TESCO

Food Manufacturing Standard

Author: **Applicable to:** **Product:** All Food
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Food Manufacturing Standard

CONTENTS

Introduction to the Tesco Food Manufacturing Standard

Aim

Tesco is committed to ensuring products produced by suppliers are safe, meet legal requirements and are of the agreed quality and that the working conditions of people at Tesco suppliers along with the ethics applied, meet or exceed relevant standards.

Objective

The Tesco Food Manufacturing Standard (TFMS) sets out the requirements to which suppliers must comply. In some product areas there are additional requirements as detailed in codes of practice. In no circumstance does compliance to the standard replace the need for compliance to 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 detail contained in 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 Standard Structure

The Sections and Layout

The standard documents Tesco requirements for the Good Manufacturing Practice (GMP) for food. It is divided into sections by subject, which are then sub divided further to help identify the detailed requirements.

Base, Medium, High, Aspiration

Each requirement has been allocated a level of Base, Medium, High or Aspiration. These levels relate to the type of product and or processing which are covered by each requirement.

Base

These requirements apply to all production facilities irrespective of the product or process type. What about outside areas? Not production!

Medium

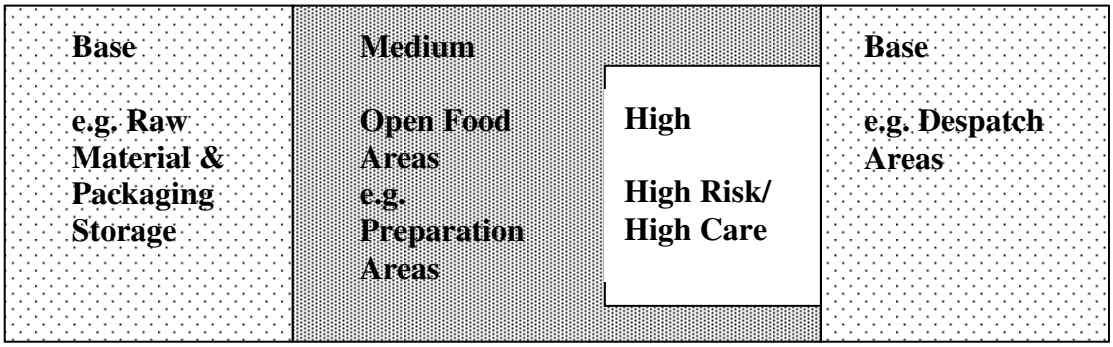
These requirements specifically apply to OPEN food, ingredient or primary packaging handling areas, storage and utensil wash areas, in addition to all of the Base requirements.

High

These requirements apply to all areas that are identified as handling or processing high risk or high care products in addition to all the Base and Medium requirements. Think we need to look at the definitions for Base,Med High e.g. a high care hygiene room does not handle or process high care products but is sited within the high care area. By definition it's a base area, although we would deem it high. Change definitions

Application of Base/Medium/High

In a site manufacturing a High Risk/Care product all requirements of the Standard (Base, Medium and High) will apply. i.e. in the High Risk area the requirements specified as High apply (in addition to the Base and Medium), in a raw open food area the Medium requirements apply (in addition to Base) and in an area where there is no open product e.g. storage areas, Base requirements apply. If there is ambiguity as to whether an area of site is Base, Medium or High, the Tesco Technical Manager (TTM) will decide. Reword Yes



Aspiration (APSN)

Some sections have additional elements which Tesco believe will help move standards forward within the food supply base. These are not prescribed requirements but will be viewed favourably by Tesco if implemented. Aspirations may be designed to raise standards at base, medium or high levels e.g. clauses 1.2.1 and 1.2.2 (ASPN) HACCP Team, are included to raise the competency and understanding of HACCP within the team.

NB. Aspirations may become possible clauses in any future versions of the TFMS.

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. It should be noted however that 'WGLL' are not aspirations.

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 fully implemented documented procedure.

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, records must be kept etc.

*All traceability records must be available within 4 hours from request. This requirement will be challenged during the audit process through the traceability exercise.

Auditing of the Standard

Tesco will undertake regular audits against this standard 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 TTM. There is a likelihood that some non-conformances will be raised through 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.

Do we need to modify the description of NCs to make it clear that a Tesco Brand integrity issue that doesn't affect legal or safety is included? YES

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

NB. Double Amber status is used for sites which have consecutive Ambers and those moving from Red to Amber.

Sites that receive a 'Not Satisfactory' rating will need to immediately contact their TTM.

In instances where a site has not previously worked with Tesco and is being audited as part of the initial approval process, the site will be rated as 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. in the UK.

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

The TFMS may also make reference to additional Tesco Codes of Practice (COP). These COP may also only be applicable to factories supplying products to Tesco stores in specific countries e.g. the UK, and will note the specific country / countries where it is applicable

TFMS Category Guidelines

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

Review

The contents of the standard will be regularly reviewed and amended as required. 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

Tesco has designed and runs a training course on the Food Manufacturing Standard for suppliers to Tesco.

The course is intended to provide guidance on how to interpret the TFMS and not to train individuals in how to audit. The course is aimed at individuals with responsibility for technical standards at a factory or those with responsibility for auditing raw materials and packaging suppliers.

NB. Production and Engineering Managers have benefited greatly from attending the TFMS training course.

If you are interested in attending this course, please contact your Tesco Technical Manager (TTM) or refer to the Tesco Technical Library (TTL) for further details.

Glossary

A glossary has been provided to help with the understanding of Tesco terminology. It is recommended that the meaning of specific terms e.g. primary site, high care etc. are checked to ensure understanding in the context of this standard.

Sustainability has become more important in recent years. Do we need to include some of this e.g. Palm oils and some fish species? Will add references to these

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 are 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 • 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'.	E.g. 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 the 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.	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 corrective 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.

$ Currently Tesco USA (F&E) do not use the Document Area.

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 and corrective actions followed up.	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.

