

INSPECTION REPORT

Name & Address of Premises: Mathiesons Bakeries Limited, 2 Central Park Avenue, Central Park, Larbert

Date of Inspection: 20 February 2008

Any action required listed below in **bold script** constitutes measures which **must be taken** to comply with legal requirements. Identified actions may be replaced by alternative measures if they are equally effective. Before undertaking any alternative measures, please contact me to discuss your proposals. Please also contact me should you wish a full transcript of any legal Provision referred to below.

Schedule 1

The Food Hygiene (Scotland) Regulations 2006 - Food Safety Management System Based on Hazard Analysis and Critical Control Points (HACCP)

Article 5 (1) of Regulation (EC) No. 852/2004 requires a proprietor of a food business to **implement a food safety management system.**

My inspection of your premises revealed that you have made good progress towards implementing a food safety management system at the premises although studying your HACCP and Procedures closely for the sandwich room and meat room have revealed the following items require to be addressed.

Legal Requirements

General

1. Page 3, paragraph 4 of the HACCP Manual details the Food Safety (General Food Hygiene) Regulations 1995 which have now been revoked.
The correct legislation as stated in paragraph 2 of your HACCP should be quoted.
2. Five members of the HACCP Committee were due hygiene and/or HACCP refresher training in November/ December 2007, however this had not been carried out.
The relevant refresher training requires to be completed. In addition the Team Leader should have training in HACCP to at least Intermediate level.
3. Discussion suggested that there has not been a recent system audit and verification although it is stated in page 6 of the HACCP Manual that this will be completed at least twice per year.
Regular audit and verification must be carried out in accordance with your own policies.
4. Page of the HACCP Manual details that chilled storage areas will be manually checked twice per day, however the Temperature Monitoring Procedure (PM10.1) indicates once per day. It was noted the Temperature Monitoring Records show one check each day.
The HACCP should be amended to reflect the practice of one check per day.

5. The Temperature Monitoring Procedure (PM10.1) does not detail the requirement for the meat freezers to be maintained at a temperature colder than -18°C , although this is a requirement of Regulation EC 853/2004.
The Temperature Monitoring Procedure must be amended to include the requirements for the storage and dispatch of the frozen meat preparations.
6. The Staff Training Records for the 4 staff within the sandwich room and the 4 staff within the meat room were not seen at the time of my visit.
A copy of the Training Records for these staff should be forwarded to this office.
7. The Cleaning Schedule at the Goods Receipt within the warehouse had not been completed for the week of my visit.
The Cleaning Schedule must be kept up-to-date.

Sandwich Room

8. The temperatures detailed within the flow diagram for the sandwich room differ from the temperatures quoted within the Process Steps for the sandwich room.
The temperatures must be changed so the flow diagram and the Process Steps are the same.
9. The flow diagram for the sandwich room and associated Process Steps state that the sandwiches are subject to metal detection, however no sandwiches are subject to metal detection.
Metal detection must be carried out in accordance with your HACCP.
10. Within Sandwich Room Process Steps, step 1 critical limit is unclear as the person checking will not know the agreed limit for each supplier.
The critical limit should be amended to reflect an observable or measurable limit.
11. Within Sandwich Room Process Steps, step 1 states that external lab reports should be monitored, however these do not appear to accompany deliveries.
The monitoring should be amended to reflect actual practice.
12. Within Sandwich Room Process Steps, step 3.1 states the monitoring is "Daily chill check sheet & RDM monitor", which is unclear.
The monitoring requires to be expanded, and where necessary the actual name of the records must be provided.
13. Within Sandwich Room Process Steps, step 3.1 refers to the Stock Rotation Procedure (PM 13.1), however this procedure is very basic and provides little information on stock control of your products.
The Stock Rotation Procedure (PM 13.1) requires to be expanded.
14. Within Sandwich Room Process Steps, steps 3.1 and 5 refer to a Stock rotation monitoring checksheet, however this does not appear to exist.
This checksheet should be provided, or alternative monitoring must be put in place.

15. Within Sandwich Room Process Steps, step 3.2 provides a control as “Glass policy, register and breakages register” which is unclear. In addition, the critical limit is unclear. I understand that the Glass and Glass-like Materials Procedure is currently being written.
This section needs to be re-written referring to the actual Procedure, monitoring and records.
16. Within Sandwich Room Process Steps, step 4 refers to “Hygiene Sign Off Sheets”, although these did not exist. I understand that it may require the Cleaning Records to be checked by the supervisor.
The monitoring should be amended to make it clear.
17. Within Sandwich Room Process Steps, step 5 refers to the control of daily stock inspection, however this is actually monitoring.
The control measure requires to be re-written.
18. Within Sandwich Room Process Steps, step 5 details the hazard of physical contamination from dirty equipment as a CCP, however this hazard is usually a GMP within your HACCP.
This step should be correctively identified as a CCP or GMP according to your decision tree.
19. Within Sandwich Room Process Steps, step 6 details “packaging checked before use” and “labels checked for conformity” as a controls, however these are actually monitoring.
The controls require to be re-written.
20. Within Sandwich Room Process Steps, step 6 has recall products as a corrective action.
The recall of products cannot be a corrective action in terms of HACCP as this means they have been transferred from the bakery.
21. Within Sandwich Room Process Steps, step 7 details the hazard of contamination from small parts.
The hazard should be expanded to say metal.
22. Within Sandwich Room Process Steps, step 10 has the recording as “See distribution manager”, which is unclear.
The recording section should be amended to provide the actual records used.
23. The Sandwich Room had no completed Cleaning Schedules and, in the absence of the supervisor, the person working in the room had no knowledge of these records.
The Cleaning Schedules must be completed for this room. In addition, all staff must be trained in their completion.
24. Within Sandwich Room a Sandwich Production Process Monitor was being completed providing information on times and temperatures during production, however such a record is not mentioned within the HACCP.
If this is a record used for controlling a CCP, then it should be referred to within the HACCP.
25. The Sandwich Production Process Monitor was incomplete for the product being produced at the time of my visit (no start time and temperature), and the product which was made prior to that (only start time and temperature but no further information although it was complete and in the chill).
The Sandwich Production Process Monitor must be kept up-to-date for each product.

