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| **Application for Approval of Meat Establishment Subject to Approval under Regulation (EC) No. 853/2004 V1.3**   |  |
| Please complete this form on SCREEN or in black ink using BLOCK CAPITALS. To aid completion of this application please use **Guidance document** [**click here**](#Guidance)or where you see **!**. Alternatively, if you need help or advice about any section, the products to which the Regulations relate, or the circumstances in which approval under the Regulations is required, please contact the Approvals Team on 01224 288368 or email approvals@fss.scot |

To ensure optimum time is available during the inspection and to reduce disruption to your business on the day, please provide the information indicated below in advance. Requested information should be sent to: **Approvals** at Food Standards Scotland, 4th Floor, Pilgrim House, Old Ford Road, Aberdeen, AB11 5RL or by email to Approvals@fss.scot

Once application completed and all required information is received you will be notified of the relevant officer who will undertake your approval visit. Information gathered will be retained by FSS for Approval purposes only. For Information please note the **Data Protection Statement** at the end of this form.

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| **1** | **COMPANY PROFILING** |  |
| 1.1 | **Identity and contact details – insert, name, address, telephone number(s), email address and details for:** |  |
| 1.1.1  | Approval Name (Legal Entity)**:** Trading Name if different from above:Address:Telephone: Email:**\*\***If Incorporated provide details (as registered with Companies House or equivalent) : **Company Number** : If other please indicate the type of business:Partnership [ ]  Sole Trader [ ]  *Check box that applies*  |  |
| 1.1.21.1.3 | **\*\***Registered Office address (*inc postcode*) if different from aboveFood business operator (the legal person conducting the business)**:**1111Finance / Invoicing Contact: |  |
| 1.1.4 | Technical Manager: |  |
| 1.1.5 | Quality/Safety Assurance Manager: |  |
| 1.1.61.1.7 | Person responsible for authorising conformance with food safety management procedures: Health & Safety Contact: |  |
|  |  |  |
| 1.1.81.1.9 [**!**](#Siteplan)1.10 [**!**](#Approvalidentity)1.111.12 | Out of Hours Emergency Contact InformationCurrent site layout/plan for New Applications / Re-approvals / Curtilage Changes:* Attached [ ]  Not-required [ ]  *Check box that applies.*

Please select one option: Complete New Approval [ ]  Transfer from LA [ ] Change to Business Ownership/Re-approval [ ]  Added Activity/ies [ ] Seasonal PatternDo you intend to operate a pattern of seasonal slaughtering / processing? YES [ ]  NO [ ] If **YES**, please place a cross in the box beside the expected month(s) of operation

|  |  |  |  |
| --- | --- | --- | --- |
| January [ ]  | April [ ]  | July [ ]  | October [ ]  |
| February [ ]  | May [ ]  | August [ ]  | November [ ]   |
| March [ ]  | June [ ]  | September [ ]  | December [ ]  |

