



Detailed Report of an Assessment against the SALSA Audit Standard Issue 6, June 2022.

Company Name:	Tarka Spring Ltd	SALSA Auditor:	Nicky Gill
Site Address:	Little Comfort Farm Langtree Torrington EX38 8NY	Audit Date:	02/02/2023
		Supplier ID:	318
		Audit ID:	17434
Scope:	Bottling of spring water into glass or plastic bottles. Blending and co-packing protein and electrolyte drinks into plastic bottles.		
Overview:	Tarka Springs started producing in new buildings at the current site in 2000, there are three production lines, with a view to expand another production line in the next year. The site bottles water into glass or plastic bottles in pack sizes ranging from 330ml - 2000ml from the farms natural spring. In addition a range of protein and electrolyte drinks are co-packed for one customer to customer specification. All lines are fully automated. There are 15 employees and production hours are 7am-5pm Mon-Fri. Customers include cruise ships, wholesalers and breweries. This was the first SALSA audit (after 7 years ISO certification) and was a hybrid audit with 2 hours reviewing documents prior to visiting the site. The company have a good quality ethos and have employed a new staff member to help build on and improve the current quality management system.		
Recommendation:	Recommended subject to Action Plan approval by SALSA		

SECTION 1 - PREREQUISITE CONTROLS

1.1 Training and Supervision

- 1.1.1

A training procedure and records shall be in place to provide evidence that all staff can competently carry out their specific job function.

Fully Compliant
- Evidence of Compliance:

Documented training plan and procedure. Duncan Lovelass full records seen. Summary training of all other staff seen.
- 1.1.2

Temporary personnel shall be trained commensurate with their activity prior to starting work. Records shall be kept.

Fully Compliant
- Evidence of Compliance:

No temporary personnel. Induction pack in place specifically for temporary personnel.
- 1.1.3

A programme and records of annual refresher training shall be in place for food handlers and key staff.

Fully Compliant
- Evidence of Compliance:

Annual refresher training.
- 1.1.4

All personnel shall be adequately supervised throughout the working period.

Fully Compliant

1.2 Personal Hygiene

1.2.1	A personal hygiene procedure shall be in place with controls to reduce the risk of contamination from personnel and personal items. It shall be evident that these rules are understood and implemented by all personnel to prevent product contamination.	Partially Compliant For Action	
	Evidence of Compliance: Hygiene Policy reviewed Jan 23.		
	Issue Raised: The hygiene policy does not cover wearing of perfume or aftershave, false eye lashes, wearing of make-up which may flake off e.g. face glitter or personal items such as essential medicines, keys, mobile phones, devices and tablets. A member of staff was seen wearing a silver necklace in the production area.	Action proposed by auditor: Expand the Hygiene Policy. Add Perfume or aftershave should not be worn. False eye lashes should not be permitted. Consider also the wearing of make-up which may flake off e.g. face glitter. Detail how personal items such as essential medicines, keys, mobile phones, devices and tablets are controlled so that they pose no risk of product contamination. Re-train staff and send the revised Hygiene Policy and completed training records to SALSA.	Action taken: Received updated Hygiene Policy (revised February 2023), which includes all the additional points raised by the auditor. Received signed training record to confirm that all the team have read and understood the staff hygiene policy, training completed 21st, 22nd and 23rd February 23.
✓ Approved by SALSA			
1.2.2	Suitable workwear shall be worn by employees, visitors, contractors working in, or entering food handling/ storage areas. Protective clothing shall be suitable for the food being handled and shall not pose a contamination risk to the product. Clothing shall be changed as necessary and laundered hygienically. Disposable protective clothing, if used, shall be controlled to avoid product contamination.	Fully Compliant	
	Evidence of Compliance: Cap, gloves, disposable blue coats.		
1.2.3	Where protective clothing is required, designated changing facilities shall be provided for all personnel, whether staff, visitor or contractor, prior to entry to food handling / storage areas. Protective clothing shall be stored physically separate from outdoor clothing.	Fully Compliant	
1.2.4	For the production of High Risk/High Care products, a procedure shall be in place that describes the type of protective clothing to be worn, how to wear it and the order of changing when entering or leaving the designated changing area.	Fully Compliant	
	Evidence of Compliance: Not applicable. Low risk.		
1.2.5	The consumption of food and drink should not be permitted within food production and storage areas.	Fully Compliant	
	Evidence of Compliance: Included in hygiene policy, no eating evident.		
1.2.6	Hand cleaning shall always be performed before entering production, handling food, after visiting the toilet and thereafter at a frequency that is appropriate to minimise risk to product.	Fully Compliant	
	Evidence of Compliance: Hand wash on entry to each line.		
1.2.7	The business shall have a procedure for establishing the health status of food handlers and for the notification by employees, temporary employees, contractors and visitors of any relevant infectious disease or condition with which they may be suffering or have been in contact with.	Partially Compliant For Improvement	
	Evidence of Compliance: Staff and visitors are informed to notify of any relevant infectious disease or condition with which they may be suffering or have been in contact with. Return to work forms are documented.		
	Issue Raised: Return to work forms are not always completed.	Action proposed by auditor: Ensure return to work forms are completed to monitor food handlers returning to work after infectious illness.	
❗ PCI - close out before next audit			

