

Scalloway Fish Market

Hazard Analysis and Critical Control Point (HACCP) Plan

Version: 2022
Amendment: 0

Approved By	Name	Signature	Position	Date
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Contents

1. Scope.....	4
2. Document Control.....	4
3. HACCP Team.....	5
4. Product Description	7
5. Operation Flow Diagram	8
6. Operational Flow Risk Assessment.....	9
7. Prerequisite Control Overview	28
Appendix 1 – Market Users Management Team (MUMT).....	40
Appendix 2 – Document Holders List	41
Appendix 3 – HACCP Team	42

1. Scope

This Hazard Analysis and Critical Control Points (HACCP) covers the sourcing, landing, grading, auction and packaging/palletisation of whitefish, pelagic fish, nephrops, molluscs, cephalopods and shellfish, through to dispatch.

This document should be read in conjunction with the Shetland Fish Markets' Market Manual which contains the detailed policies, procedures and standards referred to in this document.

The requirements of the HACCP and the Shetland Fish Markets' Manual must be adhered to and maintained by all Market Users, contractors and visitors.

2. Document Control

This HACCP and associated Shetland Fish Markets' Manual are administered and controlled by the Market Users Management Team (MUMT). Details of MUMT membership are contained in Appendix 1.

Both documents are subject to annual review to confirm accuracy and relevance to current practice. Electronic copies are issued to representatives of all Market Users listed on the document holders list (Appendix 2).

Material changes to the document shall be subject to MUMT approval. Non-material changes may be approved by the Harbour Authorities.

Controlled copies of both documents and the document holders list are held by the Harbour Authorities and shall be updated as required, following instruction from the MUMT.

It is the responsibility of all Market Users to ensure up-to-date contact information is available.

Review Record

Version	Amendment	Change(s) Made	Authorised by	Date
2021	0	Minor, non-material changes.	Martin Leyland	18/02/2021
2022	0	Minor, non-material changes.	Sheila Keith	28/02/2022

3. HACCP Team

As the market is a multi-user facility the HACCP team is comprised of representatives from various sectors, who are members of the MUMT. HACCP team members are listed in Appendix 3.

Where required specialist advice may be sought from the following:

- Shetland Islands Council Environmental Health Department.
- Food Standards Scotland.
- Seafish Ltd.
- Laboratory testing providers.
- Food safe chemical providers.

Legislation

Whilst developing this HACCP reference was made to the following legislation and guidance documents:

Domestic Legislation	Date came into force	Domestic Legislation - explanatory summary	EU Legislation and Amendments	EU Legislation and Amendments – explanatory summary
The Food Safety Act 1990	29/06/1990	Provides the framework for all food legislation in Great Britain.	Regulation (EC) No 178/2002	Lays down the general principles and requirements of food law and establishes European Food Safety Authority.
The Food Hygiene (Scotland) Regulations 2006 (SSI 2006/3)	11/01/2006	Provides for the execution and enforcement of certain Community instruments including - Commission Regs 852/2004, 853/2004, 854/2004, 2073/2005 and 2074/2005.	Regulation (EC) No 852/2004 Regulation (EC) No 853/2004	Lays down the hygiene requirements for food business operators (including those operating at primary production level). Lays down additional regulations to certain food businesses handling products of animal origin.
<i>Amended by:</i>				
The Food Hygiene (Scotland) Amendment Regulations 2012 (SSI 2012/75)	01/04/2012	Updates the definitions of certain Community instruments and extends the availability of remedial action notices.	Commission Regulation (EC) No 2073/2005	Establishes the microbiological criteria that food businesses have to comply with as provided by Article 4(3) and 4(4) of Regulation (EC) 852/2004.
The General Food Regulations 2004 (SI 2004/3279)	01/01/2005	Provides enforcement powers in respect of Articles 14, 16 (in so far as it relates to food), 18 (in so far as it concerns food business operators) and 19 of the EU General Food Law Regulation 178/2002.	Regulation (EC) No 178/2002	Lays down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety.

The Fish Labelling (Scotland) Regulations 2013 (SSI 2013/256)	05/10/2013	Provides for execution and enforcement of the traceability and consumer info requirements contained in a number of EU instruments and to reflect new consumer information requirements in line with the CFP.	Council Regulation (EC) No. 1224/2009	Establishes a control system for ensuring compliance with rules of the CFP - including traceability of fishery and aquaculture products from catching/harvesting through all production, processing and distribution.
<i>Amended by:</i>				
The Fish Labelling (Scotland) Amendment Regulations 2015 (SSI 2015/48)	15/03/2015	Update 2013 Regs to reflect changes in EU law, including additional consumer info requirements introduced. These rules extend the existing regulations to show consumers the species and where or whether fish were caught or farmed.	Commission Implementing Regulation (EU) No 404/2011. Regulation (EU) No.1379/2013	Lays down detailed rules for the implementation of Council Regulation 1224/2009. Common organisation of the markets in fishery and aquaculture products.

