Micron2/STS Storage & Distribution Standard
Issue 11.1
Audit Report

AUDIT DETAILS			
Auditor(s)	**Audit Date**		**Date of Previous Audit**
Martin Frankowski	**17th September 2026**		**NA**
Company Name:	HB Clark & Co (Successors) Ltd		
Audit Location Address:	Unit 1 Headways Stanley Wakefield WF3 4FE		
Report to be sent to:	Martin Gilmore	**Job Title:**	Group Operations Manager
Email:	Martin.gilmore@hbclark.co.uk	**Country:**	UK
Tel No:	01924 373328		

SCOPE OF AUDIT
The wholesale storage and distribution of ambient beverages – alcoholic and non-alcoholic – and associated snacks to pubs, restaurants, and other wholesale businesses.

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KEY PERSONNEL

Name & Job Title	Present at Audit (✔)			
	Opening Meeting	Site Inspection	Procedure Review	Closing Meeting
Martin Gilmore – Group Ops Manager Brent Hopper – Technical Consultant	✔ ✔	✔ ✔	✔ ✔	✔ ✔

COMPANY PROFILE

The company is a UK distributor of alcoholic and non-alcoholic drinks, as well as associated sundries, catering to both the 'Off-trade' and 'On-trade' markets since its establishment in early 1906. The company was a family-owned business until 2016 when it was bought by the KitWave group. The company has been at the current location since 2022 as a new building. The site employs approximately seventy staff on site, including fourteen drivers, and operates Monday through Friday from 7am to 5pm and Saturday mornings from 7am to 11am. The company delivers within a 30-mile radius from this site. All vehicles used for dispatching products are leased. Vehicle servicing and repairs are handled by an external company. The fleet at this site includes sixteen vehicles of various sizes. Main customers include local independent pubs, clubs, and restaurants.

DESCRIPTION OF PROCESS(ES) AUDITED / LIST OF AREAS AUDITED

Ambient intake, packing/ collation and dispatch, cleaning procedures, quality management systems, and procedures

AUDIT OUTCOME

Result of Audit	Certificated	**Surveillance Frequency**	Annual		
Type of audit	Announced				
Audit Date (Day 1)	17/9/2026	**Start time:**	07:45	**Finish time:**	14:45
Audit Date (Day 2)		**Start time:**		**Finish time:**	
Duration hours documentation review:		5	**Duration physical audit:**		2
Reason for deviation from expected audit duration:		Ambient site only			

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AUDIT SUMMARY
Overview of Performance Against Standard

PART 1 PRODUCT SAFETY MANAGEMENT SYSTEM

1.1 General Requirements

The company has a Food Safety Management System Manual in place, Version 1, dated 1/2/2024 and reviewed 10/6/2026. This manual includes an index detailing all relevant documents and forms an integral part of the site's HACCP study. The scope of this HACCP study covers all operations conducted both on-site and off-site where the company maintains control, from the receipt of goods to the delivery of products to customers. The study also accounts for the handling of goods returned from customers and considers the purchasing and sourcing of products from suppliers.
The company's customer base includes retail off-trade and wholesalers, as well as institutions such as universities, schools, and local councils. Given that some end users may belong to vulnerable segments of the population—such as the elderly, young children, or immuno-suppressed individuals—the study assumes potential risks to all groups of the population to ensure comprehensive safety measures are in place.

The company has a Quality Policy Statement that emphasises its commitment to providing quality products at competitive prices while delivering a service that exceeds customer expectations and dated 15/7/2026. Management is dedicated to maintaining a robust system of food safety and quality assurance to ensure that products are consistently maintained and delivered to high standards, fully complying with agreed specifications, codes of practice, and legal requirements. The site has multi-disciplinary HACCP team in place:

- MG – Group Operations Manager – HACCP level 2 dated 11/11/2025.
- LC – Operations Manager (deputy HACCP leader) – HACCP level 2 dated 14/1/2026.
- DF – Telesales
- KC - HR Manager
- FS – Trading Director

