

# Cumberland Packaging Ltd

# HAZARD ANALYSIS STUDY REPORT

**Date of assessment:** 1st November 2017

**Review date (1) :**

**Review date (2) :**

**Review date (3) :**

<b>Approved By</b>	Mr. J. Watson
<b>Signature</b>	
<b>Position</b>	Managing Director
<b>Approval Date</b>	
<b>Issue number</b>	Four (4)

## **Terms of reference**

The HACCP study covers all products manufactured at the Cumberland Packaging Ltd site and has been conducted in accordance with the manufacture and supply of corrugated packaging products intended as a packaging medium for indirect food contact by the customer.

The aims and objectives of the organisation is to gain accreditation of the BRC Global Standard for Packaging and packaging materials Issue 5, 2015

The study covers all processes from Contract/specification review through to delivery of finished product to the customer. For each process step every effort has been made to identify all potential hazards to consumer safety, product integrity, which are goods that are of a standard of quality that is fit for purpose and legality and in turn appropriate control measures have been established to minimise their risk.

The food and hygiene sensitive safety hazards considered by the study are microbiological, foreign objects and chemical contamination, as well as possible packaging defects critical to consumer safety.

All elements of the HACCP study have been carried out by the following HACCP Team;

- |    |                   |                         |                                |
|----|-------------------|-------------------------|--------------------------------|
| 1) | Mr. M. Bennett    | Production Manager      | (Authorised HACCP Team Leader) |
| 2) | Mr. J. Watson     | Managing Director       |                                |
| 3) | Mr. P. Strzelszyk | Production Operative    |                                |
| 4) | Mr. C. Watson     | Production Operative    |                                |
| 5) | Mis. Jody Adams   | Senior account handier. |                                |

**The HACCP Team will review the HACCP Study annually in accordance with the requirements of the company's management review meeting and or following significant changes to the process or product range supplied to the customer.**

## **Product description and intended use**

Cumberland Packaging Ltd manufacture and supply corrugated packaging products that are used by our customers to provide a secondary packaging medium to their products.

The products are supplied in flat form and are identified with the product details for trace ability purposes should the need arise. We ensure our suppliers provide appropriate and documented certification to demonstrate conformance to current legislation.