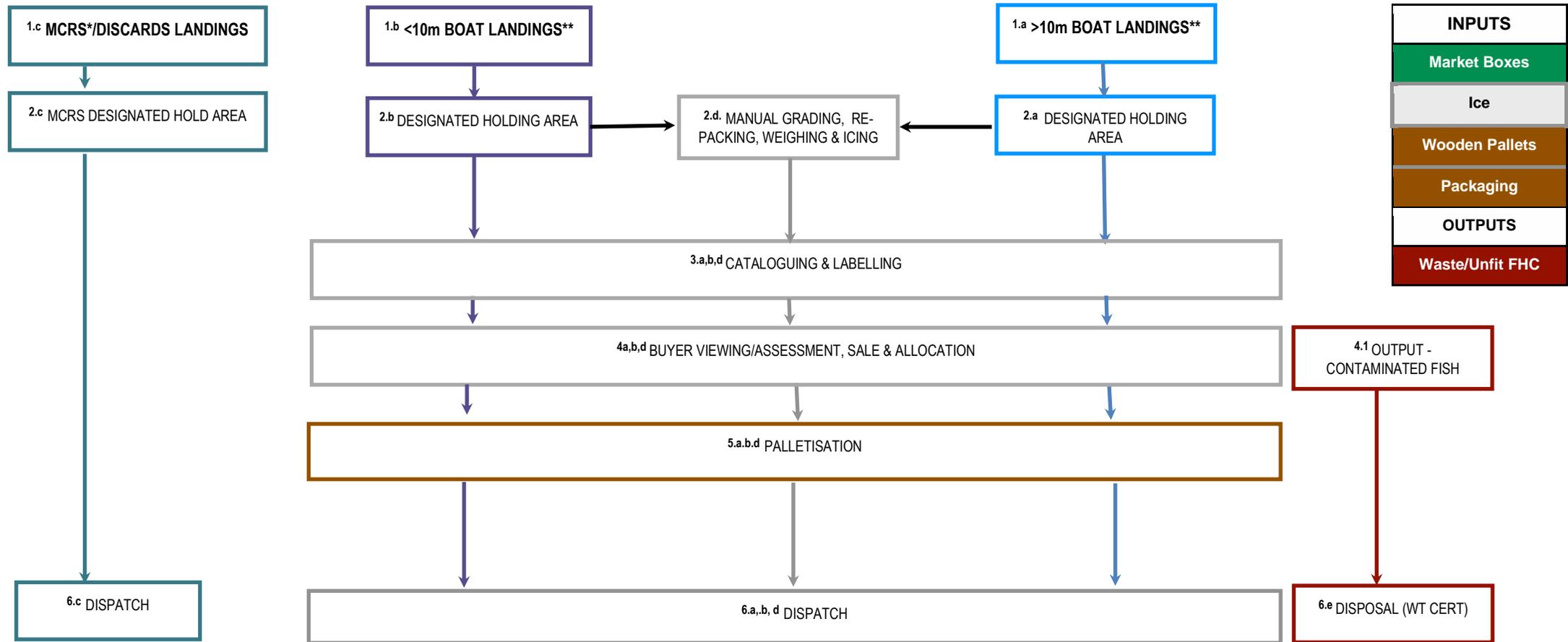
Guidance

- Seafish 'Good Practice Guide for Demersal Fishermen'.
- Seafish 'Good Practice Guide for Nephrops Fishermen'.
- Seafish 'Good Practice Guide for Pelagic Fishermen'.
- Seafish briefing paper 'The risk of histamine and how to prevent it'.
- Codex Alimentarius Code of Practice for Fish and Fisheries Products, Second Edition 2012. (as amended 2018).

4. Product Description

Raw Material	Wild captured demersal fish. Wild captured pelagic fish. Wild captured nephrops. Wild captured molluscs. Wild captured cephalopods. Wild captured shellfish.
Suppliers	Registered fishing vessels, mainly from Shetland or Scotland but occasionally others.
Description and Location of Capture Area	North Atlantic. North Sea.
Process Description	Product is captured at sea, iced and landed to the market in Shetland. Product is stored in a temperature controlled environment until it is sold and removed. Once sold, product is removed and transported by the Buyer, or their representative.
Boxes	Mainly LHD supplied yellow boxes, but at times other hard plastic boxes may be used, particularly by non-Shetland registered boats.
Temperature Control Requirements - storage	Market to be temperature controlled between 0-4°C, at all times when product is present. All boxes to be iced prior to storage.
Distribution/Purchasers	Local and remote buyers.
Consumers	General population.

5. Operation Flow Diagram



*Minimum Conservation Reference Size (MCRS)

**Landings may include - whitefish, pelagic fish, nephrops, molluscs, cephalopods and shellfish

6. Operational Flow Risk Assessment

This risk analysis covers the operational processes as outlined in the Operational Flow Diagram found in Section 5.

Risks have been calculated using the 5x5 risk matrix shown below.

Hazards which score 12-25 are classified as HIGH and therefore represent a Critical Control Point (CCP) for market operations.

Key Responsibilities	<i>Throughout the HACCP Study Chart the coloured text, below, highlights key responsibilities of individual groups/collectives of market users'</i>
Text in black denotes	Fishing Vessel Responsibilities
Text in blue denotes	Harbour Authority Responsibilities
Text in orange denotes	Shetland Seafood Auctions Company Responsibilities
Text in green denotes	Market Users'/Buyers' Responsibilities

Market Users are defined as any persons, employed by various parties, who use or operate within the markets in connection with the landing, sale and dispatch of product on the markets.

Market Personnel are defined as persons appointed by the relevant Harbour Authority to undertake duties within the markets.

RISK MATRIX		SEVERITY x LIKELIHOOD = RISK RATING				
		Likelihood				
		1 Very Unlikely	2 Unlikely	3 Possible/Likely	4 Very Likely	5 Certain/Frequent
Severity	1 Negligible	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 Minor	2 LOW	4 LOW	6 MEDIUM	8 MEDIUM	10 MEDIUM
	3 Moderate	3 LOW	6 MEDIUM	9 MEDIUM	12 HIGH	15 HIGH
	4 Major	4 LOW	8 MEDIUM	12 HIGH	16 HIGH	20 HIGH
	5 Severe	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH
RISK RATING		EVALUATION OF TOLERABILITY				
LOW (1-5)		The risk is acceptable. Monitor to ensure that control measures remain effective.				
MEDIUM (6-10)		The risk should be reviewed to see if steps can be taken to reduce the risk further. If the risk is as low as reasonably practicable (ALARP) it may be accepted provided the risk is clearly understood and it is subject to regular review to ensure that identified control measures remain sufficient.				
HIGH (12-25)		The risk is high and immediate action may be required. Further control measures to reduce the likelihood and/or severity of the risk should, where possible, be introduced.				

DEFINITION OF LIKELIHOOD FOR RISK ASSESSMENT

LIKELIHOOD					
Score	1	2	3	4	5
Descriptor	Very Unlikely	Unlikely	Possible/Likely	Very Likely	Certain/Frequent
Guidance	Given current practices and procedures this event is not expected to occur or could only happen in exceptional circumstances. 0-19% likely to happen in next 5 years	Remote possibility of the event occurring. 20-39% likely to happen in the next 5 years	Potential for the event to occur sometime. 40-59% likely to happen in the next 5 years	Will probably occur at some time. 60-79% likely to happen in the next 5 years	Almost inevitable the event will occur 80-100% likely to happen in the next 5 years

SEVERITY					
Score	1	2	3	4	5
Descriptor	Negligible	Minor	Moderate	Major	Severe
Guidance - People	Injury/illness requires not more than treatment from the first aid kit provided	Professional medical treatment required, person can carry on with activities but they may be restricted	Injuries/illness leading to inability to carry out normal duties for 1-12 months	Long term injury/illness e.g. inability to carry out normal duties for greater than 12 months or permanent disability.	Fatality or permanent incapacitation
Guidance - Business	Negligible impact	No long term effects	May affect operations short term causing moderate financial loss	Serious impact on operations and significant financial loss and reputational damage	Extreme impact on business operations and ability to operate the market compromised