The company has a management structure in place, which is visually represented in an organogram v1 dated 15/7/2026 and signed by the managing director, deputies are next in line on the organisational structure. Below this level are the Operatives. The organogram also outlines the specific responsibilities and accountabilities for each role, including provisions for deputy cover to ensure continuous operations.
A process flow was established within the current HACCP study, outlining key steps including goods in, storage, picking, despatch, delivery, and product returns. A comprehensive hazard analysis was conducted using a decision tree to identify CCPs. However, no CCP's were identified in the process. The validation of the HACCP system is conducted annually during the senior management meeting and is also supported through regular internal audits. The last senior management meeting took place on 8/9/2026, with an agenda that included discussions on audits, complaints, pest control, review of suppliers, review of procedures, HACCP/TACCP/VACCP, training and legislation. The senior management team attended the meeting. The validation of the HACCP system is conducted annually or whenever significant changes occur within the operations, to ensure that the system remains effective and up to date. The study also encompassed prerequisites such as glass control, water supply, maintenance, cleaning, traceability, pest control, transport, waste management, and training. Management reviews are conducted annually and attended by key staff members. The last review undertaken 8/9/2026 included a review of the previous meeting minutes, focusing on both review and development. Additionally, the review covered customer feedback, including complaints, product conformity, the status of preventive and corrective actions, personnel matters including training, and any other business. STS standard seen: v11.1, as well as Listeria protocol and a copy of v11.1.

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1.2 Resource Management
The Company's senior management provide the human, technical, financial and equipment resources necessary to implement, maintain and improve the process of the product safety management system and to address customer satisfaction via senior managers on site.
1.3 Document Control
Documents are identified by a unique document number, revision, and date of issue. Obsolete documents are rescinded and replaced by the health and safety manager as per document control procedure reference 1.3 v1 dated July 2026. Changes to documents critical to product safety, legality or quality systems are recorded on the document control register although there have been no changes due to initial documents. Changes to documents are communicated to their users verbally or via email. Records are retained for 36 months. Longest shelf life of product is 2 years. All documents are reviewed annually. **NC1 – Procedures are not currently indexed. (1.3.2)**
1.4 Procedures
The Company ensure that comprehensive procedures and/or work instructions are documented, maintained, implemented, and reviewed for all process and operations having an impact on product safety, legality, and quality. Last review undertaken 8/9/2026.
1.5 Records
Records are maintained in accordance with the product safety management system. Records are retained for 36 months. Longest shelf life of product is 24 months.
1.6 Internal Audit
The internal audit schedule v1 dated January 2026 is documented and covers the site's systems and procedures critical to product safety, legality and quality and compliance with this Standard and undertaken April, June, and September. The audits cover all the locations within the scope of this audit. Internal audits are conducted throughout the year. In addition, quarterly site and vehicle hygiene/housekeeping and fabrication/equipment inspections were conducted 18/6/2026 and previously 16/4/2026. The internal audits include both records of compliance and non-compliance. Corrective actions arising from internal audits and their timescales had been agreed and allocated to an appropriate staff member along with completion date and record of actions taken. There is currently only one trained auditor who is the external consultant who has Allsafe internal audit training dated 2019-08-12. **NC2 – There is only one trained auditor with no independence of auditing the internal audit system. (1.6.7)**
1.7 Corrective Action
There is a procedure for the determination and implementation of corrective action stating that in the event of any non-conformance relating to product safety, legality and quality will be investigated v1 dated July 2026. Corrective actions are allocated to appropriate, designated persons and actions completed are documented within appropriate timescales. Corrective actions identify the root cause of the non-conformity and detail corrective and preventive actions necessary. There is a procedure for the completion of root cause analysis v1 dated July 2026. The procedure was seen to be effectively used with review of the NC raised on 16/4/2026.
1.8 Control of Non-Conformity
There is a procedure for the control of non-conforming products as part of the corrective and preventive action procedure, included within the corrective action procedure reference 1.7.

