



Whole Chain Assurance
From Quality Meat Scotland

Processor Standards

Quality Meat Scotland Assurance Scheme

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INTRODUCTION

The **Processor Assurance Scheme** is an essential element in the Quality Meat Scotland (QMS) 'whole chain' consumer assurance programme.

To carry the Scottish red meat industry's three premium brands Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork, livestock must have been born, reared and slaughtered in Scotland and spent their entire life on QMS Scotch Assured holdings.

This whole of life brand eligibility is delivered by a suite of six assurance schemes: two livestock **Cattle & Sheep** and **Pigs** and four non livestock **Feeds, Haulage, Auction Market** and **Processor**. Whole chain assurance underpins the integrity of these premium brands and provides reassurance to consumers of provenance and the highest standards of production and animal welfare.

Whole chain assurance ensures animals have the best possible quality of life on farm and throughout the live supply chain, resulting in the highest quality product reaching the consumer's plate. Manufactured feeds inputs must be sourced from QMS approved feeds suppliers, animals must be transported by QMS approved livestock hauliers and sold through QMS approved auction markets.



Only approved members of the **Processor Assurance Scheme** can process cattle, sheep and pigs which are destined for the Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork brands. On site animal welfare officers ensure animals are handled correctly, with due care and concern for their welfare at all times. Only specially trained and competent personnel are authorised to handle livestock, which ensures humane animal treatment, minimises stress to the animal and optimises meat quality for which the brands are renowned.

The overall strategy of QMS is to shape a sustainable and prospering Scottish red meat industry and a commitment to animal welfare and wellbeing is a key factor in this strategy and of paramount importance in ensuring the highest product quality. The QMS Animal Welfare and Wellbeing Charter recognises the five freedoms of animal welfare and wellbeing and is a guiding principle for all QMS assurance schemes, which are supported and approved by the Scottish SPCA, Scotland's independent animal welfare charity.

These Standards do not seek to duplicate existing legislation and the legal framework for meat processing sites and reference should be made to these documents as appropriate.

QUALITY MEAT SCOTLAND PROCESSOR ASSURANCE SCHEME STANDARDS

The following standards apply to the 1 April 2015 to 31 March 2016 assessment year and are effective from 1 August 2015.

1. TRACEABILITY

1.1 General

- 1.1.1 Full traceability must be demonstrated on all meat and meat products (Scotch Beef, Scotch Lamb, Specially Selected Pork, Red Tractor and non-Scotch) from point of dispatch or sale back to the original animal or group of animals and from the original animal or group of animals forward to point of dispatch or sale. The traceability system must be adequate to allow an effective recall and/or withdrawal of all products dispatched from the Processor member's site and to permit simple checking of compliance with labelling requirements.
- 1.1.2 Under contract kill arrangements, it is the **animal/carcase owner's responsibility** to agree a system with the contracted Processor member, which is clear to both parties and ensures eligibility will be checked by one of the parties, with particular reference to standard 1.3.3 below, to ensure accurate labelling of all products to be sold as Scotch Beef, Scotch Lamb, Specially Selected Pork or Red Tractor (SB/SL/SSP/RT). The agreed system of checking and respective responsibilities must be documented and both parties will be assessed against their respective roles in that agreement.

1.2 Boneless and Bone-In Primals

- 1.2.1 **All product on site must be traceable to a defined production batch.**
- 1.2.2 There must be documented systems of traceability back to farm, which allow full identification from end product through a batch recording mechanism to a defined production batch, detailing date of production, date of kill and kill numbers.
- 1.2.3 Product must be identified at all stages of process.
- 1.2.4 Product designated as SB/SL/SSP/RT must be traceable to product complying with sections 5 and 6. All Processor members must use the Scotch Potential Eligibility Cattle Checker (for cattle) and use and demonstrate regular updating of the QMS PGI Checker (for sheep).
- 1.2.5 **All products must be traceable back to source even when not specifically marked as SB/SL/SSP.** Systems must be in place throughout all stages of processing to differentiate products with different eligibility such as Scotch and non-Scotch product, UK and non-UK beef, etc.
- 1.2.6 All beef carcasses and quarters must be fully identifiable and traceable by kill date and kill number as a minimum requirement.
- 1.2.7 Kill numbers must be referable to identifiable and traceable animals (cattle) or batches (sheep and pigs), by use of ear tag numbers for cattle, or lot numbers/source for sheep, or slap marks/ear tags for pigs. Processor members must be familiar with the use of the ScotEID movement recording system for sheep and pigs.

1.3 Lairage Procedures

- 1.3.1 On arrival at the Processor member's site, all animals must be accompanied by correct paperwork including Food Chain Information (FCI).
- 1.3.2 Cattle ear tag information must be checked pre-kill to ensure accuracy between animal and paperwork.

- 1.3.3 Any origin and farm assured claims must be identified by direct assessment of animal passports, ScotEID records and delivery documents. For SB/SL/SSP, these checks must include all holdings and auction markets the animals have been on since birth. Records of stock received and all relevant identification paperwork sent with them must be available for examination by the Acoura assessor. In the case of contract kill arrangements, the holder of this information will be as per the document referenced in standard 1.1.2.
- 1.3.4 Pen holding system must allow for correlation between individual animals, quantity of animals held and source of animals.

1.4 Slaughter Procedures

- 1.4.1 Animals must be slaughtered in controlled batches or lots. Where animals are not individually identified, farm assured animals must be batched together and kept separate from non-farm assured animals. All animals in that batch must comply with sections 6.1, 6.4 and 6.7 of these standards.
- 1.4.2 Detained carcasses must also be identified and indicated as detained within paperwork relating to slaughter controls.

1.5 Meat Products, Preparations for Retail Packs & Wholesale

- 1.5.1 Details of raw materials (beef/lamb/pork) must be retained; by use of supplier batch codes/kill date, kill numbers, as appropriate. If SB/SL/SSP is procured, delivery and/or order documentation must clearly state the origin of the raw material.
- 1.5.2 Any manufactured product which is labelled as SB/SL/SSP must comply with sections 6.3, 6.6 and 6.9 of these standards for proportion of product which is beef, lamb or pork.
- 1.5.3 Manufactured products which are labelled as SB/SL/SSP must only contain meat derived from SB/SL/SSP carcasses, primals or trims.
- 1.5.4 Product specifications must be in place for raw materials and finished products which are labelled as SB/SL/SSP and claims must be included in product specifications e.g. product description, product name and separate provenance/assurance section.
- 1.5.5 Batch traceability must be recorded.
- 1.5.6 All products and packing materials must comply with current EC/Scottish legislation.

