



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

Company Name:	Betapak	STS Approval:	No
Site Address:	Pritchetts Way Rookley Isle of Wight Ventnor PO38 3LT	SALSA Auditor:	Susan Alexander
		Audit Date:	09/11/2022
Supplier ID:	6987	Audit ID:	17360
Scope:	Coffee producers, freshly roasted coffee in bean and ground form to businesses and business to customers on the island and mainland, and supplier maintenance of tea and coffee equipment (boilers and grinders).		
Overview:	Betapak is a small company headed by an ambitious and enthusiastic and forward-thinking team. It has recently gained as a customer one of the Isle of Wight ferry companies, and certification to SALSA is very much valued and respected in the company. All members of the small team involved in the coffee roasting side of the business are obviously dedicated and keen to comply with SALSA standards. Betapak is situated on a small light industrial estate near Ryde on the Isle of Wight. Betapak incorporates The Island Tea and Coffee, and they produce 6.3 million cups of coffee per annum and aiming for 8.4 million cups next year, so a 19% growth in the last year.		
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: Yes, training record cards seen and sign-off sheets with refresher training.	
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	
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 or, if someone has not roasted for a month, refresher training takes place	

1.1.4	All personnel shall be adequately supervised throughout the working period.	Fully Compliant
	Evidence of Compliance: No lone working, 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.	Fully Compliant
	Evidence of Compliance: Hygiene procedure seen documented and in practice.	
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: hat and apron and beard snood, if needed. Laundered at home with a laundry procedure.	
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
	Evidence of Compliance: Stored in a separate corner of the roasting room. Please note that this is a low risk process.	
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 high care.	
1.2.5	The consumption of food and drink should not be permitted within food production and storage areas.	Fully Compliant
	Evidence of Compliance: Yes, fully compliant	
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: yes, in personal hygiene rules and observed in practice.	
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.	Fully Compliant
	Evidence of Compliance: Visitors' sign in sheet is adhered to.	
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: In the storage warehouse the wooden shelves are now covered with plastic and moved further away from the door compared with last year, so this is an improvement.	

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.	Fully Compliant
	Evidence of Compliance: Cleaning records for the roast and weekly cleaning sheet. Most of the cleaning of equipment is by hoovering (vacuuming) as the product is dry. The floor is we-cleaned after production and left to dry. All food is kept off the floor.	
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
	Evidence of Compliance: COSHH folder details the chemicals use and how they are used. Kitchen sanitiser to rinse off see cleaning framework document.	
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: Visual checks to see that it looks clean and tidy weekly. But there are only two production staff, both of whom are responsible for themselves.	
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	

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 allergenic ingredients are used. No allergens are permitted in the production area. Elsewhere, allergens are used, e.g. fresh milk in show room.	
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.	Fully Compliant
	Evidence of Compliance: No allergenic ingredients are used in the production of roast coffee.	
1.4.3	Allergen information on labels and labelling shall be legal and accurate.	Fully Compliant
	Evidence of Compliance: No allergens are on the labels, and discussed the implications if allergens should ever be used in the future (e.g. if milk powder was ever introduced).	
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: not applicable, as there are no allergens used	

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: SOPs for Roast Routines are strictly followed and the quality of the finished product is monitored minute by minute for a consistent output.	

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:

Yes, all compliant and stored correctly, humidity not a problem to date.

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:

This would depend on the nature of the equipment failure, Betapak ensures that if the minimum or maximum roast level is not to leave the building; if any other problem occurs, an investigation would be started.

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.

Partially Compliant
For Improvement

Evidence of Compliance:

Weighing equipment is part of the weekly checks, the weighing machines are calibrated on each corner, same with the IR temperature probe.

Issue Raised:

Unsure as to the calibration of the weights used to check the scales each week.

Action proposed by auditor:

Please check that your master weights are crown stamped or otherwise validated as correct for weighing coffee. Maybe there is a certificate or approval from Trading Standards, for example.

