
Draft
Jamaican Standard
Specification
for
Processed foods (general)



BUREAU OF STANDARDS JAMAICA

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Draft Jamaican Standard

Draft Jamaican Standard

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Certification of Agricultural Produce (CAP) Mark



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Jamaican Standards establish requirements in relation to commodities, processes and practices, but do not purport to include all the necessary provisions of a contract.

The attention of those using this standard specification is called to the necessity of complying with any relevant legislation.

Amendments

No.	Date of issue	Remarks	Entered by and date

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Foreword

This standard was prepared with the intention of providing general requirements for processed foods and the establishments in which they are processed.

This standard is compulsory.

Committee Representation

Related Documents

This standard makes reference to the following:

21 CFR	Code of Federal Regulations Food and Drug
CAC/RCP 1-1969	CODEX General Principles of Food Hygiene
JS Codex STAN 192	Jamaican Standard General Standard for Food Additives
JS CRS 5	Jamaican Standard Specification for the Labelling of Pre-packaged foods
JS 317	Jamaican Standard Specification for the Production of Processed Food Utilizing the HACCP principles (General)
Processed Food Act	Processed Food (Inspection and Sampling) Regulations 1959
Public Health Act	Public Health (Food Handling) Regulations 1998

1 Scope

This standard specifies the food safety requirements for a pre-packaged processed food establishment.

This standard is not applicable to food:

- a) sold unpackaged, or in an open or uncovered package;
- b) weighed or measured in or counted or placed into the package in the presence of the purchaser; and
- c) fresh fruits, vegetables and ground provisions which have not been peeled, cut or similarly treated.

2 Terms and definitions

For the purpose of this standard, the following terms and definitions apply:

2.1

acidified foods

low acid foods to which acid[s] or acidic foods are added. These foods include but are not limited to vegetables, peppers and fish, singly or in any combination. They have a water activity [a_w] [see Clause 2.29] greater than 0.85 and a finished equilibrium pH of 4.6 or less.

2.2

bureau

refers to the Bureau of Standards Jamaica.

2.3

commercial sterility

the condition achieved:

- (a) by the application of heat or other approved processing method, which renders the food free of:
 - (i) microorganisms capable of reproducing in the food under normal non-refrigerated conditions of storage and distribution; and
 - (ii) viable microorganisms (including spores) of public health significance; or
- (b) by the control of water activity and the application of heat, which renders the food free of microorganisms capable of reproducing in the food under normal non-refrigerated conditions of storage and distribution.

NOTE: Such food is packed in a hermetically sealed container.

2.4

competent authority

an organization or body that has a legally delegated or invested authority, capacity, or power to perform a designated function.

2.5

container

any receptacle used for packing of any item (food, chemical, waste, etc.).

2.6

control measure

a measure that can be applied to prevent or eliminate any biological, chemical or physical hazard that presents a risk of contamination of a food or to reduce the hazard to an acceptable level.

2.7

control point

any step at which biological, physical or chemical hazards can be controlled.

2.8

corrective action

an action to eliminate the cause of a non-conformity and to prevent recurrence.

2.9

director

executive Director of the Bureau of Standards Jamaica.

2.10

establishment

any place where food for human consumption is processed or manufactured, packaged, labelled and stored. This includes all yard (land) and outbuildings appurtenant thereto.

2.11

food

any substance whether processed, semi-processed or raw, that is intended for human consumption.

NOTE: This includes drinks, chewing gum and any substance which has been used in the manufacture, preparation or treatment of food, but does not include cosmetics, tobacco or substances used only as drugs.

2.12

food additive

a substance not consumed as a food by itself and not normally used as a typical ingredient in food, whether or not it has nutritive value intended to affect the characteristics of such foods, including but not limited to; improving the durability, flavour, colour, texture, appearance, or stability of the foods.

NOTE: The term does not include contaminants or substances added to food for maintaining or improving nutritional qualities.

2.13

food handler

anyone who directly handles, stores, transports, packages or un-package foods as well as the equipment and utensils used to prepare or serve food and/or surfaces that come into contact with food.

NOTE: Food handlers are expected to meet the food hygiene requirements.

2.14

hazard

allergen, biological, chemical, physical or radioactive agent in, or condition of, food with the potential to cause an adverse health effect.

2.15

hazard analysis

process of collecting and evaluating information on hazards, and conditions leading to their presence, and consequence thereof, to decide which are significant for food safety and should therefore be addressed in their Food Safety Plan.

NOTE: A Food Safety Plan is to be prepared, or its preparation overseen, by one or more Preventive Controls Qualified Individuals. The written Food Safety Plan must include a written hazard analysis, preventive controls, supply-chain program, recall plan, procedures for monitoring the implementation of the preventive controls, corrective action procedures and verification procedures.