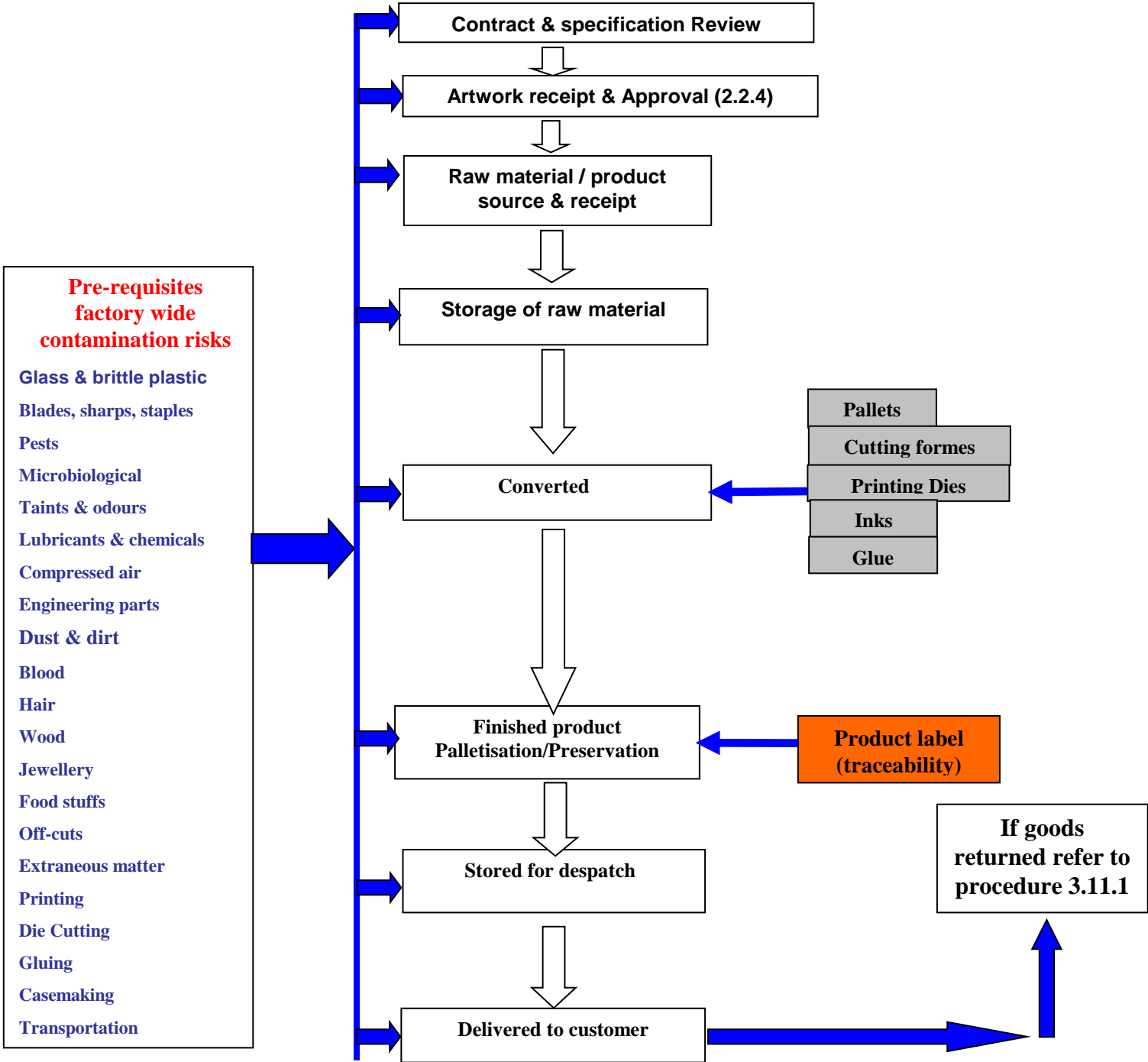
Cumberland Packaging Ltd classify our products as low/medium risk as they are not used in direct contact with food and other hygiene sensitive products. However the products may be utilised in higher risk category's by our packer fillers.

Any contamination of the product which could be transferred to the customers product or may pose a risk to end users is extremely important therefore that we identify all potential food safety hazards throughout our manufacturing process and implement appropriate control measures.

**Process flow diagram**

The process flow diagram details the process steps and prerequisites of the production process from specification and contract review to delivery of finished product to the customer.

Process controls ensure products meet customer requirements.





## **Pre-requisites food safety hazards**

### **Foreign Objects And contaminants:**

- Blades / Sharps / staples
- Off-cuts and other product related waste
- Blood/Bodily fluids
- Taints & odours
- Glass, brittle plastic or ceramic
- Compressed air
- Wood
- Soil
- Pests (rodents, mice, birds)
- Insects
- Jewellery and other personal items
- Hair
- Food stuffs
- Extraneous matter

### **Chemicals**

- Oil
- Cleaning materials
- Grease
- Glue
- Solvents

## Hazard analysis - risk to product safety and integrity

**L = Likelihood of the Occurrence**

3 = High  
2 = Medium  
1 = Low

**S = Severity of the Outcome**

3 = High  
2 = Medium  
1 = Low

**R = Risk Level (L x S)**

1-3 = Low risk (establish control measures where appropriate)  
4-6 = Medium risk (establish control measures)  
9 = Substantial risk to integrity (Critical Control Point)