2. PROCESSING STANDARDS

2.1 Location and Food Hygiene Approval

- 2.1.1 The Processor member's site must be located in Scotland, must be approved by Food Standards Scotland (FSS) and must fully comply with current legal requirements. The latest full FSS Audit Report must be made available to the Acoura assessor at time of visit.
- 2.1.2 Processor member's sites must be assessed against each species processed on site and no exclusions are permitted. They cannot be a member of the scheme for one species and not the others, if they slaughter and/or process multiple species.

2.2 Livestock Transport and Lairage

- 2.2.1 Processor members must designate an Animal Welfare Officer (AWO), known to all personnel. The AWO must have a nominated deputy to cover when they are unavailable.

- 2.2.2 Animals must be handled on farm, in markets, on transport and at the Processor member's site with due care and concern for their welfare at all times, to comply with the requirements of all appropriate legislation and Codes of Practice. Animals must be transported to the Processor member's site by an approved member of the QMS Haulage Assurance Scheme or an equivalent scheme, or by an approved QMS Farm Assurance member hauling their own stock, in accordance with Council Regulation (EC) 1/2005.
- 2.2.3 Unloading docks should be provided at abattoir lairages to facilitate the unloading of animals. Facilities must be suitable to ensure that ramp angles at unloading are no steeper than 20° for pigs & calves and 26° for adult cattle & sheep. Transporters should be unloaded without undue delay. Processor member's sites should have a documented procedure for out of hours deliveries.
- 2.2.4 Washing facilities, with sufficient water supply, which are appropriate for the type of vehicles supplying the Processor member's site, must be available at all times for the cleansing of livestock vehicles. If livestock hauliers choose not to use these facilities, they must sign a declaration, confirming that their vehicle will be fully cleansed within 24 hours of unloading.
- 2.2.5 Lairage pens, gates and handling races must be designed, constructed and maintained in such a manner as to avoid stress or injury to animals and allow cleaning ~~ean~~ to be carried out effectively. The location of any outdoor lairages must be disclosed, including CPH numbers if applicable.
- 2.2.6 Lairage and abattoir staff must demonstrate competent knowledge of relevant welfare standards and legislation and adopt working practices which ensure humane animal treatment and minimise stress during unloading, lairaging and subsequent slaughter operations. A current Certificate of Competence must be held by staff who are involved in handling and care of animals before they are restrained, restraint of animals for the purpose of killing and stunning of animals. The use of goads is not permitted unless under exceptional circumstances and in accordance with current legislation. A policy should be in operation to control the access, use and management of goads, to ensure that animal welfare is not compromised.
- 2.2.7 When unloaded animals must be penned in clean pens in the groups they were transported in. Animals must be maintained in these groups while in the lairage and until stunned. Horned cattle and/or fractious animals must, however, be kept apart from other animals and if two or more are kept together, they must be restrained to prevent them injuring one another (except where animals are from the same peer group on farm). While in the lairage, animals must have access to adequate, clean and fresh water at all times.
- 2.2.8 Animals which are lairaged for more than 12 hours must be given food at appropriate intervals.
- 2.2.9 **Additional requirements for Pork Processors:**
- (a) If sprinklers are installed, they must be operated at appropriate times and frequencies, which are planned to enhance the welfare of pigs.
 - (b) Pigs reared in single sex groups must be maintained in their single sex farm groups, while in lairage and until stunned.
 - (c) Whenever possible, pigs must be slaughtered on the day of arrival. The Animal Welfare Officer is responsible for deciding whether a resting period is required. Suitable bedding must be provided which should be maintained and cleaned as necessary.

2.3 Slaughter, Dressing, Classification and Chilling - General

- 2.3.1 Animals must be slaughtered humanely with a minimum of stress, in conditions that reflect due care and concern for their welfare and in compliance with all relevant legislation and Codes of Practice. Slaughter records must be kept for a minimum of 1 year and made available on request by the Acoura assessor.
- 2.3.2 Non stun slaughter is prohibited in all Processor member sites.
- 2.3.3 After slaughter the carcase must be dressed in accordance with the appropriate dressing specifications. All dressing operations must be carried out with care and in accordance with good practice and hygiene, to avoid potential contamination and cross contamination of carcasses. A demonstrable 2 knife system should be utilised in all relevant areas within the slaughter process, based on risk assessment.
- 2.3.4 Members must be fully compliant with all TSE and Animal By-Products regulations, including handling of Specified Risk Material.
- 2.3.5 Where applicable, the carcase must be classified in accordance with the EU Beef, Sheep or Pig Carcase Classification Scheme. All plants must have a nominated individual trained in the EU Carcase Classification Scheme. Classified carcasses and sides must be clearly identified and bear the slaughter number, date of slaughter, classification, cold weight and sex of the animal.
- 2.3.6 Stunning equipment must be regularly checked and maintained to a high standard. Records must be kept of checks and maintenance carried out, including back-up systems. Incidences of double stunning must be recorded and reviewed, with prompt corrective action taken to minimise future occurrences.
- 2.3.7 Animals must be restrained immediately before slaughter and stunned by one of the following methods:
- Beef** (a) Mechanically operated instrument which penetrates the brain
(b) Mechanically operated instrument which administers a blow to the brain
(c) Electro-narcosis with cardiac arrest
- Lamb** (a) Mechanically operated instrument which penetrates the brain
(b) Electro-narcosis
(c) Electro-narcosis with cardiac arrest
- Pork** (a) High voltage (240-700V) delivering at least 1.3 Amps temple to temple or head to back stunning in a restrainer applied for 3 seconds only with a minimum frequency of 50Hz.
(b) Compact CO2 stunning with a minimum concentration of 80%
- 2.3.8 The maximum stun to stick time should not exceed:
- Beef** 60 seconds
Lamb 15 seconds electro-narcosis and 10 seconds electro-narcosis with cardiac arrest
Pork 15 seconds
- 2.3.9 After dressing and marking, sides must be transferred without delay to a chilling environment. Initial cooling may be in an ambient cooling hall. Sides **direct from slaughter** must not be stored in a chilled area containing sides or products from any previous day's kill. Pork carcasses and sides must be transferred without delay into a chilled environment.
- 2.3.10 Chilling procedures must ensure cold shortening is avoided, in line with customer requirements. In the absence of a written customer specification, the chilling procedure must ensure:

- Beef** In the first 10 hours after slaughter, the sirloin temperature of the side does not fall below +10°C. Thereafter the deep muscle temperature of the side must be reduced to 7°C or below, as quickly as possible and within 24 hours of slaughter.
- Lamb** Temperature of the deep muscle is chilled down as quickly as possible and reduced to 7°C within 24 hours.
- Pork** Deep muscle temperature of 5°C is attained within the target of 18 hours and 3°C within a maximum of 24 hours.