Terms of Reference and Definitions

Terminology	
Corrective action	A formal procedure to be followed when a deviation or failure to meet a Critical Control Point occurs.
Critical Control Point (CCP)	A step in a food process at which control can be applied in order to prevent a food safety hazard or to reduce its occurrence to an acceptable level.
Critical limit	The maximum or minimum value to which a hazard must be controlled in order to prevent a food safety hazard or reduce its occurrence to an acceptable level.
Good Management Practice (GMP)	Ongoing conformance with the requirements of the HACCP, Markets' Manual by Market Users including, for example, good housekeeping, cleaning regimes and incident reporting.
Hazard	For the purposes of HACCP, a food safety <i>hazard</i> is considered any chemical, biological or physical property that may cause a food to be unsafe to consume.
Hazard analysis	The process, of collecting and analysing information about hazards, for a particular food under consideration. The likelihood of occurrence and the severity of consequences are considered with the objective of deciding which hazards need to be addressed in the HACCP plan.
Monitoring	A planned sequence of observations or measurements performed in order to determine whether a Critical Control Point is under control and to produce an accurate record.
Product	Any seafood type landed onto the market.
Validation	Validation consists of activities designed to determine if the plan, when properly executed, will effectively control the significant hazards in the process.
Verification	Activities (other than monitoring) that determine the adequacy of and compliance.
Hazard Definitions	
Biological	Include contamination and/or growth of bacteria, mold, yeasts and viruses. These can constitute a safety and quality hazard in fish/product. Pathogens are those bacteria where contamination and multiplication is a cause for concern. These can cause illness if consumed in sufficient numbers.
Chemical	In the context of foods, chemical contaminants can be very broadly defined as any chemical unintentionally added to food, but present for one of many possible reasons, for example, environmental contaminants, vessel contaminants and natural toxins.
Physical	Physical contamination is when physical objects are found to be present or, are added to food at any stage in the process from capture, storage, grading through to dispatch. These physical objects are called foreign bodies e.g. glass, wood, screws/metal, hair, etc.
Allergens	Fish and Shellfish, which includes both crustaceans and molluscs, make up three of the 14 allergens regulated by Food Standards Scotland. Cross-contact between different allergens can have serious health implications to the end consumer.
Adulteration	Intentional undesired addition to product.
Substitution	Where a raw material or product received is not "as purchased", for example, whiting fish species being substituted for haddock.

Step	Hazard	Risk Score			C C P	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
1a	>10m Boat Landings	Biological	1	4	4	N	Y	N	<ul style="list-style-type: none"> Pathogens/viruses present on incoming product. It is reasonable to assume that each landing will have some bacterial/viral load. 	<ul style="list-style-type: none"> Product will have been held chilled/on ice since capture to ensure effective temperature reduction prior to landing, thus reducing the risk of microbiological growth and proliferation. Transfer of product between boat and market managed effectively to ensure time delays and temperature increases are minimised. Separation of discard/non-conforming product from product intended for human consumption prior to landing. Approved Supplier. Compliance with prerequisite control procedures e.g. Temperature Control on market (0-4°C).. Good Management Practice.
		Chemical	1	4	4	N	Y	N	<ul style="list-style-type: none"> Environmental/chemical contamination from fishing grounds/boat/landing at pier. 	<ul style="list-style-type: none"> Fuel/chemicals handled and stored correctly onboard vessels. Vessels well maintained in line with MCA requirements. If contamination was suspected the product would be withdrawn and placed on hold/segregated until an incident investigation could be conducted. Contaminated product would be diverted to waste and handled in compliance with Waste Handling and Disposal procedure. Review of Register of Approved Suppliers, Contractors and Users. Compliance with prerequisite control procedures e.g. COSHH. Good Management Practice.

Step	Hazard	Risk Score			CCP	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
1a	>10m Boat Landings	Physical	1	4	4	N	Y	N	<ul style="list-style-type: none"> • Debris and/or detritus in landing gear and/or onboard fishing vessel may lead to physical contamination. • Metal contamination from gutting equipment/machinery may lead to physical contamination. 	<ul style="list-style-type: none"> • Debris/detritus removed during fish grading and/or gutting process. • Vessels and equipment well maintained in line with MCA requirements. • Product must be handled/processed before sale to the ultimate consumer, therefore, physical contaminants should be identified and removed. • Approved Registered Supplier. • Compliance with prerequisite control procedures e.g. Wood Control, Glass and Hard Plastic Control. • Good Management Practice.
		Allergen	1	5	5	N	Y	N	<ul style="list-style-type: none"> • Cross-contact between different product proteins (e.g. squid and octopus in part boxes of whitefish landed at market) can lead to cross contamination between allergens. 	<ul style="list-style-type: none"> • Different product (for example, demersal fish, nephrops, molluscs, etc.) to be boxed separately at point of capture onboard vessels. • Compliance with market Allergen Control procedure which provides clear guidance on the required segregation and storage of different product on the market floor. • Compliance with fish labelling requirements. • Competent trained operatives. • Compliance with prerequisite control procedures e.g. Allergen Control procedure, Labelling procedure. • Good Management Practice.

Step	Hazard	Risk Score			C C P	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
1b	<10m Boat Landings	Biological	3	4	12	Y	Y	Y	<ul style="list-style-type: none"> • There is a potential for high histamine levels in histidine rich fish (pelagic) which have not been adequately chilled at point of capture. Cooking will not denature heat-stable histamine – leading to potential Scromboid /Histamine food poisoning. • Pathogens/viruses present on incoming product. 	<ul style="list-style-type: none"> • Effective communication of special handling and landing requirements of histidine rich fish to fishermen especially with regard to strict temperature parameters i.e. all product must be iced on entry. • Separation of discard/non-conforming fish from fish for human consumption. • Approved Registered Supplier. • Compliance with prerequisite control procedures e.g. Temperature Control. • Market Temperature (0-4°C). • Application of additional ice, if required. • Good Management Practice.
		Chemical	2	4	8	N	Y	Y	<ul style="list-style-type: none"> • Environmental/chemical contamination from fishing grounds/boat/landing at pier. 	<ul style="list-style-type: none"> • Fuel/chemicals stored correctly onboard vessels. • Vessels well maintained in line with MCA requirements. • If contamination was suspected product would be withdrawn and placed on hold/segregated until an incident investigation could be conducted. • Contaminated product would be diverted to waste and handled in compliance with Waste Handling and Disposal procedure. • Review of Register of Approved Suppliers, Contractors and Users. • Compliance with prerequisite control procedures e.g. COSHH. • Good Management Practice.

Step	Hazard	Risk Score			CCP	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
1b	<10m Boat Landings	<u>Physical</u>	2	4	8	N	Y	N	<ul style="list-style-type: none"> • Debris and/or detritus in landing gear and/or onboard fishing vessel may lead to physical contamination. • Metal contamination from gutting equipment/machinery may lead to physical contamination. 	<ul style="list-style-type: none"> • Debris/detritus removed during fish grading and/or gutting process. • Vessels and equipment well maintained in line with MCA requirements. • Product must be handled/processed before sale to the ultimate consumer, therefore, physical contaminants should be identified and removed. • Approved Registered Supplier. • Compliance with prerequisite control procedures e.g. Wood Control, Glass and Hard Plastic Control. • Good Management Practice.
		<u>Allergen</u>	1	5	5	N	Y	N	<ul style="list-style-type: none"> • Cross-contact between different product proteins (e.g. squid and octopus in part boxes of whitefish landed at market) can lead to cross contamination between allergens. 	<ul style="list-style-type: none"> • Different product (for example, demersal fish, nephrops, molluscs, etc.) to be boxed separately at point of capture onboard vessels. • Compliance with market Allergen Control procedure which provides clear guidance on the required segregation and storage of different product on the market floor. • Approved Registered Supplier. • Compliance with prerequisite control procedures e.g. Allergen Control procedure. • Competent trained operatives. • Good Management Practice.