		Hazard Analysis						
Process Step	Hazard	Type	L	S	R	CCP	Control Measures	Manual / Reference Document
<p><i>Analysed in the table are the prerequisite contamination and allergen hazards that may be present throughout the manufacturing process.</i></p> <p><i>The hazards detailed are not process specific and are controlled by essential factory wide procedures.</i></p>	Glass and brittle plastics	F	1	3	3	NO	Minimise glass in the factory and audit. Ensure glass breakage action and investigation systems are in place	Glass and brittle plastic control procedure Part 2, section 9. ( procedure 5.7.2)
	Blades/Sharps and Staples	F	2	3	6	NO	System for safe issue, return and disposal of blades. Ensure blade loss/damage action and investigation systems are in place. No staples/D,Pins in production.	Knives & Blade control procedure Part 2, section 10. ( procedure 5.7.11)
	Pests	M	1	2	2	NO	Ensure effective and meaningful pest control systems are in place and maintained	Pest control surveillance records & action reports Part 1, section 19.
	Personnel	F/M/C	1	2	2	NO	Clearly communicate personal hygiene rules and ensure hygienic conditions are monitored by audits	Hygiene Code of Practice Part 1, section 14. ( 1.1 to 1.6 Inclusive)
	Dust, dirt and compressed air, Unintended migration	F/M/C	1	1	1	NO	Ensure all cleaning and maintenance requirements are specified and are carried out as scheduled	Hygiene Code of Practice Part 1, section 16 & 17
	Wood splinters	F	1	1	1	NO	All wood (pallets/tops/work stations, etc) damage or defects to be reported to management.	Contamination control Part 1, section 9.
	Hairs	F/M	1	1	1	NO	Hair to be covered as deemed appropriate by management at all times. (Safety & Hygiene)	Hygiene Code of Practice Part 1, section 14, page 2, ( 1.4.b )
	Blood & B.F.	M	1	1	1	NO	Ensure accidents are reported immediately and cuts are suitably protected	Hygiene Code of Practice Part 1, section 14, page 1 (1.2)
	Foodstuffs	F/M	1	1	1	NO	Restrict food and drink to designated areas outside of production	Hygiene Code of Practice Part 1, section 14, page 1, (1.6.1 & 1.6.2)
	Jewellery and personal items	F	1	1	1	NO	Restrict wearing of jewellery and bringing of personal items into production areas	Hygiene Code of Practice Part 1, section 14, page 2 (1.5)

**CCP = Critical Control Point**

**F = Foreign Body hazard**

**M = Microbiological hazard**

**C = Chemical hazard**

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### Hazard Analysis

Process Step	Hazard	Type	L	S	R	CCP	Control Measures	Manual / Reference Document
<i>Raw material / Product / source &amp; receipt</i>	Poor handling and hygiene controls at suppliers	F/M/C	1	1	1	NO	Only purchase raw material/product from approved suppliers/sub-contractors who can demonstrate the required level of hygiene controls. Auditing and approval status	<b>Assessment of Suppliers &amp; Sub-contractors</b> <i>Part 2, section 2. ( procedure 3.5.1 )</i>
	Contaminated deliveries	F/M/C	1	1	1	NO	Ensure all deliveries of raw material are inspected for odour, damp, damage or contamination	<b>Contamination control</b> <i>Part 1, section 9.</i> <b>Control of non-conforming products</b> <i>Part 2, section 8. ( procedure 5.6.1 )</i>
Process Step	Hazard	Type	L	S	R	CCP	Control Measures	Manual / Reference Document
<i>Storage of raw material</i>	Inappropriate/poor handling and hygiene controls in Stores	F/M.	1	1	1	NO	Ensure that all raw materials remain in original packaging until issued to production.  Ensure that the stores department cleaning schedule is applied and external doors are kept closed when not in use	<b>Contamination control</b> <i>Part 1, section 9.</i> <b>Hygiene Code of Practice</b> <i>Part 1, section 16, ( 3.1.1 to 3.8.1 Inclusive )</i> & <i>Part 1, section 17, page 2. ( 4.4.8 )</i>
	Contamination caused by poor handling and hygiene controls in Stores	F/M	1	1	1	NO	Ensure that all raw material is inspected for odour, damp or contamination when unpacking and is stored on clean pallets for issue to production  Ensure that all personal hygiene rules are applied	<b>Contamination control</b> <i>Part 1, section 9.</i> <b>Hygiene Code of Practice</b> <i>Part 1, section 14. (1.1 to 1.6.3 Inclusive)</i>