1.3 Cleaning

1.3.1

All areas of the site shall be visually clean and tidy and the standard of cleaning and housekeeping shall be suitable to minimise the potential for contaminating the product.

Fully Compliant

Evidence of Compliance:

The site is kept clean and tidy.

1.3.2

Documented cleaning schedules, procedures and records shall be in place for the building, services, plant and all equipment whether direct or indirect food contact.

Partially Compliant
For Action

Evidence of Compliance:

Cleaning schedules and procedures list the item to be cleaned, method, frequency, chemical and person. CIP completed by trained personnel, procedures documented.

Issue Raised:

CIP records do not cover all equipment, there are many blanks so it is not clear which day tanks were used and the form seen did not have the month/year recorded.

Action proposed by auditor:

Tidy CIP sterilisation records to include all equipment. Add a box for the month and year. Send records that have been completed and signed off to SALSA.

Action taken:

Received copy of the updated completed CIP record for the WOW Hydrate Mixing Room. It includes the month and year, also more clearly includes the items that need checking. Before and after form submitted. New form completed as from 22/02/23. RECOMMENDATION: To include the caustic test limits and record the caustic test result on the form, for greater clarity of information.

✓ Approved by SALSA

1.3.3

Documented controls shall be in place to detail the safe and effective use of cleaning chemicals to prevent contamination of product.

Fully Compliant

1.3.4

Verification of the effectiveness of cleaning and disinfecting processes shall be routinely completed. Records shall be kept.

Fully Compliant

Evidence of Compliance:

Cleaning is verified by Sarah

1.3.5

An environmental sampling plan shall be in place for High Risk/High Care areas to test for the presence or absence of Listeria species. Records shall be kept with appropriate action detailed.

Fully Compliant

Evidence of Compliance:

Not applicable, low risk.

1.4 Allergen Management

1.4.1

Identify all allergens handled on site, or brought on to site, and document the risk of cross contamination.

Fully Compliant

Evidence of Compliance:

No allergens handled onsite.

1.4.2

An allergen management procedure and controls shall be implemented to prevent or minimise the potential for cross-contamination at all stages of production and throughout all processes, from intake to despatch. Records shall be kept.

Partially Compliant
For Improvement

Evidence of Compliance:

Allergen Policy lists the groups of allergens that can cause harm.

Issue Raised:

Allergen management procedure needed.

Action proposed by auditor:

Write an Allergen Management procedure to describe how you would identify any allergens brought onto site, those of concern and controls to prevent cross-contamination to ensure accurate labelling.

ⓘ PCI - close out before next audit

1.4.3

Allergen information on labels and labelling shall be legal and accurate.