26. The Sandwich Production Process Monitors often omitted batch numbers for some ingredients. In addition, batch numbers were not present on some ingredients, such as the tomato and salad.
The batch numbers should be provided on all ingredients and those numbers must be recorded on the Sandwich Production Process Monitors.
27. Within Sandwich Room chill, a number of foods were in opened containers/packages however the opened on dates had not been provided. This included tuna savoury 10kg, tuna and sweetcorn 10kg, In sauce fire cracker chicken 1kg, Autumn fruit chutney 2.5kg.
All opened containers/packages must be provided with an opened on date and/or amended use by date.

Meat Room

28. The temperatures and time detailed within the flow diagram for the meat products differ from the temperatures quoted within the Process Steps for the meat room.
The temperatures and time must be changed so the flow diagram and the Process Steps are the same.
29. The flow diagram for the meat room and associated Process Steps state that the meat products/preparations are subject to metal detection, however only the boxed meat preparations which are provided to external companies are subject to metal detection.
Metal detection must be carried out for all products in accordance with your HACCP.
30. Many inaccuracies detailed above for the Sandwich Room Process Steps are the same within Meat Room Process Steps.
You should check the above items in relation to the Meat Room Process Steps.
31. Within Meat Room Process Steps, step 4 refers to a control of an "Inspection procedure and metals register". This is not a control and it does not detail which procedure is involved.
The control requires to be re-written.
32. Within Meat Room Process Steps, step 4 refers to a "Metals check sheet", however there was no form in the meat room. There was however an Equipment Maintenance Savoury Department which had been completed.
The monitoring should be amended to include the actual form used.
33. Within Meat Room Process Steps, step 4, 6 and 9 details hazards with no indication of whether they are CCPs or GMPs.
These steps should be correctively identified as a CCPs or GMPs according to your decision tree.
34. Within Meat Room Process Steps, step 8 details the records as "WIMF??"
This must be amended to include the actual record used.
35. The Bake off Temperature Sheets were not available at the time of my visit.
Copies of the Temperature Sheet(s) for the week commencing 18 February should be forwarded to this office.
36. Within Meat Room Process Steps, steps 8 and 9 refer to Meat products baking work instruction WIM10, although this has been changed to a Baking of Savouries Procedure (PM25.1).
The correct procedure should be entered within the controls.

37. Within Meat Room Process Steps, steps 10 and 11 detail the hazard of physical contamination from dirty freezer/vehicle as CCPs, however similar hazards are usually GMPs within your HACCP.
These steps should be correctively identified as CCP or GMP according to your decision tree.
38. The Meat Room Product Temperature Monitoring is being completed providing times and temperatures, but is not referred to within your HACCP.
If this record is used for controlling a CCP it must be detailed within your HACCP. In addition the critical limits within the Record should be changed to reflect the requirements of Regulation EC 853/2004 i.e. -18°C instead of -16°C.
39. There were no internal batch numbers on the Grants minced beef & onions, lasagne sheets or beef flank.
These foods must be provided with batch numbers to allow for traceability.
40. The print out of the computerised temperature logging system was not available at the time of my visit.
A print out for the 20 February should be forwarded to this office.
41. The data logger for despatch was not available at the time of my visit.
The data logger print out for the 20 February should be forwarded to this office.
42. The vehicle cleaning records were not available at the time of my visit.
A copy of the records for 20 February should be forwarded to this office.

Recommendation

1. I recommend that the warehouse staff are provided with a between pack probe attachment to allow more accurate temperature monitoring as most food deliveries are pre-packed and cannot be probed without compromising the shelf life of the food.

Schedule 2

The Food Hygiene (Scotland) Regulations 2006 – Article 4(2) of EC 852/2004 (Annex II)

Legal Requirements

1. The floor surface within the sandwich room was dirty in areas, particularly along the edges of the room.
The floor surface requires to be cleaned on a more regular basis.
(Chapter I, paragraph 1)
2. One of the plastic troughs within the meat room was damaged.
The damaged trough requires to be discarded/replaced.
(Chapter V, paragraph 1(b))