

Area	Leathams Standard
1. Food Safety Standards	a) The organisation shall establish, document, implement and maintain an effective food safety management system and update it when necessary. b) A Quality Policy Statement and an authorised, controlled Quality Manual is available. c) The organisation shall ensure that food safety hazards that may occur are identified and controlled, communicate appropriate information throughout the food chain regarding safety issues, communicate information concerning the system throughout the organisation, and evaluate it periodically.
2. Communication	a) The organisation shall establish, implement and maintain effective arrangements for communicating with personnel on issues having an impact on food safety. b) In order to maintain the effectiveness of the food safety management system, the organisation shall ensure that the food safety team is informed in a timely manner of changes. c) The food safety team shall ensure that this information is included in the updating of the food safety management system. d) Top management shall ensure that relevant information is included as input to the management review. e) Food Safety requirements must be established, maintained, and communicated to suppliers, customers, and contractors. E.g. This may include items such as visitors health questionnaire, dress code
3. Internal audit	a) The organisation shall conduct internal audits at planned intervals to determine whether the food safety management system conforms to the planned arrangements, to the food safety management system requirements established by the organisation, to the requirements of the Leathams standard, and is effectively implemented and updated. b) An audit programme shall be planned, taking into consideration the importance of processes and areas to be audited, as well as any updating actions resulting from previous audits. The responsibilities and requirements for planning and conducting audits, and for reporting results and maintaining records, shall be defined in a documented procedure. c) The audits shall be scheduled and their scope and frequency shall be established in relation to the risks associated with the activity. d) Selection of auditors and the conduct of audits shall ensure the objectivity and impartiality of the audit process. Auditors shall not audit their own work. e) The management responsible for the area being audited shall ensure that actions are taken without undue delay to eliminate detected nonconformities and their causes. f) Follow-up activities shall include the verification of the actions taken and the reporting of the verification results