Fully Compliant

1.4.4	Where allergen suitability claims are made for a product, information provided on labels and printed packaging shall be determined using validated accredited methods of testing.	Fully Compliant
	Evidence of Compliance: No claims are made.	
1.5 Process, Environment and Equipment Control		
1.5.1	Documented process controls shall be monitored to ensure products can be made consistently in compliance with the recipes and finished product specifications.	Fully Compliant
	Evidence of Compliance: Mixing chart and recipe sheet. Sterilisation and filtration - included in HACCP.	
1.5.2	Documented environmental controls shall be monitored to ensure that facilities are adequate to maintain raw materials, work-in-progress, finished products and packaging within a safe temperature range and where applicable, under controlled humidity, atmospheric or other environmental parameters.	Fully Compliant
	Evidence of Compliance: No refrigerated storage.	
1.5.3	In the case of equipment failure, procedures shall be in place to establish the safety status of the product prior to release.	Fully Compliant
	Evidence of Compliance: Included within HACCP.	
1.5.4	Where identified as essential for legality and food safety, environment monitoring devices, such as temperature probes and recorders, and process control devices such as weighing equipment and metal detection, shall be calibrated to ensure accuracy within defined parameters at a pre-determined frequency.	Fully Compliant
	Evidence of Compliance: One set of scales calibrated annually. Expires Feb 24. In house monthly tests.	
1.5.5	Metal control or detection procedures shall be documented and their operation subject to recorded inspection and/or testing.	Fully Compliant
	Evidence of Compliance: All products filtered. Tool boxes in each area.	
1.5.6	All measuring devices and equipment (not covered in 1.5.4) used for monitoring production processes and product quality shall have a documented regular check and be adjusted if necessary.	Fully Compliant
1.5.7	Procedures for quantity control shall be in place to ensure the product complies with Weights and Measures legislative requirements.	Fully Compliant
	Evidence of Compliance: Average weight system, based on fill level. Agreed with Trading Standards.	
1.6 Control of Suppliers and Raw Materials		
1.6.1	A procedure shall be in place detailing how all suppliers of raw materials, including packaging and processing aids, are approved. The approved supplier list shall consider the risks relevant to the supplier and raw materials supplied, be kept current and reviewed annually.	Fully Compliant
	Evidence of Compliance: Approved supplier policy and approved supplier list. Croxsons, Viscose Closures, Esterform.	
1.6.2	Specifications shall be held on site and kept current for all raw materials, including food contact packaging and processing aids.	Fully Compliant
	Evidence of Compliance: Specs held for all materials Esterform specs reviewed Aug 21	

1.6.3

A procedure shall be in place to describe the documented checks required on incoming raw materials including food contact packaging and processing aids.

Fully Compliant

Evidence of Compliance:

Detailed goods in instructions. Currently no goods in log, but one has been created and is due start.

1.6.4

A documented risk assessment in relation to food fraud, adulteration or substitution shall be conducted on all raw materials, including food contact packaging and this shall be reviewed annually.

Partially Compliant For Improvement

Evidence of Compliance:

This has been considered but not documented.

Issue Raised:

No risk assessment in relation to food fraud, adulteration or substitution.

Action proposed by auditor:

Documented a risk assessment in relation to food fraud, adulteration or substitution on all raw materials, including food contact packaging.

❗ PCI - close out before next audit

1.6.5

Water supply, including stored mains water or private water supply, shall be potable and shall not present a contamination risk to products.

Fully Compliant

Evidence of Compliance:

Water results seen for full chemical analysis Sept 22 and micro Jan 23. If results come back out of spec the recall procedure is referred to. Weekly micro and manganese testing.

1.7 Stock Control

1.7.1

Stock rotation shall be controlled to ensure that raw materials and work in progress are used within their allocated shelf-life.

Fully Compliant

1.7.2

Where surplus products, or those that do not meet specification, are sold to staff or passed to other organisations, records shall be kept to show products are fit for consumption, meet legal requirements and are traceable.

Partially Compliant For Improvement

Evidence of Compliance:

Surplus product is given to staff and occasionally to charities.

Issue Raised:

Surplus product is not currently logged.

Action proposed by auditor:

Where surplus products, or those that do not meet specification, are sold to staff or passed to other organisations, keep records to show products are fit for consumption, meet legal requirements and are traceable.

❗ PCI - close out before next audit

1.8 Waste Control

1.8.1

A procedure shall detail how the accumulation of waste in handling and storage areas is kept to a minimum prior to its removal.

Fully Compliant

Evidence of Compliance:

Waste included in the recycling procedure.

1.8.2

Internal and external waste collection containers and compactors shall be clearly identified and managed in such a manner as to minimise risk of contamination and pest harbourage.

Fully Compliant

Evidence of Compliance:

South West Metals - collect glass, plastic and cardboard. License exp 12.04.23

1.8.3

Products that require specific conditions for disposal shall be separated and disposed of using licensed contractors.

