

# BRITISH SALT

British Salt Ltd fully appreciates that customers rely on suppliers to provide products that are both safe and legal.

British Salt is a registered food premises and is bound by the requirements of all relevant food hygiene regulations.

To satisfy the requirements of customers in the food sector British Salt has been audited against the British Retail Consortium (BRC) Standard (Grade A). We are also ISO 9001:2008 approved and copies of both our accreditation certificates are attached. The food safety and hygiene systems are commensurate with a large scale manufacturing process.

Due to the increasing number of customers own format questionnaires and our limited resources we are unable to complete customers own format questionnaires.

This document is designed to give a full overview of the food safety and quality assurance systems that are in place at British Salt Ltd and demonstrates our commitment to providing products that are safe and legal.

Should you require additional information to that covered in the specification, please contact:

Kim Mahon – Head of Food Safety – [kmahon@tatachemicals.com](mailto:kmahon@tatachemicals.com)

**BRITISH SALT LTD – GENERIC QUESTIONNAIRE**

<b>1.0 CONTACTS</b>		
	<b>Head Office</b>	<b>Manufacturing Site</b>
<b>Supplier name:</b>	<b>TATA Chemicals Europe</b>	<b>British Salt Ltd</b>
<b>Address:</b>	<b>Mond House Winnington Northwich Cheshire CW10 0JP</b>	<b>Cledford Lane Middlewich Cheshire CW10 0JP</b>
<b>Telephone number:</b>	<b>01606 724000</b>	<b>01606 832881</b>
<b>Fax number:</b>	<b>01606 781353</b>	<b>01606 835999</b>
<b>Website address:</b>	<b>www.tatachemicals.com/europe</b>	
<b>Technical contact:</b> Telephone number: Mobile: e-mail address: fax:		<b>Kim Mahon 01606 839240 n/a kmahon@tatachemicals.com 01606 839209</b>
<b>Commercial contact:</b> Telephone number: Mobile: e-mail address: fax:		<b>Andrew Sears 01606 839242 n/a asears@ tatachemicals.com 01606 839207</b>
<b>Environmental contact:</b> Telephone number: Mobile: e-mail address:		<b>Alan Runciman 01606 839235 n/a arunciman@tatachemicals.com</b>
<b>Emergency contact:</b> Position: Telephone (out of hours):		<b>Shift Team Leaders As above 01606 839241</b>

## BRITISH SALT LTD – GENERIC QUESTIONNAIRE

<b>2.0 MANUFACTURING SITE DETAILS</b>			
No. of employees	125	Age of site	45yrs
Was the site originally built for food processing? If no, please state original use.	General Salt manufacturing		
Are the company buildings owned or leased? If leased, how long is left on the lease?	Owned		
Accreditation details	BRC, KOSHER, ISO 9001:2008, FEMAS		
Date & level of approval	<b>SEE CERTIFICATES</b>		
Products are manufactured on this site?	<b>Pure dried vacuum salt Compacted white salt products</b>		
Environmental Health Registration	Cheshire East		
<b>3.0 BUSINESS MANAGEMENT SYSTEM</b>			
Quality Manual	Yes		
Quality Policy	Yes –reviewed annually		
Maintains awareness of legislative requirements through Trade association membership, BRC and AIC			
Documented Product Recall/ Crisis Management Procedure in place. Subject to annual product recall challenge			
Internal audits of QMS, GMP and Hygiene are performed against annual schedule by trained auditors independent of activity being audited.			
A formal electronic system is in place for handling customer complaints A monthly review of complaints with trend analysis takes place with Quality, Operations, Sales and Packaging departments.			
<b>4.0 RISK ASSESSMENT/ HACCP SYSTEM</b>			
Risk assessment/HACCP system in place for all food grade materials certified to BRC Grade A Monthly HACCP audits with annual review. Multi-disciplined HACCP team with both RIPH and in-house trained auditors			
<b>5.0 RAW MATERIALS</b>			
Approved suppliers are used for the purchase of all raw materials. Suppliers are reviewed annually and audits are based on risk assessment following approval. Raw materials are bulk commodity chemicals purchased to agreed specifications. Signed specifications are held on site. They are monitored through in use as the exact composition is not critical to the process. Supervised unloading of raw materials into dedicated silos and details of delivery recorded.			

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### 6.0 PROCESS CONTROL

We operate a continuous process of evaporation of brine to produce salt. Operational settings are issued by the Production Manager and changes documented. All critical processing conditions are continuously monitored and recorded electronically. System alarms when aim points are exceeded and operators control operations using this system.

All critical equipment used to monitor processes is calibrated on a pre-determined frequency traceable back to National Standards.