❗ PCI - close out before next audit

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:

There are no problems or complaints to date, so Betapak has assessed that there is no need for metal detection at the moment, but the cooler can be updated to incorporate a magnet if needed in the future. In the grinding machine, there is a possibility of metal contamination, this is monitored by visual checks and inconsistent grinding, and this is weighed by hand.

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

Evidence of Compliance:

All weighing devices are adjusted if necessary. Observed the checks before use after being Tared with a container, depending on what it is decanted into, and then put back to zero.

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:

See above, weighing machines.

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:

Yes, fully compliant. Supplier approval questionnaire is sent to suppliers, seen for the coffee bag broker The Bag Broker and DR Wakefield. See 1.6.4, and the other supplier of green beans is Masterroast (not often used).

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:

Green bean information for Brazil Mogiana seen. For each of five varieties of beans. Seen specification sheets for bags, 250 g bags and 1 kg bags (ie they will contain 1 kg).

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:

Goods in procedure seen, with version number, date, SALSA clause number.

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.

Fully Compliant

Evidence of Compliance:

Seen raw material risk assessment vulnerability risk assessment together with risk assessment for malicious contamination. Fraudulent Substitution explanation of risk assessment scores is shown at the top of the page. Specific kind of bean, with IOC number and place of origin checked upon arrival and so consistency is noticed immediately. A substituted product would be noticed as soon as opened before it got to the roaster.

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.

Partially Compliant
For Action

Evidence of Compliance:

Mains water is used.

Issue Raised:

Water report not available from Southern Water at the time of the audit.

Action proposed by auditor:

Download the mains supplier's report for your area and please send a copy to SALSA.

Action taken:

Water report sent for Southern Water dated 2021.

✓ Approved by SALSA

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

Evidence of Compliance:

Yes, fully compliant. FIFO is used for all products and not a great deal of stock is kept, sufficient for three months.

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.

Fully Compliant

Evidence of Compliance:

Surplus products are not sold if substandard. OrderWise, for any variety of bean, once it's booked into the system, shows everything in stocked, transaction history is shown, anything sold is shown, shows which customer, what date, order number, batch number and how much, delivery note to customer shows batch number to match up with paperwork. Roast number, e.g. 6 kg on 2nd Nov, find roast sheet and trace back to IOC number. Charity and food banks shown in exactly same way. Food not of good standard is wasted and recorded on the roast sheet as such.

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 is removed daily from roast room - bags, paper, backs of label, paper, beans that have fallen on the floor, husks and taken to the bin storage across from Unit 10 and then weekly waste runs are completed, Betapak has a waste carrier's licence and take it to Cheap Skips in Fairlie Road and they are a waste disposal site. It goes in the general waste, not food waste.

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:

Yes, fully compliant and green and grey containers are used for waste.

1.8.3

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

Fully Compliant

Evidence of Compliance:

Betapak holds its own waste carrier's licence, which is needed in order to take waste to the waste disposal place. Waste is carried in one of the large vans which is then cleaned out.

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:

Yes, doors are kept shut and roller doors opened only to allow goods to be moved.

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:

Hillbans Pest Control Ltd attend every 3 months if no incidents, and if findings, they would come weekly. Betapak's own staff monitor the EFKs and about 100 insects monthly.

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:

Yes, in pest folder.

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:

Yes, fully compliant. The latest pest control report from Hillbans Pest Control Ltd was on 2 November 2022 and is sent automatically by email after each visit and printed off into the hard copy file.

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.

Fully Compliant

Evidence of Compliance:

An annual report is generated by Hillbans.

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

Evidence of Compliance:

The pest control company holds such bait, none is on site.

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:

Yes, all commercial grade equipment is used.

1.11 Maintenance

1.11.1

A programme of planned maintenance shall be in place for premises and equipment.