- 2.3.11 The chilling process for all species processed on site must be demonstrable to the Acoura assessor and must be verified by monitoring at least monthly, by an acceptable technical method. Results must be documented and signed off by a nominated individual. Chilling equipment and spacing of the sides must ensure a good drying air flow around the sides.
- 2.3.12 Conditions for dispatch or further processing of carcasses/sides/quarters should comply with current legislation. Carcasses/sides must not be dispatched or further processed (i.e. quartered/boned) until the deep muscle temperature has dropped to 7°C or below.
- 2.3.13 If beef sides are to be suspended by the aitch bone, suspension must be carried out within one hour of stunning. It is recommended that aitch bone suspended sides remain on the hook for 48 hours, to achieve maximum benefit from the treatment.
- 2.3.14 Where carcasses are split, care should be taken to ensure that the vertebrae are split through the centre and the spinal cord is removed completely.
- 2.3.15 All members slaughtering pigs must be willing to participate in the Wholesome Pigs (Scotland) health monitoring scheme.

2.4 Meat Cutting

- 2.4.1 Meat cutting operations must be carried out in clean hygienic conditions to avoid any contamination of the meat or growth of undesirable micro-organisms. The temperature of beef and lamb must not rise above 7°C during meat cutting operations. For pork carcasses or sides, the deep muscle temperature must not exceed 5°C when the cutting operations begin. The air temperature of the cutting room must be maintained below 12°C for all species.
- 2.4.2 The following must be demonstrable to the Acoura assessor:
- Sides must be quartered by a clean cut with minimum damage to adjacent muscles.
 - Quarters should be separated into primal cuts or joints as required. The face, outer surface, fat and muscle of the cut/joint should be free from unnecessary cuts and slash marks.
 - Seam cutting is permitted. The face of the primal and outer surface must be free from cuts and slash marks.
 - If cuts/joints are to be de-boned, the operation must be carried out with care, with bones removed cleanly and without any unnecessary cuts into the muscle tissue. Customer specifications must be adhered to at all times.

2.5 Packaging and Food Contact Material

- 2.5.1 If primals are to be vacuum packed, the operation should be carried out immediately after boning and trimming. The primal should be inserted into an appropriate sized pouch and correctly sealed. If the primal is partially de-boned the bone edges should be covered with a suitable material to avoid pouch damage. Appropriate steps must be taken to screen sealed pouches for signs of leaking.
- 2.5.2 Product packaging and food contact material must be of food grade quality and must be strong enough to protect the meat as required. Packaging material must not affect the organoleptic characteristics of the meat or transmit to it substances harmful to human

health, in accordance with The Materials and Articles in Contact with Food (Scotland) Regulations 2012.

- 2.5.3 Materials used for non-returnable outer packaging must be new, clean and of food grade quality.
- 2.5.4 If returnable outer containers are used, they must be made from non-absorbent materials, be clean before use and kept in good repair.
- 2.5.5 All packaging material must be stored off the floor in clean, dry hygienic conditions and with sufficient distance between packaging and walls to allow effective pest control.

2.6 Labelling, Marketing and Promotional Materials

2.6.1 All products or primals marketed as SB/SL/SSP must be clearly identified on the labels and packaging to enable verification of compliance with these Standards.

2.6.2 All individual retail packs sold as SB/SL/SSP must be labelled in accordance with QMS brand guidelines. All labelling and product references must comply with current labelling legislation. Promotional claims made on electronic or print media must accurately reflect the proportion of SB/SL/SSP being marketed.

2.6.3 Labelling specification for Scotch Beef (sides, quarters, bone in and boneless primal cuts and trims), Scotch Lamb and Specially Selected Pork (carcasses, sides, primal cuts and joints):

2.6.3.1 All SB/SL/SSP product must be identified at dispatch with the following information, as appropriate, on the outer packaging, individual cuts or listed on a dispatch note:

- Name and address or mark of supplier;
- Content of package - name of primal(s), number and/or weight;
- Slaughter date or packing date

2.6.3.2 Scotch Beef cuts must also be identified in line with the compulsory labelling requirements of the EU Beef Labelling Scheme (Regulation (EC) 1760/2000). The Scottish Government retains responsibility for monitoring compliance in abattoirs and wholesale cutting plants, with local authorities retaining responsibility for monitoring compliance in retail premises. Beef labels must include compulsory information, indicating where the animal was born, reared and slaughtered and where cutting plant activities took place. The EU regulations for voluntary labelling have been rescinded and The Scottish Government is in discussion with Food Standards Scotland on how this should be taken forward.

2.6.3.3 Any SB/SL/SSP product pre-packed for resale must accurately describe the product and comply with relevant legislation.

2.6.3.4 If SB/SL/SSP carcasses or sides are being sold, the carcass must be clearly identified as SB/SL/SSP and bear as a minimum the kill number, kill date, classification and cold weight on the carcass, or on each side, if the carcass has been split. For SSP carcasses, classification fat depth must be clearly visible at the point of dispatch.

2.7 Storage and Distribution

2.7.1 During storage, on loading and throughout the period of transit, chilled meat must be kept in clean, hygienic conditions and the deep muscle temperature maintained within the following ranges:

- | | |
|-----------------------------------|--------------|
| (a) bone-in beef sides/cuts | -2°C to +7°C |
| (b) primal cuts and trims of beef | -2°C to +4°C |
| (c) bone-in lamb carcasses/cuts | -2°C to +7°C |
| (d) primal cuts and trims of lamb | -2°C to +4°C |

- | | |
|-----------------------------------|--------------|
| (e) bone-in pork carcasses/cuts | -2°C to +5°C |
| (f) primal cuts and trims of pork | -2°C to +5°C |

- 2.7.2 Meat must be transported in purpose built, hygienic, refrigerated vehicles or verifiable refrigerated conditions, which are capable of maintaining the deep muscle temperature of the meat, within the ranges specified above, throughout the period of transit.
- 2.7.3 Cuts and/or carcasses must not be allowed to come into contact with vehicle floors during loading, transit and unloading.
- 2.7.4 Boxed product must not be placed directly on the floor of a vehicle for transit and must not be transported in the same vehicle as unwrapped carcass meat, unless the boxes are adequately protected.
- 2.7.5 Invoices and/or delivery notes must enable customers to distinguish between products which are eligible and non-eligible for SB/SL/SSP branding. Records of the weight and destination of SB/SL/SSP product must be kept and made available to the Acoura assessor.