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		Hazard Analysis						
Process Step	Hazard	Type	L	S	R	CCP	Control Measures	Manual Reference Document
<i>Raw material converted into the finished product</i>	Product contamination in <b>machine set-up</b> caused by poor equipment controls	F/C	1	1	1	NO	Ensure setting tools and associated equipment are removed and placed in the designated and safe area on completion of machine set.  Carry out visual checks on a regular basis.	<b>Hygiene Code of Practice</b> <b>Part 1, section 18, page 2. (5.5.9 a &amp; b)</b>
	Contamination <b>during board manufacture and conversion</b> caused by poor hygiene and process inspection controls.	F/M/C	1	1	1	NO	Ensure physical and visual quality and hygiene inspections are carried out in accordance with documented criteria. Maintain GMP and hygiene culture at all times. Report defective equipment/product or incidents of contamination/poor quality and product safety concerns in every instance. Ensure cutting formes, printing dies etc are in sound condition at all times (prior to and after use)	<b>Process control, inspection and test.</b> <b>Part 2, section 7. ( procedure 5.2.1 )</b>  <b>Contamination control</b> <b>Part 1, section 9.</b>  <b>Control of non-conforming products</b> <b>Part 2, section 8. ( procedure 5.6.1 )</b>
	Contamination of finished product caused by packaging/wrapping	F/M/C	1	1	1	NO	Carry out visual inspections of product packaging/wrapping at clearly defined intervals	<b>Process control, inspection and test.</b> <b>Part 2, section 7. ( procedure 5.2.1 )</b>
<i>Finished Product palletisation, Identification &amp; preservervation</i>	Contamination caused by poor palletisation and handling controls	F/M/C	1	1	1	NO	Ensure that the product is adequately protected from the environment and is free from contamination and strapping damage. Ensure that customer palletisation and protection specifications are adhered to at all times. Ensure the pallet/product label is attached	<b>Process control, inspection and test.</b> <b>Part 2, section 7. ( procedure 5.2.1 )</b>  <b>Finished product inspection and test procedure.</b>
<i>Print approval,</i>	Contamination caused by printing	F/M/C	1	1	1	NO	Ensure the approval process and ink selection procedure is followed	<b>Contamination control</b> <b>Part 1, section 9.</b>  <b>Control of artwork</b>

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### Hazard Analysis

Process Step	Hazard	Type	L	S	R	CCP	Control Measures	Manual Reference Document
<i>Storage of finished product</i>	Contamination caused by poor handling and hygiene controls in finished goods stores	F	1	1	1	NO	Ensure that all finished product remain in original and appropriate packaging until released for delivery.  Ensure that the stores department cleaning schedule is applied and external doors are kept closed when not in use	<b>Contamination control</b> <b>Part 1, section 9.</b> <b>Hygiene Code of Practice</b> <b>Part 1, section 16, ( 3.1.1 to 3.8.1 Inclusive )</b> & <b>Part 1, section 17, page 2. ( 4.4.8 )</b>
Process Step	Hazard	Type	L	S	R	CCP	Control Measures	Manual Reference Document
<i>Transportation of finished product</i>	Generic contamination caused by poor handling and hygiene controls of delivery vehicle trailer.	F	1	1	1	NO	Ensure that the trailer is inspected for odour, damp or contamination prior to and after each delivery.  Ensure that trailer curtains are free from damage prior to and after each delivery.  Ensure that all personal hygiene rules are applied	<b>Contamination control</b> <b>Part 1, section 9.</b>
Process Step	Hazard	Type	L	S	R	CCP	Control Measures	Manual Reference Document
<i>Contractor/ Employee(inc temp workers). Servicing, Maintenance, and Repair.</i>	Contamination caused by lack of controls with regard to due diligence and safety.	F/M/C	1	1	1	NO	Ensure that contractor duties are adhered to at all times.  Supervise activities and apply strict control measures.  Ensure that all personal hygiene and site rules are applied and adhered to.	<b>Maintenance staff/Contractor duties</b> <b>Part 1, section 18, page 2. ( 5.5.8 )</b>  <b>Interviews and induction to all new employees and agency personnel.</b> <b>In accordance with good personnel practices</b> <b>Part 1, section 7</b>
Process Step	Hazard	Type	L	S	R	CCP	Control Measures	Manual Reference Document
<i>Drivers/ Visitors. Conduct whilst on site</i>	Lack of regard to due diligence and safety.	F/M/C	1	1	1	NO	Ensure that Drivers/Visitors are made aware of their responsibilities whilst on site. Supervise activities and apply strict control measures. Ensure that all personal hygiene and site rules are applied and adhered to.	<b>Hygiene/safety information leaflet issued in every instance and reviewed with management</b>  <b>Part 1, section 9, page 4</b>

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