						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 (e.g. checked against VALID IT) 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 non conformances / corrective actions have been printed off and signed by the individual responsible for raw material management. This information is needed in order to make a full and proper supplier risk assessment. Need to stress importance of reports rather than certs, as reports help aid

							proper risk assessment. Certs show that NCs have been corrected. Explain this What about electronic systems for reports and certs i.e BRC? Sometimes better to use these, as they can identify issues through delay in issuing certs. Should we reference the BRC directory? Yes add reference
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. 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.	Can we clarify what we mean by "principles of the TFMS" Yes It is understood suppliers believe this to be the 580+ clauses.

						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.	What is the audit protocol in this instance? Should be in guideline , if not add Can agents be issued copies of the TFMS? Yes if using for Tesco
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. (Electronic signatures are acceptable).	Both parties have signed and dated the specification.
	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)**	*Fresh Meat 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).*	
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 acceptable in some produce materials) • Date/Lot coding • Temperature (where required) • Product inspection to demonstrate compliance to specification (which must be agreed and include quality standards) • Pallet condition	Based on risk assessment checks may also include: • Product sampling for retention • Product testing (microbiological / chemical / physical / organoleptic)
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 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. (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	Based on risk assessment checks may also include: • Product sampling for retention • Product testing (microbiological / chemical / physical /

						• 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).	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.	Where do we cover release agents that may be used with packaging e.g. cereal box liner may contain a wheat based agent. Will need to be picked up in allergen assessment ??
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 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.	
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: • 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.
	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).	This regulation has been updated over the years and includes many amends e.g. Plastics materials and articles in contact with food and Active & Intelligent articles and items in contact with food. Will update, try to write in a manner that doesn't require annual update??
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	A controlled packaging library is retained. Print text is checked against the packaging library every new print run.

						• Product inspection to demonstrate compliance to specification • Pallet condition	
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.	What do we mean by similar packaging? Will add example of WGLL
P		**O**	**4.14**	**Base**	**Part-Used Packaging**	Part-used packaging which is returned for storage must be suitably covered to protect from contamination.	

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. What is adequate fencing? Can this not state that its about preventing free access to the site at base? As fencing is added in 5.2.1 What do we expect in a field environment/packhouse? What if the building and its footpath is on a public footpath in a residential area? Will add WGLL?
		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.
		O	**5.3.1**	**Base**	**External Drainage**	The yard area should have adequate drainage to prevent pooling of water & 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	Painted colour coded arrows on the drain covers, showing direction of

						flow.	flow and waste type.
		O	**5.4**	**Base**	**Grass / Planted Areas**	When present, vegetation must be kept trimmed and clear from the building (minimum 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.
		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. portacabins) 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 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 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.	No clause exists for good factory layout/product flow that poses no risk. Does need adding, Maybe belongs in equipment Will need to add, but where if not wishing to renumber?
		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**	Sinks for hand and utensil washing 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.	
	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.	Mirrors in toilets and entry points to factory? Guidance on design, if so, where does it belong? Mirrors discouraged, use polished steel

		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.	Automatic closing doors in place. This is aspn 6.9.3 If they are unloading 6 containers and the forklift is in and out of the area does the door need to be shut every time? Depends if into a chilled area, risk to product, auditor judgement What if they have strip curtains? Can they be left open then? as above Can strip curtains trail on floor? No How high off the floor should they be? Inch max
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.	Should we add a requirement for the movement of large equipment into and out of low risk areas i.e. target the ability to remove

						A full deep clean of the high care/risk environment must be undertaken if removed, before production recommences.	internally without direct recourse to the outside, but where necessary use of pod type doors. review
		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. 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 and pest entry. Similarly if heating is provided.	And not pose a risk to product? i.e its location and condition in respect of product What about ventilation in areas of excessive heat? Sites tend to wear shorter clothing. Should condensation produced be risk assessed and monitored whilst improvements are actioned? Review and reword
		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. Positive air pressure (>5 Pascals) must be in place in high risk areas. An initial assessment / study to measure air pressure must be held by the site. The filter sizes 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.	5-25 air changes per hour depending on number of staff and the size of the room. Where has the 5 pascals come from? add reference Camden Guidance 39 Should we also reference the direction of air movement? Yes from clean to dirty/ high to low High care - filtration to a minimum F7* filter size must be in place. High risk - filtration to a minimum F9-H11* filter size must be in place. *Under Classification of General Ventilation Filters EN779:2002 Has this regulation been updated? Check If site does not have, do we consider this a major or minor? For judgement of auditor
		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. Air socks must be identified for rotation.	Make this part high? What about the washing of them i.e. low risk/high risk seperately

		O	**6.12**	**Base**	**Electrical supply**	All electrical cabling/ conduit/ sockets should be appropriate to the area where used and intact to allow easy and effective cleaning. (Health and Safety requirements in the country of manufacture must be adhered to).	What about pipework? Steam/water etc Leaks and condensate? Could be added here by modifying clause or does it need a separate one? Change requirement to cover all services, steam, gas, electric water etc Was suggested to add Fire extinguisher systems and cabinets too
		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.	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.	
		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.	Where is backflow fitted? Can it be at the drain or must be in pipe? What is a trap? U bend?
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.	Do we need sanitising rings? Will check guide 39
		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.	What about temperature monitoring and records? Check further in std for reference if not add
		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.	Equipment?
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 Chorleywood Food Research Association (CCFRA) "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)	Compliance with industry guides such as those listed, may not meet Tesco requirements in full and are listed only as a possible reference texts. These guidelines have changed amend?

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.	Angles, corners and dead spaces are eliminated.
	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.	
		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.	See comment in 4.9?
		O	**7.5.2**	**High**	**Construction**	Equipment in high care/risk must be designed to allow easy and quick strip down for detailed cleaning.	Quick release mechanisms for belts. Good access for inspection and

						Electrical cabling and air pressure lines must be considered.	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.	
		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.	

