



Adding

**Value**

to

**Food**

Technical FAQ Pack  
Version 5  
2009

## Technical FAQ Pack Version 5 2009

### 1. General Information

1.1.1. Company Name: Scobie & Junor (Estd. 1919) Ltd

#### 1.2. Addresses

1.2.1. East Kilbride (Head Office and Manufacturing)  
Scobie & Junor (Estd. 1919) Ltd  
1 Singer Road  
Kelvin Industrial Estate  
East Kilbride  
GLASGOW  
G75 0XS  
T: +44 (0) 1355 237041  
F: +44 (0) 1355 576 343  
E: info@scobie-junor.co.uk

1.2.2. Belfast  
Scobie & Junor (Ireland) Ltd  
46 Mallusk Road  
McKinney Industrial Estate  
Mallusk  
BT36 4PP  
T: +44 (0) 02890841025  
F: +44 (0) 02890843547  
E: mo@scobie-junor-ni.co.uk

1.2.3. Dublin  
Scobie & Junor (Dublin) Ltd  
Unit D2  
M7 Business Park  
Newhall Interchange  
Naas  
Co Kildare  
T: +353 (0) 45 899 177  
F: +353 (0) 45 896 128  
E: fintan@scobie-junor.com

#### 1.3. Technical Contact Details

1.3.1. Steven Stamp  
Tel: 0355 576373  
Mob: 07768 898668  
E: steven.stamp@scobie-junor.co.uk

#### 1.4. Emergency Contact Details

|                      |                  |               |
|----------------------|------------------|---------------|
| 1.4.1. East Kilbride | Tom Lawn         | 07736 865 160 |
| 1.4.2. Belfast       | Alistair Cameron | 07767 406 553 |
| 1.4.3. Dublin        | Fintan Flood     | 086 260 2204  |

1.5. Nature of Business:  
Suppliers to the Food Industry of Ingredients, Packaging and Machinery

**2. Personnel**

- 2.1. Employee Numbers (Approx)
  - 2.1.1. Full time: 85
  - 2.1.2. Part time: 5 (approx)
  - 2.1.3. Quality Assurance & NPD 6
  
- 2.2. Shift Patterns
  - 2.2.1. SCOTNET 3 shifts - 5 days
  - 2.2.2. BONE PROTECTION 1 shift - 5 days
  - 2.2.3. BLENDING 2 shifts - 5 days
  - 2.2.4. OFFICE 1 shift - 5 days

**3. Factory / Warehouse Details**

- 3.1. Processing Areas
  - 3.1.1. SCOTNET
  - 3.1.2. BONE PROTECTION
  - 3.1.3. BLENDING
  
- 3.2. Processing Segregation  
All manufacturing is carried out in dedicated areas. Where required, (eg for organic or allergen control) raw materials and manufacturing techniques are modified accordingly.
  
- 3.3. Warehousing  
All warehousing is dedicated for our products. Segregated areas are used for specific products e.g. Organics
  
- 3.4. Construction
  - 3.4.1. The buildings are of steel frame plus brick/block construction
  - 3.4.2. Floors are concrete
  - 3.4.3. The age of our buildings are from 5 to 30 years
  - 3.4.4. Windows:
    - 3.4.4.1. SCOTNET: Screened windows
    - 3.4.4.2. BONE PROTECTION: No windows
    - 3.4.4.3. BLENDING: No windows
  - 3.4.5. Light fittings are encapsulated or fitted with break safe bulbs
  - 3.4.6. All doors are proofed against rodent entry
  
- 3.5. Location  
All our sites are in dedicated industrial estates
  
- 3.6. Site Status
  - 3.6.1. All manufacturing sites are audited to BRC Global Food - Grade A or BRC/IoP Category 1
  - 3.6.2. The blending factory is accredited by OF&G Organic Accreditation UK2 and by the Soil Association Organic Accreditation UK5.

