the relevant Tesco TM. (see also 11.3)	
P	**R**		**1.14.1**	**Base**	**Corrective Actions**	The HACCP must be reviewed at the earliest opportunity following accepted deviation from the defined critical limits. (see also 1.18)	
P	**R**		**1.15**	**Base**	**Training**	Personnel in the factory who monitor CCPs must have an understanding of HACCP and have specific training against the latest version of the relevant monitoring procedure.	Internal workshops to train HACCP thinking for all individuals involved in monitoring. These workshops would use relevant case studies.
P	**R**		**1.15.1**	**ASPN**	**Training**	All production personnel should have a basic understanding of HACCP and how it relates to the area they work in.	This would ideally be conducted separately to the induction, once individuals have become familiar with the process.
P	**R**		**1.16**	**Base**	**Verification**	The operation of the HACCP plan must be verified to confirm that it is effective. This may include: • Internal audits • Review of customer complaints • Review of hazard measurements e.g. microbiological results.	The verification would demonstrate a full understanding by firstly demonstrating conformance i.e. that individuals are actually following the stated procedures; and secondly that the whole system including the pre-requisite programme is operating effectively.
P	**R**		**1.17**	**ASPN**	**Verification**	The HACCP plan is verified by a 3rd party with specialist knowledge of food microbiology, food chemistry and food processing technologies if applicable e.g. thermal processing.	

P	**R**		**1.18**	**Base**	**Review**	The HACCP plan must be reviewed at a pre-determined frequency (minimum annually) or prior to changes of product/process which may affect product safety. This may include changes in (not an exhaustive list): • Process steps • Supply or specification of raw materials • Ingredients/recipe • Packaging, storage or distribution etc. • Introduction of new or modification to existing equipment • Change in factory layout or product flow	

Section 2	Finished Product Specifications & Tesco Technical Library*

P	R	O	Section No.	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
	R		**2.1**	**Base**	**Agreed Specifications**	Agreed Tesco Specifications must be in place for all launched products. Specifications must be agreed in writing by both parties (electronic signatures are acceptable). Copies of the specifications must be accessible on all production sites.	*For the UK/ROI/US all TTL specifications should be active on or before the point at which products are on sale.*
	R		**2.2**	**Base**	**Content**	Specifications must be fully completed with accurate information that describes the product, packaging and processing details.	The content within the specification should be current and contain all relevant product information including full details of rework and how its used (e.g. percentage to each batch, used in like for like product only, life and break in use of rework), WIP, testing etc
	R		**2.3**	**Base**	**Review**	Specifications must be reviewed and re-agreed with Tesco when changes to product / process are made and to comply with the review date on the specification.	
P	**R**		**2.4**	**Base**	**Internal Site Specifications**	Where sites transpose information from the Tesco Technical Specification to an internal document format (for use in the factory) systems must be in place to ensure accuracy of the information and ensure updates are made when applicable (controlled documents).	The factory specification including photographic quality standards will be available during each production run. Photo standards will be of adequate quality and size to be clearly visible by production staff.
	R		**2.5**	**Base**	**Tesco Technical Library: Supplier & Sites Area**	*All details of the Supplier and the Site Record must be complete and accurate, e.g. Address, Telephone, Plant Approval No, Spec Type, Contact Roles and Details.* *A system must be in place to review and update the*	

						information.	
	R		**2.6**	**Base**	**Tesco Technical Library: Specifications Area**	*Tesco Technical Library specifications must be completed to Gold Standard as defined in the User Guides.* *The appropriate Gold Standard User Guide must be demonstrably in use.* *The person responsible for specification approval must have attended Tesco Gold Standard Specification training.* *Product history must be traceable through the Specification History section.* *Site Details on the front of the specification must reflect the site where the product is manufactured / packed.* *The Specification Status must reflect status of the product, e.g. where a product is delisted, the specification must be removed from Active status*	
	R	**O**	**2.7**	**Base**	**Tesco Technical Library: Alerts Area**	*The Alerts system is a key communication tool and all Alerts / Requests from the Tesco Technical Library must be responded to within the designated timescale.*	*The key email contact for the alerts, cascades the information to the correct person/department in a timely manner*
		O	**2.8**	**Base**	**Tesco Technical Library: Document Area**	*Site technical people must be familiar with the access points for Tesco documentation and the content relevant for their site.* *- Policies, Codes of Practice and Guidelines Area* *- Help & Guidance Area* *- Labelling Area* *- Category Sharepoint* *- Home Page – New Policy Documents* *It is the responsibility of sites to ensure that where Tesco*	*Internal procedures make reference to these documents, to demonstrate they have been reviewed.*

						COP (relevant to product / process) are in place, that they are aware of these and comply with the requirements.	
		O	**2.9**	**Base**	**Tesco Technical Library: My Workspace**	*Site technical people must be familiar with 'My Workspace' and respond appropriately to the designated tasks e.g. out of specification surveillance reports, audits and visits etc.*	

*Currently the requirements specific to the TTL are applicable to sites and suppliers supplying Tesco businesses in the UK, ROI and USA. Where sites produce products for more than one country, they may also be required to use the TTL and comply with the additional clauses listed. For guidance speak to your Tesco Technical Manager.

Section 3	Raw Material and Secondary Site Management

P	R	O	Section No.	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
			RAW MATERIALS				
P	**R**		**3.1**	**Base**	**Supplier Risk Assessment**	An effective raw material and supplier control system must be in place for all raw materials. All raw material suppliers must be risk-assessed, based on: • Inherent risk of the ingredient • Volume of ingredient supplied • Supplier history Risk assessment must be used to determine: • Method of supplier approval • Method of supplier monitoring • Type and frequency of raw material sampling and testing Raw material supplier risk assessments must be reviewed annually.	A risk assessment value would be generated based on -Inherent risk of the ingredient -Number / volume of ingredients supplied -Number of products the ingredient is used in -Supplier history Each supplier would be rated and this value would determine the need for audit and the audit frequency. This data would form part of the audit schedule and intake quality checks required.
P	**R**		**3.2**	**Base**	**Supplier Approval**	An approval system must be in place. Approval may include a combination of: • Approved site audit report. If no physical audit is undertaken, this must be justified by risk assessment • Valid 3rd party certification to a food standard (certificate date still current) • Supplier self audit report which has been reviewed. Corrective actions have been followed up and	If the risk assessment indicates that the supplier is low risk (e.g. a low risk commodity such as salt) a supplier self audit may be used. Provided the response to this is satisfactory, an audit may be waived.

						completed. All raw material suppliers must have a traceability system in place to trace raw materials back to source.	
P	**R**		**3.2.1**	**Base**	**Contingency Supply**	Where a contingency raw material/supplier is required, the site must first contact the Tesco TM for acceptance. Where agreed the site must have the following information about the product and supplier (as a minimum): • A specification for the product • A 3rd Party audit report and certificate • Test results (micro, chemical), where appropriate • Documentation to demonstrate compliance with Tesco COPs Contingency suppliers are those used at very short notice, generally as a one off due to approved suppliers being unable to supply. Raw material must be on a like for like basis (e.g. Not using coloured cheddar cheese in place of white cheddar cheese)	
	R		**3.3**	**Base**	**Third Party Audits**	If the risk assessment indicates that certification to a third party food standard is sufficient, then a valid certificate, audit report and corrective action summary must be available on site. The site must be able to demonstrate that this has been reviewed.	The third party audit report will provide the site with details of non-conformances, which will assist in the site being able to make a full and proper risk assessment. (e.g. the report may show a number of failings in Quality Management systems, which the site may wish to verify for themselves)

							A certificate does not necessarily demonstrate closure of non-conformances. Not all third party Food Safety schemes issue certificates on the closure of all non-conformances. Some verify at next audit. Where electronic systems are used by Certification Bodies for site reports and certificates, these may be used to negate the need to print relevant information. Site however, should be able to demonstrate they can navigate the system. This information may be held on-site or centrally (e.g. head office).
P	**R**		**3.4**	**Base**	**Audit Requirement**	If risk assessment indicates that a site audit is required, the site must be audited before supply commences and then, according to an audit schedule. Audits must be completed against a format which encompasses the principles of the Tesco Food Manufacturing Standard (i.e. Good Manufacturing Practices). If a critical non-compliance is found at a site that is being audited prior to commencement of supply, then supply must not commence until the corrective action has been completed and verified. The same applies if 4 major non conformances found. If a critical non-compliance is found at a site that is an	

						existing raw material supplier, which could impact on Tesco products in the supply chain, Tesco must be informed immediately. The same applies if 4 major non conformances found. A copy of the audit report must be accessible on site with details of corrective actions. Timescales and corrective actions must be agreed by both parties. The completion of corrective actions must be verified within the agreed timescale.	
	R		**3.5**	**Base**	**Approved Supplier List**	Raw materials must be sourced only from approved suppliers. Details of suppliers and the raw materials supplied must be kept on an approved supplier list.	
P	**R**		**3.6**	**Base**	**Trained Auditors**	Supplier audits must be completed by trained auditors with an understanding of processes and the risks associated with the product area/site being assessed.	
P	**R**		**3.7**	**Base**	**Agents & Importers**	Where raw materials are supplied via an Agent/Importer: • It is the raw material site and not the Agent/Importer that must be approved • The Agent may be assessed by the Tesco supplier as competent to manage approval of the raw material site The Agent/Importer must be able to demonstrate that they have risk assessed the site against Tesco requirements.	
P	**R**	**O**	**3.8**	**Base**	**Raw Material Specifications**	All raw materials must have a specification that includes Tesco criteria where relevant (See Appendix 1: Raw Material Specifications) Raw materials specifications must be agreed by both parties.	Both parties have signed and dated the specification. Electronic signatures are acceptable.

	R		**3.9**	**Base**	**Certificates of Analysis / Conformance**	The supplier risk assessment must define if a Certificate of Analysis (COA) or Certificate of Conformance (COC) is required. Where a COA / COC is required, raw materials may not be used until the details on the certificates have been checked against the raw material specification.	
P	**R**	**O**	**3.10**	**Base**	**Controlled Ingredients (Tesco UK only)**	*Controlled ingredients must be sourced from Valid IT recognised sources as per relevant Codes of Practices where applicable.* *If other sources of the same ingredient are used for other customers i.e. non Tesco, which are not Valid IT, a system to ensure segregation of these materials must be in place.*	*Code of Practice for Controlled Non GM Ingredients 216 (Tesco UK only).* *Code of Practice for Controlled Spice Ingredients 316 (Tesco UK only)*
	R	**O**	**3.11**	**Base**	**Tesco Approved Sources (Tesco UK only)**	*All Meat and meat ingredients must be sourced from Tesco Approved Agricultural Supplier List (203) unless authorised by the Tesco Technical Manager (Tesco UK only)* *Fresh Produce must be sourced from Tesco Approved Sources e.g. Nurture Certificated unless authorised by the Tesco Technical Manager (Tesco UK only).* *There may be other in country approved lists. Sites need to demonstrate compliance where these exist.*	
P	**R**		**3.12**	**Base**	**Intake Checks**	All raw materials must be checked by trained staff on receipt according to documented procedures. Intake records must be retained. Checks must include: • Hygiene condition of vehicle • Packaging integrity • Evidence of pest infestation (low levels may be	Based on risk assessment checks may also include: • Product sampling for retention • Product testing (microbiological / chemical / physical / organoleptic)

						acceptable in some produce materials) • Date/Lot coding (meets specification and matches COA where received) • Temperature (where required) • Product inspection to demonstrate compliance to specification (which must be agreed and include quality standards) • Pallet condition	
P		**O**	**3.13**	**Base**	**Stock Rotation**	A Stock rotation system must be in place to ensure that raw materials are used within agreed shelf-life. Oldest material should be used first. In some instances e.g. with fresh produce, maturity may be used to determine the order of use.	
		O	**3.14**	**Base**	**Date Code Controls**	All materials available for use must have adequate shelf-life remaining for the final use of the material.	
P		**O**	**3.15**	**Base**	**Part-Used Raw Materials**	Opened or part used containers of raw materials must be effectively re-sealed and labelled.	
		O	**3.16**	**Base**	**Segregation of Sensitive and Hazardous Materials**	Sensitive materials e.g. vegetarian, organic and materials susceptible to other pungent materials (due to potential taint risk), must be suitably segregated to reduce the risk of cross contamination or taint. Hazardous materials e.g. citric acid, alcohol, flammable flavourings/aromas, must be suitably stored and controlled to reduce the risk of contamination, taint and injury to persons. (See sections 11.10 and 13.2)	
P		**O**	**3.17**	**Base**	**Non Conforming Materials**	Non Conforming materials must be rejected at intake. Where this is not possible the Hold and Release procedure must be followed see Section 11.4.	

P	**R**		**3.18**	**Base**	**Supplier Monitoring**	Raw material supplier performance must be reviewed minimum annually. This should include results of: • Risk assessment • Intake inspections • Testing • Delivery performance	

			SECONDARY SITES AND CONTRACT PACKERS				
P	**R**		**3.19**	**Base**	**Secondary Sites and Contract Packers**	The supplier and primary site must be able to demonstrate that they have controls/systems in place to effectively manage product safety, legality and quality when using secondary sites and/or contract packers.	
P	**R**		**3.20**	**Base**	**Secondary Sites and Contract Packers**	The supplier and primary site must hold a detailed specification for the product produced /packed by secondary site and/or contract packer.	
P	**R**		**3.21**	**Base**	**Secondary Sites and Contract Packer Audits**	The secondary site and/or contract packer must be approved and have ongoing audits by the supplier and primary site. Audits must be completed against a format which encompasses the principles of the Tesco Food Manufacturing Standard. Suppliers and primary site auditors must be trained against the Tesco Food Manufacturing Standard before auditing secondary sites and/or contract packers. If a critical non-compliance is found at a site that is being audited prior to commencement of supply, then supply must not commence until the corrective action has been completed and verified. The same applies if 4 major non conformances are found.	

						If a critical non-compliance is found at a site that is an existing supplier, which could impact on Tesco products in the supply chain, Tesco must be informed immediately. The same applies if 4 major non conformances are found. A copy of the audit report must be accessible on site with details of corrective actions. Timescales and corrective actions must be agreed by both parties. The completion of corrective actions must be verified within the agreed timescale.	
P	**R**		**3.22**	**Base**	**Intake Checks For Products From Secondary Sites and/or Contract Packers**	All products must be checked by trained staff on receipt according to documented procedures. Intake records must be retained. Checks must include: • Hygiene condition of vehicle • Packaging integrity & pallet condition • Evidence of pest infestation • Date coding & Lot / batch coding • Temperature (where required) • Product inspection demonstrating compliance to specification (must be agreed & include quality standards).	Based on risk assessment checks may also include: • Product sampling for retention • Product testing (microbiological / chemical / physical / organoleptic)

Section 4	Packaging

P	R	O	Section No.	Base Medium High Aspiration	Item	Detail	✅ What Good Looks Like
P			**4.1**	**Base**	**Supplier Risk Assessment**	An effective packaging supplier control system must be in place for all packaging. All packaging suppliers must be risk-assessed, based on: • Functionality • Contact with food (see clause 4.3) • Volume of product supplied • Supplier history Risk assessment must be used to determine: • Method of supplier approval • Method of supplier monitoring The packaging supplier risk assessments must be reviewed on an annual basis.	
P	**R**		**4.2**	**Base**	**Supplier Approval**	A supplier approval system must be in place for all packaging Approval may include a combination of: • Approved site audit report • Valid 3rd party certificate e.g. BRC-IOP (certificate date still current) • Supplier self audit report which has been reviewed and corrective actions followed up. All packaging suppliers must have a traceability system in place to trace packaging.	If risk assessment indicates that the supplier is low risk, a Supplier Self Audit may be used. Provided the response to this is satisfactory, an audit may be waived. If the risk assessment indicates that certification to a third party standard is sufficient, then a valid certificate and audit report must be available on site.

P	**R**		**4.2.1**	**Base**	**Contingency Supply**	Where a contingency packaging supplier is required, the site must first contact the Tesco TM for acceptance. Where agreed the site must have the following information about the product and supplier (as a minimum): • A specification for the product • A 3rd Party audit report and certificate • Test results (micro, chemical), where appropriate • Documentation to demonstrate compliance with any Tesco COPs Contingency suppliers are those used at very short notice, generally as a one off due to approved suppliers being unable to supply. Packaging must be on a like for like basis	
P	**R**		**4.3**	**Base**	**Supplier Approval**	Food contact packaging suppliers must have BRC / IOP certification or a similar accreditation, confirming safety of packaging (and packaging production methods) or must have been physically audited. Audit reports must be available on site along with a corrective action plan.	The third party audit report will provide the site with details of non-conformances, which will assist in the site being able to make a full and proper risk assessment. (e.g. the report may show a number of failings in Quality Management systems, which the site may wish to verify for themselves) A certificate does not necessarily demonstrate closure of non-conformances. Not all third party Food Safety schemes issue certificates on the closure of all non-conformances. Some verify at next

							audit. Where electronic systems are used by Certification Bodies for site reports and certificates, these may be used to negate the need to print relevant information. Site however, should be able to demonstrate they can navigate the system.
P	**R**		**4.3.1**	**Base**	**Supplier Approval**	Where sites (or sister companies) manufacture their own food contact packaging e.g. cans, blown bottles etc. these operations should be treated as suppliers and managed as per clause 4.3	
P	**R**		**4.4**	**Base**	**Audit Requirement**	If risk assessment indicates that a site audit is required, the site must be audited before supply commences, and then according to an audit schedule. Audits must be completed against good manufacturing principles. If a critical non-compliance is found at a site that is being audited prior to commencement of supply, then supply must not commence until the corrective action has been completed and verified. The same applies if 4 major non conformances found. If a critical non-compliance is found at a site that is an existing supplier, which could impact on Tesco products in the supply chain, Tesco must be informed immediately. The same applies if 4 major non conformances found. A copy of the audit report must be accessible on site with details of corrective actions. Timescales and	

						corrective actions must be agreed by both parties. The completion of corrective actions must be verified within the agreed timescale.	
	R		**4.5**	**Base**	**Approved Supplier List**	All suppliers must be approved. Details of suppliers and the packaging supplied must be kept on an approved supplier list.	
P	**R**		**4.6**	**Base**	**Trained Auditors**	Supplier audits must be completed by trained auditors with an understanding of processes and the risks associated with the packaging/site being assessed.	
P	**R**		**4.7**	**Base**	**Agent Approval**	Where packaging is supplied via an Agent/Importer: • It is the manufacturing site and not the Agent/Importer that must be approved • The Agent may be assessed by the Tesco supplier as competent to manage approval of the manufacturing site The Agent/Importer must be able to demonstrate that they have assessed the site against Tesco requirements.	
P	**R**		**4.8**	**Base**	**Specifications**	Packaging specifications must be agreed by both parties. Specifications should include the following information where relevant: • Supplier Name and Address • Artwork • Material composition • Dimensions including thickness and gauge • Colour • Suitability for use in different storage / handling conditions e.g. temperature / humidity • Confirmation of migration test results (see 4.9 below)	Both parties have signed and dated the specification. Electronic signatures are acceptable.

	R		**4.9**	**Base**	**Food Contact Materials**	All food contact materials must comply with legislation for “material and articles intended to come in contact with food" Regulations (EC) 1935/2004 or equivalent; as applied in the country of manufacture and intended country of sale. A written declaration of compliance must be available. A food contact material also includes items other than finished product packaging (see clause 7.5.1).	Sites should keep themselves up to date on the legislation, as amends are made on an almost annual basis. The regulations cover the packaging material, inserts, printing materials (e.g. inks) and adhesives which are in direct contact with the product.
P	**R**		**4.10**	**Base**	**Intake Checks**	All packaging must be checked by trained staff on receipt according to documented procedures. Intake records must be retained. Checks must include: • Hygiene condition of vehicle • Packaging integrity • Evidence of pest infestation • Date/Lot coding • Product inspection to demonstrate compliance to specification • Pallet condition	A controlled packaging library is retained. Print text is checked against the packaging library every new print run.
P		**O**	**4.11**	**Base**	**Non Conforming Materials**	Non Conforming materials must be rejected at intake. Where this is not possible the Hold and Release procedure must be followed see section 11.4. The Hold and Release procedure must be used for obsolete packaging materials.	
P	**R**		**4.12**	**Base**	**Supplier Monitoring**	Packaging supplier performance must be reviewed minimum annually. This should include results of: • Risk assessment • Intake inspections	

						• Delivery performance	
P		**O**	**4.13**	**Base**	**Storage**	Packaging must be stored in a designated area and be suitably covered to protect from contamination. Similar packaging must be stored separately to prevent incorrect use.	For example similar recipes (cookies with/without nuts), different pack sizes (may only have different bar codes), promotional flash labels etc should be segregated or suitably controlled. Good segregation may take the form of product labels separated by promotional labels, dedicated pallet spaces in the case of large quantities or post office style sorting box.
P		**O**	**4.14**	**Base**	**Part-Used Packaging**	Part-used packaging should be returned to storage and suitably covered to protect from contamination after use. Based on risk assessment bulk packaging (e.g. films, plastic for bases) which is used daily for all products may be left on line provided it is suitably covered to protect from contamination and is removed and covered during cleaning.	

Section 5	External Areas and Site Security

P	R	O	Section No.	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**	**O**	**5.1**	**Base**	**Site Location**	The site must comply with local regulations regarding approval or registration of premises and processes.	
		O	**5.2**	**Base**	**Site Boundaries**	Site boundaries must be clearly defined and have adequate perimeter fencing. A site plan must be available on site.	Entrance to the site via a manned security barrier / check point. Where no fencing exists (e.g. the site is on a business park, isolated location in countryside etc) the site should be secure to prevent unauthorised public access, domestic animals and unlawful entry.
		O	**5.2.1**	**ASPN**	**Site Boundaries**	Site should be surrounded by secure fencing and monitored by closed circuit Television (CCTV).	
		O	**5.3**	**Base**	**External Maintenance**	External areas must be kept tidy and free from unnecessary items that could provide potential pest harbourage.	No redundant or stored equipment stored outside.
		O	**5.3.1**	**Base**	**External Drainage**	The yard area should have adequate drainage to prevent pooling of water around storage and process areas (e.g. milk reception) and allow cleaning.	
		O	**5.3.2**	**ASPN**	**External Drainage**	External drains should be visually identified as factory effluent, surface water or sewage and show direction of flow.	Painted colour coded arrows on the drain covers, showing direction of flow and waste type.
		O	**5.4**	**Base**	**Grass / Planted Areas**	When present, vegetation must be kept trimmed and clear from the production and storage buildings (approximately1 metre clearance, to prevent pest harbourage). Where this is out of the sites control (e.g. site is rented or	

						neighbouring site is close and they don't keep vegetation at bay) there should be evidence of persistent communications and management of potential issues.	
		O	**5.5**	**Base**	**External Storage Units**	External units (including silos, tanks, chillers & freezers) must be kept locked and have restricted access.	
		O	**5.5.1**	**ASPN**	**External Units**	Other external units (e.g. port-a-cabins) which are close to the ground, with large inaccessible voids underneath should be made inaccessible to rodents.	Units should be sited on a concrete base and or sealed at base to prevent pest ingress.
P		**O**	**5.6**	**Base**	**External Storage of Raw Materials, Packaging, Equipment**	Raw materials, packaging and equipment must not be stored outside. Where unavoidable, items must be in a hygienic condition and protected from deterioration, contamination, pests and must be inspected in detail prior to transfer to the site. This includes all Tesco reusable product crates.	
P	**R**	**O**	**5.7**	**Base**	**Photographic / Recording Equipment**	The use of photographic/recording equipment must be controlled. Only equipment authorised by the site must be permitted on site.	Visitor / contractor procedures include a declaration of any intended use of photographic/recording equipment.
P	**R**	**O**	**5.8**	**Base**	**Control of Visitors, Contractors**	All visitors and contractors must sign in and when unannounced, prove their identity. All visitors must be accompanied at all times. A system must be in place to manage contractors and a manager must be accountable for their movements.	Entrance to the site via a manned security barrier / check point.
P	**R**	**O**	**5.9**	**Base**	**Control of Employees**	Access to production and storage areas must be restricted to authorised personnel i.e. employees.	Security guard is on site.
P	**R**	**O**	**5.9.1**	**ASPN**	**Control of Employees**	A controlled access security system may be in place for all employees e.g. swipe cards, coded access. Personnel are encouraged to challenge unknown visitors.	

		O	**5.10**	**Base**	**Guard Dogs**	Dogs and other animals should not be present around the site (see section 26). Guard dogs (if utilised) must be under the control of security guards and not free running.	

Section 6	Design and Construction of Premises

P	R	O	Section No.	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
		O	**6.1**	**Base**	**External Structure & Fabric**	The structure and fabric of the building must be suitable for use, weather proof and pest proof.	
		O	**6.2**	**Base**	**Internal Structure**	Walls, floors, ceilings, drains and doors must be designed and maintained to allow effective cleaning. They must be maintained in a good condition to prevent foreign body risks.	
		O	**6.2.1**	**Medium**	**Internal Structure**	Walls, floors, ceilings, drains and doors must be constructed of impervious materials in open food areas. Wall/floor junctions must be coved to allow easy cleaning. Walls must be protected against damage during normal use e.g. crash barriers where appropriate.	Swing doors with kick plates. Floors are anti-slip
		O	**6.2.2**	**High**	**Internal Structure**	There must be a floor to ceiling physical barrier between low risk and high care / risk. Openings between low risk and high care/risk must be kept to a minimum. Where openings exist (excluding main personnel door) they must be risk assessed, managed and verified.	If openings between low risk and high care/risk are essential, hatches should have an interlocking door arrangement i.e. can not open one door if the other is open. (also see clause 11.13.1)
		O	**6.2.3**	**High**	**Internal Structure**	No roller lifting doors are acceptable in high risk / high care areas, as they will be in contact with the floor (a potential *Listeria* spp present) and when raised may drip on materials / personnel.	

		O	**6.3**	**Medium**	**Fabrication Joints**	Fabrication joints must be sealed and free from mould and not pose a foreign body risk.	
		O	**6.4**	**Base**	**Floor Gradients**	Floors must have adequate slope to drainage and not form pools water. The gradient should not be excessive to cause wheel bases / trolleys to roll to drain.	
		O	**6.5**	**Base**	**Sinks**	All sinks in production areas must not be constructed from porous or breakable material. Sink waste water must be ducted directly to a drain. (Specific requirements for hand washing are detailed in clause 8.15)	
		O	**6.6**	**Base**	**Drains**	Drains must be accessible for cleaning and fitted with screens or traps to prevent pest entry and odours.	
	R		**6.6.1**	**Medium**	**Drains**	A drain plan must be in place for the entire site (inside and outside).	
	R	**O**	**6.6.2**	**High**	**Drains**	Drains must flow from high to low risk areas. A system must be in place to prevent back flow.	
		O	**6.6.3**	**ASPN**	**Drains**	A separate drainage system for high risk/high care from low risk areas.	
		O	**6.7**	**Medium**	**Walkways Over Lines**	Walkways and steps over production lines must be fitted with back plates and enclosed sides to prevent product contamination.	
		O	**6.8**	**Base**	**Windows**	Glass windows and doors in the production and storage areas must be protected from breakage. A risk assessment must be completed on surrounding areas to establish the potential risk of transfer.	