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Where non-conformances are raised in the process then these are closed on the paperwork on which it was raised. Non-conforming products, when identified, are quarantined in defined areas and either disposed of or returned to supplier. Non-conforming products are recorded on the damage report and products isolated within the damages cage within the warehouse. Damages are recorded and removed from inventory. No products are sent to charity

1.9 Product Release

All products are released from the site upon picking of the product ensuring no damage has occurred and the product has been correctly stock rotated by the site which is controlled by the warehouse management system.

1.10 Contracted Services

There is a procedure for the approval of contracted services although there is no requirement for temperature control, so the procedure is limited to pest control and MHE maintenance along with procedure reference 1.10 v1 dated July 2026. A register of suppliers is in place; there are no subcontracted services. Supplier's performances are monitored by customer complaints, sample results, product recall, withdrawals, or notification of change of supplier or contractor status and quality checks on products received at goods intake, with non-conforming products identified reported back to the supplier. Approved suppliers seen include:

- Pest Control – Rentokil contract reference C2700734 – 8 visits per annum.
- MHE servicing – Toyota – individual contracts

An up-to-date register of all approved service providers and sub-contractors is maintained version 1 and dated September 2026.

1.11 Product Identification and Traceability

The Company maintain appropriate procedures and systems to ensure the identification and traceability of products from intake, through storage and through to despatch to the customer for all product batches supplied v1 dated 4/7/2025. The traceability system both from suppliers through to customers and vice versa is required to be tested annually and fully documented. This is to include a mass balance calculation. The site has undertaken a test of the traceability and recall system on 16/9/2026 on product code 20721 – Grunted Pork Crackling – which arrived at stock on 24/8/2026 with fourteen cases delivered with BB 28/1/2027, checked against the goods-in procedure. There were six cases in stock prior to delivery making twenty cases in stock. All stock movement show sales of the original six sold by 30/8/2026. There were sales of five cases between 31/8/2026 to 16/9/2026 all to identified locations and as such included mass balance.

1.12 Complaint Handling

There is a Customer Complaint handling procedure as part of the QMS v1 dated 3/4/2026. Complaints are trended for the whole group but handled individually by each site. No product safety related complaints in the past 12 months, when customer complaints are received, they are logged, investigated and a response sent to customer. Customer complaints log recorded electronically. Received complaints are reviewed and submitted back to the supplier where appropriate. There have been no food safety complaints received in the past 12 months by this site with all complaints issued back to the manufacturer.

1.13 Product Recall, Product withdrawal, and Incident Management

There is a product recall procedure v1 dated July 2026. There is an incident management procedure for product withdrawal and recall in the case of product safety, authenticity, legality, and quality. A list of key contacts in the event of a recall is maintained. The recall system was tested as part of the traceability test above. The Company notify relevant customers and suppliers with immediate effect in the event of a recall. The relevant Local Authority and the Food Standards Agency are also required to be informed. The recall includes a log of events, minutes, customers affected, products supplied, and remaining products

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v2 dated June 2025.

The Company has developed an effective incident management procedure for situations that impact food safety, authenticity, legality, and quality issue 1 dated February 2025. This includes pandemic/epidemic, loss of facilities due to fire, flood or natural disaster, malicious contamination or sabotage, major internal and external threats against supply chain. Key contacts are detailed including customers, suppliers, local authority, and certification body. For Listeria monocytogenes detections and incidents, the 'Micron2 Protocol for Listeria monocytogenes detections' is understood to be followed.

1.14 Control of Measuring and Monitoring Devices

The site uses an air-conditioned room for cask chillers to maintain quality, keeping casks at a temperature range of 8-12°C. Daily temperature records are taken, and live temperatures seen at 10°C. The vehicles used are ambient, with no temperature control.

1.15 Product Threat and Authenticity

A threat assessment has been conducted v1 dated June 2026, evaluating threats based on their likelihood and potential impact and considers:

- Deliberate contamination
- Malicious attack
- Product fraud
- Product substitution
- Counterfeiting
- Theft and diversion
- Adulteration
- Cyber threats affecting traceability or product integrity.