Fully Compliant

Evidence of Compliance:

All maintenance is carried out by Betapak, including cleaning of the roaster, and the roaster has been serviced externally recently. Engineering department does a yearly servicing and three-monthly cleans on the roaster, constantly monitored in use. Vehicles are checked monthly in house. Daily checks and weekly checks for water and lights.

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

Evidence of Compliance:

No open products while maintenance is being carried out. ie. on a non roasting day.

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:

Betapak has its own vehicles and sometimes it is sent in the post. Vehicles are for products other than coffee as well, such as household items and other food, and coffee is taken in boxes which are damage-free.

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.

Non Compliant

Evidence of Compliance:

Not yet compliant.

Issue Raised:

Vehicle security checks are not documented and drivers as yet not trained. This requirement relates to protecting the product during transit which is under your own control and not sub contracted, by ensuring vehicle security is managed. Check before and after loading that the products are secured and the vehicle is secure. Load and unload delivery vehicles with awareness for security e.g. Is the area busy with pedestrian traffic? Will the vehicle be left open and unattended? Is delivery behind a gate (e.g. school, hospital)? Keep the vehicle doors closed whenever possible. Document how you maintain vehicle security and product integrity in the case of a breakdown. Vehicles can be secured using padlocks or key pads. Security of the product load could be ensured using tamper-evident seals e.g. security seals on shipping containers, IBC's, tankers, drums. Make sure the driver can be contacted while on route. Check that only trained employees can access products. This also applies to driver helpers, etc. Training records of employees and temporary employees should be up to date.

Action proposed by auditor:

Please refer to SALSA IG to create a vehicle security procedure (send a copy to SALSA), keep instructions in each vehicle, and train all drivers on the procedure and keep records. Please send a completed vehicle check-sheet to SALSA.

Action taken:

Vehicle security procedure (Doc Ref 1.12.2 Version 1) sent and vehicle checklist log sent. Signed and dated training records for a driver and logistics team members sent as evidence of training against this procedure and completed vehicle log for January 2023, started on 3/1/23.

✓ Approved by SALSA

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:

No third party vehicles are used.

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:

Yes, the coffee is wrapped in plastic or in a plastic bag to ensure it is sealed and then in external packaging and sent by Royal Mail or Aclaim.

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: The PRPs are functioning well at Betapak. All areas considered and found to be complying unless marked up as needing attention.
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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.	Partially Compliant For Action
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Evidence of Compliance: MyHACCP is used, and HACCP team Mike Townsend and Jade Ilett.		
Issue Raised: Scope of the system is not fully written	Action proposed by auditor: Write a scope statement, using SALSA Interpretation Guide. Sue Gibbs to be trained in HACCP. Please send the scope statement to SALSA and evidence of Sue's training or booking in of training.	Action taken: Scope statement of the HACCP received, together with the receipt for one person to follow a Level 2 HACCP training with Hi-Speed Training. To ensure Sue Gibbs completes this training as soon as possible.

✓ Approved by SALSA

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 Improvement
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Evidence of Compliance: Product description exists in the HACCP documentation.		
Issue Raised: The product description should be clearly identified and in greater detail. The tool used at present (MyHACCP) does not lend itself to the detail that is needed.	Action proposed by auditor: Rewrite the product description using SALSA IG. including country of origin and more detail.	

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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
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Evidence of Compliance: Basic MyHACCP tick box		
Issue Raised: The existing statement is not sufficiently detailed.	Action proposed by auditor: Follow SALSA IG to form an intended use description and this could be outside of the MyHACCP tool currently used, as it does not allow for this detail. Please send a copy to SALSA.	Action taken: Intended use description has been sent as part of the document called HACCP Scope Statement (Doc Re 2.3, Version 2 Dated 10/1/23).