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.	Separate facilities are provided where appropriate e.g. Abattoir lairage employees separate. No reference to smoking areas where permitted? Add requirement smoking area and bins provided, WGLL area to be kept clean and free of cigarette butts that may be carried into the factory on footwear. Visitors and contractors to be provided with workwear where necessary? Will add in 8.10
		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 and so these facilities are secure (so staff have 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. (Systems must be in place to allow waste to be removed e.g. medium to low, low to external areas.)	Sites which have space restrictions (dairies) have changing facilities across the yard? Not good This suggests 2 pairs of footwear for low risk? Outdoor footwear is persons own

		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 must be cleared regularly and not used to store food.	Lockers are clearly partitioned to segregate items. Hooks are provided outside lockers 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.	Should we include an aspn for locker inspections/audits? ??
		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.	
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 e.g. Health and Safety Legionella controls.	Do we have a reference we can point sites to? Will add if available
		O	**8.5.2**	**ASPN**	**Employee Facilities**	Toilets must be 'fit for purpose' for the nationality of staff.	
		O	**8.5.3**	**ASPN**	**Employee Facilities**	Taps in toilet facilities should 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.	What about the management of food in the fridge? i.e. disposal of old product will add 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, hair nets 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 and/or mop caps worn.
P		**O**	**8.10**	**Base**	**Protective Clothing**	Protective clothing must be supplied and worn to minimise the risk of product contamination. No personal items must be carried in pockets (see 10.10). 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 condition. A procedure must be in place to manage repairs including the control of pins and needles.	Reference to allowing locker keys and ID cards? Will add as exception , to be kept in inside pockets only WGLL combination locks for lockers and daily issue of equipment keys (e.g. metal reject box) to prevent need to carry keys at all A complement of different coloured PPE should be worn i.e. gloves, aprons, coats and footwear. Will add for those in specific roles

							Coats may be distinguished by coloured collars. Add
		O	**8.10.1**	**Medium**	**Protective Clothing**	Protective clothing must be free from external pockets, buttons and not have access to own pockets. Personal clothing above knee height to be fully covered.	What about fleeces and hoodies, exposed? Should arms be covered to the wrist i.e. long sleeves rather than short sleeves? Is the wearing of long gloves acceptable? e.g. preparation of fruit for canning overseas.
		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**	Protective clothing (excluding footwear) must be removed before entering toilets, canteen/rest areas, smoking areas and offices (outside production areas).	Is removal of hairnets best practice? Add WGLL
		O	**8.11.1**	**Medium**	**Protective Clothing**	Protective clothing must be removed in non-production areas. In the case of company issue trousers, either these will be removed as per other protective clothing or alternatively a company issue knee length coat will be worn. Exemption requires written permission from the Tesco Category Technical Manager (Tesco CTM).	Should engineers remove there workshop coat for a factory coat? Review and add
		O	**8.11.2**	**ASPN**	**Protective Clothing**	All-in-one boiler suits should be phased out.	Can they not be worn if knee length coat worn over top

	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 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	Where external laundry providers are utilised, these should be approved and a specification for the garments held. Effective laundering by visual assessment of PPE. How should canteen staff PPE be laundered? If managed/issued by the site. Wash as low risk
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 site (internal areas only. see 8.2.1) Scheduled footwear cleaning must be in place. Disposable shoe coverings must not be permitted.	Can overshoes be worn if going outside? NO Do they need to change for all medium types of production? They are changing from own footwear as prescribed in Base Can medium footwear be worn in Base areas? Yes, not outside Do we need TTM approval as per 8.11.1? auditor judgement
P	**R**	**O**	**8.14.2**	**High**	**Footwear**	Footwear must remain captive to each specific area of the factory. Shoes with laces 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 should be regularly monitored. Foot baths must not be used (unless specified by local in country regulation).	
		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.	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. Should include signage indicating Must be only used for hands. add
		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.	Add examples of other effective methods. ??
	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.	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 Should this be part of the requirement? Yes
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 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.	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. WGLL should the final hand wash/sanitise be after entry to production? ?? Where do gloves/aprons etc fit in changing procedure? Review and add
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 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**	**Staff Sales**	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 - where Tesco product is offered for sale by 'Company Shop Ltd', it must be printed or stickered with the 'Company Shop' name and address. It may be marketed to staff without fully covering the Tesco brand).*	

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.	
P	R	O	9.3	Base	Hygiene Management	There must be a suitably trained manager accountable for overseeing all cleaning and the standards achieved. Site management meetings must review factory hygiene.	What is suitably trained? Is a supervisor a manager? This comment is typical of Thailand and goes throughout the doc. ?? Do we mean a formal course or trained by hygiene company Or qualified? ?? What is the extent of training? i.e. use of chemicals, application methods, hygiene auditing etc ?? ASPN for the manager to have a recognised hygiene qualification.
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.	E.g. 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. If wall mounted, the head of the item e.g. floor brush, should be approx 0.5m from the floor with the handle above.
		O	**9.5.1**	**Medium**	**Cleaning Equipment**	Mops must not be permitted in open food areas unless written permission from the Tesco Category Technical Manager (Tesco CTM) has been provided. (All mops, where permitted, must be clean and in a good condition).	
		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.	
		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 toilets must be segregated and visually distinctive. Where in place, colour coding of cleaning equipment must be prominently displayed with equipment.	Should cleaning equipment for office and outside areas also not be different colour? Colour code or different type yes Should colour coding be mandatory? i.e. “Where in place” ??
		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.	Add WGLL, used in a manner that does not pose a risk to product ??
		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.	E.g. 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.	What do these designated areas look like? Should they be enclosed rooms, screened off? review
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 (in production areas) must not be constructed from porous or breakable material and waste water must be ducted directly to drain. Sinks must have hot water and the correct chemical at the specified dilution.	Does the water need to be hot? If chemical works in cold water. No, however hot water is usually better at assisting with removal of debris and grease, maybe add WGLL
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.	If a factory has not been producing over a weekend, equipment must be re-disinfected Monday morning before use. What if only overnight? ??
		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	Waste trays /containers should be a separate type of tray (solid) and different colour to those used in production for food.

						collect waste even if labelled as waste.	Can food packaging be used for waste? E.g. chicken bags NO will reword
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.	ASPN minimisation plans in place for Y on Y reduction to landfill
P	**R**	**O**	**9.20**	**Base**	**Waste**	Any rejected Tesco labelled product must be securely disposed of through a Tesco authorised route or the Tesco packaging must be removed.	This is about the disposal of product and causes confusion with the Staff sales/ company shop clause. What is the authorised route? Review and reword?