This plan covers all activities undertaken by the Company including procurement, supply, storage and wholesale distribution and transportation of beers, wines and spirits and associated consumer goods and dry goods/snacks.
The assessment covers all activities from receipt of goods through to delivery to the customer.
The following risks have been identified and considered as part of the TACCP plan:

- Counterfeit Wines and Spirits
- Theft of High-Value Alcohol
- Internal Theft and Fraud
- Supply Chain Diversion and Fraudulent Trading
- Product Substitution and Relabelling
- Methanol and Unsafe Counterfeit Spirits
- Cyber and Traceability Fraud

This assessment covers both on-site and off-site activities under the company's control, from the receipt of goods to the final delivery of the product to the customer. The study also considers the handling of goods returned by customers and considers the processes involved in purchasing and sourcing products. The site has a documented TACCP team who are all experienced in products traded by the site based on the principles of PAS 96:2017. TACCP led by the Managing Director with further members including warehouse and ops manager.

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PART 2: ESTABLISHMENT: DESIGN AND FACILITIES

2.1 Location

The company is situated in a small industrial area in its own grounds located on the edge of a main motorway that allows for good access for deliveries with products held in a dedicated warehouse. Both sites have controlled access and CCTV as part of the site security with external grounds viewed to be well maintained.

Site security procedure based on the risk assessment v1 dated 26/8/2026. The unit has a security fence in place as well as CCTV throughout. Staff interviewed during the audit were aware of security protocol including further defensive action and responsibility. No security issues in the past 12 months. The site is registered with Wakefield Council with last visit dated 6/2/2024.

2.2 Layout and Production Flow

The facilities are well maintained and suitable for task. All areas are well spaced out to allow for safe operations. The facility has a dedicated receipt and loading bay to allow for products to be transferred internally in the event of inclement weather. Proofing around the site was seen to good effect.

2.3 Fabrication Product Areas

Floors: The fabrication of the site, buildings and facilities are suitable and appropriate for the intended use. Floors, walls, and ceilings are designed, constructed, finished, and maintained to provide a surface which is waterproof, non-absorbent, cleanable, slip-resistant, free of mould as appropriate, without crevices and easy to clean. No standing water noted. No internal drainage.

Walls: Walls are sufficient to withstand cleaning materials and methods.

Ceilings/Overheads: There are no voids

Windows, ventilation etc: Windows are protected or non-breakable, ventilation is sufficient for the operation.

Doors: Doors are smooth and designed to facilitate cleaning and were seen to be close fitting to prevent the entry of pests.

Other Structures: No other structures

2.4 Water Supply

Water is provided to the site by mains supplier Yorkshire Water.

2.5 Waste Disposal

General waste, cardboard and recycle waste are collected by the main contractor. Procedures are in place to remove the waste from the warehouse to external containers. Waste managed and removed through external waste management company Panda (previously B&M) with waste carriers' licence CBDU180923 expiry 25/6/2029. All waste identified as suitable for general waste or returned to supplier if required.

2.6 Staff Facilities, Changing Facilities, Toilets and Handwashing

Staff facilities include rest area, lockers, food warming facilities. Adequate toilet facilities are provided, not opening directly to the warehouse, and supplied with hot /cold water, sanitiser soap, and towel paper and / or air drier machine. Signs for washing hands are attached on the walls. Alcohol sanitiser dispensers are also located in all areas.

2.7 Cleaning and Disinfection Facilities

Cleaning chemicals are stored in a locked cleaning cupboard.