**4. Site Hygiene Procedures**

- 4.1. Cleaning Procedures:  
All cleaning procedures and related work instructions are documented.
- 4.2. Personnel that Carry out Cleaning:  
Production Personnel, Site Services and Contractors
- 4.3. Cleaning Equipment  
All cleaning equipment is dedicated to each production area. Where required, colour coded equipment is used. Cleaning chemicals are stored in locked cabinets.
- 4.4. Monitoring of Hygiene Standards  
Cleaning schedules are signed by the operator, and checked by the team leaders.  
Hygiene checks form part of the housekeeping audits  
Swab testing is carried out in the blending factory

**5. Personal Hygiene**

- 5.1. Screening of Personnel Food handlers:  
Pre-employment questionnaire. Where necessary, applicants may be referred to the company doctor.
- 5.2. Return to work following illness:  
The Sickness / Absence procedure covers all aspects of return to work following an illness.  
No 'at risk' personnel are allowed back to work until they have been signed off by a Doctor and interviewed on their return.
- 5.3. Hand Washing Facilities  
At entry to production areas. Water is mains supplied. Infra Red and Knee Operated taps are fitted. The soap is non fragrant and bactericidal. Hand drying is by means of disposable towel.
- 5.4. Protective Clothing:  
Protective clothing is provided in the form of: 2 piece overalls, hair nets, snoods & masks (where required) and safety shoes.
- 5.5. Frequency of Changing Overalls:  
There is enough to supply a daily change plus 2 additional changes.
- 5.6. Laundering of Protective Clothing  
This is carried out by an off site Contractor. The contractor is audited and approved. Fishers of Aberfeldy.
- 5.7. Storage of Clothing  
Each member of staff has their own locker for outdoor clothing and personal possessions. Protective clothing is stored separately.
- 5.8. Jewellery Policy  
Watches and jewellery must be removed with the exception of a plain wedding band. If any other jewellery is requested to be worn (eg. religious, medical) a risk assessment must be completed.
- 5.9. Smoking  
Smoking is permitted only in the designated exterior smoking area.

## 6. Training

Our company is committed on training all our staff in the roles they perform. With an operation of our size, training and process development is continual. It is vital to us that our team are able to perform their jobs efficiently and productively.

- 6.1. All staff go through an induction course when they join. Detailed training on each machine or part of the process is given as appropriate. Adequate supervision is provided at all times.
- 6.2. Training records are held by HR. These are available internally on line. The HR department is new, and this process will take some time, so paper records may be used for some courses.
- 6.3. Additional training is provided for all staff working at Critical Control Points. Our CCP's are at goods in, and at the metal detectors. The staff at these sections are diligent, and well trained. Documented training is held by HR.
- 6.4. Allergen training is also included.
- 6.5. The effectiveness of the training courses are continually reviewed and revised as required.
- 6.6. Refresher training is carried out as required throughout the year, and a check is made annually to ensure all training is up to date.

## 7. Metal Detection / Foreign Body Detection

7.1. The company has identified sieving and metal detection as two Critical Control Points for our blending operation, and metal detection for our elastic netting and bone protection operations. Sieving is carried out on all products added via sacks or kettles, and all manufactured product is metal detected after it is sealed in its final packaging. The lids contain a metal seal, so these are applied immediately after metal detection. All glass / brittle plastics are checked daily at the Start Up Checklist.

7.2. The metal detectors are set up for each product type. The test sticks for each machine are used prior to each batch. The test stick sizes are determined by the Loma engineer.

Blending Plant:

|                          |  |
|--------------------------|--|
| Sack Line 3 has limits   | 3mm Fe, 4mm non-Fe, 4mm stainless steel. |
| Jar Line 2 has limits    | 3mm Fe, 4mm non-Fe, 4mm stainless steel. |
| Sachet Line 1 has limits | 3mm Fe, 4mm non-Fe, 4mm stainless steel. |

Scotnet: 2.5mm Fe, 3mm non-Fe, 5mm stainless steel

7.3. The metal detectors incorporate an alarm and a belt stop system.

7.4. The metal detectors are tested before each batch. The results are recorded against the batch. If a product sets off the metal detector, the machine is to be reset, the production line stopped, and the failed product retested. The metal detectors are serviced annually by Loma Systems.

7.5. Any failure of the metal detectors is logged in the non conformance system. If the detector fails its test, the batch that that was last down the line is retested. The finished batch sheet records all the QC tests and results. Full details of this are recorded in the work instructions for metal detection.