3. CLEANING AND HYGIENE STANDARDS

3.1 General Cleaning and Hygiene Control

- 3.1.1 Waste materials should be removed from working areas at frequent intervals throughout the working day. Waste removal, where appropriate, should be carried out under current legislation, with all efforts made to reduce, reuse or recycle.
- 3.1.2 All parts of the site and equipment must be kept in a clean and hygienic condition. Walls, floors, ceilings and overheads must be well maintained. Each site must designate a single individual who is held responsible for site cleanliness.
- 3.1.3 Effective and thorough cleaning routines must be specified, maintained and verified for all areas, non product contact and product contact surfaces. Cleaning routines must be carried out as frequently as necessary, to prevent build up of micro-organisms, contamination of product and accumulation of extraneous product matter. This includes throughout work periods, as required, for product contact surfaces. Cleaning routines at the end of work periods must be carried out promptly to ensure effectiveness and eliminate microbial build up.
- 3.1.4 Critical areas must be designated for specific attention as part of a permanent sanitation schedule. The frequency of the cleaning required for each area, including floors, equipment, utensils, walls and vehicles as well as the requirements for adequate cleaning must be clearly defined. Detergents, disinfectants, the means of application and the strength of the sanitiser must all be specified. Documented procedures must be used as a checklist for hygiene maintenance and control and their implementation must ensure effective cleanliness of all plant and equipment.
- 3.1.5 Detergents, disinfectants, sanitisers and other chemicals employed in the cleaning and sanitising routines must be approved for use in food processing establishments, safe to use and effective for their intended purpose. They must be used in such a way that avoids any chemical contamination or taint.
- 3.1.6 All detergents, disinfectants, sanitisers and other chemicals used for cleaning must be properly labelled and stored safely and securely, to avoid the risk of product contamination.
- 3.1.7 Potable water must be used for all wet cleaning routines and there must be a water sampling plan in place, to a defined schedule.

- 3.1.8 Prior to each work period, a documented pre-production check must be carried out of all work areas, equipment, tools and utensils etc. to ensure they are hygienically acceptable and suitable for production. These checks must be carried out and signed off by a nominated individual. Sterilisers must also form part of this check and their temperature must be documented.
- 3.1.9 Surfaces must be checked at random, by microbiological or other recognised industry testing method (such as ATP or protein testing), in accordance with a pre-determined schedule. As a minimum, this testing must take place at least monthly, on those areas as defined by the site's risk assessment. Prompt corrective action must be taken when adverse results are recorded, with mandatory retesting of any failures and a record of this action must be kept.
- 3.1.10 Product trays must not come into contact with the floor or walls and must not be subject to splash or spray from cleaning operations. Clean equipment must be protected from possible recontamination.

3.2 Staff Hygiene, Clothing and Personal Protective Equipment

- 3.2.1 Each site should have a written policy covering such items as jewellery and personal items, making it clear they should not be taken into process areas. A written policy is also required for the issue, condition and disposal of personal protective equipment and clothing to minimise the risk of product contamination.
- 3.2.2 All staff who work with fresh meat are required to maintain high standards of personal cleanliness while at work and take all necessary precautions to prevent contamination of the meat and materials used in the processing operations. In this regard they must:
- (a) Keep as clean as is reasonably practicable, all parts of their person which are liable to come into contact with the meat. Fingernails must be kept short, clean and must not be varnished or adorned with nail art.
 - (b) Wash and sanitise their hands on entering a work area, at frequent intervals during work periods and each time work is resumed.
 - (c) Keep any cut, or abrasion, on any exposed part of their person covered with a suitable coloured waterproof dressing.
 - (d) Not wear personal adornments or jewellery of any kind, including watches, except for plain wedding bands.
 - (e) Strictly refrain from smoking, spitting, or eating in working or storage areas.
- 3.2.3 All staff who work in or pass through working areas must wear sufficient, clean and preferably light coloured, washable protective clothing and a head covering of a suitable type to cover ears and contain all hair. Snoods must be used to cover beards and moustaches. Protective clothing must be changed at least daily, or more frequently if required and arrangements must be made for the collection and laundering of soiled protective clothing. Outdoor clothing must not be worn over, or in place of protective clothing.
- 3.2.4 Processor member's staff must not be allowed to pass through other work areas, where meat cutting operations are carried out, without taking effective precautions to prevent cross contamination e.g. adequate segregation of dirty and clean areas. Staff who are required to work in the abattoir and in meat cutting areas must change their protective clothing and wash and sanitise their hands between the change over.
- 3.2.5 Induction training must be provided before commencement of work tasks. Only duly authorised and trained staff will be allowed to handle meat.
- 3.2.6 A valid medical certificate or self-certificated health questionnaire must be held for any person assigned to handle meat and the medical screening policy must be documented.

- 3.2.7 Staff and factory visitors who are suffering from stomach disorders, or any conditions that may cause infection, must not be allowed into production areas. Immediately a member of staff becomes aware that they are suffering from, or are a carrier of any communicable infection, they must inform their Line Manager. A sickness policy and return to work procedure must be in place.
- 3.2.8 Food and drink must only be consumed in designated areas, separate from changing and process environments.
- 3.2.9 Smoking must only be allowed in designated outdoor areas, separate from changing facilities and process areas.
- 3.2.10 Protective outer clothing must be removed in smoking areas, canteen and toilet facilities.

4. QUALITY SYSTEM REQUIREMENTS

4.1 Control of Non-Conforming Products

- 4.1.1 Processor members must nominate a responsible person(s) with the appropriate knowledge, experience and necessary authority, to decide what action should be taken in cases where the product does not conform to specification, or has been subject to a failure of process standards, as defined in these Standards.
- 4.1.2 Non-conforming products must not carry the SB/SL/SSP logos, nor must they be knowingly delivered or sold under that description, direct or implied, indicating that they have been produced in accordance with the requirements of these Standards.
- 4.1.3 Non-conforming products must be identified and segregated and may be re-graded for alternative use, or if unfit for human consumption, they must be disposed of safely and in accordance with relevant Regulations covering the disposal of unfit products.
- 4.1.4 Details of the non-conformance and corrective actions taken must be documented.

4.2 Control of Foreign Bodies and Contamination

- 4.2.1 All necessary precautions must be taken to eliminate, prevent and control all potential contamination of product, though the use of HACCP identified controls (see also section 4.7).
- 4.2.2 A risk assessment should be carried out into potential metal contamination and where appropriate, the use of a suitably controlled and alarmed metal detector is recommended.
- 4.2.3 Chemical stores must be segregated from process areas and must be locked. Chemicals must only be stored in clearly labelled containers.
- 4.2.4 Glass and brittle material in process areas must be indicated on a register and audited for integrity, to a set schedule. Breakage procedures for glass and brittle material must be documented and available to appropriate supervisory staff.
- 4.2.5 Overhead areas and general fabric must be maintained in good condition, to minimise the risk of foreign body contamination. Wood must be excluded from all areas where the processing/handling of unwrapped or exposed meat takes place.
- 4.2.6 Wooden pallets, packing materials and boxes must be controlled in line with good practice as defined by the Processor member. Packing materials returned to storage must be clean, intact and protected from any source of contamination. All pallets must be in good condition.

