

Central Production Unit Food Safety & Quality Management System

Product Labelling

Purpose

The aim of this Central Production Unit / Central Production Kitchen labelling procedure is to ensure the labelling of all products remains accurate and up to date, complies with the appropriate legal requirements and contains all the required information to enable the end consumer to make an informed decision on the food products they select to purchase and eat.

Scope

All products produced at the Central Production Units (CPU) and / or Central Production Kitchens (CPK).

Responsibilities

| Responsible Person (s) | Responsibility |
|---|--|
| CPU Manager and Senior CPU Management team | To ensure all product labels are accurate and reviewed whenever any changes occur to the product recipe, raw materials or legislation. |
| | To ensure this procedure is fully implemented within the Central Production Unit / Central Production Kitchen and communicated to all relevant personnel. |
| | To ensure product labels are kept fully up to date and accurate. |
| | To ensure front-line colleagues communicate any labelling opportunities identified in production to ensure product labelling is not impacted or compromised. |
| | To liaise with on-site technical teams to capture any new recipe / ingredients, to ensure labels are updated and amended accordingly. |
| | To effectively manage any product substitutions, product concessions or product switches, to ensure product labels remain accurate and correct. |

Legality of labels

Label information for all products must be held in a central database, with access restricted to authorised CPU / CPK personnel. Only authorised CPU / CPK personnel can make changes to any product labels. The approval and sign off procedure for product labels must be coordinated by the CPU / CPK Manager and their senior leadership team, to ensure all food labels are accurate, correct and legally compliant. Any changes to labels, must be recorded using the labelling sign-off sheet detailed in Appendix I.

Prior to any new product and / or new label launch, a copy of the label for the product must be printed from all requisite printers at the CPU / CPK, with each label reviewed and review findings recorded on the labelling sign-off sheet detailed in Appendix I. The CPU / CPK Manager and their senior leadership must countersign the labelling sign-off sheet to confirm any new and / or amended label is accurate and correct.

Label review

Whenever a change occurs to the product, its recipe, the ingredients or legislative changes, a review of label information must be completed by the CPU / CPK Manager and their senior leadership team to ensure all label information remains accurate and correct. Any contingency products or temporary amendments, to include any product and / or ingredient concessions must be reviewed to ensure product labels remain accurate and correct. All product labels must be reviewed 6 monthly as a minimum irrespective of any changes to validate label accuracy.

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Appendix I: Label approval sign-off sheet

| Current product label description | Present label reference number | Reason for the label update | Image of the new label | Confirm label prints correctly, to include any allergen information (Contains or May Contains) | Label checked against the product specification | CPU / CPK Manager final label sign-off |
|-----------------------------------|--------------------------------|-----------------------------|------------------------|--|---|---|
| <i>Macaroni cheese</i> | <i>473031</i> | <i>Change of ingredient</i> | <i>Image</i> | <i>Confirmation label prints correctly</i> | <i>Label checked against the product specification and the printed label matches the product specification accurately</i> | <i>CPU / CPK Manager name, signature and date</i> |
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