State business - Operational Hours:  |  |
| 2**2 ACTIVITY/IES FOR WHICH APPROVAL IS SOUGHT** 2.1 | **FEFEFE** Please use the [**Annex**](#Annex) attached to this application to apply for the activity or activities  toyouh you wish to apply for. Full list of activities with definitions are contained in the ApprovedEEstablishments Scottish National Protocol which can be viewed on the FSS website atEwww.foodstandards.gov.uk or by clicking [here](http://www.foodstandards.gov.scot/publications-and-research/approved-establishments-scottish-national-protocol) |  |
| **3** | **HACCP-ASSOCIATED DOCUMENTATION** |  |
| 3.1 [**!**](#HACCP) | Please submit copies of documentation from sections 3 to 8 with this applicationValidated HACCP |  |
| 3.1.1 | Process flow diagrams |  |
| 3.1.2 | CCP determination |  |
| 3.1.3 | Monitoring procedures and records for each CCP in the last year |  |
| 3.1.4 | Corrective action procedures and records for each CCP for the last year |  |
|  |  |  |
| 3.1.5 | Documentation associated with validation and verification: process capability and performance assessment |  |
|  |  |  |
| **4** | **PREREQUISITE PROGRAMMES** |  |
| 4.1 | **Training** |  |
| 4.1.1 | Training policy |  |
| 4.1.2 | Records in relation to training: |  |
|  | * Induction training
 |  |
|  | * HACCP training (including CCPs)
 |  |
| 4.2 | **Staff Hygiene** |  |
| 4.2.1 | Policy on staff hygiene (e.g. protective clothing) |  |
| 4.2.2 | Staff Exclusion Policy |  |
| 4.3 | **Cleaning and Disinfection** |  |
| 4.3.1 | Cleaning and disinfection procedures |  |
| 4.3.2 | Cleaning and disinfection schedules |  |
| 4.3.3 | Specifications for all cleaning and disinfection agents |  |
| 4.3.4 | Environmental cleaning and disinfection assays e.g. swabbing |  |
| 4.4 [**!**](#Results) | **Water Supply** |  |
| 4.4.1 | Water testing procedure (including interpretation of results and corrective actions in cases of failures and results from microbiological and physic-chemical assay of the water supply |  |
| 4.4.2 | UV light renewal records |  |
| 4.4.3 | Filter renewal records |  |
| 4.4.4 | Procedure for chemical dosing |  |
| 4.5 | **Pest Control** |  |
| 4.5.1 | Pest control policy/contract |  |
| 4.5.24.64.6.1 | Results of pest control inspections**Maintenance**Maintenance plan and checklist to demonstrate no piece of equipment is left uninspected for too long. Indicate when action has been carried out and completed. |  |
|  |  |  |
| **5** | **OTHER GOOD MANUFACTURING PRACTICES** |  |
| 5.1 | **Foreign Body Control** |  |
| 5.1.1 | Policy procedure on foreign body control |  |
| 5.1.2 | Glass/Perspex control procedure |  |
| 5.1.3 | Results from glass/Perspex audits undertaken |  |
| 5.1.4 | Results from foreign body control measures e.g. metal detection/scanning |  |
|  |  |  |
| **6** | **TRACEABILITY, PROVENANCE AND LOT MARKING** |  |
| 6.1 | Traceability procedure |  |
| 6.2 | Lot marking procedure |  |
| 6.3 | Records in relation to last traceability test/challenge |  |
| 6.4 | Procedures for product recall  |  |
| 6.5 | Records in relation to last product recall test/rehearsal |  |
| 6.6 | Procedure(s) for managing non-conforming product e.g. disposition, control, quarantine, re-working etc |  |
| 6.7 | Records in relation to non-conforming product |  |
| 6.8 | Procedure for supplier approval |  |
| 6.9 | Last supplier approval |  |
| 6.10 | Last supplier audit for each supplier |  |
|  |  |  |
| **7** | **CALIBRATION (if appropriate)** |  |
| 7.1 | Procedure for calibration of HACCP control measure and monitoring equipment |  |
| 7.2 | Calibration records |  |
|  |  |  |
| **8** | **ALLERGEN MANAGEMENT AND CONTROL (if appropriate)** |  |
| 8.1 | Policy on allergen control |  |
| 8.2 | Method for informing customers in relation to allergenicity of product |  |
| 8.3 | Procedure for procurement in relation to allergen control |  |
| 8.4 | Procedure for controlling cross contamination in relation to allergens |  |

**Condition of Premises**

You, the operator are bound by Health and Safety at Work etc Act 1974 – Section 4:

*(2) ‘It shall be the duty of each person who has, to any extent, control of premises to which this section applies or of the means to access thereto or egress therefrom or of any plant or substance in such premises to take such measures as it is reasonable for a person in his position to take to ensure, so far as is reasonably practicable, that the premises, all means of access thereto or egress therefrom available for use by persons using the premises, and any plant or substance in the premises or, as the case may be, provided for use there, is or are safe and without risks to health.’*

*(3) ‘Where a person has, by virtue of any contract or tenancy, an obligation of any extent in relation to –*