7.6. Pest Control

Pest Control is carried out by Rentokil Ltd. The contract is for Pestguard Plus level of service. This is 8 regular inspections per annum and 4 by Field Biologist. Covered in the contract are: Rodents, Insects, EFK's, Insect Traps. The contract covers the entire East Kilbride site.

Special arrangement is made for organic standards to be followed due to our Organic Status.

7.7. Glass Control

A Glass Policy and Breakage Procedure is in place.

All lights are protected and checked daily.

Daily checks are monitored in housekeeping audits.

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- 7.8. Pallets  
Plastic Pallets only are allowed in Blending Production area.  
No pallets are allowed in SCOTNET or Bone Protection.
- 7.9. Waste Disposal  
All paper and cardboard waste is compacted and disposed of by licensed contractors.  
Plastic waste is sold to further processors.

### 8. Raw Material Controls

- 8.1. Approved Suppliers  
The names, addresses, contact details are held on an approved Supplier database.  
Suppliers are risk assessed and, where appropriate, audited at a set frequency.
- 8.2. Raw Material Specifications  
Specifications are held for all raw materials and packaging. These include the requirements of current legislation.
- 8.3. Raw Material Verification: Verification of raw material is achieved by:
- Sampling and testing of product
  - Specification approval
  - Suppliers Certificates
  - Positive Release
- 8.4. Raw Material Storage Raw materials are stored in our dedicated warehouse. No off site storage.
- 8.5. Allergen controls are in place within the Blending Plant.

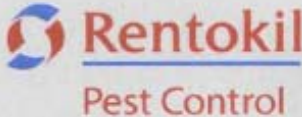
### 9. Process Controls

- 9.1. Provision of Process Controls  
Process controls have been established to ensure all aspects of Food Safety, Quality and Legality. HACCP principles are employed to identify all CCP's. Appropriate controls and measures are in place.
- 9.2. HACCP  
An example of our HACCP is attached
- 9.3. Process Control Documentation  
All process controls are documented and results recorded. Appropriate feedback action is taken in response to results.
- 9.4. Processing Equipment  
All equipment is manufactured to an appropriate standard. All Food Contact surfaces are stainless steel or food grade plastic. Equipment is subject to regular maintenance to ensure it is in good condition at all times.
- 9.5. Calibration  
All equipment requiring calibration is calibrated on a regular basis.  
Accredited calibration contractors are appointed for this; for scales and metal detectors
- 9.6. Traceability  
We have a fully developed computerised system for all raw materials, intermediates and finished goods. This includes despatched goods
- 9.7. Product Recall  
The type of event that would lead to a product recall would be any incident that could be critical to product safety, legality and quality. This could be information from suppliers, quality control inspections, customers, trading standards or any other relevant source. The list of possible Incidents is endless, however some examples of incidents are: A supplier requesting us to recall their product, an unforeseen event leading to the absence of a senior member of the team or the coming to light of a failure of one of our Critical Control Points. We have in place several systems to deal with Crisis Management.

## 10. Product Quality

- 10.1. Specifications  
Specifications are held in electronic format and will soon be accessible on line by customers, pending password. Parameters on these specifications include sensory, chemical, physical and microbiological tolerances.
- 10.2. Testing of Incoming Goods  
Raw materials are compared to specification and / or certified by supplier. Positive release is exercised determined by a risk analysis of our products.
- 10.3. Laboratory Accreditation  
Laboratories used by Scobie & Junor are UKAS Accredited.
- 10.4. Out of Specification Contracts  
Quarantine systems in place to ensure out of specification product is not used in production process.
- 10.5. Complaint Handling
  - 10.5.1. The company has a system for the management of product complaints.
  - 10.5.2. Actions appropriate to the seriousness and frequency of the problems identified are carried out promptly and effectively. It is the responsibility of the Technical Manager to deal with all product related complaints and of the Product Supply Director for all other complaints. A full track of every complaint is kept, along with the actions taken to prevent it reoccurring.
  - 10.5.3. Complaint data is used to implement ongoing improvements to product safety, legality and quality to avoid recurrence. A full track of every complaint is kept, along with the actions taken to prevent it reoccurring. Our business is extremely customer focused, and we pride ourselves in ensuring our customers receive the service they expect as a minimum.
- 10.6. Transport
  - 10.6.1. All carriage, both in and out is sub contracted to reputable companies, who have documented maintenance and hygiene procedures in place.
  - 10.6.2. All the companies used have procedures ensuring all product is held under secure conditions during transportation.
  - 10.6.3. All our products are packaged in a manner that minimises the risk of contamination.
  - 10.6.4. We have no requirement for refrigerated transport.
  - 10.6.5. All vehicle loading and unloading is carried out either inside, or at one of our loading docks, eliminating the chance of weather damage.
  - 10.6.6. There is no risk to our product from vehicle breakdown.