Fully Compliant

1.9 Pest Control

1.9.1	All premises shall be designed, constructed and maintained so as to minimise the risk of pest infestation.	Fully Compliant
	Evidence of Compliance: The premises are to a satisfactory standard.	
1.9.2	The services of a competent pest control operator shall be contracted for the regular inspection and treatment of premises. The frequency of inspections shall be clearly defined and reflect the activities of the site, and shall be reviewed at least annually.	Fully Compliant
	Evidence of Compliance: Green Valley Pest Control. NPTA member 15.04.23. Paul Walker trained RSPH L2 in Pest Control 26.07.10	
1.9.3	The location of all pest control measures shall be identified on a plan/diagram of the site and reviewed at least annually.	Fully Compliant
	Evidence of Compliance: Site plan is up to date.	
1.9.4	Inspections shall be at regular intervals. Inspection records shall be kept to include details of any pest activity and pest control treatments undertaken at individual pest control points and actions taken in meeting recommendations made by the pest control operator / contractor.	Fully Compliant
	Evidence of Compliance: Good detailed rcords.	
1.9.5	Results of pest control inspections shall be assessed and analysed for trends at least annually. Where trends are identified, corrective action(s) shall be taken to eliminate further risk to product safety.	Partially Compliant For Improvement
	Evidence of Compliance: Currently no trend analysis.	
	Issue Raised: Pest inspections (rodents and insects) are not being analysed for trends at least annually.	Action proposed by auditor: Start a log to identify any trends in rodent and insect sightings. Where trends are identified, include corrective action(s) taken to eliminate further risk to product safety.
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1.9.6	Baits and other materials such as insecticide sprays or fumigants shall be applied and used according to the documentation on their safe use, which shall be held on site.	Fully Compliant
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1.10 Equipment

1.10.1	Equipment shall be fit for purpose, constructed of appropriate materials, designed to allow hygienic processing and shall not be a source of foreign body contamination.	Fully Compliant
	Evidence of Compliance: New equipment, stainless steel, designed for drinks.	

1.11 Maintenance

1.11.1	A programme of planned maintenance shall be in place for premises and equipment.	Fully Compliant
	Evidence of Compliance: Simple maintenance policy. Schedule is diarised. Ultra violet and filters changed at least annually.	
1.11.2	The business shall ensure that the safety, legality and quality of product is not jeopardised during maintenance operations. In High Risk/High Care areas tools and equipment shall, wherever possible, be dedicated.	Fully Compliant

1.12 Vehicle Management, Storage and Distribution

1.12.1	Transport used for the distribution of products shall be fit for purpose and capable of maintaining the integrity and safety of the product, including product temperature where applicable.	Fully Compliant
	Evidence of Compliance: Products are mostly ex works. No own vehicles.	
1.12.2	Procedures for managing the security of the vehicle and load during transit and where appropriate, during loading and unloading shall be documented and understood by drivers and delivery staff.	Fully Compliant
1.12.3	Where third party hauliers/distributors and storage facilities are contracted, a documented agreement shall be in place to ensure product integrity and safety is not compromised.	Fully Compliant
	Evidence of Compliance: Evans & Gregories transport both have BRCGS Storage & Distribution.	
1.12.4	Where products are distributed via couriers or the postal service, products shall be suitably packaged to ensure their integrity and safety is not compromised during distribution to the customer.	Fully Compliant
	Evidence of Compliance: Part of co-packing agreement managed through WOW.	

STATEMENT OF INTENT: SECTION 1 - PREREQUISITE CONTROLS	
Prerequisite food safety controls shall be identified, documented, implemented, legally compliant and maintained throughout the business. Staff are aware of the impact they can have on achieving and maintaining SALSA certification. Roles and responsibilities are clear and the business management provides sufficient resource for an effective prerequisite control programme throughout all aspects of the business.	Has Statement of Intent been met? Yes Justification: Prerequisite food safety controls have been identified, documented, implemented, are legally compliant and maintained throughout the business. Roles and responsibilities are clear and the business management provides sufficient resource for an effective prerequisite control programme throughout the business. Two actions and five improvements raised in the section.

SECTION 2 - HACCP

2.1 HACCP Scope and Team

2.1	A documented HACCP system with a scope that describes which products and processes are covered, shall be developed and maintained by a named team or a person. The team or person shall be trained and able to demonstrate competence in the understanding of HACCP principles and their application.	Fully Compliant
	Evidence of Compliance: The HACCP scope describes the products and process and lists 3 members in the HACCP team, with Sarah Folland as the team leader. Sarah has HACCP level 2 and Advanced Food Hygiene in 2006. Matthew and Ben have had HACCP L2 training within the last 2 years.	