2.16

hermetically sealed container

a container that is designed and intended to be secure against the entry of microorganisms and thereby to maintain the commercial sterility of its contents after processing.

2.17

inspector

any employee or agent of the Bureau designated by the Bureau to perform inspection services.

2.18

low-acid canned food

any food other than alcoholic beverages, with a finished equilibrium pH greater than 4.6 and a water activity [a_w] [see 2.29] greater than 0.85.

NOTE: Tomatoes and tomato products having a finished equilibrium pH less than 4.7 are not classified as low acid foods.

2.19**monitor**

to conduct a planned sequence of observations or measurements to assess whether a process, point, or procedure is under control and produces an accurate record for use in verification.

2.20**pest**

any objectionable animals or insects including, but not limited to, birds, rodents, flies, and larvae.

2.21**pH**

term used to designate the intensity or degree of acidity or alkalinity. The value of the pH may be expressed as the logarithm of the reciprocal of hydrogen ion concentration in solution or the negative logarithm of the hydrogen ion concentration.

2.22**pre-packaged food**

food that is packaged or made up in advance in a container, ready for offer to the consumer, or for catering purposes.

2.23**processed**

altered from the natural state by any process or processes, including but not limited to: washing, cleaning, milling, cutting, chopping, preheating, heating, pasteurizing, blanching, cooking, canning, freezing, preserving, dehydrating, condensing, reconstituting, evaporating, fermenting, distilling, carbonating, mixing, packaging, re-packaging and peeling.

2.24**registration**

process of meeting relevant requirements and being issued with a Certificate of Registration of an Establishment.

2.25**scheduled process**

process selected by a processor as adequate for use under the conditions of manufacture for a food in achieving and maintaining a food product that will not permit the growth of microorganisms having public health significance. The process is to be approved by a Competent Authority.

2.26**temperature control system**

a type of control system developed and geared towards recording, monitoring, and regulating temperature at specific intervals.

2.27**validation**

collecting and evaluating scientific and technical information to determine whether the Food Safety Plan, when properly implemented, will effectively control the identified hazards.

2.28**verification**

those activities, other than monitoring, that establishes the validity of the Food Safety Plan and that the system is operating according to the plan.

2.29**water activity [a_w]**

the water activity of a food is the ratio between the vapour pressure of the food itself, when in a completely undisturbed balance with the surrounding air media, and the vapour pressure of distilled water under identical conditions.

NOTE: Equation: $a_w = \text{Relative Humidity} / 100$.

3 General requirements**3.1 Location of establishments**

3.1.1 Establishments shall be located so as to eliminate or minimize potential sources of contamination and shall not be located where, after consideration by the operator of protective measures, there remains a threat to food safety. In particular, an establishment shall not be located in any area:

- (a) which is environmentally polluted, or which has industrial activities which pose a serious threat of contaminating food;
- (b) which is subject to flooding unless sufficient safeguards are provided;
- (c) which is prone to infestation of pests; or
- (d) where wastes, either solid or liquid, cannot be removed effectively.

3.2 Design and layout of establishment

3.2.1 Every establishment shall be so constructed that:

- (a) the building is constructed of material to ensure cleanliness;
- (b) the internal design and layout of an establishment shall permit good food hygiene, including protection against cross-contamination at the beginning, during and after operations;

- (c) no lavatory, sink or cesspool is in any place or position which is likely to permit odours or fumes from such lavatory, sink or cesspool to pervade any room or other place where food is prepared, stored, kept or transported.

3.2.2 Structures within an establishment shall be soundly built of durable materials so as to be easily maintained, cleaned and where appropriate, sanitized and disinfected. In particular:

- (a) the surfaces of walls, partitions and floors shall be made of impervious materials, with no toxic effect;
- (b) walls and partitions shall have a smooth surface up to a height appropriate to the operation and capable of being thoroughly cleaned and maintained in a clean state;
- (c) floors shall be free from cracks and crevices and shall be impermeable and constructed to allow adequate drainage, cleaning, and not affected by weak acid, alkali or steam;
- (d) ceilings and overhead structures shall be constructed and finished to ensure it is adequately cleaned and kept clean and in good repair; that the build-up of dirt and condensate, and the shedding of particles from fixtures, ducts and pipes do not contaminate food;
- (e) roof shall be weather-proof;
- (f) windows shall be easy to clean, be constructed to minimize the build-up of dirt and where necessary, be fitted with removable and cleanable insect-proof screens.

NOTE: Screens or other suitable protection over doors, windows, and other openings prevents the entry of insects, birds and other animals and any extraneous matter into any room in which food is prepared, stored, kept or transported.