Step	Hazard	Risk Score			C C P	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
1c	Discard Landings	Biological Physical and/or Allergen	1	4	4	N	Y	Y	<ul style="list-style-type: none"> • Not reasonably likely to cause biological/physical/allergen contamination. Fish below Minimum Conservation Reference Size (MCRS) are segregated and boxed separately from the rest of the catch onboard the fishing vessels in line with legislative requirements for Discard handling. 	<ul style="list-style-type: none"> • Discards are clearly labelled '<i>Discards – Not for Human Consumption</i>'. • Discards are separated from other fish species on the market in designated discard area. • Compliance with 'The Animal By-Products (Enforcement) (Scotland) Regulations 2013'. • Prerequisite control procedures e.g. Temperature Control. • Market temperature (0-4°C). • Good Management Practice.
		Chemical	1	4	4	N	Y	Y	<ul style="list-style-type: none"> • Environmental/chemical contamination from fishing grounds/boat/landing at pier. 	<ul style="list-style-type: none"> • Fuel/chemicals stored correctly onboard vessels. • Vessels well maintained in line with MCA requirements. • If contamination was suspected product would be withdrawn and placed on hold/segregated until an incident investigation could be conducted. • Contaminated product would be diverted to waste and handled in compliance with Waste Handling and Disposal procedure. Note: suspected contaminated product cannot re-enter the food chain. • Review of Register of Approved Suppliers, Contractors and Users.

Step	Hazard	Risk Score			CCP	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
2a 2b 2c	Designated Holding Area	Biological	1	4	4	N	Y	N	<ul style="list-style-type: none"> • Significant delays in transfer to designated holding area could lead to temperature increases, resulting in microbiological growth/proliferation and/or physical/environmental contamination e.g. bird excrement. • Cross-contamination from dirty surfaces through improper handling and/or storage. • Product to be held in correct designated holding area. Separation of discard/non-conforming fish for example, in designated areas in line with legislative requirements. 	<ul style="list-style-type: none"> • Product have been held under refrigerated conditions in vessel hold and have been well iced prior to transfer to market place. Top layer of ice will provide protection against the elements during transfer to market holding areas. • Competent trained operatives. • Compliance with temperature control requirements i.e. application of additional ice to inadequately iced boxes and market temperatures controlled between 0-4°C. • Compliance and verification of market prerequisite procedures pertaining to Personal Hygiene, PPE, and Cleaning. • Clearly designated holding areas. • Good Management Practice.
		Physical								

Step	Hazard	Risk Score			CCP	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
2a 2b 2c	Designated Holding Area	Chemical	1	4	4	N	Y	N	<ul style="list-style-type: none"> • Chemical presence or introduction of possible chemical contaminants from cleaning fluids/residues or engineering lubricants. 	<ul style="list-style-type: none"> • Chemical use strictly prohibited when product is being held on market. • All chemicals clearly stored in locked designated area after cleaning operations, in compliance with COSHH requirements. • Only authorised key personnel to have access to chemical store. • Trained operatives competent in COSHH and Cleaning procedures. • Good Management Practice.
		Allergen	1	5	5	N	Y	N	<ul style="list-style-type: none"> • Allergen cross contact through improper handling/storage. 	<ul style="list-style-type: none"> • Product held and stored in line with Allergen Control procedure in clearly designated/segregated areas of market. • With the exception of product which is being graded, all other product will remain boxed until dispatched. • Clear labelling in line with allergen requirements. • Personnel trained in allergen control procedures. • Good Management Practice.

Step	Hazard	Risk Score			C C P	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
2d	3rd Party Manual Grading, Repacking, Icing, Weighing	<u>Biological</u> <u>Physical</u> <u>Chemical</u>	1	4	4	N	Y	Y	<ul style="list-style-type: none"> Product will be handled by suitably trained Auction Company Operatives. Possible biological/physical/chemical contamination could occur if good hygiene practice and correct handling procedures are not followed during weighing, grading and repacking. 	<ul style="list-style-type: none"> Auction Company Operatives' compliance with market prerequisite procedures pertaining to PPE, Personal Hygiene, Temperature Control and COSHH. Auction Company Operatives will keep product handling to a minimum. Auction Company Operatives will work to standard operating procedures.
		<u>Allergen</u>	1	5	5	N	Y	N	<ul style="list-style-type: none"> Allergen cross contact through improper handling/storage and labelling. 	<ul style="list-style-type: none"> Not reasonably likely to occur. Only product to be re-graded are handled and packed by Auction Company Operatives. All other product will remain boxed and stored in designated/segregated areas. Product will be clearly labelled. Auction Company Operatives will work in compliance with market Allergen Control procedure.

Step	Hazard	Risk Score			C C P	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
3a 3b 3d	Cataloguing and Labelling	Biological	1	4	4	N	Y	N	<ul style="list-style-type: none"> • Introduction of microbiological contaminants during cataloguing/labelling. 	<ul style="list-style-type: none"> • Not reasonably likely to occur. Product handling to be kept to a minimum. • Single use food safe labels/ink. • Compliance with prerequisite procedures pertaining to Personal Hygiene and PPE. • Competent trained operatives. • Good Management Practice.
		Chemical	1	4	4	N	Y	N	<ul style="list-style-type: none"> • Chemical presence or introduction of possible chemical contaminants from cleaning fluids/residues or engineering lubricants. 	<ul style="list-style-type: none"> • Not reasonably likely to occur. Chemical use strictly prohibited when fish/product are being held on market. • Compliance with COSHH procedure. • Trained operatives compliant with COSHH and Cleaning procedures. • Good Management Practice.

Step	Hazard	Risk Score			C C P	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
3a 3b 3d	Cataloguing and Labelling	Physical	1	4	4	N	Y	N	<ul style="list-style-type: none"> • Introduction of physical contamination during cataloguing and labelling operations. 	<ul style="list-style-type: none"> • Compliance with Labelling procedure i.e. labelling is controlled by number of labels checked in and out. • Compliance with prerequisite control procedures pertaining to Personal Hygiene, PPE, and Wood, Glass and Hard Plastics, and Metal Control. • Product handling kept to a minimum. • Competent trained operatives. • Good Management Practice.
		Allergen	1	5	5	N	Y	N	<ul style="list-style-type: none"> • Incorrectly identified allergen on product label. • Cross-contact between allergens from improper handling during cataloguing and labelling operations. 	<ul style="list-style-type: none"> • Product label to contain correct allergen information in line with 'The Food Safety Act 1990(a)' and 'The Fish Labelling (Scotland) Regulations 2013'. • Compliance with Allergen Control procedure. • Product handling kept to a minimum. • Competent trained operatives. • Good Management Practice.