### 7.0 QUALITY ASSURANCE & LABORATORY TESTING

British Salt performs in-house chemical and physical analysis. A full testing schedule is available. Laboratory conforms to BS17025  
Microbiological, salmonella and pesticide analyses are performed by ILS Laboratory Ltd-UKAS accredited.

### 8.0 FINISHED PRODUCT HANDLING AND DESPATCH

All finished product is packed and loaded into warehouse. No external storage is used.  
There is no rework of finished product.  
Non-conforming procedure in place for non-conforming materials. These are placed into a segregated area with hold stickers. Product is either downgraded to industrial or road salt.  
Pallets are protected with stretch wrap.  
Storage conditions - Product is stored at ambient temperature with a RH <75%.  
Shelf Life – 12 months from delivery if stored correctly

### 9.0 CONTAMINATION PREVENTION

#### GLASS, CERAMIC AND HARD PLASTIC

Procedure is in place for the control of glass, ceramic and hard plastic on site.  
Subject to monthly audits.  
Procedure is in place for glass, ceramic and hard plastic breakage.  
A register of glass, ceramic and hard plastic items is in place for production and packaging areas.  
Subject to annual audit.

#### SIEVING

All finished products are sieved  
  
1.23mm sieve after drying – monthly inspections  
2mm sieve prior to packing – daily inspections

#### METAL CONTAMINATION

Rare earth magnets are in use throughout process  
  
After drying – weekly checks  
Prior to packing – daily checks

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9.0 CONTAMINATION PREVENTION
<p><b>WOOD</b></p> <p>To prevent any foreign body contamination from contact with wooden pallets we operate a pallet control system such that all pallets returned on site are screened to ensure that they are suitable for use. Any damaged pallets or those that have been returned from companies utilising glass items are automatically rejected and are not permitted near the packaging area.</p> <p>Wood is kept to a minimum e.g. doors and windows which are routinely inspected for damage.</p>
<p><b>VISUAL INSPECTIONS</b></p> <p>Visual inspections are performed during manufacture and packing.</p> <p>After drying – every 4 hours Prior to packing – every 2 hours</p>
<p><b>ALLERGENS</b></p> <p>British Salt's Pure Dried Vacuum (PDV) salt is an inorganic compound with a minimum purity of 99.9%. The manufacturing processes utilise commodity inorganic chemicals, which are not allergens and do not introduce allergens into the final product. Suppliers and their processes are vetted to ensure that allergens or other undesirable materials cannot be present within the products delivered to British Salt. Allergens are not present on site therefore there is no possibility of cross contamination. Consequently PDV salt can be declared as allergen free.</p>
<p><b>GMO</b></p> <p>Salt is a mineral and the salt manufacturing processes serve to improve the purity of the finished product by removing inorganic salts of magnesium and calcium. The GMO issue does not have a direct relevance to British Salt's business since products do not contain or use any source of DNA or protein or any of their derivatives. However British Salt is conscious of the need for customers to have documentary evidence that this is the case. The following statement describes British Salt's GMO status:</p> <p>"Neither the manufacturing processes or the final Vacuum Salt products contain any DNA or protein either from natural or Genetically Modified sources. Vacuum salt products can therefore be declared as GM free". Consequently the issues of PCR results and Identity Preservation are not relevant.</p>

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### 9.0 CONTAMINATION PREVENTION

#### NUTS AND SESAME SEEDS

Salt is a mineral and the salt manufacturing processes serve to improve the purity of the finished product by removing inorganic salts of magnesium and calcium. British Salt's HACCP system has addressed the issue of nuts and associated anaphylactic shock. The study concluded that the nut issue does not have a direct relevance to British Salt's business since final products and the raw materials used in their processing, do not contain or use any materials produced from nuts or their derivatives. British Salt's manufacturing site at Middlewich in the UK is dedicated to the manufacture of salt and no other products are used or stored on site (other than inorganic commodity processing chemicals). Consequently there is no opportunity for the cross contamination of nuts or a nut containing product with salt.

The consumption of food is only permitted in designated areas, namely canteen and mess rooms. It is strictly forbidden to take any food onto the manufacture and packaging areas. This information is posted at the entrances to these areas. Food hygiene training includes nut handling and allergen awareness.

British Salt has a Visitors Site Code of Practice for Safety and Personal Hygiene, which all visitors are requested to read and must comply with. Visitors are not allowed to come into direct contact with the food in the packaging areas.

#### PEST CONTROL

Name of contractor – PESTOKILL – bpca approved  
Service supplied – rodent baits and boxes, pheromone traps, EFK units and bird culls  
Number of visits per annum – 8 routine and 4 field biologists.

