

CONTRACT FOR PRISONER AND NON-PRISONER FOOD SUPPLY

SCHEDULE 2

SPECIFICATION

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Specification

1 Supply of Products

- 1.1 The Supplier shall make all Products in the Catalogue available for Order, including the Products identified in Appendix A - Product Range.
- 1.2 The Supplier shall ensure that all Products are of consistent quality and comply with:
 - 1.2.1 the corresponding Technical Specification for the Product in question; and
 - 1.2.2 the corresponding Quality Standard for the Product in question (including, in all cases, the General Food Quality Standard).
- 1.3 In the event of any conflict or inconsistency between the Technical Specifications and the Quality Standards, the Technical Specifications shall take priority.
- 1.4 Changes to the Technical Specifications and the Quality Standards may only be proposed by the Authority and shall be subject to the Change Control Procedure set out in Schedule 22 (Change Control Procedure).
- 1.5 The Supplier shall maintain a robust supply chain and shall follow Good Industry Practice in undertaking stock and inventory management to minimise the risk of Products being unavailable when Ordered. If any Product are unavailable after being Ordered, the Supplier shall contact the relevant Prison's catering staff to agree a substitute or alternative.
- 1.6 Authorised Users may, from time to time, make Non-Catalogue Requests in accordance with clauses 6.15 – 6.17 of the Agreement.
- 1.7 The Supplier shall maintain the Supplier's product specifications and shall promptly provide a copy of the Supplier's product specification corresponding to any given Product if requested by the Authority.

2 Catalogue Production and Maintenance

- 2.1 The Supplier shall ensure that the Catalogue contains all Products listed in the Product Range. The information in the Catalogue shall reflect the Supplier's product specifications provided by the Supplier as part of its Tender Response.
- 2.2 The Supplier shall prepare the Catalogue in Excel format and shall contain, at a minimum, the following information in relation to each Product:
 - 2.2.1 Unique number of Product;
 - 2.2.2 Prisoner/ non-prisoner categorisation;
 - 2.2.3 Supplier name;
 - 2.2.4 Supplier location
 - 2.2.5 Place of origin of Product

- 2.2.6 Supplier product number
 - 2.2.7 Product description;
 - 2.2.8 Product Case size;
 - 2.2.9 Unit of measure;
 - 2.2.10 Unit Price;
 - 2.2.11 Price per Product Case;
 - 2.2.12 Movement Rate Cost;
 - 2.2.13 Total Product Case price including Movement Rate Cost; and
 - 2.2.14 Picture of Product (only applicable to the Online Ordering System).
- 2.3 The Supplier shall ensure that the Catalogue is kept up to date to reflect all changes to the Catalogue agreed with the Authority. The Supplier shall not make any changes to the Catalogue without the prior agreement of the Authority.
- 2.4 The Supplier shall be responsible for providing the Catalogue on the Online Ordering System and shall ensure that, at all times, the version of the Catalogue on the Online Ordering System is the most recently approved and up-to-date version. Any substitutions supplied as an alternative shall not be listed on the Online Ordering Portal as available for purchase, without prior written approval from the Authority.
- 2.5 Subject to paragraph 2.6, no later than ten (10) Working Days in a month prior to each Quarter Day the Supplier shall submit an update of the Catalogue in Excel format for approval by the Authority. Following such approval being given by the Authority, the Supplier shall replace the previous version of the Catalogue with. The Supplier shall be responsible for providing the updated Catalogue on the Online Ordering System.
- 2.6 If no changes are proposed to the Catalogue by either Party in a given Quarter, the process set out in paragraph 2.5 shall not apply in respect of the relevant Quarter.
- 2.7 Subject to paragraph 2.8, in the event that the Authority and/or the Supplier wishes to make a change to the Catalogue in order to:
- 2.7.1 introduce one or more new Products (whether brand new or as a replacement for an existing Product); or
 - 2.7.2 amend any information contained in the Catalogue in respect of any Product,
- then such changes shall be proposed at the monthly Performance Board, in advance of the Quarterly Review Meeting, and shall be discussed and resolved at the Quarterly Review Meeting. The Supplier shall provide details as part of the Quarterly Review Meeting of any price/value impact arising as a consequence of such proposed changes.

- 2.8 The Authority reserves the right to require the Supplier to make changes to the Catalogue at any time in order to:
- 2.8.1 correct errors and/or inaccuracies (as determined at the Authority's sole discretion) in the Catalogue;
 - 2.8.2 introduce a new Product or pack size into the Catalogue to replace a Product or pack size that has become permanently unavailable; and
 - 2.8.3 remove a Product that has become permanently unavailable.
- 2.9 The Supplier shall ensure that the Catalogue contains all Products in the Product Range at all times. In the event of any conflict or inconsistency between the agreed Catalogue and the Product Range, the Product Range shall take priority. The Authority and the Supplier acknowledge that, changes to the Catalogue may require corresponding changes to be made to the Product Range to ensure consistency between the two. Only the Authority may initiate any such changes to the Product Range.
- 2.10 The Supplier shall, at all times, maintain and make available to the Authority on request a full record of all changes to the Catalogue, including the dates on which all changes are agreed and implemented.

3 Ordering

Online Ordering System

- 3.1 The Supplier shall provide an Online Ordering System as detailed in Appendix G – Online Ordering System
- 3.2 If the Authority places an Order for a Catalogue Request using the Online Ordering System, the Supplier shall follow the process set out at clauses 6.9 to 6.14 of the Agreement.
- 3.3 The Authority may, from time to time, request the Supplier to add Non-Catalogue Requests to the Online Ordering System for such period as is agreed between the parties.
- 3.4 The Supplier shall create a separate location identifier for each Delivery Location within each Site and shall ensure that its customer service staff are familiar with these identifiers in order to assist with the administration of Orders.
- 3.5 The Supplier shall comply with the Delivery Schedule.
- 3.5.1 Worked example 1:

For a delivery of ambient Products to a Site in respect of which the Agreed Delivery Day is a Thursday, the Order must be received by no later than 16:00 hours on the Monday of the same week, and any Top Up Orders must be received by no later than 12:00 hours on the Tuesday of the same week. Orders should be placed no later than day 1 for day 4 (for standard Orders), and if possible, day 1 for Day 3 (for Top Up Orders).
 - 3.5.2 Worked example 2:

For a delivery of frozen Products to a Site in respect of which the Agreed Delivery Day is a Monday, the Order must be received by no later than 16:00 hours on the Wednesday of the previous week, and any Top Up Orders must be received by no later than 12:00 hours on the Thursday of the previous week.

3.5.3 Worked example 3:

For a delivery of fresh and chilled Products to a Site in respect of which the Agreed Delivery Day is a Saturday, the Order must be received by no later than 16:00 hours on the Wednesday of the same week, and any Top Up Orders must be received by no later than 12.00 hours on the Thursday of the same week.

3.6 The Supplier shall create and maintain a log of the Orders which it expects to receive by reference to the Delivery Schedule (the "**Expected Order Log**").

3.7 On a daily basis and in relation to each Site, the Supplier shall cross-reference all Orders received with the Expected Order Log and shall:

3.7.1 if an Order has not been received (or an Order has been received which the Supplier believes to be incomplete) within the Delivery Window, inform the relevant Site Representative no less than sixty (60) minutes before the commencement of the next Delivery Window that no Order (or an incomplete Order) has been received;

3.7.2 if an Order has been received which is not expected on the day in question by reference to the Delivery Schedule, contact the relevant Site Representative to confirm whether the Order can be fulfilled and, if required, agree the delivery arrangements that will take place; and

3.7.3 if an Order has been received which the Supplier believes contains errors or omissions or is otherwise unclear, contact the relevant Site Representative to verify the Order.

4 Substitute and Alternative Products

4.1 The Supplier shall provide Substitute and Alternative Products in accordance with clauses 6.23 to 6.29 of the Agreement.

5 Deliveries

5.1 The Supplier shall make all deliveries within the agreed Delivery Windows as set out in the Delivery Schedule.

5.2 Upon completion of a delivery, the Supplier shall provide the Authorised User's personnel at the Delivery Location with a delivery note that accurately reflects the Products delivered (including any discrepancies with the Order such as missing or substituted Products). Neither the Authority nor any Authorised User shall be liable to pay for Products which are not accompanied by a delivery note.

5.3 The Authority shall procure that Authorised Users complete a receipt of delivery note (a "**Goods Receipt Note**" or "**GRN**") within 24 hours of receipt of a delivery note. The Supplier acknowledges that without a delivery note Authorised Users will be unable to complete the receipting procedure.

5.4 An Order shall be treated as having been fulfilled when the GRN is provided by the Authorised User. The issue of the GRN shall not constitute any acknowledgement of the absence of a Service Error, the condition, quantity or nature of the Products, or the Authorised User's acceptance of the Products..

5.5 The Supplier shall provide, at no additional charge to the Authority or any Authorised User, any information relating to the delivery of Orders as may reasonably be requested by the Authority or any

Authorised User, such as additional proof of delivery, copies of invoices, copies of orders and details of any payments received or outstanding, in each case within five (5) Working Days of the request.

- 5.6 The Supplier shall mark clearly on the delivery note any Substitute Products and Alternative Products, including details of the Product for which they are substituting.
- 5.7 The Supplier shall deliver and unload Orders at the location indicated by the Authorised User's personnel at the Delivery Location. The Supplier shall provide suitable equipment appropriate for unloading the delivery at the Delivery Location as required.
- 5.8 The Supplier shall ensure that all deliveries are undertaken in compliance with the requirements set out in the Transport Managers and Delivery Drivers Handbook.
- 5.9 The Supplier shall ensure that all delivery vehicles are fitted with working telematics systems or devices which enable the Supplier to monitor and record information about the vehicle, such information to include (but not be limited to) location, temperature and unscheduled or unauthorised door openings. The Supplier shall provide copies of such records promptly upon request at no additional charge to the Authority.

6 Delivery Drivers

- 6.1 The Supplier shall create and maintain a list of all Delivery Drivers. This list shall include the names of permanent drivers and relief drivers used to cover holiday and sickness absence when necessary. The Supplier shall keep such list up to date and shall provide a copy to the Authority on a quarterly basis and on request. The Authority shall have the right to require the Supplier to cease using any named Delivery Driver at its sole discretion, for example on grounds of persistent lateness.
- 6.2 The Supplier shall ensure that all Delivery Drivers and Agency Drivers are vetted in accordance with Good Industry Practice prior to carrying out any deliveries. The Authority shall have the right to carry out periodic audits to verify the Supplier's vetting procedures.
- 6.3 The Supplier shall ensure all transport managers and Delivery Drivers are fully trained on the requirements set out in Appendix H – Transport Managers and Delivery Drivers Handbook prior to overseeing and/or carrying out any deliveries.
- 6.4 The Supplier shall only use Agency Drivers to carry out deliveries if no Delivery Drivers are available (including relief drivers). The Supplier shall plan or organise deliveries so as to minimise the use of Agency Drivers and shall inform the Authority and the relevant Authorised User(s) in each instance that an Agency Driver carries out a delivery prior to such delivery being carried out.
- 6.5 The Supplier shall ensure that, prior to carrying out a Delivery, each Agency Driver is provided with an appropriate level of information, in the form of a one-page checklist, setting out issues and constraints which may arise when making deliveries to prisons. The Supplier shall ensure that any Agency Driver who carries out three (3) or more deliveries within any two (2) week period is fully trained on the requirements set out in the Appendix H – Transport Managers and Delivery Drivers Handbook prior to carrying out any further deliveries.

7 Supplier's Depots

The Supplier shall compile and maintain the Depot List up to date and shall not amend the Depot List without prior Approval. The Supplier shall ensure its logistics (assembly, loading, despatch and delivery processes) at each depot are in accordance with the Agreement.

8 Invoicing and Payment

The Authority and the Supplier shall follow the processes for invoicing and payments set out in Schedule 15 (Charges and Invoicing).

9 Commodity Appraisal Panel

- 9.1 In all cases, new products proposed for inclusion in the Catalogue (whether or not proposed as replacements for existing Products) shall be subject to approval by the Commodity Appraisal Panel under the process set out in Schedule 21 (Governance) prior to being included in the Catalogue.
- 9.2 Where the Authority raises or is aware of complaints and/or issues of concern regarding Products, the Authority may require such Products to be subject to testing by the Commodity Appraisal Panel under the process set out in Schedule 21 (Governance).
- 9.3 Products may be selected by the Authority for periodic testing by the Commodity Appraisal Panel to ensure adherence to the Quality Standards and Technical Specifications. Such testing shall take place in accordance with the process set out in Schedule 21 (Governance).
- 9.4 Substitute Products, Alternative Products and Products which are supplied to fulfil Non-Catalogue Requests shall not be subject to testing by the Commodity Appraisal Panel prior to being supplied by the Supplier, but such testing may be undertaken if requested by either Party.
- 9.5 The Supplier shall provide samples in Full Case Equivalent form of all Products which undergo testing by the Commodity Appraisal Panel at no additional charge to the Authority.

10 Product Recall

- 10.1 The Supplier shall carry out a product recall in relation to any Product which may reasonably be regarded as unfit for consumption or otherwise unacceptable due to, for example, contamination or damaged packaging. Such product recall shall be carried out in accordance with clause 9.8 of the Agreement.

11 Customer Services

- 11.1 The Supplier shall ensure that a dedicated customer service point of contact is available to Authorised Users between 7am and 5pm on Working Days. The Supplier shall ensure that an 'out-of-hours' point of contact, who may be reached outside the normal hours of service, at weekends and on public holidays, is available to Authorised Users.
- 11.2 The Supplier shall ensure that all of its customer service personnel receive training which equips them with a clear understanding of both the Supplier's obligations under the Agreement and the issues and constraints associated with working with prisons.
- 11.3 The Supplier shall operate the customer complaints procedure for the purposes of resolving issues and complaints raised by Authorised Users.
- 11.4 The Supplier shall ensure that a member of its customer service personnel places a courtesy call to each Site at least once per month, at an agreed time, to provide an opportunity for Site Representatives to raise issues and to answer any general questions from the Site Representatives. The Supplier shall keep a record of the time and date of the calls.

- 11.5 The Supplier shall use its best endeavours to provide advance warning to Authorised Users of issues which are otherwise likely to cause Authorised Users to contact customer service personnel, such as stock failures, vehicle delivery delays or quality concerns. In each case the Supplier shall inform the Authorised Users of the steps that the Supplier is taking to mitigate the issue in question.
- 11.6 The Supplier shall ensure that customer services personnel make all initial attempts to contact Site Representatives by telephone unless an alternative preference has been agreed.

12 Quality Standards and Assurance Processes and Procedures

Supplier's processes

- 12.1 The Supplier shall ensure that all Products are stored and delivered in compliance with the Quality Standards, the Technical Specifications, the Food Safety (Temperature Control) Regulations 1995, any specific instructions supplied by the manufacturer and Good Industry Practice.
- 12.2 The Supplier shall maintain a quality management system for food wholesaling, storage and distribution equivalent to the ISO9001 standard.
- 12.3 The Supplier shall supply all Products in accordance with the BRC Global Standards.
- 12.4 The Supplier shall ensure that all delivery vehicles are kept clean both internally and externally and a record of cleaning schedules should be available.
- 12.5 The Supplier shall ensure that chemicals are not carried within delivery vehicles and in such circumstances Authorised Users shall be under no obligation to accept the delivery in question.
- 12.6 The Supplier shall transport and deliver frozen raw meat and poultry products separate from all other Products per delivery.
- 12.7 The Supplier shall ensure that all vehicles used for the delivery of Products shall be suitably equipped to maintain such Products at the correct temperature in accordance with Good Industry Practice.
- 12.8 The Authority shall be under no obligation to accept chilled Products if the Product temperature taken between packs is above +8°C unless the Product is excluded from temperature control by legislation.
- 12.9 The Authority shall be under no obligation to accept frozen items if the Product temperature taken between packs is higher than -12°C.
- 12.10 The Authority shall be under no obligation to accept Products that are delivered in containers or bags that are dented, damaged or split.
- 12.11 The Supplier shall, at all times, pay due regard to any Prison Service Orders (PSOs) and/or Prison Service Instructions (PSIs) as may be notified to the Supplier from time to time by the Authority.

13 Labelling and Packaging

- 13.1 The Supplier shall ensure that all materials used in the production and packing of the Products conform to all applicable Law and Good Industry Practice. It shall be acceptable for the Supplier to supply Products in normal commercial trade packaging unless otherwise specified by the Authority. However,

the Supplier shall ensure that all packaging is sufficiently robust to protect the Product and to withstand multiple handling.

- 13.2 The Supplier shall ensure that all packaging and/or wrapping clearly displays "best before" and/or "use by" dates.
- 13.3 The Supplier shall comply with the Food Information Regulations 2014.
- 13.4 The Supplier shall ensure any Products containing Allergenic Ingredients or derivatives thereof or produced in an environment in which Allergenic Ingredients are present, are clearly labelled, making clear reference to the relevant Allergenic Ingredients.
- 13.5 The Supplier shall ensure that Products complying with specific religious or cultural requirements, including halal and kosher Products, are clearly labelled and appropriate information is provided as to the method of preparation and production of such Products.
- 13.6 Unless otherwise agreed by the Authority, the Supplier shall make no charge for packaging used by the Supplier. Returnable packaging shall only be returned at the Supplier's risk and expense.

14 Supply chain

- 14.1 Unless otherwise agreed in writing by the Authority, the Supplier shall and shall ensure that its Suppliers shall:
 - 14.1.1 Glass and hard plastics:
 - 14.1.2 conduct regular glass and hard plastics audits in its production facilities to ensure that there is no damage and all damage is rectified speedily;
 - 14.1.3 minimise all hard plastics on site and eliminate any glass from production areas; and
 - 14.1.4 ensure that all glass on site is adequately screened, for example by using protective light covers for bulbs.
 - 14.1.5 Knife control policy:
 - 14.1.6 ensure that the use of knives or blades on site as part of the manufacturing or packing operation is subject to a documented control policy which is auditable by the Supplier, Authority or a third party;
 - 14.1.7 maintain a log which records the issue and return of all blades and/or knives;
 - 14.1.8 issue blades and/or knives on a risk assessed basis;
 - 14.1.9 carry out regular audits of all blades and knives for damage; and
 - 14.1.10 carry out regular audits of the log of blades and knives to identify any discrepancies and report and fully investigate the disappearance of any blade and/or knife.
 - 14.1.11 Metal contamination:

14.1.12 have systems in place to control metal contamination in products, with a preference for metal detectors alarmed with auto reject systems.

14.2 In the event that any Supplier of the Supplier fails to maintain and adhere to the procedures set out in paragraph 14.1 the Supplier shall inform the Authority as soon as reasonably practicable after becoming aware of the failure and shall promptly carry out a full investigation, the findings of which shall be reported to the Authority.

14.3 The Supplier shall operate traceability systems in accordance with the General Food Law which, since 1st January 2005, has required traceability to be established at all stages of the food chain. The Supplier shall maintain complete records and appropriate internal procedures to ensure that the Supplier can fully trace all Products throughout its supply chain from the original source to the point at which Products are delivered to the Sites.

14.4 The Supplier shall sign contracts with those of its Suppliers engaged in the sourcing and supply of Products prior to the use of such Suppliers and shall, on a regular basis, provide such Suppliers with forecasted volumes of the Products required by the Supplier to fulfil the requirements of the Authority and Authorised Users.

15 Product quality

15.1 The Supplier shall ensure that all Products supplied to Authorised Users are non-irradiated, other than irradiated herbs, spices or vegetable seasonings, provided these are clearly labelled as irradiated products and accompanied by the necessary irradiation certificates.

15.2 The Supplier shall inform the Authority if a Product or ingredient in a Product contains or consists of genetically modified organisms.

15.3 The Supplier shall inform the Authority if a Product or ingredient in a Product contains or consists of poppy seeds.

15.4 The Supplier acknowledges that all Products supplied to Authorised Users by the Supplier shall comply with applicable Law and Good Industry Practice.

15.5 The Supplier shall ensure that the preparation, processing and distribution of Products shall be in accordance with applicable Law and Good Industry Practice.

15.6 The Supplier shall make available to the Authority and Authorised Users on request copies of all relevant Common Veterinary Entry Documents and health certificates relating to products of animal origin imported from outside the United Kingdom which are used in the manufacture of a Product.

15.7 The Supplier shall ensure that the general microbiological condition of raw and processed Products shall be such that no decomposition or development of undesirable sensory characteristics occurs over the life of the Product. The Product stored under normal conditions shall be free from micro-organisms and substances originating from those micro-organisms that could represent a hazard to health.

15.8 Where appropriate to the Product type, for example canned products and UHT milk, the Supplier shall ensure that each Product shall be processed to maintain commercial sterility throughout its shelf life in accordance with Good Industry Practice.

15.9 The Supplier acknowledges the Authority's objective of supplying meals to prisoners which deliver health and nutritional benefits and shall, when engaging with its Suppliers, the Authority and Authorised Users, take account of (in England) the Public Health White Paper 'Choosing Health' and (in Wales)

the 'Food and Well-Being: Reducing inequalities through a nutrition strategy for Wales (2003). The Supplier shall work with the Authority and Authorised Users to supply Products which contain levels of salt, fat and sugar that are equal to or below the 'moderate' level specified in the salt, fat and sugar content table contained in the General Food Quality Standard.

- 15.10 The Authority reserves the right to test any Product and to appoint a third party to carry out such testing where necessary. Where required by the Authority, the Supplier shall provide samples in Full Case Equivalent form of any Product to be tested pursuant to this paragraph 15.10. In the event that the results of testing show that any Product falls below the relevant Technical Specification and/or Quality Standard, the Supplier shall meet the reasonable cost of such testing.

16 Fleet Register

- 16.1 The Supplier shall maintain a Register of all vehicles used in the delivery of this Agreement. Access to these records will be made available to the Authority on request.

17 Supply of religious / culturally specific foods

- 17.1 The Supplier shall maintain, at all times, the capability required by the Authority, working with Authorised Users as appropriate, to reasonably and adequately meet the needs of every category of prisoner, including those with special dietary requirements and with religious or other beliefs, in order to eliminate discrimination, advance equality of opportunity and foster good relations in accordance with Section 149 of the Equalities Act 2010.

Halal Products

- 17.2 The Supplier shall ensure that all halal meat and poultry is supplied in a manner that complies with the Authority's Halal Standard and is sourced from an Approved Halal Slaughterhouse.
- 17.3 The Supplier shall notify the Authority of any slaughterhouse from which it intends to source halal meat and poultry. The HMPPS Muslim Advisor (or his authorised representative) shall evaluate the proposed slaughterhouse and, once the HMPPS Muslim Advisor is satisfied that the slaughterhouse meets the Authority's Halal Standard, the Supplier shall be permitted to use that slaughterhouse for the provision of halal meat or poultry to Authorised Users (an "**Approved Halal Slaughterhouse**").
- 17.4 The Authority shall nominate an approved halal certifier (the "**Halal Certifier**") for each Approved Halal Slaughterhouse. The Halal Certifier shall be an independent assessor and shall not be an employee of the Authority or the slaughterhouse. The role of the Halal Certifier shall be to monitor adherence to the Authority's Halal Standard in respect of the slaughter of each and every batch of halal meat and poultry to be supplied to Authorised Users.
- 17.5 If at any time during the Term the Supplier wishes to make an addition to the list of Approved Halal Slaughterhouses, the Supplier shall follow the process set out in paragraph 17.3.
- 17.6 The Authority shall procure that the HMPPS Muslim Advisor (or his authorised representative) shall meet with each Halal Certifier to review the list of Authorised Halal Slaughterhouses twice in the first year following the Supply Commencement Date and then annually thereafter on or about the anniversary of the Supply Commencement Date. Such meetings shall be in the form of face-to-face meetings or via video conference as the Authority deems appropriate. The Authority and the Supplier shall work together to rectify any issues arising from this review.

- 17.7 The Supplier shall be responsible for all costs reasonably incurred by the Authority in conducting the initial evaluation of the slaughterhouse(s), the costs incurred in appointing the Halal Certifier and continued payment of the Halal Certifier. No additional claims for costs shall be payable by the Authority.
- 17.8 The Supplier shall ensure that the Halal Certifier is present for each and every slaughter of meat or poultry for supply to the Authority pursuant to the Agreement. The Supplier shall ensure that the Halal Certifier provides a completed certificate (the "**Halal Certificate**") in respect of each slaughter deemed to be compliant with the Authority's Halal Standard which, as a minimum, contains all of the information set out in the example of a Halal Certificate attached in Appendix E – Annex 3: Halal Certificate. The Supplier shall not supply any items of halal meat or poultry to Authorised Users unless such items are accompanied by a Halal Certificate.
- 17.9 The Supplier shall ensure that each Halal Certificate shall accompany the consignment to which it pertains until it reaches the Supplier's premises, where it shall be retained by the Supplier. The Supplier shall provide to the Authority and the relevant Authorised User a scanned electronic copy of each Halal Certificate prior to delivery of the relevant consignment.
- 17.10 The Supplier shall ensure that, from the point of slaughter to the point of delivery to Sites, the separation of halal and non-halal meat and poultry is maintained within its supply chain at all times.
- 17.11 The Supplier shall ensure that Products which are not prepared in accordance with the Authority's Halal Standard are not supplied as Products which meet the Authority's Halal Standard and, vice-versa, Products which are prepared in accordance with the Authority's Halal Standard are not supplied as Products which do not meet the Authority's Halal Standard. The Supplier shall keep a register of all halal and non-halal products and shall provide appropriate evidence to the Authority on request of the methods of preparation of halal and non-halal Products.
- 17.12 In respect of any Products that are to be tested by the Authority prior to being made available for Order following the Supply Commencement Date, the Authority reserves the right to carry out such testing after the Approved Halal Slaughterhouse(s) have been identified in accordance with paragraph 17.3.

Kosher Products

- 17.13 The Supplier shall ensure that all meals supplied for kosher consumption are prepared and produced under Kedassia supervision. Kosher Products must be produced and prepared in accordance with Good Industry Practice for the production and preparation of kosher food. Each delivery of kosher Products shall be accompanied by the appropriate certification confirming that the Products have been produced and prepared in accordance with recognised Kedassia standards.