**Any information not covered by this Questionnaire can be provided on request.**



# PESTGUARD PLUS

## Specification

**Customer** SCOBIE + JUNIOR  
**Address** 1 SINGER ROAD  
 KELVIN INDUSTRIAL ESTATE  
 EAST KILBRIDE  
**Postcode** G75 0XS.

Contract No. \_\_\_\_\_ Date 31.10.07

Specification for the provision of Rentokil services at the above address

|                      |        |          |   |
|----------------------|--------|----------|---|
| <b>Inspections</b>   | Number | <u>4</u> | Inspections per annum at regular intervals by a trained inspector who will submit a typed report to the Senior Site Executive on each occasion. |
| <b>Rats and Mice</b> | Number | <u>8</u> | Inspections and treatments per annum at regular intervals by a Pestguard Technician against rats and mice.                                      |

| Insects | Number | Inspections and treatments against the following:- | Number | Inspections and treatments against the following:- |
|---------|--------|--|--------|--|
|         | 8      | COCKROACHES  | 8      | TEXTILE PESTS                                      |
|         | 8      | GARDEN ANTS.                                       | 8      | SILVERFISH   |
|         | 6      | MOTH POTS  | 8      | FREERATS.  |
|         | 8      | FLY BREEDING SITES                                 | 8      | CASUAL INTRUDERS                                   |
|         | 8      | STORE PRODUCT INSECTS                              | 6      | FLY COUNTS (E.F.K.S.)                              |



| Other Pests | Number | Inspections and treatments against the following:- | Number | Inspections and treatments against the following:- |
|-------------|--------|--|--------|--|
|             |        |  |        |  |

Emergency service against the above pests as required.

**Special Arrangements**

|                           |                                     |                          |   |
|---------------------------|-------------------------------------|--------------------------|---|
|                           | YES                                 | NO                       | Others:- TREATMENT TO BE CARRIED OUT BY SOIL ASSOCIATION STANDARDS. PLEASE SEE ATTACHED INFO. |
| Machinery checklist       | <input type="checkbox"/>            | <input type="checkbox"/> |   |
| Fly Killer catch analysis | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |

PC129/700

# United Kingdom Accreditation Service

## ACCREDITATION CERTIFICATE



**TESTING LABORATORY  
No. 1331**

**Bodycote Foodscan**

is accredited in accordance with the recognised International Standard ISO/IEC 17025:2005  
*General Requirements for the competence of testing and calibration laboratories.*

This accreditation demonstrates technical competence for a defined scope as detailed in and at the locations specified in the schedule to this certificate, and the operation of a laboratory quality management system (refer joint ISO-ILAC-IAF Communiqué dated 18 June 2005).

The schedule to this certificate is an essential accreditation document and from time to time may be revised and reissued by the United Kingdom Accreditation Service. The most recent issue of the schedule of accreditation, which bears the same accreditation number as this certificate, is available from the UKAS website [www.ukas.org](http://www.ukas.org).

This accreditation is subject to continuing conformity with United Kingdom Accreditation Service requirements. The absence of a schedule on the UKAS website indicates that the accreditation is no longer in force.