2.2 Product Description

2.2	Product descriptions for each product or product category shall be written that include all relevant safety factors and information for each product group. The business management shall demonstrate that they are aware of the food standards, legal regulations and industry codes of practice applying to the products they produce, trade, handle, store and/or distribute.	Partially Compliant For Action
Evidence of Compliance: The water products are described including safety factors. Legislation, including natural mineral water, spring water specific legislation is listed within the HACCP manual.		
Issue Raised: The Food Safety (General Food Hygiene) Regulations 1995 is old legislation. Protein drinks and electrolyte drinks are not included.		
Action proposed by auditor: Update legislation to - The Food Safety and Hygiene (England) Regulations 2013, EC Regulations 852/2004 encompassing the General Food Law 178/2002/EC. Add protein and electrolyte drinks to the product descriptions.		
Action taken: Received updated list of legislation that includes the up-to-date hygiene regulations and general food law as referred to by the auditor. Received updated scope that includes description, procedures and intended use for bottled water and co packed protein and electrolyte drinks.		
✓ Approved by SALSA		

2.3 Intended Use

2.3	Identify the intended use based on the expected uses of each product group by the end user or consumer.	Partially Compliant For Action
Evidence of Compliance: The intended use has not been documented for each product group.		
Issue Raised: The intended use of each product group by the end consumer has not been identified.		
Action proposed by auditor: Document the product use and users, taking into account the final consumer, including the suitability for vulnerable groups (elderly, infants, allergy sufferers). Describe how the products are sold, stored, displayed, used and consumed and what labelling information is provided e.g. storage, instructions for use once open.		
Action taken: Received updated scope (revised February 2023) that includes intended use for bottled water and co packed protein and electrolyte drinks.		
✓ Approved by SALSA		

2.4 Process Flow Diagram

2.4	A flow diagram shall be constructed to cover each product or product category and process as outlined in the scope of the SALSA audit. All operational steps shall be covered from raw material receipt through processing, rework, storage and distribution.	Fully Compliant
Evidence of Compliance: There is a detailed flow diagram covering all operational steps.		

2.5 Hazard Analysis

2.5	The HACCP team shall conduct a Hazard Analysis by identifying the cause/source of any microbiological, physical, chemical and allergen hazards that shall be prevented, eliminated, or reduced to acceptable levels at each operational step.	Partially Compliant For Improvement
Evidence of Compliance: There is a very detailed hazard analysis. It includes microbiological, physical and chemical hazards.		
Issue Raised: The hazard analysis is difficult to follow as the steps are not numbered or named so that they match the flow diagram.		
Action proposed by auditor: Revised the hazard analysis so that it follows the flow diagram.		
ⓘ PCI - close out before next audit		

2.6 Control Measures / Prerequisites

2.6	Control Measures and/or Prerequisite Controls relating to the hazards at each process step in 2.5 shall be identified.	Fully Compliant
	Evidence of Compliance: Very detailed control measures.	

2.7 Risk Assessment

2.7	Conduct a risk assessment for each microbiological, physical, chemical and allergen hazard identified in 2.5 and identify which hazards are significant.	Fully Compliant
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2.8 Critical Control Points

2.8	Consider the significant hazards identified in 2.7 and determine which if any shall be identified as Critical Control Points.	Partially Compliant For Improvement
	Evidence of Compliance: 5 CCPs have been identified. CCP 1 - borehole security CCP 2 - manganese filter on water intake CCP 3 - sterilisation of mixing tank in WOW room (separate HACCP) CCP 3 - UV bulbs and filters in lines CCP 4 - contaminated bottles	
	Issue Raised: There are two CCPs with the same number.	Action proposed by auditor: Rename one of the CCP3s for clarity.
	<i>!</i> PCI - close out before next audit	

2.9 Critical Limits

2.9	Critical limits which enable the prevention, elimination or reduction of identified hazards, shall be established for each control measure, at each Critical Control Point and shall be validated.	Partially Compliant For Improvement
	Evidence of Compliance: There are descriptions of each CCP but no clear limits set for each CCP.	
	Issue Raised: Clear critical limits are not documented within the HACCP study in a separate column.	Action proposed by auditor: Establish clear Critical Limits that ensure a safe product. Record the limits in a separate column within the HACCP study.
	<i>!</i> PCI - close out before next audit	

2.10 Monitoring Procedures

2.10	Establish and implement a monitoring procedure and system for each Critical Control Points.	Fully Compliant
	Evidence of Compliance: There are monitoring procedures, which are called control and prevention measures. Responsibility and frequency included.	

2.11 Corrective Actions

2.11	Where monitoring indicates that a Critical Control Limit has not been met, there shall be an effective corrective action plan.	Fully Compliant
	Evidence of Compliance: Detailed corrective actions in place.	