*(a) the maintenance or repair of any premises to which this section applies or any means of access thereto or egress therefrom; or*

*(b) the safety of or the absence of risks to health arising from plant or substances in any such premises;*

*that person shall be treated, for the purposes of subsection (2) above, as being a person who has control of the matters to which his obligation extends.*

*(4) ‘Any reference in this section to a person having control of any premises or matter is a reference to a person having control of the premises or matter in connection with the carrying on by him of a trade, business or other undertaking (whether for profit or not).’*

**By submitting this application you are doing so on the understanding that the premises to which this document refers are fit for purpose and in a condition deemed acceptable in that there are no inherent risks to individuals entering, traversing or undertaking any work within the premises.**

**Official Controls Charging – Approval of Establishments**

The undertaking of all approval activity in meat establishments is now charged at an hourly rate of **£66.08**, this will include time spent by the officer on preparation, visiting, establishments and report writing (travel time is not directly chargeable to the individual FBO but is accounted for in the hourly charge). More information can be found on the Charging Guide located on FSS website [here](http://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/approval-of-meat-plants/official-controls-in-approved-meat-premises)

 **To Note**

**Condition of Premises**

If you fail to complete all parts of this form, or fail to supply requested information your application for approval will not be processed. Please note that the granting of FSS approval under the hygiene legislation does not remove any obligation you may have, to apply for planning permission / building control for building works you undertake or the change of use of any building, within the approved establishment. Please contact your Local Authority for relevant advice.

I am authorised on behalf of the business described in Part 1, and I hereby apply for approval to use premises at the address specified in Part 1 for the purpose of handling products to which both Regulation (EC) No 852/2004 and Regulation (EC) No 853/2004 apply, to be approved under Regulation (EC) No 853/2004.

Name in Block Letters: Date :

Signature:

**Please submit the completed form and site plans either email to** **Approvals@fss.scot** **or post to :**

**Food Standards Scotland, Approvals Team
Pilgrim House
Old Ford Road
Aberdeen AB11 5RL**

**Data Protection Statement**

**Food Standards Scotland complies with UK Privacy Laws, including the Data Protection Act 1998 and is registered as a data controller with the Information Commissioner (Reg nbr ZA109196). Any personal data that you provide to us will be used only for the purpose for which it was obtained. We will take all steps necessary to protect your personal data from unauthorized or accidental loss. We will also not pass on your personal data to others outside our organization unless the Data Protection Act allows us to do. If you have any data protection queries please contact the FSS Data Protection Officer at: *Email*** **dataprotection@fss.scot** **or *Tel*: 01224 285100**

**Annex**

|  |  |  |
| --- | --- | --- |
| **Establishment** | **Activities for which approval is sought** | *(Please place a cross in the boxes for all that apply)**And record Estimated Average Weekly Throughput eg 3000 kgs* |