Step	Hazard	Risk Score			C C P	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures
		L	S	R					
4a 4b 4d	Buyer viewing, assessment and sale	Biological Physical	1	4	4	N	Y	N	<ul style="list-style-type: none"> • Potential risk of biological and/or physical contamination from Market Users/Buyers during viewing assessment. • All Market Users to complete Market Users Induction training. • Market Users full compliance with all Market procedures and Food Safety requirements e.g. PPE, handwashing. • Product handling to be kept to a minimum. • Enforcement of, and compliance with prerequisite control procedures pertaining to Personal Hygiene, PPE, and Wood, Glass, etc. • Product held in temperature controlled environment between 0-4°C. • Competent trained operatives. • Good Management Practice.
		Chemical	1	4	4	N	Y	N	<ul style="list-style-type: none"> • Chemical presence or introduction of possible chemical contaminants from cleaning fluids/residues or engineering lubricants. • Enforcement of, and compliance with COSHH procedure. • Competent trained operatives. • Good Management Practice.
		Allergen	1	5	5	N	Y	N	<ul style="list-style-type: none"> • Cross-contact between allergens from improper handling during buyer viewing and assessment. • All Market Users to complete Market Users Induction training. • Market Users full compliance with all Market procedures and Food Safety Requirements, e.g. Allergen Control procedure. • Product handling to be kept to a minimum. • Competent trained operatives. • Enforcement of, and compliance with Allergen Control procedure. • Good Management Practice.

Step	Hazard	Risk Score			C C P	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
4.1	Output – Contaminated Catch	Biological Physical Chemical	1	1	1	N	Y	Y	<ul style="list-style-type: none"> • Biological/physical/chemical contamination risk to other product held on site from the improper waste management of contaminated catch. • Increased risk of pest infestation from poor waste management. 	<ul style="list-style-type: none"> • Fish waste is categorized as Category 3 under the Animal By-Products Regulations and as such has to undergo an appropriate treatment process before it may be spread to land. • Contaminated Category 3 waste that cannot go back into the food chain will be transferred (fully contained) to a Licensed Waste Treatment Facility by a licensed waste contractor. Waste Transfer Notes will be held on site. • Segregated waste receptacles clearly designated. • Compliance with Waste Handling and Disposal procedure. • Compliance with Pest Control procedure. • Compliance with Cleaning procedure. • Competent trained operatives. • Good Management Practice.

Step	Hazard	Risk Score			CCP	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures
		L	S	R					
5a 5b 5d	Palletisation	Biological	2	4	8	N	Y	N	<ul style="list-style-type: none"> • Biological/physical/chemical contamination from contaminated pallets and packaging materials brought onto market floor. • Pallets/package materials are the responsibility of the Buyers. Buyers' compliance with Market procedures pertaining to Wood, Metal, Glass and Hard Plastic Control. • Only clean, good quality pallets are permitted onto the market floor. • Pallets are not permitted to enter the market until boxes are ready to be stacked. • Only food grade packaging materials are permitted onto the market floor. • Enforcement of, and compliance with Wood, Metal, Glass and Hard Plastic Control procedures. • Cleaning operations not to commence until all product has been removed from the market. • Compliance with COSHH procedure. • Market temperatures to be held between 0-4°C until products are dispatched. • Good Management Practice.
		Physical							
		Chemical							

Step	Hazard	Risk Score			C C P	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
6a 6b 6c 6d	Dispatch	Biological	1	4	4	N	Y	N	<ul style="list-style-type: none"> Inadequate temperature control of products awaiting dispatch. Inadequate temperature control of product left uncollected from market. 	<ul style="list-style-type: none"> Prior to dispatch, it is the Buyers' responsibility to re-ice boxes for onward distribution if required. It is the Buyers' responsibility to ensure that all boxes are removed as quickly as possible from the market once the auction has ended, refrigeration is switched off and doors are opened. Good Management Practice.
		Physical	1	4	4	N	Y	N	<ul style="list-style-type: none"> Risk of physical contamination from Market Users packaging materials, etc. brought on site. 	<ul style="list-style-type: none"> It is the Buyers' responsibility to comply with Wood, Metal, Glass and Hard Plastic Control, and Waste Handling and Disposal procedures. Enforcement of, and compliance with Waste Handling and Disposal procedure. Competent trained operatives. Good Management Practice.

Step	Hazard	Risk Score			CCP	Quality	Legality	Justification for Inclusion / Exclusion	Control / Preventative Measures	
		L	S	R						
6a 6b 6c 6d	Dispatch	Chemical	1	4	4	N	Y	N	<ul style="list-style-type: none"> • Chemical presence or introduction of possible chemical contaminants during dispatch process from chemicals brought on to site. 	<ul style="list-style-type: none"> • Market Users'/Buyers' compliance with Market COSHH procedure. • Enforcement of, and compliance with COSHH procedure. • Cleaning operations not to commence until all fish/product have been removed from the market. • Trained operatives authorised and competent in COSHH and Cleaning procedures. • Good Management Practice.
6e	Disposal	Biological Physical Chemical Allergen	1	4	4	N	N	N	<ul style="list-style-type: none"> • Risk of contaminated produce entering the food chain. 	<ul style="list-style-type: none"> • Enforcement of, and compliance with Market Waste Handling and Disposal procedure. • Competent trained operatives. • Good Management Practice.

7. Prerequisite Control Overview

For this HACCP plan to be effective, a strong foundation of safety-related pre-requisite programmes have been developed. This serves to control the environment in which food storage and handling occurs. As part of the Food Safety Plan, pre-requisites are documented and regularly verified for appropriateness and accuracy.

A proper and well-designed pre-requisite programme allows the HACCP team to focus on the hazards directly applicable to processes and procedures relating to potential hazards, in the surrounding environment.

Control System	Justification or Requirement	Policy, Management, Verification and Non-Compliance Procedures with Identification of Responsibilities
Operational Systems	To provide a framework that specifies all the necessary standards required to store seafood safely to the consistent quality standards required, and to meet all legal obligations.	<p>All seafood specifications and any other policy, procedures or records that are intrinsic to food quality and safety, protection, or demonstration of due diligence, shall be controlled and constitute part of the 'Market Manual'.</p> <p>The location and status of all such documents shall be demonstrated by use of document issue information, and an issue and review record. All documents shall be identified as uncontrolled copies when printed and copies will be clearly identified.</p> <p>Documents will be administered and controlled by the MUMT. The system used for document management and tracking will be stipulated and ultimately audited and administered by MUMT. Documents will be authorised, issued and rescinded in a controlled and documented manner.</p> <p><i>Monitored by MUMT, annual review and system audits.</i></p>
Legal and Customer Compliance Monitoring	To monitor/capture and react to any external specification or requirement placed on the market and ensure that it is translated into a workable internal procedure.	<p>MUMT are responsible for ensuring that all current, pending and future legal and customer requirements are captured, understood and implemented in a timely manner. This will be achieved via regular MUMT meetings and the HACCP review process.</p> <p>Formal contact will be maintained with all appropriate third party and enforcement bodies.</p> <p>Where applicable key personnel are identified as responsible for specific updates and enforcement.</p> <p><i>Monitored by MUMT meetings and annual HACCP review</i></p>