		O	**6.8.1**	**Base**	**Windows**	Windows designed to be open, must be suitably proofed to prevent pest entry (including canteens, toilets and locker facilities that adjoin the factory).	
		O	**6.9**	**Base**	**External Doors**	All external doors must be kept closed when not in use and effectively proofed against pests. If strip curtains are fitted, they must be maintained and kept clean. and effectively proofed against pests.	Good door control should be in place (i.e. doors not being left open for long periods to temperature controlled areas, or allowing free access to birds) Strip curtains should be full length and intact. Curtains which part (slide) on opening of main door are preferred, as these do not trail over forklift trucks and products and are therefore easier to keep clean and less prone to damage.
P		**O**	**6.9.1**	**Medium**	**External Doors**	There must be no external doors in open food handling areas with the exception of identified and controlled fire exits. If a close fitting mesh screen is in place, these doors can be opened to provide ventilation. These doors must not however be used as personnel routes other than in emergency situations.	
		O	**6.9.2**	**High**	**Fire Doors**	Fire exits from high risk/high care must be alarmed or tamper evident.	
P	**R**	**O**	**6.9.2.1**	**High**	**External Doors**	Where used, a removable wall section (pod door) between the high care/ risk and low care wall (to allow for introduction / removal of large equipment) must be close fitting and sealed each time after opening. A full deep clean of the high care/risk environment must be undertaken if removed, before production recommences.	

		O	**6.9.3**	**ASPN**	**External Doors**	Air curtain or automatic closing doors should be fitted to external doors.	
		O	**6.10**	**Base**	**Lighting**	Lighting in all areas must enable safe working and good visibility. Lights must be protected by shatter proof covers and or sleeves (on the light tubes / bulbs). Adequate lighting must be in place above product inspection areas.	
		O	**6.10.1**	**ASPN**	**Lighting**	Lighting designed so that bulbs are replaced without entering production areas.	
		O	**6.11**	**Base**	**Ventilation and Extraction**	Ventilation and extraction systems must be effective at preventing condensation, excessive dust, pest entry and not pose a risk to product (e.g. its location in respect of product and processes). Similarly if heating is provided.	Risk assessment may need to be used in order to determine that where condensate is present, samples may need to be sent away for microbiological and heavy metal screening e.g. chocolate manufacture.
	R	**O**	**6.11.1**	**Medium**	**Ventilation and Extraction**	A documented risk assessment must be conducted to determine the requirement for air filtration. Where air filtration is in place, it must be regularly inspected and replaced.	
	R	**O**	**6.11.2**	**High**	**Ventilation and Extraction**	An air filtration system must be in place and be regularly inspected and replaced. The filter grades used must be risk assessed to ascertain the risk from airborne contamination from the local environment and the likely occurrence of product contamination e.g. time product is exposed. Positive air pressure (>5 Pascals) must be in place in	High care - filtration to a minimum F7* filter grade must be in place. High risk - filtration to a minimum F9-H11* filter grade must be in place and positive air pressure. *Under Classification of General Ventilation Filters EN779:2002

						high risk areas and monitored at defined frequencies. An initial assessment / study to measure air pressure must be held by the site.	Note: Grades are based on the efficiency of the filter to trap defined particle sizes. F7 grade is 80% efficient and F9-H11 is 98% efficient. Generally 5-25 air changes per hour are sufficient, however in areas with large doors/hatches that are frequently opened up to 40 changes may be required.
		O	**6.11.3**	**Base**	**Ventilation and Extraction**	Air socks must be cleaned and maintained at a scheduled frequency. Frequency must be adequate to prevent build up of debris / mould growth.	
		O	**6.11.4**	**High**	**Ventilation and Extraction**	Air socks must be identified for rotation. High Risk and Low Risk air socks should be washed separately.	
		O	**6.12**	**Base**	**Services**	All services (pipework for water/gas/steam/compressed air, electrical cabling/conduit/sockets, ventilation ducting, compressors/pumps, fire extinguishers/sprinkler systems etc) should be designed from material suitable for the purpose and appropriate to the area where used, intact and allow easy and effective cleaning. (Health and Safety requirements in the country of manufacture must be adhered to).	
		O	**6.13**	**Base**	**Storage Areas**	Storage areas must be fit for purpose and maintained in a clean / hygienic condition. Materials must not be stored directly against the walls to allow inspection.	Racking where fitted should be far enough away from the wall, to prevent pallets being pushed up tight against the wall. There should be enough space to allow walking access between materials and walls for inspection.

		O	**6.14**	**Base**	**Temperature Controlled Areas**	Condensate pipes must flow to drain and not drip on product, materials, packaging or production equipment.	Pipe should end a few centimetres above the drain and not ducted directly into the drain.
		O	**6.14.1**	**Medium**	**Temperature Controlled Areas**	Condensate pipes must have a trap in the pipe work to prevent a back flow of air from the drains and condensate must be channelled directly out of the area to a drain in fully enclosed pipe work.	Traps are "U" or "S" type which, contain water, thus preventing air to be drawn back. There should be no break in the pipe work.
P	**R**	**O**	**6.14.2**	**High**	**Temperature Controlled Areas**	A risk assessment must be carried to determine if chemical sanitizing rings are required in condensate drip trays.	Sanitising rings do not negate the need to maintain the evaporators and pipe work properly.
		O	**6.14.3**	**ASPN**	**Temperature Controlled Areas**	Doors to temperature controlled areas should be automatic closing or alarmed if not closed.	
		O	**6.14.4**	**Base**	**Temperature Controlled Areas**	Temperature controlled areas must be capable of maintaining the required temperature. Freezer areas must be adequately maintained to prevent excessive build up of ice on walls, floors and ceilings.	
		O	**6.15**	**Base**	**Production Offices**	Offices within production / storage areas must be managed so that they do not pose a risk to product. Equipment must be kept to a minimum to allow easy cleaning. Eating and drinking is not permitted in these offices, with the exception of plain drinking water.	Offices should have basic equipment (desk, chair, storage, computer etc) which is of an easy to clean construction. They should not be adorned with personal items (e.g. collectables, cups, bottles etc) Stationary items should be consistent with site rules and GMP (e.g. factory issue pens, no staples, no drawing pins etc)

P		**O**	**6.16**	**Base**	**Product Assessment Areas**	Sampling of product must only be permitted in areas clearly designated for this purpose (following a risk assessment). After product sampling, hands must be washed.	A separate room containing hand washing facilities.
					Additional Comment	Food industry guides can be useful tools to aid the Design & Construction of Premises: - Campden BRI "Guidelines for the hygienic design, construction and layout of food processing factories" No 39 (www.campden.co.uk) - Chilled Foods Association (CFA) - Hygienic Design Guidelines. (www.chilledfoods.org) - Campden BRI "Guidelines on air quality standards for the food industry" No 12 (www.campden.co.uk)	Compliance with industry guides such as those listed, may not meet Tesco requirements in full and are listed only as a possible reference texts.

Section 7	Design and Construction of Equipment

P	R	O	Section No.	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
		O	**7.1**	**Base**	**Design and Construction**	All equipment must be designed and constructed to enable hygienic cleaning and maintenance. It must be maintained in a good condition to prevent foreign body risks. The layout must not pose a risk of contamination.	Angles, corners and dead spaces are eliminated. Equipment should not be located too close to sinks, waste units, allergen production, washing etc
	R	**O**	**7.2**	**Base**	**Risk Assessment**	All equipment must be properly specified, commissioned and risk assessed for food safety prior to use.	
		O	**7.3**	**Base**	**Construction**	All surfaces including welds and joints must be smooth and impervious.	Food contact surfaces should have continuous welds, be free of inaccessible crevices, excessive scratches and pitting to prevent the trapping of food debris.
		O	**7.4**	**Base**	**Construction**	Equipment must be constructed from materials that are not susceptible to damage under normal usage and cleaning.	
		O	**7.5**	**Base**	**Construction**	Parts susceptible to wearing on mechanical equipment e.g. belts, brushes and scrapers that come into contact with food, must be of a contrasting colour to the food and be regularly inspected/monitored for wear and damage.	
	R		**7.5.1**	**Base**	**Construction**	All food contact materials e.g. work in progress packaging /trays, production belts, chopping boards, food contact utensils etc must comply with legislation for “material and articles intended to come in contact with food" Regulations (EC) 1935/2004 or equivalent; as applied in the country of manufacture and intended country of sale.	

						A written declaration of compliance must be available.	
		O	**7.5.2**	**High**	**Construction**	Equipment in high care/risk must be designed to allow easy and quick strip down for detailed cleaning. Electrical cabling and air pressure lines must be considered.	Quick release mechanisms for belts. Good access for inspection and manual cleaning inside equipment.
		O	**7.6**	**Base**	**Location**	Equipment must be sited to give access under, inside and around to allow cleaning and servicing. Equipment must be sited away from potential risks of contamination (e.g. not to close to a hand wash sink).	
		O	**7.7**	**Base**	**Mobile Equipment**	Mobile equipment e.g. forklift trucks, pallet trucks scissor lifts and ladders must be clean, maintained and stored in a suitable area when not in use.	Mobile equipment should be stored away from packaging and food ingredients, when not in use.
		O	**7.7.1**	**Medium**	**Mobile Equipment**	Battery charging equipment must not be stored in open food areas. Mobile equipment e.g. forklift trucks and pallet trucks that are used in open food areas must not be used outside.	Equipment with maintenance free batteries may be charged in these areas, provided they are stored away from open food processes.

Section 8	Employee Facilities and Personal Protective Equipment

P	R	O	Section No.	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
		O	**8.1**	**Base**	**Employee Facilities**	Employee facilities (including rest area, toilets, locker areas and changing areas) must be provided and maintained in a clean and hygienic condition. Smoking areas where provided, must comply with in country legislation. Where provided they must be maintained in a clean condition and have bins for the tabs / butts (to prevent transfer into the factory on soles of shoes). No tabs / butts can be disposed of on the floor.	Separate facilities are provided where appropriate e.g. Abattoir lairage employees separate.
		O	**8.2**	**Base**	**Employee Facilities**	All sites must have a dedicated space to allow employees to leave their own belongings and to change into and out of protective clothing. Field workers should have suitable storage facilities. Facilities must be provided for the collection of used/dirty work wear (adequate for the number of staff on site).	No personal items should be carried by staff. Facilities should be secure, giving staff (including agency and temporary workers) the confidence to leave their belongings.
		O	**8.2.1**	**Medium**	**Employee Facilities**	Changing areas and locker rooms must be sited so employees are not required to go outside after changing into their protective clothing, including footwear (see clause 8.14.1)	The same should be applied to visitors/management and visitor/management changing areas.
		O	**8.3**	**Base**	**Employee Facilities**	Storage areas for work wear and laundry areas must be clean and protected from contamination (and adequate for the number of staff on site).	
		O	**8.4**	**Base**	**Employee Facilities**	Personal outdoor clothing must be segregated from work wear. Lockers must be kept clean and in good condition.	Lockers are clearly partitioned to segregate items. Hooks are provided outside lockers

						Lockers must be cleared regularly and not used to store food.	for work wear.
		O	**8.4.1**	**Medium**	**Employee Facilities**	Personal outdoor shoes must be segregated from work shoes.	
		O	**8.4.2**	**High**	**Employee Facilities**	Lockers require sloping tops and to be raised off the floor to prevent accumulation of rubbish and to facilitate cleaning.	
			8.4.3	**Base**	**Employee Facilities**	Where staff are required to change footwear, floors must be kept clean and be dried adequately after cleaning.	
		O	**8.4.4**	**ASPN**	**Employee Facilities**	Lockers in all areas (base & medium) should have sloping tops and be raised off the floor to prevent accumulation of rubbish and to facilitate cleaning. Locker rooms should be warm and have adequate seats/ benches to making changing clothing easy.	
	R	**O**	**8.4.5**	**ASPN**	**Employee Facilities**	Locker inspection/audits are carried out at a defined frequency.	Inspections are undertaken to check compliance with site rules (e.g. factory PPE in outdoor clothing lockers). Employee should be present.
		O	**8.5**	**Base**	**Employee Facilities**	Toilets must be segregated from production and storage areas by a minimum of 2 doors with an intervening ventilated space. The doors must be self closing. The toilet area must be ventilated. Hand wash sinks and drying facilities must be present. Hand washing signs must be displayed in toilet areas.	

						Coat hooks must be located outside the toilet area.	
P			**8.5.1**	**Base**	**Employee Facilities**	Where showers are provided for employees there must be a system in place to ensure the shower heads do not pose a potential contamination / health risk to employees (see also 17.1).	Legionnaires' Disease: The control of Legionella bacteria in water systems. Approved Code of Practice and Guidance 2000 (www.hse.gov.uk)
		O	**8.5.2**	**ASPN**	**Employee Facilities**	Toilets must be 'fit for purpose' for the ethnicity of staff.	
		O	**8.5.3**	**ASPN**	**Employee Facilities**	Taps in toilet facilities should be mixer taps not be hand operated.	
	R		**8.6**	**Base**	**Canteen / Rest Area**	Sites providing food service must complete a documented HACCP for this service. If a contractor is used, their HACCP must be reviewed.	
P	**R**		**8.7**	**Base**	**Canteen / Rest Area**	Basic hygiene and food safety audits must be completed on a scheduled basis by an appropriately trained person.	
	R	**O**	**8.7.1**	**Base**	**Canteen / Rest**	Canteen staff must have medical screening prior to commencement of work and be suitably trained in basic food hygiene. Hairnets covering ears must be worn.	
		O	**8.8**	**Base**	**Canteen / Rest Area**	Hygienic storage facilities, including refrigeration must be provided for employees bringing their own food. The temperature of refrigeration equipment must be monitored. Where preparation equipment (e.g. microwave) is provided it must be inspected and cleaned regularly. Consumption and storage of food must only be in designated areas.	Food left by employees should be removed as necessary. Temperature of refrigeration equipment is checked at a defined frequency.

						Field workers should have basic storage facilities for food, provided.	A cool box is provided to allow staff to leave their lunch in a hygienic location.
		O	**8.9**	**Base**	**Head Covering**	Head covering must be worn by all personnel. (If food is not exposed, head covering and beard snoods are not required).	A clean company issue hat that is regularly laundered / disposable.
		O	**8.9.1**	**Medium**	**Hair Covering**	Hair and ears must be fully enclosed by the hair covering. Beard snoods must be worn to cover beards and moustaches. Warm fabric style hats (if permitted at the site), turbans or other headdresses must be fully covered by the hair covering. Where face masks are worn, staff must wash hands after touching / readjusting them.	Single use hairnets or mop caps worn.
		O	**8.9.2**	**High**	**Hair Covering**	Single use disposable hairnets or mop caps must be worn. No cloth (washable) hair covering is worn without a hairnet.	High care / risk hairnets should be placed over the top of low risk hairnets rather than constant removal.
P		**O**	**8.10**	**Base**	**Protective Clothing**	Protective clothing must be supplied and worn to minimise the risk of product contamination. Protective clothing must be visually distinctive for staff in specific areas / roles where appropriate i.e. maintenance and cleaning personnel. Protective clothing must be maintained in good clean condition. A procedure must be in place to manage repairs including the control of pins and needles.	A full complement of different coloured PPE should be worn i.e. coats and footwear (including gloves and aprons where worn). Coats may be distinguished by coloured collars. Coats should be free of rips, tears, loose threads and missing poppers etc

		O	**8.10.1**	**Medium**	**Protective Clothing**	Protective clothing must cover all personal clothing above knee height. Arms must not be exposed, unless risk assessment deems there is a risk to product safety from coat sleeves. Protective clothing must be free from external pockets, buttons and not have access to own pockets. Engineers should not wear their workshop coats in the factory during production.	Hoods on personal clothing must be under the protective clothing. Consideration should be given to not wearing factory coats in engineering workshops.
		O	**8.10.2**	**High**	**Protective Clothing**	High risk / high care coats must be captive to the area and be protected from contamination until transferred into the area. Protective coats must be visually distinctive and be close fitting at the neck and cuffs.	A bulk bag containing individual sealed bags from the laundry. Coats incorporating head covering in use.
P		**O**	**8.11**	**Base**	**Protective Clothing**	Coats/jackets must be removed before entering toilets, canteen/rest areas, smoking areas and offices (outside production areas).	
		O	**8.11.1**	**Medium**	**Protective Clothing**	Protective clothing worn above the knee must be removed in non-production areas (excluding footwear). Where knee length coats are not worn, staff should change out of company issue trousers. Exemption requires written permission from the Tesco Category Technical Manager (Tesco CTM).	
		O	**8.11.2**	**ASPN**	**Protective Clothing**	All-in-one boiler suits should be phased out.	
	R	**O**	**8.12**	**Base**	**Protective Clothing**	Frequency of changing protective clothing (including re-usable aprons, gloves, high visibility vests and hard hats) and disposable items must be defined and verified.	Frequency determined by visual assessment.

	R	**O**	**8.12.1**	**Medium**	**Protective Clothing**	Coats must be changed daily. The frequency of changing protective clothing (including re-usable aprons, gloves, high visibility vests and hard hats) and disposable items must be defined and verified.	Frequency is determined and verified through bacterial swabbing or contact plates.
	R	**O**	**8.12.2**	**High**	**Protective Clothing**	Coats must be frequently changed (minimum daily). The frequency of coat laundering and changing of disposable items throughout the production shift must be verified through bacterial swabbing or contact plates.	
		O	**8.12.3**	**High**	**Liner Gloves**	If liner gloves are worn in high care/risk under disposable gloves, these must be controlled limiting the time worn. Liner gloves must be either disposable daily or collected daily and laundered. Liner gloves must not be taken in toilet or canteen areas.	
	R	**O**	**8.13**	**Base**	**Laundry**	Effective laundering of protective clothing must be completed in a hygienic environment and verified. Non-perfumed detergent to be used. Protective clothing for engineering, hygiene (and where applicable laboratory) staff must be laundered separately to food production work wear (including canteen staff PPE) to prevent possible foreign body contamination. This may be in house or by an external company. In certain circumstances home laundry programmes may be permitted. Line drying is not permitted. Staff must not wear protective clothing to and from work and it must be transported in a clean bag.	Where external laundry providers are utilised, these should be approved and a specification for the garments held. Effective laundering by visual assessment of PPE.
P		**O**	**8.13.1**	**Medium**	**Laundry**	Home laundering must not be permitted. Where external laundry services are not available the site must provide an in house service.	Bacterial swabbing or contact plates are used to verify effectiveness.
P			**8.13.2**	**High**	**Laundry**	High risk / high care coats must be laundered separately from coats used in other areas.	

						Laundry audits must be completed and include a verification of the process. These must be available with corrective action plans where applicable.	
		O	**8.14**	**Base**	**Footwear**	Suitable footwear must be worn (No open toes or high heels). Footwear must be kept clean.	
P	**R**	**O**	**8.14.1**	**Medium**	**Footwear**	Suitable footwear must be provided and remain captive to the inside of the building. Short external walkways **may** be acceptable if they are: -clearly defined -well maintained e.g. smooth (non slip) hard surface -clean with no debris / pooling water (daily cleaning) -not connected to smoking areas If employees enter toilets in their factory footwear, the toilets must be maintained to a high standard (i.e. clean floor) to prevent contamination of the production area. Scheduled footwear cleaning must be in place. Only disposable shoe coverings that do not rip or tear are permitted.	Where walkways are in place, they should be identified with brightly coloured paint (yellow). They should connect two distinct locations. Toilets area are regularly cleaned and inspected.
P	**R**	**O**	**8.14.2**	**High**	**Footwear**	Footwear must remain captive to the area and be visually distinctive. Shoes with laces and shoe covers must not be permitted. Scheduled footwear cleaning must be in place (minimum daily). Cleaning effectiveness and frequency must be verified through swabbing and visual assessment.	Insulated Wellington boots.
		O	**8.14.3**	**Base**	**Boot washing**	Where automated boot washing systems are employed, these must not be positioned in production areas and must be cleaned to an adequate frequency. Where auto-dosing of chemical is incorporated, the concentration	Boot washers and footbaths do not negate the need for scheduled cleaning.

						should be regularly monitored.	
P	**R**	**O**	**8.14.4**	**Medium**	**Footbaths**	Footbaths should be avoided. However, where footbaths are in place they must pose no risk to product and or processes. (e.g. separate room, after using there is no requirement to use walkways above product etc). The water and chemicals used must be changed at defined frequencies throughout the day to remain effective / active.	
		O	**8.14.5**	**High**	**Footbaths**	No footbaths.	
		O	**8.14.6**	**ASPN**	**Boot Washing**	Scheduled boot cleaning in place. No footbaths.	A dedicated room for washing boots.
		O	**8.15**	**Base**	**Hand Washing**	Sufficient numbers of hand wash or sanitising facilities must be suitably sited (with a logical flow) at all entrances and throughout production and storage areas where required. Where hand wash facilities are provided, they must have water at a suitable temperature to ensure effective hand washing (e.g. approx 37 ^{0}C), liquid soap (bactericidal and non-scented) and effective hand drying facilities. Taps must not be hand operated. Signage should be present at hand wash sinks giving clear instruction on how to wash hands correctly.	Water temperature will be suitably controlled via ring main systems or sink specific thermostats. Where paper towels are used, bins must be provide at sinks. These bins do not require lids but must be emptied regularly. Hand wash water temperature should be comfortable, neither too hot or too cold, so as to discourage use. Elbow/Knee/Foot operated or sensors in place.
		O	**8.15.1**	**Medium**	**Hand Washing**	Paper towels or an effective alternative must be used for hand drying. If paper towel bins have lids, these must not be hand operated.	Paper towels should be suitable and not tissue like, which break-up easily whilst drying hands.

						Cloth roller towels must not be used.	The colour of paper towels are blue or of a contrasting colour.
	R	**O**	**8.15.2**	**High**	**Hand Washing**	Bactericidal liquid soap and hand sanitiser must be used. (see clause 10.2). Water temperature should be monitored and recorded. Hand washing facilities and/or hand sanitiser must be located close to employee work stations. Automatic hand dryers must not be used in production areas.	Alarm in the production area when reapplication of sanitiser required.
P		**O**	**8.16**	**Medium**	**Changing Procedure**	Protective clothing must not be worn without hair covering. The procedure may follow the order below: • Hair covering • Put on footwear • Wash hands • Put on coat	Beard Snoods and face masks should be put on prior to the final hand wash. Where ear protection is worn hands should be washed after insertion into ear.
P		**O**	**8.16.1**	**High**	**Changing Procedure**	Personnel must enter high risk / high care via a designated changing area and follow a changing and hand washing procedure. The procedure must follow the order below: • Put on a clean hair covering • Remove shoes • Step over barrier or separation between low and high risk / high care areas. • Put on clean high risk footwear • Wash and dry hands • Put on coat • Wash, dry and sanitise hands • Enter Production area	Photographs provided to illustrate the changing procedures. Unbreakable reflective surface provided, for personnel to confirm that protective clothing is correctly worn i.e. mirror not made from glass.

						On exit the procedure must follow the order below: • Remove coat • Remove footwear • Step over barrier or separation between low and high risk / high care areas. • Remove hair covering.	
P		**O**	**8.16.2**	**APSN**	**Changing Procedure**	The procedure would be as described above (8.16.1) however when the individual has put on their coat, they would then enter the production hall and wash and sanitise their hands at a sink located just within this area (away from production lines). This hand washing operation would then be clearly visible to any supervisor stationed within the production area.	Alternatively automated turnstiles to prevent progress until hands had been washed e.g. position hands in wall sink, wash hands. This action then automatically opens the turnstile / barrier to allow passage into the production area.
		O	**8.17**	**Base**	**Surplus Stock**	Prior to any surplus Tesco labelled stock being made available for purchase e.g. via staff sales, Tesco name must be removed. This will typically involve products offered for sale being stripped of all Tesco packaging. In cases where it is not possible to remove the packaging, the Tesco branding and barcode must be masked by an indelible marker or a non strip label. *(UK Only – If product is not stripped, Fareshare 1st and Company Shop Ltd are the two authorised routes for disposal of surplus stock in the UK. Fareshare 1st is a national charity that re-distributes the food through a community network to disadvantaged people.* *If Tesco product is offered for sale by 'Company Shop Ltd', it must be printed or stickered with the 'Company Shop' name and address and meet all applicable food legislation).*	The site should have full control over surplus stock and know the quantities of product. This is particularly important for traceability and or product recall.

Section 9	Factory Hygiene

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
		O	9.1	Base	General Hygiene	Equipment and facilities must be maintained in a clean condition (also see section 29 Cleaning Programme).	
P		O	9.2	Base	General Hygiene	The site must operate a 'Clean as You Go' Policy with personnel responsible for maintaining a clean and tidy working area. Methods of cleaning must not pose a risk of contamination or generate aerosols, which could contaminate nearby products or surfaces.	E.g. the use of high pressure hoses during production or the cleaning of high level areas without moving product below.
P	R	O	9.3	Base	Hygiene Management	There must be a suitably trained manager accountable for overseeing in production cleaning and the standards achieved.	Cleaning operations should be managed to make sure they pose no risk to product (e.g. making sure hygiene operators move products and equipment that may be affected by the clean down process) and correct methods of cleaning are used for product type and environment.
P		O	9.4	Base	Cleaning Equipment	Personnel must be responsible for keeping their cleaning equipment in a good state of repair and in hygienic condition, replacing when necessary.	
		O	9.5	Base	Cleaning Equipment	Cleaning equipment must be fit for purpose. Cleaning equipment must not be stored in contact with the floor. Where food contact equipment is wall mounted it must be at a height that poses no risk of contamination (e.g. shoulder height and not touching the wall).	Heat set bristles in brushes used on food contact surfaces, single blade squeegees in favour of folded blade type as these harbour debris and bacteria.