✓ 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.	Partially Compliant For Action
Evidence of Compliance: Process flow diagram could not be found at first. The process flow diagram is not sufficiently detailed and steps not numbered.		
Issue Raised: Wifi at Betapak did not work, meaning excessive delays in accessing all of the documents. Detail is not shown in the process flow seen, and does not show all the steps that were seen in production		
Action proposed by auditor: include packaging in the process flow; the process of grinding coffee is not included, labelling and filling and weighing are not included. Please revise the process flow and number the steps and show where the activities take place and send a copy to SALSA. In future, please print out hard copies of key documents if there is a chance that cloud-based documents cannot be accessed during an audit.		
Action taken: Process flow sent Doc ref 2.4, version 3.1, dated 24/1/23 with numbered steps for the grinding of coffee, packaging, labelling and filling and weighing included.		
✓ Approved by SALSA		

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: Replace the word "germs" with microbiological hazards, and replace microbiological testing with chemical testing for acrylamide.		
Issue Raised: replace step 3 microbiological testing (it is in fact chemical test) because you have incorrectly identified acrylamide as a microbiological hazard, and the control measure is not correct.		
Action proposed by auditor: Rewrite Step 3 showing that at the step 3 (roasting), the hazard is the development of acrylamide and the control measure would be to avoid burning the beans, verified by the chemical testing for acrylamide at intervals, and monitoring for burned beans is part of the SOP. Replace the word "germs" with "microbiological hazards".		
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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: Yes, fully compliant, see MyHACCP		

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
Evidence of Compliance: Seen risk assessment on MyHACCP		

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.	Fully Compliant
Evidence of Compliance: No CCP		

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.

Fully Compliant

Evidence of Compliance:

No critical limits

2.10 Monitoring Procedures

2.10

Establish and implement a monitoring procedure and system for each Critical Control Points.

Fully Compliant

Evidence of Compliance:

monitoring of CLs is not relevant, but monitoring of the whole system is constant during roasting

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:

No CCPs

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

Evidence of Compliance:

No CCPs

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.

Fully Compliant

Evidence of Compliance:

Basic HACCP paperwork kept on MyHACCP, which the company is really on the point of outgrowing.

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 review took place in June 2022.

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

Evidence of Compliance:

Yes, either Mike or Sue are present.

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 HACCP plan is sufficient at Betapak.

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:

Seen the completed self assessment for Issue 5 populated on 18 July 2022, but not completed thoroughly and no detail is given. It was completed by Sue, who is not trained in HACCP.

Issue Raised:

Not including Issue 6 of SALSA which came out in September 2022. Points were made with question marks, which is not adequate.

Action proposed by auditor:

To complete the Self Assessment for Issue 6, this needs to be populated thoroughly with detail given for conformance as well as a time table for non conformance, and the person completing the self assessment must be trained in HACCP.

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3.1.2

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

Fully Compliant

Evidence of Compliance:

Yes, this is shown on the internal audit checksheet.

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.

Fully Compliant

Evidence of Compliance:

Yes, there is a procedure in place.

3.2.2

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

Fully Compliant

Evidence of Compliance:

Yes, although no non complying materials have been found.

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 seen referring to filling out investigation form 3.6.1 and completed form seen which was from 2021 complaint from Toni's that beans were burnt, this was the latest complaint, details logged, location, investigation involved collecting the beans, also contacted another customer with same batch and they had no problems. Found beans were dark, but OK. Outcome, to continue to follow SOPs to create a high quality product. The complaint was found not to reflect a problem with the batch. It was good that the customer was monitoring their product. Good customer service and communication was shown.

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:

Yes, traceability OrderWise software system is used from intake to dispatch. OrderWise, for any variety of bean, once it's booked into the system, shows everything in stocked, transaction history is shown, anything sold is shown, shows which customer, what date, order number, batch number and how much, delivery note to customer shows batch number to match up with paperwork. Roast number, e.g. 6 kg on 2nd Nov, find roast sheet and trace back to IOC number.

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

Evidence of Compliance:

Yes, the food packaging boxes and bags are fully traceable.