4.2.7 An accredited pest controller must be used to ensure pests are prevented internally and externally, with control actions taken when required. Details of pest control arrangements and service reports must be made available to the Acoura assessor.

4.3 Complaints Procedure

4.3.1 The responsibility for complying with these Standards and for complying with statutory requirements, rests with the Processor member. Any complaints arising from possible infringements in the law must be dealt with by the Processor member. Customer complaints must be handled effectively and information used to reduce recurring complaint levels where appropriate.

4.3.2 Complaints of any nature coming directly to the Certifying Authority or other organisations involved in the operation of the Scheme will be referred to the Processor member for timely and appropriate action to be taken.

4.3.3 Processor members must nominate a responsible person through whom all product complaints should be channelled. This person should have the appropriate knowledge and experience to decide the action to be taken in respect of any product complaints received.

4.3.4 Processor members are required to maintain a record of all complaints and subsequent action taken and make this available to the Acoura Assessor during their visit, including product withdrawal, product recall, improvement notices and prohibition orders.

4.4 Records

4.4.1 Precise and up-to-date records, appropriate to the volume and nature of the production of the Processor member's site, must be maintained, in order to demonstrate compliance with these Standards. These records must be made available to the Acoura assessor, for examination.

4.5 Staff Training

4.5.1 Food business operators must ensure that all food handlers are supervised and instructed and/or trained in food hygiene matters commensurate with their work activity. Procedures which are appropriate to the volume and nature of the type of production carried out by the site, should be maintained in order for training needs to be identified and for training to be given to personnel as necessary in regard to:

- (a) All personnel involved in the immediate pre and post slaughter handling of animals must be trained and licensed to Welfare of Animals at the Time of Killing (WATOK) standards.
- (b) Key operations affecting quality and product safety and basic HACCP awareness training.
- (c) Food hygiene - all food handling and hygiene staff must receive hygiene training provided by an accredited trainer as soon as possible, but within a maximum of 6 months of commencement of employment. All staff must be issued with a copy of the company's personal hygiene rules.

4.5.2 Personnel performing specific assigned tasks must be suitably trained. Training records must be kept to show personnel are qualified to undertake their specific tasks.

4.6 Document Control

4.6.1 The Processor member must define and document such procedures necessary to demonstrate compliance with the requirements of these Standards.

4.6.2 Such documents must be reviewed and verified by authorised personnel, prior to issue and use.

- 4.6.3 A master list or equivalent control procedure identifying current revision status and location of each document must be maintained.
- 4.6.4 Where relevant, documents of external origin such as Legislation requirements, Codes of Practice, Directives etc., must be held/made available.

4.7 Hazard Analysis of Critical Control Points

- 4.7.1 All Processor members must have a fully documented and operational HACCP system in place.
- 4.7.2 The Processor member must have a fully comprehensive, practical and achievable HACCP plan. The plan must be based on the Codex Alimentarius Principles for seven point HACCP as listed:
1. Detailed assessment of hazards at each process step.
 2. Identification of CCP (Critical Control Points) by use of decision tree. Where CCP have been identified details are required of:
 3. Control limits and tolerances
 4. Monitoring
 5. Recording procedures
 6. Corrective action
 7. Verification to confirm HACCP working effectively

Hazard Analysis should cover only Food Safety issues, nature of hazard detailed and measures for their control:

- Microbiological hazards
- Chemical hazards
- Physical hazards
- Allergen material hazards

Each process must be assessed by means of a flowchart and HACCP plan. The site's Team Leader/HACCP Coordinator must demonstrate knowledge or training in relation to HACCP principles.

Verification and review of the HACCP plan must be carried out to a defined schedule, whenever changes occur which may affect product safety, but at least annually. Third party verification of the HACCP plan by a competent independent authority is acceptable. Please note the results reported during any QMS audit cannot be used to demonstrate verification of the HACCP plan.

4.8 Internal Review of Compliance with QMS Processor Standards

- 4.8.1 Members must retain a current copy of the QMS Processor Standards. Traceability checks must be made every six months with results documented as evidence.

5. BRAND ELIGIBILITY CRITERIA (FOR LIVESTOCK)

5.1 SCOTCH BEEF

- 5.1.1 To carry the Scotch Beef PGI brand, cattle must have been born, reared and slaughtered in Scotland, from farms that are members of the QMS Cattle & Sheep Assurance Scheme.
- 5.1.2 In addition, the animal must be:
- over 12 months of age
 - under 48 months if a steer or a heifer
 - under 16 months if a young, beef-bred suckler bull
 - under 16 months if a young dairy-bred bull (meat for mincing, reforming and dicing only)
- and for heifers must:
- not have had a calf or be in calf (i.e. no cow beef permitted)

- 5.1.3 All cattle must be of *Bos taurus* sub-species.
- 5.1.4 Scottish animals assured under the Red Tractor Assurance Dairy Farm Scheme are eligible to be sold as Scotch, if they are sold onto a QMS assured farm at under 100 days of age.
- 5.1.5 It is illegal to transport heavily pregnant females where more than 90% of the expected gestation period has passed.

5.2 SCOTCH LAMB

- 5.2.1 To carry the Scotch Lamb PGI brand, lambs and hoggets must have been born, reared and slaughtered in Scotland, from farms that are members of the QMS Cattle & Sheep Assurance Scheme.
- 5.2.2 It is illegal to transport heavily pregnant females where more than 90% of the expected gestation period has passed.

5.3 SPECIALLY SELECTED PORK

- 5.3.1 To carry the Specially Selected Pork brand containing the thistle, pigs must have been born, reared and slaughtered in Scotland, from farms that are members of the QMS Pigs Assurance Scheme.
- 5.3.2 To carry the Specially Selected Pork brand with other symbols, pigs must have been born on farms that are members of the QMS Pigs Assurance Scheme, or Red Tractor Assurance Pigs Scheme, reared on farms that are members of the QMS Pigs Assurance Scheme and must have been slaughtered in Scotland, in a processing plant that is a member of the QMS Processor Assurance scheme.