						The floor contact end of cleaning equipment should be below the height of boot tops. Wall mounted cleaning equipment must be returned in a clean condition. Where floor cleaning equipment is wall mounted it must be stored handles up.	
		O	**9.5.1**	**Medium**	**Cleaning Equipment**	The use of mops in open food areas must be risk assessed. Multiple-use string mops are not permitted. Where permitted they must be clean, in a good condition and stored away from product and production processes.	
		O	**9.5.2**	**High**	**Cleaning Equipment**	High risk / high care cleaning equipment must be stored dry or in disinfectant. Where disinfectant is used, it must be changed regularly to maintain effectiveness. Mops are not permitted.	
		O	**9.6**	**Base**	**Cleaning Equipment**	Separate equipment must be used for food contact and floor cleaning. These must be stored separately from one another. Cleaning equipment used for other areas (e.g. toilets, offices and outside) must be segregated and visually distinctive. Colour coding of cleaning equipment must be prominently displayed with equipment.	Cleaning equipment may be differentiated visually by type and or colour.
		O	**9.6.1**	**Medium**	**Cleaning Equipment**	Cleaning equipment used in open food areas must not be used outside. A system to control this must be in place.	
P		**O**	**9.6.2**	**High**	**Cleaning Equipment**	A colour coded system must be in place to identify and segregate cleaning equipment between high care / high risk and low risk areas.	

		O	**9.7**	**Base**	**Cleaning Equipment**	Hoses and chemical dosing equipment fitted to water supply must have back flow prevention devices installed. High pressure lines (>80 psi, 5.5 bar, 5.6 Kg/cm) do not need backflow protection. Hoses / cleaning lance ends must not be left on the floor or in tanks when not in use.	
		O	**9.7.1**	**High**	**Cleaning Equipment**	High pressure hoses must not be used due to aerosol generation/ movement of debris.	
P		**O**	**9.8**	**Base**	**Cleaning Chemicals**	Cleaning chemicals must be suitable for a food environment Cleaning chemicals must be kept in a ventilated, designated store with restricted access. The store must be bunded or have bunded pallets to contain spillages. Chemicals must be separated in storage to prevent accident e.g. acids / chlorine based chemicals. Health & Safety guidelines must be followed. Clear signage must be in place.	No phenolic or scented products (including all toilet areas).
		O	**9.8.1**	**Medium**	**Cleaning Chemicals**	Cleaning chemical storage in production areas must be kept to a minimum. If they are required in production areas they must be secured.	Chemical containers are secured with a padlock.
		O	**9.9**	**Base**	**Cleaning Chemicals**	Cleaning chemicals must be used according to the manufacturers' instructions including temperature and dilution. (see clause 29.4)	
P	**R**	**O**	**9.10**	**Base**	**Cleaning Chemicals**	Chemical dilution checks must be completed at a defined frequency for all dosed equipment (manual/automatic) based on risk assessment.	

P		**O**	**9.11**	**Base**	**Cleaning Chemicals**	All containers for cleaning chemicals must be correctly labelled and used for their intended purpose only.	
		O	**9.12**	**Base**	**Cleaning Areas**	Designated cleaning areas must be kept in a hygienic condition with obvious flow of equipment from dirty to clean. Areas must have sufficient extraction to minimise condensation build up.	Areas are sited so they present no risk to product integrity and or safety.
P		**O**	**9.12.1**	**High**	**Cleaning Areas**	High risk / high care areas must have their own cleaning facility. Items must not be returned to low risk for cleaning, unless the equipment goes through a heating or disinfection process on return to high risk / care e.g. through a heating cycle in an oven.	
P		**O**	**9.13**	**Base**	**Production Equipment**	Equipment must be cleaned off the floor (e.g. on racks or stands, not on the floor).	
P		**O**	**9.14**	**Base**	**Production Equipment**	Sinks for cleaning production equipment must be clearly identified and must not be used for floor cleaning equipment. Sinks must have hot water and the correct chemical at the specified dilution.	
P	**R**	**O**	**9.15**	**Base**	**Tray Wash**	Tray / rack wash equipment must be operating at the correct temperature with correct chemical type and dilution.	
	R	**O**	**9.15.1**	**Medium**	**Tray Wash**	Tray / rack wash equipment must be monitored and verified. Visual inspection and weekly checks (minimum).	
	R	**O**	**9.15.2**	**High**	**Tray Wash**	Tray / rack wash equipment must be monitored and verified. Frequency of chemical concentration checks / water	

						temperature must be determined by a formal study. Regular bacterial swabbing is required. The equipment must be suitable for a High Care / Risk environment e.g. stainless steel, easy to clean with water temperature monitoring systems.	
		O	**9.16.1**	**Base**	**Production Equipment**	Clean equipment must be stored in a manner which prevents re-contamination.	Clean utensils, change parts and mobile containers such as trays, tote bins etc. are stored in a designated area after cleaning, prior to use.
P		**O**	**9.16.2**	**High**	**Production Equipment**	Where product contact equipment has been stored (even if visually clean) but is not in daily use, it must be re-disinfected immediately prior to use. A risk assessment must be in place where this is not carried out.	If a factory has not been producing over a weekend, holiday or shut-down period equipment must be re-disinfected before use.
		O	**9.16.3**	**Base**	**Production Trays**	Trays to contain part made product (known as Work In Progress -WIP) or finished product, must not be placed directly on the floor (even if dirty and awaiting cleaning.) Where pallets are used to store these trays, these should be clean and free of potential contamination.	
P		**O**	**9.17**	**Base**	**Waste**	Waste must be collected in identified containers, correctly disposed of and must not pose a risk to the environmental. Factory WIP or finished product trays can not be used to collect waste even if labelled as waste.	Waste trays /containers / bags should be a separate type or different colour to those used in production for food.
P		**O**	**9.17.1**	**Base**	**Waste**	Controlled waste (e.g. unfit meat) must be suitably segregated and managed. Waste must be collected in identified containers.	
		O	**9.17.2**	**Medium**	**Waste**	Waste must be removed from open food areas in such a way that it does not present a cross contamination risk.	

		O	**9.17.3**	**High**	**Waste**	Waste must be removed from high risk / high care areas through a one way system.	
		O	**9.18**	**Base**	**Waste**	External waste containers must be covered and segregated. In certain instances waste may be transported to waste containers automatically. These containers must be screened and managed to ensure a tidy pest free environment.	
P		**O**	**9.19**	**Base**	**Waste**	Waste and effluent management must comply with local enforcement requirements.	
		O	**9.19.1**	**ASPN**	**Waste**	Facilities should be in place for segregation and collection of recyclable materials.	
P	**R**	**O**	**9.20**	**Base**	**Waste**	Any rejected Tesco labelled product must be securely disposed of through an authorised route or the Tesco packaging must be removed.	

Section 10	Personal Hygiene

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**	**O**	**10.1**	**Base**	**Personal Hygiene**	Effective personal hygiene standards must be in place at the site. Personal hygiene standards must be documented and followed by all personnel, including visitors and contractors. Visitors and contractors must be required to read, understand and accept health, hygiene and safety rules prior to entering the production area.	
P	**R**	**O**	**10.2**	**Base**	**Hand Washing**	Hand washing or sanitising must be completed on entry to food handling areas and after the following (this is not an exhaustive list): • Eating • Smoking • Using the toilet • Coughing /sneezing into hands • Touching the face / nose • Touching or picking up items from the floor • Tying laces • Or handling unsuitable materials • Using ladders	1. Wet hands 2. Apply soap 3. Rub palms and back of hands/ thumbs and between fingers - repeat each area 5 times. 4. Rinse with water 5. Dry hands
P	**R**	**O**	**10.2.1**	**Base**	**Hand Washing**	Non food handlers must wash hands (as per clause 10.2) when they commence work but may subsequently use hand sanitizer on entry to non food handling areas e.g. despatch	

P	**R**	**O**	**10.2.2**	**Medium**	**Hand Washing**	Hand washing and sanitising must be completed on entry to food handling work areas. The effectiveness of hygiene procedures with regard to hands must be checked at regular intervals. If gloves are worn, hygiene procedures (including frequency of changing) must be in place to ensure that they do not present a risk to product. Hand swabs or contact plates are taken and assessed following an unannounced but planned programme.	1. Wet hands 2. Apply soap 3. Rub palms and back of hands/ thumbs, and between fingers – repeat each area 5 times. 4. Rinse with water 5. Dry hands 6. Apply and rub in sanitizer. No nail brushes are to be used.
P		**O**	**10.3**	**Base**	**Hygiene Procedure**	Personnel must not cough or sneeze over materials or products. Spitting must be prohibited in all areas.	
P		**O**	**10.4**	**Base**	**Hygiene Procedure**	Food / drink must not be consumed in production and storage areas (except water when provided by site). See also 6.16 for product sampling.	
P		**O**	**10.5**	**Base**	**Personal Medicines**	Procedures must be in place to control the use of personal medicines.	
	R	**O**	**10.6**	**Base**	**Plaster Control**	All cuts and grazes on exposed skin must be covered by a waterproof blue metal detectable plaster / wound dressing provided by the factory and issued by an authorised person (a log must be kept). (Clearly where metal detection is not used on site, the plaster does not need to be metal detectable. They must still be blue.) Procedures must be in place to highlight if a plaster is lost and prompt an investigation to ensure that the plaster has not contaminated product must be completed.	
		O	**10.6.1**	**Medium**	**Plaster Control**	In addition to the metal detectable plaster, a waterproof finger stall or waterproof glove must be worn.	

	R	**O**	**10.6.2**	**High**	**Plaster Control**	There should be plaster reconciliation at the end of the day or shift.	
P	**R**	**O**	**10.6.3**	**ASPN**	**First Aid Kits**	First aid kits should contain an inventory of contents, which is checked at defined intervals.	First aid box contents and quantities should be selected so as to minimise the risk of product contamination.
P		**O**	**10.7**	**Base**	**Personal Hygiene**	Fingernails must be kept short, clean and unvarnished. False fingernails (acrylic or other) must not be permitted.	
P		**O**	**10.8**	**Base**	**Personal Hygiene**	All personnel must have a good standard of personal hygiene.	
P		**O**	**10.9**	**Base**	**Personal Hygiene**	Excessive perfume or aftershave must not be worn.	
P		**O**	**10.9.1**	**Medium**	**Personal Hygiene**	False eye lashes or excessive facial make-up must not be worn.	
P		**O**	**10.10**	**Base**	**Personal Hygiene**	Personal items (e.g. keys, personal mobile phones and coins) must not be carried on the person and be taken into production and storage areas.	The exception being locker keys and ID cards, where provided. Keys used within the factory (e.g. metal detector reject boxes) should not be treated as personal items and attached to key rings or taken home. These are best issued daily as part of the QA kit. Combination locks prevent the need for keys.
P			**10.11**	**Base**	**Personal Hygiene**	Procedures must be in place for the breakage/loss of glasses and contact lenses.	
P		**O**	**10.12**	**Base**	**Jewellery**	Jewellery must not be worn, with the exception of a single plain band ring (i.e. one piece with no stone settings or intricate design). Cufflinks and tie pins must be considered as jewellery.	

						Watches must not be worn or brought into production and storage areas. Rings and studs in exposed parts of the body (including the tongue) must not be worn. Personal clothing and fashion accessories should not pose a potential foreign body risk (e.g. decorative items such as sequins should not be sewn on garments, diamante settings in glasses etc).	
P	**R**	**O**	**10.13**	**Base**	**Jewellery**	Additional jewellery may be permitted if it is worn for medical or religious reasons. In these circumstances a risk assessment must be completed and the permitted jewellery must be strictly controlled.	
P		**O**	**10.13.1**	**Medium**	**Jewellery**	Permitted medical or religious jewellery is not exposed or pose any food safety risk.	Jewellery should be suitably covered by the PPE (coat, sleeves and or gloves)

Section 11	Process Controls

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
	R	**O**	**11.1**	**Base**	**Process Control**	Raw materials, work in progress, finished product, processes, storage and equipment, when they are critical to product safety, legality or quality, must be controlled, monitored and recorded.	
P	**R**	**O**	**11.2**	**Base**	**Process Claims**	Records must be in place to substantiate all product claims e.g. smoked, roasted, slow cooked.	
P	**R**	**O**	**11.2.1**	**Base**	**Process Claims**	*Where Quantitative Ingredient Declaration (QUID) is applicable (EU only) and detailed in the Tesco specification / present on the product label, this must be verified at predetermined frequencies to confirm accuracy.*	
	R	**O**	**11.3**	**Base**	**Process Deviation**	If the process deviates from specification / procedure, then corrective action must be taken and documented. If the product deviates from the agreed specification the Tesco Technical Manager must be notified.	
	R	**O**	**11.3.1**	**ASPN**	**Trend Analysis**	A trend analysis system should be used for monitoring process deviation, to enable a reduction in non-conformances and business/product improvement.	
P	**R**	**O**	**11.4**	**Base**	**Hold and Release**	A documented 'Hold and Release' procedure must be in place to manage non conforming materials or products. As a minimum, this must include: • The nature of the incident • Time / date material or product is put on hold / quarantined • How it is identified • The method to ensure all affected product has been	

						isolated • How and who has authority to release product, re-grade or reject it All decisions must be risk assessed in line with the nature of the incident.	
	R	**O**	**11.4.1**	**ASPN**	**Hold and Release**	A computer based system should be used for monitoring product or material on hold / quarantined and the outcome of the incident.	
		O	**11.4.2**	**Base**	**Hold and Release**	A defined area must be identified and marked out for the storage of quarantined finished product. This can be via portable / retractable barriers.	
		O	**11.4.3**	**ASPN**	**Hold and Release**	A defined area must be identified and marked out for the storage of quarantined materials in all distinct areas of the site e.g. intake, production, high care/risk and finished product.	
P	**R**		**11.5**	**Base**	**Product Control**	Tesco must be notified immediately of any illegal and or unsafe products which have been produced and despatched.	
P	**R**	**O**	**11.6**	**Base**	**Product Control**	Procedures must be in place to ensure materials and products are used in the correct order and within the allocated shelf-life.	
P		**O**	**11.7**	**Base**	**Shelf Life**	Systems for managing minimum and maximum shelf-life when delivered to Tesco must be in place (e.g. minimum number of days a product must have until the end of its shelf life, when received by Tesco).	
P		**O**	**11.7.1**	**Base**	**Shelf Life**	The retention period and storage conditions for samples must be agreed with the Tesco TM.	
P	**R**		**11.8**	**Base**	**Temperature Control**	A temperature monitoring system must be in place e.g. manual documented checks. The frequency of monitoring must be based on risk assessment.	

	R		**11.8.1**	**Medium**	**Temperature Control**	All temperature controlled storage areas must be continuously monitored using an automatic system. The system must have an alarm which activates at temperatures outside the set ranges and it must be monitored outside of normal working hours.	
P			**11.9**	**Base**	**Temperature Control**	Procedures must be in place for the handling of raw material/product when the storage temperature is outside the specified tolerance.	
P		**O**	**11.10**	**Base**	**Product Control**	Product segregation during processing and storage must be in place for the control of materials with special handling requirements e.g. vegetarian, organic, meat species, Halal, dairy and pungent materials (due to taint risk). (Also reference section 13).	
P	**R**	**O**	**11.11**	**Base**	**Product Control**	The use of re-work (see glossary) requires approval from Tesco and must be detailed in the Tesco specification. Where re-work is permitted, it must all be traceable. A break in the re-work usage must occur at a defined frequency. A re-work shelf-life must be established.	
	R	**O**	**11.12**	**Base**	**Product Control**	Open raw material life must be established and labelled where necessary when the original pack physical state has been changed e.g. de-canning, breaking of vacuum seal, freezing of fresh materials, de-frosting etc. Work In Progress must be clearly labelled with internal use/process by dates, time, product details and protected from contamination where necessary. Work In Progress shelf-life must be established with reference to the maximum total product shelf-life.	Where products are received fresh and subsequently frozen the product must be suitable for freezing, details must be included in the raw material specification and it must have been in-life prior to freezing.

P		**O**	**11.13**	**Base**	**Product Control**	Effective outer packaging removal procedures must be in place for raw materials and packaging (See section 14.28)	
P	**R**	**O**	**11.13.1**	**High**	**Product Control**	Product/ingredients/packaging must be transferred to a high risk/high care area using either heat treatment or non-heat treatment. **Heat treatment includes:** • The use of straight through continuous ovens and frying equipment (fully fried not flash fried). • Cooking items and then pumping through a wall into the area • Cooking items in open kettles, pans and transferring over a dividing barrier • Cooking items through a double door oven system **Non heat treatment includes:** • The use of disinfectant in troughs, tanks and spray tunnels • Transfer of packaging using double bagging • The use of Ultra Violet radiation (UV) and/or ozone • Ingredients could also be pumped from large sealed containers (palletainers) through to high care e.g. cream, oil All of the above processes must be validated, verified and monitored.	
P		**O**	**11.14**	**High**	**Product Control**	Packed product must not return from low risk to high risk / high care areas without an appropriate decontamination step occurring.	
P	**R**	**O**	**11.15**	**Base**	**Product Control**	All Modified Atmosphere chilled foods must conform to "Code of Practice For The Manufacture of Vacuum and Modified Atmosphere Packaged Chilled Foods (second edition) 2009", Guideline No. 11 Campden BRI	

						(www.campden.co.uk)	
P	**R**	**O**	**11.16**	**Base**	**Product Control**	All cooked bulk meats must conform to " Identification and Prevention of Hazards associated with slow cooling of hams and other large cooked meats and meat products 1998", Campden BRI Review R8 (www.campden.co.uk)	
	R	**O**	**11.17**	**Base**	**Product Control**	At start up and changeovers production lines must be clear of all previous product.	

Section 12	Traceability

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**		**12.1**	**Base**	**Traceability System**	Procedures must be in place to enable traceability of product from a finished pack back to all processes involved in the manufacture including the raw materials, work in progress and packaging used. Full quantity checks must be included to demonstrate full reconciliation.	Where sites have bulk storage on site (silos, tanks, bulk mixing) and they operate a system of topping up with each delivery, they must be able to demonstrate this in their traceability challenge. E.g. they were aware of balance within tank prior to filling with new delivery and information relating to both deliveries is submitted.
P	**R**		**12.2**	**Base**	**Traceability System**	Procedures must be in place to trace a batch of raw materials or packaging delivered, to all products it has been used in.	
P	**R**	**O**	**12.3**	**Base**	**Traceability System**	The factory must be able to demonstrate that traceability and mass balance procedures work effectively by completing traceability / mass balance challenges on raw materials and finished products (minimum twice per year). Where membership of a specific scheme requires additional traceability exercises (e.g. some agricultural schemes), the minimum requirement would be based on the specific scheme.	The factory should keep all records as evidence of completing traceability tests and not just summarised outcomes.

		O	**12.3.1**	**Base**	**Traceability System**	Traceability exercises should be completed within 4 hours.	The trace from origin of raw materials to finished products, including records of all critical processes, takes less than 4hrs to gather relevant evidence for presentation. Farm records may take longer but all suppliers must be identified within the 4 hours.
	R	**O**	**12.4**	**Base**	**Traceability System**	The factory should be able to demonstrate that traceability and mass balance procedures work effectively for food contact packaging also (minimum twice per year).	

Section 13	Allergen Control

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**	**O**	**13.1**	**Base**	**Allergen COP**	All sites must comply with the requirements as detailed in Tesco Code Of Practice 376 - Allergen Control.	
P	**R**	**O**	**13.1.1**	**Base**	**Nut Control (UK only)**	*All sites must comply with Tesco Requirements in the Tesco Code Of Practice 177 - Nuts.*	
P	**R**	**O**	**13.1.2**	**Base**	**Allergen Controls**	All sites must have a written allergen risk assessment which includes details of all processes, products and allergens (including details of physical form e.g. liquid or powder) used on site. Where allergens are used or stored the risk assessment must establish the potential for cross contamination. The risk assessment must include all processes and areas of the factory, including product transfer. If the Risk Assessment forms part of the HACCP it will need to be clearly demonstrated.	Allergens risk assessed individually, no grouping or hierarchy. Where grouping has been employed controls to minimise the risk of cross contamination between allergens in the group must be evident. The risk assessment must consider the transfer and movement of used equipment and partially used trays of product, process aids, cleaning, CIP, product development etc (not an exhaustive list).
P	**R**	**O**	**13.1.3**	**Base**	**Allergen Controls**	Sites whose products contain allergens must have a documented, effective, risk based allergen management system to reduce the risk of cross contamination. Controls must be in place to reduce contamination of non allergen containing products.	Where the same allergen is present in all products this may not be required.
	R		**13.2**	**Base**	**Specifications**	Raw material specifications must detail all Tesco recognised allergens handled on site. The specification must provide detail of the risk of cross contamination.	

P	**R**	**O**	**13.2.1**	**Base**	**Transport of Raw Materials**	Transport of raw material must not pose a risk of cross contamination. Bulk tankers used for both allergenic and non allergenic raw materials must be able to produce cleaning records.	Consideration should be given to vehicle loading/unloading and cleaning.
P	**R**	**O**	**13.3**	**Medium**	**Cross Contamination**	Open product that has been in contact with allergenic material must be disposed of if not being used in like for like product.	E.g. On a line producing a cheese and tomato sandwich, where the cheese is placed on the bread first and tomato second. The handler of the tomato would have contaminated their product with cheese. The tomato should be disposed of, unless being used in a like for like product or is used in only that product.
P		**O**	**13.4**	**Base**	**Storage**	Segregation of allergens must be based on risk assessment, i.e. product in unopen / fully sealed packaging poses less risk than packaging that has been open and re-sealed or open / covered products. However, nuts are the exception and must be stored separate in a restricted access area.	Allergenic materials stored on pallets at floor level to minimise the risk of cross contamination if damaged. This should be either locked storage, out of reach (i.e. stored in racking) of general persons, in an area of limited access and not stored in unsecured areas or where product can be accessed by general persons.
P		**O**	**13.5**	**Base**	**Identification**	Based on risk assessment raw materials, work in progress and finished product containing allergens must be clearly identified during storage and production.	
P	**R**	**O**	**13.6**	**Base**	**Equipment Cleaning**	Cleaning between the production of allergen and non allergen containing products and products containing different allergens must be thorough, and where possible chemically cleaned to remove all visible debris. The cleaning must be verified by documented visual	Where tests are readily available, the cleaning procedures may be validated with surface allergen testing kits.

						inspections as a minimum. A validation study must be available and reviewed annually or after any change in the equipment or procedures.	
P	**R**	**O**	**13.6.1**	**Base**	**Equipment Cleaning**	Sieves must be dedicated to individual allergenic ingredients or cleaned immediately after allergenic material is sieved, where there is a risk of cross contamination. Free standing sieving equipment must be dismantled to remove all visible debris after allergenic material is sieved. The area around the sieving operation must also be cleaned. Bulk or in-line sieving equipment must be cleaned to remove all visible debris. Where fitted, extraction equipment must be suitably cleaned and managed to prevent any risk of cross contamination.	Spare sets of sieves can be maintained to allow clean dry sieves to be utilised, while soiled sieves are removed and wet cleaned. Ideally sieving of allergenic material should be in a separate or screened area.
		O	**13.7**	**Base**	**Equipment**	Utensils used for handling allergen products must be chemically cleaned after use or dedicated to specific ingredients.	Stainless steel is preferred as it's easier to clean than acrylic equipment which can become heavily scored over time.
P	**R**	**O**	**13.7.1**	**Base**	**Maintenance**	Maintenance activities on equipment handling allergens must be risk assessed and appropriate controls defined and implemented. Movement of engineers and tools from one machine to another should be considered.	Separate tool boxes for nut areas.
P	**R**	**O**	**13.8**	**Base**	**Segregation**	If dedicated lines (for allergens) are not in place, scheduling must take into consideration the allergen content of the different products produced on the line.	

						Line cleaning and other controls must be employed as determined necessary by risk assessment.	
P	**R**	**O**	**13.8.1**	**ASPN**	**Segregation**	Products containing allergens should be produced on dedicated lines or equipment.	
P		**O**	**13.9**	**Base**	**Rework**	Rework that contains allergenic ingredients must be reworked only into products that contain that allergen. E.g. chocolate containing hazelnuts only reworked into other chocolate containing hazelnuts.	
P		**O**	**13.10**	**Base**	**Rework**	Based on risk assessment oils used for the frying of allergenic foods (e.g. shellfish, fish and breaded products) must not be subsequently used for frying products not containing allergens. All Tesco specs not containing the allergen must detail this.	
P		**O**	**13.11**	**Base**	**Spillage**	Any spillage of allergenic material that occurs during production, storage or distribution must be cleaned up immediately to ensure no risk of cross contamination.	
P		**O**	**13.12**	**Base**	**Personnel**	All staff (including agency) must receive allergen training as part of the site induction. Where allergens are used, staff must be aware of the risks regarding cross contamination.	
P		**O**	**13.12.1**	**Medium**	**Personnel**	Based on risk assessment personnel manufacturing allergenic product should be clearly identifiable e.g. through wearing / using coloured disposable protective equipment	Alternating the colour of the disposable protective equipment as the line changes between products.

Section 14	Foreign Body (FB) Controls

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**		**14.1.**	**Base**	**FB Controls & Risk Assessment**	The site must have effective procedures in place to eliminate (so far as practically possible) potential foreign body hazards.	
P	**R**		**14.1.1**	**Base**	**FB Controls & Risk Assessment**	The site must have a documented risk assessment and corresponding policies and procedures for potential foreign body hazards, including glass, hard plastic, wood, metal, paper, string, tape, maintenance debris, personal effects etc.	
				GLASS & HARD CLEAR PLASTIC			
		O	**14.2**	**Base**	**Glass**	Glass in production and storage areas must be replaced with suitable alternatives, where possible. If this is not possible, the glass items must be protected.	
		O	**14.3**	**Base**	**New Equipment**	Introduction of new equipment or modifications to existing equipment must eliminate glass and clear plastic, where possible.	
	R		**14.4**	**Base**	**Register**	All glass and hard clear plastic in production and storage areas must be listed on a register.	
	R		**14.4.1**	**ASPN**	**Register**	Brittle coloured plastics should be considered for inclusion in the register, where they may pose a risk of product contamination.	For example white plastics in dough production areas, red plastics in raw meat processing areas etc may be included on the register.