2.12 Verification

2.12	Establish monitoring procedures and records to verify that the critical limits and controls outlined in 2.9 to 2.11 are working effectively on an ongoing basis.	Fully Compliant
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2.13 HACCP Documents and Records

2.13

Documents and records to demonstrate the effective implementation and monitoring of the HACCP system shall be maintained and commensurate with the nature and size of the business.

Partially Compliant
For Action

Evidence of Compliance:
CCP1 - borehole is monitored but not documented. CCP2 Sterilisation of filler checks are recorded. CCP3 UV records are recorded. CCP3 WOW sterilisation records are not recorded. CCP4 Goods In - monitored but not currently recorded.

Issue Raised:
1. Not all CCPs are recorded some are visual. 2. CCP 2 record had not been completed during the site walk around.

Action proposed by auditor:
Create records for the monitoring of all critical control points. Send examples of completed records for each CCP to SALSA.
2. Re-train staff that work at CCP points in the importance of recording critical limits at the time of the test. Send training records to SALSA for evidence.

Action taken:
The HACCP team have created a daily CCP record sheet to monitor the 5 CCP's. Received a copy of the signed training record for critical control points and staff have signed that they understand the importance of completing paperwork daily. Received a completed Daily Checklist for CCP Points record started 22nd February 2023.

✓ Approved by SALSA

2.14 HACCP Review

2.14

Complete a documented HACCP system review annually and before any changes in raw materials, recipes, processing, equipment, packaging, storage or distribution are introduced.

Fully Compliant

Evidence of Compliance:
HACCP full review March 22.

2.15 HACCP Personnel

2.15

At all times during production from intake through to despatch, there shall be at least one person present who can demonstrate understanding of the HACCP plan, controls and corrective action(s).

Fully Compliant

STATEMENT OF INTENT: SECTION 2 - HACCP	
The business management shall provide resource to enable and maintain the food safety system. All hazards to product safety and legality shall be identified, analysed and assessed for risk. A documented HACCP (Hazard Analysis and Critical Control Point) system, based on Codex Alimentarius HACCP principles, shall be in place and regularly reviewed.	Has Statement of Intent been met? Yes Justification: The business management provide resource to enable and maintain the food safety system. All hazards to product safety and legality have been identified, analysed and assessed for risk. A documented HACCP (Hazard Analysis and Critical Control Point) system, based on Codex Alimentarius HACCP principles, is in place however there are improvements to be made on establishing clear Critical Limits that are monitored effectively and record keeping needs improvement.

SECTION 3 - MANAGEMENT SYSTEMS AND DOCUMENTATION

3.1 Food Safety Systems Review

3.1.1

A food safety and internal systems review shall be carried out and recorded, at least annually. It shall include all requirements of the SALSA Standard and identify areas for action or improvement.

Partially Compliant
For Improvement

Evidence of Compliance:
Management review completed and documented 23.07.22.

Issue Raised:
The internal systems review does not detail how you are complying with the requirements of the SALSA Standard interpretation Guide.

Action proposed by auditor:
Recommend use of the SALSA Internal Systems Review Checklist for the next review, which is available from the SALSA website.

ⓘ PCI - close out before next audit

3.1.2

A timetable for completing actions and improvements identified in the food safety systems review shall be in place.

Fully Compliant

3.2 Non-Conformance Investigation and Corrective Action

3.2.1

Controls shall be in place to identify, record and manage non-conforming materials occurring at all stages of production and throughout all processes, from intake to despatch including customer complaints.

Partially Compliant For Improvement

Evidence of Compliance:

Goods inwards policy and complaints procedure in place.

Issue Raised:

Non-conformances are managed but this is not formalised at all stages of production.

Action proposed by auditor:

Start a record of any non-compliances or incidents that happen and include the action taken, responsibility, timescales and date.

❗ PCI - close out before next audit

3.2.2

Procedures shall be in place to investigate, record and remedy the cause of any product, process or procedural non-conformance.

Partially Compliant For Improvement

Evidence of Compliance:

Informal procedures are in place.

Issue Raised:

Procedures to investigate, record and remedy the cause of any product, process or procedural non-conformance are not documented.

Action proposed by auditor:

Develop a documented procedure which covers the management of any non-conforming material e.g. finished products, semi-finished product, raw materials and packaging items.

❗ PCI - close out before next audit

3.2.3

A procedure shall be in place to ensure product complaints are logged, investigated and responded to.

Fully Compliant

Evidence of Compliance:

Procedure in place and complaints logged.

3.3 Traceability

3.3.1

A procedure shall be in place that details the traceability system of all raw materials, including food contact packaging, throughout all stages of production from intake forwards to despatch and delivery to customers and backwards from customer to raw material supplier.