6. MEAT PRODUCT SPECIFICATIONS

6.1 SCOTCH BEEF - Sides/Quarters and Bone-in Primal Cuts

- 6.1.1 This specification applies to whole sides of Scotch Beef or quarters and bone-in primal cuts, derived from animals that meet the brand eligibility criteria in section 5.1. Where customer specifications specify further age restrictions (e.g. under thirty months) this must be adhered to. Animals must be accompanied by all relevant documentation.
- 6.1.2 Where carcasses have been classified in accordance with the EU Beef Carcase Classification Scheme, sides must have been classified 2, 3, 4L, 4H or 5L for fatness and E, U, R or O+ for conformation.
- 6.1.3 Sides, quarters and primals must be clean and free from bone dust, splinters, other extraneous matter and any abnormal odour and the outer surfaces must be free from bruises, blemishes or cuts. The fat must be firm and white or creamy white. The muscle must be of good colour and not show any signs of "dark cutting". Both muscle and fat must be free from bruising and blood splash.

6.2 SCOTCH BEEF - Boneless Primal Cuts

- 6.2.1 This specification applies to boneless trimmed primal cuts derived from sides of Scotch Beef, which the manufacturing plant must be able to demonstrate complies with the product specification in section 6.1.1.
- 6.2.2 For primals, the overriding factor will be in achieving the individual primal/retail pack specification as required by the customer. Final product specifications must be available for audit purposes.
- 6.2.3 The outer surface of the primals should be free from bruises, blemishes and cuts. The muscle and fat must be firm and of good colour and not show any signs of bruising or

blood splash. Primals must be clean and free from bone dust, splinters, other extraneous matter and any abnormal odour.

6.3 SCOTCH BEEF - Boneless Manufacturing (Meat for mincing, reforming and dicing)

6.3.1 The meat, or portion of meat product must comply with all aspects of boneless primal specifications in section 6.2. Where customer specifications allow, dairy bred bulls can be eligible for mincing, dicing and reforming, subject to the above brand eligibility criteria.

6.4 SCOTCH LAMB - Carcasses

6.4.1 This specification applies to whole carcasses of Scotch Lamb derived from lambs or hoggets that meet the brand eligibility criteria in section 5.2. Animals must be accompanied by all relevant documentation.

6.4.2 Carcasses must be classified in accordance with the MLC Sheep Carcase Classification Scheme. Carcasses must have been classified 2, 3L or 3H for fatness and E, U, R and O for conformation.

6.4.3 Lightweight lamb - the specific market for lightweight Scotch Lamb (<13kg) is recognised. The weight range and grades for these lambs must be as per specific customer specification which must be available for audit purposes.

6.4.4 The carcase must be clean and free from any extraneous matter and any abnormal odour. The fat must be firm and white or creamy white. The muscle must be firm and of good colour. The muscle and fat must be free from bruising and blood splash.

6.5 SCOTCH LAMB - Primal Cuts/Joints

6.5.1 This specification applies to primal cuts/joints of lamb derived from carcasses of Scotch Lamb which have been produced in accordance with the product specification given in section 6.4.1 of these standards. The overriding factor will be in achieving the individual primal/retail pack specification as required by the customer. Final product specifications must be available for audit purposes.

6.5.2 The outer surface of the cut/joint must be free from bruises, blemishes and cuts. The muscle and fat must be firm and of good colour showing no sign of bruising or blood splash. Cuts/joints must be clean and free from any bone dust, splinters, other extraneous matter and any abnormal odour.

6.6 SCOTCH LAMB - Boneless Manufacturing (Meat for mincing, reforming and dicing)

6.6.1 The meat, or portion of meat product must comply with all aspects of boneless primal specifications in section 6.5.

6.7 SPECIALLY SELECTED PORK - Carcasses and Sides

6.7.1 This specification applies to whole carcasses/sides of Specially Selected Pork derived from pigs that meet the brand eligibility criteria in section 5.3. Animals must be accompanied by all relevant documentation.

6.7.2 Carcasses must be carefully dressed. Part of a carcase or primal would be acceptable to be marked as SSP product i.e. if only 1 primal damaged, other 7 are acceptable. Damaged primals must not be marked as SSP product.

6.7.3 Carcasses must be classified in accordance with the EU Pig Carcase Grading Scheme. Only carcasses which conform to the following tables are eligible to carry the SSP brand, provided they conform in all other respects with the product specification.

Weight Range (kg)	P2 Range (mm)	P1 and P3 Range (mm)
Less than 60.0	7 - 13	14 - 26
60.5 - 70.0	7 - 14	14 - 28
70.5 - 85.0	8 - 15	16 - 30
85.5 - 100.0	8 - 16	16 - 32

6.7.4 The rind of the carcase must be free from blemish, abnormal pigmentation, bruising, hair, cuts, loose skin and any trimming resulting from meat inspection. For rind-on product, the carcase must not have a rindside blemish score exceeding 2 on the EU Pig Carcass Grading Scheme's 5 point scale.

6.7.5 The fat must be firm and white and not show any signs of fat separation. The muscle must be firm, of good colour and not show any signs of PSE or DFD. The muscle and fat must be free from bruising and blood splash. Carcasses must be clean and free from any extraneous matter and abnormal odour.

6.8 SPECIALLY SELECTED PORK - Primals and Cuts

6.8.1 This specification applies to primals/cuts of pork derived from carcasses of Specially Selected Pork as set out in section 6.7 of these standards. Carcasses proving fatter than the permitted maximum, but complying in all other respects, may be used to produce selected primals and rindless cuts providing they conform to standards 6.7.1 to 6.7.5.

6.8.2 Fat and rind should be trimmed where necessary to produce joints of acceptable visual quality and complying with standards 6.7.1 to 6.7.5, with not more than 14mm of external fat thickness on any cut.

6.8.3 Butchery operations should produce a primal cut at deboning or jointing which is free from unnecessary cuts. The joint should be trimmed to remove exposed blood vessels, glands and blood staining. All the bone dust must be removed.

6.9 SPECIALLY SELECTED PORK - Boneless Manufacturing (Meat for mincing, reforming and dicing)

6.9.1 The meat, or portion of meat product must comply with all aspects of boneless primal specifications in section 6.8.

6.10 SCOTTISH SPCA APPROVED PIGMEAT

6.10.1 The "Approved by Scottish SPCA" label can only be applied to product that complies with the specification for Specially Selected Pork outlined in Sections 5.3, 6.7, 6.8 and 6.9 above and additionally comes from farms and abattoirs which are approved by The Scottish Society for Prevention of Cruelty to Animals (Scottish SPCA).

