1. DOCUMENT CONTROL

<table>
<thead>
<tr>
<th>Management System Element</th>
<th>SRSS SMS PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
<td>Vacuum Packing</td>
</tr>
<tr>
<td>Document Number</td>
<td>SMS_FS_PR_045_Vacuum Packing_V1</td>
</tr>
<tr>
<td>Version # &amp; Revision date</td>
<td>V1 10/08/15</td>
</tr>
<tr>
<td>Document Owner</td>
<td>QHSE Manager</td>
</tr>
<tr>
<td>Approved by</td>
<td>QHSE Manager</td>
</tr>
</tbody>
</table>

2. REVISION LOG

<table>
<thead>
<tr>
<th>Revision date</th>
<th>Version number</th>
<th>Section number</th>
<th>Description of change</th>
<th>Revised by</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/08/15</td>
<td>V1</td>
<td>All</td>
<td>New document</td>
<td>QHSE Manager</td>
</tr>
<tr>
<td>10/08/16</td>
<td>V2</td>
<td>All</td>
<td>Review</td>
<td>QHSE Manager</td>
</tr>
</tbody>
</table>

3. OBJECTIVES

This procedure specifies the requirements to ensure all vacuum packing of food is carried out in accordance with specified requirements to meet the customer’s satisfaction as well as all legal requirements. Reference to the HACCP system is integral to ensure food safety using vac packers.

4. RESPONSIBILITIES

Sodexo’s Leadership Team has the ultimate responsibility for ensuring that the company meets the requirements of the Food Safety Act 1990, the Health and Safety at Work etc Act 1974 and all relevant regulations.

The SRSS Senior Leadership Team and Senior Managers are defined as senior leadership in relation to meeting the requirements of the relevant standards.
The Quality Manager is responsible for ensuring that the requirements of this procedure are implemented.

The Operations Managers are responsible for ensuring that all vacuum packing procedures are implemented in accordance with specified site requirements.

Job site personnel are responsible for ensuring vacuum packed foods are processed in accordance with site procedures/instructions requirements.

5. WHAT YOU NEED TO KNOW

Legislation: -

Food Safety Act 1990

The Food Hygiene (England) Regulations 2013

The Food Hygiene (Scotland) Regulations 2006

The Official Feed and Food Controls (Scotland) Regulations 2009

Procedure

Before commencing vacuum packing duties all Sodexo staff (including agency and casual staff) must be trained on the Vacuum Packing Process, the Great Training Cards: FS07 Food Preparation, cooking & service and FS08 Time and temperature control. All training must be recorded on the employee’s learner record cards.

Vacuum Packing must only be carried out for the following reasons:

- unsuitable original pack size with no alternative available or
- limited frequency of deliveries or
- due to a large event where vacuum packing will assist food safety due to quantities required

Vacuum packing must be the exception rather than the rule; good management and stock control will minimise the need for this practice.

Vacuum packing is prohibited for:

- all cooked meat
- all ready to eat food that will not be reheated
- all raw fish - due to the nature of this product
- all smoked fish
Vacuum packed food must be:

- Vacuum packed on the day it is delivered to the site or prepared to ensure that the growth of spoilage organisms are kept to a minimum
- Subject to cooking or reheating prior to service

The following controls must be implemented when vacuum packing both raw and ready to eat foods:

Vacuum packing machines MUST NEVER be used for both raw and cooked foods. A separate Vacuum Packing machine will be required for raw foods and ready-to-eat foods.

The Vacuum packing machines MUST be labelled to identify what type of food they are to be used for, i.e. raw foods only / ready to eat foods only and MUST be sited in a suitable location to prevent cross contamination, i.e. ‘clean’ or ‘dirty’ area.

**Vacuum Packing Process**

Vacuum packing bags must be purchased from an approved supplier to ensure they have the required heat tolerance, puncture resistance and provide an effective barrier to oxygen. Vacuum packing bags must be stored in a designated clean area where they will not be subject to contamination from the environment or from raw foods. Any bags that become contaminated must be disposed of.

A high standard of personal hygiene is important; therefore, food handlers must adhere to Sodexo’s personal hygiene policy. The use of non-hand-operable taps is recommended, but if they are not available, taps should be turned off using a paper towel.

Equipment should be checked for damage prior to use.

Food must be blast chilled to below 5°C, bags must not be filled with hot food.

Separate sanitised utensils must be used for each type of food, when filling vacuum packing bags.

Care must be taken when vacuum packing food, to ensure all the air has been expelled from the bag and that the bag is a ‘tight fit’ around the food.

All vacuum packed bags must be checked to ensure they are properly sealed and the bags are air tight.

It may also be necessary to ensure that any protruding bones do not puncture the bag during the vacuum packing process.

Any vacuum packed bags of food that are subsequently found to be insufficiently sealed or have lost their vacuum must be disposed of.

All Vacuum Packed food must be clearly labelled with a date of packing, product name and use by date.
Cleaning of Equipment

Equipment should be cleaned and sanitised prior, between and after use. It important that complete disinfection is applied to all parts of the equipment and not only those which contact food directly, to prevent the spread of contamination. This should be recorded on the cleaning schedule.

Shelf Life of Vacuum Packed Foods

When determining the shelf life of vacuum packed foods the following rules must be applied: Shelf Life of Vacuum Packed Foods

<table>
<thead>
<tr>
<th>TYPE OF FOOD</th>
<th>SHELF LIFE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food prepared at the unit</td>
<td>24 hours from the initial cooking time</td>
</tr>
<tr>
<td>Food delivered to the unit that has NOT been previously vacuum packaged or</td>
<td>Maximum 10 days or the manufacturer’s shelf life, whichever is the shortest. Labelling to confirm the original Use By date must be kept for verification purposes.</td>
</tr>
<tr>
<td>modified atmosphere packaged</td>
<td></td>
</tr>
<tr>
<td>Food delivered to Sodexo that HAS been vacuum packaged or modified atmosphere</td>
<td>To follow the manufacturer’s shelf life. Labelling to confirm the original Use By date must be kept for verification purposes.</td>
</tr>
<tr>
<td>packaged</td>
<td></td>
</tr>
</tbody>
</table>

6. COMPETENCES AND TRAINING

What you need to do?

The unit manager must ensure that all staff are adequately trained. The type of training given will depend on a number of factors but will be based on one or more of the following categories:

- Induction Training
- Legal Training
- Mandatory On-Job Training
- Certified Training

In order to demonstrate compliance with legal requirements and ‘Due Diligence’ all training must be recorded on Training Record Cards.

7. RECORD KEEPING

What information should be kept?
Vacuum Packing Record Form

8. FURTHER GUIDANCE

SMS_QAL_PR_024_Stock Control Procedure_V1
SMS_QAL_PR_025_Control of Customer Supplier Equipment_V1
SMS_QAL_PR_026_Product Identification and Traceability Procedure_V1
SMS_FS_PR_001_Food Planning Procedure_V1
SMS_HS_PR_004_Use of Equipment Procedure_V1
SMS_FS_PR_005_Inspection, Testing and Release of Finished Product_V1
SMS_FS_PR_006_Handling, Packaging, Storage, Preservation and Delivery_V1