

Central Production Unit Food Safety & Quality Management System Concessions Procedure

Scope

This procedure covers the requirements for agreeing and implementing concessions at Central Production Units.

Responsibilities

It's the responsibility of the Units leadership team to ensure that all concessions are agreed documented and controlled, with any agreed concessions fully documented.

Purpose

To ensure any changes to process or procedures, raw materials, packaging and / or final product due to known or unforeseen factors are agreed, documented, and fully controlled.

Specific responsibilities

Responsible Person (s)	Responsibility
Site Manager	It is the responsibility of the Site Manager to ensure any changes to product specification and / or mode of packaging or labelling are fully reviewed, agreed, communicated, and documented

Concession definition

A concession, in the context of food production refers to an amendment of the normal product rules or normal procedural rules. This could be an amendment of shelf life, a change of raw material in the product ingredients list, or a change to product packaging for example. Where a concession is being considered or has been requested the decision on the concession proposal will require all parties with food safety and product knowledge to be engaged to ensure any concessions are fully considered and concession decisions documented.

Concession request

A concession must be requested by the relevant manager who requires a change in the standard product formulation or operational process of the Central Production Unit. This might be a change in packaging, raw materials, finished product, or shelf-life extensions requested from suppliers. All relevant information must be reviewed and options available discussed prior any concession request being authorised.

Completing a concession form

A concession report and concessions form must be completed for any requested concession. Any changes to allergens that occur as a result of any concession must be noted and communicated effectively. The concession form must be signed by the Site Manager. Any concessions must be effectively communicated to all operational teams prior to the next scheduled production run.

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Labelling

Where any concession necessitates an update to a product label it must be effectively communicated to all operational teams prior to the next scheduled production run, with the first labels printed checked for accuracy prior to production commencing.

Where any concession results in a product a shelf-life extension, the supplier will be contacted with all the necessary information. If the shelf-life extension is granted, it must be communicated to all the relevant operational teams as soon as possible and recorded on the concessions report and concessions form. If there is any additional supporting information or documentation that support the concession decision, this detail should be attached to the relevant concession form.

If a product concession is made the concession must be communicated to end customers prior to the first delivery of new product.

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