6.11 RED TRACTOR BEEF, LAMB AND PORK

6.11.1 The Red Tractor logo can only be applied to beef derived from cattle resident on an assured farm for at least 90 days before slaughter, transported by assured hauliers and slaughtered in a plant that is a member of the QMS Processor Assurance Scheme or Red Tractor Assurance for Meat Processing Scheme (RTAMP).

6.11.2 The Red Tractor logo can only be applied to sheep meat derived from sheep resident on an assured farm for at least 60 days before slaughter, transported by assured hauliers and slaughtered in a plant that is a member of the QMS Processor Assurance Scheme or RTAMP Scheme.

6.11.3 The Red Tractor logo can only be applied to pork derived from pigs born and reared on an assured farm, transported by assured hauliers and slaughtered in a plant that is a member of the QMS Processor Assurance Scheme or RTAMP Scheme.

7. COMPLAINTS REGISTER

- 7.1 Under ISO/IEC 17065 certification (formerly EN 45011), where a complaint has been made against the Processor member's business, a complaints register must be completed and personnel should be made aware of this requirement. Please refer to Acoura Scheme Regulations 2.6 and 12.1.

8. GENERAL SCHEME INFORMATION

- 8.1 Processor member assessments have been contracted by QMS to Acoura (formerly known as SFQC), an independent inspection and certification company. Acoura is accredited by UKAS (the United Kingdom Accreditation Service) to ISO/IEC 17065 (formerly EN 45011), the international standard for product conformity certification and was the first UK company in the food and farming sector to achieve such accreditation in June 1997. QMS has agreed procedures for these assessments with Acoura, who are regularly (at least once each year) audited by UKAS to ensure these procedures are maintained.

13. ACOURA SCHEME REGULATIONS

- 13.1 Members should refer to the Acoura Scheme Regulations for operational details of the Certification Scheme (i.e. conditions of membership, obligations, assessment process, certification decisions, appeals procedures etc.). These can be accessed on the Acoura website www.acoura.com or by calling Acoura on 0131 335 6602.

STANDARDS SETTING BODY

QMS annually reviews the Processor Assurance Scheme Standards and the following Standards Setting Body committee was responsible for agreeing these Standards:

Alan McNaughton	Chair, QMS Board Member
Dr Colette Backwell	Scottish Food and Drink Federation
Jamie Chapman	James Chapman (Butchers)
Malcolm Hetherington	Consultant
John McMaster	ABP Food Group
Ana Nicula	Quality Pork Processors Ltd
Vicky Parsons	Campbell Brothers Ltd
Alex Seguino	The Royal (Dick) School of Veterinary Studies
Suzanne Woodman	QMS

APPENDIX 1

GUIDE TO SOURCES OF INFORMATION AND CURRENT LEGISLATION

The following is a guide to sources of information and current relevant legislation. Legislation should be consulted and legal advice sought when particular legal points need to be considered.

- The Animals By-Products (Scotland) Regulations 2003
www.legislation.gov.uk/ssi/2003/411/contents/made
- The Animal By-Products (Enforcement) (Scotland) Regulations 2013
www.legislation.gov.uk/ssi/2013/307/introduction/made
- The Animals and Animal Products (Examination for Residues and Maximum Residue Limits) Regulations 1997
<http://www.legislation.gov.uk/uksi/1997/1729/made>
- The Cattle Identification (Scotland) Amendment Regulations 2007
<http://www.legislation.gov.uk/ssi/2007/312/contents/made>
- The Control of Substances Hazardous to Health Regulations 2002
<http://www.legislation.gov.uk/uksi/2002/2677/contents/made>
- The Food Hygiene (Scotland) Regulations 2006 (as amended)
www.legislation.gov.uk/ssi/2006/3/contents/made
- The Food Information (Scotland) Regulations 2014
http://www.legislation.gov.uk/ssi/2014/312/pdfs/ssi_20140312_en.pdf
- The Food Labelling Regulations 1996 (as amended)
<http://www.legislation.gov.uk/uksi/1996/1499/contents/made>
- The Food Labelling (Amendment) Regulations 1998
<http://www.legislation.gov.uk/uksi/1998/1398/regulation/9/made>
- Food Safety Act 1990 (as amended) <http://www.legislation.gov.uk/ukpga/1990/16/contents>
- The Fresh Meat (Import Conditions) Regulations 1996
<http://www.legislation.gov.uk/uksi/1996/3125/contents/made>
- Health and Safety at Work Act 1974 (as amended)
<http://www.legislation.gov.uk/ukpga/1974/37/contents>
- The Pigs (Records, Identification and Movement) (Scotland) Order 2011
<http://www.legislation.gov.uk/ssi/2011/327/contents/made>
- The Pigs (Records, Identification and Movement) (Scotland) Amendment Order 2011
http://www.legislation.gov.uk/ssi/2011/351/pdfs/ssi_20110351_en.pdf
- The Products Containing Meat etc. (Scotland) Regulations 2014
http://www.legislation.gov.uk/ssi/2014/289/pdfs/ssi_20140289_en.pdf
- The Sheep and Goats (Records, Identification and Movement) (Scotland) Order 2009
<http://www.legislation.gov.uk/ssi/2009/414/contents/made>
- Regulation (EC) 1760/2000 Beef Labelling Scheme
- Regulation (EC) No 852/2004 on the hygiene of foodstuffs
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:139:0001:0054:en:PDF>
- Regulation (EC) No 853/2004 laying down specific hygiene rules for on the hygiene of foodstuffs
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:139:0055:0205:EN:PDF>
- Regulation (EC) No 854/2004 laying down specific hygiene rules for the organisation of official controls on products of animal origin intended for human consumption
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:139:0055:0205:EN:PDF>
- Trade Descriptions Act 1968 <http://www.legislation.gov.uk/ukpga/1968/29/contents>
- The Transport of Animals (Cleansing and Disinfection) (Scotland) Regulations 2005
http://www.legislation.gov.uk/ssi/2005/653/pdfs/ssi_20050653_en.pdf
- Regulation (EC) No 1099/2009 on the protection of animals at the time of killing
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:303:0001:0030:EN:PDF>
- The Welfare of Animals at the Time of Killing (Scotland) Regulations 2012 (WATOK)
<http://www.legislation.gov.uk/ssi/2012/321/contents/made>
- The Welfare of Animals at the Time of Killing (Scotland) Amendment Regulations 2012
<http://www.legislation.gov.uk/ssi/2012/355/contents/made>
- The Welfare of Animals (Transport) Order 1997 (as amended)
<http://www.legislation.gov.uk/uksi/1997/1480/made>
- The Welfare of Animals (Transport) (Scotland) Regulations 2006
<http://www.legislation.gov.uk/ssi/2006/606/contents/made>
- Council Regulation (EC) No 1/2005 on the protection of animals during transport
<http://faolex.fao.org/docs/pdf/eur69655.pdf>
- Food Standards Agency Meat Industry Guide (MIG)
<http://www.food.gov.uk/business-industry/meat/guidehygienemeat>
- Defra approved disinfectants <http://disinfectants.defra.gov.uk/Default.aspx?Module=ApprovalsList>

APPENDIX 2

GUIDE TO USE OF LOGOS

Scotch Beef PGI - EU Protected Geographical Indication Specification (Commission Regulation (EC) No 1215/2004)

The product is derived from cattle born, reared throughout their lives, slaughtered and dressed in the designated geographical area (*Scotland*). The animals will have been produced and slaughtered in accordance with quality assurance schemes accredited to European Standard EN45011 (ISO Guide 65) and having the same standards, assessments and assessment frequencies as those set by the applicant (*QMS*).