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 the floor • Tying laces • Or handling unsuitable materials	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 What if wrapped product or cartons have been on the floor? If undamaged can it be returned to the line? Auditor judgement? Does operator need to wash hands if hands have not directly touched the floor? Auditor judgement
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).	What about taste panels and intake checks and production taste testing?
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**	**ASPN**	**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.	Should false eyelashes not be base? Same risk as false nails!
P		**O**	**10.10**	**Base**	**Personal Hygiene**	Personal items (e.g. keys, personal mobile phones and coins) must not be taken into production and storage areas.	Need to modify clause in someway. This is often understood to mean PPE only! And therefore in own pockets reword
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. no stone settings and one piece). 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 should not pose a potential foreign body risk e.g. decorative items such as sequins should not be sown on garments.	

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.	Can copper bangles be considered? If medical confirmation is given? If medical confirmation given, but must be controlled in the same way as medi-alert bracelets??

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 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	Should we include a concession procedure? ??

						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.	What about trending the data to highlight recurring issues?
		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.	Not always possible in small sites. Is adequate labelling and control not also acceptable? Yes, reword
		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	**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 format has been changed e.g. de-canning, breaking of vacuum seal. 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.	What about post defrost life? Also controls where a product is purchased fresh and subsequently frozen, i.e. documents showing date when in and out of freezer.

P		**O**	**11.13**	**Base**	**Product Control**	Effective outer packaging removal procedures must be in place for decanting raw materials and packaging (See section 14.28)	Remove “decanting” ??
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 and packaging.	Remove packaging. This is covered by 18.2 or add "including promotional labels" and remove 18.2, This will mean renumbering of section 18

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.	Need to include WGLL – Sites need to fully understand silos and tank (storage and mixing) balances and deliveries when conducting traceability. Will add example Traceability systems should be as tight as possible to allow for minimum recall in event of issue
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.	
	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.	What about seasonal sites, still twice? Depends on size of season, will reword What is the acceptable level % for mass balance? 100%, must be justification for missing balances, review and reword

		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. What about where the site is small or technical resource not on site? Traceability may be delayed (i.e. technical manager showing auditor around site) ??
	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. (Again challenged by supplier minimum twice per year). Traceability exercises should be completed within 4 hrs.	

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.	This whole section will require review in line with new COP. Does not exist? Can we make it clear when COPs exist or are planned, causes a lot of internal communications and wasted time for TMs ??
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 an effective system to manage allergen control.	Will need to include a clause for deliveries or transport of allergenic materials. e.g. Often contractors are used, who carry different ingredients. What are their controls like after hauling allergenic materials. This should have been identified in the sites risk assessment of the supplier. Add No ref in section 13 to verify/validate allergen controls e.g. cleaning and packing? Add, however if significant risk should be in HACCP

	R		**13.2**	**Base**	**Specifications**	Information must be obtained from all raw material suppliers concerning all Tesco recognised allergens or sensitive materials they handle on site.	
P	**R**	**O**	**13.3**	**Base**	**Cross Contamination**	Where allergens or sensitive ingredients are used / stored a risk assessment must be completed to establish the potential for cross contamination. Detailed procedures must be in place to prevent contamination of products.	
P		**O**	**13.4**	**Base**	**Storage**	Allergens and sensitive raw materials must be stored in a segregated marked area (nuts must be stored in a restricted access area).	What about compound raw materials that contain multiple allergens i.e. mayonnaise? Where should they be stored ?
P		**O**	**13.5**	**Base**	**Factory Labelling**	Materials containing allergens must be clearly identified during storage and production where materials are exposed and there is a potential for cross contamination.	
P	**R**	**O**	**13.6**	**Base**	**Equipment Cleaning**	All equipment (including production lines and utensils) used for production of allergenic products must be chemically cleaned (dismantled where possible) prior to production of non-allergenic product. The effectiveness of the cleaning process must be verified (test kits for a number of specific allergens are available).	What about the need to clean equipment during production time in a site that manufactures products with and without allergens, when they only have the one wash area? Add WGLL – What tests are available? Add What about where kits are not available? How can we verify? ATP? Do you mean verification? Validation implies that after every clean the effectiveness must be checked? A programme of validation of the cleaning procedure using allergen testing

							kits followed by verification using visual sign off or ATP swabs to show that the kit is clean should suffice in most instances
P	**R**	**O**	**13.6.1**	**Base**	**Equipment Cleaning**	Sieves in particular (due to the difficulty in cleaning) must be removed and thoroughly cleaned between allergenic and non-allergenic ingredients. Alternatively sieves can be dedicated to particular allergens.	Spare sets of sieves can be maintained to allow clean dry sieves to be utilised, while soiled sieves are removed and wet cleaned.
		O	**13.7**	**Base**	**Equipment**	Utensils used for allergen production must be dedicated and colour coded in raw material preparation areas e.g. spice rooms.	e.g. if milk powder and Soya are used as dry ingredients, they should each have their own dedicated colour coded scoops, for measuring out the material. Poor example, creates too many colours. Sites need to consider how best to use colour coding to assist with effective control.
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.	
P	**R**	**O**	**13.8**	**Base**	**Segregation**	If dedicated lines (for allergens) are not in place, product containing allergens should be scheduled at the end of the production period or alternatively products not containing allergens, run on clean lines at start of a shift. If dedicated lines (for allergens) are not in place,	This is too simplistic in sites with different products with a number of allergens in different combinations, serious risk? review I agree – where a site uses

						scheduling must take into consideration the allergen content of the different products run on a line. Line cleaning and other controls must be employed as determined necessary by risk assessment. ??	multiple allergens then this approach will not work. There must be some risk assessment of the various allergens on site leading to either validated cleans between their use on common lines, dedicated lines, alibi labelling or a combination of all
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 nuts only reworked into other chocolate containing nuts.	
P		**O**	**13.10**	**Base**	**Rework**	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. (A risk assessment must be completed if very small volumes. 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.	Is a blob of mayonnaise a spillage? Which needs immediate cleaning?
P		**O**	**13.12**	**Base**	**Personnel**	Where sites manufacture allergenic and non allergenic products, staff must be aware of the risks regarding cross contamination and have received allergen training.	
P		**O**	**13.12.1**	**ASPN**	**Personnel**	Personnel manufacturing allergenic product should be clearly identifiable e.g. through wearing / using coloured disposable protective equipment (and cleaning materials)	

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 the register, where they may pose a risk of product contamination.	E.g. White plastics in dough production areas, red plastics in raw meat processing areas etc.