Fully Compliant

Evidence of Compliance:

Traceability policy.

3.3.2

The traceability system shall ensure that all raw materials, including food contact packaging and intermediate products are identified and traceable at all stages of production and storage.

Fully Compliant

3.3.3

Traceability of products shall be tested forwards and backwards at least annually, and more frequently if there are known risks in the supply chain.

Fully Compliant

Evidence of Compliance:

Trace test completed on bottled water Tarka 1.5L still 10.01.23

3.4 Managing Incidents

3.4.1

A procedure shall be in place giving clear guidance on the response to any incident which may compromise the safety and/or legality of a product.

Fully Compliant

Evidence of Compliance:

Product recall and withdrawal policy.

3.4.2	The incident procedure shall be reviewed and tested at least annually to ensure it is effective and records shall be kept.	Fully Compliant
	Evidence of Compliance: Recall tested 26.01.23 on Wenlock Spring Water	

3.4.3	Inform SALSA in the event of a product recall / withdrawal, improvement notice or legal proceedings related to the safety and/or legality of a product within 3 working days. Send a summary of the subsequent investigation to SALSA.	Partially Compliant For Action
	Evidence of Compliance: There is a recall procedure but it does not include to contact SALSA.	
	Issue Raised: The site were not aware to contact SALSA in the event of a product recall.	Action proposed by auditor: Add a paragraph to the recall procedure to inform SALSA in the event of a product recall / withdrawal, improvement notice or legal proceedings related to the safety and/ or legality of a product within 3 working days. Send revised recall procedure to SALSA.
		Action taken: Received updated Product Recall and Withdrawal Policy (revised Feb 2023) that includes the requirement to notify SALSA within 3 working days.
✓ Approved by SALSA		

3.5 Document Control

3.5.1	A procedure shall detail the control of documents and records relating to the safety, legality and quality of products.	Partially Compliant For Improvement
	Evidence of Compliance: Documents and records are well maintained but not controlled with version dates or numbers.	
	Issue Raised: There is not a documented procedure to detail how documents are managed. Documents and records are not controlled with version dates or numbers.	Action proposed by auditor: Write a procedure which details, how documents are controlled. As documents are reviewed add a version date and number. Create a list of the current documents and records that relate to the control of food safety, legality and quality. Keep notes of the changes made when the version /issue changes.
ⓘ PCI - close out before next audit		

3.5.2	All documents and completed records relating to the safety, legality and quality of products shall be genuine, legible, retained in good condition and stored securely for at least the shelf-life of the products plus one year.	Fully Compliant
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3.6 Manufacturing and Finished Product Specifications

3.6.1	Specifications for recipes and finished products shall be adequate, accurate and kept current.	Fully Compliant
	Evidence of Compliance: Full review 2 years ago.	
3.6.2	The specifications shall include defined limits for microbiological, physical, chemical parameters where these may affect the safety and/or quality of a finished product.	Fully Compliant
	Evidence of Compliance: Calcium, sulphates, magnesium, sodium, potassium, chloride, nitrites, pH	
3.6.3	Procedures, working instructions and records shall be clearly legible and readily accessible at all times.	Fully Compliant

3.7 Labelling Control

3.7.1	Procedures shall be in place to ensure all product labels and labelling information at point of sale, including e-commerce, websites and leaflets, fully conform to legislative and, where specified, customer requirements. Evidence of Compliance: Procedures in place, supervisors set up labels.	Fully Compliant
3.7.2	There shall be evidence to support the use of provenance, suitability, production method, nutritional/health claims, or logo claims on finished product labels and labelling information at point of sale, including e-commerce, websites and leaflets. Evidence of Compliance: No claims	Fully Compliant
3.7.3	A procedure shall detail how the correct label or printed packaging is applied to product. Records shall be kept. Evidence of Compliance: Tick box label check on daily production sheet.	Fully Compliant

3.8 Product Shelf-Life and Product Testing

3.8.1	The shelf-life applied to products shall be validated to ensure the safety and quality of the product. Records shall be kept. Evidence of Compliance: End of life micro and taste tests. 1-2 still 6 months - 1 year sparkling, based on quality.	Fully Compliant
3.8.2	A finished product testing programme shall be in place to ensure compliance with specification. Records shall be kept.	Fully Compliant
3.8.3	Accredited laboratories shall be used for all tests which are critical to product safety or legality. Evidence of Compliance: ALS lab UKAS accredited.	Fully Compliant