- (g) doors shall have smooth, non-absorbent surfaces, that can be easily cleaned and where necessary, disinfected; and
- (h) working surfaces that come into contact with food shall be in sound condition, durable and easy to clean, maintain and sanitize. They shall be made of smooth, non-absorbent materials, be inert to the food, to detergents and sanitizers under normal conditions.

3.3 Equipment

3.3.1 General

3.3.1.1 Equipment in an establishment shall be located so as to facilitate:

- (a) adequate maintenance and cleaning of the equipment;
- (b) functioning of the equipment in accordance with its intended use; and
- (c) good hygienic practices and monitoring thereof.

3.3.1.2 Equipment and containers whose intended use involves coming into contact with food shall:

- (a) be designed and constructed to ensure that, where necessary, they can be adequately cleaned, sanitized and maintained to avoid contamination of food.
- (b) preclude the adulteration of food with lubricants, fuel, metal fragments, contaminated water, or any other contaminants.
- (c) be installed and maintained to facilitate cleaning of the equipment and of all adjacent spaces.
- (d) be corrosion-resistant when in contact with food. They shall be made of non-toxic materials, designed to withstand the environment of their intended use, the action of food, cleaning compounds and sanitizing agents.
- (e) be maintained to protect food from being contaminated by any source, including unlawful indirect food additives.
- (f) have seams on surfaces of equipment that are smoothly bonded or maintained so as to minimize accumulation of food particles, dirt, and organic matter and thus minimize the opportunity for growth of microorganisms.
- (g) be monitored to verify effectiveness of cleaning and sanitation.
- (h) all heat processing equipment shall be fitted with the necessary heat processing instruments, devices, and controls to ensure the adequacy of the process.
- (i) adequacy of the equipment shall be verified for adequacy by a Competent Authority.

3.3.2 Calibration

3.3.2.1 Protocols and calibration methods shall be established for process- monitoring instruments and equipment, and shall specify in writing the following:

- (a) frequency of calibration;
- (b) person responsible;
- (c) monitoring and verification procedures;
- (d) appropriate corrective actions;
- (e) record keeping; and
- (f) manufacturer's specifications.

3.3.2.2 Calibration of equipment shall be performed by certified in-house personnel, or calibration laboratory/institution recognized and approved by the Competent Authority.

3.3.3 Preventive maintenance

3.3.3.1 A preventive maintenance programme shall be put in place which provides lists of equipment and specifies the following:

- (a) necessary servicing of the equipment;
- (b) frequency of servicing including replacement of parts;
- (c) person responsible;
- (d) verification activities; and
- (e) records to be kept.

3.4 Facilities of establishment

3.4.1 Establishments (Yard area)

3.4.1.1 The yard area of an establishment under the control of the operator shall be kept in a condition that will protect against the contamination of food.

3.4.1.2 The methods for maintenance of the yard shall include:

- (a) storing equipment properly, removing litter and waste, cutting weeds or grass, and pruning of overhanging trees within the immediate vicinity of the establishment that may constitute an attractant, breeding place, or harbourage for pests;
- (b) maintaining roads and parking lots so that they do not constitute a source of contamination in areas where food is exposed;
- (c) draining areas that may contribute contamination to food by seepage, foot-borne filth, or providing a breeding place for pests; and
- (d) operating systems for waste treatment and disposal so that they do not constitute a source of contamination in areas where food is exposed.

3.5 Water supply and testing

3.5.1 A supply of potable water which complies with the World Health Organization Guidelines for Drinking-water Quality, with appropriate facilities for its storage, distribution, and temperature control, shall be available in order to ensure food safety and suitability.

3.5.2 Microbiological and chemical testing of water shall be done at least once per year by an external accredited lab and records of water portability testing shall be made available upon request.

3.5.3 Non-potable water systems shall be readily identified and shall not connect with, or allow reflux into, any potable water system.

3.5.4 Drainage and waste disposal

3.5.4.1 Adequate drainage and waste disposal systems and facilities shall be installed, designed, and constructed to avoid the risk of contaminating food or the potable water supply.

3.5.4.2 Waste containers shall be identified and shall be leak-proof, clearly identified, and covered.

3.6 Personnel hygiene

3.6.1 Hygiene facilities shall be available to ensure that an appropriate degree of personal hygiene can be maintained and to avoid contaminating food, and where appropriate, the facilities shall include:

- (a) adequate means of hygienically washing and drying hands, including wash basins and a supply of hot and cold (or suitably temperature controlled) water; soap; sanitary hand drying supplies or devices and where required, a cleanable waste receptacle;
- (b) adequate lavatories of appropriate hygienic design shall be suitably located (not leading directly into food processing areas), properly ventilated, and designated.
- (c) adequate changing facilities for personnel shall be of appropriate hygienic design, suitably located, readily accessible, properly ventilated, and designated.