	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.	Should we state timescales for completion must be documented for each repair?
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	WGLL – site must add its own specific detail to each step and the need for a glass breakage kit which is disposed of after use. add If item can be fully reconstructed isn't a photograph better than a sample? Yes change

	R		**14.7**	**Base**	**Training**	All employees must be briefed on the glass breakage procedure at induction. All production / hygiene managers must be trained to understand and apply the glass breakage procedure.	Including engineers and give them a breakage kit e.g. for when changing light bulbs change and add WGLL
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).	Check procedure number
				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		**O**	**14.8.1**	**Medium**	**Wood**	Wood must not be permitted in open food areas.	

P	**R**		**14.9**	**Medium**	**Wood**	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	WGLL? What about scissors in first aid kits?

						• 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 at the line? Acceptable or not? Ok, need to add exception
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) • 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	When purchasing small items, where possible they should be metal detectable at level of detection on site After use the area where the wire brush / scourers was used must be inspected. During production breakdown of fixed equipment they may be required. Is this acceptable if clean before and after (i.e. controlled)? ??
				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.	Metal detectable pens in use. Can this not also be a well designed metal pen with metal refill and no loose plastic parts? Yes will reword Are we just not really concerned about pens with clear parts and lids? see above 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)	
		O	**14.25**	**ASPN**	**Foreign Body control**	Paper labels in open food areas must be kept to a minimum.	Add new clause – labelling of product must not pose a risk of contamination. E.g. type and condition and location of labels.
		O	**14.26**	**ASPN**	**Foreign Body**	Where metal detectors are in use, traceability labels/tags in open food areas must be metal detectable.	Luggage type metal detectable labels in use.

					Control		
		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 prior to transfer to high risk / high care. What about inner reels for labels?
P	**R**		**14.31**	**Medium**	**Foreign Body Audits**	Foreign body audits should be completed periodically.	Frequency? will add WGLL

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.	Should justification be agreed by Tesco if not in place? Yes
		O	15.2	Base	Tesco COP	All sites must comply with the requirements as detailed in Tesco Code Of Practice 375 - Metal Detection (where metal detectors are used).	Check number?
P		O	15.3	Base	Equipment	Foreign body detection equipment (metal detector, x-ray, colour sorter 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.	Who is this? Operator, engineer, line leader?
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.	Dairies again have belt stops? ?? Does not allow for compromise on line positioning/space/product type? ??
		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	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.	Metal detector test pieces passed through the detector as close to the centre of the aperture as can be achieved, given size and shape of product reword

						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 in the centre of the aperture with the test pack unless agreed otherwise with Tesco. 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. <u>X-Ray Detection Systems</u> The test pieces must be placed in the worst case scenario area. Refer to advice from the equipment manufacturer.	Define long? Add WGLL X-Ray requirements are relatively small, compared to CoP review - 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.

	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	What about checking of the reject mechanism itself? add
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.	What checks should be done if any, if no metal detector? ?? Covered by clause 10.6
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.	Should there be a means of knowing on which pack the last acceptable check that took place applies. E.g. label attached to last box tested.? May be worth considering where packs do not have times add WGLL
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.	Can they use non-metal provided adequate controls? ?? What if no metal detectors? ?? What about sieve magnets?
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.	Magnet tailings?

Section 16	Product Inspection and Analysis

P	R	O	Section	Base Medium High Aspiration	Item	Detail	✅What Good Looks Like
P	**R**		**16.1**	**Base**	**Product Testing**	Finished 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). 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.** Does this need to be updated? Given the new micro standard. review
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	For UK – Contract laboratories must hold UKAS accreditation. Supplier/on site laboratories should be accredited by either UKAS, CLAS or LABCRED. Do we have any guidance on what this looks like? i.e. number of labs taking part, the frequency, which tests etc? add WGLL Using members who have signed up to the Tesco Labs scheme add to requirement

						accreditation. (see 1.12 and 28.1)	
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. For further guidance, see Tesco Approved Laboratory Scheme (382)	Check number and still on TTL Should ref to the TALS (382) not be made in 16.2? ??
P			**16.4**	**Base**	**Sample Submission**	Procedures must be in place detailing samples, sampling methods, type of tests to be conducted, durability information etc. All external laboratories conducting testing on Tesco product must comply with the 'Guidelines For Tesco Suppliers Using The Services Of Independent Contract Laboratories' (52)	Check document number?
P			**16.5**	**Base**	**Reporting**	Procedures must be in place to cover reporting of routine results and out of specification results.	
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. (also see 8.5.1) Is this not part of the clause? Add to requirement Should the risk assessment be documented? Yes
P	**R**	**O**	**17.2**	**Base**	**Water Supply**	Water used in processing food, as an ingredient 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.	Can we add guidance for Wash water? Annual validation etc Yes
	R		**17.3**	**Base**	**Water Supply**	Potability testing must be completed by accredited laboratories covering microbiological, chemical and physical parameters.	
	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.	Should we add the need for flushing of all taps/outlets at defined frequency as an aspn? Yes
	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. All pipes and fixtures must be designed from material suitable for the purpose and kept in good condition. 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.	What is meant by backflow prevention? reword Not clear if we mean all? Should this be based on risk assessment? Yes Is this really Base? Should it not be medium? ??
	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.	What do we mean by approved boiler additives? Any examples? WGLL

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).	Should this check be documented?
	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. What should be retained as a minimum for printed bags and boxes? ??