STATEMENT OF INTENT: SECTION 3 - MANAGEMENT SYSTEMS AND DOCUMENTATION	
An effective management system encompassing regular system reviews, procedures for corrective action, complaints, traceability, labelling control, incident management and product testing shall be in place and continuous improvement can be demonstrated. Documented systems, specifications and procedures relating to the business's food safety and quality systems shall be clear, organised and accessible.	Has Statement of Intent been met? Yes Justification: There is a management system encompassing regular system reviews, procedures for corrective action, complaints, traceability, labelling control, incident management and product testing. There are improvements to be made to the system as one action and four improvements have been raised. Documented systems, specifications and procedures relating to the business's food safety and quality systems are clear, organised and accessible, but document control needs to be improved on.

SECTION 4 - PREMISES, LAYOUT AND STRUCTURE

4.1 Premises Approval

4.1.1	The production site shall be registered with, or approved by, the site's appropriate authority. Documented reports from the appropriate authority shall be made available and held on file for inspection. Evidence of Compliance: Registered with Torridge District Council. Last visit 23.12.19. Water last analysed by council 06.09.22	Fully Compliant
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4.2 External Areas and Product Security

4.2.1	External factors affecting the location which may contaminate or affect integrity of products shall be assessed.	Fully Compliant
4.2.2	The perimeter, grounds, drainage, external storage and utilities shall be maintained in good order.	Fully Compliant
4.2.3	There shall be a food security / defence plan that describes site and product security threats and how they are controlled. The plan shall always include the security measures and/or practices to ensure only authorised personnel have access to production and storage areas on site. Where digital records are used to demonstrate food safety and legality, how these records are protected in case of digital failure and digital cyber security attacks. Evidence of Compliance: There is a simple food defence and security plan. Two security cameras.	Fully Compliant
4.3 Site Layout and Methods of Working		
4.3.1	There shall be a site plan to show how layout and methods of working minimise the potential for unintended physical, chemical, microbiological or allergen contamination of product and packaging at all process steps. Evidence of Compliance: Plans for line 1, line 2 and wow line.	Fully Compliant
4.3.2	The factory layout, flow of processes and movement of personnel shall be managed to prevent the risk of cross-contamination and ensure effective segregation between products and ingredients where required.	Fully Compliant
4.4 Building Structure, Services and Fabrication		
4.4.1	Building structure including walls, ceilings, doors, floors, drains and lighting shall be sound, fit for purpose and regularly maintained. Evidence of Compliance: The site is fit for purpose, some areas are work in progress such as cladding in the changing area to the WOW room.	Fully Compliant
4.4.2	Building Services such as ventilation, compressed air and steam shall be sound, fit for purpose and regularly maintained. Evidence of Compliance: Compressed air is on service schedule - used to move equipment not food contact.	Fully Compliant
4.4.3	Suitable and sufficient hand cleaning facilities shall be provided.	Fully Compliant
4.4.4	Changing facilities shall be provided and sited to avoid external contamination after changing into protective clothing. Toilets shall not open directly into product handling or storage areas.	Fully Compliant
4.4.5	Facilities for tray and utensil washing and general-purpose cleaning shall, where appropriate, be adequately segregated from product handling and storage.	Fully Compliant

4.4.6

Glass and breakables control procedures shall be documented and shall include a list of relevant items and recorded checks.

Partially Compliant
For Improvement

Evidence of Compliance:

There is a glass breakage procedure and record documented.

Issue Raised:

No completed records seen.

Action proposed by auditor:

Ensure all breakages are logged.

❗ PCI - close out before next audit

4.4.7

Cleaning and/or replacing light fittings and glass shall be carried out in a manner to minimise the potential for product contamination.

Fully Compliant

4.4.8

Procedures and controls shall be in place to prevent contamination by foreign bodies including wood and plastic, and from building structure, services and/or fabrication.

Fully Compliant

STATEMENT OF INTENT: SECTION 4 - PREMISES, LAYOUT AND STRUCTURE

Premises and building structure shall be fit for purpose, clean, maintained, designed to minimise the risks of cross contamination, secure and legally compliant, meeting product security, production and staff requirements. Premises shall be registered with, or approved by, the appropriate authority.

Has Statement of Intent been met?

Yes

Justification:

Premises and building structure are fit for purpose, clean, maintained, designed to minimise the risks of cross contamination, secure and legally compliant, meeting product security, production and staff requirements. Premises are registered with Torridge District Council.