Internal Audit Programme	To provide a mechanism of proactive review and challenge to existing practices, procedures and documentation, to ensure that they meet the ongoing, safety, quality, environmental and legal requirements placed on the market.	<p>The programme shall cover procedures and processes that may impact on the safety or quality of seafood.</p> <p>Coordination and implementation of the internal audit system is the responsibility of the MUMT.</p> <p>An audit schedule shall be prepared annually to cover legal compliance, quality, environmental, safety issues, and the HACCP. The audit system will consider system compliance and identify non-conformances and opportunities for improvement. Where required, corrective actions will be fully documented and time bound. Agreed action plans will then be instigated as appropriate. Corrective actions will be verified as adequately complete prior to close out.</p> <p>All personnel required to undertake internal audits are appropriately trained, and wherever possible, will not audit their own area or systems.</p> <p><i>Monitored by MUMT and annual HACCP review, as well as external systems audits.</i></p>
Daily Checks	To minimise the risk of physical, chemical or microbiological contamination to product within the market.	<p>All relevant areas of the market will be subject to a daily check during all days of market activity.</p> <p>Daily checks are detailed and shall be recorded on F-LK/SC-001 Daily Check form.</p> <p>The system will be administered by Market Personnel.</p> <p><i>Monitored by monthly document check.</i></p>
Pest Control	<p>Site management to ensure external and internal harbourage of pests is minimised.</p> <p>Building access is minimised and pest activity is monitored and reacted to.</p>	<p>A pest control procedure is in place. P-LK/SC-MM-010 Pest Control procedure, Market Manual.</p> <p>Pest control shall be provided by a suitable and competent contractor, with a regular agreed number of site visits, based on historical pest control records, and on-going findings. See P-LK/SC-MM-010 Pest Control procedure, Market Manual for detail of regime.</p> <p>Each visit will be a documented review of site activity with a mechanism for capturing improvement recommendations and recording their completion. The contract will cover all appropriate pests across the entire site and will be administered by the Harbour Authorities.</p> <p><i>Monitored during daily checks by Market Personnel, internal audit and GMP.</i></p>

<p>Glass and Hard Plastic Control</p>	<p>To identify, minimise and monitor sources of potential physical food contaminants that are difficult to identify or isolate in seafood products.</p>	<p>All market areas will be covered by a R-LK/SC-MM-002 Register of Glass and Hard Plastic. A glass and hard plastics check is done on a daily basis and recorded on F-LK/SC-001 Daily Check form. <i>See Market Manual.</i></p> <p>Appropriate isolation and replacement actions will be agreed, assigned, specified and time bound. The system will be administered by Market Personnel with specialist assistance from maintenance contractors as required.</p> <p>The site will operate an emergency breakage procedure. All Market Users will be made aware of this through induction procedure, and key personnel will receive specific procedural training.</p> <p>The P-LK/SC-MM-014 Emergency Incident procedure (<i>see Market Manual</i>) will be instigated in the event of a glass or clear hard plastic breakage incident, or unaccounted find.</p> <p>Market Users are prohibited from taking any glass (eyeglasses in good condition, are permitted) or breakable plastic items into the market area at any time.</p> <p><i>Monitored during daily checks by Market Personnel, internal audit and GMP.</i></p>
<p>Wood Control</p>	<p>To identify, minimise and monitor sources of wood contaminants.</p>	<p>The use of wooden pallets within the market area is unavoidable as they are currently the main medium for the onward transport of product.</p> <p>The risk of contamination from wooden pallets is restricted through segregation and control of contaminated, damaged or broken pallets.</p> <p>The use of other unauthorised wood within the market area is not permitted.</p> <p>Market Users are prohibited from taking unauthorised wooden items into the market area.</p> <p><i>Monitored during daily checks by Market Personnel, internal audit and GMP.</i></p>

<p>Cleaning and Market Hygiene</p>	<p>To minimise risk to product on the market.</p> <p>To specify appropriate cleaning methodology for service and support areas, market equipment and environment.</p> <p>To monitor hygiene standards against verified specifications and provide diligence records.</p>	<p>All areas and equipment that may impact on the market's ability to maintain safe and hygienic custody of product will be included within the scope of the hygiene procedures and schedules.</p> <p>The P-LK/SC-MM-003 Cleaning procedure and associated schedules (<i>see Market Manual</i>) recognise both routine and deep cleaning requirements. The frequencies and detail of cleaning at any time will be dictated by expert advice from food safe chemical suppliers, market use, and on-going monitoring of market hygiene levels, and are detailed within the P-LK/SC-MM-003 Cleaning procedure.</p> <p>Cleaning procedures outline methodologies required, including strip downs of equipment (where applicable), to ensure the complete hygiene of market areas and to eliminate the risk of chemical contamination of product.</p> <p>The cleaning process shall be fully documented by Market Personnel who undertake the cleaning. Details shall be recorded on F-LK/SC-002 Cleaning Record. (<i>see Market Manual</i>)</p> <p>Daily checks will be carried out by Market Personnel and recorded on F-LK/SC-001 Daily Check form, supported by detailed hygiene evaluation audits undertaken by an appropriate external body. Documented evaluation audits will take place as per P-LK/SC-MM-017 Hygiene Evaluation Audit Programme and Methodology procedure. This procedure details the methodology used and items tested for.</p> <p>Action points will be agreed, assigned, specified and time bound as a result of the audit findings.</p> <p>The system will be administered by Market Personnel, with specialist assistance from SSQC Limited, as required.</p> <p><i>Monitored during daily checks by Market Personnel, through visual inspection supported hygiene evaluation audit programme, internal audit and GMP.</i></p>
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<p>Good Management Practice (GMP)</p>	<p>To minimise risk to product storage.</p> <p>To specify appropriate operating standards and cleaning methodology for service and support areas, market equipment and environment.</p> <p>To monitor housekeeping standards against standards and provide diligence records</p>	<p>Good Management Practice (housekeeping) checks will be conducted in all market areas, and service areas that may impact on the ability to ensure the safety of product. These will be conducted to ensure that the market and its equipment are being used in an appropriate manner, and that the general environmental conditions and operating standards, are such so as to maintain quality standards and protect food safety standards.</p> <p>These evaluations will be documented on F-LK/SC-004 GMP Audit Check form. Action points will be agreed, assigned, specified and time bound as a result of the audit system, as per P-LK/SC-MM-015 Audit and Control of Non-conformances procedure. <i>(see Market Manual)</i></p> <p>The system will be administered by Market Personnel.</p> <p><i>Monitored during monthly documentation checks and internal audit.</i></p>
<p>Control of Chemicals</p>	<p>To control the risk of potential food contaminants created by hygiene, engineering or other activities.</p>	<p>The use of all chemicals is controlled across the market via compliance with P-LK/SC-MM-004 COSHH procedure which includes details on the storage of chemicals. <i>(see Market Manual)</i></p> <p>All chemicals are stored within a designated storage area when not in use (including empty containers), and only authorised personnel have access.</p> <p>All chemicals used in the market area have been assessed and have been certified as suitable for the application.</p> <p>All chemicals shall be applied and handled by trained operatives only.</p> <p>Approved users shall maintain a record of all safety data sheets for chemicals used on site and shall submit to the Harbour Authority upon request.</p> <p><i>Monitored during GMP /Hygiene and Maintenance audits.</i></p>