	R		**14.5**	**Base**	**Glass Audits**	Audits must be completed on all registered items at a frequency determined by risk assessment. The audit must record the condition of the item e.g. intact, broken, damaged but intact, undamaged but not working. Any issues raised must be investigated to establish if the glass breakage procedure has been followed and if not, whether product has been put at risk. A risk assessment must be completed to determine how quickly repairs must be made.	
P	**R**		**14.6**	**Base**	**Glass Breakage**	A detailed procedure must be in place for the management of glass and hard plastic breakages. This should include: • Stopping of production • Restriction of movement through the affected area • Quarantine of affected materials • Report to management • Clean up of breakage and disposal / cleaning of cleaning equipment • Safe removal of glass from area • Repair or replacement of damaged item • The checking of PPE (including footwear) and changing if necessary • Completion of an incident log and sign off that production can restart, by a responsible/senior person. • A sample of broken glass should be retained in a safe manner • Corrective Action to prevent reoccurrence	The site has a procedure that follows a logical sequence and has sufficient detail to manage the incident. E.g. What equipment is used for the clean up of breakage? (a specific colour, type or dedicated for glass breakage only) How it's to be used? (glass maybe on equipment and floor) What happens with equipment after use (cleaned and returned to an office or disposed?) It may be practical to take a photograph of a reassembled item rather than retain sample in some instances (e.g. item snapped in two)

	R		**14.7**	**Base**	**Training**	All employees must be briefed on the glass breakage procedure at induction. All production / hygiene managers and engineers must be trained to understand and apply the glass breakage procedure.	
P	**R**	**O**	**14.7.1**	**Base**	**Handling Glass container**	Where glass containers are used as a packaging medium, detailed procedures must exists covering -Intake checks -General handling -Breakage on line, specifically in automated filling systems	
P	**R**	**O**	**14.7.2**	**Base**	**Handling Glass container**	All sites must comply with the requirements as detailed in Tesco Code Of Practice 374 - Handling of Glass Containers (where glass containers are used as a packaging medium).	

				WOOD			
P	**R**	**O**	**14.8**	**Base**	**Wood**	The use of wood within the site production and storage areas where possible must be eliminated (e.g. hand tools, pencils, clip boards, furniture, brooms etc). Where wood cannot be eliminated in production and storage areas it must be minimised and suitably controlled	Controls may include: • Layer separation between pallets and product • Coverage of materials stored under wooden pallets on racking systems • Broken pallets removed from the system • Wooden boxes where used in good condition or system of repair (e.g. potato storage boxes) • Demarcation of where wooden pallets are or are not permitted within the site

P	**R**	**O**	**14.9**	**Medium**	**Wood**	Wood must not be permitted in open food areas. Where wood is used in the process or integral to the product it must be controlled (e.g. skewers, cheese ripening shelves, salami poles, barrels, wood smoke chips). Sites should strive to eliminate all wood in processing areas and be able to demonstrate that alternatives have been evaluated and why these options were not suitable. Controls for wood used in processing must be based on risk assessment. They should include: • Intake Checks • Inspection for splinters/damage • Procedures for handling of breakage	
P	**R**		**14.10**	**Base**	**Wood**	Wooden pallets destined for Tesco depots, must be in a good condition and not pose a contamination risk.	

				METAL			
P	**R**	**O**	**14.11**	**Base**	**Metal Control**	There must be appropriate systems in place for the prevention of metal contamination.	
	R	**O**	**14.12**	**Base**	**Metal Control**	Where metal is used in the process or integral to the product (e.g. bag clips, staples on tea bags, cans and other packaging materials) it must be suitably controlled.	Controls may include: • Reconciliation of numbers • Inspection of condition before and after production runs.

P	**R**	**O**	**14.13**	**Base**	**Equipment**	**Knife, blade, scissors and needle control must be in place and include:** • Only company issue, captive, identified and registered knives, blades and scissors must be used • No snap blade knives must be used • Knives, blades and scissors must only be used for the task for which they were designed • Equipment must be accounted for and the condition checked and recorded (minimum start and end of production). • In the event of breakage or loss, all parts must be accounted for and the incident logged. Corrective action must be taken to prevent re-occurrence. • Knife and blade sharpening must take place away from production areas and equipment must be returned in a clean condition	All knives / scissors issued will be individually numbered to ensure they can be accounted for. Knife sharpening with steels is acceptable, provided they are not used over product. Where sharpening devices are fixed within butchery areas, the location and use must not pose a risk of contamination.
P		**O**	**14.13.1**	**Medium**	**Equipment**	Knives and blades must not be stored in personal lockers, knife blocks or plastic scabbards. These may only be used for temporary storage.	Shadow boards, magnetic holder, secured clean storage
P	**R**	**O**	**14.14**	**Base**	**Engineering**	Engineering activities must be controlled to avoid compromising product safety or quality. (See section 27.6).	
	R	**O**	**14.14.1**	**Medium**	**Engineering**	**The following controls must be in place:** • Start up checks of equipment must identify damaged or missing parts • In the event of damage or loss, all parts must be accounted for and the incident logged Corrective action must be taken to prevent re-occurrence. • Potential transfer of metal contamination from engineering areas must be suitably controlled (e.g. swarf mats)	When purchasing small items, where possible they should be metal detectable at level of detection on site After use the area where the wire

						• Wire brushes and scourers must be in good condition and stored away from the production process or below product height when not in use • Mobile engineering work stations must not be used in open food areas	brush / scourers was used must be inspected.

				OTHER FOREIGN BODIES			
		O	**14.15**	**Base**	**Foreign Body Control**	To minimise the risk of contamination from clear plastic liners and bags a contrasting colour must be used where possible.	
P			**14.16**	**Base**	**Foreign Body Control**	Bags and film gauges must be specified and be appropriate to avoid potential entrapment or tearing.	
		O	**14.17**	**Base**	**Foreign Body Control**	All unnecessary packaging must be removed prior to transfer of materials into production areas. (Traceability must be maintained.)	
		O	**14.18**	**Base**	**Foreign Body Control**	All wrapping must be removed from materials before cutting (e.g. butter, cheese).	
P	**R**	**O**	**14.19**	**Base**	**Foreign Body Control**	Inspection procedures must ensure that all entrapped packaging materials are removed during decanting of materials e.g. frozen. If entrapped packaging is identified, corrective action must be taken to remove the packaging prior to the material being used in production or the material must be rejected.	Procedures include: • Rejection at intake • Controlled tempering An alternative supplier may be sourced.
		O	**14.20**	**Base**	**Foreign Body Control**	Opening and re-sealing methods of containers and packaging must minimise the risk of potential contamination.	e.g. The use of scissors or sharp knives, not torn. A Bag opening procedure
		O	**14.21**	**Base**	**Foreign Body Control**	The correct type, grade, colour and quality of material must be selected for each application e.g. factory containers and PPE.	Considerations may be given to the following: • Freezing • Blast chilling

							• Washing technique • Exposure to acid/alkali materials • Abrasion or impact damage • Contrasting colour to product
		O	**14.22**	**Base**	**Foreign Body Control**	All damaged food / ingredient containers and trays (including bulk palletainers) must be removed from the system and corrective action implemented to prevent reoccurrence.	
P		**O**	**14.23**	**Base**	**Foreign Body Control**	The use of food containers (e.g. plastic trays, cans, foil trays etc) to store other materials e.g. nuts, bolts etc. must not be permitted.	
P		**O**	**14.24**	**Base**	**Miscellaneous Items**	All pens used within production, storage and packing areas must be site issued, one piece and of a contrasting colour. Staples and drawing pins must not be permitted in production, packing or storage areas. The number of miscellaneous items must be kept to a minimum. Required miscellaneous items must be of a contrasting colour and managed e.g. calculators, rulers.	One piece (i.e. no lid) factory issue pens with no clear plastic parts in production and storage. Metal detectable pens, in sites where metal detectors are used. (These may be of the impregnated plastic type or of metal construction) Alternatives to staples and drawing pins are available should be used wherever possible. Metal detectable items in use. PPE to be supplied without unnecessary foreign objects (e.g. rubbers band on sleeves or aprons, no card inserts in aprons).
P			**14.24.1**	**ASPN**	**Utensils**	Utensils in open food areas should be metal detectable. Plastic items with metal additions are available. (See clause 4.9 regarding materials in contact with food)	

P		**O**	**14.25**	**Base**	**Foreign Body Control**	The type, condition and location of any labels used must not pose a risk of contamination.	
		O	**14.25.1**	**ASPN**	**Foreign Body Control**	Paper labels in open food areas must be kept to a minimum.	
		O	**14.26**	**ASPN**	**Foreign Body Control**	Where metal detectors are in use, traceability labels/tags in open food areas must be metal detectable.	Luggage type metal detectable labels in use.
		O	**14.27**	**Base**	**Foreign Body Control**	All signage must be secure and effectively sealed against the wall e.g. to minimise the risk of debris collecting between sign and wall. All signage must be washable.	Magnetic signage is used
P		**O**	**14.28**	**Base**	**Cardboard Control**	The use of cardboard in production areas must be managed / controlled. Cardboard boxes are opened correctly to prevent ripping.	Storage and packing areas are regularly swept to remove card shards from packing boxes.
P	**R**	**O**	**14.28.1**	**Medium**	**Cardboard Control**	A risk assessment must be conducted prior to the use of cardboard in production areas.	Cardboard is not used in the production area.
P	**R**	**O**	**14.29**	**Base**	**De-boxing / Debagging**	A procedure must be in place for the de-boxing and debagging of raw materials and packaging, which aims to minimise the risk of contamination. Training of procedure must be documented.	The method of opening and decanting should minimise the risk of contamination from the packaging itself (e.g. paper, plastic, cardboard or string).
		O	**14.30**	**High**	**De-boxing / Debagging**	Cardboard / paper sacks must not be used within high risk / high care.	Cardboard is removed from all items including PPE (e.g. disposable glove boxes) prior to transfer to high risk / high care. Where it is not possible to remove cardboard (e.g. winding tubes for films and labels) it must be clean.

P	**R**		**14.31**	**Medium**	**Foreign Body Audits**	Foreign body audits should be completed at a frequency based on risk.	

Section 15	Foreign Body Detection

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**		**15.1**	**Base**	**Metal Detection**	All products must be examined through a metal detection or x-ray detection system. Documented justification, based on risk assessment must be given if metal detection (or X-ray) is not in place.	Justification should be agreed with the Tesco TM, where the risk assessment deems that metal detection / x-ray is not required.
		O	**15.2**	**Base**	**Tesco COP**	All sites must comply with the requirements as detailed in Tesco Code Of Practice 375 - Metal Detector & X-Ray Systems (where metal detectors are used).	
P		**O**	**15.3**	**Base**	**Equipment**	Foreign body detection equipment (metal detector, x-ray, optical graders or magnets) must be specified as appropriate for the products that are being examined. Equipment must be upgraded to improve detection sensitivity where advances in detection are developed. The operation and sensitivity of the detector in use must be well understood by relevant site personnel.	
P		**O**	**15.4**	**Base**	**Equipment – Metal Detectors**	All metal detectors must have the capability of detecting ferrous, non-ferrous and stainless steel (with the exception of foil packed products or similar metalized films).	
		O	**15.5**	**Base**	**Equipment – Foreign Body Detection**	All foreign body detectors must be located as close as possible to the finished packaging point unless authorised by the Tesco Technical Manager.	
		O	**15.6**	**Base**	**Equipment – Foreign Body Detection**	All foreign body detectors must have adequate security devices, so only authorised personnel have access to alter settings.	

P		**O**	**15.7**	**Base**	**Equipment – Conveyor Systems**	A conveyor type detection system must have: • An effective automatic rejection system • A locked box to receive rejected product • A fully enclosed area around the search head and rejection box • A visual or audible alarm system in the event of detection. Belt stop systems may only be used for bulk or sensitive items. Where belt stop systems are in use these must have a visual or audible alarm.	
		O	**15.7.1**	**ASPN**	**Equipment**	Foreign body detector systems should include: • A data capture system to show pack numbers checked • The number of rejects, number and type of tests • Foreign body detector system should highlight when tests are due • Visual or audible alarm system in the event of line fault and fail safe activation	The system stops if a test has not been completed.
P		**O**	**15.8**	**Base**	**Equipment – In Line Systems**	In line metal detectors e.g. pipe detectors must have a visual or audible alarm and reject product into a dedicated container.	
	R		**15.9**	**Base**	**Equipment**	The foreign body detection system must be serviced at regular intervals, either by the equipment manufacturer or trained contractors (minimum annually).	
P	**R**	**O**	**15.10**	**Base**	**Testing of Equipment**	The foreign body detector must be fully operational at the start of production.	

						An effective testing method must be in place and all checks must be documented. Detectors must be checked at the beginning and end of production (for Tesco product) and minimum hourly unless agreed otherwise with Tesco. <u>Conveyor Metal Detector Systems</u> Detectors must be checked using clearly identified test packs at the same temperature as standard product passing down the line and test pieces of a defined size (based on risk assessment). The test pieces must be passed through the detector as close to the centre of the aperture as can be achieved with the test pack. Test packs must be passed successfully through the metal detector prior to being used for the check. Test packs must be allowed to be rejected fully into the bin. Consecutive leading and trailing checks must be completed in long packs to ensure the reject mechanism can successfully reject. The test must be representative of how products would normally travel through the detector during normal production. <u>Inline Systems</u> An effective testing method must be in place for the equipment. Refer to advice from the equipment manufacturer.	- A specific test piece and catch tray are fitted to the system. - A smaller test piece size is used if the test piece cannot be placed in the centre of the aperture.

						X-Ray Detection Systems The test pieces must be placed in the worst case scenario area. Refer to advice from the equipment manufacturer.	
	R	**O**	**15.11**	**Base**	**Fail Safe Systems**	Detector fail safe systems where fitted, must be challenged at regular intervals (minimum start and end of day) to make sure they are effective. • Reject confirmation • Bin full • Air pressure low • Search head failure • Back-up sensor	
P	**R**		**15.12**	**Base**	**Plasters / Wound Dressing/ Bandaids**	Each batch of metal detectable plasters must be checked to ensure they are detected by the lowest sensitivity metal detector. The checks must be recorded.	Plasters are tested using worst case scenario i.e. placed in the product.
P	**R**	**O**	**15.13**	**Base**	**Detector Failure**	In the event of a metal detector test failing (whether due to failure to detect a test piece or failure to reject product) all material that has been checked since the previous satisfactory test must be isolated and retested through a unit that has been confirmed to be working correctly. A detailed procedure must be in place to handle incidents when metal is found in material. A full investigation must take place to ensure the source of contamination is identified and the risk of other materials being contaminated must be assessed. Corrective actions must be put in place to prevent a recurrence. Record details of the investigation.	

P	**R**		**15.14**	**Base**	**Training**	All staff involved with foreign body detection must be trained not only in the technical and operational aspects but also the principles of metal and foreign body detection to ensure full understanding of the purpose.	

				SIEVING/FILTERING			
P			**15.15**	**Base**	**Risk Assessment**	Risk assessments must be completed to determine whether a particular material requires sieving/filtering (including liquids).	
		O	**15.16**	**Base**	**Sieving**	Where sieves and filters are used these must be metal detectable or of a contrasting colour to the food.	
P			**15.17**	**Base**	**Equipment**	Equipment used for sieving/filtering must have written inspection procedures.	
	R	**O**	**15.18**	**Base**	**Equipment**	Sieving/Filtering equipment must be inspected for integrity at pre-defined intervals as identified in the risk assessment and recorded. Equipment must be accessible to enable inspection. Mobile equipment must be uniquely identified to ensure that the integrity of each sieve is being managed.	
P	**R**		**15.19**	**Base**	**Preventative Maintenance**	Sieves and filters must be included on the preventative maintenance plan.	
	R		**15.20**	**Base**	**Training**	Training of personnel operating or inspecting the sieving/filtering equipment must take place.	
	R	**O**	**15.21**	**Base**	**Traceability**	Records must be in place to demonstrate when ingredients have been sieved/ filtered (traceable to batch level).	
		O	**15.22**	**Base**	**Storage**	Stored sieved ingredients must be protected to prevent post sieving contamination	

P			**15.23**	**Base**	**Sieving**	A sieve matrix must be in place detailing the type of material, sieve size, frequency of inspection and sieve location.	
P	**R**		**15.24**	**Base**	**Foreign Bodies**	Procedures must be in place for actions when foreign bodies are found. A full investigation must take place to ensure the source of contamination is identified. Details of the investigation must be recorded.	
	R		**15.25**	**Base**	**Sieve Tailings**	Sieve tailings must be checked and recorded at regular intervals as defined in the risk assessment.	

Section 16	Inspection and Analysis

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**		**16.1**	**Base**	**Product Testing**	Product testing must be completed to ensure compliance with Tesco Product Specifications for microbiological, chemical, physical, organoleptic and other specific requirements (e.g. Free From and Nutritional Claims), unless the site has written confirmation from the Tesco TM. A sampling plan must be in place and followed, to ensure requirements are met.	*The nutritional information is verified 6 weeks from launch to ensure it is accurate. Nutritional information is tested annually (unless there is a claim made. In this case refer to specification).* *Product is sampled by run to determine quality standards. Applies to sites supplying Tesco UK only.*
P	**R**		**16.2**	**Base**	**Laboratories**	Testing must be conducted in accredited laboratories. All tests performed by the laboratory must be accredited by their in country national accreditation body. Accreditation must be by an internationally recognised country body. The scope of accreditation must cover all tests undertaken. Laboratories must participate in proficiency / correlation testing. Routine QC checks which are completed in a laboratory environment such as measuring dimensions of the product, quality sampling etc. do not need laboratory accreditation. (see 1.12 and 28.1)	*For UK/ROI – Laboratories must have a current accreditation (UKAS, CLAS or LABCRED) and if applicable be registered on the Tesco Approved Laboratory Scheme.* *All applicable Laboratories should ideally register before June 2010 as the deadline is Jan 2011.*

	R		**16.2.1**	**Base**	**Laboratories** ***(UK / ROI only)***	As of Jan 2011, all finished product testing for Salmonella, Listeria, E.coli O157 and Campylobacter must be carried out at a laboratory that is approved by the Tesco Laboratory Approval Scheme. The manufacturer must be able to demonstrate that the methods used for their product testing are included in the scope of the laboratory approval.	
P		**O**	**16.3**	**Base**	**Microbiology Laboratories**	On site laboratories which conduct pathogen testing must have controls in place to prevent cross contamination from the lab to the production facility.	
P			**16.4**	**Base**	**Sample Submission**	Procedures must be in place detailing samples, sampling methods, type of tests to be conducted, durability information etc.	
P			**16.5**	**Base**	**Reporting**	Procedures must be in place to cover reporting of routine results and out of specification results. Out of specification pathogen results should be reported back to the Tesco TM at the earliest opportunity.	
P	**R**		**16.6**	**Base**	**Action/ Investigation**	Action and investigation must be evident where results fail to meet specified limits.	
	R		**16.7**	**Base**	**Trend Analysis**	Ongoing trend monitoring system must be in place.	
P		**O**	**16.8**	**Base**	**Laboratory Personnel**	Coats worn in on site microbiology laboratories (or chemical laboratories where toxic chemicals are used) must not be worn in any factory areas (including offices) and should be distinguishable from normal factory protective clothing (ideally a different colour). These garments are laundered separately to factory protective clothing (see 8.13)	

Section 17	Water and Waste Water Management

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**		**17.1**	**Base**	**Risk Assessment**	A risk assessment must be completed on water safety /quality. The composition of water delivered to the site must be known and the standard required for use in production as an ingredient (whether as water, ice or steam), for cleaning or other uses must be defined. The assessment scope must include source, storage, handling, treatment, impact on environment and waste management. Water may be sourced from a Public (mains) supply or from a private source.	Assessment includes the consideration of Legionella and Cryptosporidium. (also see 8.5.1)
P	**R**	**O**	**17.2**	**Base**	**Water Supply**	Water used in processing food, as an ingredient, for washing materials or for cleaning must be potable. Potability must meet local requirements as a minimum. If non potable water is used on site it must be segregated and controlled e.g. for toilet flushing.	
P	**R**		**17.2.1**	**Base**	**Water Supply**	Systems must be in place to manage notifications from a Water Authority of contaminated water sources (e.g. Boil Water Notice in the UK because of Cryptosporidium).	Boil Water Notice risk assessment, Guideline 188 on TTL. Systems are in place to manage changes in water sources if they could affect product safety or quality.

	R		**17.3**	**Base**	**Water Supply**	Potability testing must be completed by accredited laboratories covering microbiological, chemical and physical parameters. (see 16.2)	
	R		**17.3.1**	**Base**	**Water Supply - Public Water**	Where water is from a Public supply, certificates of potability from the provider are acceptable. Additional testing may be required based on risk assessment. (Guidance should be sought from TTM especially in locations where water may not be of potable quality).	
	R		**17.3.2**	**Base**	**Water Supply - Private Water**	Where water is from a private source, the potability must be demonstrated on a continuing basis. Certificates of potability must be provided (minimum 6 monthly. If certain water sources are only used seasonally, the water must be tested at the start of each season until the season is completed).	
	R		**17.3.3**	**Base**	**Water Supply - Ice**	Ice manufactured on site must be tested for microbiological levels as per other water testing (at a minimum of twice annually). Purchased ice must have an annual certificate of potability.	All ice whether produced on site or purchased will be microbiologically tested against a set schedule.
	R		**17.3.4**	**High**	**Water Supply**	Potable water in high care / high risk areas (including ice) must be tested for microbiological levels (minimum monthly).	
	R		**17.3.5**	**ASPN**	**Water Supply**	All points on the ring main system should be included on a water testing schedule.	It is good practice to run taps to flush the system at defined frequencies if they are not used on a daily/weekly basis.

	R		**17.4**	**Base**	**Water Treatment**	Where water treatments are in place they must be monitored to ensure they remain effective through monitoring of critical parameters.	A site using chlorination as a treatment has a system in place to monitor and record dosing levels, free and total chlorine, contact time and pH during use.
	R		**17.4.1**	**ASPN**	**Water Treatment**	Automated controls and an alarm mechanism should be in place to notify management if levels fall outside set limits.	
	R		**17.5**	**Base**	**Water Plan**	There must be a schematic plan of all water circuits within the site which is reviewed annually. Potable and non-potable water lines must be identified throughout the site. Dead ends on potable water lines must be eliminated.	
	R	**O**	**17.6**	**Base**	**Water Storage**	Bulk water storage facilities must be constructed from approved materials, of a size that prevents stagnation and designed to exclude light and pest entry. Tanks must be inspected and cleaned at frequencies determined by risk assessment.	
		O	**17.7**	**Base**	**Water System**	There must be a backflow prevention device fitted to main water lines and on individual lines within production areas.	
	R		**17.8**	**Base**	**Control of Steam**	All steam used for product manufacture or in contact with product contact surfaces must be from “potable” sources. Documentation must be available that indicates all boiler components meet approved boiler additive standards.	
P		**O**	**17.9**	**Base**	**Waste Water**	Sewage disposal must not compromise food safety or employee health. Waste water and sewer drains must not be vented inside the facility.	

Section 18	Product Labelling and Coding

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**		**18.1**	**Base**	**Packaging Supplied To Line**	Packaging supplied to the production line must be controlled and checked to ensure it is correct and for the right product.	An 'Issued to line' log is kept.
P	**R**		**18.2**	**Base**	**Packaging Changeover**	At start up and changeovers, the line must be clear of any packaging not required for the next production run (including promotional packaging).	
	R		**18.3**	**Base**	**Control of Coding**	All coding information applied to a product must be correct and reflect the requirements as per the specification. Coding schedules and promotional information must be cross-checked by an authorised person prior to issue. The correct document controlled coding schedule must be available on line with the date information. Labels used for special promotions must be highlighted on the coding schedule with start and end date of labelling clearly stated. Changes in month and year must be highlighted on the coding schedule. Records with actual copies of the label must be authorised and retained.	Coding information on the schedule is written in the same format as that on packaging The authorised person has been trained and assessed as competent. Changes in bold or in a contrasting colour.
		O	**18.3.1**	**ASPN**	**Product Coding**	Real time is printed on product labels.	

	R		**18.4**	**Base**	**Control of Coding**	The time of any code changes must be agreed with Tesco and documented (e.g. what time does the code move to the next day e.g. midnight or start of shift).	
	R		**18.5**	**Base**	**Control of Off Line Printed Packaging**	All off line printing must be controlled and checked. The material must be stored in a restricted access area until issued to the production line. An 'Issued to line' log must be kept.	Printed labels must be kept from the start and end of the print run. These labels must be authorised.
	R		**18.6**	**Base**	**Control of Coded Packaging**	All unused coded packaging must be accounted for and disposed of.	
P	**R**	**O**	**18.7**	**Base**	**Product Labelling**	Product labelling and coding checks must be completed and documented at start up, end of run, hourly intervals, in between and after line disruption (e.g. reel changes, fire-alarm, breakdown, breaks). Coding checks must be completed for all runs (including 'top up' runs) and records including physical labels / sleeves retained. A sample of the actual code printed on the packing from each check should be retained unless authorised by the Tesco Technical Manager.	In the case of printed boxes/bags it is acceptable to cut out and retain the coding information only for the purpose of traceability. Checks include the cross checking of product label information against case/tray end labels. The part of the packaging with the printed code may be retained rather than all of the packaging.
P	**R**	**O**	**18.7.1**	**Base**	**Product Labelling**	Where product catch weight systems are place, (see section 19) labelling and coding checks must also include • Price per unit (e.g. per Kg) • Manual price confirmation • Barcode confirmation • Packaging tare	

	R	**O**	**18.8**	**Base**	**Control of Barcodes**	Barcodes on all packaging must be checked against Tesco issued information before the packaging is used. On line printed bar codes must be checked and recorded at regular intervals.	Barcodes are verified using scanners or in store for validation and the till receipt should be checked and retained.
P	**R**		**18.9**	**Base**	**Control of Coding**	A labelling and coding procedure must be in place and include action to be taken in the event of an error. All personnel carrying out labelling and coding checks must be trained against the procedure.	
	R		**18.9.1**	**ASPN**	**Verification**	For verification of date coding, the check should include comment such as 'What is the third letter of the month' rather than just a 'tick'.	
	R	**O**	**18.9.2**	**ASPN**	**Verification**	An automated coding system may be in place including: • Single coding and price master data file controlled by the technical department • Password protected system which identifies the person using the machine • Prevention system for reversal of Display Until* and Use By codes • Prevention system for incorrect coding at month end. • Matching system for top and bottom labels or pots and lids. Checks must be in place in the event of a breakdown e.g. power failure. * where this is used on pack.	

Section 19	Weight, Volume, Size and Count Checks

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P		**O**	**19.1**	**Base**	**Procedure**	Sites must have a clear documented policy and procedure for the management of weight, volume and count for each product manufactured, which conforms to legal requirements in the country of manufacture and the intended country of sale. Controls in place must meet the requirements as detailed in the Tesco product specification.	
		O	**19.2**	**Base**	**Tesco COP**	All sites must comply with the requirements in Tesco Code Of Practice 378 - Contents Control.	
P	**R**	**O**	**19.3**	**Base**	**Weight Control**	Allowance may need to be made for weight loss during transport and display. In the case of desiccating products, if no allowance for desiccation is made, the extent of desiccation in those products, over their entire shelf life, must be documented. These documented levels must accurate and based on thorough testing.	
P	**R**	**O**	**19.4**	**Base**	**Weight/Volume Control**	Where statistical methods are used to manage weight or volume, appropriate procedures, equipment and training must be in place. Records must show the individual finished pack results for each batch. Procedures must detail the actions to be taken if the results fail to meet specification. For products that comply to EU average weight / volume legislation (agreed as part of the Tesco product specification):	Weight, volume and tare verification checks should be completed hourly (or more frequently with smaller batch sizes).