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2.8 Lighting
Adequate natural and artificial lighting is provided. All lighting was seen to be covered or fitted with shatterproof bulbs.
2.9 Equipment & Utensils
No food processing equipment or utensils present onsite. Only equipment used onsite is forklift trucks and pallet trucks which are maintained under contract.
2.10 Maintenance
There is planned maintenance in place for fridges and MHE, fridges are serviced by external contractor Narrow Aisle and Still with last service undertaken: • Reach 1513– Last service dated 13/8/2026, last LOLER expiry 12/8/2027. • Reach 9918 – Last service dated 11/9/2026 and LOLER expiry 10/3/2027. Knives are not used. Racking is inspected annually via SESS dated 1/9/2026 job reference 261901. Last in-house racking inspection dated 7/9/2026 and previous inspection undertaken 4/8/2026.
2.11 Housekeeping, Cleaning and Maintenance
Cleaning records are updated as cleaning is completed to risk assessment RA6.2 v1 09/2026. The facility was viewed to be clean and well maintained with cleaning records seen to June 2026 seen and recorded on cleaning schedule. The main chemical in use for the disinfection of surfaces meets the specification of BS EN 1276. The warehouse staff are responsible for ensuring that the warehouse is maintained in a clean condition with documented cleaning completed daily, weekly, and monthly covering the storage areas and yard. Daily cleaning limited to sweeping and spot mopping. Cleaning chemicals in use have appropriate COSHH data information available. Verification of cleaning is managed through visual checks with cleaning schedules and records of cleaning maintained seen to June 2026. All cleaning materials and cleaning chemicals are held in dedicated areas on site with controlled access where required. All areas seen to a good standard throughout. Vehicle cleaning is undertaken by contract cleaner along with records maintained.
2.12 Pest Management
All pest control is managed through Rentokil BPCA Membership No 2385 Exp date 28/2/2027 under contract that covers rats and mice and insect detection with contract specification with rolling contract reference C2700734. The site has 8 visits completed annually services and call outs as required along with a risk assessment dated 17/7/2026. Internal bait stations are not tethered (NC) but are identified on a site map and on the Rentokil portal, with bait points checked against the plan. In the event of pest activity, the pest controller is contacted immediately. There are no products or equipment vulnerable of infestation and external areas were clear and unobstructed. Last visit dated 13/8/2026 with no recommendations made. There has been no internal activity within the past 12 months. MSDS data available for the Detex Non-Toxic Block in use. **NC3 – Internal baits are not currently tethered. (2.12.5)**

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PART 3 PERSONNEL: HEALTH AND HYGIENE REQUIREMENTS

3.1 Training

Training is undertaken on induction and the company have a program of annual refresher training for all staff, each procedure had been signed by staff as trained and understood. The HACCP plan is based on PRPs which have been individually trained. The requirement for handwashing is contained in the staff rules and as part of the staff handbook. Training records recorded on the Aquarius monitoring system and reviewed for:

- Driver – AT – Drivers Procedures 11/9/2026 including induction.
- Warehouse – SH – Goods in procedure dated 7/5/2026.

Refresher training undertaken every 3 years.

3.2 Health Screening

All staff are required to watch a basic food hygiene video as part of the company's induction process, even though all goods handled are sealed ambient products. Return-to-work interviews are conducted when staff return after sickness or following a trip abroad. The company has Hygiene Rules in place, which dictates that all personnel must immediately notify management of any illness or sickness.

3.3 Injuries

The site has first aid kits in place, coverings are blue in colour, but all goods are sealed products.

3.4 Personal Cleanliness / Workwear

The site has a hygiene policy v1 dated 3/8/2026. All hand washing is completed in the toilets that have hot water, soap, and signage in place. The site issue staff PPE that is home laundered.

3.5 Jewellery, Fingernails and Cosmetics

The site operates a 'common sense' approach as no open goods on site or manufacturing as identified within the Quality Manual. Eating and drinking is only allowed in the welfare facilities. Staff have dedicated areas identified for the storage of personal effects.

3.6 Personal Behaviour

All eating and drinking are required to be completed in designated welfare facilities that are supplied with a fridge / hot water facility / microwave. Lockers supplied for personal effects, but no restrictions placed on products that can be brought into the canteen.

3.7 Visitors and Contractors

All visitors and contractors are required to sign in to the facility. As all goods are sealed tamperproof products, visitors and contractors are escorted on site with no further controls identified. PPE issued if visitors or contractors enter the main facility.

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PART 4 PRODUCT CONTROL

4.1 Physical, Chemical and Microbiological Risk

Glass & Brittle materials: There is a Glass Breakage Procedure v1 dated July 2026. All breakages are recorded on the condition audit monthly with five damages recorded for September to date. There is no list of glass as all products handled are in glass bottles. Although glass is checked on the monthly depot audit, last undertaken 7/9/2026.