18 Product Sourcing and Market Opportunities

- 18.1 The Supplier shall have the ability to source:
- 18.1.1 British Red Tractor Assured products including, but not limited to, fresh milk, cheese, fresh meat, frozen meat, butter, chips and sausages;
 - 18.1.2 products certified as Fairtrade, British Lion Eggs, Organic, Halal, Rainforest Alliance, Line Caught, Marine Stewardship Council certified and Freedom Foods; and
 - 18.1.3 Class II fruit and vegetables,
- and shall explore opportunities to introduce such products into the Catalogue in accordance with paragraph 23 (Innovative Proposals and Continuous Improvement).

- 18.2 The Supplier shall investigate, including through active engagement with its supply chain, the potential for maximising the opportunities from the marketplace to source Products at lower cost. Such opportunities may include:
- 18.2.1 market gluts;
 - 18.2.2 spot buy purchases;
 - 18.2.3 forward buying; and
 - 18.2.4 special offers for new products entering the market.
- 18.3 The Supplier shall pass on savings achieved from exploiting the market opportunities referred to in paragraph 18.2 by offering discounts on Products from time to time. The Supplier shall pro-actively provide information to Site Representatives to make them aware of such discounted Products.
- 18.4 The Supplier shall organise and attend an annual “meet the buyer” event, assisted by the Authority and Authorised Users, to introduce new Suppliers to the terms of the Agreement in an effort to secure new products and generate new business opportunities for such Suppliers.

19 National Account Manager

- 19.1 The Supplier shall ensure that a National Account Manager is identified within its organisation as a contact point for the Authority and Authorised Users. The National Account Manager shall have a high level of experience and knowledge within the Supplier’s organisation and a clear understanding of the Authority’s requirements, sufficient to decide and action day to day decisions and escalations made by the Authority.

20 Health & Safety

- 20.1 The Supplier shall promptly notify the Authority of any health and safety issues which arise in connection with the performance of its obligations under this Agreement.
- 20.2 The Supplier shall inform all of its personnel engaged in the handling and/or delivery of Products at the Sites of all health and safety hazards of which the Supplier is aware (or reasonably ought to have been aware) and shall instruct those staff in connection with any necessary safety measures.
- 20.3 The Supplier shall notify the Authority immediately in the event of any incident arising from the performance of its obligations under the Agreement where that incident causes any personal injury to any Authorised User personnel, Supplier Personnel, prisoner or third party or any damage to property of the Authority.
- 20.4 The Supplier shall take all measures necessary to comply with the requirements of all applicable Law (including, without limitation, the Health and Safety at Work Act 1974) which may apply to the Supplier in the performance of its obligations under the Agreement.
- 20.5 Whilst on the Sites, the Supplier shall comply with all reasonable health and safety measures implemented by the Authority in respect of its staff and other persons on those Sites.
- 20.6 The Authority shall or shall ensure that Authorised Users shall, as soon as reasonably possible, notify the Supplier of any health and safety hazards at the Sites of which the Authority and/or the Authorised

Users are aware and which may affect the Supplier in the performance of its obligations under the Agreement.

21 Sustainability

- 21.1 The Supplier acknowledges that the Authority is committed to complying with the Authority's [Sustainability Policies and Strategies](#), including but not limited to those relating to managing energy, greenhouse gas and carbon emissions, water, waste and recycling, adapting to climate change as well as protection and enhancement of biodiversity on its estate.
- 21.2 The Supplier shall apply and operate in accordance with the Government Buying Standards for Food and Catering and the DEFRA Balanced Scorecard.

Sustainability Plan

- 21.3 The Supplier shall develop, maintain and implement the Sustainability Plan during the Term.
- 21.4 The Supplier shall ensure that at all times the Sustainability Plan contains such information as is required to enable the Authority to demonstrate its compliance with its responsibilities under the Government Buying Standards for Food and Catering and the DEFRA Balanced Scorecard.
- 21.5 The Supplier shall ensure that at all times the Sustainability Plan sets out in detail how the Supplier will:
- 21.5.1 progressively reduce adverse environmental impacts arising from its performance of this Agreement, in particular through wise procurement, efficient use and responsible disposal of resources, and efforts to reduce carbon emissions;
 - 21.5.2 progressively seek to reduce waste arising from its performance of the Agreement, including food and packaging waste;
 - 21.5.3 outline its strategy and actions for adapting to climate change and ensuring resilience of its supply chain; and
 - 21.5.4 where feasible, raise production and process standards, increase business with small and local producers, increase consumption of healthy and nutritious food, reduce adverse environmental impacts of production and supply and increase capacity of small and local Suppliers to meet demand.
- 21.6 The Supplier shall ensure that the Sustainability Plan is formally reviewed and amended with the Authority on a regular basis and not less than once annually. The Authority shall on request, be permitted reasonable access to the information of the Supplier to check compliance with the Sustainability Plan.

Energy Efficiency and Carbon Reduction

- 21.7 The Supplier shall demonstrate its commitment to achieving 'net zero' by 2050 for its UK operations by implementing and maintaining a Carbon Reduction Plan that is compliant with the requirements of PPN 06/21.
- 21.8 The Supplier commits to work with the Authority and Authorised Users to agree reductions in its carbon emissions and in doing so to have regard to the Carbon Trust Standard, Greening Government

Commitments and other Government sustainability requirements from time to time as determined by the Authority.

- 21.9 The Supplier shall use reasonable endeavours to minimise all greenhouse gas emissions associated with its performance of the Agreement, without prejudice to the Supplier's fulfilment of its obligations under the Agreement.

Waste Management

- 21.10 The Supplier shall endeavour to use recyclable packaging and shall take measures to minimise the amount of packaging waste arising from its supply chain and distribution process.
- 21.11 The Supplier shall avoid the use of single-use plastics where reasonably possible and shall comply with the [Government Guidance](#) for the restrictions of single-use plastics.
- 21.12 The Supplier shall ensure that food waste arising from its upstream supply chain and transportation processes is minimised and shall use reasonable endeavours to assist the Authority to minimise food waste downstream within the Sites.
- 21.13 The Supplier shall develop and implement an approach to food waste minimisation in accordance with Good Industry Practice and the Government Buying Standards for Food and Catering Services. It is assumed that parties will follow the [UK Food and Drink Waste Hierarchy Statutory Guidance](#) to deal with food surplus and waste using the hierarchy's prioritised list of options,
- 21.14 The Supplier shall endeavour to measure food waste generated as a result of the Services, in alignment with best practice initiatives such as the [Food Waste Reduction Roadmap | WRAP](#).

Adapting to Climate Change

- 21.15 The Supplier shall ensure it has a strategy for identifying and managing risks that may impact Performance of the Agreement, including but not limited to the following risks as outlined in the UK Climate Change Risk Assessment:
- 21.15.1 risks to UK food availability, safety and quality from climate change overseas;
- 21.15.2 risks to food safety and food security from UK climate impacts; and
- 21.15.3 risks to agriculture from pests, pathogens and invasive, non-native species.

Sustainable Procurement

- 21.16 The Supplier shall practice responsible sourcing in compliance with the Government Buying Standards for Food and Catering Services.
- 21.17 The Supplier shall demonstrate their approach to sustainable procurement through a recognised standard such as ISO 20400 and in particular shall regularly audit their Suppliers, including traceability of purchased products and services.

22 Government Requirements and Objectives

- 22.1 The Supplier shall implement the following in respect of all Suppliers:
- 22.1.1 payment terms – reduced lead times for payment and use of BACS for prompt payment;
 - 22.1.2 logistics – flexible and unrestrictive minimum order quantities and the use of back-haulage opportunities;
 - 22.1.3 accreditation – in addition to BRC or equivalent accreditation, the Supplier shall accept standards applicable to smaller businesses, such as the Safe and Local Supplier Approval (SALSA) standard.
- 22.2 The Supplier shall comply with the provisions of Appendix I - Market Stewardship Principles and shall, except where the Authority has given its prior written consent, ensure that each contract with a Supplier and a Key Sub-contractor (as appropriate) includes provisions which are compliant with the market stewardship principles contained in Appendix I - Market Stewardship Principles.
- 22.3 The Supplier shall work with the Authority and Authorised Users to implement and monitor its performance against the requirements of the DEFRA Balanced Scorecard, as may be amended from time to time.
- 22.4 The Supplier shall work with the Authority to demonstrate the Authority's commitment to meeting the requirements as set out in the Public Services (Social Value) Act 2012, as may be amended from time to time.

23 Innovative Proposals and Continuous Improvement

- 23.1 Throughout the Term, the Supplier shall seek opportunities for continuous improvement within the Agreement to improve quality, efficiency, value for money and other factors such as the DEFRA Balanced Scorecard. The Supplier shall present improvement proposals every six months.
- 23.2 The Supplier shall submit presentations in writing in advance of the Quarterly Review Meeting. Presentations shall include an outline of the perceived benefits, risks and issues associated with the innovation. Such improvements may relate, for example, to proposing meal options which improve nutritional content or take advantage of opportunities for supply chain efficiencies. It is anticipated that proposed improvements will involve no additional cost being borne by the Authority and/or Authorised Users, though improvements which may confer particular benefits to the Authority and/or Authorised Users may carry associated costs, in which case details of these shall be included in the presentations.
- 23.3 Improvements to elements of the DEFRA Balanced Scorecard may relate to any reasonable improvements under the headings in the scorecard and do not have to be tightly bound to the remit of the scorecard (e.g. linked to catering and production of meals).
- 23.4 The Authority shall have the right to accept or reject the proposal and, if accepted, the Supplier shall implement the proposal within a timescale agreed between the Authority and the Supplier in accordance with the Change Control Procedure set out in Schedule N (Change Control Procedure).

24 Business Continuity and Disaster Recovery

- 24.1 The Supplier shall maintain the Service Continuity Plan during the Term in line with Schedule 26 (Service Continuity and Corporate Resolution Planning).

Appendix A - Product Range



Catalogue%20V67.1
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Appendix B – Quality Standards

1. Introduction

- 1.1 The purpose of this Appendix B – Quality Standards is to provide the framework for the procurement of Products for use in Authority establishments in providing prisoner and non-prisoner meals. This Appendix B – Quality Standards is not to be considered as a series of technical specifications, but to provide the Supplier with a guide to the quality standard of Products that the Supplier is expected to supply. This Appendix B – Quality Standards may be amended in the future, subject to changes to food law or national guidance.
- 1.2 The required Products have been listed under generic categories. There is a Quality Standard for each range within the categories of Products. The Authority anticipates that the Supplier will provide individual product specifications for the supplied Products and that the quality of the item meets the Quality Standard.
- 1.3 The Authority shall be given access to these specifications for comparison with the Quality Standard using sensory profiling and other methods. Any investigation by the Authority into customer complaints or for assessing delivered product when it is considered appropriate.
- 1.4 The Supplier shall procure and deliver Products that meet the requirements of the Quality Standard.

2. General Statement of Requirement

EU and National Legislation

- 2.1 The Supplier shall ensure that all Products supplied to the Authority by the Supplier comply fully with all relevant provisions of any national food legislation and any relevant EU regulations or, where appropriate, associated legislative requirements of equivalent standards when produced elsewhere.

Food Labelling

- 2.2 The Supplier shall ensure that all Products supplied to the Authority by the Supplier comply with the Food Information Regulations 2014 as regards allergen labelling and include any amendments or new regulations. These Regulations include a specified list of allergens. Labels on pre-packed foods made using these allergens or their derivatives must indicate the presence of these ingredients, making clear reference to the source allergen. The list of allergens comprises cereals containing gluten, crustaceans, eggs, fish, peanuts, soybeans, milk, nuts, celery, mustard, sesame seeds molluscs, lupin and sulphur dioxide and sulphites at more than 10mg/kg or 10mg/litre.

Product Composition

- 2.3 The Supplier shall declare the precise product composition of any Product when the Product is offered for selection to the Authority.

Preparation, Processing and Distribution of Products

- 2.4 The Supplier shall prepare, process and distribute Products in accordance with best practice.
- 2.5 Where appropriate to the Products supplied, the Supplier shall process such Products to maintain commercial sterility throughout their shelf life so that each such Product is free of microorganisms capable of growing at the normal non-refrigerated conditions at which the Product is likely to be held for short periods during distribution and storage.

- 2.6 The Supplier shall maintain and make available to the Authority on demand full records for each Product of all stages of procurement, storage and distribution to the Authority's nominated point of delivery.
- 2.7 Food preparation, processing, storage and distribution procedures and practice shall be subject to inspection, auditing and approval by the Authority or its representatives on demand.

Product Conformance

- 2.8 The Supplier shall ensure that the properties of the Products supplied by the Supplier are consistent with or better than those of the samples of Products which were approved by the Authority at the time of tender. The quality of Products supplied by the Supplier will be subject to audit and inspection by the Authority or its representatives from time to time.

Ethnic Foods

- 2.9 The Supplier shall source, prepare, process and pack Products in accordance with the specific requirements of religious law, where applicable.

Nutritional Content

- 2.10 The Supplier acknowledges that, in support of HM Government policy, it is the adopted policy of the Authority to promote the concept of healthy eating, by ensuring that consumers are provided with a balanced, nutritional diet and procuring commodities with nutritional content appropriate to the needs of our consumers. The Supplier shall therefore make available for purchase Products which enable the Authority to offer consumers choice and meet the requirements of a healthy-eating agenda.
- 2.11 The Supplier shall ensure that the majority of Products and ingredients supplied through this Agreement contain levels of sodium, salt, fat and sugar which are as low as reasonably possible and at the very minimum fall within the 'moderate level' in the table set out below. Products and ingredients that do not comply with this requirement shall be the exception rather than the rule and in these circumstances the Supplier shall provide an explanation to the Authority as to will be required from the Supplier relating what improvements are being made with regard to current Department of Health and Food Standards Agency guidelines.

| high level | moderate level | low level |
|---|--|--|
| 10g or more of sugars per 100g | Less than 10g and more than 2g of sugars per 100g | 2g of sugars or less per 100g |
| 20g or more of fat per 100g | Less than 20g and more than 3g of fat per 100g | 3g of fat or less per 100g |
| 5g or more of saturates per 100g | Less than 5g and more than 1g of saturates per 100g | 1g of saturates or less per 100g |
| 0.5g sodium or more per 100g or 1.25g salt or more per 100g | Less than 0.5g and more than 0.1g of sodium per 100g Less than 1.25g of salt and more than 0.25g salt | 0.1g of sodium or less per 100g or 0.25g salt or less per 100g |

NB: these guidelines refer to processed / ready prepared foods and do not apply to those sugars naturally present in foods, e.g. vegetables, fruit and milk sugars.

2.12 To this end the Supplier shall:

- 2.12.1 consider the level of salt, fat and sugars in products and choose those with lower levels, where appropriate;
- 2.12.2 aim to choose Products that meet the Food Standards Agency's salt targets;
- 2.12.3 consider using the Food Standards Agency's voluntary Target Nutrient Specifications for manufactured products used in school meals as a benchmark when comparing the nutrient content of similar products;
<http://www.food.gov.uk/news/newsarchive/2006/may/nutrientspecs>
- 2.12.4 consider following the Food Standards Agency's nutrient and food-based guidance for food provided in UK institutions.
<http://www.food.gov.uk/healthiereating/nutritioncommunity/care>

3. Packaging

- 3.1 The Supplier shall ensure that all materials used in the production and packing of the food shall conform to current food regulations. A Product supplied in normal commercial trade packaging is acceptable unless otherwise specified by the Authority. However, the Supplier shall ensure that all packaging is sufficiently robust to protect the Product and to withstand multiple handling.

4. Storage

- 4.1 In general, the Supplier shall ensure that chilled Products are kept below 8°C but, subject to food manufacturers' advice, some Products may require storage at lower temperatures, depending on its composition and shelf life. The Supplier acknowledges that it is an offence for food to be kept at temperatures likely to result in a risk to health and/or harmful deterioration and that frozen food should be kept below -18°C.
- 4.2 The Supplier shall ensure that all Products are protected against contamination which would be likely to render or renders such Products unsafe for human consumption and against contamination which would be likely to render or renders such Products into a state in which it is unreasonable to expect such Products to be consumed.

5. Delivery

The Supplier shall ensure that the size and weight of the containers and the format in which such containers are stacked on the pallet shall conform to the maximum manual load handling recommendations, as defined in current Good Industry Practice.

6. Delivery Vehicles

The Supplier shall ensure that delivery vehicles comply with food safety legislation, as applicable, including the temperature control requirements for relevant food, when appropriate.

7. Sampling and Testing

- 7.1 Finished Products shall be subject to assessment by the Authority on demand. In the event of any dispute, the Authority may engage, at the cost of the Supplier, the services of an independent UKAS accredited laboratory that will use standard reference or validated methods for the purpose of analysis and testing of Products for compliance against the Quality Standards and the specified requirements.
- 7.2 Critical Defects are defined as samples exhibiting one or more defects that pose a health risk or render the Product unfit for its intended use. Critical Defects are unacceptable and, depending on

the evaluation of the cause, may result (in the Authority's absolute discretion) in a 100% rejection being necessary.

- 7.3 Major Defects are defined as samples exhibiting one or more defects that will materially affect the intended use of the Product. In addition to judgement being made on the physical condition of the Product, major Defects may be subjected (in the Authority's absolute discretion) to laboratory examination (at the Supplier's cost) to confirm the nature and severity of the fault(s) before any rejection for non-compliance is contemplated.
- 7.4 Minor Defects are defined as samples exhibiting one or more defects that pose no risk to health or compromise the intended use of the Product, but which constitute a departure from specification. Minor Defects shall not normally be a cause for rejection, but their acceptance shall be subject to negotiation between the parties.

8. Food Safety

- 8.1 Suppliers must ensure that all Products supplied comply with food safety law. It is an offence to place any food on the market that is unsafe/unfit for human consumption according to its intended use, through contamination, putrefaction, deterioration or decay. This includes when it may affect the particular health sensitivities of a specific category of consumers, the probable cumulative toxic effects and immediate, short or long-term effects of the food on the health of the person consuming it and, on subsequent generations.
- 8.2 The Supplier shall obtain and maintain at all times third-party certification, undertaken by an UKAS accredited food product certification body, to EN45011 the British Retail Consortium (BRC) Global Standard – Food or ISO 22000 or equivalent. The Authority reserves the right to conduct additional independent inspections and audits from time to time. The frequency of audit will be in accordance with the risks associated with the specific product.

9. Food Quality Technical Standards

- 9.1 The Supplier shall comply with the Food Quality Technical Standards set out in Annex 1 to this Appendix B – Quality Standards.

Appendix B – Annex 1: Food Quality Technical Standards

| Ref | Product Category | General | Production | Preparation | Detailed Requirements | Packaging | | | | | | | | |
|---------------------------|--|--|---|---|--|---|----------|-----------------|--------|----------------|---|--|--|---|
| FQS001 | FQS 001 BACON AND GAMMON | This Standard applies to the range of sliced bacon and gammon cuts or joints detailed in the Food Supply Contract List. | <p>Quality - Carcasses from which the product range is prepared shall comply, in all respects, with the Code of Practice and Bacon Selection Standards prescribed by:</p> <ul style="list-style-type: none">Bacon and Meat Processors' AssociationEkspert Svinelageretene, Salgsforsening, DenmarkStichting Nederlandse Baconcontrole <p>The procurement of meat from other eligible countries shall be subject to prior approval by the Authority. In these circumstances information in the form of guides, handbooks, manuals or other nationally recognised documentation shall be made available in English.</p> <p>Note -The country of origin of the bacon offered shall be made known to the Authority.</p> <p>Grading and Selection - Bacon shall be derived from British Grade A1 sides or those of an equivalent standard.</p> <ul style="list-style-type: none">Gammons shall have a maximum back fat depth of 15mm measured on the topside muscle.Middles shall have a maximum back fat depth of 10mm over the eye muscle (M longissimus dorsi).Back bacon shall have a maximum back fat depth of 10mm over the eye muscle (M longissimus dorsi) with a maximum length of 200mm +/- 10mm with each rasher having a maximum width of 3.75mm +/- 0.2mm.Streaky bacon shall have a maximum back fat depth of 10mm. The length of cut shall be 230mm +/- 20mm. <p>Weight Ranges - The gammon and bacon shall be derived from whole gammons and middles that, fall within the following weight ranges:</p> <table><tr><td>Smoked</td><td>Unsmoked</td></tr><tr><td>Boneless Whole Gammon</td><td>7 – 10kg</td><td>7 – 10kg</td></tr><tr><td>Middle</td><td>10.5 – 12.25kg</td><td>10.5 – 12.25kg</td></tr></table> <p>Jointed Meat - Primal and sub-primal joints shall be prepared from carcasses conforming to the quality standards and weight ranges detailed above and supplied in a boneless form.</p> | Smoked | Unsmoked | Boneless Whole Gammon | 7 – 10kg | 7 – 10kg | Middle | 10.5 – 12.25kg | 10.5 – 12.25kg | <p>The bacon and gammon shall be prepared and blast frozen in accordance with best commercial practice. Joints and steaks prepared and packed in the UK from imported frozen meat shall be maintained in a hard frozen state during storage, cutting, packing and delivery.</p> <p>All joints shall be free from any abnormalities, evidence of defrosting and refreezing, maldour, rancidity, or desiccation.</p> <p>Sensory - The bacon shall be evenly cured and evenly smoked where appropriate. The product shall be firm in texture have an attractive appearance and possess an appetising aroma when cooked. Smoked bacon shall have a dry surface and unsmoked bacon shall not be excessively moist. The flavour will be characteristic of the product described.</p> <p>The bacon shall be supplied vacuum packed unless otherwise stated. Alternative forms may be considered but shall not be used without prior approval of the Authority. The packaging materials shall conform to the Materials and Articles in Contact with Food Regulations. The primary packaging shall be of a grade that adequately protects the contents from "freezer burn", possible contamination and physical damage.</p> | <p>Detailed Requirements:</p> <p>In the preparation of the boneless joints all bones and associated cartilage, visible blood clots and loose fat (including pelvic, lumbar, kidney and flank fat) shall be removed together with such tendons and ligaments as are accessible without unnecessary mutilation of the joints. Sub-primal joints shall be prepared by the subdivision of primal joints into equal portions.</p> <p>SPECIFIC JOINTS</p> <p>Gammon - Shall be separated from the side by a straight cut at right angles to the sacral vertebrae (chine) about 25mm from the rounded end of the femur. All bones shall be removed, the femur shall be tunnelled out.</p> <p>Sliced Bacon - Shall be derived from middles that have been prepared by dividing a straight cut down the centre, parallel with the vertebral column (chine). The flank end shall be removed from the streaky within 127mm from the last costal rib or cartilage. The sliced rashers shall be packed to an individual pack weight of no more than 2.5kg. The net weight range of individual rashers shall be between 70 and 100 grams for sliced middles and a proportionate weight for sliced collar streaky and back bacon.</p> | <p>Packaging</p> <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| Smoked | Unsmoked | | | | | | | | | | | | | |
| Boneless Whole Gammon | 7 – 10kg | 7 – 10kg | | | | | | | | | | | | |
| Middle | 10.5 – 12.25kg | 10.5 – 12.25kg | | | | | | | | | | | | |
| Ref | Product Category | General | Production | Preparation | Detailed Requirements | Packaging | | | | | | | | |
| FQS002 | FQS 002 - BEEF | The following document advises contractors of the standards that must be applied when supplying beef and veal to the Authority. This should be read in conjunction with the general Food Quality Standard document. | <p>This standard applies to the selected range of beef and veal as detailed in the commodity list specified in this Quality Standard is as follows:</p> <ul style="list-style-type: none">UK The Meat Buyers Guide (MBG)The Australian Meat and Livestock Corporation Handbook of Australian MeatNew Zealand Meat Producers Board, Meat Guide. <p>2 Standards</p> <p>2.1 The procurement of meat from other eligible countries shall be subject to prior approval by the Authority. In these circumstances information in the form of EC recognised industry guides, handbooks, manuals or other documentation shall be made available in English to the Authority.</p> <p>2.3 The supplies of meat shall originate from sources participating in recognised national and international assurance schemes.</p> <p>2.4 The Authority shall determine specific carcass and quality grades.</p> | <p>3.1 The meat shall be derived from carcasses in the following hot standard carcass weight ranges:</p> <table><tr><td>Meat Carcass Weight Range</td><td></td></tr><tr><td>Beef</td><td>230 kg – 363 kg</td></tr><tr><td>Veal</td><td>90 kg – 150 kg</td></tr></table> <p>3.2 Beef carcasses shall be derived from heifers or steers. A heifer is a young female bovine with not more than 4 permanent incisor teeth erupted. A steer is a young castrate or entire male bovine that has not more than 4 permanent incisor teeth erupted and displays no secondary sexual characteristics. Veal is derived from a female, entire male or castrate bovine that has no erupted permanent incisors and displays no secondary sexual characteristics. Beef from any source, which is not, classified steer/heifer shall not be supplied unless previously approved by the Authority.</p> <p>3.3 Primal and sub-primal joints shall be supplied boneless and shall be prepared from carcasses conforming to the quality standards and weight ranges specified above. Beef joints that have been "aged" are acceptable, provided that the entire process of cutting, ageing, packing chilling and/or freezing has taken place in the country of origin.</p> <p>3.4 Beef and veal shall be prepared in accordance with best commercial practice. Joints and steaks prepared and packed in the UK from imported chilled or frozen meat shall be maintained within the recommended temperature range and or appropriate to the type of product during storage, cutting, packing and delivery (throughout the supply chain).</p> | Meat Carcass Weight Range | | Beef | 230 kg – 363 kg | Veal | 90 kg – 150 kg | <p>Detailed Requirements:</p> <p>Handquarter</p> <p>3.9 Tenderloin (fillet). The tenderloin is derived from the undivided rump and loin from the hindquarter. It shall be removed in one piece from the ventral surface of the lumbar vertebrae and the lateral surface of the ilium. The side strap muscle (M psoas minor) may remain or be removed. The tenderloin should be trimmed to the silverskin, unless the lymph nodes remain when the surrounding fat should be minimal.</p> <p>Weight range 1.8 – 2.7 kg (Chain off tenderloin 1.36 – 1.81 kg).</p> <p>3.10 Striploin. The Striploin is prepared from a hindquarter by a cut at the lumbar sacral junction to the ventral portion of the flank. The flank shall not extend more than 50mm from the ventral tip of the eye muscle (M longissimus dorsi) at both cranial and caudal ends. The line of removal of the flank shall be parallel to the edge of the eye of the meat (M longissimus dorsi), which should be of good conformation with relative fat coverage.</p> <p>Weight range 3.5 – 8.0 kg</p> <p>3.11 Rump. Rump can be cut in two ways both are acceptable to the Authority. D cut rump is prepared from a full rump by the removal of the flank by a cut following the natural seam between the M gluteus medius and the M tensor fasciae latae removing all of the fat from the lateral surface. Alternatively the flank is removed by a cut at the junction of the M gluteus medius and the M tensor fasciae latae exposing approx. 20mm surface area of the M gluteus medius, leaving a portion of the M tensor fasciae latae attached to the lateral surface of the rump.</p> | <p>4.1 The joints shall be supplied vacuum packed or individually polythene wrapped. Alternative forms of packaging may be considered but shall not be used without prior approval of the Authority. The packaging materials shall conform to the Materials and Articles in Contact with Food Regulations. The primary packaging shall be of a grade that adequately protects the contents from possible contamination and physical damage including "freezer burn".</p> <p>4.2 All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions.</p> <p>4.3 The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> | | |
| Meat Carcass Weight Range | | | | | | | | | | | | | | |
| Beef | 230 kg – 363 kg | | | | | | | | | | | | | |
| Veal | 90 kg – 150 kg | | | | | | | | | | | | | |
| Product Category | General | Production | Preparation | Detailed Requirements | Packaging | | | | | | | | | |
| FQS 003 - BEEFBURGERS | This Standard applies to the range of beefburgers detailed in the Food Supply Contract List. | <p>Composition - The beefburgers shall be prepared to the manufacturer's own recipe and shall consist of suitable mixtures of meat, salt, seasoning and spices. Standard quality beefburgers shall contain onions (fresh or dried). The total meat content shall conform to the requirements of the Meat Products Regulations 2003 (SI 2075/2003).</p> <p>QUALITY OF INGREDIENTS</p> <p>Meat - The meats used shall consist entirely of uncured, sound, wholesome, skeletal meats. They shall be trimmed free from head meat, offal, and bones, cartilages, blood vessels, backbone gristles and glands and substantially free from connective tissue and other gristle. Also, mechanically recovered meat (MRM), protein material derived from bones or tendered fat trimmings, blood, blood plasma and any parts of the carcass listed under Regulation 6 of the Meat Products Regulations 2003 (SI 2075/2003) shall be absent. If any pork meat is included in standard quality beefburgers it shall not exhibit any evidence of "boar taint" additionally this will be declared by the contractor at the time of tender.</p> <p>Onions - Preferably where onions are included, they should be added in the form of dried, kibbled, onions or onion powder, derived from good quality onions. The onions shall conform to the Pesticides (Maximum Residue Levels in Crops, Food and Feeding Stuffs) Regulations 1999.</p> | <p>Preparation and Processing - The meat shall be blended with the other ingredients, using appropriate equipment, to give a mixture of uniform composition and the required texture. This mixture shall be moulded into flat, circular, beefburgers of the required weight.</p> <p>Freezing - All commodities shall be supplied quick frozen, this is defined as products which are to be kept at a temperature no higher than minus 18°C within the tolerances provided for in the Quick-Frozen Foodstuffs (QFF) Regulations. Products labelled as quick frozen should comply fully with the QFF Regulations, as it should have undergone a quick freezing process.</p> <p>Metallic Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Sensory Quality - The frozen products shall comply fully with the quality standards described. When thawed, the beefburgers shall be characteristic in appearance and consistent in colour. During cooking, weight loss and shrinkage shall be minimal, whilst the aroma and flavour shall be attractive, appetising to the palate and typical of the quality required.</p> | <p>Materials - All materials and articles used in the production and packaging of the products shall conform to the Materials in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong storage life under refrigerated conditions.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> | | | | | | | | | |
| Ref | Product Category | General | Production | Preparation | Detailed Requirements | Packaging | | | | | | | | |
| FQS004 | FQS – 004 BEVERAGES | This Standard applies to the selected range of beverages detailed in the Food Supply Contract List. | <p>Production</p> <p>Coffee - This Standard applies to ground coffee and instant freeze or spray dried coffee powder / granule products. All products shall comply with the requirements and the reserved descriptions specified in the Coffee and Coffee Products (Amendment) Regulations 1987 (SI No. 1986).</p> <p>The Authority shall seek to select products of good quality and distinctive taste. Typical of the types of products sought are listed as follows:</p> <ul style="list-style-type: none">Ground Coffee. Product that consists of a light/medium/full roast (as demanded) of a blend of Arabica and Robusta beans of Central/South American and African origin.Instant Coffee (Standard). Product that consists of a light/medium/full roast (as demanded) of a suitable blend of Arabica and/or Robusta spray dried coffee powder extract, as defined in Part 11 of the Schedule of the above Regulations. It shall be free from chicory, fig or any other such materials.Instant Coffee (Premium). Product that consists of freeze/spray dried granules, derived from a light/medium/full roast (as demanded) of solely Arabica beans, or a blend of Arabica/Robusta beans.Instant Coffee (De-caffeinated). Product that consists of de-caffeinated spray dried granules derived from a light/medium/full roast (as demanded) of a suitable blend of Arabica and/or Robusta beans. <p>In all cases, the coffee beans prior to preparation shall be sound, substantially free from defects and shall not have been damaged with contact with water. They shall be clean and free from extraneous or deleterious matter.</p> <p>Tea - This Standard applies to tea which consists of fermented and dried young leaves of various species of tea. The tea shall be a blend of black teas, of the Indian/Ceylon types from the latest season's crop.</p> <p>Packets and Bulk - The tea shall consist of leaf, of even make, good appearance and</p> <p>FQS – Beverages Page 1 of 2</p> <p>substantially free from dust, stalk and extraneous matter. It shall conform to the Tea Councils Catering Tea Quality Programme and conform to the old 3 Star grading which is still applied in the trade as a reference.</p> <p>Tea Bags - The product shall consist of a weighed quantity of Fannings grades, in heat sealed water permeable bags suitable for direct infusion. It shall be of Fannings grade and dust (but free from fine dust) and conform the Tea Council requirements detailed above.</p> <p>Cocoa and Drinking Chocolate - The composition, manufacture and labelling of cocoa and chocolate products is regulated at the European level by Council Directive 2000/36/EC and implemented into UK legislation by the Cocoa and Chocolate Products (England) Regulations 2003 (SI 1659/2003). Cocoa and cocoa products should conform to the appropriate reserved descriptions detailed in these Regulations.</p> | <p>Preparation and Processing - The meat shall be blended with the other ingredients, using appropriate equipment, to give a mixture of uniform composition and the required texture. This mixture shall be moulded into flat, circular, beefburgers of the required weight.</p> <p>Freezing - All commodities shall be supplied quick frozen, this is defined as products which are to be kept at a temperature no higher than minus 18°C within the tolerances provided for in the Quick-Frozen Foodstuffs (QFF) Regulations. Products labelled as quick frozen should comply fully with the QFF Regulations, as it should have undergone a quick freezing process.</p> <p>Metallic Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Detailed Requirements:</p> <p>Ground Coffee - At the time of delivery the product shall have the characteristic aroma of freshly ground coffee and shall be free from any contamination or foreign matter. The prepared beverage shall have a good bright appearance and the characteristic colour, aroma and flavour of freshly prepared, freshly roasted coffee. It shall have a good body, free from staleness or other objectionable characteristics.</p> <p>Instant Coffee - The product shall consist of granules which dissolve readily in hot water to give a beverage with a good colour and appearance in the cup, a pleasant aroma and a strong flavour characteristic of medium roast coffee.</p> <p>Teas - When infused the liquor shall be clear and bright, with a good body, colour aroma and flavour. It shall be free from any taint.</p> <p>Cocoa and Drinking Chocolate - A good quality commercial standard product is acceptable and the benchmark brand is declared in the Food Supply Contract List.</p> | <p>Materials - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> | | | | | | | | |