						• Records must show the individual average and upper / lower results for each check. • Procedures must detail the actions to be taken if the mean average or upper / lower results for the batch results fail to meet specification. Line speeds (and batch sizes) must be taken into account when determining frequency of weight and volume checks. Results should be signed off by a competent individual at the end of each batch. For products manufactured outside of the EU and not destined for sale in the EU, the procedures for weight, volume and count must conform to legal requirements in the country of manufacture and the intended country of sale e.g. Maximum Allowable Variance in the US.	
P	**R**	**O**	**19.4.1**	**ASPN**	**Automated Weight Control**	Products packed to either minimum or average pack weight (where applicable) should utilise automated check weigh systems.	
P	**R**	**O**	**19.4.2**	**Base**	**Automated Weight Control**	Where 'In-line' check-weigh systems are used they must be capable of recording minimum or average weight data (where the legislation is applicable) and providing a printed record of weights [mean average, standard deviation and control limits where the legislation is applicable (e.g. T1 & T2 EU average weight)] for samples and whole batches. Systems controlling average weight should dynamically measure batch compliance. Where 'In-line' check-weigh systems are used and an automatic reject system is in place, rejected products	

						must be rejected into a locked bin. There should also be a “Bin full” sensor, which stops the line after a pre-set number of items enters the bin or is rejected. A system should be in place to verify the pack rejection mechanism is effective. Where automatic reject systems are not in place methods of identifying and segregating non conforming products must be in place e.g. top labels are not applied and dedicated personnel remove these packs from the line. Similar systems may be utilised for catch weight product where defined weight bands are required. Records should be signed off at the end of each batch.	
P	**R**	**O**	**19.5**	**Base**	**Weight Control**	All scales and equipment used for finished product weight control must have documented checks at a minimum twice per production day as part of the verification process. (For catch weight system see clause 18.7.1)	
P	**R**	**O**	**19.6**	**Base**	**Volume Control**	Volume measurement must be established via the physical measurement of contents (via a calibrated container) and not established via measurements taken from the packaging e.g. fill level of a bottle, unless Measuring Container Bottles are in use.	
	R		**19.7**	**Base**	**Verification of Weight Control**	Where required, weight checking equipment must be approved by the relevant Government Inspection or Enforcement officer. The weights used to verify this must be calibrated or checked against calibrated weights on a predetermined	

						frequency.	
P	**R**		**19.8**	**Base**	**Count Control**	Procedures must be in place to ensure that the correct number of items are present in the pack when a number has been declared. Documented checks of product count must be in place.	Dedicated personnel are in place to count the items on the line.
P	**R**		**19.8.1**	**ASPN**	**Count Control**	An automated system should be in place to ensure that the count is correct.	A check-weigher or automatic counter is in place.
P	**R**	**O**	**19.9**	**Base**	**Drained Weight**	All products stating drained weight must be verified at predetermined frequencies to confirm accuracy.	
		O	**19.10**	**Base**	**Equipment Settings / Security**	All automated content control equipment must have adequate security devices, so only authorised personnel have access to alter settings.	
P	**R**	**O**	**19.11**	**Base**	**Training**	All personnel involved in the management of product weight, volume and count must be trained in the correct use of the documented procedures.	

Section 20	Training

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**	**O**	**20.1**	**Base**	**Training**	The site must ensure that all personnel are adequately trained, instructed and supervised commensurate with their activity and are demonstrably competent to carry out their activity.	
P	**R**	**O**	**20.2**	**Base**	**Literacy**	The level of language understanding must be known for all personnel (including agency or temporary personnel).	This may be in the form of a literacy test.
	R		**20.3**	**Base**	**Training**	Training must be delivered by competent and capable trainers.	'Train the trainer' qualified trainers.
	R		**20.4**	**Base**	**Training**	The site must provide information, instruction, training and supervision in an understandable format for all workers, irrespective of their national origins, first language or literacy. (This may be translated documents, pictorial training aids, use of a translator)	
	R		**20.4.1**	**ASPN**	**Demonstration of Understanding**	A test should be in place to demonstrate understanding of information in the induction package. Re-training should be given in areas that are not understood.	Where tests are used, wrong answers should be closed-out to demonstrate full understanding.
	R		**20.5**	**Base**	**Induction / Food Handler Training**	A documented induction training programme must be given to all new starters, including agency and temporary personnel before they start work. Induction training records must be available for all personnel. All personnel must have a basic understanding of food safety before they start work.	The induction includes: • Food safety • Personnel hygiene procedures and rules • Glass breakage procedure • Health and safety • Quality policy • Allergens and allergen controls

	R		**20.5.1**	**Medium**	**Induction / Food Handler Training**	All personnel must complete recognised food safety training e.g. Basic Food Hygiene within 3 months of starting work (UK).	
	R		**20.5.2**	**ASPN**	**Induction / Food Handler Training**	Where the induction package has been updated, evidence that all personnel have been trained in the new package should be available.	
P	**R**		**20.5.3**	**ASPN**	**Induction**	There should be a defined time period during which the new starter has a 'training buddy' or extra supervision. At the end of the initial training period the employees' competence to do their job should be assessed.	
	R	**O**	**20.6**	**Base**	**Job Descriptions**	All personnel must have a clear understanding of what is expected of them in their job roles. Documented and agreed job descriptions (or working instructions) must be available for all personnel.	
	R		**20.7**	**Base**	**Specific Training**	Records of further hygiene, specialist or job specific training must be available. (Copies of certificates may form part of these records e.g. Safe use of chemicals, pesticide application, use of certain types of equipment).	
	R		**20.8**	**Base**	**Training Records**	Records must be signed and dated by the trainer and trainee.	
	R		**20.8.1**	**ASPN**	**Training Records**	A training matrix should be available showing which employees are trained in which activities. (Matrix should also demonstrate those untrained, in training, trained and able to train others).	
	R		**20.9**	**Base**	**Review**	The competency of employees must be reviewed at defined intervals or following significant changes in procedures and re-training undertaken where necessary.	
P	**R**		**20.9.1**	**ASPN**	**Review**	All employee appraisals should be completed and records retained (minimum annually).	

Section 21	Quality Management System

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P			**21.1**	**Base**	**Quality Management System**	The site must have a Quality Management System (QMS), which is maintained and regularly reviewed. The QMS must contain procedures / records as required by the TFMS.	The site will conduct a gap analysis against the current site QMS systems and the TFMS There should be a documented action plan in place to address anomalies identified. The site uses a site plan to define the areas of the factory (i.e. base, medium etc.). The site contacts their Tesco Technical manager if any clarification is required.
P		**O**	**21.2**	**Base**	**Quality Policy**	A Quality Policy Statement must be in place stating the company's intentions to produce safe, legal and quality products. The policy must be authorised by senior management. All employees must be aware of the policy by displaying it in employee areas.	
P			**21.3**	**Base**	**Quality Manual**	A quality manual must be in place and available to key employees outlining company policies and procedures.	
P	**R**		**21.4**	**Base**	**Document Control**	All documents must be adequately controlled, authorised and be of the correct version. Alterations to records must be appropriately authorised.	

P			**21.5**	**Base**	**Organisational Structure**	An organisational structure chart must be in place showing management authority.	
P			**21.6**	**Base**	**Deputising Cover**	Details of deputising cover for personnel with responsibility for legal, safety and quality issues must be documented.	As well as Senior management cover the site should be able to demonstrate they have sufficient cover for operatives who are responsible for CCPs.
P			**21.7**	**Base**	**Document Retention**	All documentation and records must be retained for a defined period and available for review within 4 hours from the request.	
	R		**21.8**	**Base**	**Record Completion**	All records must be accurate and fully complete.	

Section 22	Product Development

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅ What Good Looks Like
	R		22.1	Base	**Factory Trials**	The site must undertake factory trials and complete thorough testing to verify product formulation and manufacturing processes are capable of producing safe and legal products (e.g. Fo values, cook/chill, microbiological testing, label claims, risk of allergens, suitability of packaging etc). All factory trials should be documented and records retained.	
P	R		22.2	Base	**Nutritional Analysis**	Nutritional analysis must be carried out and checked against proposed product label and specification prior to launch. (Recently reviewed literature sources can be used in some instances, where agreed by TTM). Where a nutritional claim is made e.g. <2% fat, high in omega 3 etc such claims should be challenged and verified using worst case scenarios.	
	R		22.3	Base	**Formulation Changes**	Changes in formulation must be adequately assessed for legal and safety issues, communicated to Tesco and documented.	
P	R		22.4	Base	**Shelf Life**	Shelf life must be established, taking into account product formulation, microbiological growth, organoleptic quality, packaging process (e.g. gas flushing) and material, factory environment and subsequent storage conditions. Shelf life trials must be completed to meet Tesco requirements and trial results documented and retained.	

	R		**22.5**	**Base**	**Product Claims**	Where product claims are made, documentary evidence must be available on site to substantiate these claims.	
	R		**22.6**	**Base**	**Transit Trials**	Transit trials must be completed, where appropriate.	
		O	**22.7**	**Base**	**Development Materials**	All development materials e.g. ingredients, packaging, equipment must be clean, clearly identified & durability date marked (if necessary).	

Section 23	Product Recall/Incident Management

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P			**23.1**	**Base**	**Incident Management**	Procedures must be in place to manage all incidents and potential emerging issues which could affect food safety, legality and quality. Including: (this is not an exhaustive list) • Disruptions to distribution, water and energy supplies, labour and communications • Fire, flood and other natural disasters • Sabotage and malicious contamination • Vandalism and terrorism • Food safety, legality and quality issues. The likelihood of the occurrence of the above issues must be risk assessed.	Any issue that impacts on supply or affects the brand integrity should be reported to Tesco.
	R		**23.2**	**Base**	**Contacts**	Key contact information must be maintained including: (not an exhaustive list) • Internal contacts (in and out of hours) • Customers (in and out of hours) • Suppliers (raw materials and services) • Government / Enforcement bodies • Certification Bodies / Schemes	
P			**23.3**	**Base**	**Communication**	A communication plan must be in place to manage potential incidents.	
P			**23.4**	**Base**	**Recall Plan**	Each site must have a recall plan in the event that food safety, legality is in doubt. The procedure must include in detail:	Any communication with regulatory bodies such as the UK Food Standards Agency (regarding Tesco branded products) will be co-ordinated by

						• How to report an incident to Tesco • The full process of traceability identifying key points in production and distribution • How product will be withdrawn or recalled from distribution and sale All affected products must be located within 4 hours of the withdrawal / recall being started. Reconciliation of product must be verified against production records. The withdrawal / recall of Tesco brand products from Tesco stores will be managed by Tesco.	Tesco.
	R		**23.5**	**Base**	**Training**	There must be a trained incident management / recall team with named deputies. There must be contactable cover at all times.	
	R		**23.6**	**Base**	**Mock Recall/ Incident**	A mock recall (or mock incident) must be undertaken to test the effectiveness of, and the Incident Management Teams understand of, the Recall Plan and Incident Management Procedures (minimum annually). The results of the test must be investigated and where corrective action is required this must be implemented.	The site should retain all records as evidence of completing mock incident challenges and not just a summarised outcome. The site should not confuse mock recall with traceability. This process is to test effectiveness of procedures.
P			**23.6.1**	**ASPN**	**Mock Recall/ Incident**	The recall plan should be tested outside of normal office hours.	
	R		**23.7**	**Base**	**Review**	The detail contained within the Recall Plan / Incident Management Procedures e.g. internal and external contact details (including Tesco specific contacts details) must be reviewed (minimum annually). This can form part of the undertaken mock recall / incident undertaken.	

Section 24	Internal Audits

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**		**24.1**	**Base**	**Quality Management System Audits**	Internal Audits of the Quality System must verify whether activities comply with the documented procedures, policies and work instructions to ensure food safety, legality and quality are maintained. Audits must also evaluate the effectiveness of the procedures. All elements must be audited at a defined frequency (minimum annually).	
P	**R**		**24.2**	**Base**	**Internal Audits**	As a minimum internal audits must include: • The HACCP Plan and CCPs • All aspects of the Prerequisite Programme • Good Manufacturing Practices (where not included as prerequisites) • Allergen Controls (where applicable) • Process Controls • Cleaning (to include an inspection during the main cleaning operation) • Site fabrication • Traceability • Employment Agency • Recall Plan / Incident Management Controls • Off site storage of raw materials /packaging /finished product	
P	**R**		**24.2.1**	**ASPN**	**Internal Audits**	All 35 sections of the TFMS are audited. The audits are scheduled throughout the whole year.	

P	**R**		**24.3**	**Base**	**Audit Schedule**	Audits must be scheduled throughout the production year and the scope and frequency of each one established. Audits must be completed to schedule.	
P			**24.3.1**	**ASPN**	**Audit Schedule**	The audit schedule should be based on a risk assessment. Some sections will be scheduled more than once per year.	
P	**R**		**24.4**	**Base**	**Auditors**	Audits must be conducted by trained auditors with experience of the processes or area being assessed.	
	R		**24.4.1**	**ASPN**	**Auditors**	Auditors should be independent of the area being audited, but have good knowledge of the processes and area.	
	R		**24.5**	**Base**	**Audit Records**	Written records of audits results must be available. Audit reports must detail non-conformances and recommendations. These must be brought to the attention of the person responsible for the activity audited.	
	R		**24.5.1**	**ASPN**	**Audit Records**	Evidence of all documentation used or seen must be recorded or copied and retained with the audit.	
P	**R**		**24.6**	**Base**	**Corrective Actions**	Timescales and corrective actions must be agreed by both parties. The completion of corrective actions within agreed timescales must be verified.	The timescales should be appropriate to the food safety risk.
	R		**24.7**	**Base**	**Corrective Actions**	A non-conformance log should be maintained detailing all non-conformances and used to manage corrective action completion and trend analysis.	
	R		**24.8**	**ASPN**	**Audit Trend Analysis**	Audits trend analysis should take place where possible (e.g. Good Manufacturing Practice and Foreign Body Audits) Results should be used as key performance indicators for the business, highlighting trends and areas where improvement is necessary.	Sites within a group should consider sharing learnings.

	R		**24.9**	**Base**	**Third Party / Tesco Audits**	Agreed corrective actions arising from audits conducted by third parties / Tesco must be implemented in agreed timescales and verified.	

Section 25	Customer Complaints

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P			**25.1**	**Base**	**Complaints Procedure**	A complaints policy and procedure to handle complaints must be in place. This must be part of or linked to the site Incident Management Procedures where necessary.	A certain number of complaints linked by complaint type, product or production line will trigger a review.
P			**25.2**	**Base**	**Complaints Procedure**	Complaints from all sources must be covered in the procedure e.g.: • Customer representatives • Stores • Central buying departments • Retailer customer complaints departments • Law enforcement bodies • Internal departments (e.g. operational departments) • Output from quality assurance processes e.g. taste panels.	
P	**R**		**25.3**	**Base**	**Complaint Handling**	Complaints from all methods of reporting (e.g. post, telephone, and email) must be captured on a logging system. Each complaint must have a unique reference number.	Complaint log includes: • Nature of complaint • Product information • Durability • Whether product sample has been requested etc
P	**R**		**25.4**	**Base**	**Complaint Handling**	All complaints must be investigated in detail by competent personnel. The investigation must determine whether the complaint is product specific or an issue which may affect more than one product.	All instances of foreign body contamination, alleged illness and trends need to be investigated. Isolated incidences where a customer doesn't like the taste or there is a quality perception issue may not require a full

						The complaint handling procedure must identify what information to check depending on complaint type. Complaint types can include examples such as: Foreign Bodies, Alleged Illness, Taste, Quality, Correct Quantity etc. Full records must be kept and the outcome of the investigation promptly reported to relevant personnel and departments. Corrective actions must be effective to prevent a re-occurrence. Where requested the full corrective actions must be reported to Tesco.	investigation; however they do need to be monitored.
P	**R**		**25.5**	**Base**	**Complaint Monitoring**	Complaint trends must be monitored. Complaint numbers must be tracked against units sold and complaint type. An increase in complaints must prompt an investigation. The site must set targets and have a plan in place to reduce complaint levels in general and for worst offending categories/products.	
	R	**O**	**25.6**	**Base**	**Trend Analysis**	Information from trend analysis of complaints must be communicated to the site management and production teams.	

	R		**25.6.1**	**ASPN**	**Trend Analysis**	Complaint trend information should be graphically displayed on suitable notice boards at site access points. Complaint examples may also be displayed to increase awareness e.g. foreign bodies. Mechanisms should be in place for briefing and discussing preventative action with production teams.	
P			**25.7**	**Base**	**Product Withdrawal**	If a withdrawal/recall is required Tesco must be notified using the incident management procedures (see section 23.4).	

Section 26	Pest Control

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**	**O**	**26.1**	**Base**	**Pest Control**	The site must have an effective pest control programme covering the whole site and product must not be at risk from pest activity. Tesco must be informed of continual / persistent pest activity at a site.	
P			**26.2**	**Base**	**Pest Control Programme**	The pest control programme must be based on risk assessment. The risk assessment must consider the location, products produced, type of materials handled and pest control methods to be employed. The Pest Control Provider (PCP) may be a specialist company or a trained employee.	
P			**26.2.1**	**ASPN**	**Pest Control Contractor**	The PCP provider is an independent specialist contractor.	
P			**26.3**	**Base**	**Pest Control Programme**	A current documented pest control programme must be available. The programme must stipulate the following as a minimum: • The pest control provider • The procedures used for pest control • The pests covered within scope. The type covered is dependant on country. • A minimum number of visits must be specified • Material Safety Data Sheets must be included for all chemicals used • Emergency call out details • Details of the site area included in the programme	e.g. rodents, flying insects, crawling insects, stored product insects, birds etc. If the site is vulnerable to nocturnal pests e.g. cockroaches, night inspections should be included. 8-12 service inspections (evenly spaced throughout the year) and 4 in depth inspections from a field biologist per annum. Same day service dependant on risk. This includes high / low levels,

						e.g. whole site and any off site storage.	within dead spaces.
	R		**26.4**	**Base**	**Training**	Copies of the PCPs valid training certificates and licence must be available. Company employees engaged as PCPs must have proof of appropriate training and licence as required by state or local regulations.	Where the PCP is a specialist company, the company is a member of a recognised trade association (applicable in the country that they are operating in).
P	**R**		**26.5**	**Base**	**Management & Supervision**	A trained company employee and nominated deputy must be accountable for managing the pest control programme. These employees must ensure that the visit schedule is maintained and that the PCP is contacted where deviation from the arranged schedule occurs. Training of company employees can be by the PCP or other qualified experts. Where electronic / paperless systems are in operation, the designated individual and their nominated deputy must have access to the system (e.g. the password is known by more than one individual).	
	R		**26.5.1**	**ASPN**	**Management & Supervision**	Site personnel should shadow the PCP during visits / treatments (if specialist companies are employed).	
P	**R**		**26.6**	**Base**	**Review**	The pest control programme must be reviewed and audited (minimum annually).	
P		**O**	**26.7**	**Base**	**Pest Plan**	A full and detailed plan indicating positions and type (i.e. toxic/non-toxic) of all baits and monitoring equipment (internal and external), must be kept in the pest control file.	

						All points must be appropriately sited. Baits must be secured to walls or floors to prevent removal. Bait boxes must be robust and tamper proof (to prevent removal of bait other than by PCP or pest activity). Toxic baits must not be used routinely in open product and storage areas. Where an infestation is evident, a concession (to use toxic baits) is required from the relevant TTM before toxic baits are used.	Toxic baits are only used where there is clear evidence of a problem (e.g. actual sightings of rodents or recent droppings).
P		**O**	**26.7.1**	**Medium**	**Pest Plan**	Toxic baits must not be used in open food processing, storage and associated areas (unless these are situated inside enclosed access panels to service areas / risers).	
P		**O**	**26.8**	**Base**	**Flying Insects**	The position of Electric flying insect killers (EFK) must be determined by risk assessment. The position of EFK units must not pose a contamination risk to product. Bulbs in EFK units must be protected (shatterproof tubes) and changed (minimum annually) with records available. Risk assessment must determine the location of pheromone traps where deemed necessary. Pheromone must be replaced on predetermined frequency to ensure effectiveness.	Located at all entrances (not in direct sight of) to the production and storage areas or based on risk. Those which electrify the insect must not be positioned over lines, and those with catch trays must not be positioned where the insects may be blown out by air movement.

		O	**26.9**	**Base**	**Birds**	Activities to control birds (e.g. use of bird scarers, shooting, netting etc) must comply with in country legislation and not put product at risk of contamination. Where sites have bird activity, canopies e.g. at loading bays etc. must be sufficiently proofed / netted to prevent nesting birds.	
	R		**26.10**	**Base**	**Schedule**	PCPs visits must be conducted to the agreed schedule. During routine visits all traps, bait stations, and other monitoring equipment must be opened and inspected.	
P	**R**	**O**	**26.11**	**Base**	**Service Record / Visit Report**	During each visit activity/action reports must be completed by the PCP, including documentation of chemicals used, work completed, observations of activity and recommendations. All pests and or evidence of pests must be reported, if noted during the inspection (even if the pest type is not specified in the programme). The PCP must report any proofing requirements identified, any hygiene / housekeeping conditions likely to effect pest prevention and any access difficulties / 'lost' baits. Corrective actions and reports must be signed off by personnel responsible for pest control on site (or a designated deputy). Where serious infestations are identified, the PCP must ensure the site representative understands the extent of the infestation and potential for product	

						contamination.	
P	**R**	**O**	**26.11.1**	**ASPN**	**Service Record / Visit Report**	Records of service verification or bar code should be on the inside of the traps, bait stations or other monitoring equipment.	
	R	**O**	**26.12**	**Base**	**Visit Follow Up**	There must be a full programme of follow up visits to ensure complete eradication of the issue e.g. **Rodents** -Alternate days until no evidence on 3 consecutive visits e g: Wed / Fri /Sun. - In depth inspection of affected area plus all adjoining areas (including above and below) - Clear up every dropping every visit **SPI** (Stored products insects) - After deep cleaning and insecticide application where deemed essential - Lay new Insect Monitors - Weekly Follow-up inspections **Cockroaches** -Treatment weekly for six weeks -Thereafter, monthly night-time inspections for 6 months. Follow up and verification of all corrective actions must be documented.	Alternate day follow ups are specifically for internal areas. However, where there is infestation externally and additional baiting is in place then follow up visits should also be considered (this may not be alternate days).
P	**R**		**26.13**	**Base**	**Trend Analysis**	Trend analysis of pest control data must be evident Where activity is measurable, acceptable limits should be established with action evident when levels fall outside specified limits.	

P	**R**		**26.14**	**Base**	**Pest Control**	Where used, live catch systems must be inspected daily or more frequently where required by in country legislation.	UK requirements are that live catch systems such as, sticky boards, are inspected every 12 hrs. Records need to be in place to demonstrate compliance, where used. Sticky traps are banned from use in some countries!

Section 27	Maintenance

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**	**O**	**27.1**	**Base**	**Equipment and Facilities**	The structure and fabric of the buildings and equipment must be maintained in good condition with repairs completed. A system must be in place to prioritise repairs that may impact on food safety, legality and quality. All repairs must be completed in agreed timescales.	Timescales should be based on risk.
P	**R**		**27.2**	**Base**	**Preventative Maintenance**	There must be a planned preventative maintenance (PPM) program that covers all equipment critical to safety, legality and quality, which is fully implemented.	
P			**27.2.1**	**ASPN**	**Preventative Maintenance**	A computer based risk assessed PPM programme should be in place that details all equipment, highlights when activities are required and enables equipment history and trend information to be obtained.	
P	**R**		**27.3**	**Base**	**Records**	A system must be in place to record all maintenance work requested and PPM work completed. Work must be completed in the agreed timescales. Procedures must be in place to manage work not completed within agreed timescales.	
P	**R**		**27.4**	**Base**	**Foreign Body Risks**	A system must be in place to identify and correct potential sources of foreign bodies or hygiene hazards e.g. flaking paint, damaged surfaces.	
	R		**27.4.1**	**ASPN**	**Trend Analysis**	Trend analysis information should be used for on going trend analysis to identify and act on areas for improvement.	

P	**R**		**27.5**	**Base**	**Equipment**	Repairs to or servicing of equipment must be completed by trained engineers, approved contractors or the equipment manufacturer.	
P	**R**		**27.6**	**Base**	**Engineering**	Engineering activities must be controlled. Risk assessments must be completed prior to work commencing to ensure product and packaging is not put at risk.	
P		**O**	**27.7**	**Base**	**Engineering**	Engineering work areas (including stores) must have good standards of fabrication, hygiene and housekeeping. The areas must be within the scope of the site Pest Control Programme. Production or food containers must not be used as general storage containers in these areas.	
		O	**27.7.1**	**Medium**	**Engineering**	Wherever possible, engineering work must take place away from production areas. Engineering and maintenance areas that access directly into production areas must have restricted access.	
P	**R**	**O**	**27.8**	**Base**	**Engineering**	Welding, drilling, riveting and soldering etc. must not take place on equipment being used for production or on any equipment immediately adjacent, unless suitable hygienic screening is in place.	
P		**O**	**27.9**	**Base**	**Engineering**	Temporary repairs must be controlled to ensure product is not put at risk. The material used must be suitable e.g. no sticky tape. Permanent repairs must be made promptly.	
		O	**27.10**	**Base**	**Tools**	Tools must be kept clean, well maintained and replaced when necessary.	

		O	**27.10.1**	**Medium**	**Tools**	Tools must be captive to site or adequately cleaned prior to transferring into open food areas.	
		O	**27.10.2**	**High**	**Tools**	Tools must be captive to high risk / high care areas or disinfected into the area. In the event of electrical items being required they must be clean and wrapped so that the item is waterproof, and then disinfected into the area.	
P	**R**	**O**	**27.11**	**Base**	**Tools**	Engineers completing repairs in production areas must be provided with lockable metal or plastic tool box.	
P		**O**	**27.12**	**Base**	**Tools**	All tools and parts must be controlled. A system must highlight and initiate an investigation if a tool or part is missing.	
P	**R**	**O**	**27.12.1**	**Medium**	**Tool Boxes**	Tool boxes must contain an inventory of items they contain.	
P	**R**	**O**	**27.12.2**	**Medium**	**Tool Boxes**	Tool box contents should be checked at a defined frequency against the inventory. All small items must be separately contained within the tool box.	
		O	**27.12.3**	**Medium**	**Parts**	Whilst engineers work on production equipment, small parts should be stored in sealed marked containers, magnetic mats or trays to reduce the risk of product contamination.	
P	**R**	**O**	**27.13**	**Base**	**Engineers/ Contractors**	Engineers and Contractors must comply with necessary Health and Safety requirements and operational GMP of the site, including wearing of protective clothing. A list of approved contractors who have been briefed on site controls must be in place.	