|  |  |
| --- | --- |
| Slaughterhouse | **Slaughter of Domestic Ungulates:** *Throughput* |
|  | * Cattle (Bovine)
 |[ ]
|  | * Calves (Bovine)
 |[ ]
|  | * Bison
 |[ ]
|  | * Water buffalo
 |[ ]
|  | * Sheep (Ovine)
 |[ ]
|  | * Goats (Caprine)
 |[ ]
|  | * Pigs (Porcine)
 |[ ]
|  | **Slaughter and/or Dressing of:** |  |
|  | * Farmed land mammals (other than domestic ungulates)
 |[ ]
|  | * Farmed Deer
 |[ ]
|  | * Farmed Wild Boar
 |[ ]
|  | * Domestic Soliped / Equidae (horses)
 |[ ]
|  | * Ratites (e.g. Ostrich, rhea & emu)
 |[ ]
|  | **Slaughter of Farmed Birds & Lagomorphs:** |  |
|  | * Domestic Fowl (e.g. Chickens, hens & broilers)
 |[ ]
|  | * Turkey
 |[ ]
|  | * Duck
 |[ ]
|  | * Geese
 |[ ]
|  | * Guinea fowl
 |[ ]
|  | * Quail
 |[ ]
|  | * Pigeon
 |[ ]
|  | * Ratites (e.g. Ostrich, rhea & emu)
 |[ ]
|  | * Lagomorphs (e.g. rabbits, hares and rodents)
 |[ ]
| Game Handling establishment | **Dressing of:** |  |
|  | * Large wild game (e.g. wild deer & feral wild boar)
 |[ ]
|  | * Small wild game in-feather (e.g. pheasants, pigeons & grouse)
 |[ ]
|  | * Small wild game in-fur (e.g. rabbits, hares & rodents)
 |[ ]
| Cutting Plant(Refer to Slaughterhouse and Game Handling establishment for definitions of species groups) | **Cutting of meat from:** |  |
|  | * Domestic ungulates (Red meat)
 |[ ]
|  | * Farmed birds & lagomorphs (White meat)
 |[ ]
|  | * Large wild game
 |[ ]
|  | * Small wild game
 |[ ]
|  | * Farmed game
 |[ ]
| Where **co-located** with a slaughterhouse, cutting plant or game handling establishment (**stand-alone** establishments may require approval by the Local Authority): |
| Mincedmeat establishment | * Production of minced meat
 |[ ]
| Meat preparations establishment | * Production of meat preparations
 |[ ]
| Processing Plant | **Processing of:** |
|  | * Meat products *(to be cooked before eating)*
 |[ ]
|  | * Ready to eat meat products (RTE)
 |[ ]
|  | * Rendered animal fats and greaves
 |[ ]
|  | * Treated stomach, bladders & intestines
 |[ ]
|  | * Gelatine
 |[ ]
|  | * Collagen
 |[ ]
|  | * Fishery Products
 |[ ]
| Cold Store | * Storage of Products of Animal Origin (fresh or processed)
 |[ ]
| Re-wrapping establishmentsRTE – Ready-to-eat | * Re-wrapping of Products of Animal Origin – RTE

 Non – RTE Slicing and/or Grating activity  | [ ] [ ] [ ]  |
| Re-packaging establishment ONLY | * Re-packaging ONLY of Products of Animal Origin
 |[ ]
| Mechanically separated meat establishment | * Production of mechanically separated meat
 |[ ]

|  |
| --- |
| If your establishment also handles or intends to handle Products of Plant Origin and/or Products consisting of both Products of Animal Origin and Products of Plant Origin, state those operations below: |
|  |
| If your establishment also handles or intends to handle other Products of Animal Origin requiring approval under Regulation (EC) No 853/2004 state those operations below: |
|  |

Guidance on Completion - Application for Approval of Meat Establishments

To be used in conjunction with completion of OCV A Form

1.1.1 The Legal Entity is the Approval name this will be the same as the registered name with Companies House

1.1.9 Site Plans are required for any new approvals, re-approvals and curtilage changes to an establishment. Separate guidance is available on how to create these.

1.10 Where you are applying for a completely new approval select Complete New Approval. If your business has changed Legal Entity, Moved Premises etc, your business will require Re-approval.

 If you are an existing FSS Approved establishment and are adding an activity or activities.

Or if you are currently registered/approved with the Local Authority(LA) and you have been advised that you require FSS Approval. Note that you should discuss this with the Local Authority Environmental Officer, FSS will arrange for a joint visit with the LA in the first instance to your establishment to determine if the business is working out-with any exemption criteria.

 3.1 HACCP plans will be required to be submitted for all approvals.

 If you are a new business, validated HACCP plans will be required along with associated pre- requisite documentation.

 If applying for added activities, we will require all validated and verified HACCP plans for existing

 Operations and validated plan/s for any added activity/ies.

4.4 Results from last water test will be required when submitting application for added activity.

 If new or re-approval is being requested a six parameter water test will be required further guidance can be found for this on the Meat Industry Guide found at the following link [here](https://www.food.gov.uk/business-guidance/meat-industry-guide)