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| FQS005 | FQS 005- BISCUITS | This Standard applies to products classed as biscuits as detailed in the Food Supply Contract List. | <p>The nomenclature and composition of biscuits are not controlled by specific Regulations, although their production is subject to a number of Codes of Practice. Biscuits shall be produced in line with standard commercial practice and appropriate industrial Codes of Practice.</p> <p>Biscuits are usually made from flour and fat to which may have been added sugar or certain other ingredients, baked and stored in closed packages. Types of biscuits include plain biscuits (containing little or no sweetening but relatively high proportion of fat, such as cream crackers), sweet biscuits and savoury biscuits.</p> <p>The flour used in the production of biscuits shall be of the best quality as defined within this Quality Standard (Flour).</p> | <p>The products shall be attractive in appearance, and of good volume and shape. Texture shall be appropriate to the style of product.</p> <p>The product shall be of good quality, in sound condition, free from taint, abnormal odour, infestation, pest damage, mould, dirt and any other extraneous matter.</p> <p>The packaging shall be such as to maintain the integrity of the pack and afford protection to the biscuits. Broken biscuits are considered to be defective and will affect the overall product quality.</p> <p>Where appropriate, enrobing by chocolate or chocolate flavoured coating and the filling in filled biscuits shall be even and consistent.</p> <p>Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| FQS006 | FQS 006 - BREAD | <p>This Standard applies to baked, part baked, ready to bake, sliced or unsliced white, brown, grained and wholemeal bread together with rolls and like products detailed in the Food Supply Contract List.</p> <p>The names of bread must comply with current Food Labelling Regulations, in that it should either correspond to a customary name or to a name sufficiently precise to inform of the true nature of the food, and to enable it to be distinguished from products with which it can be confused.</p> | <p>Bread means a food of any size, shape or form which is usually known as bread, and consists of dough made from flour and water, with or without other ingredients, which has been fermented by yeast or otherwise leavened and subsequently baked or partly baked.</p> <p>The flour used in the production of bread shall be of the best quality as defined within this Quality Standard (Flour). Bread will be supplied fresh or frozen as agreed with the Authority as appropriate for the intended use of the product.</p> | <p>The named commodity shall be attractive in appearance, of good volume and shape. The bread shall be adequately baked, with side crust colour properly developed and shall possess a good flavour. The crumb shall be of good texture and not doughy or gummy. Except when soft rolls are required, the rolls shall be crisp and shall have an attractive appearance.</p> <p>The product shall be of good quality, in sound condition, free from taint, abnormal odour, infestation, pest damage, mould, dirt and any other extraneous matter.</p> <p>For sliced bread, the bread shall be cooled before slicing. The slices shall be evenly cut and not deformed. The thickness shall be as demanded. The wrapping material shall preferably be low density polyethylene bags (compliant with Materials and Articles in Contact with Food Regulations) efficiently closed with a re-closure device or adhesive tape.</p> <p>Frozen Bread – must be frozen and defrosting enabled without any noticeable deterioration in eating quality to the consumer.</p> <p>•The bread must be frozen quickly to ensure that it passes through the 'staling- point' as quickly as possible.</p> <p>•To achieve this on-site blast freezing facilities should be utilised to reduce to an absolute minimum the time between baking and freezing.</p> <p>•The bread should be frozen separately to ensure an even freeze is achieved as quickly as possible. To freeze bread post being cased, or palletised should be avoided.</p> <p>Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| FQS007 | FQS 007 - BREAKFAST CEREALS | The following document advises contractors of the standards that must be applied when supplying breakfast cereal products to the Authority as detailed in the Food Supply Contract List. This should be read in conjunction with the general Food Quality Standard document FQSG 001 | All raw materials used in the preparation of these products shall be fresh and wholesome, clean, free from taint and substantially free from blemishes or discoloration, infestation, insect or other damage. | <p>Breakfast cereals include cereal flakes (cornflakes, bran flakes, crisp rice etc), cereal biscuits (Wheat Biscuits etc), muesli, instant porridge and other 'typical' breakfast cereal products. The ingredients used shall be of good quality, in sound condition, free from taint, rancidity, infestation and mould.</p> <p>Where appropriate to the type of product, the Authority will seek to select products with low added sugar and salt.</p> <p>Where appropriate to the product, the product must be clearly labelled as containing nuts.</p> <p>Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| FQS008 | FQS 008 -CANNED FISH | The following document advises contractors of the standards that must be applied when supplying the range of canned fish to the Authority as detailed in the Food Supply Contract List. This should be read in conjunction with the general Food Quality Standard document FQSG 001 | All raw materials used in the preparation of canned fish products shall be prepared from clean, gutted fish, freshly caught and held in ice or chilled seawater, or from frozen fish stored at minus 18°C or lower. Fish shall be of a suitable quality for canning and from the current seasons catch. | <p>The colour, texture, odour and flavour shall be characteristic of good quality canned fish of the required species. Bones (if present) shall be soft, the skin shall not be discoloured and the flesh shall be practically free from bruises, blood spots, and honeycombing or abnormal colours. There shall be no hard bones, extraneous matter, foreign bodies or odours or foreign flavours present. Soft bones and skin are also classed as defects in tuna products.</p> <p>Where applicable, all products shall conform to Campden Grade A of the appropriate CCFRA Final Product Specification.</p> <p>When prepared all products shall have a presentation style appropriate to the product (eg whole fish for sardines, lion for salmon). The product shall have an attractive appearance with the colour, texture and flavour characteristic of the variety and style of product.</p> <p>Where applicable, the drained weight or the washed drained weight of the product shall be declared and shall comply with the Guidelines for the Verification of Drained Net Weight in Rigid Food Containers – CCFRA Guide 24.</p> <p>Histamine Content - The histamine content shall not exceed 50mg per kg of the can contents.</p> <p>Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| FQS009 | FQS 009 - CANNED FRUIT AND VEGETABLES | The following document advises contractors of the standards that must be applied when supplying the range of canned fruits and vegetables to the Authority as detailed in the Food Supply Contract List. This should be read in conjunction with the general Food Quality Standard document FQSG 001 | <p>All raw materials used in the preparation of these products shall be fresh and wholesome, clean, free from taint and substantially free from blemishes or discoloration, infestation, insect or other damage. Extraneous vegetable matter derived from the parent plant, weeds or any foreign material shall be absent.</p> <p>The raw materials shall be suitable for canning as regards variety and maturity and shall be reasonably uniform in size, colour and firmness. All fruit shall be of the latest season's crop in the country of origin. Frozen fruit may be used but only if the condition and preparation shall be such that no structural damage to the texture ensues.</p> <p>If necessary, and as appropriate for the type of product, the pH of the can content shall be adjusted to the required level by the inclusion of citric acid. The pH of the can content shall not exceed 4.5.</p> <p>Colouring matter may not be added to any product.</p> | <p>All products shall be in lacquered cans suitable for the type of fruit or vegetable product.</p> <p>Where applicable, all products shall conform to Campden Grade A of the appropriate CCFRA Final Product Specification.</p> <p>When prepared all products shall have an attractive appearance with the colour, texture and flavour characteristic of the variety and style of product.</p> <p>Where applicable, the drained weight of the product shall be declared and shall comply with the Guidelines for the Verification of Drained Net Weight in Rigid Food Containers – CCFRA Guide 24.</p> <p>Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| FQS010 | FQS 010 - CANNED MEATS | This Standard applies to packs of canned meats declared in the Food Supply Contract List. | <p>Modern methods and equipment shall be used to ensure that the preparation and processing are in accordance with best commercial practice and subject to scientific control. The raw materials used and the technique of production shall ensure a sound and wholesome condition during the storage life of the products.</p> | <p>Canned meats include meats for slicing (corned beef, ham, luncheon meat, chopped pork and similar products) and recipe style meat products (stewed steak, chilli con carne, chicken in sauce etc).</p> <p>When prepared, all products shall have a presentation style appropriate to the product. Canned meats for slicing shall be capable of being removed readily from the can in one piece and shall be of a firm and fine (but tender) texture, capable of being sliced thinly, without disintegration, at a temperature of plus 20°C.</p> <p>Where appropriate to the style of product, the Authority will seek to select products with lower salt content.</p> <p>Canned meat products shall have an appetising aroma, free from any off-odours or taints, whilst the taste shall be characteristic and free from excessive sweetness. Canned meats for slicing shall be reasonably uniform throughout and devoid of any air bubbles. Any solidified fat or gelatine shall not be discoloured.</p> <p>Where applicable, the product shall conform to Campden Grade A of the CCFRA Final Product Specification.</p> <p>Where applicable, the drained weight or the washed drained weight of the product shall be declared and shall comply with the Guidelines for the Verification of Drained Net Weight in Rigid Food Containers – CCFRA Guide 24.</p> <p>Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |

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| FQS011 | FQS 011- CONFECTIONERY | The following document advises contractors of the standards that must be applied when supplying the selected range of confectionery to the Authority detailed in the Food Supply Contract List. This should be read in conjunction with the general Food Quality Standard document FQSG 001 | The Authority acknowledges that there is no specific regulation or code of practice pertaining to the specific compositional requirements for the majority of confectionery products. The product supplied shall be consistent with that approved by the Authority. The composition and labelling of chocolate confectionery products, however, must comply with the requirements of the Cocoa and Chocolate Products (England) Regulations 2003 (SI 1659/2003). Composite products containing chocolate as an ingredient fall outside the scope of these regulations, however the compositional requirements of these Regulations still apply. Therefore, the 'chocolate element' of a chocolate-coated confectionery bar must meet the minimum compositional standard for chocolate if it uses this reserved description in its name or ingredient listing. Products supplied to the Authority shall comply with the Regulations where appropriate. | Confectionery products shall have an attractive appearance with the colour, texture, flavour and aroma characteristic consistent with the particular style of confectionery as approved by the Authority. There shall be no evidence of storage abuse (for example, partly melted and reset chocolate / chocolate coatings, stickiness to boiled sweets). Chocolate-based confectionery shall be free from chocolate bloom. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| FQS012 | FQS 012- COOKED MEAT PRODUCTS | This Standard applies to the range of cooked meat products as detailed in the Food Supply Contract List. | Cooked meats supplied to the Authority shall comply with the Meat Products (England) Regulations 2003 (SI 2075/2003) which give the compositional and specific labelling requirements for meat products from England. Separate Regulations exist for devolved areas of the United Kingdom as regards enforcement, but are similar in respect of the provisions relating to composition and labelling. Some compositional requirements or reserved descriptions may not apply to product imported from other EEA states. The Authority will also accept products lawfully described by one of the reserved descriptions in the country of origin, provided that the product's labelling satisfies the requirements of the relevant European legislation, and appears in a language easily understood by the consumer. | Cooked meat products shall have an appetising appearance, aroma, flavour and texture typical of the type and style of product. They shall be free from any off-odours, taints and abnormal discoloration. Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| FQS013 | FQS 013 - DRIED FRUITS | The following document advises contractors of the standards that must be applied when supplying the selected range of dried fruit to the Authority detailed in the Food Supply Contract List. This should be read in conjunction with the general Food Quality Standard document FQSG 001 | Dried fruits shall include dried apricots, mixed cut peel, mixed fruit, prunes and the vine fruits, currants, raisins and sultanas. They shall be suitably prepared for culinary use without further treatment. Where applicable, all products shall conform to US Grade A of the appropriate USDA Code of Federal Regulations or equivalent grade related to the country of origin of the dried fruit. US Grade A is nominally equivalent to US 'Fancy' Grade. | The fruit shall be taken from the most recent season's crop and shall be properly ripened and dried fruit of good quality. Raisins should be of the seedless variety. The product delivered shall be of good quality, in sound condition, free flowing, free from taint infestation and mould. Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| FQS014 | FQS 014 - DRIED GROCERY PRODUCTS | The following document advises contractors of the standards that must be applied when supplying dried grocery products, such as pasta, rice, dried pulses and dried vegetables to the Authority. This should be read in conjunction with the general Food Quality Standard document FQSG 001 | The ingredients used in the manufacture and the delivered final product shall be of good quality, free flowing, in sound condition, free from taint infestation and mould. Pastas - Shall be obtained by moulding wheat semolina, or flour, to which water has been added, followed by drying without fermentation. Durum or other wheat flour or meal must be the basis for pasta. Pasta labelled as containing only durum wheat must not contain more than 3% common wheat and only as a result of inadvertent contamination. The Authority will seek to source pasta made solely from Durum wheat. When required, pasta shall be wholewheat pasta produced from wholewheat semolina and water only. Where appropriate, pasta shall be coloured or flavoured with eggs, spinach and tomatoes in quantities as declared by the LACOTS (now LACORS) Code of Practice for Dry Pasta Products in the UK, produced in May 2000. Dried Pulses - Shall be good quality, dried seeds, free from any foreign or extraneous matter and include red kidney beans, lentils, mung beans, black and white gram, peas, split peas and pearl barley. Where applicable, all products shall conform to US Grade A of the appropriate USDA Code of Federal Regulations or equivalent grade related to the country of origin of the dried pulse. Rice - Standards are published in the Code of Practice for Rice, published in 1992 by the Grain & Feed Trade Association. *Long Grain White Rice Shall be the product obtained by the removal of the hull, bran and germ by milling the grain of Oryza sativa. Long Grain brown rice shall be the product obtained by the removal of the hull only. | The products shall be free from disease, moulds, insects or parasites, extraneous matter, toxic chemical residues and substantially free from mechanical damage. When prepared in accordance with the manufacturer's instructions, the products shall be suitable for the culinary purpose for which they were intended. Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| FQS015 | FQS 15 - EGGS (FRESH) | The following document advises contractors of the standards that must be applied when supplying 'Raw Shell Eggs' to the Authority. This should be read in conjunction with the general Food Quality Standard document FQSG 001 | The production, marketing, sale and distribution of eggs is controlled by a variety of EC Regulations. The Eggs (Marketing Standards) (Amendment) (England and Wales) Regulations 2006 (SI 2006/1540) also contains enforcement provisions for the EC controls. Product supplied to the Authority shall comply with these Regulations. Eggs are graded A, B or C according to their quality. Class A eggs are also graded by weight. The eggs supplied shall be freshly produced Grade 'A' quality and shall be graded as Medium (53 to 63 grams). Other grades shall not be delivered without prior approval of the Authority. | The minimum standard of Eggs supplied to the Authority applies to Hens Eggs as stipulated in the current B.E.I.C. Code of Practice for Eggs issued October 2007, or to a standard proven to be equivalent. Key points of the Code of Practice are: 1. Vaccination against <i>Salmonella enteritidis</i> and <i>Salmonella typhimurium</i> 2. Transportation at less than 20°C throughout the supply chain. 3. Fully traceable from farm to final use point. 4. Independently audited. 5. Feed controls to UFAS standards or proven equivalent. 6. 'Best before' date on the egg. Note: If an equivalent standard is used a statement of due diligence must be provided including a description of the measures taken to ensure product safety and conformity to the minimum requirements of the current BEIC Code of Practice. Deviation from this statement will not be acceptable. The eggs shall be naturally clean and not washed, free from blood spots, taints or any undesirable flavours and cracked shells. The egg white shall be clear and translucent and free from foreign substances. The yolk shall show no signs of abnormality. Class A eggs will be supplied. SHELF LIFE 21 days from date of lay at a temperature less than 20°C. 10 days at the prison at 0°C to 5°C. | The eggs shall be packed in 30 dozen cartons (12 trays of 30 eggs) and in multiples of one case, and supplied as demanded by the ordering establishment. Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| FQS 016 | QUICK-FROZEN FISH AND FISH PRODUCTS | This Standard applies to the selected range of fish products detailed in the Food Supply Contract List. GENERAL - All seafood supplied to the authority shall be frozen solid with no signs of partial thawing, the packaging undamaged and no sign of freezer burn. | Quality - All fish shall be of good average quality. Where applicable, they shall be of the species listed in Column 2 of Schedule 1 of the Food Labelling Regulations for the customary name of the fish. All products shall be graded and prepared to ensure that the individual net weight of the fillet or portion is consistent with the weight range specified in the Food Supply Contract List. SMOKED FISH The prepared fish shall be immersed in a strong brine solution for a sufficient period of time to give a palatable but not excessive saltiness in the end product or the fish shall be cured by smoking until the loss in weight in the skin is not less than 10%. In the case of haddock, salmon and mackerel, the smoking period shall be to a good commercial standard. The fish shall be quick frozen whole farmed or wild salmon of the genus <i>Salmo</i> or other salmon species as recognised. The salmon supplied shall be good quality, fresh, whole head-on or head-off and gutted fish, which must not be spent. FISH PRODUCTS Fish used for the preparation of the fish products shall be fresh and of good quality. Prior to battering/crumbing, the fillets shall be trimmed free from bones (except pin bones) and the flesh shall be free from bruises, blood clots and any discoloration materially affecting the finished product. Prawns - When candied, the fillets shall contain not more than 6 visible mature nematode worms per 3.17kg block (8 per 4.54kg, 10 per 6.44kg, 12 per 6.35kg and 13 per 6.80kg block as appropriate). No other parasites are permitted. Coating - All ingredients shall be of good quality, free from extraneous or deleterious substances and suitable for use in food. Cooking Oil - The cooking oil used shall be a good quality pure vegetable oil, free from any animal product, off-flavours, odours or rancidity. Processed White Fish Portions, including products containing a combination of oily and white fish, but predominantly white fish. Typically Breaded or Battered Fish Shapes - Fish Burgers - Fish Cakes - Fish fingers - Fish in Batter - Fish in Crumb - Fish Pie with Pastry. These shall be derived from frozen terminated blocks of cod, haddock or other suitable white fish and comprise of fish fillets, fillet pieces and/or minced fish. The product shall be rectangular with a minimum fish content of not less than 35% of the declared net weight. If used, polyphosphates shall have been added as an aqueous solution not exceeding 10% weight. The fish fingers shall be rectangular pieces cut from a frozen block. | WHITE FISH FILLETS The fillets shall be free of bones, except pin bones and shall be reasonably uniform in size. The flesh shall be free from bruises, blood clots and discoloration materially affecting the appearance of the fish. In all fillets, the belly-wall shall be trimmed in accordance with good commercial practice so that thin, irregular or visible portions are removed. Additionally for the following: Prawns - Cross cut portion fillets derived from "spent" fish with watery textures, or jellied tissues are not acceptable. Hoki - The fillets shall be debatted. The fillets shall be washed but not soaked in cold water and shall be drained adequately before packing. The conservative use of a polyphosphate dip, E450(i), is permitted. The fillets shall be made up into an appropriate weight, wrapped and interleaved (shatterproof) with a suitable film. The blocks shall be quick frozen, as prescribed by the 'Sea Fish Authority'. Alternatively, suitable packs of gazed individually quick frozen (IQF) fillets are acceptable and shall be bulk packed in sealed low food grade polythene bags. The fillets shall appear fresh and wholesome, with a fresh colour and good colour characteristics of the species. The fillets shall be clean cut with excessive 'tap' removed, be reasonably firm and compact with minimal gapping and not stringy. Parasites - When candied, the fillets shall contain not more than 6 visible mature nematode worms per 3.17kg block (8 per 4.54kg, 10 per 5.44kg, 12 per 6.35kg and 13 per 6.80kg block as appropriate). No other parasites are permitted. Weight - The weight of the frozen blocks shall be to a maximum of 6.80kg. IQF fillets shall be packed to a maximum of 4.54kg. Place shall consist of light and dark fillets in equal proportions (a tolerance of 10% is acceptable). SMOKED FISH The smoked fish shall be of even colour and size and shall be free from smuts and discoloration. No broken pieces shall be present. When allowed to thaw naturally the fish shall have a characteristic flesh appearance. The flesh shall be typical of good quality cured and smoked fish. Salt Content - The salt content of the fish shall conform to the following: Smoked Haddock and Mackerel - Not more than 2.5% Kippers - Not less than 1.8% and not more than 3.0% Smoked Haddock and Mackerel Fillets - The fillets may be lightly dried and shall be free from defects. They shall have a mild, fresh, smoked flavour. Boned Kippers - Shall be reasonably uniform in size and the flesh plump and fatty. The aroma and flavour shall be characteristic of the product. The kippers shall not be coloured excessively. Kippers Dole in the Bag with Butter - Boneless kippers of the above quality together with a firm pat of salted butter shall be vacuum packed in a suitable plastic film barrier. The fillets shall be layer packed with suitable plastic film sheets into blocks weighing not more than 3.17kg net. Each block shall be wrapped in a suitable plastic film and shall be quick frozen down to a temperature of minus 24°C within a period of 12 hours. The individual net weight of fillets shall be within the weight range specified in the Food Supply Contract List. RAINBOW TROUT The fish shall be bright and clean in appearance and free from discoloration. Quality of Thawed Fish - After being allowed to thaw naturally, the fish shall be of good wholesome appearance, with a fresh odour and free from rancidity. The muscle shall be a firm resilient texture. The weight of thawed fish shall be not less than that of the frozen by more than 5%. Weight - A maximum of 2.27kg of IQF trout fillets shall be packed in each primary pack. Outer Packaging - A maximum of 4 primary packs of trout shall be enclosed in a sealed food grade carton suitable of withstanding multiple handling. SALMON The fish shall be bright and clean in appearance and free from discoloration. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |

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| FQS017 | FQS 017 - FLOUR | This Standard applies to the selected range of flours detailed in the Food Supply Contract List. Flour means the product which is derived from, or separated during the milling or grinding of cleaned cereal, whether or not the cereal has been milled or subjected to any other process, and includes malt, but does not include other cereal products such as separated bran, separated cereal germ, semolina or grits. | The ingredients used in the manufacture shall be of good quality, in sound condition, free from taint, infestation and mould. Flour derived from wheat and from no other cereal, whether or not mixed with other flour, must contain the statutory nutrients in the quantity and form as defined in the Bread and Flour Regulations 1998 (SI 1998, No 141). (This does not apply to flour brought into Great Britain from another country in which it was lawfully produced and sold). Flour treatment agents (food additives added to flour to improve its baking quality) and/or flour bleaching agents (food additives used to remove colour from flour) may be used, as appropriate, during the production of flour. | The product shall be freshly milled flour, be free flowing with no evidence of lumpiness. The moisture content shall not exceed 14% by weight. The flour shall be packed into clean bags or multi-wall paper sacks which shall be efficiently closed to ensure no leakage when subjected to multiple handling and prolonged storage. The flour shall be of good quality, in sound condition, free from taint, abnormal odour, infestation, pest damage and mould. Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. |
| FQS018 | FQS 018 - FLOUR (CONFECTIONERY ITEMS) | This Standard applies to products classed as flour confectionery as detailed in the Food Supply Contract List. Flour confectionery is any cooked food which is ready for consumption without further preparation (other than re-heating), of which a characterising ingredient is ground cereal, including shortbread, sponges, crumpets, muffins, macaroons, pastry and pastry cases and also includes meringues, petit fours etc. | There are no Regulations specifically controlling the composition of flour confectionery. Flour confectionery shall be produced in line with standard commercial practice and appropriate Industrial Codes of Practice. The flour used in the production of flour confectionery shall be of the best quality as defined within this Quality Standard (Flour). Flour confectionery items may be supplied fresh or frozen as agreed with the Authority as appropriate for the intended use of the product. | The products shall be attractive in appearance, and of good volume and shape. Texture shall be appropriate to the style of product. The product shall be of good quality, in sound condition, free from taint, abnormal odour, infestation, pest damage, mould, dirt and any other extraneous matter. Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. |
| FQS019 | FQS 019 - FRESH FRUIT, VEGETABLES AND SALAD PRODUCE | This Standard applies to the selected range of fresh fruit, vegetables and salad produce detailed in the Food Supply Contract List. | The quality class shall be EC Class 1, except that in the absence of EC Class 1 produce, when determined by market availability, EC Class 2 will be acceptable. According to seasonal or marketing circumstances produce may be home grown or imported. Where commodities required are not covered by EC Quality Standards for Horticultural Produce, the produce shall be of the best quality available within the trade and shall satisfy the demands of the Authority. All fresh fruit, vegetables and salad items shall be of a maturity and in a condition so as to remain fit for human consumption for at least 3 days from the date of receipt by the customer, when stored in ambient temperature conditions Unwashed produce shall be supplied on demand. Washed produce shall be dry on delivery. All produce shall be uniformly size graded and to provide the maximum estimated storage life the size, condition and minimum/maximum diameters of produce must be considered carefully. Potatoes shall be new or ware according to season, of good keeping and eating quality. They shall be suitable for all culinary purposes and shall not harden, blacken or discolour when cooked. Ware potatoes shall not be inferior in quality to the prescribed standard, defined in the Recommended and Minimum Standards for Potatoes Sold for Human Consumption - Potato Marketing Board, for Ware Grade. Potatoes of good quality and condition, imported from approved sources, may be supplied during the period May to September. Old potatoes supplied from January | When prepared all products shall have an attractive appearance with the colour, texture and flavour characteristic of the variety and style of product. Normal trade commercial packaging standards are acceptable but the product must be packed to a standard that will ensure the contents are protected sufficiently to withstand multiple handling and prolong storage life under both ambient and refrigerated conditions. | |
| FQS20 | FQS 20 - QUICK-FROZEN FRUITS, VEGETABLES AND PREPARED VEGETABLES | This Standard applies to the range of quick frozen fruits, vegetables and prepared vegetables as detailed in the Food Supply Contract List. | All raw materials used in the preparation of these products shall be fresh and wholesome, clean, free from taint and substantially free from blemishes or discoloration, infestation, insect or other damage. Where appropriate, raw materials used in the manufacture of product shall conform to the applicable CCFRA Raw Materials Specification. Extraneous vegetable matter derived from the parent plant, weeds or any foreign material shall be absent. | Where applicable, all products shall conform to Campden Grade A of the appropriate CCFRA Final Product Specification. When prepared all products shall have an attractive appearance with the colour, texture and flavour characteristic of the variety and style of product. Freezing - All commodities shall be supplied quick-frozen. This is defined as products which are to be kept at a temperature no higher than minus 18°C within the tolerances provided for in the Quick-Frozen Foodstuffs (QFF) Regulations. Products labelled as quick-frozen should comply fully with the QFF Regulations, ie it should have undergone a quick freezing process. Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| FQS21 | FQS 21 - FRYING OIL | This Standard applies to the range of frying oil detailed in the Food Supply Contract List. | The product shall be a good quality vegetable oil, or a blend of vegetable oils, suitable for frying. The oil supplied shall be either normal standard frying oil or long-life semi-solid oil. The product supplied shall be free from transfaty acids Typically: Rapeseed Oil 15L 20L Vegetable Oil 15L 20L Sunflower Oil 15L 20L Long Life Oil 15L 20L The start point for the effectual production of 'chips' from raw potatoes will be 160°C Smoke Point - The smoke point of the oil shall not be less than 230°C (450°F). Flash Point - The flash point not less than 315°C (600°F). | The containers shall be marked in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. Typical Nutrition Information: Total Fat content 99.9% Energy kcal/100g (kj) 900 (3,700) Typical Fatty Acid Composition: Palmitic C16 7% Stearic C18 5% Oleic C18 (i) 23% Linoleic C18 (i) 64 % Typical Saturation Levels: Mono-unsaturated Fatty Acids 24% Saturated Fatty Acid 12% Polyunsaturated Fatty Acid 64% Transfaty Acids 0% | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| FQS22 | FQS 22 - GENERAL GROCERY PRODUCTS | This Standard applies to the selected range of general grocery products detailed in the Food Supply Contract List. | The ingredients used in the manufacture shall be of good quality, in sound condition, free from taint infestation and mould. BAKERY PRODUCTS / CAKE INGREDIENT / SUGARS Activated Dough Developer - The product shall be a suitable mixture of ingredients which, when mixed with flour, salt, yeast and water in the correct proportions, will produce bread of good quality by a 'no time' dough technique. Baking Powder - The product shall be baking powder suitable for aerating various types of confectionery. It shall consist of an intimate mixture of sodium bicarbonate with one or more of the following acidic substances: acid sodium pyrophosphate, acid calcium phosphate, cream of tartar and glucono delta-lactone, together with farnaceous filler. Bread Tites - Bread tites shall consist of a mixture of flour and other suitable ingredients which, when prepared following manufacturers instructions, shall produce good quality bread. Cornflour - The product shall consist of good quality ground maize starch, derived from suitable maize, of good quality and free from any other starch or foreign matter. Custard Powders - Shall be a mixture of edible starch, flavourings, and colour matter, suitable for the preparation of custard by the addition of sugar and boiling milk. The edible starch shall consist of cornflour which may be replaced with other suitable starches. Sugar - Shall conform to the reserved descriptions detailed in the Specified Sugar Products (England) Regulations 2003 (SI 2003 No 1563). COLOURING AND ESSENCES (FLAVOURINGS) Colourings - Shall comply with the Food Additives Labelling Regulations 1992 (SI 1992, No 1978). Flavourings - include flavouring substances (essences), flavouring preparations, process flavourings, smoke flavourings and mixtures of these. Flavouring substance means a chemical substance with flavouring properties, the chemical structure of which has been established by methods normally used among scientists. Products shall comply with the Flavouring in Food Regulations 1992 (SI 1992 No 1971 as Amended by SI 1994, No 1486) with regard to purity and labeling. Colouring and Essences - Shall be appropriate for their type when used in products as directed. For example, vanilla essence shall give a flavour and aroma to the product characteristic of vanilla. CONDIMENTS Curry Powder - Curry powder shall contain not less than 85% of a suitable mixture of ground spices, aromatic seeds and aromatic herbs which mixed together give the required flavour and pungency. Specific areas and/or types of curry powder could usefully be quoted in the product name to indicate more precisely the particular product and pungency required, eg Medium Bombay, Hot Madras, Medium Thai, Mild Korma, Hot Vindaloo etc. Herbs and Spices - All herbs and spices shall be of the best quality, of the season's last crop and prepared under hygienic conditions. They shall be clean, free from any pest or insect infestation (or damage) and any extraneous matter. Herbs and spices shall conform to the requirements of that particular product as specified in current version of British Standards Institution standard BS 7087 - Herbs and Spices Ready for Food Use. Tomato Puree - The tomato puree (paste) required shall be that known as "Double Concentrated" containing 28% - 30% dry tomato solids. Products shall conform to Campden Grade A of the appropriate CCFRA Final Product Specification. Salts - Salts required are culinary, table and low sodium salt. Culinary salt shall comprise crystalline sodium chloride, to which a small amount of permitted anti-caking agent may have been added. Table salt shall consist of culinary salt to which a small amount of magnesium carbonate has been added to improve the free-running properties of the product. Low sodium salt shall consist of a table salt with a lower level of sodium chloride by having some of the sodium chloride replaced by potassium chloride. Yeast Dried Vacuum Packed - This standard applies to "instant" dried yeast obtained by drying suitable cultures of bakers yeast (<i>Saccharomyces cerevisiae</i>) under controlled conditions. | All products shall be sound and wholesome, of high stability and activity. They shall be free from mould, extraneous matter and shall not contain any substances originating from microorganisms, or their activities, in amounts, which may represent a hazard to health. Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| FQS023 | FQS 023 - ICE CREAM AND FROZEN SORBET (EDIBLE ICES) | This Standard applies to the selected range of Ice Cream and Frozen Sorbets etc detailed in the Food Supply Contract List. | The ingredients used in the manufacture of ice cream or frozen sorbet shall be of good quality, in sound condition, free from taint, rancidity or off odours. Any included fruit shall be mature, free from disease or infestation, fruit stones or other extraneous matter. The description 'ice cream' only applies to frozen product containing not less than 5% of fat and not less than 2.5% of milk protein and which is obtained by subjecting an emulsion of fat, milk solids and sugar and permitted sweeteners to heat treatment and to subsequent freezing. The description 'dairy ice cream' only applies when the fat content consists exclusively of milk fat. Standards for sorbet exist as Codes of Practice, and require a minimum of 25% fruit and a minimum of 12% total solids. | The ice cream or sorbet shall have a bright attractive appearance with the colour, texture, flavour and aroma characteristic of the particular variety or style of product. In the case of ice cream, it shall be free from large ice crystal formation, excessive shrinkage for the sides of containers, souring, rancidity or any other undesirable odour or flavour. Sorbets shall have a loose and open texture. Added ingredients (for example, chocolate chips or fruit pieces) shall be well distributed throughout the product. Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |

| Ref | Product Category | General | Production | Detailed Requirements | Packaging |
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| FGS24 | FGS 24 - LAMB, MUTTON, GOAT AND OFFAL | This Standard applies to the selected range of lamb, mutton and goat joints together with the selection of offal detailed in the Food Supply Contract List. Reference literature defining the types of animals and describing the dissection of the carcasses in this quality Standard are as follows: The Meat Buyers Guide (NBG), The British Meat Export Manual (Export Manual), Intervention Cutting Specification (ICSP Specification) as appropriate, produced by the Meat and Livestock Commission, The Australian Meat and Livestock Corporation Handbook or Australian Meat, or the New Zealand Meat Producers Boards, Meat Trade Guide. The procurement of meat from other eligible countries shall be subject to prior approval by the Authority. In these circumstances information in the form of guides, handbooks, manuals or other nationally recognised documentation shall be made available in English. | Quality - The meat supplied shall conform to the following quality standards: -UK and EC: The EC Meat Classification Scheme as operated in Great Britain by the Meat and Livestock Commission and quoted in the Meat Buyers Guide. -Australia: AUS-meat, The Quality Assurance System of the Australian Meat and Livestock Corporation. -New Zealand: The Export Meat Grading System of the New Zealand Meat Producers Board. -Argentina: First quality or equivalent, prepared to meet the descriptive and quality requirements as described in the British Meat Buyers Guide produced by the Meat and Livestock Commission. -Kingway: First quality or equivalent, prepared to meet the descriptive and quality requirements as described in the British Meat Buyers Guide produced by the Meat and Livestock Commission. -Brazil: First quality or equivalent, prepared to meet the descriptive and quality requirements as described in the British Meat Buyers Guide produced by the Meat and Livestock Commission. -BSE-free: Meat and offal obtained from other sources shall be of a preparation and quality, equivalent to the quality standards described above. Carcass Quality / Grades Country Quality Standard / Grade UK and EC Lamb and Mutton: EU/IR Conformation of above with 2 or 3/L Fat Cover Australia Lamb: YL Fat Class 2 Mutton: HEW/Fat Class 2 New Zealand Mutton: ML Lamb: ML and PY Goat: First Quality Capra / Doe or Wether Uruguay Lamb: Category Cordero / A Conformation OPMC Grade 1 Carcass Weights - The meat shall be derived from carcasses in the following not standard carcass weight ranges: Meat Carcass Weight Range Lamb 13kg - 22kg Mutton 20kg - 26kg Goat 12kg - 26kg Age - Lamb joints shall be derived from female, castrated or entire male ovines that have no permanent incisors erupted and in the case of males exhibit evidence of only minor secondary sexual characteristics. Mutton joints shall be derived from animals with no more than 3 erupted permanent incisors. Jointed Meat - Primal and sub-primal joints shall be supplied boneless and shall be prepared from carcasses conforming to the quality standards and weight ranges detailed above. Offal - The offal shall be consistent with good commercial trade standards as supplied to the catering industry and comply with the detailed requirements below. | Meat and offal shall be prepared and blast frozen in accordance with best commercial practice. Joints and steaks prepared and packed in the UK from imported frozen meat shall be maintained in a frozen state during storage, cutting, packing and delivery. All meats and offal shall be free from any abnormalities, evidence of defrosting and reheating, mal-odours, rancidity, or desiccation. Sensory - When prepared and cooked in accordance with culinary best practice the meat shall not be tough or lack flavour but meet all the expectations of the consumer. The joints shall be supplied vacuum packed unless otherwise stated. Alternative forms may be considered but shall not be used without prior approval of the Authority. The packaging materials shall conform to the Materials and Articles in Contact with Food Regulations. The primary packaging shall be of a grade that adequately protects the contents from "freezer burn", possible contamination and physical damage. Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector. In the preparation of the boneless joints all bones and associated cartilage, waste blood clots and loose fat (including pelvic, lumbar, kidney and flank fat) shall be removed together with such tendons and ligaments as are accessible without unnecessary mutilation of the joints. Sub-primal joints shall be prepared by the subdivision of primal joints into equal portions. DETAILED REQUIREMENTS FOR GOAT Goat Carcasses (Frozen) - This standard applies to frozen, bone in, skinless, carcasses of the Caprine species of goat. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| FGS025 | FGS 025 - MILK AND PROCESSED MILK PRODUCTS | This Standard applies to the selected milk and milk products detailed in the Food Supply Contract List. | Drinking Milk The composition of milk supplied to the Authority must comply with The Drinking Milk Regulations 1998 (SI 1998, No. 2424). Any permitted modifications to milk, such as enrichment with milk proteins, mineral salts or vitamins, or the reduction of lactose shall be clearly indicated on the product labelling. Raw milk is not accepted by the Authority. Cream Any cream supplied to the Authority must conform to the Food Labelling Regulations 1996 which control the composition and labelling of these products. Dried and Condensed Milk Dried and condensed milk products supplied to the Authority must comply with the current Condensed Milk and Dried Milk Regulations 1977 and its Amendments. These Regulations control the description, composition and labelling of dried and condensed milk. Dried skimmed milk with non-milk fat shall be the product obtained by spray drying a pasteurised, homogenised, aqueous emulsion of non-fat milk solids and a suitable vegetable fat, with or without the addition of a small amount of sugar. When mixed with water in accordance with the manufacturers' instructions, the dried skimmed milk shall give a smooth palatable liquid similar in colour, texture and flavour to fresh milk. Cheese Controls on the composition and labelling of certain UK territorial cheeses are contained in the Food Labelling Regulations 1996. Cheese products supplied to the Authority, where applicable, shall conform to these Regulations. The revoked Cheese and Cream Regulations 1995 provided definitions on the composition and description of a range of cheeses. The Authority will apply this regulation to the product range not covered by the Food Labelling Regulations 1996, unless EC legislation can be applied. Yoghurt The Authority acknowledges that there is no specific regulation or code of practice pertaining to the composition or labelling of yoghurt. The product supplied shall be consistent with that approved by the Authority. | Sensory All products shall be wholesome and free from off flavours, taints, discolorations and have sufficient shelf life remaining on delivery to the customer to satisfy the requirement. Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| Ref | Product Category | General | Production | Detailed Requirements | Packaging |
| FGS26 | FGS 26 - MINCED MEAT | This Standard applies to the range of minced meat detailed in the Food Supply Contract List. Preparation of the minced meat shall be in conformance with the requirements of Minced Meat and Meat Preparations (Hygiene) Regulations 1995 (SI 3205/1995). | Quality - The mince shall be prepared from a combination of cuts that include trimmings but exclude head meat, offal or animals of poor quality or condition. The meat shall be free from disease, bruising or spoilage and shall be fresh and bright in appearance at all stages of processing. In the preparation of beef mince meat derived from mature bulls shall not be used. Prohibited Inclusions - All additives are prohibited, including alternative protein materials, phosphates, blood, blood plasma, ice and water. Mechanically recovered meat (MRM) and any parts of the carcass listed under Regulation 6 of the Meat Products Regulations 2003 (SI 2075/2003) shall not be used. BLOCK FROZEN MINCED MEAT Meat Preparation - The meat shall be handled in a strictly hygienic manner. Meat shall be trimmed free from all bones, cartilage, ligament, yellow fat and achieve a visual lean to fat ratio of 9 to 1 (90% visual lean) and selected to give a minced beef product of uniform consistency with a good colour, texture and appearance. Mincing - The double mince process allowing thorough blending of the fat and lean is preferable. The last plate size the mince is passed through should be 3mm - 5mm. Packaging - Immediately following mincing, the product shall be vacuum packed in unpigmented, plastic film bags prior to freezing. FREE FLOW FROZEN MINCED MEAT Meat Preparation - This product shall be prepared from frozen meat. The frozen meat used will have been prepared from fresh meat of the same quality and type as specified in the relevant paragraph above. The prepared meat may have been previously stored in a frozen condition for a period of time not exceeding 12 months prior to the mincing and packing operation. Freezing - Blocks of minced meat and "free flow" minced beef shall be frozen in accordance with the Quick-Frozen Foodstuffs Regulations. Packaging - The free flow frozen minced meat will be immediately packed into unpigmented food grade plastic film bags capable of withstanding multiple handling at minus 18°C and below. | Colour and Texture - The frozen product shall comply with the quality standards prescribed and when thawed shall be in a wholesome condition, bright and characteristic in colour. Visual Fat - The visual fat content of the meat used shall not exceed 10% (ie 90% visual lean). Total Fat - The total fat content of the minced beef shall not exceed 19% by weight when determined by laboratory chemical analysis. Metallic Contamination - Where possible, the finished product shall be passed through a metal detector. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| Ref | Product Category | General | Production | Detailed Requirements | Packaging |
| FGS27 | FGS 27 - PÂTES, SPREADS AND SANDWICH FILLERS | Meat Pâté and Spreads - This Standard applies to the range of meat pâtés, spreads and paste as detailed in the Food Supply Contract List and which comply with non-statutory guidelines on meat content underpinning the use of customary names (as defined in Regulation 7 of the Food Labelling Regulations 1996). Fish Pâté and Spreads - This Standard applies to the range of fish pâtés, spreads and paste as detailed in the Food Supply Contract List and which comply with non-statutory guidelines on fish content underpinning the use of customary names (as defined in Regulation 7 of the Food Labelling Regulations 1996). Sandwich Fillers - This Standard applies to the range of Sandwich Fillers as detailed in the Food Supply Contract List. | Meat Pâté or Paste - If a named type of meat or cured meat precedes the name 'pâté' or 'paste', the food must be characterised by the named type of meat (ie 'pâté', 'whithers' or not a type of meat or cured meat is named) or the total meat content must be at least 70% of the food and the lean meat content must be at least 65% for pâté and at least 65% for other products, of the meat content of the food. (NB the meat content values given are based on former UK definition of meat. Values will be lower for products of unchanged composition when based on EU definition of meat). Meat Spreads: Where a type of meat or cured meat is named, at least 70% of the food must consist of meat of the named type. The lean meat content must be at least 65% of the required meat content of the product. (NB the meat content values given are based on former UK definition of meat. Values will be lower for products of unchanged composition when based on EU definition of meat). Fish Pâté or Paste - If a named type of fish or cured fish precedes the name 'pâté' or 'paste', the food must be characterised by the named type of fish or cured fish. Whether or not a type of fish or cured fish is named, the total fish content must be at least 70% of the food. Fish Spreads - At least 70% of the food must consist of fish or cured fish of the named type. Where more than one fish or cured fish type is named at least 70% of the food must consist of a mixture of the named types. Sandwich Fillers - The composition of sandwich fillers to be defined within the individual product specifications. The meat(s), fish and other ingredients used in the manufacture of pâté, paste and spreads shall be of good quality, sound and wholesome and suitable for use in the range or products. | The product shall possess a texture suitable to the style of product (ie 'pâté' products should have a smooth and homogeneous texture 'coarse' pâtés should have a defined texture with noticeable meat or fish pieces), and shall be free from excessive fat separation. All products shall be suitable for spreading and shall possess a good, well defined flavour, characteristic of the variety of product required. They shall be free from any foreign taints, rancidity, bitterness or any other objectionable characteristics. Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| Ref | Product Category | General | Production | Detailed Requirements | Packaging |
| FGS28 | FGS 28 - PICKLES, DRESSINGS AND SAUCES | This Standard applies to the range of pickles, dressings and sauce products detailed in the Food Supply Contract List. | The Authority acknowledges that there is no specific regulation or code of practice pertaining to the composition or labelling of pickles, dressings and sauces. The product supplied shall be consistent with that approved by the Authority. The ingredients used in the manufacture of these products shall be of good quality, free from infestation, moulds, dirt or any other extraneous matter. The fruits and vegetables shall be free from blemishes and the onions crisp. The Authority acknowledges that there are no defined compositional standards for mayonnaise and salad cream. However, a customary name should not be used for a product that does not meet the average consumer's expectation either in terms of its characteristics or composition. When assessing the 'consumer expectation' of a product described as mayonnaise or salad cream, until further notice, the Authority shall consider either of the following to apply: •Mayonnaise: The Codex Alimentarius Commission Standard for Mayonnaise, mayonnaise is a condiment sauce obtained by emulsifying edible vegetable oil(s) in an aqueous phase consisting of vinegar, the oil-in-water emulsion being produced by the hens' egg yolk. Mayonnaise may contain optional ingredients (listed elsewhere in the Standard). Compositional requirements total fat content: not less than 78.5% min. Technically pure egg yolk content: not less than 6% min. •Salad Cream: The Salad Cream Regulations 1969 (now revoked): any smooth, thick, stable emulsion of vegetable oil, water, whole egg or egg yolk and an acidifying agent, with or without the addition of one or more of the following substances - namely vinegar, lemon juice, salt, spices, sugar, milk, milk products, mustard, edible starch (whether modified or not), edible gums and other minor ingredients and permitted additives, and the expression includes mayonnaise. Minimum compositional requirements for salad cream (and mayonnaise) shall be not less than 25% edible oil and not less than 1.35% egg yolk solids. | Recipe Style Products (ie Sweet Pickle, Piccalilli, Chutney) - Shall consist of a mixture of fruits and vegetables (where applicable) and a thick sauce. The consistency of the product shall be such as to ensure that there is no appreciable separation of the fruit and vegetables from the sauce. The product shall have a characteristic colour and appearance typical of the product type, and shall possess an appetising aroma and flavour. Pickled Vegetables (ie Mixed Pickle and Pickled Onions) - The vegetables shall be free from blemishes and the liquid clear. The vegetables shall be crisp and the product shall possess an appetising aroma and flavour. Where applicable, the drained weight of the product shall be declared and shall comply with the Guidelines for the Verification of Drained Net Weight in Rigid Food Containers - CCFRA Guide 24. FGS - Pickles, Dressings and Sauces Sauces (ie Ketchup, Brown Sauce, Worcestershire Sauce) - The sauce shall be of a uniform colour. It shall have a pleasant aroma and an appetising flavour characteristic of the type and style of product. Mayonnaise - The mayonnaise shall be of a uniform colour. It shall have a pleasant aroma and an appetising flavour characteristic of the type and style of product. Vinegar (ie Mat, Cider, Red Wine Vinegar) - The vinegar shall be of a uniform colour. It shall have a typical aroma and flavour characteristic of the type and style of product. The products shall be free from any sedimentation. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |
| Ref | Product Category | General | Production | Detailed Requirements | Packaging |
| FGS029 | FGS 029 - PIZZA, PIES, PASTIES AND OTHER SAVOURY PASTRY PRODUCTS | This Standard applies to the selected range of pizza, pies, pasties and sausage rolls detailed in the Food Supply Contract List. | The ingredients used in the manufacture shall be of good quality, suitable for the requirements of the products. They shall be free from taint, rancidity, mould or infestation. Where applicable, the products shall conform to the requirements of the Meat Products Regulations 2003 (SI 2075/2003). There is no specific UK legislation controlling pizzas in the UK, but enforcement opinions on the labelling of pizza containing cheese analogue exist. The name of the pizza shall only include the word 'cheese', with no additional qualifying descriptors, where the pizza contains 100% dairy cheese (ie no cheese analogues). Pizza described without any reference to 'cheese' in the name of the food, eg ham and pineapple pizza, must be made with 100% dairy cheese. In preference, the Authority will seek to source only pizza made with 100% dairy cheese. Where a product contains a mixture of cheese and cheese analogue, or just cheese analogue, and where this product is acceptable to the Authority regarding finished product quality, the product shall be labelled in accordance with the LACOTS (now LACORS) 1977 guidelines. | Pies, Pasties and Sausage Rolls etc: - When presented as finished products for consumption, after re-heating as appropriate, the products shall appear evenly baked with a light flaky pastry, when cut they shall be well filled (not hollow), with a characteristic aroma for the recipe. In the case of included pork meat, the product shall not exhibit evidence of "boar taint". Pizzas - The toppings on the pizza shall be well distributed on the surface of the pizza base and shall cut evenly without burnt edges or cold spots. Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector. | Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations. Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents. Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations. |