	R		**27.13.1**	**Medium**	**Engineering**	A permit to work system must be in operation if the maintenance work required poses a potential risk to product (e.g. welding, cutting etc.) or individuals e.g. in confined spaces.	
P	**R**	**O**	**27.14**	**Base**	**Engineering**	After engineering work has been completed, a system must be in place to assess cleaning requirements prior to use in production. Where cleaning is required following maintenance, this must be undertaken before production commences and must be recorded. Equipment must be checked and signed back to production by the engineer and production / QA (depending on sites procedures) following work and any necessary cleaning.	
P		**O**	**27.15**	**Base**	**Engineering**	Only food grade lubricants may be used on food handling/contact equipment. Information must be available to demonstrate food grade suitability for materials used.	

Section 28	Calibration

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅ What Good Looks Like
P			**28.1**	**Base**	**Calibration**	Measuring and monitoring equipment critical to product safety, legality and quality must be checked for accuracy at pre-determined frequencies. A contingency or back-up device should be available in the event of CCP / legal measuring equipment being out of service or away for repair.	
P	**R**		**28.2**	**Base**	**Calibration**	All measuring and monitoring equipment must be calibrated to National Standards where possible or have documented calibration records traceable to National Standards.	Temperature probes are externally calibrated to National Standards annually and then verified internally throughout the year. Alternatively, a reference probe is externally calibrated to National Standards annually and factory temperature probes are verified against the probe at a defined frequency.
	R		**28.3**	**Base**	**Verification**	Verification checks across the normal operating range must be conducted on calibrated equipment that is critical to food safety and legality, based on risk assessment. All portable/handheld CCP equipment is verified on a daily basis e.g. temperature probes.	
	R		**28.4**	**Base**	**Master List**	A master list / calibration matrix of all measuring and monitoring equipment requiring calibration must be maintained.	The master list / calibration matrix may include: • Serial numbers and / or ID

							numbers of equipment • Frequency of calibration • Date of last calibration • Date next calibration is due • Frequency of internal verification • Acceptable equipment tolerances
P			**28.5**	**Base**	**Procedures**	Measuring and monitoring equipment must be calibrated/verified for accuracy against written procedures detailing: • Frequency of calibration/verification • Method of calibration/verification • Acceptable equipment tolerances • Corrective action to be taken if outside tolerance	
	R		**28.6**	**Base**	**Calibration Records**	Calibration certificates and records of verification must be available and up to date.	
P		**O**	**28.7**	**Base**	**Equipment**	Measuring and monitoring equipment must be protected from unauthorised adjustment, damage, deterioration and misuse.	
P	**R**	**O**	**28.8**	**Base**	**Equipment**	Equipment that is operating outside of specified limits must be taken out of service, replaced or sent for repair. Documented corrective action must be evident where inaccurate measuring or monitoring equipment has been used.	
P	**R**	**O**	**28.8.1**	**ASPN**	**Equipment**	Where equipment is out of service or away for repair a back up device is available for use.	
	R		**28.9**	**Base**	**Temperature probes**	Temperature probes must be calibrated / verified at the temperature range at which they are used.	

	R		**28.10**	**Base**	**Weights**	Standard weights that are used for verification must be of the same weight range as the products being produced.	
P	**R**		**28.11**	**Base**	**Equipment**	Equipment e.g. flow meters, counting devices, timer devices and ovens etc. must be calibrated at a frequency at least as recommended by the equipment manufacturer.	
	R		**28.12**	**Base**	**Training**	All calibration / verification must be carried out by trained personnel only.	

Section 29	Cleaning Programme

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
	R	O	29.1	Base	Hygiene Management	There must be a suitably trained manager accountable for overseeing all cleaning functions and the standards achieved. Site management meetings must review factory hygiene. (Reference to section 9.3 is recommended)	
	R	O	29.2	Base	Hygiene Management	Where cleaning contractors are utilised, all related sections such as training, personal hygiene, medical screening etc are still applicable. There must be a formal handover each day of the 'clean' factory.	
P			29.3	Base	Cleaning Procedures	The site must have documented cleaning procedures for equipment, production storage, maintenance, employee facilities and external areas.	
P			29.4	Base	Cleaning Procedures	Cleaning procedures must contain the following: • Details on how to strip equipment and to what level • Required equipment and chemicals (including dilution and temperature) • Cleaning methods • How to re-assemble equipment and changing parts if necessary • The replacement of damaged "O" rings where fitted	
P			29.4.1	High	Cleaning	Cleaning procedures should have a unique reference	

					Procedures	number that links to site cleaning schedules / records. Cleaning procedures should include photographs showing key inspection points.	
P	**R**		**29.5**	**Base**	**Cleaning Schedules**	Cleaning schedules must be in place for all areas. Schedules must be determined by risk assessment. The risk assessment must be used to determine the different types and levels of cleaning required on specific equipment between batches, between shifts, daily, weekly, monthly etc.	
P			**29.5.1**	**ASPN**	**Cleaning Schedules**	A wall planner or computer based system may be used to plan periodic cleaning, highlighting when items are due for cleaning.	
	R	**O**	**29.6**	**Base**	**Cleaning Resource**	Sufficient manpower and production downtime must be provided to ensure the cleaning schedule can be completed in full. The necessary resources to complete the cleaning operation in an effective manner must be provided e.g. personnel, cleaning equipment, chemicals, protective clothing. Cleaning personnel must be trained in the use and handling of chemicals and against cleaning procedures. Cleaning schedule should be fully integrated in the production scheduling / planning process.	
	R		**29.6.1**	**ASPN**	**Cleaning Resource**	Calculations to determine hygiene manpower requirement should be based on scheduled cleaning frequencies and time allocations for each cleaning should be available.	
	R		**29.7**	**Base**	**Cleaning Chemicals**	Safety data sheets must be available for all chemicals used on the site.	

						The factory must be able to demonstrate how chemicals were selected i.e. their suitability for the method and food product type e.g. high fat, cooking residue etc.	
P	**R**		**29.8**	**Base**	**Cleaning Records**	Checklists must be completed to demonstrate what cleaning has been completed and by whom. It must be the responsibility of the management to verify cleaning is completed to specified schedules and standards. Visual hygiene standards must be checked by production prior to start-up and documented.	
P	**R**		**29.8.1**	**Medium**	**Swabbing**	Hygiene standards must be verified by equipment swabbing according to a risk assessed plan. Swabs must be tested by the laboratory a maximum of 24 hours after sampling.	
P	**R**		**29.8.2**	**ASPN**	**Swabbing**	ATP test kits should be used to release key items of equipment post cleaning prior to use.	
P	**R**		**29.9**	**Base**	**Cleaning Records**	All re-cleans and corrective actions following visually unsatisfactory cleaning or out of specification swab results must be clearly documented.	
	R		**29.10**	**Medium**	**Swabbing**	Trends of swab results must be reviewed on an ongoing basis. Action must be evident for adverse trends.	
P	**R**		**29.11**	**Medium**	**Swabbing**	Environmental swabbing must be conducted in accordance with the Tesco Environmental Swab Policy (51) or the equivalent where in existence. Swabbing of the environment and contact surfaces for pathogen harbourage (*e.g Listeria Spp.*) must be	

						completed to a risk assessed schedule.	
P		**O**	**29.12**	**Base**	**Cleaning Procedure**	The site must have a documented procedure for handling blocked drains in the production areas.	
		O	**29.13**	**Base**	**Cleaning Equipment**	Drain cleaning equipment must be designated for production / storage areas.	
		O	**29.13.1**	**High**	**Cleaning Equipment**	Drain cleaning equipment must be designated for high risk/high care areas.	
	R		**29.14**	**Base**	**CIP System**	Clean In Place (CIP) systems for pipe work, tanks and instrumentation must be designed by specialist engineers. Evidence must be available of commissioning and process verification.	Where a CIP system has been in place for a number of years and no commissioning documentation evidence is available or where the system has not been designed by specialists, 3rd party verification should be available.
P	**R**	**O**	**29.15**	**Base**	**CIP COP**	Site conforms to the Tesco COP 409 "Code of Practice for Cleaning In Place Systems".	
P	**R**	**O**	**29.16**	**Base**	**CIP Documents**	Procedures must be in place for the monitoring of concentration of chemicals, time and temperature. All records must be readily available. Where applicable, documented test results must be available to demonstrate that chemicals have been effectively flushed from pipes and tanks.	
	R		**29.17**	**Base**	**CIP Training**	The CIP system is operated by trained personnel. Training is updated and recorded where modifications are made.	

P	**R**		**29.18**	**Base**	**CIP Maintenance**	Spray devices, valves, gaskets etc are removed and inspected as per manufacturer's recommendations and results recorded.	
P	**R**		**29.19**	**Base**	**CIP Calibration**	Calibration of instrumentation is carried out at least annually or more frequently if defined by risk assessment and or the manufacturer.	
			29.30	**ASPN**	**CIP Systems**	New CIP installations should be fully automatic.	

Section 30	Transport

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
		O	30.1	Base	Transport	All vehicles used for transportation must ensure the food safety, legality and quality of materials e.g. raw materials, packaging, work in progress and finished goods.	
P	R		30.2	Base	Third Parties	If a third party haulage contractor is used, all the requirements must be defined within a contract and effectively managed. This should include storage facilities where used as part of the contract. Haulage contractors must be formally approved by recognised schemes where required e.g. animal welfare standards / farm assurance.	
		O	30.3	Base	Maintenance and Hygiene	Vehicles used for transportation must be well maintained and in a good hygienic condition.	
P	R		30.4	Base	Maintenance and Hygiene	Documented maintenance and hygiene procedures must be in place for all vehicles (including pipe work e.g. milk tankers).	
P			30.5	Base	Contamination	Procedures must be in place to minimise the risk of cross contamination (including taint) during transportation.	
		O	30.6	Base	Loading	Where materials are susceptible to weather damage, vehicles must be unloaded / loaded in covered bays or materials suitably covered to protect the materials. Chilled/frozen materials must be loaded and unloaded in temperature controlled bays, or ways of working	

						must be such that temperature is not compromised.	
P	**R**		**30.7**	**Base**	**Security**	Procedures must be in place to ensure product is held under secure conditions during transport.	
P	**R**		**30.8**	**Base**	**Temperature Control**	Where temperature controlled transport is required, documented procedures must be in place to ensure the temperature requirements are met. Transport must be capable of maintaining product temperature within specification, under maximum load.	
	R	**O**	**30.8.1**	**Base**	**Temperature Control**	Temperature controlled transport must incorporate temperature data logging devices which can be inspected to confirm temperature conditions or a manual system must be in place to validate the correct operation of refrigerated equipment.	
P			**30.9**	**Base**	**Breakdown**	Procedures must be in place in case of breakdown of vehicle refrigeration. All incidences of refrigeration equipment breakdown must be recorded and corrective actions documented.	

Section 31	Medical Screening

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P			**31.1**	**Base**	**Medical Screening**	Medical screening procedures (or the equivalent in specific countries) must be in place for personnel entering storage or production areas to minimise risk to product safety. In countries where food handling screening is required by government, the site may not have its own systems in place.	
P	**R**	**O**	**31.2**	**Base**	**Pre-Employment Medical Screening**	All personnel must be assessed for health risks before entering the food production / storage area for the first time. A structured questionnaire must form the basis for assessment, which is signed and dated by the applicant. The questionnaire must be used as background information for a trained person to verify personnel are fit to work as a food handler. Where a risk is identified further medical screening may be required before permission is granted to enter production / storage areas e.g. stool testing.	
P	**R**		**31.3**	**Base**	**Visitors / Contractors**	Before being allowed into food production / storage areas, visitors and contractors must complete a medical questionnaire. Questionnaires must be checked and signed by	

						trained personnel.	
P	**R**		**31.4**	**Base**	**Reporting Illness**	The site must have a procedure for the notification by personnel, including temporary personnel, of any relevant infectious diseases or condition which they may be suffering from, or have been in contact with.	
P	**R**		**31.5**	**Base**	**Reporting Illness**	Where the site is aware of a person who has entered the site was suffering from a condition which could have compromised food safety, steps must be taken to minimise any risk to food safety e.g. an operative has been diagnosed with food poisoning.	The areas where the individual has been working should be assessed to enable the potential risk to product to be established.
P	**R**		**31.6**	**Base**	**Reporting Illness**	Employees must report any illness to their line manager as soon as it occurs. A decision must be made as to whether the employee can continue to work in the existing or another job. (e.g. employee may be restricted to low risk areas until medical confirmation received). Employees suffering diarrhoea or vomiting must be excluded from any work on site.	
P	**R**		**31.7**	**Base**	**Return To Work**	A procedure for return to work after illness must be in place. A risk assessment must be completed prior to employees commencing work. People who have suffered from diarrhoea must not enter the production / storage areas until they are symptom free (minimum 48 hours).	Return to work forms are assessed by a trained manager.

P	**R**		**31.8**	**Base**	**Procedures**	Procedures must be in place for all employees, visitors or contractors who have been working in or visiting areas where product safety could be compromised (e.g. restricted zones due to outbreaks).	Return to work procedure after foreign travel. Inclusion of areas previously visited on the visitor questionnaire e.g. farms or slaughter houses.
P	**R**		**31.9**	**Base**	**Procedures**	Procedures must be in place for managing any bodily fluid spillages e.g vomiting, bleeding etc. within the production and storage areas.	
P	**R**		**31.10**	**Base**	**Emergency Entry**	Procedures must be in place for people that require entry to food handling areas in emergency situations (e.g. medical or fire personnel).	Procedure for how the area would be cleaned prior to production recommencing.

Section 32	Employment Agencies

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P			**32.1**	**Base**	**Employment Agency**	The agency policies, procedures and activities must meet the legal requirements in the operating country.	
			32.1.1	**Base**	**Employment Agency (Tesco UK only)**	*In the UK agencies supplying workers for agricultural and food processing jobs must have a GLA (Gangmaster Licensing Authority) license. The licence number must be provided.* *GLA licenses are required for all agencies providing workers involved in agriculture, horticulture, shellfish gathering and food and drink processing and packaging.*	*If in doubt as to wether an agency requires a license, sites should contact the GLA on 0845 602 5020 or enquiries@gla.gsi.gov.uk*
		O	**32.1.2**	**ASPN**	**Employment Agency (Tesco UK only)**	*Site is registered on the Government Gateway website for the Active Checks service, so that they are informed immediately if the agency's license is revoked.*	
	R		**32.1.3**	**ASPN**	**Employment Agency**	The agency is a member of a recognised trade body (in the country in which it is operating) and complies with a Best Practice protocol.	
P			**32.2**	**Base**	**Employment Agency**	The site must have procedures in place to demonstrate that they manage employment agencies.	
		O	**32.2.1**	**ASPN**	**Employment Agency**	Employment agency workers are not used in high care / risk areas or in roles dealing with live animals (from a welfare perspective).	
P			**32.3**	**Base**	**Agency Contract**	A contract between agency and site must be documented and signed by both parties. The contract must be reviewed regularly and	In addition to the Contract, a "Service Level Agreement" outlines standards and processes for the supply of labour, including: Training, H & S

						include reference to expectations on minimum wage and working hours etc. *In the UK, the site must pay at least the GLA minimum charge rate, as listed on www.gla.gov.uk (under "Information for Labour Providers")*	management, Accident and Injury reporting, Checking right to work and Monitoring of working hours.
P	**R**		**32.4**	**Base**	**Audits**	The Agency must have been approved by a competent auditor from or on behalf of the site prior to commencing supply of personnel to site. Once approved, further audits must be completed to ensure compliance, both at the agency site and through questioning of personnel (twice per year minimum). Timescales and corrective actions must be agreed by both parties. The completion of corrective actions within agreed timescales must be verified.	Auditors have a good understanding of employment law and experience auditing personnel records. Audits include a review of payslips and tax and National Insurance payments.
	R		**32.5**	**Base**	**Interviews**	The agency must conduct face to face interviews with potential employees. This must include: • Employment history (previous assignments) • Literacy • Ability to understand the local language and communicate • Confirming legality to work at the site • Confirmation of any disability Records must be kept to confirm this (date and name of interviewer)	
P	**R**		**32.6**	**Base**	**Medical Screening**	Agency personnel must complete and sign a medical screening questionnaire and Food Handlers Agreement (requiring personnel to	This should include confirming that hearing and eyesight are good where this is important for their job.

						report certain medical conditions they have suffered from while away from site)	
P	**R**		**32.7**	**Base**	**Employment Agency**	The site and the agency must be able to identify the individual agency personnel that are on site at any time. The site and agency must be able to identify what job each agency employee is doing in any one day.	Names and numbers of workers on site at any one time should be kept (for fire evacuation purposes)
P	**R**		**32.8**	**Base**	**Employment Agency**	The site must be responsible for fully briefing agencies on the site standards regarding hygiene, product safety, personal hygiene rules, disciplinary procedures, health and safety (standards and requirements) and health screening procedures. In addition to any off site briefing, agency personnel must be given appropriate instructions and guidance at the site as soon as they arrive e.g. fire escape routes, first aid locations etc.	
P	**R**		**32.9**	**Base**	**Employment Agency**	Agency personnel must be physically shown procedures relating to basic food safety by a trained site based individual (e.g. hand washing, changing procedures, etc.). Records must be kept to confirm that they have received and understood it.	
P	**R**		**32.10**	**Base**	**Personnel Files**	The agency must hold a file for each employee which includes: • Evidence of eligibility to work in the country • Literacy information • Training records • A signed contractual agreement between the	

						agency and operative • A completed and signed Food Handlers agreement • A signed medical screening questionnaire • Recent photograph of the worker	
P			**32.11**	**Base**	**Supervision**	Agency personnel must be suitably trained for all work activities that they will carry out and supervised to an appropriate level.	
P	**R**		**32.11.1**	**ASPN**	**Supervision**	The number of agency personnel utilised before a site-based agency employed supervisor is required should be agreed by the site. The ratio of agency personnel to site based supervisors should be documented, audited and the effectiveness challenged.	
P	**R**		**32.12**	**Base**	**Training**	The agency must train their personnel using the same criteria as the site training. Records must be signed off by the trainer and trainee. Records must confirm that the employee has received and understood the training given.	Training materials may be required in the employees' first language and the use of interpreters if necessary.
P	**R**		**32.13**	**Base**	**Training**	Agency personnel must not be operating in a job that could be potentially dangerous in the absence of suitable training and supervision e.g. CCP job. The site must verify performance themselves and provide appropriate training. Records must be retained.	

Section 33	Environment

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅ What Good Looks Like
P			**33.1**	**Base**	**Policy**	A site specific Environmental Policy must be in place, detailing responsibility for meeting local legislative requirements, minimising overall environmental impact and how this is measured.	
P			**33.2**	**Base**	**Quality Management System**	The Quality Management System must ensure environmental matters are identified and managed (e.g. waste control, recycling, use of water etc)	
	R		**33.3**	**Base**	**Risk Assessment**	A documented assessment must have been completed to identify any potential environmental risks and how they are being controlled.	
	R	**O**	**33.4**	**Base**	**Potential Contaminants**	Where measures have been put in place to protect the site from potential contaminants (e.g. from neighbours or ground contamination), these must be regularly reviewed to ensure they continue to be effective.	
		O	**33.5**	**Base**	**Environment**	Consideration must have been given to the local environment to ensure that site operations do not (potentially) adversely impact on any sensitive local environmental conditions. Where in place these must be regularly reviewed to ensure they continue to be effective.	
	R	**O**	**33.6**	**Base**	**Independent Audits**	Where the site has had an independent environmental audit completed, any non-conformances raised must be effectively managed.	

Section 34	Ethical Trading

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅ What Good Looks Like
P	**R**		**34.1**	**Base**	**Corporate Commitment to Ethical Trading**	Management must have knowledge of the Ethical Trading Initiative (ETI) Base Code and Tesco ethical trading requirements in the Tesco Ethical Code of Practice. The site must comply with Tesco requirements for ethical trade audits (where deemed necessary). Management must have knowledge of all applicable local labour laws. A written ethical trading policy statement must be in place which must be communicated to the workforce. Management must be aware of their ethical risk rating (available from Tesco Technical Manager). *The site must be registered with SEDEX (where required by the relevant Tesco operating country). The self assessment information must be completed and kept up to date.* If rated as High Risk, the site must have an ethical audit conducted by a Tesco recognised auditor prior to supply and every year. If rated Medium Risk, the site must have an ethical audit prior to supply and every 2 years.	The policy makes reference to the ETI Base Code and is signed by the owner or director The policy is mentioned at induction, in site newsletters and displayed on staff notice boards.

						All non-compliances raised in an ethical audit must be resolved within the timeframes outlined in the Corrective Action Plan.	
P	**R**	**O**	**34.2**	**Base**	**ETI Base Code**	The site must comply with the ETI base code.	
P	**R**	**O**	**34.2.1**	**Base**	**ETI Base Code**	The site can demonstrate that employment is freely chosen.	Jobs are openly advertised or open to all who meet the personal criteria.
P	**R**	**O**	**34.2.2**	**Base**	**ETI Base Code**	Workers are allowed freedom of association.	Union membership allowed and/or worker councils present.
P	**R**	**O**	**34.2.3**	**Base**	**ETI Base Code**	Working conditions are safe and hygienic. Designated persons (adequately trained) responsible for health and safety, and health and safety risk assessments undertaken, where appropriate.	Qualified safety person used to assess safety risks. Safety committees meet and minutes kept.
P	**R**	**O**	**34.2.4**	**Base**	**ETI Base Code**	Worker welfare facilities adequate.	Changing rooms, toilets, eating areas and first aid facilities provided and well maintained
P	**R**	**O**	**34.2.5**	**Base**	**ETI Base Code**	No child labour.	The age of all workers is known and there is a system in place to manage the work completed by under 18 year olds.
P	**R**	**O**	**34.2.6**	**Base**	**ETI Base Code**	Wages are enough to meet the basic needs and provide some discretionary income, or comply with minimum wage legislation, where it exists.	The site pays the minimum wage and overtime premiums. The site has a system to monitor working hours.
P	**R**	**O**	**34.2.7**	**Base**	**ETI Base Code**	Working hours do not exceed 48 hours (unless employee has chosen to opt out).	Site has a system in place for monitoring working hours.
P	**R**	**O**	**34.2.8**	**Base**	**ETI Base Code**	The site operates an Equal Opportunities policy and does not discriminate on race, caste, age, gender, religion or union membership etc.	

P	**R**	**O**	**34.2.9**	**Base**	**ETI Base Code**	Work is on the basis of a recognised employment relationship.	Site has contracts of employment.
P	**R**	**O**	**34.2.10**	**Base**	**ETI Base Code**	No harsh or inhumane treatment of staff.	Site has a disciplinary, appeal and grievance procedure.
P	**R**		**34.3**	**ASPN**	**Ethical Trading in the supply chain**	Suppliers should have policies and procedures in place for managing ethical trading standards with their own suppliers.	A risk-based compliance programme for ethical trading standards, based on the ETI Base Code, using competent and independent ethical auditors, and managed through the Sedex website.

Section 35	Management Control

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
		O	**35.1**	**Base**	**Site Management**	The site must have suitable management control systems in place in to ensure the safety, legality and quality of the products supplied to Tesco.	
	R	**O**	**35.2**	**Base**	**Senior Management Notification**	The site must have systems in place to ensure that the relevant senior manager is notified of any safety, legality and quality issues that are identified with Tesco product.	
	R	**O**	**35.3**	**Base**	**Senior Management Review**	Systems must be in place to ensure that the senior management team regularly review the safety, legality and quality of product supplied to Tesco and the GMP standards of the production facility.	This review may form part of regular scheduled management meetings, where the Technical / Quality department provide information on site performance e.g. Key Performance Indicators (KPIs)
	R	**O**	**35.4**	**Base**	**Corrective Action**	The senior management team must ensure that where the need for corrective action is identified, that this corrective action is effectively implemented.	

Appendix 1	Raw Material Specifications

RAW MATERIAL SPECIFICATIONS

All raw materials (including packaging) to be used in Tesco products must be brought against a specification. This specification must cover the following minimum requirements where relevant.

- Product description and quality standards.
- Raw material supplier's address, telephone and other contact details (including country of origin, and emergency contact details) where the source may impact on legality and food safety.
- Process details (including HACCP, safety, legal and quality critical control points) and Process controls and QA procedures.
- Weight
- Packaging, labelling and coding details (such that codes can be interpreted)
- Product life and conditions of use.
- Distribution and storage requirements. Specified delivery temperature parameters.
- Process controls and QA procedures.
- Foreign body controls (including screening, metal detection, wood and glass control)
- Product protection details (including segregation of nuts and seeds; vegetarian, non-genetically modified and organic materials; raw and cooked material).
- Finished product ingredients (including processing aids).
- Microbiological, chemical and physical standards (including pesticide residues, migration data, species testing where appropriate).