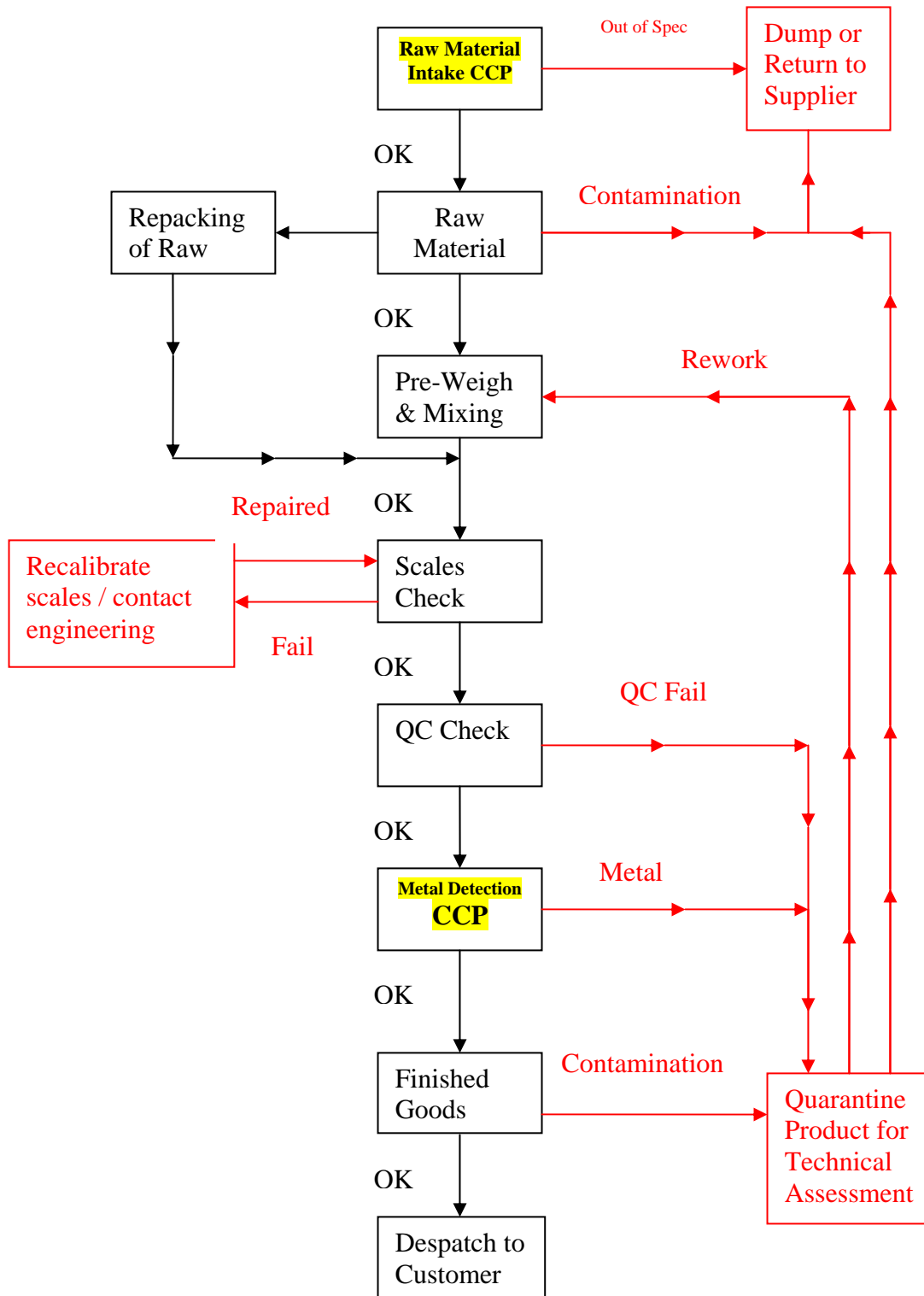
  
\_\_\_\_\_  
*Accreditation Manager, United Kingdom Accreditation Service*

**Initial Accreditation date  
24 November 1993**

**This certificate issued on  
06 August 2007**

The Department of Trade and Industry (DTI) has entered into a memorandum of understanding with the United Kingdom Accreditation Service (UKAS) through which UKAS is recognised as the national body responsible for assessing and accrediting the competence of organisations in the fields of calibration, testing, inspection and certification of systems, products and persons

**Blending Plant HACCP – Process Flow Diagram.**



# Scotnet.

## Hazard Analysis System - Flow Diagram

Process: - Net Production / Thermal Forming Production