| Ref | Product Category | General | Production | Preparation | Detailed Requirements | Packaging |
|--------|---|---|---|---|---|---|
| FQS030 | FQS 030 - PORK | This Standard applies to the selected range of pork cuts detailed in the Food Supply Contract List. | <p>Quality - The pork supplied shall conform to the following quality standards:</p> <p>• UK & EC - The BQAP Carcass Grade Classification Scheme as operated in Great Britain by the Meat and Livestock Commission.</p> <p>• Elsewhere - Pork obtained from other sources shall be of a quality equivalent to the quality standards described above. The procurement of meat from other eligible countries shall be subject to prior approval by the Authority. In these circumstances information in the form of guides, handbooks, manuals or other nationally recognised documentation shall be made available in English.</p> <p>Carcass Quality / Grade</p> <p>Country Quality Standard / Grade</p> <p>UK and EC Pork 1 or 2 as defined by the BQAP Scheme, with a P2 back fat probe measurement between 0mm - 11mm (any other method of classification used should equate to this standard)</p> <p>Carcass Weights - The meat shall be derived from carcasses in the following hot standard carcass weight ranges:</p> <p>Meat Carcass Weight Range</p> <p>Pork (head on) 160 – 77kg 2.77% - 100kg</p> <p>Jointed Meat - Primal and sub-primal joints shall be supplied boneless and shall be prepared from carcasses conforming to the quality standards and weight ranges detailed above.</p> | <p>The pork shall be prepared and blast frozen in accordance with best commercial practice. Joints and cuts prepared and packed in the UK from imported frozen meat shall be maintained in a hard frozen state during storage, cutting, packing and delivery.</p> <p>All pork shall be free from any abnormalities, evidence of defrosting and refreezing, malodours, rancidity, or desiccation.</p> <p>Sensory - When prepared and cooked in accordance with culinary best practise the meat shall not be tough or lack flavour but meet all the expectations of the consumer.</p> <p>The joints shall be supplied vacuum packed unless otherwise stated. Alternative forms of packaging may be considered but shall not be used without prior approval of the Authority. FQS – Pork Page 1 of 2</p> <p>The packaging materials shall conform to the Materials and Articles in Contact with Food Regulations. The primary packaging shall be of a grade that adequately protects the contents from "freezer burn", possible contamination and physical damage.</p> | <p>In the preparation of the boneless joints all bones and associated cartilage, visible blood clots and loose fat (including pelvic, lumbar, kidney and flank fat) shall be removed together with such tendons and ligaments as are accessible without unnecessary mutilation of the joints. Sub-primal joints shall be prepared by the subdivision of primal joints into equal portions.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| Ref | Product Category | General | Production | Preparation | Detailed Requirements | Packaging |
| FQS031 | FQS 031 - POULTRY | The following standard advises contractors of the standards that must be applied when supplying poultry to the Authority. It should be read in conjunction with the general Food Quality Standard document. | <p>This standard applies to the range of pre-packed, "Class A" quality, fresh and quick-frozen, poultry cuts, portions and carcasses, detailed in the commodity list specified in the contract. All product shall be supplied quick frozen.</p> <p>2 Standards</p> <p>The minimum quality criteria for "Class A" carcasses and cuts are that they should be:</p> <ul style="list-style-type: none">• Intact, taking into account the presentation;• Clean, free from any visible foreign matter, dirt or faecal matter;• Free of any abnormal odour;• Free of visible bloodstains unless small and unobtrusive;• Free of protruding broken bones;• Free of severe contusions (bruising). <p>In addition to the above criteria, poultry carcasses and cuts should satisfy the following conditions:</p> <p>2.1 They shall be of good conformation. The flesh shall be plump, the breast well developed, broad long and fleshy, and the legs shall be fleshy. On chickens, young ducks or ducklings and turkeys there shall be a thin regular layer of fat on the breast, back and thighs.</p> <p>2.2 A few small feathers, stubs (quill ends) and hairs (filoplumes) may be present on the breast, legs, rump, foot joints and wing tips. In the case of boiling fowl, ducks, turkeys and geese, a few may also be present all over the carcass.</p> <p>2.3 Some damage, contusion and discolorations are permitted provided that it is small and unobtrusive, and not present on the breast or legs. The wing tips may be missing. A slight redness is permissible in the wing tip follicles.</p> <p>2.4 There shall be no traces of freezer-burn except those that are incidental, small and unobtrusive, and not present on the breast or legs.</p> <p>2.5 For further guidance on standards please refer to the following web site The British Poultry</p> <p>The ingredients used in the manufacture of prepared salads shall be in sound condition, of good quality, free from infestation, taints, blemishes or foreign material. Products shall comply with the standards advised by the Institute of Food Science and Technology (UK) in Guidelines for the Handling of Chilled Foods: IFST: 1990 2nd Edition.</p> | <p>3.1 All carcasses shall be prepared from freshly slaughtered poultry and shall be eviscerated (with lungs/lights removed) and dressed ready for cooking.</p> <p>3.2 Diced chicken may be prepared from good quality fresh or frozen chicken meat. The product should be prepared from the breast and thigh meat in natural proportions and be evenly cut to provide a dice size within the range of 15mm to 20mm.</p> <p>3.3 All portions (quarters, breasts/supreme boneless, boneless thighs, and drumsticks) shall be cleanly cut and prepared to the specified weights given in the Food Commodity List in accordance with best commercial trade practice. They shall be prepared from Grade "A" quality carcasses that are well fleshed and in a clean, fresh, wholesome condition.</p> <p>3.4 The ingredients used for the coatings in the manufacture of pre-prepared poultry products shall be of good quality. Any coatings shall be applied evenly and the portions processed under controlled conditions and in accordance with best commercial practice.</p> <p>3.5 The use of polyphosphates, E450(i), is permitted in the preparation of whole poultry carcass.</p> <p>3.6 The Food Labelling Regulations 1990 provide that where added water constitutes more than 5% of the weight of a finished product, its presence must be declared in the ingredients list carried on that product. However, in the single case of frozen or quick-frozen whole chickens, this legislation defers to the requirements of EC Regulations 1906/1990 and 1538/1991. Cuts of poultry meat or other whole poultry meat birds must comply with the provisions on added water of the Food Labelling Regulations.</p> | <p>The pH of the prepared salads shall not be greater than 4.5. The products shall be stored and distributed under strict temperature control in accordance with the manufacturers' instructions.</p> <p>The product shall have a bright attractive appearance, with a sensory profile, aroma and flavour characteristic of the named variety or type of prepared salad. Where applicable, there shall be no separation or breakdown of the mayonnaise emulsion or dressing.</p> <p>Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>4.2 All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions.</p> <p>4.3 The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| FQS032 | FQS 032 - PREPARED SALADS | This Standard applies to the range of prepared salads as detailed in the Food Supply Contract List. | | | | |
| Ref | Product Category | General | Production | Preparation | Detailed Requirements | Packaging |
| FQS033 | FQS 033 - JAM, PRESERVES AND SIMILAR PRODUCTS | This Standard applies to the selected range of preserves and pie fillings detailed in the Food Supply Contract List. | <p>Jam and Similar Products</p> <p>All products supplied to the Authority shall comply with the compositional and labelling requirements of the Jam and Similar Products (England) Regulations 2003 (SI 2003/3120).</p> <p>The fruit used as an ingredient in jam manufacture must be sound, free from deterioration and sufficiently ripe. It is prohibited to use fruit, which has been treated by methods other than heat, chilling, freezing, freeze-drying or concentration (except apricots which may be dried by other means).</p> <p>Authorised additives and permitted sweetening agents are specified in the appropriate legislation (Sweeteners in Food [Amendment] (England) Regulations 2003 (SI 2003/1162), Miscellaneous Food Additives [Amendment] (England) Regulations 2005, Colours in Food [Amendment] (England) Regulations 2006). Products supplied to the Authority shall comply with these Regulations.</p> <p>Syrups</p> <p>Reserved descriptions are prescribed for specified sugar products and composition and labelling covered by the Specified Sugar Products Regulations 1976 (SI 1976, No 509 as Amended by SI 1982, No. 255). Product supplied to the Authority shall comply with these Regulations.</p> <p>Honey</p> <p>Modern practice and process shall be adopted in the manufacture, packing and storage of the finished product. The ingredients used in the manufacture shall be of good quality, in sound condition, free from taint, mould or off odours.</p> | | <p>The preserves and pie fillings shall have a bright attractive appearance, with the colour, flavour and aroma characteristic of the particular variety of fruit or style of product. Products containing fruit shall be free from tough skins, hardened peel, immature or burnt fruits and extraneous matter, including pits and seeds in seedless varieties. All products shall be free from moulds, taints or off flavours.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| FQS034 | FQS 034 - READY TO EAT DESSERTS | This Standard applies to the selected range of Ready to eat Desserts detailed in the Food Supply Contract List. | | | <p>Sensory Quality - Desserts shall have a bright attractive appearance with the colour, texture, flavour and aroma characteristics of the dessert declared on the label.</p> <p>Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| Ref | Product Category | General | Production | Preparation | Detailed Requirements | Packaging |
| FQS035 | FQS 035 - SAUSAGES AND SAUSAGEMEAT | This Standard applies to the selected range of sausages, sausage meat and speciality sausages detailed in the Food Supply List. | <p>Composition - The sausages and sausage meat shall be prepared to the manufacturer's own recipe. The ingredients used in the manufacture shall be of good quality, suitable for the requirements of the products. They shall be free from taint, rancidity, mould or infestation.</p> <p>Where applicable, the sausages shall conform to the requirements of the Meat Products Regulations 2003 (SI 2075/2003).</p> <p>QUALITY OF INGREDIENTS</p> <p>Meat - The meats used shall consist entirely of uncurd, sound, wholesome, skeletal meats. They shall be trimmed free from bones, tendons, rind and substantially free from connective tissue and gristle. Any pork exhibiting evidence of 'boar taint' shall not be used. Also, mechanically recovered meat (MRM), protein material derived from bones or rendered fat trimmings, blood, blood plasma and any parts of the carcass listed under Regulation 6 of the Meat Products Regulations 2003 (SI 2075/2003), shall be absent.</p> <p>Casings - The sausage skins shall be natural or collagen casings in a thoroughly clean and wholesome condition. They shall be of good quality, not tough, but capable of satisfactory linking and de-linking.</p> <p>Preparation and Processing - The meat shall be blended with the other ingredients, using appropriate equipment, to give a mixture of uniform composition and the required texture.</p> <p>Freezing - All commodities shall be supplied quick-frozen, this is defined as products which are to</p> <p>Soft Drinks - This means any liquid intended for sale as a drink for human consumption either with or without dilution, and includes any fruit drink, fruit juice squash, crush or cordial, soda water, tonic water and any sweetened artificially carbonated water, ginger beer and herbal beverages. No specific labelling and compositional standards apply for soft drinks, but various industry codes of practice exist issued by the British Soft Drink Association. Fruit juice and fruit content in soft drinks shall be declared.</p> <p>Bottled Mineral and Spring Water - Shall comply with the current requirements laid down in the Natural Mineral Water, Spring Water and Bottled Drinking Water Regulations as amended, including product description, microbiological and chemical standards, and production treatments. Lists of recognised mineral waters are published on a regular basis in the Official Journal of the European Communities. The Authority will always seek to source mineral or spring water of a high standard that complies with the Natural Mineral Water, Spring Water and Bottled Drinking Water Regulations and Guidelines for bottled water produced by the British Soft Drink Association.</p> <p>Fruit Juice - Obtained from fruit by mechanical processes and has the characteristic colour, aroma and flavour of juice of the fruit from which it is obtained, or is obtained from concentrated fruit juice by the addition of water and has the same sensory and chemical characteristics of fruit juice from fruit of the same kind by mechanical processes. All products shall comply with the specific requirements of the Fruit Juice and Fruit Nectars (England) Regulations 2003 (SI 2003 No 1546) with respect to product description, production and permitted additional ingredients.</p> | | <p>Sensory Quality - The frozen products shall comply fully with the quality standards described. When thawed, the sausages shall be characteristic in appearance and consistent in colour. During cooking, weight loss and shrinkage shall be minimal, whilst the aroma and flavour shall be attractive, appetising to the palate and typical of the quality required.</p> <p>At the time of delivery the product shall have a good, bright appearance which has not been degraded through light exposure, and the characteristic colour, aroma and flavour of that type of drink. It shall be free from staleness or other objectionable characteristics.</p> | <p>Material - All materials and articles used in the production and packaging of the products shall conform to the Materials in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong storage life under refrigerated conditions.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| FQS036 | FQS 036 - SOFT DRINKS, BOTTLED WATER AND JUICES | This Standard applies to the selected range of soft drinks, bottled water and juices as detailed in the Food Supply Contract List. This includes carbonated drinks and powdered fruit drinks. | | | | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>The main forms of packaging to be used shall be sustainable and recyclable:</p> <ul style="list-style-type: none">• plastic including PET (Polyethylene terephthalate), PVC (Polyvinyl chloride), HDPE• cans including aluminium and steel• paper such as cartons <p>Outer Packaging - All products shall be supplied in lightweight outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |

| Ref | Product Category | General | Production | Preparation | Detailed Requirements | Packaging |
|--------|---|--|--|-------------|---|---|
| FQS037 | FQS 037 - SOUPS | This Standard applies to the selected range of canned and powdered soups detailed in the Food Supply Contract List. | <p>Canned Soups - The ingredients used in the manufacture shall be good quality, in sound condition, free from taint, rancidity or mould, and where applicable, fresh and wholesome.</p> <p>Powdered Soups - The ingredients used in the manufacture shall be of the best food quality, suitable for the requirements of the products and of such a texture that they do not pose any likelihood of perforating the packaging material. They shall be free from taint, rancidity, infestation, moulds and any extraneous or deleterious substances.</p> | | <p>Sensory Quality - When prepared, the soup shall have an appetising aroma and a flavour, texture and consistency typical of the variety. It shall be free from scorched, musty, rancid or any other undesirable odour or flavour.</p> <p>Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform with the Materials and Articles in Contact with Food (England) Regulations 2005.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| FQS038 | FQS 038 - SPREADABLE FATS INCLUDING BUTTER, MARGARINE AND LOW FAT SPREADS | This Standard applies to the range of spreadable fats (butter, margarine and low fat spreads) detailed in the Food Supply Contract List. | <p>Products shall comply in all respects with the Spreadable Fats (Marketing Standards) (England) Regulations 1999 and any subsequent relevant legislation.</p> <p>Vitamin Content of Margarine - The requirement to fortify margarine with vitamins A and D does not apply to margarine imported into Great Britain from a European Economic Area state in which it was lawfully produced and sold, or from a Member State in which it was in free circulation and lawfully sold. The product must, however, be suitably labelled to give the nature of margarine. The Authority will give preference to the selection of margarine fortified with Vitamin A and D.</p> | | <p>Butter - The quality of the butter supplied shall be of acceptable appearance, consistency and flavour as defined by the butter grading system in Annex II of Commission Regulation (EC) No 2771/1999. The butter shall have a clean, bright appearance, uniform colour and with the flavour and aroma characteristics of the type of butter required. It shall have a smooth, homogenous, close body and waxy texture. Free moisture shall be absent. Salted butter shall have the salt evenly distributed throughout the product.</p> <p>Margarine and Low Fat Spreads - The margarine or low fat spread shall be of uniform colour and shall possess a smooth texture with a good characteristic flavour, free from any taints or rancidity.</p> <p>Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Labelling Regulations and the Food (Lot Marking) Regulations.</p> |
| Ref | Product Category | General | Production | Preparation | Detailed Requirements | Packaging |
| FQS039 | FQS – 039 Frozen Meals and Pre-Cooked Products | This Standard applies to the selected range of quick frozen meals and pre-cooked products detailed in the Food Supply Contract List. | <p>All raw materials used in the preparation of these products shall be fresh and wholesome, clean, free from taint and substantially free from blemishes or discoloration, infestation, insect or other damage. Where appropriate, raw materials used in the manufacture of these products shall conform to the applicable HMPS FQS Specification for those main raw materials.</p> <p>Modern practice and process shall be adopted in the manufacture, packing and storage of the finished product. The ingredients used in the manufacture shall be of good quality, in sound condition, free from taint, mould or off odours.</p> | | <p>Sensory Quality – The meals shall have an attractive appearance with the colour, texture, flavour and aroma characteristics of the meal or product declared on the label.</p> <p>Freezing - All commodities shall be supplied quick-frozen. This is defined as products which are to be kept at a temperature no higher than minus 18°C within the tolerances provided for in the Quick-Frozen Foodstuffs (QFF) Regulations. Products labelled as quick-frozen should comply fully with the QFF Regulations, i.e. it should have undergone a quick freezing process.</p> <p>Foreign Body Contamination - Where possible, the finished product shall be passed through a metal detector.</p> | <p>Material - All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations.</p> <p>Outer Packaging - All products shall be supplied in outer cartons of a standard that will ensure that the contents are protected sufficiently to withstand multiple handling and prolong the storage life of the contents under refrigerated conditions at the specified temperature range.</p> <p>Labelling - The products shall be labelled with normal commercial markings and in accordance with the Food Information Regulations 2014</p> |

Appendix C - Technical Specifications

AMB001. RICE - BROWN

| GENERAL | DESCRIPTION |
|--|---|
| The grain shall be sound and undamaged, free from infestation and insect attack, foreign cereal grains, weed seeds, moulds or any other extraneous matter. | It shall be long grained rice suitable for culinary purposes. |

| DETAILED REQUIREMENTS | APPEARANCE |
|--|---|
| <p>Moisture content shall be between 12.5% and 14.5% by weight.</p> <p>Grain length shall be characteristic of the variety and origin of the rice: not less than 85% of the grains shall possess a length to width ratio of 3:1 (i.e. length must be at least 3 times the width).</p> <p>Broken grains not more than 10%</p> | The rice shall consist of well-developed hulled grains, free from damaged or red kernels, mustiness and foreign odours. |

| PACKAGING | PROCESSING |
|---|------------|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage | |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|------------------|--|---------|
| | Ambient | 5kg - 25kg | 6 months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|-----------------------|--------------------|
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|--|--|
| Must comply with The Food Information Regulations 2014 | |
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| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
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| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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AMB002. BREAKFAST CEREAL - BLOWN RICE

| GENERAL | DESCRIPTION |
|---|--|
| The toasted rice cereal product (non-extruded) shall be manufactured from good quality rice. It shall be in good condition, dry, wholesome and free from saltiness. | They shall be of lightly toasted rice berries, with a light crisp texture, slightly sweet with malty taste. The product shall be golden in colour and not have any degree of sogginess in its texture. |

| DETAILED REQUIREMENTS | APPEARANCE |
|--|---|
| <p>Minimum Bulk size shall be 5kg.</p> <p>Minimum Portion size shall be 30g or 45g, supplied in a minimum case size of 200 or 150 units respectively.</p> <p>Non prisoner: Proprietary branded individual portion packs as deemed appropriate.</p> | They shall be free from any evidence of discoloration, infestation; insect and any other extraneous matter or damage. |

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|--|--|
| <p>Non prisoner: Proprietary branded individual portions as deemed appropriate. Must be fortified with Vitamins & Minerals. Such as Vit A, B1,B2,B3,B6,B12,C,D, Folic Acid, Zinc, Iron, Calcium, but not limited to.</p> <p>Government Buying Standards:</p> <p>At least 50% of breakfast cereals (procured by volume) have more than 6g/100g of fibre and do not exceed 10g/100g added sugars, 10g additional allowance for dried fruit in cereal. Salt content 1g per 100g.</p> | |
|--|--|

| PACKAGING | PROCESSING |
|--|------------|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage. | |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|--|--|---------|
| | AMBIENT | Bulk: 5kg -10kg Portion: 30g - 45g Inclusive of retail pack size | 6 months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|--------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|----------------------|------------------|
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|---|--|
| The product shall be suitable for the following diets: Halal, and Kosher. | |
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| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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AMB003. BREAKFAST CEREAL - BRAN FLAKES

| GENERAL | DESCRIPTION |
|--|--|
| The cereal shall be of good quality and known on the retail market of the EU/UK as 'Branflakes'. | The toasted flakes of wheat (none extruded), enriched with a minimum of 20% bran. Shall be in good condition ready to eat with a slightly malty taste, dry, wholesome and free from saltiness. |

| DETAILED REQUIREMENTS | APPEARANCE |
|--|---|
| <p>The product shall be made from traditional corn grits and not flour.</p> <p>Non prisoner: Proprietary branded individual portion packs as deemed appropriate.</p> <p>Non prisoner: Proprietary branded individual portions as deemed appropriate. Must be fortified with Vitamins & Minerals. Such as Vit A, B1,B2,B3,B6,B12,C,D, Folic Acid, Zinc, Iron, Calcium, but not limited to.</p> <p>Government Buying Standards:</p> <p>At least 50% of breakfast cereals (procured by volume) have more than 6g/100g of</p> | <p>The rich brown flakes shall be uniform in size, crisp in texture, have a toasted bran flavour with a slightly sweet malty taste. The product will not have any degree of soggy in its texture.</p> |

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| fibre and do not exceed 10g/100g added sugars, 10g additional allowance for dried fruit in cereal. Salt content 1g per 100g. | |
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| PACKAGING | PROCESSING |
|--|------------|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage. | |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|--|-------------------------------|---------|
| | AMBIENT | Bulk: 5kg – 10kg Portion: 30g -55g Inclusive of retail pack size | 6 months from delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|--------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|--|------------------|
| The product shall be suitable for the following diets: Vegan, Halal, and Kosher. | |

| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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| AMB004. BREAKFAST CEREAL - COCOA RICE |
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| GENERAL | DESCRIPTION |
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| <p>The cereal shall be of good quality and known on the retail market of the EU/UK as 'Cocoa Rice' or 'Chocolate Pops' or similar.</p> <p>This product does not form part of our core range.</p> | <p>The chocolate toasted rice cereal product (non-extruded) shall be manufactured from quality rice. It shall be in good condition, dry, wholesome and free from saltiness with a quality chocolate taste.</p> |

| DETAILED REQUIREMENTS | APPEARANCE |
|--|--|
| <p>They shall not be any more than 3 months old upon receipt.</p> <p>Minimum Bulk size shall be 10kg.</p> <p>Minimum Portion size shall be 30g or 52g</p> <p>Non prisoner: Proprietary branded individual portion packs as deemed appropriate.</p> <p>Government Buying Standards:</p> <p>At least 50% of breakfast cereals (procured by volume) have more than 6g/100g of fibre and do not exceed 12.5g/100g added sugars.</p> | <p>They shall be of lightly toasted rice berries, elliptical, with a light crunchy texture, predominantly chocolate flavour with a slight toasted rice undertone. The product shall not have any degree of sogginess in its texture.</p> <p>They shall be free from any evidence of blemishes or discoloration, infestation, insect and any other extraneous matter or damage.</p> |

| PACKAGING | PROCESSING |
|--|---|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage. | Modern methods and equipment shall be used to ensure that the preparation and processing are in accordance with best commercial practice and subject to scientific control. |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|---|--|---------|
| | AMBIENT | Bulk: 5kg – 10kg Portion: 30g - 52g Inclusive of retail pack size | 6 months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|--------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|--|------------------|
| The product shall be suitable for the following diets: Vegan, Halal, Kosher. | |

| OTHER INFORMATION |
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| All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations |

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| REVISION DATE: January 2024 |
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AMB005. BREAKFAST CEREAL – CORNFLAKES/MULTIFLAKES

| GENERAL | DESCRIPTION |
|---|---|
| The cereal shall be of the best quality and known on the retail market of the EU/UK as 'Cornflakes' or Special K, but no specific branded requirements. | The cornflakes (non-extruded) shall be in good condition, ready to eat with a slightly malty taste, dry, wholesome and free from saltiness. |

| DETAILED REQUIREMENTS | APPEARANCE |
|--|---|
| <p>Cornflake-The product shall be made from traditional corn grits and not flour.</p> <p>Multiflake-The product shall be made from rice, wholewheat & barley.</p> <p>Minimum Bulk size shall be 5kg.</p> <p>Minimum Portion size shall be 30g or 52g.</p> <p>Non prisoner: Proprietary branded individual portions as deemed appropriate. Must be fortified with Vitamins & Minerals. Such as Vit A, B1,B2,B3,B6,B12,C,D, Folic Acid, Zinc, Iron, Calcium, but not limited to.</p> <p>Government Buying Standards:</p> <p>At least 50% of breakfast cereals (procured by volume) have more than 6g/100g of fibre and do not exceed 10g/100g added sugars, 10g additional allowance for dried fruit in cereal. Salt content 1g per 100g.</p> | <p>The rich brown flakes shall be uniform in size, golden in colour, and not have any degree of sogginess in their texture.</p> |

| PACKAGING | PROCESSING |
|------------------|-------------------|
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| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage. | Modern methods and equipment shall be used to ensure that the preparation and processing are in accordance with best commercial practice and subject to scientific control. |
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| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|--|--|---------|
| | AMBIENT | Bulk: minimum 5kg Portion: 30g - 52g Inclusive of retail pack size | 6 months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|--------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|---|------------------|
| The product shall be suitable for the following diets: Halal, Kosher. | |

| OTHER INFORMATION |
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| All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations |

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| REVISION DATE: January 2024 |
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AMB006. BREAKFAST CEREAL - MUESLI

| GENERAL | DESCRIPTION |
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| <p>The product delivered shall be of good quality, in sound condition, free flowing, free from taint infestation and mould.</p> | <p>A muesli mix based on wheat flakes, oats and dried fruit, nuts and oats for consumption with milk as a breakfast cereal.</p> <p>The ingredients used in the manufacture shall be of good quality, in sound condition, free from taint, rancidity, infestation or mould.</p> |
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| <p>DETAILED REQUIREMENTS</p> | <p>APPEARANCE</p> |
|---|---|
| <p>The product shall be made from traditional corn grits and not flour.</p> <p>Vitamin D3 and other animal, fish or crustacean derivatives must not be used in its manufacture.</p> <p>The product will typically be made up of some or all of the following and as agreed at the time of contract: wheat flakes, either vine fruit (18%: including sultanas, raisins, dates),</p> <p>100% natural cereals</p> <p>Minimum Portion size shall be 45g</p> <p>Non prisoner: Proprietary branded individual portion pack as deemed appropriate.</p> <p>Government Buying Standards:</p> <p>At least 50% of breakfast cereals (procured by volume) have more than 6g/100g of fibre and do not exceed 12.5g/100g added sugars.</p> | <p>They shall be free from any evidence of blemishes or discoloration, infestation, insect and any other extraneous matter or damage.</p> |

| PACKAGING | PROCESSING |
|--|---|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage. | Modern methods and equipment shall be used to ensure that the preparation and processing are in accordance with best commercial practice and subject to scientific control. |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|--|--|---------|
| | AMBIENT | Bulk: 2kg – 10 kg Portion: 45g – 55g Inclusive of retail pack size | 6 months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|--------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|---|------------------|
| The product shall be suitable for the following diets: Vegan, Halal, and Kosher. <i>Product shall be free from Genetically Modified Ingredients (including additives & processing aids).</i> | |

| OTHER INFORMATION |
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| All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations |

REVISION DATE: January 2024

AMB007. BREAKFAST CEREAL – SUGAR/FROSTED FLAKES

| GENERAL | DESCRIPTION |
|---|---|
| The cereal shall be of the best quality and known on the retail market of the EU/UK as 'Sugar Flakes' or 'Frosted Flakes'. This product does not form part of our core range. | The sugar-frosted flakes of corn (non-extruded) shall be in good condition, dry, wholesome and free from saltiness. |

| DETAILED REQUIREMENTS | APPEARANCE |
|---|---|
| <p>The end product shall be manufactured from traditional corn grits and not flour.</p> <p>Minimum Portion size shall be 35g or 52g.</p> <p>Minimum bulk size shall be 5Kg</p> <p>Non prisoner: Proprietary brand individual portion packs as deemed appropriate.</p> <p>Government Buying Standards:</p> <p>At least 50% of breakfast cereals (procured by volume) have more than 6g/100g of fibre and do not exceed 12.5g/100g added sugars.</p> | <p>The product flakes of various sizes shall be golden in colour with a uniform frosty form with a crunchy texture and not have any degree of sogginess in its texture.</p> <p>They shall be free from any evidence of blemishes or discoloration, infestation, insect and any other extraneous matter or damage.</p> |

| PACKAGING | PROCESSING |
|--|-------------------|
| To be packed in food grade containers of sufficient strength and quality to ensure | |

| | |
|---|---|
| prevention of damage during delivery and storage. | Modern methods and equipment shall be used to ensure that the preparation and processing are in accordance with best commercial practice and subject to scientific control. |
|---|---|

| SOURCE | STATE | MIN /MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|---|--|---------|
| | AMBIENT | Bulk: 5kg - 10kg Portion: 35g – 52g Inclusive of retail pack size | 6 months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|--------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|---|------------------|
| The product shall be suitable for the following diets: Halal, and Kosher. | |

| OTHER INFORMATION |
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| All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations |

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| REVISION DATE: January 2024 |
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AMB008. BREAKFAST CEREAL - WHEAT BISCUITS)

| GENERAL | DESCRIPTION |
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|--|--|
| The wheat cereal shall be of good quality and known on the retail market of the EU/UK as 'Wheat Biscuits'. | The wheat biscuits shall be in good condition, ready to eat, dry, wholesome and free from saltiness. |
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| DETAILED REQUIREMENTS | APPEARANCE |
|---|--|
| <p>The end product shall be manufactured from traditional corn grits and not flour.</p> <p>Minimum Portion size shall be twin packs.</p> <p>Non prisoner: Proprietary brand in twin pack portions as deemed appropriate.</p> <p>Must be fortified with Vitamins & Minerals. Such as Vit A, B1,B2,B3,B6,B12,C,D, Folic Acid, Zinc, Iron, Calcium, but not limited to.</p> <p>Government Buying Standards:</p> <p>At least 50% of breakfast cereals (procured by volume) have more than 6g/100g of fibre and do not exceed 10g/100g added sugars, 10g additional allowance for dried fruit in cereal. Salt content 1g per 100g</p> | <p>They shall be golden brown in colour and not have any degree of sogginess in their texture.</p> <p>They shall be free from any evidence of blemishes or discoloration, infestation, insect and any other extraneous matter or damage.</p> |

| PACKAGING | PROCESSING |
|--|---|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage. | Modern methods and equipment shall be used to ensure that the preparation and processing are in accordance with best commercial practice and subject to scientific control. |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|--|--|---------|
| | AMBIENT | Bulk: 200xtwin packs (400) Non Prisoner proprietary brand in twin packs Portion: 2 biscuits per pack 1x1x48 | 6 months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|--------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|---|------------------|
| The product shall be suitable for the following diets: Halal, Kosher. | |

| OTHER INFORMATION |
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| All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations |

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| REVISION DATE: January 2024 |
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AMB009. BEANS (BAKED) IN TOMATO SAUCE

| GENERAL | DESCRIPTION |
|--|---|
| No vegetable/fruit pulps other than tomato shall be present. The sugar used shall be refined white sugar. Seasonings or cereal | White beans in tomato sauce, canned and heat processed. Can size as specified on order. |

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| thickeners shall be of good food quality and free from extraneous matter. | |
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| DETAILED REQUIREMENTS | APPEARANCE |
|--|---|
| <p>The drained weight of the contents shall be no less than 55% +/- 2%.</p> <p>Supply of product shall conform to FSA guidance on reduced salt and sugar.</p> <p>Pack size preferred weight 6 x 2.5kg.</p> <p>Non prisoner will accept 415gram tins.</p> | <p>The beans shall be small, uniform in colour and size. They shall be free from mould and mustiness, bitterness, foreign matter, insect attack and other defects. The tomato concentrate shall be of a good colour, flavour and free from all skins and seeds.</p> |

| PACKAGING | PROCESSING |
|---|---|
| <p>To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage. Product shall be in lacquered cans suitable for the type of vegetable. Cans shall meet all current legislation prior to and after processing. Cans shall not be rusty, dented or damaged and be supplied in such a way to prevent damage during delivery and storage.</p> | <p>The beans shall be prepared to yield a satisfactory uniformly cooked product. Sauce shall be from tomato concentrate, sugar, seasoning and such thickening agents as required to give a smooth homogenous consistency.</p> |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|------------------|--|---------|
| | Ambient | N/A | 6 months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|-----------------------|--------------------|
|-----------------------|--------------------|

| | |
|--|--|
| Must comply with The Food Information Regulations 2014 | |
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| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|----------------------|------------------|
| | |

| OTHER INFORMATION |
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| |
| REVISION DATE: January 2024 |

AMB010. BEVERAGES - HOT

| GENERAL | DESCRIPTION |
|---|---|
| A range of hot beverages in a variety of sizes and compositions to fulfil the catering requirements of Prisons. | Products shall be characteristic of the variety of hot beverages. |

| DETAILED REQUIREMENTS | APPEARANCE |
|--|--|
| <p>The range shall include but not be limited to the following:</p> <p>Tea</p> <p>Product shall consist of fermented and dried young leaves of various species of tea.</p> <p>Tea Bags: The product shall conform to the UK Tea Council requirements (and be free from fine dust).</p> <p>An individual tea bag shall constitute a portion and must provide one cup of hot beverage. Minimum case size shall be 2 x 1100 units.</p> | <p>All contents of the product shall be clean, free from any pest or insect infestation or damage and any extraneous matter</p> <p>Coffee: The prepared product shall be of a consistent liquid, mixed easily with boiling water, presenting a pleasing coffee aroma and a very dark brown colour.</p> <p>Tea Bags: When infused, the liquid shall be clear and bright, with a good body, colour aroma and flavour typical of tea. It shall be free from any taint</p> |

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| <p>Branded flavoured/decaffeinated tea minimum pack size 1x6x25bags.</p> <p>Non prisoner – proprietary branded tea bags as deemed appropriate. Bulk minimum case size 1x2x1100.</p> <p>Flavoured/decaffeinated tea minimum pack size 1x6x25bags</p> <p>Coffee</p> <p>Shall be an instant coffee consisting of granules that dissolve readily in hot water to give a beverage with a good dark colour and appearance in the cup, a pleasant aroma and a strong flavour characteristic of medium roast coffee.</p> <p>Products will comply with the Coffee Extracts & Chicory Extracts Regulations England 2000 and all subsequent amendments.</p> <p>A portion must provide one cup of hot beverage. Minimum case size shall be 1000 individually packaged . Minimum bulk pack size shall 6 x 750g.</p> <p>Non prisoner – Proprietary branded coffee as deemed appropriate. Minimum 6x750</p> <p>Drinking Chocolate</p> <p>Shall be a drinking chocolate powder that makes a chocolate flavoured hot beverage when mixed with hot or boiling water. Drinking chocolate must conform to the Cocoa and Chocolate Products (England) Regulations 2003 & Amendments.</p> <p>A portion must provide one cup of hot beverage. Minimum case size shall be 250 individually packaged portions of 16.5g minimum. Minimum bulk pack size shall be 1 x 2kg.</p> | <p>and shall be predominantly brown in colour depending on the duration of infusion of the tea bag with water.</p> <p>Drinking Chocolate: The prepared product shall be of a consistent liquid, mixed easily with boiling water, presenting a pleasing chocolate aroma and a dark brown colour.</p> <p>Malt: The prepared product shall be of a consistent liquid, mixed easily with boiling water, presenting a pleasing malty aroma and a light brown to beige colour.</p> |
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| <p>Non prisoner – Proprietary branded product as deemed appropriate Minimum size 1x1x6x500gm</p> <p>Malt</p> <p>Shall be a malt flavoured powder that is mixed with hot or boiling water to make a nourishing hot beverage.</p> <p>A portion must provide one cup of hot beverage. Minimum case size shall be 30 individually packaged portions of 32g minimum.</p> <p>Non prisoner – Proprietary branded product as deemed appropriate</p> | |
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| PACKAGING | PROCESSING |
|--|---|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage. | Modern methods and equipment shall be used to ensure that the preparation and processing are in accordance with best commercial practice and subject to scientific control. |

| SOURCE | STATE | COUNT / WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|--|--|---------|
| | AMBIENT | <p>Coffee: Bulk: Minimum 3kg; Portion: Minimum 1000 units</p> <p>Tea: Minimum 2200 units</p> <p>Flavoured/decaffeinated minimum 150 units</p> <p>Drinking Chocolate: Bulk: Minimum 2kg; Portion: Minimum 250 units</p> <p>Malt: Minimum 25 units</p> | 6 months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|-------------------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|-----------------------------|-------------------------|
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| OTHER INFORMATION |
|--|
| All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations |

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| REVISION DATE: January 2024 |
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AMB011. CANNED FRUITS

| GENERAL | DESCRIPTION |
|--|---|
| Supplies shall conform to the samples approved for the contract as regards any properties or qualities that are not defined fully in this specification. | A range of canned fruits supplied in a prepared form, ready to serve in and canned in edible liquid or syrup, depending on the product. |

| DETAILED REQUIREMENTS | APPEARANCE |
|--|---|
| <p>Products must be free from any banned additives or colourings, and must comply with all relevant EU regulations.</p> <p>The Authority requires a typical range and variety of tinned fruits in natural juices or syrup.</p> | <p>The products shall possess a good colour and flavour, reasonably uniform throughout the container and typical of the product after proper processing.</p> <p>Cans shall meet all current legislation prior to and after processing. Cans shall not be rusty, dented or damaged and be supplied</p> |

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| <p>The fruits and styles covered by this standard include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Pear Halves 2. Fruit Cocktail, diced. Typically, peaches 30-50%, diced pears 25-45%, pineapple pieces 6-20% and cherries 12-15%. 3. Peaches 4. Mandarin Oranges, whole segments 5. Pineapple slices (rings) , chunks or segments 6. Rhubarb, Solid Pack 7. Apples, Solid Pack 8. Plum Halves 9. Un-pitted Prunes in natural juice Suitable for non-prisoner use. | <p>in such a way to prevent damage during delivery and storage.</p> |
|---|---|

| PACKAGING | PROCESSING |
|--|---|
| <p>To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage</p> | <p>Modern methods and equipment shall be used to ensure that commercial practices are in accordance with current legislation.</p> |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|---------------|--------------|-------------------------|--|-------------|
| | AMBIENT | 500g – 3.5 kg | 3 Months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|---|-------------------------------|
| <p>Must comply with The Food Information Regulations 2014</p> | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|-----------------------------|-------------------------|
| N/A | N/A |

| OTHER INFORMATION |
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| REVISION DATE January 2024 |
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AMB012. CANNED VEGETABLES

| GENERAL | DESCRIPTION |
|--|---|
| Supplies shall conform to the samples approved for the contract as regards any properties or qualities that are not defined fully in this specification. | <p>The product shall be properly ripened vegetables and be ready for use for culinary purposes without further treatment.</p> <p>The products shall be prepared vegetables, packed in water and hermetically sealed, tinplate, cans and heat processed.</p> |

| DETAILED REQUIREMENTS | APPEARANCE |
|---|---|
| <p>Products must be free from any banned additives or colourings, and must comply with all relevant EU regulations.</p> <p>The Authority requires a typical range and variety of canned vegetables.</p> | <p>The products shall possess a good colour and flavour, reasonably uniform throughout the container and typical of the product after proper processing.</p> <p>Cans shall meet all current legislation prior to and after processing. Cans shall not be rusty, dented or damaged and be supplied</p> |

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|--|---|
| <p>The vegetables and styles covered by this standard include but are not limited to the following:</p> <p>10. Bamboo Shoots 11. Butter Beans 12. Kidney Beans (Red) 13. Salad Beans 14. Beetroot Diced 15. Carrots whole / sliced / diced 16. Chick Peas 17. Marrowfat Peas 18. Mushy Peas 19. Processed Peas 20. Tomato Peeled / Chopped / Paste 21. Mushrooms whole / sliced 22. New Potatoes Peeled 23. Sweet Corn 24. Chick Peas, 25. Tomatoes peeled, chopped and paste</p> <p>Also suitable for non-prisoner</p> | <p>in such a way to prevent damage during delivery and storage.</p> |
|--|---|

| PACKAGING | PROCESSING |
|---|--|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage | Modern methods and equipment shall be used to ensure that commercial practices are in accordance with current legislation. |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|---------------|--------------|-------------------------|---------------------------|-------------|
|---------------|--------------|-------------------------|---------------------------|-------------|

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|--|---------|--|---|---------|
| | AMBIENT | Small 225g – 1kg Catering sizes 2 kg – 5 kg | 3 Months from point of delivery to HMP | Ambient |
|--|---------|--|---|---------|

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|--------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|----------------------|------------------|
| N/A | N/A |

| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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AMB013. CANNED FISH

| GENERAL | DESCRIPTION |
|---|--|
| <i>All recognised legislation and regulations both in the United Kingdom and country of origin, concerning canning; processing and hygiene shall be met at all times. Use of colouring matter is not permitted.</i> | The products shall consist of steaks, fillets or chunks of fish catch, in prime condition and cut to a size and quality suitable for canning. It shall be packed in vegetable oil, brine or tomato sauce prepared from potable water and fine grain, culinary, salt. |

| DETAILED REQUIREMENTS | APPEARANCE |
|-----------------------|------------|
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|---|---|
| <p>Products must be free from any banned additives or colourings, and must comply with all relevant EU regulations.</p> <p>The Authority requires a typical range and variety of canned fish. The fish and styles covered by this standard include but are not limited to the following:</p> <p>26.Pilchards – in tomato sauce 27.Salmon - Red 28.Sardines – in tomato sauce 29.Tuna Chunks / Flakes – in Brine</p> <p><u>Salt Content.</u> The salt content shall be not more than 2.0% by weight.</p> <p><u>Histamine Content.</u> The histamine content shall not exceed 50ppm.</p> <p><u>Drained Weight.</u> Weight of solid tuna to be at least 70% of total drained weight of the can contents.</p> <p>Product traceable to source. Ingredients to be free from genetically modified DNA or GMO specific protein. Product to comply with Campden Grade A for Canned Product.</p> <p>Suitable for non-prisoner</p> | <p>The product shall have the typical colour of the relevant fish. The fish shall be flaked so that when turned out it can be readily separated and be free from excessive saltiness. It shall have an appetising appearance and flavour.</p> |
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| PACKAGING | PROCESSING |
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| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage | Modern methods and equipment shall be used to ensure that commercial practices are in accordance with current legislation. |
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| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|--|--|----------|
| | AMBIENT | Minimum size 120 grms Preferred size 1.5 – 3.0 kg | 6 Months from point of delivery to HMP | +5 to +8 |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|--------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|----------------------|------------------|
| N/A | N/A |

| OTHER INFORMATION |
|---|
| Product may be supplied in plastic pouches increasing yield for drained weight |

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| REVISION DATE: January 2024 |
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AMB014. CANNED MEAT

| GENERAL | DESCRIPTION |
|---------|-------------|
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| All recognised legislation and regulations both in the United Kingdom and country of origin, concerning canning, processing and hygiene shall be met at all times. | The product shall be ready for use for culinary purposes without further treatment. Drained weight shall not be less than nominal drained weight (stated on pack). |
|--|--|

| DETAILED REQUIREMENTS | APPEARANCE |
|---|---|
| <p>A range of canned meat supplied in large catering tins, range will include but not be limited to:</p> <p>Beef, pork, ham, chicken, turkey and hot dog sausage products.</p> <p>Corned Beef: The beef shall be from healthy carcasses and have been passed fit for human consumption by the authority in country of origin.</p> <p>The corned beef shall be chopped, cured, boneless carcass beef, heat processed and supplied in hermetically sealed cans</p> <p>Pork/Pork & Ham:</p> <p>Pork luncheon Meat: Meat content shall be a minimum 55%</p> <p>Chopped pork/Ham: Meat content shall be a minimum of 75% Filler: a suitable cereal filler, seasoning and additives to manufacturer's recipe to make up to 100%. The meat shall be a suitably prepared chopped mixture of: cured, smoked lean pork, with an appropriate filler and seasoning. It shall be supplied in hermetically sealed cans.</p> | <p>The products shall have a full and flavoursome taste and aroma characteristics of that named. When prepared all products shall have an attractive appearance with the colour, texture and flavour characteristic of the variety and style of product</p> <p>Corned Beef: The corned beef shall be of good quality, with a good red colour of cured meat, free from any uncured meat. The fat shall be evenly distributed. The meat shall be firm enough that when turned out at 20°C it can be readily cut into thin slices and be free from excessive saltiness.</p> <p>Pork/Pork & Ham: The meat shall have the pink colour of cured meat and shall be homogeneous with the fat uniform throughout. The meat shall be firm enough that when turned out at 20°C it can be readily cut into thin slices and be free from excessive saltiness. It shall have an appetising smoked and cured meat flavour.</p> <p>Hot Dog Sausages: The meat shall have the pink colour of cured meat encased in collagen skins. The sausage shall remain firm to withstand temperatures in excess of 72°C. It shall have an appetising smoked and cured meat flavour.</p> |

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| <p>Canned Hot Dog Sausages – proprietary branded product as deemed appropriate for prisoner and non-prisoner consumption.</p> <p>The meat content shall be a minimum of 61%. Filler: a suitable cereal filler, seasoning and additives to manufacturer's recipe to make up to 100%. The meat shall be a suitably prepared minced mixture of: chicken and smoked lean pork and may contain MRM, with an appropriate filler and seasoning. It shall be supplied in hermetically sealed cans.</p> | |
|--|--|

| PACKAGING | PROCESSING |
|---|---|
| All materials shall conform to the Materials in Contact with Food Regulations. Typically supplied in A10 and KC3 cans as appropriate. | Modern methods and equipment shall be used to ensure that the preparation and processing are in accordance with best commercial practice and subject to scientific control. The stock bases shall typically have a salt content less than 0.5g per 100ml. |

| SOURCE | STATE | WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|--|--|---------|
| | AMBIENT | Minimum can size 90 g Preferred can size > 1.5 – 5 kg | 6 months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|--------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
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| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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AMB015. BREAKFAST PRESERVES/SPREADS

| GENERAL | DESCRIPTION |
|--|---|
| A range of breakfast preserves to be supplied in both catering bulk sizes and individual portions. | The preserves shall have bright attractive appearance, with the colour, flavour and aroma characteristic of the particular variety. They shall be free from tough skins, hardened peel, immature or burnt fruits and extraneous matter, including pips and seeds in seedless varieties. |

| DETAILED REQUIREMENTS | APPEARANCE |
|--|--|
| <p>A range of breakfast preserves supplied in bulk catering sizes; the range shall include but is not limited to:</p> <p>Honey – Clear;</p> <p>Lemon Curd;</p> <p>Fruit Spread – Marmalade-style Orange;</p> <p>Fruit Spread - Mixed Fruit;</p> <p>Fruit Spread – Strawberry;</p> <p>All to be supplied in bulk in a minimum case size of 4 x 2.5kg.</p> | <p>All products on opening will resemble the taste, odour and colour of the named product.</p> |

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| <p>Peanut Butter – Smooth; to be supplied in a minimum case size of 500g.</p> <p>Yeast Extract Spread; to be supplied in a minimum case size of 500g.</p> <p>Fruit Spread - Marmalade-style Orange</p> <p>Fruit Spread – Assorted Fruit Flavours</p> <p>Fruit Spread – Strawberry</p> <p>Fruit Spread – Mixed Fruit</p> <p>Fruit Spread – Blackcurrant</p> <p>Fruit Spread – Raspberry</p> <p>All to be supplied in minimum portion sizes of 16 - 20g;</p> <p>Non prisoner – Proprietary branded preserves as deemed appropriate.</p> <p>Yeast Extract Spread; to be supplied in minimum portion sizes of 8g; minimum case size to be 100 units.</p> <p>Fruit Spreads</p> <p>The products shall comprise of 'gels' of a suitable mixture of sweetening agents, fruit, fruit pulp, fruit juice and necessary additives. The ingredients shall be of good quality in a wholesome condition, free from fruit stones and stone fragments where applicable and from other extraneous matter.</p> | |
|--|--|

| PACKAGING | PROCESSING |
|---|--|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage | Modern methods and equipment shall be used to ensure that commercial practices are in accordance with current legislation. |

| SOURCE | STATE | WEIGHT | MINIMUM SHELF LIFE | TEMP |
|---------------|--------------|--|--|-------------|
| | AMBIENT | Case and Portion sizes are to be varied as per the Detailed Requirements set out above. Inclusive of retail pack size | 6 Months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|-------------------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|-----------------------------|-------------------------|
| N/A | N/A |

| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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AMB016. CONFECTIONERY - BISCUITS

| GENERAL | DESCRIPTION |
|---|---|
| The contractor will need to be flexible in his approach to fulfilling the needs of individual establishments by offering a range of product that shall conform to the regulations in force at the time of delivery. | The biscuits may or may not contain a confection filling, chocolate or a chocolate flavoured coating. |

| DETAILED REQUIREMENTS | APPEARANCE |
|--|--|
| <p>A typical range of products is required that reflects consumer demand. For example, but not limited to:</p> <p>Caramel – Twin pack; Creams; Crackers – Cream; Custard Cream; Ginger Nuts; Mini – Assorted – Individual Packs</p> <p>Biscuits shall be packed either individually or in multiples thereof (as agreed with the customer). The wrapping shall be of suitable food grade material.</p> <p>Suitable for non-prisoners</p> | <p>The biscuits will be of good, wholesome appearance and be typical of the named biscuit. Broken /damaged biscuits will not be acceptable. The biscuits shall not be stale and be free from all taint, off odours/flavours.</p> |

| PACKAGING | PROCESSING |
|--|---|
| All materials shall conform to the Materials in Contact with Food Regulations. | Modern methods and equipment shall be used to ensure that preparation and processing are in accordance with best commercial practice and subject to scientific control and EC standards |

| SOURCE | STATE | WEIGHT | MINIMUM SHELF LIFE | TEMP |
|---------------|--------------|--|--|-------------|
| Various | AMBIENT | <p>Catering 1.5kg – 2.5kg</p> <p>Portions – Individual portion packs and sizes up to 200grms</p> | Min 6 months from point of delivery to HMP | Ambient |