PPE	To control the risk of potential microbiological and physical contaminants from PPE use by Market Users.	<p>All PPE is supplied to Market Users in line with P-LK/SC-MM-002 PPE procedure, by their employer.</p> <p>It is the responsibility of the employer to ensure PPE is properly laundered as per P-LK/SC-MM-002 PPE procedure.</p> <p>All visitor clothing is laundered by Market Personnel on site.</p> <p><i>Monitored during daily checks by Market Personnel, internal audit and GMP.</i></p>
Water and Ice	To control the risk of potential microbiological, chemical and physical contaminants within potable water and ice, used at the market.	<p>All water is supplied by the local water authority only, Scottish Water. Water used in the market is monitored through routine microbiological testing as per, P-LK/SC-MM-017 Hygiene Evaluation Audit Programme and Methodology procedure.</p> <p>Ice supplied on to the market is from approved suppliers only, as per R-LK/SC-MM-003 Register of Approved Suppliers, Contractors and Users. Ice is subject to routine analysis to ensure there are no microbiological contaminants. (Details held on file with Approved Supplier documentation)</p> <p><i>Monitored via micro testing of ice and water sample points, using a UKAS approved laboratory.</i></p>
Temperature Control	To limit microbiological growth within the market by ensuring that temperature is kept within specified parameters at all times.	<p>All market area temperatures are maintained using a continuous monitoring control system, under the operational control of the market owners.</p> <p>The system highlights whenever the temperature within these areas exceeds preset temperatures and sends an electronic alert to Market Personnel.</p> <p>All out of spec alarms shall be examined.</p> <p>All corrective actions shall be documented on F-LK/SC-001 Daily Check form.</p> <p>Areas shall operate between 0–4°C, at all times when product is present.</p> <p><i>Monitored during daily checks by Market Personnel and internal audit.</i></p>

<p>Scromboid Control</p>	<p>Procedures in place to ensure fish is stored correctly while in the market to avoid Scromboid poisoning.</p> <p><i>Note: Scromboid poisoning is a food borne illness that can result from eating fish high in histamine.</i></p>	<p>All market area temperatures are maintained using a continuous monitoring control system under the operational control of the market owners.</p> <p>The system highlights whenever the temperature within these areas exceeds preset temperatures and sends an electronic alert to Market Personnel.</p> <p>All out of spec alarms shall be examined and recorded on F-LK/SC-001 Daily Check form.</p> <p>All corrective actions shall be documented on F-LK/SC-001 Daily Check form.</p> <p>Areas shall operate between 0–4°C, at all times when product is present.</p> <p>Pelagic fish must be iced when put onto the market.</p> <p>Pelagic fish sold through the market are segregated from other seafood species.</p> <p><i>Monitored during daily checks by Market Personnel, internal audit and GMP.</i></p>
<p>Allergen Control</p>	<p>Product landed onto the market is labelled appropriately.</p>	<p>Fish is an allergen, and this is clearly highlighted at induction.</p> <p>A wide range of product, as per the product description in Section 4, may be sold through the market. Different product are segregated, as necessary.</p> <p>LHD designate specific areas within the bays and lines of the market. Clear separation between different vessels and product will be maintained.</p> <p>No food or drink is allowed in the market area.</p> <p><i>Monitored during daily checks by Market Personnel, internal audit and GMP.</i></p>
<p>Storage of Product</p>	<p>To ensure that all product is stored within the market in a manner that shall not compromise food safety, quality or legal requirements.</p>	<p>All storage areas shall provide suitable protection from elements and suitable chilled storage conditions.</p> <p>All storage areas and equipment within areas where product is stored is suitably cleaned to maintain suitable hygiene levels as per P-LK/SC-MM-003 Cleaning procedure.</p> <p><i>Monitored during daily checks by Market Personnel, internal audit and GMP.</i></p>

Waste Disposal	<p>To control the risk of potential food contaminants, accumulation of waste and untimely removal from site.</p>	<p>All waste is collected and stored in clearly identified units throughout the market.</p> <p>All waste is transferred from the market and placed into skips/bins which are located externally.</p> <p>Waste is removed and disposed of by licensed waste carriers who transfer the waste to the licensed waste disposal facility.</p> <p>Market Personnel ensure that the skips/bins are emptied at a frequency that does not permit waste to accumulate.</p> <p><i>Monitored during daily checks by Market Personnel, internal audit and GMP.</i></p>
Management of Incidents, Product Withdrawal and Product Recall	<p>The market has in place procedures designed to effectively manage incidents and emergency situations that may impact on food safety or quality and/or legal requirements. There are effective withdrawal and recall procedures in place.</p>	<p>The Market has an Emergency Incident procedure, P-LK/SC-MM-014 (<i>see Market Manual</i>) to effectively manage incidents or emergency situations that may occur. The procedure provides information to Market Users on the process of coordinating an effective product withdrawal or recall, should this be required.</p> <p>The system is reviewed as a minimum on an annual basis.</p> <p><i>Monitored during annual system review and internal audit.</i></p>
Quarantine and Disposal of discards/others	<p>To control product that has been identified as unsuitable due to food safety, quality or legal reasons.</p>	<p>Quarantined items shall not cause any risk to other food safety, quality or legal requirements.</p> <p>All product found unfit for food safety, quality or legal reasons is controlled as per P-LK/SC-MM-013 Quarantine of Product procedure (<i>see Market Manual</i>).</p> <p>Any product placed under quarantine will be clearly identified as such and held within clearly designated areas, demarcated with barriers.</p> <p>Should an immediate risk be identified the product shall be removed from the market as unfit for human consumption and placed in a skip for removal and destruction.</p> <p><i>Monitored by internal audit and GMP.</i></p>