#### WASTE MANAGEMENT

Waste is stored in skips and bins – these are covered and situated on hard standing ground. Skips are emptied by a registered waste contractor weekly and bins are emptied into skips by British Salt personnel.

### 10.0 SITE CONSTRUCTION AND MAINTENANCE

#### FACTORY DETAILS

Purpose built for salt manufacture in semi-rural location  
Opened in 1969  
Fabrication – concrete, cladding and brick, as applicable to a high volume continuous salt manufacturing plant.  
Overall size – 44 acres of which 30,000m<sup>3</sup> is production area.

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### 10.0 SITE CONSTRUCTION AND MAINTENANCE

#### MAINTENANCE

The factory operates continuously with two shutdowns per year for maintenance. Preventative maintenance is in place where applicable.

In-house maintenance and engineering staff. Contractors are used for engineering work as required. Contractors are given induction and food safety and hygiene training which is valid for 3 years

There is a formal, documented hand-over of equipment following the completion of maintenance and engineering work. This includes food safety and hygiene.

### 11.0 PLANT HYGIENE

Cleaning schedules and records are in place for all areas of plant. Cleaning is performed by operators, contract cleaners are not used.

Salt is a low risk, microbiologically stable product manufactured and packed in enclosed stainless steel equipment not designed for dismantling. Cleaning chemicals are not used. Operators use blue bristled brushes & vacuuming to remove spillages. Hosing with water or mechanical means is used to remove spillages elsewhere on the plant. Visual verification of cleaning is performed by Team Leaders and signed off.

All other chemicals used on site are appropriately stored with COSHH information available at point of use.

### 12.0 PERSONNEL & TRAINING

Personal Hygiene Policies for employees are in place. Induction training in HACCP, CCP & CP, food safety and hygiene is given to all food handlers and maintenance personnel with annual refresher. Validation questionnaire for assessing competency. Induction for visitors and contractors includes food safety and hygiene and is valid for 3yrs

Jewellery is limited to plain ring and 1/2" continuous loop sleeper earrings. No smoking site, eating and drinking in canteen and mess rooms only. Protective shirts, jackets and trousers are provided and laundered by approved contractor. Separate locker for personal items. Hand washing facilities with anti-bacterial soap and hot air dryers/paper towels. Pre-employment medical by Occupational doctor/nurse. Procedure in place for reporting illness and return to work following illness (this does not include foreign holidays). Visitors sign health declaration.

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<b>13.0 ETHICAL TRADING</b>	
<p>British Salt is a member of SEDEX.</p> <p>Employment age: min 17                  Senior management representative for Health and Safety.                  Risk assessment completed for all activities.                  Regular Health and safety training for workers.                  Clean toilets, potable water and food storage provided.                  Equal opportunities, harassment, bullying, anti-discrimination and disciplinary policies in place.                  Working hours (not including overtime) is always less than or equal to the national legal maximum or in any event less than 48 hours                  At least one day off work per week.                  All overtime work, in excess of normal working hours is paid at a higher rate.                  The company pays workers at union agreed wage level                  Employees pay meets basic needs with discretionary income                  Wage composition is detailed on wage slip at each pay period. Deductions are not made without agreement of employee.</p>	
<b>15.0 ENVIRONMENT</b>	
<p>The company is NOT registered to ISO 14001 / EMAS.</p> <p>We have our own Safety, Health and Environmental system in place which meets the requirements of the Chemical Industries Association.                  Policies / Procedures are in place to ensure environmental controls are in place to ensure legal compliance.                  Review of environmental impacts on business.                  Safety, Health and Environmental policy in place.</p>	
<b>16.0 SECURITY STANDARDS</b>	
<p>HR Manager has responsibility for site security.                  Site is enclosed with electronic gates, security guard and CCTV</p>	
<p>Authorised access points monitored and a record maintained of all persons and vehicles entering and leaving a site</p>	
<p>All staff, contractors and visitors are readily identifiable by their dress, name-badge, or pass</p>	
<p>The identity and references of prospective employees is obtained before employment commences and verified</p>	



## BRITISH SALT LTD – GENERIC QUESTIONNAIRE

### 17.0 ACCEPTANCE OF AN AUDIT

British Salt is registered as a food premises and is bound by the requirements of all relevant food hygiene regulations. The food safety and hygiene systems are commensurate with a large scale manufacturing process.

To satisfy the requirements of customers in the food sector British Salt has been audited against the British Retail Consortium (BRC) Standard version 5 and obtained Grade A.  
As British Salt has hundreds of food customers it is not feasible to accommodate site audits.

### 18.0 DECLARATION

Signed: *K. Mahon*

Name: KIM MAHON

Position: HEAD OF FOOD SAFETY

Date: 15/02/11