- Food intolerance data.
- Genetically Modified status (including plant source and ‘Identity Preserved’ source)
- Certification proof if e.g. organic supplier, or British meat supplier, British eggs, etc.
- Animal welfare standards.
- Reconstitution weights, if applicable.
- Physical standard tolerances and photographic standards (based on Red, Amber, Green standards)
- Lead times
- Seasonal variation if applicable – and subsequent effect on quality and availability.
- Where applicable, compliance with compositional standard regulations (e.g.: meat content)
- Specific attributes/standards when relevant to specific food groups, e.g.: meat (maturation, pH, kill date, specific cut details). Cheese (slow vat controls), Potato (glycoalkaloids), etc.
- Nutritional information – confirm whether analytical or theoretical.
- Vegetarian – if material is to be used for vegetarian product, ensure supplier can confirm to vegetarian requirements
- Adherence to nut and seed code of practice,

Appendix 2	Document Review

The review has involved a large number of changes which can be found in the table below. It is recommended that suppliers carry out a Gap Analysis to identify any changes in the Tesco Requirements. Very minor changes e.g. change to clause layout or corrections of spelling errors have not been included in the following table. **The introduction (pages 3 – 7) has been rewritten to help the reader understand the requirements.**

Section No.	Section	Clause	Amends
1	HACCP	1.2	**Addition to WGLL**– With support from Product Development, Purchasing, Distribution etc as appropriate added and "not exhaustive list".
		1.2.1	**New ASPN** – At least one member of the HACCP team has completed a recognised qualification in Advanced HACCP.
		1.2.2	**New ASPN** – Refresher training of the HACCP team is undertaken annually, regardless of any change in production processes.
		1.6	**Change in wording** – now states "A flow diagram covering all steps in the operation including rework, water where used and waste must be constructed"
		1.8	**Change in wording –** now states "Presence or production of toxins, chemicals or foreign bodies and allergens".
		1.9	**Change in wording** – now states "The HACCP team must also consider what control measures (if any exist) for the remaining hazards, can be applied to prevent, eliminate or reduce the risk to acceptable levels".
		1.9.1	**New Base** – previously ASPN
		1.10	**Removed** – Definition of a CCP Note. As it's in the Glossary
		1.14	**Addition to Clause** - If the risk assessment deems the product to be safe it must not be supplied to Tesco without first discussing the issue and submitting documented evidence to support product safety with the relevant Tesco TM.
		1.14.1	**New Base** - The HACCP must be reviewed at the earliest opportunity following accepted deviation from the defined critical limits.
		1.18	**Addition to Clause** – Two more examples of review changes added and "not exhaustive list".
2	Finished Product Specifications	2.1	**Addition to WGLL** - *For the UK/ROI/US all TTL specifications should be active on or before the point at which products are on sale*.
		2.2	**Addition to WGLL** - The content within the specification should be current and contain all relevant product information including full details of rework and how

			its used (e.g. percentage to each batch, used in like for like product only, life and break in use of rework), WIP, testing etc
		2.7	**Addition to WGLL** - *The key email contact for the alerts, cascades the information to the correct person/department in a timely manner.*
3	Raw Material & Secondary Site Management	3.2	**Change to wording –** now states "Corrective actions have been followed up and completed".
		3.2.1	**New Base** - Where a contingency raw material/supplier is required, the site must first contact the Tesco TM for acceptance. Where agreed the site must have the following information about the product and supplier (as a minimum): • A specification for the product • A 3rd Party audit report and certificate • Test results (micro, chemical), where appropriate • Documentation to demonstrate compliance with Tesco COPs Contingency suppliers are those used at very short notice, generally as a one off due to approved suppliers being unable to supply. Raw material must be on a like for like basis (e.g. Not using coloured cheddar cheese in place of white cheddar cheese)
		3.3	**Addition to WGLL -** The third party audit report will provide the site with details of non-conformances, which will assist in the site being able to make a full and proper risk assessment. (e.g. the report may show a number of failings in Quality Management systems, which the site may wish to verify for themselves) A certificate does not necessarily demonstrate closure of non-conformances. Not all third party Food Safety schemes issue certificates on the closure of all non-conformances. Some verify at next audit. Where electronic systems are used by Certification Bodies for site reports and certificates, these may be used to negate the need to print relevant information. Site however, should be able to demonstrate they can navigate the system.

			This information may be held on-site or centrally (e.g. head office).
		3.6	**Change in wording –** now states "Supplier audits must be completed by trained auditors with an understanding of processes and the risks associated with the product area/site being assessed".
		3.8	**Addition to WGLL -** Electronic signatures are acceptable.(previously part of the clause).
		3.11	**Change in wording** - now states "*All Meat and meat ingredients must be sourced from Tesco Approved Agricultural Supplier List (203) unless authorised by the Tesco Technical Manager (Tesco UK only)* *Fresh Produce must be sourced from Tesco Approved Sources e.g. Nurture Certificated unless authorised by the Tesco Technical Manager (Tesco UK only).* *There may be other in country approved lists. Sites need to demonstrate compliance where these exist".*
		3.12	**Change in wording –** now states "Date/Lot coding (meets specification and matches COA where received)".
		3.13	**Addition to Clause** - In some instances e.g. with fresh produce, maturity may be used to determine the order of use. Note**.** This addition was previously part of clause 11.6
		3.16	**Addition to Clause -** Hazardous materials e.g. citric acid, alcohol, flammable flavourings/aromas, must be suitably stored and controlled to reduce the risk of contamination, taint and injury to persons.
4	Packaging	4.2.1	**New Base -** Where a contingency packaging supplier is required, the site must first contact the Tesco TM for acceptance. Where agreed the site must have the following information about the product and supplier (as a minimum): • A specification for the product • A 3rd Party audit report and certificate • Test results (micro, chemical), where appropriate

			• Documentation to demonstrate compliance with any Tesco COPs Contingency suppliers are those used at very short notice, generally as a one off due to approved suppliers being unable to supply. Packaging must be on a like for like basis
		4.3	**Addition to WGLL** - The third party audit report will provide the site with details of non-conformances, which will assist in the site being able to make a full and proper risk assessment. (e.g. the report may show a number of failings in Quality Management systems, which the site may wish to verify for themselves) A certificate does not necessarily demonstrate closure of non-conformances. Not all third party Food Safety schemes issue certificates on the closure of all non-conformances. Some verify at next audit. Where electronic systems are used by Certification Bodies for site reports and certificates, these may be used to negate the need to print relevant information. Site however, should be able to demonstrate they can navigate the system.
		4.6	**Change in wording** – now states "Supplier audits must be completed by trained auditors with an understanding of processes and the risks associated with the packaging/site being assessed".
		4.8	**Addition to Clause –** Requirement now includes, Supplier Name, Address and Artwork. **Addition to WGLL** - Electronic signatures are acceptable.
		4.9	**Addition to WGLL -** Sites should keep themselves up to date on the legislation, as amends are made on an almost annual basis. The regulations cover the packaging material, inserts, printing materials (e.g. inks) and adhesives which are in direct contact with the product.
		4.13	**Addition to WGLL -** For example similar recipes (cookies with/without nuts), different pack sizes (may only have different bar codes), promotional flash labels etc should be segregated or suitably controlled.

			Good segregation may take the form of product labels separated by a promotional label, dedicated pallet spaces in the case of large quantities or post office style sorting box.
		4.14	**Addition to Clause -** Part-used packaging should be returned to storage and suitably covered to protect from contamination after use. Based on risk assessment bulk packaging (e.g. films, plastic for bases) which is used daily for all products may be left on line provided it is suitably covered to protect from contamination and is removed and covered during cleaning.
5	External Areas and Site Security	5.2	**Addition to WGLL** - Where no fencing exists (e.g. the site is on a business park, isolated location in countryside etc) the site should be secure to prevent unauthorised public access, domestic animals and unlawful entry.
		5.3	**Change in wording** – now states "External areas must be kept tidy and free from unnecessary items that could provide potential pest harbourage". **Change to WGL**L – now states "No redundant or stored equipment stored outside".
		5.3.1	**New Base** – previously part of 5.3
		5.3.2	**New ASPN** - External drains should be visually identified as factory effluent, surface water or sewage and show direction of flow. **Addition to WGLL** - Painted colour coded arrows on the drain covers, showing direction of flow and waste type.
		5.4	**Change in wording –** now states "When present, vegetation must be kept trimmed and clear from the production and storage buildings (approximately 1 metre clearance, to prevent pest harbourage). Where this is out of the sites control (e.g. site is rented or neighbouring site is close and they don't keep vegetation at bay) there should be evidence of persistent communications and management of potential issues".
		5.5	**Change in wording –** now states "External units (including silos, tanks, chillers & freezers) must be kept locked and have restricted access".
		5.5.1	**New ASPN -** Other external units (e.g. portacabins) which are close to the ground, with large inaccessible voids underneath should be made inaccessible to

			rodents. **Addition to WGLL -** Units should be sited on a concrete base and or sealed at base to prevent pest ingress.
		5.6	**Change in wording** – now states "Where unavoidable, items must be in a hygienic condition and protected from deterioration, contamination, pests and must be inspected in detail prior to transfer to the site. This includes all Tesco reusable product crates".
6	Design and Construction of Premises	6.5	**Change in wording** – now states "All sinks in production areas must not be constructed from porous or breakable material".
		6.6.	**Change in wording** – now states "Drains must be accessible for cleaning and fitted with screens or traps to prevent pest entry and odours".
		6.8.1	**Change in wording –** now states "Windows designed to be open, must be suitably proofed to prevent pest entry (including canteens, toilets and locker facilities that adjoin the factory)".
		6.9	**Addition to WGLL -** Good door control should be in place (i.e. doors not being left open for long periods to temperature controlled areas, or allowing free access to birds) Strip curtains should be full length and intact. Curtains which part (slide) on opening of main door are preferred, as these do not trail over forklift trucks and products and are therefore easier to keep clean and less prone to damage.
		6.11	**Change in wording –** now states "Ventilation and extraction systems must be effective at preventing condensation, excessive dust, pest entry and not pose a risk to product (e.g. its location in respect of product and processes)". **Addition to WGLL -** Risk assessment may need to be used in order to determine that where condensate is present, samples may need to be sent away for microbiological and heavy metal screening e.g. chocolate manufacture.
		6.11.2	**Addition to Clause -** Positive air pressure (>5 Pascals) must be in place in high risk areas and monitored at defined frequencies. **Addition to WGLL -** Note: Grades are based on the efficiency of the filter to trap defined particle sizes. F7 grade is 80% efficient and F9-H11 is 98% efficient.

			Generally 5-25 air changes per hour are sufficient, however in areas with large doors/hatches that are frequently opened, up to 40 changes may be required.
		6.11.3	**New Base** – previously High
		6.11.4	**New High** – previously part of 6.11.3 **Addition to Clause**- High Risk and Low Risk air socks should be washed separately.
		6.12	**Addition to Clause -** All services (pipework for water/gas/steam/compressed air, electrical cabling/conduit/sockets, ventilation ducting, compressors/pumps, fire extinguishers/sprinkler systems etc) should be designed from material suitable for the purpose and appropriate to the area where used, intact and allow easy and effective cleaning. (Health and Safety requirements in the country of manufacture must be adhered to). Note**.** Item has been renamed as "Services"
		6.13	**Addition to WGLL -** Racking where fitted should be far enough away from the wall, to prevent pallets being pushed up tight against the wall. There should be enough space to allow walking access between materials and walls for inspection.
		6.14	**Addition to Clause -** Condensate pipes must flow to drain and not drip on product, materials, packaging or production equipment. **Addition to WGLL -** Pipe should end a few centimetres above the drain and not ducted directly into the drain.
		6.14.1	**Addition to WGLL -** Traps are "U" or "S" type which, contain water, thus preventing air to be drawn back. There should be no break in the pipe work.
		6.14.2	**Removed -** Condensate pipes must have a trap in the pipe work to prevent a back flow of air from the drains and condensate must be channelled directly out of the area to a drain in fully enclosed pipe work.

			Note. This is 6.14.1 **Addition to WGLL -** Sanitising rings do not negate the need to maintain the evaporators and pipe work properly.
		6.14.4	**Addition to Clause -** Temperature controlled areas must be capable of maintaining the required temperature.
		6.15	**Change in wording** – now states "Eating and drinking is not permitted in these offices, with the exception of plain drinking water". **Addition to WGLL -** Offices should have basic equipment (desk, chair, storage, computer etc) which is of an easy to clean construction. They should not be adorned with personal items (e.g. collectables, cups, bottles etc) Stationary items should be consistent with site rules and GMP (e.g. factory issue pens, no staples, no drawing pins etc)
		Guidance	**Addition to Guidance -** Campden BRI Guidelines on air quality standards for the food industry No 12 (www.campden.co.uk)
7	Design and Construction of Equipment	7.1	**Addition to Clause -** The layout must not pose a risk of contamination. **Addition to WGLL -** Equipment should not be located too close to sinks, waste units, allergen production, washing etc
		7.3	**Addition to WGLL -** Food contact surfaces should have continuous welds, be free of inaccessible crevices, excessive scratches and pitting to prevent the trapping of food debris.
		7.5	**Change in wording** – now states "regularly inspected/monitored for wear and damage"
		7.6	**Addition to Clause -** Equipment must be sited away from potential risks of contamination (e.g. not to close to a hand wash sink).
		7.7	**Addition to WGLL -** Mobile equipment should be stored away from packaging and food ingredients, when not in use.
		7.7.1	**Addition to WGLL -** Equipment with maintenance free batteries may be charged in these areas, provided they are stored away from open food processes.

8	Employee Facilities and Personal Protective Equipment	8.1	**Addition to Clause -** Smoking areas where provided, must comply with in country legislation. Where provided they must be maintained in a clean condition and have bins for the tabs / butts (to prevent transfer into the factory on soles of shoes). No tabs / butts can be disposed of on the floor.
		8.2	**Change to WGLL –** now states "No personal items should be carried by staff. Facilities should be secure, giving staff (including agency and temporary workers) the confidence to leave their belongings".
		8.2.1	**Addition to Clause** – (see clause 8.14.1) **Removed -** (Systems must be in place to allow waste to be removed e.g. medium to low, low to external areas.) **Addition to WGLL -** The same should be applied to visitors/management and visitor/management changing areas.
		8.4.5	**New ASPN -** Locker inspection/audits are carried out at a defined frequency. Employee should be present.
		8.5	**Addition to Clause** - Hand washing signs must be displayed in toilet areas. Coat hooks must be located outside the toilet area. Note. First sentence was previously in 10.2
		8.5.1	**Addition to WGLL -** Legionnaires' Disease: The control of Legionella bacteria in water systems. Approved Code of Practice and Guidance 2000 (www.hse.gov.uk)
		8.5.2	**Change in wording –** now states "Toilets must be 'fit for purpose' for the ethnicity of staff".
		8.5.3	**New ASPN -** Taps in toilet facilities should be mixer taps not be hand operated.
		8.8	**Addition to WGLL -** Food left by employees should be removed as necessary.
		8.9	**Change in wording –** now states "Head covering must be worn by all personnel. (If food is not exposed, head covering and beard snoods are not required)".
		8.9.2	**New High -** Single use disposable hairnets or mop caps must be worn. No cloth (washable) hair covering is worn without a hairnet.

			Addition to WGLL - High care / risk hairnets should be placed over the top of low risk hairnets rather than constant removal.
		8.10	**Change in wording –** now states "Protective clothing must be maintained in good clean condition. A procedure must be in place to manage repairs including the control of pins and needles". **Removed -** No personal items must be carried in pockets (see 10.10). Note. Covered in 10.10 **Addition to WGLL -** A full complement of different coloured PPE should be worn i.e. coats and footwear (including gloves and aprons where worn). Coats may be distinguished by coloured collars. Coats should be free of rips, tears, loose threads and missing poppers etc
		8.10.1	**Addition to Clause -** Protective clothing must cover all personal clothing above knee height. Arms must not be exposed, unless risk assessment deems there is a risk to product safety from coat sleeves. Protective clothing must be free from external pockets, buttons and not have access to own pockets. Engineers should not wear their workshop coats in the factory during production. **Addition to WGLL -** Hoods on personal clothing must be under the protective clothing. Consideration should be given to not wearing factory coats in engineering workshops.
		8.11	**Change in wording –** now states "Coats/jackets must be removed before entering toilets, canteen/rest areas, smoking areas and offices (outside production areas)".
		8.11.1	**Change in wording –** now states **"**Protective clothing worn above the knee must be removed in non-production areas (excluding footwear).

			Where knee length coats are not worn, staff should change out of company issue trousers".
		8.13	**Change in wording –** now states "Protective clothing for engineering, hygiene (and where applicable laboratory) staff must be laundered separately to food production work wear (including canteen staff PPE) to prevent possible foreign body contamination This may be in house or by an external company. In certain circumstances home laundry programmes may be permitted. Line drying is not permitted. Staff must not wear protective clothing to and from work and it must be transported in a clean bag".
		8.14.1	**Change in wording –** now states "Suitable footwear must be provided and remain captive to the inside of the building. Short external walkways **<u>may</u>** be acceptable if they are: -clearly defined -well maintained e.g. smooth (non slip) hard surface -clean with no debris / pooling water (daily cleaning) -not connected to smoking areas If staff, enter toilets in their factory footwear: the toilets must be maintained to a high standard (i.e. clean floor) to prevent contamination of the production area. Scheduled footwear cleaning must be in place. Only disposable shoe coverings that do not rip or tear are permitted". **Addition to WGLL** - Where walkways are in place, they should be identified with brightly coloured paint (yellow). They should connect two distinct locations. Toilets area are regularly cleaned and inspected
		8.14.2	**Change in wording –** now states "Footwear must remain captive to the area and be visually distinctive.

			Shoes with laces and shoe covers must not be permitted".
		8.14.3	**Removed -** Foot baths must not be used (unless specified by local in country regulation). Note. Now have Medium, High and ASPN footbath clauses **Addition to WGLL** - Boot washers and footbaths do not negate the need for scheduled cleaning.
		8.14.4	**New Medium –** Footbaths should be avoided. However, where footbaths are in place they must pose no risk to product and or processes. (e.g. separate room, after using there is no requirement to use walkways above product etc) The water and chemicals used must be changed at defined frequencies throughout the day.
		8.14.5	**New High -** No footbaths.
		8.14.6	**New ASPN –**Scheduled boot cleaning in place. No footbaths. **Addition to WGLL** - A dedicated room for washing boots.
		8.15	**Change in wording –** now states **"**Sufficient numbers of hand wash or sanitising facilities must be suitably sited (with a logical flow) at all entrances and throughout production and storage areas where required". **Addition to Clause -** Signage should be present at hand wash sinks giving clear instruction on how to wash hands correctly. **Addition to WGLL -** Hand wash water temperature should be comfortable, neither too hot or too cold, so as to discourage use.
		8.15.1	**Addition to Clause -** Cloth roller towels must not be used. **Addition to WGLL -** Paper towels should be suitable and not tissue like, which break-up easily whilst drying hands. The colour of paper towels are blue or of a contrasting colour.
		8.15.2	**Addition to Clause –** Automatic hand dryers must not be used in production areas.

		8.16	**Addition to Clause –** previously WGLL **Addition to WGLL -** Beard Snoods and face masks should be put on prior to the final hand wash. Where ear protection is worn hands should be washed after insertion into ear.
		8.16.2	**Change in wording –** now states "The procedure would be as described above (8.16.1) however when the individual has put on their coat, they would then enter the production hall and wash and sanitise their hands at a sink located just within this area (away from production lines)". **Addition to WGLL –** previously part of the clause
		8.17	**Change in wording –** now states "*(UK Only – If product is not stripped, Fareshare 1st and Company Shop Ltd are the two authorised routes for disposal of surplus stock in the UK. Fareshare 1st is a national charity that re-distributes the food through a community network to disadvantaged people.* *If Tesco product is offered for sale by 'Company Shop Ltd', it must be printed or stickered with the 'Company Shop' name and address and meet all applicable food legislation)".* **Addition to WGLL** - The site should have full control over surplus stock and know the quantities of product. This is particularly important for traceability and or product recall.
9	Factory Hygiene	9.2	**Addition to WGLL -** E.g. the use of high pressure hoses during production or the cleaning of high level areas without moving product below.
		9.3	**Change in wording –** now states "There must be a suitably trained manager accountable for overseeing in production cleaning and the standards achieved". Note. this has been done to differentiate between 29.1 **Addition of WGLL -** Cleaning operations should be managed to make sure they pose no risk to product (e.g. making sure hygiene operators move products and equipment that may be affected by the clean down process) and correct methods

			of cleaning are used for product type and environment.
		9.5	**Addition to Clause -** Where food contact equipment is wall mounted it must be at a height that poses no risk of contamination (e.g. shoulder height and not touching the wall). Where floor cleaning equipment is wall mounted it must be stored handles up. The floor contact end of cleaning equipment should be below the height of boot tops. Wall mounted cleaning equipment must be returned in a clean condition. **Addition to WGLL** - Heat set bristles in brushes used on food contact surfaces, single blade squeegees in favour of folded blade type as these harbour debris and bacteria.
		9.5.1	**Change in wording –** now states "The use of mops in open food areas must be risk assessed. Multiple-use string mops are not permitted. Where permitted they must be clean, in a good condition and stored away from product and production processes".
		9.5.2	**Addition to Clause -** Mops are not permitted.
		9.6	**Change in wording –** now states "Cleaning equipment used for other areas (e.g. toilets, offices and outside) must be segregated and visually distinctive". **Removed –** "Where in place" from last sentence. **Addition to WGLL -** Cleaning equipment may be differentiated visually by type and or colour.
		9.8	**Addition to WGLL** - No phenolic or scented products (including all toilet areas).
		9.12	**Addition to WGLL -** Areas are sited so they present no risk to product integrity and or safety.
		9.14	**Removed** - Sinks (in production areas) must not be constructed from porous or breakable material and waste water must be ducted directly to drain.

			Note. This is in 6.5
		9.16.2	**Addition to Clause -** A risk assessment must be in place where this is not carried out. **Change to WGLL –** now states **"**If a factory has not been producing over a weekend, holiday or shut-down period equipment must be re-disinfected before use".
		9.17	**Change to WGLL –** now states "Waste trays /containers / bags should be a separate type or different colour to those used in production for food".
10	Personal Hygiene	10.2	**Removed -** Hand washing signs must be displayed in toilet areas. Note. Now in 8.5 **Change in wording –** now states "Touching or picking up items from the floor and using ladders".
		10.2.2	**Change in wording** – now states "Hand swabs or contact plates are taken and assessed following an unannounced but planned programme".
		10.4	**Addition to Clause -** See also 6.16 for product sampling.
		10.6.2	**New High –** previously ASPN
		10.6.3	**New ASPN** - First aid kits should contain an inventory of contents, which is checked at defined intervals. **Addition to WGLL** - First aid box contents and quantities should be selected so as to minimise the risk of product contamination.
		10.7	**Change in wording** – now states "False fingernails (acrylic or other) must not be permitted".
		10.10	**Change in wording –** now states "Personal items (e.g. keys, personal mobile phones and coins) must not be carried on the person and be taken into production and storage areas". **Addition to WGLL -** The exception being locker keys and ID cards, where provided. Keys used within the factory (e.g. metal detector reject boxes) should not be treated as personal items and attached to key rings or taken home. These are best

			issued daily as part of the QA kit. Combination locks prevent the need for keys.
		10.12	**Change in wording** – now states "Jewellery must not be worn, with the exception of a single plain band ring (i.e. one piece with no stone settings or intricate design). Cufflinks and tie pins must be considered as jewellery. Rings and studs in exposed parts of the body (including the tongue) must not be worn. Personal clothing and fashion accessories should not pose a potential foreign body risk e.g. decorative items such as sequins should not be sewn on garments, diamante settings in glasses etc".
		10.13.1	**New Medium -** Permitted medical or religious jewellery is not exposed or pose any food safety risk. **Addition to WGLL** - Jewellery should be suitably covered by the PPE (coat, sleeves and or gloves)
11	Process Controls	11.1	**Change in wording –** now states "Raw materials, work in progress, finished product, processes, storage and equipment, when they are critical to product safety, legality or quality, must be controlled, monitored and recorded".
		11.6	**Removed -** In some instances e.g. with fresh produce, maturity may be used to determine the order of use. Note. Now an addition to clause 3.13
		11.7.1	**New Base -** The retention period and storage conditions for samples must be agreed with the Tesco TM.
		11.12	**Change in wording –** now states "Open raw material life must be established and labelled where necessary when the original pack physical state has been changed e.g. de-canning, breaking of vacuum seal, freezing of fresh materials, de-frosting etc". **Addition to WGLL -** Where products are received fresh and subsequently frozen the product must be suitable for freezing, details must be included in the raw

			material specification and it must have been in-life prior to freezing.
		11.15	**Change in wording** – now states "All Modified Atmosphere chilled foods must conform to Code of Practice For The Manufacture of Vacuum and Modified Atmosphere Packaged Chilled Foods (second edition) 2009, Guideline No. 11 Campden BRI"
		11.16	**Change in wording** – now states "All cooked bulk meats must conform to Identification and Prevention of Hazards associated with slow cooling of hams and other large cooked meats and meat products 1998, Campden BRI Review R8"
		11.17	**Removed –** reference to packaging as this is covered in 18.2.
12	Traceability	12.1	**Addition to WGLL -** Where sites have bulk storage on site (silos, tanks, bulk mixing) and they operate a system of topping up with each delivery, they must be able to demonstrate this in their traceability challenge. E.g. they were aware of balance within tank prior to filling with new delivery and information relating to both deliveries is submitted.
		12.3	**Removed –** The 4 hour time requirement is now 12.3.1 **Addition to WGLL -** The factory should keep all records as evidence of completing traceability tests and not just summarised outcomes.
		12.3.1	**New Base** – see 12.3
		12.4	**New Base** – previously High **Change in wording –** now states "(minimum twice per year)". **Removed -** Traceability exercises should be completed within 4 hours. see 12.3.1
13	Allergen Control	13.1.2	**Change in wording** – now states "All sites must have a written allergen risk assessment which includes details of all processes, products and allergens (including details of physical form e.g. liquid or powder) used on site. Where allergens are used or stored the risk assessment must establish the potential for cross contamination. The risk assessment must include all processes and areas of the factory, including product transfer. If the Risk Assessment forms part of the HACCP it will need to be clearly

			demonstrated." **Addition to WGLL -** Allergens risk assessed individually, no grouping or hierarchy. Where grouping has been employed controls to minimise the risk of cross contamination between allergens in the group must be evident. The risk assessment must consider the transfer and movement of used equipment and partially used trays of product, process aids, cleaning, CIP, product development etc (not an exhaustive list).
		13.1.3	**Moved and Change of wording** – now states "Sites whose products contain allergens must have a documented, effective, risk based allergen management system to reduce the risk of cross contamination. Controls must be in place to reduce contamination of non allergen containing products." Note. Previously 13.1.2 **Addition to WGLL -** Where the same allergen is present in all products this may not be required.
		13.2.1	**New Base -** Transport of raw material must not pose a risk of cross contamination. Bulk tankers used for both allergenic and non allergenic raw materials must be able to produce cleaning records. **Addition to WGLL** - Consideration should be given to vehicle loading/unloading and cleaning.
		13.3	**New Medium -** Open product that has been in contact with allergenic material must be disposed of if not being used in like for like product. **Addition to WGLL -** E.g. On a line producing a cheese and tomato sandwich,

			where the cheese is placed on the bread first and tomato second. The handler of the tomato would have contaminated their product with cheese. The tomato should be disposed of, unless being used in a like for like product or is used in only that product.
		13.4	**Change in wording –** now states “Segregation of allergens must be based on risk assessment, i.e. product in unopen / fully sealed packaging poses less risk than packaging that has been open and re-sealed or open / covered products. However, nuts are the exception and must be stored separate in a restricted access area.” **Addition to WGLL** - Allergenic materials stored on pallets at floor level to minimise the risk of cross contamination if damaged. This should be either locked storage, out of reach (i.e. stored in racking) of general persons, in an area of limited access and not stored in unsecured areas or where product can be accessed by general persons.
		13.5	**Change in wording –** now states “Based on risk assessment raw materials, work in progress and finished product containing allergens must be clearly identified during storage and production”.
		13.6	**Change in wording –** now states “Cleaning between the production of allergen and non allergen containing products and products containing different allergens must be thorough, and where possible chemically cleaned to remove all visible debris. The cleaning must be verified by documented visual inspections as a minimum. A validation study must be available and reviewed annually or after any change in the equipment or procedures”. **Addition to WGLL** - Where tests are readily available, the cleaning procedures may be validated with surface allergen testing kits.
		13.6.1	**Change in wording –** now states “Sieves must be dedicated to individual allergenic ingredients or cleaned immediately after allergenic material is sieved,

			where there is a risk of cross contamination. Free standing sieving equipment must be dismantled to remove all visible debris after allergenic material is sieved. The area around the sieving operation must also be cleaned. Bulk or in-line sieving equipment must be cleaned to remove all visible debris. Where fitted, extraction equipment must be suitably cleaned and managed to prevent any risk of cross contamination." **Addition to WGLL** - Ideally sieving of allergenic material should be in a separate or screened area.
		13.7	**Change in wording –** now states "Utensils used for handling allergen products must be chemically cleaned after use or dedicated to specific ingredients". **Addition to WGLL** - Stainless steel is preferred as it's easier to clean than acrylic equipment which can become heavily scored over time.
		13.7.1	**New Base** - Maintenance activities on equipment handling allergens must be risk assessed and appropriate controls defined and implemented. Movement of engineers and tools from one machine to another should be considered.
		13.8	**Change in wording –** now states "If dedicated lines (for allergens) are not in place, scheduling must take into consideration the allergen content of the different products produced on the line. Line cleaning and other controls must be employed as determined necessary by risk assessment".
		13.10	**Change in wording –** now states "Based on risk assessment oils used for the frying of allergenic foods (e.g. shellfish, fish and breaded products) must not be subsequently used for frying products not containing allergens. All Tesco specs not containing the allergen must detail this".
		13.12	**Change in wording –** now states "All staff (including agency) must receive allergen training as part of the site induction.