	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. fire-alarm, breakdown, breaks). Coding checks must be completed for all runs (including 'top up' runs) and records including physical labels / sleeves retained.	What about at change of reels?
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.	Cross checking of product label information against case/tray end labels. Important as green crates are used extensively now add

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. Controls in place must meet the requirements as detailed in the Tesco product specification.	
P			**19.2**	**Base**	**Procedure**	The Policy and procedure for weight, volume and count must conform to legal requirements in the country of manufacture and the intended country of sale. Where the quantity is not governed by legislation, the product must conform to Tesco specifications.	
		O	**19.2.1**	**Base**	**Tesco COP**	All sites must comply with the requirements in Tesco Code Of Practice 378 - Contents Control.	Check doc number?
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	Further definition of weight control requirement would be useful as often small sites comply with local law only. ?? Support establishing capability of

						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): • 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.	checkweigher – included in legislative guidance Weight, volume and tare verification checks should be completed hourly (or more frequently with smaller batch sizes).. Should further requirememnts be added for establishing the capability of the checkweigher following legislative guidance. E.g. determining and utilising the zone of indecision data review
P	**R**	**O**	**19.4.1**	**ASPN**	**Automated Weight Control**	In-line check-weighers may be used in place of manual QC weight verification if they are 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	Products packed to either minimum or average pack weight (where applicable) should utilise automated check weigh systems. Long for ASPN? ??

						average weight)] for samples and whole batches. Systems controlling average weight should dynamically measure batch compliance. Automatic rejection systems should have a reject confirmation sensor to stop the line if a rejectable item is detected, but fails to be rejected. 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 pack rejection mechanism is effective. Records should be signed off at the end of each batch.	More usual for the bin full to work on the principle of the beam being broken when hits a certain level. review Not fully understood by all? Reword if necessary
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 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. 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	Phrase differently? Review/clarification? Some sites have more than 1 in-line checkweigher. Should it read the final "in-line" checkweigher? Yes Not fully understood by all? Read Welmec publication 6.5. for guidance 19.4.1 and 19.4.2? very similar??

						and dedicated personnel remove these packs from the line. Similar systems may be utilised for catch weight product where defined weight bands are required.	
P	**R**	**O**	**19.5**	**Base**	**Weight Control**	All scales and equipment used for finished product weight control must have documented verification checks at a minimum frequency of the start and end of production day as part of the calibration process. (For catch weight system see clause 18.7.1)	Production day? What if site operates 24 hours? Do we mean twice per day? Yes
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.	Dedicated personnel are in place to count the items on the line.

						Documented checks of product count must be in place.	
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.	Add WGLL – verification testing of personnel with test papers/exams to demonstrate understanding. WRONG ANSWERS CAN THEN BE DISCUSSED WITH INDIVIDUALS
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. Add WGLL?
	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)	Maybe add something about unless they have passed a literacy test also? So that training can be done in the sites first language review
	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.	
	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.	The induction includes: • Food safety • Personnel hygiene procedures and rules • Glass breakage procedure • Health and safety

						All personnel must have a basic understanding of food safety before they start work.	• Quality policy
	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.	
	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 and re-training undertaken where necessary.	Do we need to include where procedures have been updated there is evidence that employees have been trained against the updated procedure?

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 Add and have a documented action plan to address. Add WGLL?
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.	Often overlooked – sufficient cover for operatives who are responsible for CCPs add

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.	Add WGLL – In the case of traceability the site should be able to retain a complete trace + 1 year
	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 etc).	Review section, considered to be weak Do we need new clauses for the management of Product Development materials? How do they control their allergens? ?? Need to review HACCP at an early stage
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.	What is deemed shelf life? Should there be allowance for the customer? ??

	R		**22.5**	**Base**	**Product Claims**	Where product claims are made, documentary evidence must be available on site to substantiate these claims.	Examples of some 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.	Add others e.g. Spillages, picketing by union etc Should we add a requirement to report issues to Tesco? If so, should this be all sites or sites where Tesco business is significant? ?? Is this not a site management judgement call?
	R		**23.2**	**Base**	**Contacts**	Key contact information must be maintained including: • Internal contacts (in and out of hours) • Customers (in and out of hours) • Suppliers (raw materials and services) • Government / Enforcement bodies	Should this include BRC? Either way add not exhaustive list
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: • 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.	WGLL- Where sites are unable to account for the full volume, there must be just reason or further action taken. Overseas sites often work to figures of say >95% and consider this reconciliation add Any communication with bodies such as the UK Food Standards Agency (regarding Tesco branded products) will be co-ordinated by Tesco. Is this not part of the clause? Yes make a WGLL example
	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.	WGLL – The team should be site specific. As opposed to central teams ?? Often managed by group or central function. In case of group sometimes 1 challenge per year, can mean a site doesn't have a challenge for >5 years. Could have both
	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.	
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	
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 audits schedule should be based on a risk assessed. 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 in the area being assessed.	
	R		**24.4.1**	**ASPN**	**Auditors**	Auditors should be independent of the area being audited.	
	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.	Need to add that timescales should be appropriate to the food safety risk identified.
	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**	**Base**	**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.	Add WGLL Scores often make site audits appear good. Weighting of scores doesn't work. i.e How many minors = 1 major. Should we not encourage a BRAG format?

	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 trained personnel. The investigation must determine whether the complaint is product specific or an issue which may affect more than one product.	Does a site need to fully investigate all complaints? i.e. where a customer doesn't like the taste or a quality perception issue? Can they not monitor and trend these types of complaints?