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.

Partially Compliant
For Improvement

Evidence of Compliance:

Test email sent out for a mock recall was sent on 19 October. This is for test purposes only - no need for concern. Recall of freshly roasted Columbia Huila Exceslso EP roast number 3027. Please contact Mike Townsend on number or reply to email, and stop using this batch. Sent to seven customers. Only one customer replied.

Issue Raised:

As only one out of seven customers replied to the email alert. We need to know that they have received the email and that they will respond quickly.

Action proposed by auditor:

Telephone the customers concerned and explain that the mock recall is for their benefit, and how to respond. Check if they have received the email that you sent on 19 October and check if contact details need to be updated, or if there is a tag line that you could use to gain their attention in an email. Consider always telephoning in addition to emailing as part of your procedure. This is because you sent out a test email and the customers did not respond as required, so it was not effective.

❗ PCI - close out before next audit

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 investigation form to capture the details, linking traceability to complaints.

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:

See above comments

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.

Fully Compliant

Evidence of Compliance:

On the complaints procedure product recall form statement include Isle of Wight Council and 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.

Fully Compliant

Evidence of Compliance:

Document index and revision status of QMS documents is kept. Seen, and shows updates, date of change, issue date, and what has been done. This will now be updated to reflect SALSA Issue 6 clause numbers.

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.

Partially Compliant
For Improvement

Evidence of Compliance:

Documents kept for at least 12 months.

Issue Raised:

It was not possible to readily access any documents during the audit because they are stored in the cloud, and the wifi was not working effectively in either of the two locations that we tried during the audit. This very nearly put a stop to the whole audit because documents were not available to be viewed and it would be critical in the event of an investigation.

Action proposed by auditor:

Find a way of storing SALSA documentation so that it is quick to access at any time, as this is a requirement.

❗ PCI - close out before next audit

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: Mike will expand on the existing specifications for recipes.	
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: microbiological limits are not applicable to roasting coffee, but acrylamide levels are relevant.	
3.6.3	Procedures, working instructions and records shall be clearly legible and readily accessible at all times.	Fully Compliant
	Evidence of Compliance: Yes, observed and all copies of roast routines are in the training folder as well.	

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.	Fully Compliant
	Evidence of Compliance: Label procedure was set up, and based on what the law says regarding size of bar coding	
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.	Fully Compliant
	Evidence of Compliance: Where the beans are from is stated on the label, e.g. Brazil or Columbia, and this information comes from the supplier. There is no blending. Observed the IOC International Coffee Organisation Certificate of Orgin for Columbia coffee.	
3.7.3	A procedure shall detail how the correct label or printed packaging is applied to product. Records shall be kept.	Fully Compliant
	Evidence of Compliance: It was explained how the correct label is applied to the product packaging prior to filling. Roast routines are followed.	

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.	Fully Compliant
	Evidence of Compliance: Through testing keep hold of samples to check flavours through testing, majority of coffee is used within two months. The shelf life is two years. Keep samples and Mike runs through cafetier and bean to cup machines and espresso periodically over the two years, and the results recorded.	
3.8.2	A finished product testing programme shall be in place to ensure compliance with specification. Records shall be kept.	Partially Compliant For Action
	Evidence of Compliance: Testing for acrylamide takes place yearly, and has taken place at the end of October.	
	Issue Raised: Previous test results as well as current results were not available. Now changed to a schedule of 6-monthly.	Action proposed by auditor: Please forward to SALSA your finished product test results and your testing programme.
		Action taken: Certificate of analysis sent from Campden BRI for acrylamide testing of roasted coffee beans Congo Kivu Arabica on 19th Jan 2023. Next testing due July 2023.


