

Abattoir Operator's Checklist

To help make the best use of the inspection please can you bring along the following documentation.

Failure to do so on the day will result in non-compliance and hence cause unnecessary extra work for your business.

Please supply the inspector with an extra copy where indicated (X)

		Copies Required
1	Current issue of the Demeter and Defra Compendium Processing or Packing Standards.	
2	Current Demeter and/or BDAA Organic Certificates.	
3	Current schedule to the Certificate (for those who have been issued a schedule).	
4	A copy of the corrective action report if there were any non compliances at the last inspection.	
5	List of certified products - current and proposed	X
6	Complete list of suppliers including their names, certification status (Demeter, organic) and certification bodies where relevant. <i>Note: The proforma can be used if wished.</i>	X
7	Certificates and/or schedules or other proof of certification for suppliers.	
8	Processing plant: Provide procedures on batch segregation or bleed runs in the processing plant.	
9	Processing plant: Record of purchases of all ingredients and raw materials: <ul style="list-style-type: none"> i. Monthly or annual summaries: ii. Delivery notes iii. Supplier invoices 	
10	Examples of labels for each product group.	X
11	Stock control: <ul style="list-style-type: none"> i. Batch records ii. Segregation procedures iii. Stock records 	
12	For finished goods: <ul style="list-style-type: none"> i. Sales records summaries ii. Delivery notes iii. Customer invoices 	
13	Proof of registration with Environmental Health and/or Food Hygiene and results of most recent inspection.	
14	Food safety HACCP or other risk assessment as appropriate.	
15	Records of pest control inspections and treatments.	
16	Hygiene/cleaning schedule and records.	
17	Laboratory residue analysis procedures and tests.	
18	Quality Manual or operating procedures as appropriate and: <ul style="list-style-type: none"> i. Appropriate training records ii. Complaints procedures & records 	