						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.	
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.	Should site be responsible for pest control? Not PCP responsibility Yes, add WGLL
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.	How often should plan be reviewed? Add WGLL Can non-toxic be used externally, is

						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 areas. Where an infestation is evident, a concession (to use toxic baits) is required from the relevant TTM before toxic baits are used.	this not providing a food source? ?? Had a situation where toxic baits were being used in clean utensil storage area. Activity recorded, is this acceptable? reword What about toxic baits in storage areas? ??
P		**O**	**26.7.1**	**Medium**	**Pest Plan**	Toxic baits must not be used in open food areas (unless these are situated inside enclosed access panels to service areas / risers).	Toxic baits are only used where there is clear evidence of a problem (e.g. actual sightings of rodents or recent droppings). What about how long can they be used for? And control? add
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.	Located at all entrances to the production and storage areas or based on risk. E.g. 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. Should include that EFKs are operational. Does this need to be 24 hours if site only operates in daylight hours for example? Should they be

						Pheromone must be replaced on predetermined frequency to ensure effectiveness.	hardwired? If so, not into lighting system. Add
		O	**26.9**	**Base**	**Birds**	Where sites have canopies e.g. at loading bays etc. these must be sufficiently proofed / netted to prevent nesting birds.	What about the practices of shooting birds? e.g. removal of products and licensing of PCP This feels like we need a new clause Bird scarers and other methods? Add additional requirements
	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. Reports must be signed off by personnel responsible for pest control on site (or a designated deputy).	Should sites not record corrective actions taken in response to PCP reports? Yes will add

						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.	Are follow ups the same frequency for internal and external rodent? No, follow ups refer to internal activity, however should be considered if external activity is high, will reword
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.	(e.g. flying insect activity assessed as Low/Medium or High) . ASPN Site map showing flying insect

							levels. e.g. Low = 0-50, Medium =51-100, High = 101+ Will add WGLL to cover all this
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.	E.g. The 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.

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.	
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.	Should we include a clause for maintenance storage facilities (parts, oils etc) Yes Reword, not just product and packaging that can be put at risk e.g. equipment and environment
P		**O**	**27.7**	**Base**	**Engineering**	Engineering work areas 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**	**Toolboxes**	Tool boxes must contain an inventory of items they contain.	
P	**R**	**O**	**27.12.2**	**Medium**	**Toolboxes**	Toolbox contents should be checked at a defined frequency against the inventory. All small items must be separately contained within the toolbox.	
		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 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. wielding, cutting etc.) or individuals e.g. in confined spaces.	Better explanation especially for overseas review
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.	
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 CCP equipment is verified on a daily basis e.g. temperature probes. Should this not be part of the requirement? Yes add daily for portable equipment
	R		**28.4**	**Base**	**Master List**	A master list / calibration matrix of all measuring and monitoring equipment requiring calibration must be maintained.	
		O	**28.4.1**	**ASPN**	**Master List**	The master list / calibration matrix may include: • Serial numbers and / or ID numbers of equipment • Frequency of calibration	Should this be base? Or make WGLL to 28.4 remove and make WGLL to 28.4

						• 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.	Should this not be a requirement for CCP monitoring equipment?
	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)	As 9.3 What is suitably trained? ?? This is duplication of 9.3. Where is it most appropriate? ??
	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	Add detailed WGLL Damaged "O" rings are replaced
P			29.4.1	ASPN	Cleaning Procedures	Cleaning procedures should have a unique reference number that links to site cleaning schedules / records. Cleaning procedures should include photographs	Should this be a Medium or High level requirement? Could be added as WGLL under

						showing key inspection points.	29.4 or part of clause ??
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.	Should we add where hygiene windows are squeezed/resourced down (e.g. reduction in staffing, sickness etc) that hygiene activities are risk assessed so that the critical hygiene tasks are completed and other non-critical hygiene tasks are rescheduled.?
	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. Cleaning schedule should be fully integrated in the production scheduling / planning process.	This should be a base level requirement. How can you establish 29.6 if this hasn't been carried out? ??
	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.	
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.	Should we give guidance on best practice? Yes add WGLL
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**	Clean In Place (CIP) systems for pipe work and tanks must be designed by specialist engineers and operated by trained personnel. Evidence must be available of commissioning and process verification. Procedures must be in place for the monitoring of concentration of chemicals, time and temperature. Where applicable, documented test results must be available to demonstrate that chemicals have been effectively flushed from pipes and tanks.	Should there be ongoing verification e.g. annually? What about servicing? Should the system be audited by an expert at a pre-determined frequency? Should we reference the COP? Soon to be written? This will cover more detail and include new requirements from the COP

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. Haulage contractors must be formally approved by recognised schemes where required e.g. animal welfare standards / farm assurance.	What should we do for Tesco nominated haulage companies? ?? What will the site not have control over if Third party (Tesco)? ?? The implication here is that where the contractors are Tesco nominated then they are Tesco approved. If this is the case then evidence of that nomination will remove the need for the site to demonstrate compliance with this clause
		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.	What if Tesco nominated transport? ?? Exception Should we include the need to check security tags, where fitted to vehicles? ?? Yes
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**	**Medium**	**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.	Should this not be base? Yes ASPN vehicle load plans showing the location of pallets on a vehicle i.e. back or front ?
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.	Medical screening requirements do not take account of EU and local law which tends to be less intrusive review
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.	Who carries out this assessment?
P	**R**	**O**	**31.2.1**	**Medium**	**Pre-Employment Medical Screening**	The questionnaire must be used as background information for a trained person to verify personnel are fit to work as a food handler. In countries where food handling screening is required by government, the site may not have its own systems in place. 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.	Change to exclude non-food areas, particularly where the cause of illness is known e.g. morning sickness in an office role review
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. FSA guidance allows return within this time if the cause is known not to be food poisoning and good hygiene practices employed ?? Guidance now includes medicines? ??
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	Return to work procedure after foreign travel.

						compromised (e.g. restricted zones due to outbreaks).	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		**Employment Agency (Tesco UK only)**	*In the UK agencies must have a GLA (Gangmaster Licensing Authority). The licence number must be provided.*	Should we include registering to the Government Gateway as an aspn. The site will email you if an agencies certification has been revoked. Add ASPN can make 32.1.2
	R		**32.1.2**	**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.	Make 32.1.3
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).	Is there a period of time after which agency can work in High Care e.g. >12 months? ??
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 include reference to expectations on minimum wage and working hours etc.	
P	**R**		**32.4**	**Base**	**Audits**	The Agency must have been approved by a trained 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	In the UK the GLA licensing process can count as an audit. However the site may be required to conduct questioning of personnel in addition to the licensing process.