Wood: No damaged pallets were noted. No products come into direct contact with pallets. Pallets are inspected as part of the intake procedures.

Allergens: All goods are sealed products that are sourced through approved suppliers. All goods are sealed products that are received, stored, and distributed with no further processing completed on site and as such potentially contain all 14 EU allergens. Suppliers are responsible for labelling all products in accordance with all legal requirements regarding ingredients and allergens.

Microbiological contamination: The temperature of the chilled facility is monitored daily and is ideally maintained between 8-12°C for quality control purposes. If temperatures fall outside this range, an engineer is contacted to address the issue promptly.

4.2 Goods Receipt

All goods received on to site and checked by trained staff. All goods stored on racking/pallets and picked to meet customer orders. Limited goods held on site. All goods received with no further processing. Stock code checks are undertaken at the point of intake and as part of the perpetual inventory checks. The WMS system includes product shelf life and selects the shortest shelf life first.

4.3 Product Handling and Storage

There is an allergens policy as part of the food safety management system. No open products handled and no special handling requirements for products. Products are stored on fixed racking and moved by hand or FLT which are stored and charged away from food storage.

4.4 Stock Management

All goods are sealed products that are received, stored, and distributed with no further processing completed on site. All goods are used on a FIFO basis and stock rotation completed when new goods received. Low stock levels and product labelling assist in accurate stock rotation. Storage bins/containers are not used.

PART 5: DISTRIBUTION

5.1 Transport Vehicles

The site currently operates twelve vehicles. The site holds operator's Licence number OB0016216 for up to forty-four vehicles and two trailers and were viewed to be clean and well maintained and a mixture of 3.5t, 7.5t, 15t and articulated vehicles. Vehicle hygiene procedures are recorded on the vehicle daily check and defect report. All vehicles are ambient only with service undertaken in line the operator's licence requirements as seen for:

- DF24LFZ – Last service dated 17/8/2026 and previously 9/6/2026, last tail lift LOLER dated 24/6/2026.

All drivers are responsible for ensuring that their vehicles are cleaned post- delivery with daily internal cleaning records completed and documented on the vehicle daily check sheet which was reviewed for vehicle LFZ. In the event of breakdown, the driver contacts the office, and all goods placed on hold in accordance with Vehicle Breakdown procedure which are detailed within the QMS section 7. No lubricants are stored on vehicles. There are no temperature-controlled vehicles at this site.

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5.2 Transport and Loading Conditions
All drivers are trained in safety and cab security at induction. All drivers trained in required procedures. Vehicles are loaded and unloaded by backing the vehicle up to the roller shutter to limit any potential contamination from the outside. All products are packed in carboard trays and hand balled in the van or stacked. No product come into contact with the floor. Non-conforming products are brought back to the warehouse and kept in separate areas before disposal or return to stock.
5.3 Vehicle Load and Security
Vehicle and load security risk assessment reference RA5.2 v1 dated 26/8/2026 and rated as low risk as all vehicles can be locked or are self-locking when not in use, and staff are trained regarding security. Vehicle loading is undertaken in a secure parking area. No historical issues regarding vehicle security in the past 12 months.
5.4 Transport Sundry Equipment
There is no sundry equipment within vehicles, no vehicle shelving and no pallets used.

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PART 6: OPEN FOOD HANDLING

6.1 Hazard & Risk Analysis

No Open Foods

6.2 Staff Facilities

No Open Foods

6.3 Open Food Area

No Open Foods

6.4 Packaging

No Open Foods

6.5 Labelling

No Open Foods

PART 7: WHOLESALE ACTIVITIES

7.1 Supplier Approval

Site has a Supplier Approval and monitoring procedure dated v1 dated July 2026, suppliers are approved based on third party certification or brand reputation (Carlsberg, Coors, Coca Cola). Supplier performance is reviewed based on SAQ initially and certification to 3rd party standards such as BRCGS, SALSA and STS or on-site audit. The approval of supplier is also based on risk assessment. A register of suppliers is in place; there are no subcontracted services. Supplier's performances are monitored by customer complaints, sample results, product recall, withdrawals, or notification of change of supplier or contractor status, and quality checks on products received at goods intake, with non-conforming products identified, reported back to the supplier. Approved suppliers seen include:

- Carlsberg Marston – BRCGS site code 1256377 expiry 2026-09-20
- Molson Coors – BRCGS site code 3841788 expiry 2027-01-30
- Vocation Brewery

NC4 – There was no formal approval for the supplier of own branded beer (Vocation Brewery). (7.1.1)

7.2 Specifications

The site has a single line of own brand Munchin Pilsner Beer although the same product is produced and labelled for other customers although this is in the form of 50ltr beer kegs only.
NC5 – Specifications were not available for the own brand beer. (7.2.1)

7.3 Product Labelling

NA – No products labelled on site.

7.4 Traceability

No meat or fish products handled.

7.5 Product Analysis

NA - All goods are sourced through approved suppliers that are responsible for any product testing.

7.6 Product Development

NA – The site does not complete any product development. All goods are sourced through approved suppliers who conduct product development.

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Non-conformance Summary Sheet

CRITICAL Note: A critical raised will result in "Not Certificated" status and timescales will not be entered						
No.	**Clause**	**Detail of non-conformance**	**Corrective action**	**Proposed preventive action plan**	**Root cause analysis**	**Sign off. (initial/date)**
MAJOR Note: Three or more majors raised will result in "Not Certificated" status and will require a re-audit.						
No.	**Clause**	**Detail of non-conformance**	**Corrective action**	**Proposed preventive action plan**	**Root cause analysis**	**Sign off. (initial/date)**
MINOR						
No.	**Clause**	**Detail of non-conformance**	**Corrective action**	**Proposed preventive action plan**	**Root cause analysis**	**Sign off. (initial/date)**
1	1.3.2	Procedures are not currently indexed.	Document control record and index has been created.	A document control record and index has been created and documents indexed as part it. This will be reviewed in 2027 by the consultant as part of a gap analysis review.	Majority of documents are documented and indexed as part of the sites quality management system which is a document. This document has a document reference number. However, there was no index for additional and new documents that have been created since and not added	MF – 19/10/2026

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					to this document. This had not been identified during the gap analysis.	
2	1.6.7	There is only one trained auditor with no independence of auditing the internal audit system.	MG will complete Internal Audit training.	MG has already purchased the training pack and will complete the training. MG is looking to identify additional staff who would be better suited to cover the process. The consultant will continue to provide support until this is completed.	This had been identified prior to the audit. The consultant provided evidence of training for internal auditing and was able to support the site until someone could be trained. MG had purchased the training pack to complete online but due to staff shortages and a significant boost in trade during the World Cup, MG had not managed to fully complete the training.	MF – 19/10/2026
3	2.12.5	Internal baits are not currently tethered.	Images of tether bait traps provided	The site has contacted the pest provided to tether non-tethered bait traps. This will be reviewed by MG has part of the internal audit plan.	The site pays for the services of Rentokil to provide pest control provisions. Internal baits are mapped. The site has placed their faith in the service provider to ensure	MF – 19/10/2026

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					that bait traps used are suitable for the site's needs. It had not been noted that bait traps are not tethered prior to the audit.	
4	7.1.1	There was no formal approval for the supplier of own branded beer (Vocation Brewery).	Audit report provided + supplier certificate to SALSA	Supplier approval procedure has been written, and the business will complete a formal review/approval of Vocation Brewery.	The buying team approves suppliers, and records are kept of supplier approval. However, this is primarily a financial approval and not a technical/food safety approval/review.	MF – 19/10/2026
5	7.2.1	Specifications were not available for the own brand beer.	Specifications provided	Specifications will be acquired for the own brand beers	This had been identified prior to the audit during the gap analysis. Due to a bereavement, the person who was providing this was unavailable and had not provided it to the business in time for the audit.	MF – 19/10/2026

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