<p>Design of Premises and Location</p>	<p>To minimise the risk of physical, chemical or microbiological contamination to product in the market.</p> <p>Ensure all legislative requirements are met.</p>	<p>All buildings, new builds or alterations to be designed by the Harbour Authority.</p> <p>Building to meet full legislative requirements at design stage.</p> <p>All projects to be signed off as technically compliant prior to building work commencing.</p> <p>On completion of building, a programme of hygiene monitoring shall be introduced as per the existing premises.</p> <p><i>Monitored during MUMT meetings.</i></p>
<p>Induction, Safety, Quality and Legal Training</p>	<p>To ensure all Market Users (including Agency/Contractors) understand how their actions can impact on food safety and quality.</p> <p>To provide Market Users with knowledge, training and support to allow them to work safely and hygienically within the market.</p>	<p>All Market Users will be made aware of the Market's food safety, quality and legal procedures through the approved induction programme (<i>see Market Manual</i>). They will also be made aware of their personal legal responsibility to ensure that food safety, and health and safety is not compromised by their actions.</p> <p>The Harbour Authority will maintain R-LK/SC-MM-001 Register of Inducted Persons.</p> <p>The induction shall be supported by 'on the job' re-enforcement.</p> <p>Where necessary, employers shall provide additional training for personnel under their control. This will be captured via the Approved Suppliers and Contractors process as per P-LK/SC-MM-016 Approved Suppliers, Contractors and Users procedure.</p> <p><i>Monitored through internal audit and GMP.</i></p>
<p>Visitors and Contractors</p>	<p>To ensure that appropriate procedures are in place to monitor all visitors or contractors who may come directly or indirectly into contact with product, to reduce the risk of any contamination.</p>	<p>All visitors/contractors must complete the visitor induction.</p> <p>No visitor/contractor may enter the market until they have completed the visitor induction.</p> <p>A record of visitor inductions is maintained on the electronic visitor sign in equipment and on file by the Harbour Authority.</p> <p>The host Market User for the visitor/contractor is responsible for ensuring that inductions have been completed in full, that all market rules and procedures are followed and for the visitor's/contractor's actions whilst on the market.</p> <p><i>Monitored through internal audit and GMP.</i></p>

<p>Personal Hygiene</p>	<p>To ensure that those who come directly or indirectly into contact with product are not likely to cause contamination, by maintaining an appropriate degree of personal hygiene and behaving in an appropriate manner.</p>	<p>All Market Users must follow pre-determined rules of personal hygiene as detailed in P-LK/SC-MM-001 Personal Hygiene procedure</p> <p>All Market Users including visitors/contractors are made aware of food safety, quality and legal standards at their induction to the market. Each Market User confirms their understanding of market rules and requirements, and their agreement to follow these at all times.</p> <p>Personal hygiene standards are enforced daily through visual checks by Market Personnel and are recorded on F-LK/SC-001 Daily Check form.</p> <p>It is the responsibility of all Market Users to ensure that all users conform to these standards.</p> <p><i>Monitored through internal audit and GMP.</i></p>
<p>Personnel Health</p>	<p>To ensure that those who come directly or indirectly into contact with product are not likely to contaminate food, or transmit illness, by preventing the handling of product whilst at risk of causing contamination.</p>	<p>All Market Users including visitors/contractors are made aware at induction, of health issues which may cause potential food contamination risks.</p> <p>Any Market User that may present a risk to food safety shall not gain access to the market area.</p> <p>All Market Users are made aware at induction that all illness must be reported to their employer, with a 48 hours symptom free rule in operation, where applicable.</p> <p>Any Market User who has suffered from food poisoning, or has been in contact with someone suffering from food poisoning, must report this to their employer.</p> <p><i>Monitored through internal audit and GMP.</i></p>

Supplier and Contractor Approval and Management	<p>To monitor the Register of Approved Suppliers and Contractors to ensure all have met the requirements of the procedure.</p>	<p>All suppliers and contractors who have the ability to impact on Market operations must apply to become an approved supplier or contractor. Having met the requirements set out in P-LK/SC-MM-016 Approved Suppliers, Contractors and Users procedure, they will be entered onto R-LK/SC-MM-003 Register of Approved Suppliers, Contractors and Users, with relevant evidence held on file by the Harbour Authority.</p> <p>An annual review will be carried out by Harbour Authorities to ensure the approval remains still valid.</p> <p><i>Monitored through internal audit and GMP.</i></p>
Equipment	<p>To minimise the risk of physical, chemical or microbiological contamination to seafood from equipment introduced to the market.</p>	<p>Any piece of plant/equipment for use within the market shall not be used unless it has been registered by an approved supplier/contractor. (see P-LK/SC-MM-016 Approved Suppliers, Contractors and Users procedure)</p> <p>Approved plant is recorded on R-LK/SC-MM-003 Register of Approved Suppliers, Contractors and Users.</p> <p>All machinery shall be designed to be fully cleanable, and not present any risk to food or operator safety. All equipment must be fit for food use and meet any legislative requirements (LOLER, PUWER, etc.).</p> <p><i>Monitored through internal audit and GMP.</i></p>
Plant Maintenance Activities	<p>To control the risk of potential physical and chemical food contaminants being created through plant maintenance.</p>	<p>Any plant used within the market area is subject to a preventative maintenance programme. These programmes are included with the relevant evidence held on file by the Harbour Authorities as part of the Approved Suppliers, Contractors and Users procedure.</p> <p>All plant is maintained wherever possible to prevent breakdown.</p> <p>When repairs following a breakdown are necessary, wherever possible the plant shall be removed from the market area. Where this is not possible/practical, repairs shall take place when no product is present, with a suitable post repair clean down undertaken.</p> <p><i>Monitored through internal audit and GMP.</i></p>

Calibration	To ensure key equipment are within calibration.	Details of equipment requiring calibration are maintained by the equipment owner. It is the responsibility of the equipment owner (detailed in the approved plant section of R-LK/SC-MM-003 Register of Approved Suppliers, Contractors and Users) to ensure key equipment is calibrated to the correctly.
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Appendix 1 – Market Users Management Team (MUMT)

Membership of the MUMT consists of representatives from:

- Blydoit Fish
- DFDS
- Earle Anderson
- Island Fish Shetland Ltd
- L Williamson Fish Sales
- Lerwick Port Authority
- LHD
- Marine Scotland
- NAFC Marine Centre
- QA Fish
- Shetland Fish
- Shetland Fish Producers Organisation
- Shetland Fishermen's Association
- Shetland Islands Council
- Shetland Seafood Auctions
- Shetlands Finest
- Simpson Fish
- Whitelink

Appendix 2 – Document Holders List

Name	Company	E-mail Address	Date Issued
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Environmental Health		foodsafety@shetland.gov.uk	
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John Martin Tulloch	Island Fish Shetland Ltd	admin@islandfishshetland.co.uk	
Dave Parham	Handmade Fish Company	handmadefish@icloud.com	

Appendix 3 – HACCP Team

Members of the HACCP Team are:

- Andrew Crossan (LHD)
- Robert Nicholson (QA Fish)
- Gordon Drummond (Shetland Seafood Auctions) - Elementary Certificate in HACCP for Food Manufacturing
- Sheila Keith (Shetland Fishermen's Association) - Elementary Certificate in HACCP for Food Manufacturing
- Ross MacLennan (Shetland Islands Council) - Elementary Certificate in HACCP for Food Manufacturing
- Anthony Simpson (Simpson Fish) - Elementary Certificate in HACCP for Food Manufacturing
- Stuart Wadley (Lerwick Port Authority) - Elementary Certificate in HACCP for Food Manufacturing
- Laurence Williamson (L Williamson)