						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.	What do we mean by trained auditor, is a HR person suitable?
	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 report certain medical conditions they have suffered from while away from site)	This should include confirming that hearing and eyesight are good where this is important for their job. Food handlers agreement not understood overseas reword
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.	Should WGLL be third party environmental audits e.g. ISO 14001? ?? add as ASPN
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.	ASPN Carbon footprint recognition ??

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. The site must comply with Tesco requirements for ethical trade audits (where deemed necessary). A written ethical trading policy statement must be in place which must be communicated to the workforce. 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.	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. Small sites may have nothing other than compliance with local law ?? Site should be given ethical risk rating by their Tesco TM? Yes add reference or maybe WGLL
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. Should we add as ASPN employee anonymous post box or national helpline in confidence? E.g. Protectorline (or base?) Yes

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.	Should we include a clause for site liability insurance? If so, here or in ethical section ?? Should the site also request it of any service providers and contractors? If so, does that belong here or in the maintenance section or ethical? As above Small sites may not have formal systems/documentation ??
	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 correction of spelling errors have not been included in the table, to assist with the site's review.

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"
		1.9	**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 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 the 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** - 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 corrective person/department in a timely manner.
3	Raw Material & Secondary Site Management	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 (e.g. checked against VALID IT) 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)
		3.6	**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".
		3.11	**Change in wording** - now states "*Fresh Meat 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)".*
		3.13	**Addition to Clause** - In some instances e.g. with fresh produce, maturity may be used to determine the order of use. NB. This addition was previously part of clause 11.6
4	Packaging	4.2.1	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 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
		4.6	**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".
5	External Areas and Site Security	5.3	**Change in wording** – now states "External areas must be kept tidy and free from unnecessary items that could provide potential pest harbourage".
		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	**Addition to WGLL** - 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.
		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 ingress.
6	Design and Construction of Premises	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)".
		6.11.3	**New Base** – previously High
		6.13	**Addition to WGLL -** There should be enough space to allow walking access between materials and walls for inspection.
		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. NB. This is 6.14.1
		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".
7	Design and Construction of Equipment	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).
8	Employee Facilities and Personal Protective Equipment	8.5	**Addition to Clause** - Hand washing signs must be displayed in toilet areas. (previously in 10.2)
		8.5.3	**New ASPN -** Taps in toilet facilities should not be hand operated.
		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 WGLL -** Hand wash water temperature should be comfortable, neither too hot or too cold, so as to discourage use.
9	Factory Hygiene	9.5	**Addition to WGLL** - E.g. 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. If wall mounted, the head of the item e.g. floor brush, should be approx 0.5m from the floor with the handle above.
10	Personal Hygiene	10.2	**Removed -** Hand washing signs must be displayed in toilet areas. (now in 8.5)
		10.2.2	**Change in wording** – now states "Hand swabs or contact plates are taken and assessed following an unannounced but planned programme".

		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".
		10.12	**Change in wording** – now states "Rings and studs in exposed parts of the body (including the tongue) must not be worn".
		11.6	**Removed -** In some instances e.g. with fresh produce, maturity may be used to determine the order of use. NB. Now an addition to clause 3.13
11	Process Controls	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"
12	Traceability	12.3	Clause split between 12.3 and 12.3.1
		12.3.1	**New Base** – see 12.3
		12.4	**New Base** – previously High
13	Allergen Control	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.
14	Foreign Body Controls	14.4.1	**New ASPN** - Brittle coloured plastics should be considered for inclusion the register, where they may pose a risk of product contamination. **Addition to WGLL -** E.g. White plastics in dough production areas, red plastics in raw meat processing areas etc.
		14.6	**Change in wording** – now states "Completion of an incident log and sign off that production can restart, by a responsible/senior person".
		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

		14.14	**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). As they do pose a risk in these areas and alternatives are available globally.
		14.25	**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". Part of the clause has also moved into WGLL and been slightly reworded.
15	Foreign Body Detection		
16	Product Inspection and Analysis		
17	Water and Waste Water Management		
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)".
19	Weight, Volume and Count Checks		
20	Training		
21	Quality Management System	21.6	**Change in wording** – now states "Details of deputising cover for personnel with responsibility for legal, safety and quality issues must be documented".
22	Product Development		
23	Product Recall/Incident Management		
24	Internal Audits	24.7	**New Base** – previously ASPN
		24.8	**New Base** – previously ASPN **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".
25	Customer Complaints		
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".
27	Maintenance	27.12.2	**New Medium** – previously ASPN
		27.12.3	**New Medium** – previously ASPN
28	Calibration	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"
30	Transport		
31	Medical Screening		
32	Employment Agencies		
33	Environment		
34	Ethical Trading		
35	Management Controls		

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	The requirements in all production facilities irrelevant of the product or process type
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
Fo 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	The requirements in all areas that are identified as handling or processing high risk or high care products in addition to the base and medium requirements.
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 or ready-to-reheat 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 uncooked ingredients.
Importer	A Person, firm, company or other entity who imports Tesco products.
Medium	The requirements in open food handling areas in addition to the base requirements
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 Site	A manufacturing, processing, assembling or packing site accountable for the product safety and legality.
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
CORRECTIVE ACTION	Should we define these as we use them throughout the standard? Yes Can you think of any others? ?? Primary packaging?

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	

Additional Examples

Produce
Base = Whole produce e.g. whole carrots or swede (including minor trimming)
Medium = Prepared produce which is no longer whole e.g. ready to cook carrot batons or vegetable medley
High = Prepared ready to eat produce e.g. ready to eat carrot sticks or fruit salad

This is too specific to produce, I am sure others would appreciate some guidance. Should we include other examples e.g. flour milling, teabags, dry mixes, pizza (difference between raw and cooked) etc
Move examples to an appendix

Enclosed Systems
Base = Enclosed system areas e.g. pipe work
Medium = Areas where the product is exposed e.g. tanks where product is accessible.