Approved by SALSA

3.8.3 Accredited laboratories shall be used for all tests which are critical to product safety or legality.			Partially Compliant For Action
Evidence of Compliance: Campden BRI is used for acrylamide testing, but no evidence of the testing was seen.			
Issue Raised: Seen recent email sent from Mike to Campden to chase test results today, but no response from Campden.	Action proposed by auditor: Combined with 3.8.2, please find the acryamide test results from Campden and send a copy to SALSA.	Action taken: Certificate of analysis sent from Campden BRI for acrylamide testing of roasted coffee beans Congo Kivu Arabica on 19th Jan 2023. Next testing due July 2023.	
✔ Approved by SALSA			

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.	<div> Has Statement of Intent been met? Yes </div> <div> Justification: Betapak has a very good traceability system in place and is well-managed with systems in place for logging and investigating complaints. </div>

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.		Fully Compliant
Evidence of Compliance: Isle of Wight Council, 5 star hygiene rating, although they have not visited for about two years.			
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
Evidence of Compliance: Betapak is located in purpose-build units on a light industrial estate, therefore fit for purpose.			
4.2.2	The perimeter, grounds, drainage, external storage and utilities shall be maintained in good order.		Fully Compliant
Evidence of Compliance: Inspected and no drainage or other issues were noted at all.			
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.		Partially Compliant For Improvement
Evidence of Compliance: Refer to the raw materials risk assessment and vulnerability assessment. 1.6.1. An alarm is on the door so anyone on site should be preplanned, no visitors may be unaccompanied to Unit 10 warehouse, so such people will be stopped. Access to the roasting room is restricted to staff and registered visitors only.			
Issue Raised: Not fully documented.		Action proposed by auditor: Extend the written procedure to include strangers on site and how they are identified and prevented from coming in without authorisation. See SALSA IG.	
❗ PCI - close out before next audit			

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.

Non Compliant

Evidence of Compliance:
none

Issue Raised:
There is no plan to show how products and people move around the premises.

Action proposed by auditor:
Please create a plan to show (a) movement of product, which should tie in with your Process Flow Diagram (when you have updated it, Clause 2.4) and another plan to show movement of people and indicate how this movement reduces the risk of contamination to the product. Please send your plan to SALSA.

Action taken:
Site plan sent showing both units 1 and 10 involved in the roasting process of coffee beans.

✓ Approved by SALSA

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

Evidence of Compliance:
The factory layout is not absolutely ideal, but it complies and serves its purpose at the moment. When expansion of the business takes place, it will be a good idea to look at layout, and this was acknowledged.

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.

Fully Compliant

Evidence of Compliance:
It is fine in the production room, where open product is processed. Elsewhere, it is satisfactory.

4.4.2

Building Services such as ventilation, compressed air and steam shall be sound, fit for purpose and regularly maintained.

Fully Compliant

Evidence of Compliance:
In roast room there is an external vent and fan. they will be serviced and maintained by the engineering team on site.

4.4.3

Suitable and sufficient hand cleaning facilities shall be provided.

Fully Compliant

Evidence of Compliance:
Yes, observed.

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

Evidence of Compliance:
Toilet does not open into the roast room. Hat and apron are stored and worn only in the roast room and this is appropriate.

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

Evidence of Compliance:
Sink is in the roast room, kept clean, as observed.

4.4.6

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

Fully Compliant

Evidence of Compliance:
Yes, damage checks are carried out on every roast before and after and this is included in the Roast Routine an and Roast Record and Damage Check Sheet. Includes glass, plastic and wood for the roast room.

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

Evidence of Compliance:

This would be done out of production time.

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

Evidence of Compliance:

The coffee roasting room is a hygienic small room within the building which is designed to minimise the risk of contamination. Elsewhere in the business, the product is kept enclosed or covered, e.g. green beans are kept covered with a work surface above them, so nothing can fall into them, and finished product is sealed in bags and boxes.

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.	<div><div>Has Statement of Intent been met?</div><div>Yes</div><div>Justification:</div><div>The units 1 and 10 for Betapak are fit for the purpose of roasting and storing coffee beans.</div></div>