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|--|--|-------------------------------|--|
| | | Inclusive of retail pack size | |
|--|--|-------------------------------|--|

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|-------------------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
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| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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AMB017. BAKING – FLOUR (BREAD)

| GENERAL | DESCRIPTION |
|---|---|
| The flour shall comply with the standards prescribed by the current Bread & Flour Regulations 1998 and shall conform to other relevant legislation and updates. | The flour shall be pure and white with an even texture and be free of all foreign matter. |

| DETAILED REQUIREMENTS | APPEARANCE |
|--|--|
| <p>Protein shall be 12.5% +/- 0.5%.</p> <p>Water absorption shall be min 62% of flour content.</p> <p>On baking it shall yield loaves of a good white colour, good, structured appearance with good texture, bloom and palatability using a recipe of flour, yeast, salt and water only.</p> | The flour shall be a fine white powder, free of insect infestation or contamination and other extraneous matter. |

| PACKAGING | PROCESSING |
|---|--|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage | Modern methods and equipment shall be used to ensure that commercial practices are in accordance with current legislation. |

| SOURCE | STATE | WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|---------------------|---------------------|---------|
| | AMBIENT | Bulk Min 5kg – 25kg | 6 Months from point | Ambient |

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|--|--|--|-----------------------|--|
| | | | of delivery to HMP | |
|--|--|--|-----------------------|--|

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|-------------------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|-----------------------------|-------------------------|
| N/A | N/A |

| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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AMB018. BAKING – FLOUR & MIXES (CULINARY)

| GENERAL | DESCRIPTION |
|--|---|
| A range of flours and flour mixes that shall comply with the standards prescribed by the Bread & Flour Regulations 1998 and shall conform to other relevant legislation and updates. | The flour shall be pure with an even texture and be free of all foreign matter. |

| DETAILED REQUIREMENTS | APPEARANCE |
|---|---|
| <p>The culinary flour range shall include but is not limited to the following:</p> <p>Cornflour;</p> <p>Self-raising Flour;</p> <p>Plain Flour;</p> <p>Strong Flour;</p> <p>Whole meal;</p> <p>Semolina;</p> <p>Short crust Pastry Mix;</p> <p>Pizza Base Mix;</p> <p>Scone Mix.</p> <p>Non-Prisoner</p> <p>Golden Batter Mix supplied as 1x4x3.5kg</p> | <p>The flour shall be a fine powder, free of insect infestation or contamination and other extraneous matter and be suitable for culinary purposes.</p> |

| PACKAGING | PROCESSING |
|------------------|-------------------|
|------------------|-------------------|

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|---|--|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage | Modern methods and equipment shall be used to ensure that commercial practices are in accordance with current legislation. |
|---|--|

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|--|---|---------|
| | AMBIENT | 1 kg - 25kg as stated in the Cost Model | 6 Months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|--------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|----------------------|------------------|
| N/A | N/A |

| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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AMB019. BAKING – FLOUR (WHOLEMEAL/GRANARY)

| GENERAL | DESCRIPTION |
|---|---|
| The flour shall comply with the standards prescribed by the current Bread & Flour Regulations and shall conform to other relevant legislation. May be Wholemeal or Granary (added malted wheat) | The flour shall be pure and light in colour with brown particles, have an even texture and be free of all foreign matter. |

| DETAILED REQUIREMENTS | APPEARANCE |
|--|---|
| On baking it shall yield loaves of a good light colour, good structured appearance with good texture bloom and palatability using a recipe of flour, yeast, salt and water only. | The flour shall contain ground pieces of all the bran and germ from cleaned wheat grain in addition to the fine white powder. Shall be free from insect infestation or contamination and other extraneous matter. |

| PACKAGING | PROCESSING |
|---|--|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage | Modern methods and equipment shall be used to ensure that commercial practices are in accordance with current legislation. |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|---|---|---------|
| | AMBIENT | 1kg - 25kg as stated in the Cost Model | 6 Months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|-----------------------|--------------------|
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|--|--|
| Must comply with The Food Information Regulations 2014 | |
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| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|----------------------|------------------|
| N/A | N/A |

| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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AMB020. BAKING – SPONGE MIX

| GENERAL | DESCRIPTION |
|---|---|
| The powder shall possess a good colour and flavour and be typical of the named product after proper processing. | A floury fatty mix, sweet to the taste. To be free from all foreign matter, off flavour, taints and moisture. |

| DETAILED REQUIREMENTS | APPEARANCE |
|---|---|
| All additives to meet current food regulations concerning the use of additives. Vegan options must be available. | The powder shall be free running and cream in colour. When mixed with water it shall readily reconstitute to give a smooth paste. |

| PACKAGING | PROCESSING |
|---|--|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage | Modern methods and equipment shall be used to ensure that commercial practices are in accordance with current legislation. |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|------------------|--|---------|
| | AMBIENT | 1 kg - 25kg | 6 Months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|--------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|----------------------|------------------|
| N/A | N/A |

| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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AMB021. BAKING – FRUITS – CONFECTIONARY

| GENERAL | DESCRIPTION |
|---|---|
| <p>The fruit shall properly ripened, of good quality and free from mite or insect infestation and other extraneous matter.</p> <p style="padding-left: 40px;">The baking confectionary shall possess a good colour and flavour and be typical of the named product after proper processing.</p> | <p>Dried fruit suitably prepared for culinary use without further treatment. To be virtually free of stones, stalks, fragments, straw and foreign seeds.</p> <p>Baking confectionary</p> <p>Products shall be used for patisseries, coatings and coverings to be served as a dessert; suitable for long-term ambient storage.</p> |

| DETAILED REQUIREMENTS | APPEARANCE |
|---|--|
| <p>A range of fruit products to include but not limited to:</p> <p>Cherries (Broken); and</p> <p>Mixed Fruit (Chopped.</p> <p>Fruit to be seedless.</p> <p>Moisture content - max 16%.</p> <p>Sulphur dioxide content to comply with preservative in food regulations.</p> <p>Mineral oil - fruit subjected to oil treatment shall comply with current regulations & not be more than 0.5%.</p> <p>Non Prisoner Baking Confectionary</p> <p>A range of proprietary branded products shall be offered that include but are not limited to:</p> | <p>The range of fruits shall be appropriate in colour, having a flavour characteristic of the product, free from foreign odours and taint.</p> <p>Baking confectionary</p> <p>Shall be appropriate colour, having a flavour characteristic of the product, free from foreign odours and taint and will be of good, wholesome appearance and be typical of the named product.</p> |

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|---|--|
| Scotbloc milk chocolate flavour coating 6x1kg Ready to roll icing 6x1kg Natural marzipan 6x1kg (contains nuts) White chocolate couverture 1x5kg Dark chocolate couverture 1x5kg | |
|---|--|

| PACKAGING | PROCESSING |
|---|--|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage | Modern methods and equipment shall be used to ensure that commercial practices are in accordance with current legislation. |

| SOURCE | STATE | WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|---------|---|--|---------|
| | AMBIENT | Cherries: Minimum 3kg; Mixed Fruit: Minimum 3kg Baking Confectionary: minimum range 1kg to 5kg | 6 Months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|---|--------------------|
| Must comply with UK Food Labelling Regulations 1996 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|----------------------|------------------|
| N/A | N/A |

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| OTHER INFORMATION |
| Where possible products shall be suitable for vegan and vegetarian diets. Some products may contain nuts or traces of. |

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| REVISION DATE: January 2024 |
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AMB022. BAKING – NUTS

| GENERAL | DESCRIPTION |
|--|--|
| The nut shall be of good quality and free from mite or insect infestation and other extraneous matter. | Dried nuts suitably prepared for culinary use without further treatment. |

| DETAILED REQUIREMENTS | APPEARANCE |
|---|--|
| A range of nut products to include but not limited to: Almond –flaked ground Cashew – whole; Mixed Nuts – chopped; Walnut – pieces. | Shall be appropriate colour, having a flavour characteristic of the product, free from foreign odours and taint. |

| PACKAGING | PROCESSING |
|---|--|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage | Modern methods and equipment shall be used to ensure that commercial practices are in accordance with current legislation. |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|---------------|--------------|-------------------------|--|-------------|
| | AMBIENT | 500g – 5 kg | 6 Months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|------------------------------|-------------------------------|
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|--|--|
| Must comply with The Food Information Regulations 2014 | |
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| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|----------------------|------------------|
| N/A | N/A |

| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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AMB023. BAKING – JUICE

| GENERAL | DESCRIPTION |
|---|--|
| <i>The product shall be pure unsweetened fruit juice taken from concentrates derived from properly ripened fruit and be ready for use for culinary purposes or consumption without further treatment.</i> | The long-life juice will keep for 6 to 9 months while the packaging is kept sealed, and because of the pasteurisation process applied and packing method, does not require chilling. |

| DETAILED REQUIREMENTS | APPEARANCE |
|---|--|
| <p>A range of juices is required, including but not limited to:</p> <p>Lemon Juice;</p> <p>Lime Juice</p> <p>Product to conform to Fruit Juices & Nectars Regulations, 1977 and subsequent amendments.</p> <p>Fruit Juices must consist of 100% pure juice and generally have no added ingredients.</p> | <p><i>The product shall possess a true flavour and good colour, uniform throughout the container and typical of the named product after proper processing.</i></p> |

| PACKAGING | PROCESSING |
|---|--|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage | Modern methods and equipment shall be used to ensure that commercial practices are in accordance with current legislation. |

| SOURCE | STATE | MIN / MAX WEIGHT | MINIMUM SHELF LIFE | TEMP |
|--------|-------|------------------|-----------------------|------|
| | | | | |

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|--|---------|--------------|--|---------|
| | AMBIENT | 85ml – 5ltrs | 6 Months from point of delivery to HMP | Ambient |
|--|---------|--------------|--|---------|

| LABELLING INFORMATION | SAMPLING & TESTING |
|--|-------------------------------|
| Must comply with The Food Information Regulations 2014 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
|-----------------------------|-------------------------|
| N/A | N/A |

| OTHER INFORMATION |
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| REVISION DATE: January 2024 |
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AMB024. BEVERAGES - COLD

| GENERAL | DESCRIPTION |
|--|--|
| A range of cold beverages in a variety of sizes and compositions to fulfil the catering requirements of Prisons. | Products shall be characteristic of the variety of cold beverages. |

| DETAILED REQUIREMENTS | APPEARANCE |
|--|--|
| The range shall include but not be limited to the following squash, juice and smoothie products: | All contents of the product shall be clean, free from any pest or insect infestation or damage and any extraneous matter |

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| <p>Squash: Blackcurrant, Lemon, Orange</p> <p>Juice : Apple, Forest Fruit, Orange, Pineapple</p> <p>Smoothies Non Prisoner only : Strawberry and Banana, Green Fruit & Vegetable</p> <p><i>The product shall possess a true flavour and good colour typical of the named product after proper processing.</i></p> | |
|---|--|

| PACKAGING | PROCESSING |
|--|---|
| To be packed in food grade containers of sufficient strength and quality to ensure prevention of damage during delivery and storage. | Modern methods and equipment shall be used to ensure that the preparation and processing are in accordance with best commercial practice and subject to scientific control. |

| SOURCE | STATE | WEIGHT | MINIMUM SHELF LIFE | TEMP |
|---------|---------|---|--|---------|
| Various | Ambient | <p>Minimum portion size: 85ml</p> <p>Minimum bulk size: 2ltr</p> <p>Individual Squash portions 8ml</p> <p>Non Prisoner Smoothies portion sizes of min 250ml</p> | 6 months from point of delivery to HMP | Ambient |

| LABELLING INFORMATION | SAMPLING & TESTING |
|---|--------------------|
| Must comply with UK Food Labelling Regulations 1996 | |

| SPECIAL REQUIREMENTS | QUALITY ANALYSIS |
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| OTHER INFORMATION |
| All materials and articles used in the manufacture and packaging of the product shall conform to the Materials and Articles in Contact with Food Regulations |

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| REVISION DATE: January 2024 |
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Appendix D - Site Details, Delivery Points, Delivery Schedule and Percentage of Spend per Site

Site Details, Delivery Points, Delivery Schedule

The text has been redacted under the exemptions set out by the Freedom of Information Act

Percentage of Spend per Site

| Prison Name | Spend | % |
|------------------------|------------|-------|
| HMP ASKHAM GRANGE | £193,389 | 0.27% |
| HMP AYLESBURY | £352,144 | 0.49% |
| HMP BEDFORD | £404,413 | 0.56% |
| HMP BELMARSH | £682,847 | 0.95% |
| HMP BERWYN | £1,977,199 | 2.74% |
| HMP BIRMINGHAM | £928,602 | 1.29% |
| HMP BRINSFORD | £435,155 | 0.60% |
| HMP BRISTOL | £488,278 | 0.68% |
| HMP BRIXTON | £675,478 | 0.94% |
| HMP BUCKLEY HALL | £493,400 | 0.68% |
| HMP BULLINGDON | £884,022 | 1.22% |
| HMP BURE | £595,111 | 0.82% |
| HMP CARDIFF | £627,721 | 0.87% |
| HMP CHANNINGS WOOD | £721,491 | 1.00% |
| HMP CHELMSFORD | £698,810 | 0.97% |
| HMP COLDINGLEY | £518,506 | 0.72% |
| HMP COOKHAM WOOD | £157,410 | 0.22% |
| HMP DARTMOOR | £652,272 | 0.90% |
| HMP DEERBOLT | £359,010 | 0.50% |
| HMP DONCASTER | £1,362,643 | 1.89% |
| HMP DOWNVIEW | £266,509 | 0.37% |
| HMP DRAKE HALL | £318,403 | 0.44% |
| HMP DURHAM | £904,221 | 1.25% |
| HMP EAST SUTTON PARK | £78,291 | 0.11% |
| HMP EASTWOOD PARK | £368,155 | 0.51% |
| HMP ELMLEY | £1,010,296 | 1.40% |
| HMP ERLESTOKE | £442,063 | 0.61% |
| HMP EXETER | £368,419 | 0.51% |
| HMP FEATHERSTONE | £625,741 | 0.87% |
| HMP FELTHAM | £488,052 | 0.68% |
| HMP FORD | £418,771 | 0.58% |
| HMP FOSTON HALL | £295,638 | 0.41% |
| HMP FRANKLAND | £943,822 | 1.31% |
| HMP FULL SUTTON | £679,647 | 0.94% |
| HMP GARTH | £809,703 | 1.12% |
| HMP GARTREE | £544,506 | 0.75% |
| HMP GLEN PARVA | £3,180 | 0.00% |
| HMP GRENDON | £245,096 | 0.34% |
| HMP GUYS MARSH | £442,863 | 0.61% |
| HMP HATFIELD THE LAKES | £336,971 | 0.47% |
| HMP HAVERIGG | £367,780 | 0.51% |
| HMP HEWELL | £883,026 | 1.22% |
| HMP HIGH DOWN | £982,958 | 1.36% |
| HMP HIGHPOINT | £1,167,849 | 1.62% |
| HMP HINDLEY | £600,226 | 0.83% |
| HMP HOLLESLEY BAY | £804,670 | 1.11% |
| HMP HOLME HOUSE | £1,285,831 | 1.78% |

| Prison Name | Spend | % |
|--------------------------|------------|-------|
| HMP HULL | £913,123 | 1.27% |
| HMP HUMBER | £1,039,203 | 1.44% |
| HMP HUNTERCOMBE | £423,755 | 0.59% |
| HMP ISIS | £583,567 | 0.81% |
| HMP ISLE OF WIGHT | £1,116,540 | 1.55% |
| HMP KIRKHAM | £499,923 | 0.69% |
| HMP KIRKLEVINGTON GRANGE | £255,773 | 0.35% |
| HMP LANCASTER FARMS | £471,294 | 0.65% |
| HMP LEEDS | £964,981 | 1.34% |
| HMP LEICESTER | £278,183 | 0.39% |
| HMP LEWES | £636,850 | 0.88% |
| HMP LEYHILL | £409,021 | 0.57% |
| HMP LINCOLN | £531,369 | 0.74% |
| HMP LINDHOLME | £949,832 | 1.32% |
| HMP LITTLEHEY | £1,062,598 | 1.47% |
| HMP LIVERPOOL | £836,021 | 1.16% |
| HMP LONG LARTIN | £542,898 | 0.75% |
| HMP LOW NEWTON | £264,711 | 0.37% |
| HMP MAIDSTONE | £576,910 | 0.80% |
| HMP MANCHESTER | £614,189 | 0.85% |
| HMP MOORLAND | £984,961 | 1.36% |
| HMP MORTON HALL | £272,485 | 0.38% |
| HMP NEW HALL | £301,701 | 0.42% |
| HMP NORTH SEA CAMP | £260,967 | 0.36% |
| HMP NORTHUMBERLAND | £1,653,137 | 2.29% |
| HMP NORWICH | £660,432 | 0.91% |
| HMP NOTTINGHAM | £877,489 | 1.22% |
| HMP OAKWOOD | £1,955,894 | 2.71% |
| HMP ONLEY | £734,031 | 1.02% |
| HMP PENTONVILLE | £1,107,637 | 1.53% |
| HMP PORTLAND | £497,192 | 0.69% |
| HMP PRESTON | £692,852 | 0.96% |
| HMP RANBY | £970,606 | 1.34% |
| HMP RISLEY | £1,054,189 | 1.46% |
| HMP ROCHESTER | £666,147 | 0.92% |
| HMP SEND | £211,666 | 0.29% |
| HMP SPRINGHILL | £199,431 | 0.28% |
| HMP STAFFORD | £788,740 | 1.09% |
| HMP STANDFORD HILL | £29,803 | 0.04% |
| HMP STIRLING HOUSE | £31,330 | 0.04% |
| HMP STOCKEN | £960,327 | 1.33% |
| HMP STOKE HEATH | £731,562 | 1.01% |
| HMP STYAL | £399,376 | 0.55% |
| HMP SUDBURY | £565,220 | 0.78% |
| HMP SWALESIDE | £1,449,788 | 2.01% |
| HMP SWANSEA | £414,390 | 0.57% |
| HMP SWINFEN HALL | £559,174 | 0.77% |

| Prison Name | Spend | % |
|---------------------|------------|-------|
| HMP THE VERNE | £526,620 | 0.73% |
| HMP THORN CROSS | £382,101 | 0.53% |
| HMP USK/PRESKOED | £465,249 | 0.64% |
| HMP WAKEFIELD | £782,349 | 1.08% |
| HMP WANDSWORTH | £1,492,739 | 2.07% |
| HMP WARREN HILL | £37,469 | 0.05% |
| HMP WAYLAND | £771,233 | 1.07% |
| HMP WEALSTUN | £864,915 | 1.20% |
| HMP WERRINGTON | £109,107 | 0.15% |
| HMP WETHERBY | £190,934 | 0.26% |
| HMP WHATTON | £706,885 | 0.98% |
| HMP WHITEMOOR | £392,585 | 0.54% |
| HMP WINCHESTER | £662,781 | 0.92% |
| HMP WOODHILL | £571,745 | 0.79% |
| HMP WORMWOOD SCRUBS | £1,345,099 | 1.86% |
| HMP WYMOTT | £1,071,277 | 1.48% |

Appendix E - Authority's Standard for the Provision of Halal Food

1. Definition

Halal food means 'food permitted or lawful under Islamic Law'.

2. Introduction

Although there are different schools of Islamic Jurisprudence¹, each with its own particular methodology of arriving at a legal verdict, this Authority has steered a specific course of seeking out common denominators in all. We have arrived at such a position that the different schools, whilst not agreeing on some parts of the document or the absolute essentiality of certain requirements, all unanimously agree that the following standard, if adhered to, would deem food as *Halal*.

3. Unlawful Food

3.1 Under Islamic Law, all sources of food are lawful except those forbidden in the Qur'an² and Sunnah³, including their products and derivatives. The following sources of food are considered unlawful⁴:

- 3.1.1 Pigs and boars.⁵
- 3.1.2 Carnivorous animals with claws and fangs, such as lions, tigers, bears, and other similar animals.
- 3.1.3 Birds of prey with claws such as eagles, vultures and other similar birds.
- 3.1.4 Reptiles such as snakes, crocodiles and turtles.
- 3.1.5 Dogs, snakes and monkeys.
- 3.1.6 All pests and insects such as rats, centipedes, scorpions and other similar animals (except for locusts).
- 3.1.7 Animals that are generally considered repulsive, such as lice, flies, maggots and other similar animals.
- 3.1.8 Mules and domestic donkeys.

¹ Without going into the history and polemics, there are now five different approaches (schools or *madhahib*) to Islamic Jurisprudence which cover the vast majority of the Muslim world: the Hanafi, Shaafi, Maliki, Hanbali and Jaafari.

² Muslims believe to be the absolute Word of God and the last revelation to mankind, revealed to Prophet Muhammad, peace be upon him, between 610 and 633 CE.

³ The authentic sayings and actions of Prophet Muhammad, peace be upon him, as he was 'the walking Qur'an': an embodiment of the principles God laid down in the Qur'an, and hence in essence his life acts as the authoritative commentary to the Qur'an.

⁴ *Haram* in Arabic; hence an act which is deemed sinful when done intentionally.

⁵ Includes all animals that occur within the 'pig family'.

- 3.1.9 All aquatic animals⁶ except any type of fish, whale, lobster and prawn.
- 3.1.10 Blood⁷ of any animal.
- 3.1.11 Genitals of any animal.
- 3.1.12 All forms of intoxicating drinks or solids.⁸
- 3.1.13 All forms of seriously hazardous drinks and solids.⁹
- 3.1.14 All food ingredients derived directly from any of the above¹⁰, without any change in state.¹¹

4. Lawful Food

- 4.1 Since under Islamic Law, all sources of food are lawful, except those forbidden, then apart from foods falling into the categories (in section 3) above and anything else forbidden, everything else is or can be made lawful or *Halal*.

Lawful Food of Vegetable Origin

- 4.2 All food items of purely vegetable origin are *Halal*.¹²

Lawful Food of Animal Origin

- 4.3 For those foods of animal origin, not included in 'B' above, strict Islamic standards have to be adhered to, before they are deemed *Halal*.
- 4.4 There are certain standards or requirements which are Absolutely Essential (AE), which if omitted, then the food is not Halal. There are other standards or requirements which are Highly Preferred (HP) and their omission is highly disliked, and not at all a desirable situation, but if omission does occur, the food is deemed Halal nevertheless. There are still further recommended standards which

⁶ The Prophet, peace be upon him, said about the sea that 'all in it are lawful'. This statement has been interpreted by some jurists to mean the literal, namely that all creatures within the sea are *halal*, whereas other jurists have taken the opinion that the permissibility only refers to 'fish' within the sea. We have taken the more stringent view (the latter) as it would be acceptable to all.

⁷ It is flowing blood that is impermissible (*haram*). One cannot totally drain an animal of all blood, and hence that blood which is left within the capillaries etc, after the *halal* method of slaughter has been employed, will be deemed as permissible.

⁸ This includes all types of alcoholic drinks.

⁹ This includes poisons and certain acids.

¹⁰ This therefore includes pig lard and any natural flavourings taken from any of the above.

¹¹ Wine is forbidden in Islam, but when that wine turns into vinegar it becomes permitted. This is 'a change in state'. Jurists determine whether a change in state has occurred on a case-by-case basis. An example in point is the case of gelatine derived from a halal animal not slaughtered in a *halal* manner. There is currently dispute among jurists as to whether, during the extraction and production process, gelatine undergoes 'a change in state' or not. Those that maintain it does therefore, allow it, and those who say it doesn't, forbid its use. Once again, we have taken the more cautious view that we will not use gelatine from a non-halal slaughtered animal, as it would thereby encompass the total Muslim inmate population. Otherwise the Service would be in a position where some Muslim prisoners would eat food containing gelatine and others wouldn't.

¹² With the exception of intoxicating or seriously hazardous drinks or solids derived from vegetable sources as mentioned above.

are Preferable (P) and their omission is disliked and likewise if omission does occur the food is still deemed *Halal*.¹³

Standards for Pre-Slaughter:

| Status | Standard / Requirement |
|--------|--|
| (AE) | the animal must be alive; |
| (HP) | the animal must not be fed on any feed of animal origin; |
| (P) | the animal must be in a healthy state; |
| (P) | the animal is to be fed normally and given water prior to slaughter. |

Standards for Slaughter Process:

- 4.5 All lawful animals should be slaughtered in compliance with the following requirements in a licensed slaughterhouse:

| Status | Standard / Requirement |
|--------|--|
| (AE) | The slaughterer be a Muslim; ¹⁴ ¹⁵ |
| (AE) | The animal to be slaughtered must be alive at the precise time of slaughtering (although disliked, the animal may be stunned, anaesthetised or otherwise rendered wholly or partially insensible before slaughter ¹⁶); |
| (AE) | The animal must be slaughtered manually, and not by machine (mechanically); ¹⁷ |

¹³ 'Highly Preferred' and 'Preferred' standards are both protected under Islamic Law. They are different shades of the category of action referred to as *mustahhab* or *mandoub*; that is actions which were recommended by God and His Prophet, peace be upon him, and which incur God's pleasure.

¹⁴ Although it is a unanimous position that Islamic Law does allow the slaughterer to be from among the People of the Book (Jews and Christians), most jurists hold that they must also begin the slaughter by mentioning the name of God. However, since that cannot be guaranteed, the Prison Service should ensure that the slaughterer is a Muslim.

¹⁵ It is also essential that the person is mentally sound and knowledgeable of the Islamic slaughtering procedures and fully trained according to UK slaughtering regulations.

¹⁶ The use of different voltages during the stunning process has led to the possibility of death of the animal prior to the slaughter. Among jurists there are those who have allowed the stunning process, using any one or all of 3 following arguments: (1) that the possibility of death is highly remote and Shariah allows acts where probabilities are miniscule, (2) stunning allows animals not to see each other being slaughtered (see later), (3) any method that diminishes the pain of slaughter should be used in Shariah. But there are also those scholars who have argued against the stunning process using 2 arguments: (1) it is essential to avoid any possibility of doubt that the animal may die because of the stunning, (2) the stunning process itself may be painful to the animal. However, all are agreed, that if it can be guaranteed that the animal is still alive prior to slaughter, stunning will not render the animal forbidden; that is, it will still be halal.