Scotch Lamb PGI - EU Protected Geographical Indication Specification for ~~Scotch Lamb~~ (Commission Regulation (EC) No 1345/2004)

The product is derived from lambs born, reared throughout their lives, slaughtered and dressed in the designated geographical area (*Scotland*). The animals will have been produced and slaughtered in accordance with quality assurance schemes accredited to European Standard EN45011 (ISO Guide 65) and having the same standards, assessments and assessment frequencies as those set by the applicant (*QMS*).

Only product that meets the above specifications can be labelled as Scotch Beef PGI or Scotch Lamb PGI and use the following logos. Where the Scotch Beef and Scotch Lamb logos (or terms Scotch Beef and Scotch Lamb) are used, the EU PGI logo must appear alongside:



Specially Selected Pork

To carry the Specially Selected Pork brand containing the thistle, the product must be derived from pigs that were born, reared and slaughtered in Scotland, produced by members of the QMS Pigs Assurance Scheme and must have been slaughtered in a processing plant that is a member of the QMS Processor Assurance scheme.

Only product that meets the above specification can be labelled as Specially Selected Pork or Red Tractor Pork and use the following logos:



Other logos are available for Specially Selected Pork produced from pigs born outside Scotland:



Scotch Beef, Scotch Lamb and Specially Selected Pork logos may be used on marketing materials by approved Processor and Brands Licensing scheme members.

Logos must only be used on product, box labels and any other paperwork where the product meets the above definitions and the aforementioned Standards of this document. They must not be used in any way which is misleading and implies that the product is Scotch Beef, Scotch Lamb or Specially Selected Pork approved.

APPENDIX 3

PROCEDURES FOR NON-APPROVED MEMBER STATUS

During an assessment, there are four possible results for each standard:

1. **Compliant**
2. **Minor non-compliance** - Where there is evidence that a clause of the standard has not been fully met, however steps are in place to comply with the standard.
3. **Major non-compliance** - Where there is a substantial failure to meet with any clause of the standards, or there is available objective evidence of complete failure to comply with a clause of the standard.
4. **Critical non-compliance** - Critical can be described as 'Where there is a critical risk to animal welfare, traceability or food safety, or failure to comply with current relevant legislation.

The ultimate decision on approval of an individual company to the QMS Processor Assurance scheme is the responsibility of the Technical Advisory Committee (TAC), which has the authority to suspend members for a time period, dependent on the number and type of non-compliances. This could be for up to one year for the most serious cases. To reach a decision, the TAC will take into consideration whether the offence was a deliberate act or a genuine error and will also take into consideration the explanation provided by the member, verbally and/or in writing. Members who repeatedly offend will be dealt with more severely.

Standard appeal procedures will apply as operated by Acoura, the certification body.

Immediate Suspension Procedure

If the non-compliance is deemed to be extremely serious, the TAC will recommend immediate suspension from the scheme. This may occur in the following cases:

- Prosecution for food safety, animal welfare or environmental failures
- Continual disregard for major non-compliances
- Non-payment of fees
- Deliberate breaches of labelling legislation
- Incorrect use of product logos

General Suspension Procedure

- **Stage 1**

Where an **approved** Processor member is unable to meet the required scheme standards (e.g. due to the number or nature of non-compliances, or inability or unwillingness to rectify non-compliances), the TAC will set a more frequent assessment programme for this member. In these circumstances the Scheme Manager may choose to recover the cost of any additional assessments from the member.

- **Stage 2**

Where corrective actions have not been taken to rectify non-compliances, or there has been a failure to implement them within the specified period of time, the Processor member's Certificate of Conformity will be withdrawn and they will be removed from the list of **approved** Processors.

Upon withdrawal of **approved member status**, the Certificate of Conformity becomes invalid and must be destroyed. The Processor must cease to use the product and scheme logos on all advertising materials, including their website. In addition, any other documents in the possession of the Processor that refer to the Certificate shall, if the TAC requires, be so treated as to erase the reference.

The Processor will be requested to inform all customers immediately of their loss of **approved member status** from the QMS Processor Assurance scheme and to provide confirmation of this action to the Certification Body within a stated number of days, listing customers previously supplied with Scotch Beef/Scotch Lamb and Specially Selected Pork.

Upon withdrawal of **approved member status**, the Processor will be removed from all **approved member** listings and relevant marketing material produced by QMS, who will also inform members of relevant trade bodies and members of the Scotch Butchers Club and Scotch Beef Club. QMS also reserves the right to communicate the removal of **approved member status** to the media.

Scheme Re-admission Procedure

A Processor whose **approved member status** has been withdrawn, cannot be re-admitted to the scheme until two successive assessments have been conducted, with no major or critical non-compliances. One of these assessments will be unannounced. The Processor will be required to meet the cost of these assessments in full.

Definition

An **approved** Processor is a red meat processing business, holding a valid Certificate of Conformity for the QMS Processor Assurance scheme, for the production and/or processing of products as specified on the Certificate of Conformity.

APPENDIX 4

JOINT ASSESSMENTS

1. BRITISH RETAIL CONSORTIUM (BRC) STANDARD

QMS Processor members who hold a current certificate of compliance, for BRC Standard Grade A, B or C, will receive two QMS assessments each year. A copy of the BRC certificate must be sent to Acoura each time it is renewed and members must notify Acoura immediately should their BRC certificate be withdrawn.

Non-BRC accredited members will receive three QMS assessments each year.

2. SCOTTISH SPCA APPROVED PIGMEAT

A central register of sites approved by Scottish SPCA is held by QMS. Processor members wishing to use the “Approved by Scottish SPCA” logo on pigmeat products will be inspected by Scottish SPCA initially and must then be willing to undertake inspections from Scottish SPCA should they wish to carry out spot checks at any time.



**Whole Chain Assurance
From Quality Meat Scotland**

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