			Where allergens are used, staff must be aware of the risks regarding cross contamination".
		13.12.1	**New Medium –** previously ASPN **Addition to WGLL -** Alternating the colour of the disposable protective equipment as the line changes between products.
14	Foreign Body Controls	14.4.1	**New ASPN** - Brittle coloured plastics should be considered for inclusion in the register, where they may pose a risk of product contamination. **Addition to WGLL -** For example white plastics in dough production areas, red plastics in raw meat processing areas etc may be included on the register.
		14.6	**Change in wording** – now states "Completion of an incident log and sign off that production can restart, by a responsible/senior person". **Addition to WGLL -** The site has a procedure that follows a logical sequence and has sufficient detail to manage the incident. E.g. What equipment is used for the clean up of breakage? (a specific colour, type or dedicated for glass breakage only) How it's to be used? (glass maybe on equipment and floor) What happens with equipment after use (cleaned and returned to an office or disposed) It may be practical to take a photograph of a reassembled item rather than retain sample in some instances (e.g. item snapped in two)
		14.7	**Change in wording –** now states "All production / hygiene managers and engineers must be trained to understand and apply the glass breakage procedure".
		14.8	**Addition to WGLL -** Wooden boxes where used in good condition or system of repair (e.g. potato storage boxes). Demarcation of where wooden pallets are or are not permitted within the site
		14.8.1	**Removed –** now forms part of 14.9
		14.9	**Addition to Clause -** Wood must not be permitted in open food areas. Note. Previously 4.8.1
		14.13	**Addition to WGLL -** Knife sharpening with steels is acceptable, provided they are not used over product.

			Where sharpening devices are fixed within butchery areas, the location and use must not pose a risk of contamination.
		14.14	**Change in wording** – now states “Engineering activities must be controlled to avoid compromising product safety or quality”.
		14.24	**Removed** - (other than in locked and managed display cabinets). Note. As they do pose a risk in these areas and alternatives are available globally. **Addition to WGLL -** One piece (i.e. no lid) factory issue pens with no clear plastic parts in production and storage. Metal detectable pens, in sites where metal detectors are used. (These may be of the impregnated plastic type or of metal construction) Alternatives to staples and drawing pins are available should be used wherever possible.
		14.25	**New Base** – The type, condition and location of any labels used must not pose a risk of contamination.
		14.25.1	**New ASPN –** previously Medium
		14.26	**New ASPN** – previously High
		14.29	**Change in wording** – now states “A procedure must be in place for the de-boxing and debagging of raw materials and packaging, which aims to minimise the risk of contamination”. Note. Part of the clause has also moved into WGLL and been slightly reworded.
		14.30	**Addition to WGLL -** Cardboard is removed from all items including PPE (e.g. disposable glove boxes) prior to transfer to high risk / high care. Where it is not possible to remove cardboard (e.g. winding tubes for films and labels) it must be clean.
		14.31	**Change in wording –** now states “Foreign body audits should be completed at a frequency based on risk”.
15	Foreign Body Detection	15.1	**Addition to WGLL -** Justification should be agreed with the Tesco TM, where the risk assessment deems that metal detection / x-ray is not required.
		15.2	**Change in wording** – now states “Code Of Practice 375 - Metal Detector & X-

			Ray Systems".
		15.7.1	**Addition to Clause -** Visual or audible alarm system in the event of line fault and fail safe activation
		15.10	**Change in wording –** now states "The test pieces must be passed through the detector as close to the centre of the aperture as can be achieved with the test pack".
		15.12	**Addition to WGLL -** Plasters are tested using worst case scenario i.e. placed in the product.
16	Product Inspection and Analysis	16.1	**Change in wording –** now states "Product testing must be completed to ensure compliance with Tesco Product Specifications for microbiological, chemical, physical, organoleptic and other specific requirements (e.g. Free From and Nutritional Claims), unless the site has written confirmation from the Tesco TM".
		16.2	**Change to WGLL -** *For UK/ROI – Laboratories must have a current accreditation (UKAS, CLAS or LABCRED) and if applicable be registered on the Tesco Approved Laboratory Scheme.* *All applicable Laboratories should ideally register before June 2010 as the deadline is Jan 2011.*
		16.2.1	**New Base (UK/ROI only)-** As of Jan 2011, all finished product testing for Salmonella, Listeria, E.coli O157 and Campylobacter must be carried out at a laboratory that is approved by the Tesco Laboratory Approval Scheme. The manufacturer must be able to demonstrate that the methods used for their product testing are included in the scope of the laboratory approval.
		16.3	**Removed –** reference to the guidance, as no longer applicable.
		16.4	**Removed** – reference to the guidance, as no longer applicable.
		16.5	**Addition to the Clause -** Out of specification pathogen results should be reported back to the Tesco TM at the earliest opportunity.
17	Water and Waste Water Management	17.1	**Addition to WGLL -** Assessment includes the consideration of Legionella and Cryptosporidium. (also see 8.5.1)
		17.2	**Change in wording –** now states "Water used in processing food, as an ingredient, for washing materials or for cleaning must be potable".
		17.2.1	**New Base -** Systems must be in place to manage notifications from a Water Authority of contaminated water sources (e.g. Boil Water Notice in the UK

			because of Cryptosporidium). **Addition to WGLL -** Boil Water Notice risk assessment, Guideline 188 on TTL. Systems are in place to manage changes in water sources if they could affect product safety or quality.
		17.3.5	**Addition to WGLL -** It is good practice to run taps to flush the system at defined frequencies if they are not used on a daily/weekly basis.
		17.5	**Removed -** All pipes and fixtures must be designed from material suitable for the purpose and kept in good condition. Note. Now part of 6.12
18	Product Labelling and Coding	18.2	**Change in wording** – now states "At start up and changeovers, the line must be clear of any packaging not required for the next production run (including promotional packaging)".
		18.7	**Addition to Clause -** (e.g. reel changes, fire-alarm, breakdown, breaks). A sample of the actual code printed on the packing from each check should be retained unless authorised by the Tesco Technical Manager. **Addition to WGLL -** In the case of printed boxes/bags it is acceptable to cut out and retain the coding information only for the purpose of traceability. Checks include the cross checking of product label information against case/tray end labels. The part of the packaging with the printed code may be retained rather than all of the packaging.
		18.13.1	**New ASPN -** Real time is printed on product labels.
19	Weight, Volume and Count Checks	19.1	**Addition to Clause -** Sites must have a clear documented policy and procedure for the management of weight, volume and count for each product manufactured, which conforms to legal requirements in the country of manufacture and the intended country of sale. Note. Previously 19.2

		19.2.1	**Removed –** now 19.2
		19.4.1	**Change in wording –** now states "Products packed to either minimum or average pack weight (where applicable) should utilise automated check weigh systems". Note. This was previously WGLL. See also 19.4.2
		19.4.2	**Addition to Clause -** Systems controlling average weight should dynamically measure batch compliance. There should also be a "Bin full" sensor, which stops the line after a pre-set number of items enters the bin or is rejected. Records should be signed off at the end of each batch. Note. These were previously part of 19.4.1
		19.5	**Change in wording –** now states "All scales and equipment used for finished product weight control must have documented checks at a minimum twice per production day as part of the verification process".
20	Training	20.4.1	**Addition to WGLL -** Where tests are used, wrong answers should be closed-out to demonstrate full understanding.
		20.9	**Addition to Clause -** The competency of employees must be reviewed at defined intervals or following significant changes in procedures and re-training undertaken where necessary.
21	Quality Management System	21.1	**Addition to WGLL -** There should be a documented action plan in place to address anomalies identified. The site uses a site plan to define the areas of the factory (i.e. base, medium etc.). The site contacts their Tesco Technical manager if any clarification is required.
		21.6	**Change in wording** – now states "Details of deputising cover for personnel with responsibility for legal, safety and quality issues must be documented". **Addition to WGLL -** As well as Senior management cover the site should be able to demonstrate they have sufficient cover for operatives who are responsible for CCPs.
22	Product Development	22.1	**Change in wording –** now states **"**(e.g. Fo values, cook/chill, microbiological

			testing, label claims, risk of allergens, suitability of packaging etc)". **Addition to Clause -** All factory trials should be documented and records retained.
23	Product Recall/Incident Management	23.1	**Addition to WGLL -** Any issue that impacts on supply or affects the brand integrity should be reported to Tesco.
		23.2	**Addition to Clause -** Certification Bodies / Schemes
		23.6	**Addition to WGLL -** The site should retain all records as evidence of completing mock incident challenges and not just a summarised outcome. The site should not confuse mock recall with traceability. This process is to test effectiveness of procedures.
24	Internal Audits	24.2	**Addition to Clause -** Off site storage of raw materials /packaging /finished product
		24.4	**Change in wording –** now states "Audits must be conducted by trained auditors with experience of the processes or area being assessed".
		24.4.1	**Change in wording –** now states "Auditors should be independent of the area being audited, but have good knowledge of the processes and area".
		24.6	**Addition to WGLL -** The timescales should be appropriate to the food safety risk.
		24.7	**New Base** – previously ASPN
		24.8	**Change in wording** – now states "Audits trend analysis should take place where possible (e.g. Good Manufacturing Practice and Foreign Body Audits) Results should be used as key performance indicators for the business, highlighting trends and areas where improvement is necessary". **Addition to WGLL -** Sites within a group should consider sharing learnings.
25	Customer Complaints	25.4	**Change in wording –** now states "All complaints must be investigated in detail by competent personnel". **Addition to WGLL -** All instances of foreign body contamination, alleged illness and trends need to be investigated. Isolated incidences where a customer doesn't like the taste or there is a quality perception issue may not require a full

			investigation; however they do need to be monitored.
26	Pest Control	26.5	**Change in wording** – now states "A trained company employee and nominated deputy must be accountable for managing the pest control programme. These employees must ensure that the visit schedule is maintained and that the PCP is contacted where deviation from the arranged schedule occurs".
		26.7	**Change in wording –** now states **"**Toxic baits must not be used routinely in open product and storage areas".
		26.7.1	**Change in wording –** now states "Toxic baits must not be used in open food processing, storage and associated areas"
		26.8	**Addition to WGLL -** Located at all entrances (not in direct sight of) to the production and storage areas or based on risk. Those which electrify the insect must not be positioned over lines, and those with catch trays must not be positioned where the insects may be blown out by air movement.
		26.9	**Addition to Clause -** Activities to control birds (e.g. use of bird scarers, shooting, netting etc) must comply with in country legislation and not put product at risk of contamination. **Change in wording –** now states **"**Where sites have bird activity, canopies e.g. at loading bays etc. must be sufficiently proofed / netted to prevent nesting birds".
		26.11	**Change in wording –** now states "Corrective actions and reports must be signed off by personnel responsible for pest control on site (or a designated deputy)".
		26.12	**Addition to WGLL -** Alternate day follow ups are specifically for internal areas. However, where there is infestation externally and additional baiting is in place then follow up visits should also be considered (this may not be alternate days).
		26.14	**Addition to WGLL -** UK requirements are that live catch systems such as, sticky boards, are inspected every 12 hrs. Records need to be in place to demonstrate compliance, where used. Sticky traps are banned from use in some countries.
27	Maintenance	27.1	**Addition to WGLL -** Timescales should be based on risk.
		27.7	**Change in wording –** now states **"**Engineering work areas (including stores)

			must have good standards of fabrication, hygiene and housekeeping".
		27.12.2	**New Medium** – previously ASPN
		27.12.3	**New Medium** – previously ASPN
		27.13	**Change in wording –** now states **"**Engineers and Contractors must comply with necessary Health and Safety requirements and operational GMP of the site, including wearing of protective clothing".
28	Calibration	28.1	**Addition to Clause -** A contingency or back-up device should be available in the event of CCP measuring/ legal equipment being out of service or away for repair.
		28.3	**Addition to Clause -** All portable/handheld CCP equipment is verified on a daily basis e.g. temperature probes. Note. Previously WGLL
		28.4.1	**Removed –** now included as WGLL in 28.4
		28.11	**Change in wording** – now states "frequency at least as recommended by the equipment manufacturer".
29	Cleaning Programme	29.4	**Change in wording** – now states "How to re-assemble equipment and changing parts if necessary and The replacement of damaged "O" rings where fitted".
		29.4.1	**New High –** previously ASPN
		29.6	**Addition to Clause -** Cleaning schedule should be fully integrated in the production scheduling / planning process. Note. Previously part of 29.6.1
		29.8	**Change in wording –** now states "Visual hygiene standards must be checked by production prior to start-up and documented".
		29.14	**New Base –** Clean In Place (CIP) systems for pipe work, tanks and instrumentation must be designed by specialist engineers. Evidence must be available of commissioning and process verification. **Addition to WGLL -** Where a CIP system has been in place for a number of years and no commissioning documentation evidence is available or where the system has not been designed by specialists, 3rd party verification should be available.
		29.15	**New Base -** Site conforms to the Tesco COP 409 "Code of Practice for Cleaning

			In Place Systems".
		29.16	**New Base -** Procedures must be in place for the monitoring of concentration of chemicals, time and temperature. All records must be readily available. Where applicable, documented test results must be available to demonstrate that chemicals have been effectively flushed from pipes and tanks.
		29.17	**New Base -** The CIP system is operated by trained personnel. Training is updated and recorded where modifications are made.
		29.18	**New Base -** Spray devices, valves, gaskets etc are removed and inspected as per manufacturer's recommendations and results recorded.
		29.19	**New Base -** Calibration of instrumentation is carried out at least annually or more frequently if defined by risk assessment and or the manufacturer.
		29.30	**New ASPN -** New CIP installations should be fully automatic.
30	Transport	30.2	**Addition to Clause -** This should include storage facilities where used as part of the contract.
		30.8.1	**New Base –** previously Medium
31	Medical Screening	31.1	**Addition to Clause -** In countries where food handling screening is required by government, the site may not have its own systems in place. Note. Previously part of 31.2.1
		31.2	**Addition to Clause -** The questionnaire must be used as background information for a trained person to verify personnel are fit to work as a food handler. Where a risk is identified further medical screening may be required before permission is granted to enter production / storage areas e.g. stool testing. Note. Previously part of 31.2.1
		31.2.1	**Removed –** now part of 31.1 and 31.2
		32.1.1	**Change in wording** – now states "*In the UK agencies supplying workers for agricultural and food processing jobs must have a GLA (Gangmaster Licensing Authority) license. The licence number must be provided.*

			GLA licenses are required for all agencies providing workers involved in agriculture, horticulture, shellfish gathering and food and drink processing and packaging". **Addition to WGLL -** *If in doubt as to wether an agency requires a license, sites should contact the GLA on 0845 602 5020 or enquiries@gla.gsi.gov.uk*
32	Employment Agencies	32.1.2	**New ASPN -** *Site is registered on the Government Gateway website for the Active Checks service, so that they are informed immediately if the agency's license is revoked.*
		32.1.3	**New ASPN –** previously 32.1.2
		32.3	**Addition to Clause -** *In the UK, the site must pay at least the GLA minimum charge rate, as listed on www.gla.gov.uk (under "Information for Labour Providers")* **Addition to WGLL** - In addition to the Contract, a "Service Level Agreement" outlines standards and processes for the supply of labour, including: Training, H & S management, Accident and Injury reporting, Checking right to work and Monitoring of working hours.
		32.4	**Change of wording** – now states "The Agency must have been approved by a competent auditor from or on behalf of the site prior to commencing supply of personnel to site". **Addition to WGLL -** Auditors have a good understanding of employment law and experience auditing personnel records. Audits include a review of payslips and tax and National Insurance payments.
33	Environment		
34	Ethical Trading	34.1	**Change in wording -** now states "Management must have knowledge of the Ethical Trading Initiative (ETI) Base Code and Tesco ethical trading requirements in the Tesco Ethical Code of Practice. The site must comply with Tesco requirements for ethical trade audits (where deemed necessary)". **Addition to Clause -** Management must have knowledge of all applicable local

			labour laws. Management must be aware of their ethical risk rating (available from Tesco Technical Manager). If rated as High Risk, the site must have an ethical audit conducted by a Tesco recognised auditor prior to supply and every year. If rated Medium Risk, the site must have an ethical audit prior to supply and every 2 years. All non-compliances raised in an ethical audit must be resolved within the timeframes outlined in the Corrective Action Plan.
35	Management Controls		

Note: there have also been some changes to the Glossary of Terms on page 180.

GLOSSARY OF TERMS

Agent	A Person, firm, company or other entity who acts on behalf of a supplier, and to whom a Tesco purchase order is addressed.
Aw	Water activity - a measure of available water.
Base	Requirements for all production facilities irrelevant of the product or process type. See Page 3 for definition.
BRC IOP	The British Retail Consortium and Institute of Packaging Technical Standard and Protocol for Companies Manufacturing and Supplying Food Packaging Materials for Retailer Brand Products.
Captive	Not removed from the area
CCP	Process step at which control is required to prevent or eliminate a food safety hazard or reduce it to an acceptable level
CCTV	Closed Circuit Television
Codex	Codex Alimentarius Revision 4 (2003)
Contract Packer	Company contracted/paid by a supplier or primary site to pack the product produced by the supplier or primary site into retail packaging.
Critical Limit	A Criterion which separates acceptability from unacceptability
EU	European Union
F0 Value	Critical measurement for the canning industry
HACCP	A system which identifies evaluates and controls hazards which are significant for food safety.
HACCP Study	The operations carried out to implement HACCP
High	Additional requirements for sites producing high care / high risk products. See Page 4 for definition.
High Risk	An area designed to a high standard of hygiene where practices relating to personnel, ingredients, equipment and environment are managed to minimise microbiological contamination of ready-to-eat product comprising only cooked ingredients.
High Care	An area designed to a high standard of hygiene where practices relating to personnel, ingredients, equipment and environment are managed to minimise microbiological contamination of a ready-to-eat or ready-to-reheat product containing cooked and uncooked ingredients (e.g. salad leaves).
High Product	This is generally a chilled, processed, ready-to-eat (or re-heat) product with a short shelf life. It may not have any other safety factors which control the growth or survival of pathogenic bacteria (e.g. Aw or pH). High products will be produced / packed in a high care / high risk area (after the product or ingredients have been decontaminated in order to reduce cross contamination).
Importer	A Person, firm, company or other entity who imports Tesco products.
Low Risk (Environment)	A Low Risk environment will normally be in place/ designated as such, where a factory also has either a High Care or High Risk facility. It is an area of a factory that handles raw materials that will be further processed prior to consumption. Often materials are transferred from Low Risk into High Care / High Risk via continuous ovens, water flumes (chlorinated) sanitization tunnels etc. These are some of the methods used to decontaminate products / materials to prevent transfer into the High Care / High Risk environment. There will be a physical barrier (e.g. a wall) between Low Risk and High Care / High Risk. Although good hygiene standards are important, there is a general acceptance that Low Risk areas may not be free of all pathogens.
Medium	Additional requirements for open food and associated areas/processes. See Page 4 for definition.
Nominated Expert	A nominated expert is a person having a special skill or knowledge in a particular product and/or technology.
Palletainer	A pallet with a container attached to it, which is used for the transport of liquids.
Pascal	Pascal (Pa) is a unit of pressure measurement equal to 1 Newton per square metre.
PCP	Pest Control Provider
PET	Polyethylene Terephthalate
pH	A measure of the level of acidity in a product
PPE	Personal Protective Equipment

PPM	Planned Preventative Maintenance
Pre-Requisite	A basic environmental or operating condition that is necessary for the production of safe, legal food.
Primary Packaging	Any packaging that is in direct contact with the product. E.g soft drink bottles, sweet wrappers or the inner bag of cereal boxes.
Primary Site	A site supplying Tesco that is manufacturing, processing, assembling or packing and which is named as the primary site on the product specification.
Re-Work	Material left over from production, which is reused to make the same or a similar product
SALSA	Safe and Local Supplier Approval
Secondary Site	A site supplying Tesco that is approved, monitored and controlled by a primary site. A secondary site does not supply product to Tesco directly.
Sedex	Supplier Ethical Data Exchange (ethical trading database)
Supplier	A Person, firm, company or other entity to whom a Tesco purchase order is addressed.
T1	Tolerable negative weight value
T2	Minimum tolerable negative weight value
Trader	An Agent
TTL/ TTM/ CTM	Tesco Technical Library / Tesco Technical Manager / Tesco Category Technical Manager
Validation	A process of obtaining evidence to demonstrate controls are effective
Valid IT	A database of raw material suppliers who can guarantee that their products do not contain genetically modified ingredients or “Sudan” dyes
Verification	The application of methods, procedures, tests and other evaluations in addition to monitoring to determine compliance

Appendix 3 -Documents Required for the Traceability Assessment

Product ……

Weight/Count/Volume ……

Display Until/Use-By Date/Additional Codes ……

To facilitate the completion of the audit the documents below will be required. **These documents must relate to the above product/production.**

Section	Documents	√/X
Specification	Authorised Tesco Product Specification	
Raw Materials	• Copies of all raw material specifications • Supplier audit risk assessment and schedule • Audit reports and corrective actions (including third party information) • Incoming raw material records including any microbiological testing, vehicle temperature checks, vehicle condition checks, goods receipt information, certificates to prove source or claims of material, COC's, COA's	
Packaging	• Copies of all packaging specifications • Supplier audit risk assessment and schedule • Audit reports and corrective actions (including third party information) • Incoming packaging records including any testing, checking of quality, vehicle condition checks, goods receipt information, certificates to demonstrate compliance to legislative standards, e.g. migration	
HACCP	• HACCP manual with HACCP plan, training, scope • Documented records for all CCP's identified for the product	
Product Labelling and Coding	• All records relating to the control of product, labelling and coding • Taste panel/quality records	
Weight, Volume and Count	• All records relating to the control of weight, volume or count throughout the process • Any checkweigher calibration/start-up records	
Foreign Body Detection	• e.g. metal detection/x-ray detection • Records of any testing, including start and end of run	
Foreign Body Controls	• Sieve/filter records • Knife/blade/scissor/needle integrity checks, etc. • Start-up checks	
Transport	• Vehicle temperature and cleanliness records • All despatch records to depot	
Process Controls	• All recipe/product controls and records relating to the run • Room temperature records for any storage and production areas, e.g. manual and automatic monitoring	
Product Inspection and Analysis	• Any chemical, nutritional, microbiological testing results for this batch or nearest to production date if applicable • Microbiological and organoleptic shelf life data relating to this batch or nearest to production date • Any trending results for chemical, nutritional, micro tests	
Product Development	• Trial results and procedure for managing products • Any validation records for food safety	

Document Audit

Completion of the document audit may require the following to be viewed - please note this is not an exhaustive list and is a guide only

Section	Documents	√/X
Quality Management System	• Quality Policy • Quality manual • Document Control	
Complaints	• Policy and procedures • Trend analysis documents internal and Tesco • Customer complaint investigations	
Internal Audits	• Scope and schedule • Audit reports and corrective actions	
Pest Control	• Scope • Inspection and treatment reports/recommendations • EFK analysis and records of bulb changes • Evidence that EFK bulbs are shatterproof • Safety data sheets for chemicals used	
Foreign Body Controls	• Wood/glass/hard plastic policy • Glass breakage procedure • Glass/hard plastic records and registers • Foreign body detection procedures • Hand back procedure following equipment repair	
Calibration	• Procedures for all equipment • Up-to-date calibration certificates • Calibration/verification register • Records of verification	
Cleaning Programmes	• Cleaning schedules • Cleaning and CIP records with verification, e.g. audits and swabbing • Cleaning chemical concentration records	
Water and Waste Water Management	• Programme and risk assessment for testing • Records of testing • Corrective action taken if outside of specification	
Product Analysis	• Laboratory accredication certificate and scope of accreditation	
Environment	• Policy • Procedures to manage environmental matters • Copies of any audits	
Ethics	• Proof registered with SEDEX and risk assessment • Ethical policy and equal opportunities policy • Copies of any ethical audit reports	
Employment Agencies	• Copy of contract and audit reports • Personal files selected by the auditor to include permit to work, medical screening, induction records, etc.	
Maintenance	• Planned Preventative Maintenance schedule and records • Air filtration changes/inspections/positive air for high risk	
Medical Screening	• Pre-employment screening • Reporting illness and return to work procedures	
Training	• Copy of induction programme • Training records to be viewed will include induction, basic food safety. Specific training programmes - auditor will select names of records to be	
Product Recall	• Procedures for managing recalls and incidents • Evidence that procedures are tested	