¹⁷ There has been much dispute among jurists in the last century regarding whether mechanical slaughter is acceptable or not. Some Muslim countries have even adopted the practice in some of their slaughterhouses based on the scholars who have stated that since there is nothing mentioned against it, it is acceptable. Other scholars have rejected it because they follow that mentioning the name of God is mandatory and it is difficult to mention the name of God on each individual animal in mechanical slaughter (see below). We have gone for the view that would encompass all Muslim prisoners.

- (AE) The name of God must be mentioned immediately prior to the slaughtering for each and every animal;¹⁸¹⁹
- (AE) The slaughter act must sever at least 4 of the following vessels: the 2 jugular veins, the 2 carotid arteries, the trachea and the oesophagus;²⁰
- (AE) There must not be any crossover of non-*halal* and *halal* meat at any stage of the slaughtering process. Confusion should be minimised to preclude any chance of mix-up of the two meats at any point;
- (HP) The spinal cord should **not** be cut (either partially or completely);
- (HP) The slaughtering device/knife should be sharp;
- (HP) The head of the animal should be directed towards Qiblah (towards the Kaaba²¹);
- (HP) All machinery should be cleaned prior to *Halal* slaughtering commencing;
- (P) If the animal is to be hung on shackles, or placed in a cradle, all efforts must be made that they do not injure or bruise themselves;
- (P) The animal should not be slaughtered in view of another animal.

¹⁸ A substantial number of jurists (including the Shaafi school) do not deem this point to be Absolutely Essential. However, we have decided that mentioning the name of God must be kept Absolutely Essential, since this would encompass all Muslim prisoners.

¹⁹ The phrase *Bismillah Allaahu Akbar* ('In the name of God; God is the Greatest') is the normal Muslim practice, stated just before slaughter, and that is what we have gone for. However even the word 'God' in English would suffice.

²⁰ The jurists differed as to the minimum number of vessels cut that must be included in the Absolutely Essential category, with some specifying 3 and others 4. The jurists consulted felt that 4 vessels should be taken as the criteria, since this opinion would carry all jurists.

²¹ This is the Sanctuary built by Prophets Abraham and Ishmael, peace be upon them both, dedicated to worshipping God. It is a cube-like structure situated in Makkah in Saudi Arabia, and is in roughly South-Easterly direction from the UK. This is Absolutely Essential in the Jaaferi School, but not the others.

Appendix E – Annex 1: Halal Checklist and Instructions

1. The Supplier shall ensure that all halal meat and poultry is supplied in a manner that:
 - 1.1 complies with the food quality standard for the provision of halal food in Appendix E to Schedule 2 (Specification);
 - 1.2 ensures that following slaughter up to the time of delivery there is no crossover of halal and non-halal meat and poultry; and
 - 1.3 complies with the provisions as set out in paragraph 4 of this Appendix E – Lawful Food of the Authority's Halal Standard.
2. For the avoidance of doubt the subsequent provisions of paragraph 4 of this Appendix E– Lawful Food shall not relieve the Supplier from its obligation to comply with the provisions of paragraphs 1.1 and 1.2 above.
3. Each consignment delivered by the Supplier shall be accompanied by a certificate to a standard format as informed by the Authority, (hereinafter called the “**Halal Certificate**”) as attached in Appendix E – Annex 3: Halal Certificate.
4. Certification will be monitored by the Authority to ensure adherence to the food quality standard for the provision of halal food at all times.
5. The Supplier shall ensure that the Halal Certifier signs a declaration confirming that they will comply with the requirements set out in Appendix E – Annex 2: Halal Certifier's **Checklist**.
6. The HMPPS Muslim Adviser or their representative will conduct an initial evaluation of the slaughterhouse and will determine whether the required standard is met. Once the HMPPS Muslim Adviser is satisfied that the slaughterhouse is capable of meeting the standard, the Supplier shall be permitted to use it for the provision of Halal meat or poultry to the Authority, subject to compliance with the remaining provisions of this Appendix.
7. The Halal Certifier shall be present for each and every slaughter of meat or poultry for supply to the Authority. The Halal Certifier shall not be expected to be present other than these times. The Halal Certifier shall, where the slaughter complies with the requirements set out in the Halal Certifiers Checklist; and provide a certificate for each slaughter and endorse it as being compliant. A copy of this certificate shall be scanned and sent to the nominated MoJ Representative to be uploaded on the MoJ internal website made available to all establishments.
8. The Supplier shall ensure that all Halal meat and poultry delivered to the Authority is provided in sealed packaging to ensure that the Product remain compliant with the Specification.
9. The HMPPS Muslim Adviser or their representative shall meet with each UK Halal Certifier to review the authorisation twice in the first year of the contract and then annually thereafter. Where a non-UK certifier is appointed, arrangements will be made with the Supplier to enable effective dialogue.
10. For the avoidance of doubt, the Supplier shall be responsible for all costs incurred by HMPPS Muslim Adviser or their representative for conducting the initial evaluation of the slaughterhouse; and for costs incurred in appointing the Halal Certifier and no additional claims for costs shall be payable by the Authority.

Appendix E – Annex 2: Halal Certifier's Checklist

To ensure HMPPS' Halal Food Quality Standard is met by the designated slaughterhouses. Halal Certifiers shall complete the following:

Slaughterhouse contact details

Company name: _____

Full postal address: _____

Contact Name _____

Contact telephone number _____

Guide to completion

Clearly mark the appropriate box with a cross to indicate:

B = Breach of halal certification – do not endorse HMPPS certification and report to HMPPS Muslim Adviser / representative immediately.

R = Report to HMPPS Muslim Adviser / representative but endorse HMPPS certification as still halal

D = Desirable, please advise HMPPS Muslim Adviser / representative at next meeting. Endorse HMPPS certification as still halal.

The Halal Certifier confirms that they (or their HMPPS agreed representative):

1. remain an independent assessor – they are not an employee of HMPPS or the slaughterhouse;
2. are present at all times of slaughter of meat or poultry for use in HMPPS at the slaughterhouse named above;
3. are available to oversee slaughter of HMPPS halal meat within 3 days of a request from the slaughterhouse;
4. endorse HMPPS-supplied halal certificates for every correctly overseen halal slaughter;
5. ensure the final product is labelled and sealed appropriately;
6. shall sign the HMPPS Certificate to be issued with each and every consignment;
7. shall report any concerns to the HMPPS Muslim Adviser / representative;
8. shall meet regularly with the HMPPS Muslim Adviser or their representative (twice in first contract year and less regularly after this); and
9. Have agreed hourly / daily rates.

| Compliance Record | B | R | D |
|---|---|---|---|
| Standards for Pre-Slaughter | | | |
| Animal must be alive | | | |
| Animals are not fed feed of animal origin | | | |
| Animals are in healthy state | | | |
| Animal is fed normally and given water prior to slaughter | | | |
| Standards for actual Slaughter Process | | | |
| The slaughterer of HMPPS halal meat is Muslim | | | |
| The slaughterer is mentally sound and knowledgeable of Islamic slaughtering procedures | | | |
| The slaughterer is fully trained according to UK (or their country's equivalent) slaughtering regulations | | | |
| If stunning equipment is used that the voltage for stunning is set at appropriate levels to ensure positively that the animal remains alive | | | |
| The spinal cord has not be cut (partially or severed) | | | |
| The slaughtering device / knife is sharp | | | |
| The head of the animal is directed towards Qiblah (towards Kaaba) | | | |
| All machinery is clean or cleaned prior to the slaughter beginning | | | |
| The animal is alive at the precise time of slaughtering (animal may be stunned, anaesthetised or otherwise rendered wholly or partially insensible before slaughter). | | | |
| If the animal is to be hung on shackles or placed in a cradle, all efforts have been made to ensure that they do not injure or bruise themselves | | | |
| The animal does not view the slaughter of another animal | | | |
| The name of God is mentioned immediately prior to the slaughtering of each and every animal | | | |
| The slaughter act severs at least 4 of the following vessels: the 2 jugular veins, the 2 carotid arteries, trachea and oesophagus | | | |
| That there is no crossover of non-halal and halal meat at any stage of the slaughtering process and procedures are in place to prevent this | | | |

Signed _____ Print Name _____

Dated _____

Appendix E – Annex 3: Halal Certificate



CERTIFICATION OF AUTHENTICATION

HALAL

I certify that the Products supplied are Halal and has in all of its stages of production met the requirements contained within the Authority's Halal Standard as set out within the Agreement.

I hereby certify that:

1. The slaughterer was a Muslim;
2. Every animal was manually slaughtered;
3. The Tasmiyah was said verbally on every animal;
4. The tagging / packaging was appropriately monitored.

| | |
|---------------------------------|----------------|
| Certificate number | <u>Details</u> |
| Slaughterhouse name | |
| EU Plant No | |
| Date of Slaughter | |
| Title / Name of Halal Certifier | |

Products supplied:

| <u>Product Code</u> | <u>Products Description</u> | <u>No. of boxes / Cartons</u> |
|---------------------|-----------------------------|---------------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Signature: _____

Traceability Code: _____

Best before Date: _____

Appendix F - NOT USED

Appendix G – Online Ordering System

1. The Supplier shall provide and make available for use, from the Supply Commencement Date and thereafter throughout the Term, the Online Ordering System in accordance with the requirements set out in this Appendix G – Online Ordering System
2. The Supplier, acting reasonably, shall provide training and supporting documentation to the Authority's staff prior to the Effective Date and thereafter on request from the Authority throughout the Term on how to use the Online Ordering System.
3. The Supplier shall ensure that the Online Ordering System is simple to use, intuitive, and involve as few steps as possible and shall facilitate functionality enabling the user to easily search for, select and add Products to a basket, with transaction completion being clear and defined and a record of all purchases being made available on accessible reports.
4. The Supplier shall ensure that the Online Ordering System meets the functional and non-functional requirements set out in Annex 1 (Online Ordering System Functional and Non-Functional Requirements).
5. The Supplier may also provide additional functionality in the Online Ordering System to provide an enhanced service. Examples of additional functionality of benefit to users are set out below:
 - 5.1 The ability to show inventory/stock information about a Product (where suitable);
 - 5.2 The ability to share with the supplier of the Authority's menu management system, through the Online Ordering System, information relating to allergens, nutrition, changes to Products and the prices of Products;
 - 5.3 Link to a nominated Substitute Product in respect of a Product;
 - 5.4 Order confirmations showing delivery dates and where a Substitute Product is being provided (so that users know prior to the expected delivery date); and
 - 5.5 Menu planning tools.

Procurement Card Payment System

The Online Ordering System requires a procure-to-pay ("P2P") two-way match (purchase order/invoice) payment solution by Procurement Card, as opposed to a purchase order/invoice/receipt three-way match P2P payment solution. Use of the Procurement Card is required for reasons of increased efficiency in respect of the management of discrepancies and to ensure prompt payment to the Supplier. The Authority shall specify the Procurement Card to be used in connection with the placing of Orders, such card to be provided on third party contract terms.

The Online Ordering System should integrate with the Procurement Card System. The technical requirements for the integration of the Online Ordering System with the Procurement Card System are set out in Annex 1 (Online Ordering System Functional and Non-Functional Requirements). The Procurement Card will be used to manage payments for the Products supplied. The workflow integration points between the Online Ordering System and the Procurement Card System are as follows:

- Approval. The approval of the user's selection of Products will be managed within the Online Ordering System either through its own functionality or by interfacing with, and seeking approval through, the Procurement Card System's approval processes.
- Products Receipt. Payment will be triggered by the Procurement Card when a valid invoice is raised and a Goods Receipt Note is not challenged.

Training Requirements

The Supplier will be required to provide training in respect of the Online Ordering System. The Authority and the Supplier will agree the detailed training processes during the Mobilisation Period to include the following:

- Provision of a full suite of training materials by the Supplier, including user guides and online training materials, for both users and super users;
- A pilot programme or 'beta' version of the Online Ordering System to be in place prior to its go-live in order for the users to familiarise themselves with the Online Ordering System; and
- An online helpdesk to answer user questions about the Online Ordering System.

Annex 1: Online Ordering System Functional and Non-Functional Requirements

| Req.# | Service | S# | Process Group | Requirement | Notes | Prioritisation |
|-------|------------|-----|----------------|---|--|----------------|
| 1 | Functional | 1.1 | Administration | Capability to maintain, update and present an electronic catalogue | To include the agreed Authority basket of products only. The system shall enable corrections and updates to be made as agreed with the Authority. | Essential |
| 2 | Functional | 1.2 | Administration | Each authorised user from the Authority shall have a unique user name and password | e.g. using a user's email address as the user name. Password shall have a fixed character count and shall automatically be obfuscated when being entered. . | Essential |
| 3 | Functional | 1.3 | Administration | Each authorised user from the Authority shall have access to a site authorised account | A user will be an individual such as a catering manager. A site authorised account would be an account number within a prison. There will need to be several accounts within a prison to take into account different cost centres. | Essential |
| 4 | Functional | 1.4 | Administration | The system shall store the key information (e.g. account code, authority site) associated with individual user accounts and shall | To reduce the requirement for a user to type in account numbers etc, the | Essential |

| | | | | | | |
|---|------------|-----|---------------------|---|---|-----------|
| | | | | display such information in pre-populated fields. | system shall remember certain fields of information. | |
| 5 | Functional | 1.5 | Customer Support | The system shall display details of customer support contacts | Easily visible, e.g. telephone numbers at the top of the home page. | Essential |
| 6 | Functional | 1.6 | Customer Support | The system shall have an online help function | e.g. an online chat facility. | Desirable |
| 7 | Functional | 1.7 | Ordering Capability | Display fields with detailed information of the selected products | Field: Unique product number Field: Prisoner/Non-Prisoner categorisation Field: Supplier product number Field: Product description Field: Case size of product Field: Unit of Measure of product Field: Price per Unit Field: Total case price including Movement Rate Field: Picture of product Field: Calorific content of product Field: Allergens in product Field: Nutritional value of product | Essential |

| | | | | | | |
|----|------------|------|---------------------|--|---|-----------|
| 8 | Functional | 1.18 | Ordering Capability | System to show live inventory information and stock files per product | e.g. a simple in stock/out of stock icon, or display the quantity of stock available at a given location | Desirable |
| 9 | Functional | 1.19 | Ordering Capability | Each Authority Site to have a unique identifying account code which is linked to individual logins | e.g. A prison has two account codes for prisoner/non prisoner food. User logins to be linked to these account codes | Essential |
| 10 | Functional | 1.21 | Ordering Capability | The system shall have the ability to issue electronic order confirmation | e.g. email to the user who placed the order | Essential |
| 11 | Functional | 1.23 | Ordering Capability | The system shall allow 'favourite' items to be selected | e.g. by highlighting, asterisking | Essential |
| 12 | Functional | 1.24 | Ordering Capability | The system shall allow the creation of standard 'baskets' or 'templates' for frequently ordered groups of products | These baskets shall be editable and remain until order is complete (e.g. a user could half complete an order basket and then at a later date those items will still remain in the basket) | Essential |
| 13 | Functional | 1.25 | Ordering Capability | The system shall display a shopping cart | | Essential |
| 14 | Functional | 1.26 | Ordering Capability | The system shall allow the user to add or remove products from the shopping cart | The shopping cart shall remain editable until the order process has been completed | Essential |
| 15 | Functional | 1.27 | Reporting | The system shall have full order history of products ordered | A user shall be able to view previous orders | Essential |
| 16 | Functional | 1.28 | Reporting | The system shall be capable of generating simple user-generated | e.g. the order details for a 6-month period | Essential |

| | | | | | | |
|----|-----------------------------|--------|----------------------|---|---|-----------|
| | | | | reports/information detailing order history in both print and csv file formats. | | |
| 17 | Functional | 1.29 | Reporting | The system shall be able to display both active and completed order history per user | e.g. show orders placed but not yet delivered as well as orders which had been placed and delivered | Essential |
| 18 | Functional | 1.30 | Search Facility | The system shall have a function to enable the user to search for products within the catalogue | e.g. a free text tool bar | Essential |
| 20 | Functional | 1.31 | Search Facility | The system shall enable the user to select options on the screen to search | e.g. icons or a list of a group of food products | Essential |
| 21 | Functional | 1.32 | Search Facility | The system shall display all matching options based on the search | e.g. if a search for 'potatoes' was entered it would bring up all appropriate matches from within the authority catalogue | Essential |
| 22 | Functional | 1.33 | Search Facility | The system shall enable the user to enter the search text on the screen | e.g. a free text tool bar | Essential |
| 23 | Functional | 1.20a | Ordering Capability | The system shall support an electronic goods receipt (GRN) capability | To enable the user to receipt items by electronic means whether within the system or externally | Essential |
| 24 | Functional | 1.20b | Ordering Capability | The system shall support a line by line electronics GRN capability | To enable the user to receipt items line by line within the ordering system | Essential |
| 25 | Non-Functional Requirements | ASS002 | Assistive Technology | The system shall be fully accessible to all users including people with impairments. The British Standard BS8878:2010 Web Accessibility Code of | The Supplier shall incorporate the following tools or equivalent software: | Essential |

| | | | | | | |
|----|-----------------------------|--------|--------------|--|--|-----------|
| | | | | Practice shall be used to guide the development of the system. | (a) Freedom Scientific JAWS screen reading software (b) Ai Squared ZoomText Magnifier screen magnification software (c) Nuance Dragon NaturallySpeaking speech recognition software (d) Text Help Read and Write reading and writing support software | |
| 26 | Non-Functional Requirements | AUD007 | Audit | All transactions shall be recorded in an audit log accessible only to authorised users | The authorised users will be 'super user' administrators from within the IT team | Essential |
| 27 | Non-Functional Requirements | AUD008 | Audit | Only system authorised administrators shall have access to the audit log | As AUD007 | Essential |
| 28 | Non-Functional Requirements | AUD009 | Audit | Audit log entries shall be maintained to track user activity within the system. | The logs will record as a minimum: User ID, Function ID, Record Identifier, Date and Time and Terminal ID | Essential |
| 29 | Non-Functional Requirements | AUD010 | Audit | All unauthorised access attempts shall be recorded in the audit trail as well as a facility to highlight this activity at a central point or similar | e.g. a number of failed attempts to enter a password will be recorded | Essential |
| 30 | Non-Functional Requirements | AVA011 | Availability | The system shall be available for use and fully operational between the hours of 6am to 7pm on a 24/7/365 basis. of | . 100% availability required, 24 x 7 x 365, between 6am and 7pm. | Essential |

| | | | | | | |
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| 31 | Non-Functional Requirements | AVA012 | Availability | Planned maintenance of the system shall be scheduled during the weekend or when the demand on the system is low | e.g. at a fixed time during unsociable hours which will be made known to the authority. Any planned maintenance or shutdowns outside these fixed hours shall be made known to the authority | Essential |
| 32 | Non-Functional Requirements | AVA013 | Availability | The system shall have helpdesk support in accordance with standard office hours - 0900 - 1700 | | Essential |
| 33 | Non-Functional Requirements | DAT038 | Data Storage | The system's back end servers shall never display a user password. | | Essential |
| 34 | Non-Functional Requirements | DES014 | Design | The system shall be browser based | | Essential |
| 35 | Non-Functional Requirements | DES015 | Design | The system shall not require the use of browser plug-ins or other client-side software | | Essential |
| 36 | Non-Functional Requirements | DES016 | Design | The system shall be platform independent | | Essential |
| 37 | Non-Functional Requirements | DES017 | Design | The solution design shall utilise open-source products wherever applicable | | Essential |
| 38 | Non-Functional Requirements | DES018 | Design | The system shall present the majority of input as drop-down menus or option buttons | When appropriate | Essential |
| 39 | Non-Functional Requirements | DES019 | Design | The system shall have a search function | As 1.30 | Essential |

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| 40 | Non-Functional Requirements | DES020 | Design | The system shall have some form of help facility | Technical support as opposed to customer service | Essential |
| 41 | Non-Functional Requirements | DES021 | Design | The clock within the system shall cater for changes in time from BST to GMT and vice-versa without disruption to the service | | Essential |
| 42 | Non-Functional Requirements | DES022 | Design | Any error messages produced by the system shall be meaningful and appropriate and offer immediate prompts for actions to resolves the error | Functional error messages aimed at the user (not IT specific error message) | Essential |
| 43 | Non-Functional Requirements | PPR033 | Payment Process (virtual credit card) | The system shall have the capability to accept card payment and is Mastercard Level 3 registered | | Essential |
| 44 | Non-Functional Requirements | PPR034 | Payment Process (virtual credit card) | The system shall be able to accept payment via virtual credit card | | Essential |
| 45 | Non-Functional Requirements | PPR035 | Payment Process (virtual credit card) | All expenditure shall be charged to the virtual credit card | | Essential |
| 46 | Non-Functional Requirements | SEC024 | Security | All passwords on the system shall be at least 8 characters long and consist of at least one capital letter and one number | | Essential |
| 47 | Non-Functional Requirements | SEC025 | Security | Users shall be able to change their passwords on demand | | Essential |
| 48 | Non-Functional Requirements | SEC026 | Security | The system shall lock after 5 failed password attempts | | Essential |
| 49 | Non-Functional Requirements | SEC027 | Security | All network transactions that involved financial information or personal data shall be encrypted | | Essential |

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| 50 | Non-Functional Requirements | SEC029 | Security | The Supplier shall provide disaster recovery and secure data hosting and infrastructure architecture | | Essential |
| 51 | Non-Functional Requirements | TRA032 | Training | The Supplier shall supply comprehensive training documentation and user help guides | | Essential |

Appendix H – Transport Managers and Delivery Drivers Handbook

The text has been redacted under the exemptions set out by the Freedom of Information Act

Appendix I – Market Stewardship Principles

1. Introduction

- 1.1 The market stewardship principles cover five key principles that must underpin the Supplier's performance of its obligations under the Agreement and its engagement with Suppliers and Key Subcontractors pursuant to the performance of such obligations.

Each of the principles is set out in this Appendix I together with guidance as to how the Supplier shall respond to its obligations against each of the principles.

- 1.2 References in this Appendix I to "work" are to the supply of Products and Services in accordance with the Agreement.

2. Adherence to appropriate management of risk in the supply chain

- 2.1 All contractual and other risk should be appropriately managed. This should extend to not passing risk down supply chains disproportionately, the management of volume fluctuations and other events and the management of intellectual property rights.
- 2.2 **Meaningful work allocation.** The Supplier shall be able to evidence its approach in allocating work to Key Subcontractor in a manner which meets its obligations under this Agreement. Where a Supplier is specified in the Supplier's Tender Response as a Key Subcontractor, the Supplier shall refer appropriate work (including volumes, where appropriate) to that Supplier. The Supplier shall record details of all issues arising out of complaints from Suppliers that they have not received anticipated work (including volumes, where appropriate) and shall refer these complaints to the Authority.
- 2.3 **Systems for allocation of work to the Supplier.** The Supplier shall have systems for allocation of specific work to the Supplier where the performance of the Agreement is best served by calling on the particular expertise of the Supplier. The allocations should ensure that the work is carried out by a Supplier that has the correct level of expertise.
- 2.4 **Volume Fluctuations.** The Supplier must demonstrate to the Authority's satisfaction how it manages any volume fluctuations and the reallocation of work to Suppliers, where appropriate. The potential impact of both increases and particularly reductions in work allocation and associated drop in income, and actions to mitigate these risks, must be set out in the relevant supply chain contract.
- 2.5 **Payment terms.** The Supplier shall detail a full exploration of payment terms and the impact of these on Suppliers including the requirement for any clawback/repayment if targets (such as performance targets) are not met. The implications of this should be worked through for each year of the relevant Supplier contract.
- 2.6 **Minimum contract term.** Consideration should be given to the needs of the Supplier in relation to the contract term. The contract length, if inadequate, may damage the ability of the Supplier in seeking new business or additional funding from elsewhere. Supporting statements around expected minimum term of contracts may be helpful to avoid this. A minimum 6 month term should be appropriate for most contracts with Key Subcontractors and Suppliers engaged in the sourcing and supply of Products (subject to the Authority's preference that any such contracts are aligned with the Term).
- 2.7 **Spot buy arrangements.** If requested to do so by the Authority, the Supplier shall confirm what 'spot purchase' arrangements are being utilised. The Supplier shall provide details of what options to transition to more stable contractual referral systems are being reviewed at regular periods.

3. Alignment of ethos in the supply chain

- 3.1 The Authority envisages that a sustainable relationship is fostered throughout the Term, which meets the expectations of both Parties according to the position established at the inception of the Agreement. In entering into a contractual agreement, there should be an understanding of what is important to both Parties and this should go on to form part of the contractual agreement which will be reviewed throughout the Term to ensure that expectations are being met. The Authority's market engagement has reinforced that this is an important expectation for many organisations and key to building trust, especially in the early stages of such business relationships.
- 3.2 **Audit trail.** The Supplier must maintain an audit trail of engagement with Suppliers that demonstrates compliance with the principles established at the outset of their working relationship and shall include any additional support the Supplier offers.
- 3.3 **Support declared in the bid to Suppliers.** The Supplier must publish a statement with regard to the support that is being offered by the Supplier to Suppliers. Each support element must be itemised.
- 3.4 **Meetings.** The Supplier must record details of the conduct of all meetings with Suppliers and review these records to ensure that they are timely and appropriate and reinforce good relationship management.
- 3.5 **Practitioner Forum.** The Supplier shall work with the Authority to implement a practitioner forum or similar method of sharing and publicising good practice with Suppliers.
- 4. Visibility across the supply chain:**
- 4.1 **The Authority expects that all parties have visibility of participation within the supply chain.** This should include payment terms against contractual targets, the volume of business handled by Key Subcontractors (where appropriate), fair apportionment of work, and how the supply chain adjusts to changing volumes.
- 4.2 **Supply chain sourcing, selection and refresh process.** The Supplier must ensure that the sourcing, selection and refresh process for Key Subcontractors and Suppliers engaged in the sourcing and supply of Products is transparent. This information must be made freely available to both the Authority and each potential Supplier on request.
- 4.3 If requested by the Authority, the Supplier must provide confirmation that the prices offered by the Supplier for Products have been agreed with Suppliers.
- 5. Reward and recognition of good performance**
- The Authority considers it important that organisations in the supply chain receive appropriate reward for good performance. Recognition of good performance should be shared across the chain and this should include the sharing of good practice. As industry forums are instigated, methods for sharing data will be developed.