3.7 Air quality and ventilation

3.7.1 An adequate system of natural or mechanical ventilation shall be provided to:

- (a) minimize air-borne contamination of food, for example, from aerosols and condensation droplets;
- (b) control odours which might affect the suitability of the food;
- (c) control humidity, where necessary, to ensure food safety and suitability;
- (d) controlling temperatures to ensure food safety and suitability.

3.7.2 The system shall be designed and constructed so that air does not flow from contaminated areas to clean areas.

3.8 Lighting

3.8.1 Adequate natural or artificial lighting shall be provided to enable the establishment to effectively conduct its production and inspection activities.

NOTE 1: Guidance for lighting is provided by the Competent Authority.

NOTE 2: 1 foot candle equal 10.764 lux.

3.8.2 The lighting fixtures shall be of a safety type or be protected to prevent contamination in case of breakage.

3.9 Storage

3.9.1 Adequate facilities for the storage of food, ingredients, processing aids and non-food chemicals (such as cleaning materials, lubricants, fuels or hazardous substances) shall be provided and shall be kept secure.

3.9.2 The storage of food, ingredients, processing aids shall be separated from non-food chemicals.

3.9.3 Facilities for the storage of food, ingredients and processing aids shall:

- (a) be properly designed and constructed;
- (b) permit adequate maintenance and cleaning;
- (c) prevent pest access and harbourage;
- (d) enable the food to be effectively protected from contamination and
- (e) provide an environment such as temperature and humidity control which minimizes the deterioration of the food.

3.9.4 Facilities for the storage of non-food chemicals shall:

- (a) permit adequate maintenance and cleaning;
- (b) prevent pest access and harbourage.

3.10 Cleaning and sanitation

3.10.1 General

Establishments and equipment shall be kept in an appropriate state of repair and condition to:

- (a) facilitate all sanitation procedures;
- (b) function as intended, particularly at critical steps;

- (c) prevent contamination of food from physical hazards such as glass, metal shards, flaking plaster, debris and chemical hazards such as cleaning agents and sanitizers;
- (d) prevent microbiological cross-contamination to the extent possible in good manufacturing practices;
- (e) prevent cross-contamination from allergens; and
- (f) prevent infestation by pests.

3.10.2 Cleaning chemicals shall be handled and used carefully in accordance with the manufacturer's instructions and shall be stored separately from food, in clearly identified and secured containers to avoid the risk of contaminating food. Chemicals for food contact surface shall be food grade.

3.11 Sanitation standard operating procedure (SSOP)

3.11.1 The operator of an establishment shall develop and implement a documented sanitation standard operating procedure (SSOP) that addresses how the operator will meet sanitation programmes, conditions and practices before, during and after processing. A SSOP shall apply to equipment, utensils, overhead structures, floors, walls, ceilings, drains, lighting devices, and anything else which impacts on food safety. The SSOP shall be signed and dated by the person designated by the operator.

3.11.2 The SSOP shall at a minimum provide for the cleaning of food contact surfaces, equipment and utensils and shall specify:

- a) which procedures are to be conducted prior to, during, and after operations;
- b) areas, items of equipment and utensils to be cleaned;
- c) the person responsible for the implementation of each procedure;
- d) the frequency with which each procedure in the SSOP is to be conducted;
- e) the chemicals to be used including contact time and temperature; and
- f) safety data sheets (SDS) shall be readily available.

3.12 Pest control programme

3.12.1 General

3.12.1.1 The operator of each establishment shall have in place a written, pest control programme and shall keep and maintain records of treatment and monitoring in accordance with the Competent Authority.

3.12.1.2 Good hygiene practices shall be employed to avoid creating an environment conducive to pests.

3.12.1.3 Good sanitation, inspection of incoming materials and good monitoring can minimize the like of old infestation and thereby limit the need for pesticides.

3.12.2 Access prevention

3.12.2.1 The operator of each establishment shall ensure effective measures are taken to:

- (a) prevent pest and animal access to establishment. Holes, drains and other places where pests are likely to gain access shall be pest-proof; and
- (b) eliminate potential and existing breeding sites.

3.12.3 Harborage and infestation

3.12.3.1 Each operator shall ensure that:

- (a) potential food sources are stored in pest-proof containers and are stacked above the ground and away from walls;
- (b) establishment is kept clean;
- (c) where appropriate, refuse is stored in covered, pest-proof containers; and
- (d) establishment is regularly examined in accordance with a defined schedule.

3.12.4 Monitoring and Detection

3.12.4.1 Establishments and surrounding areas including the perimeters shall be regularly examined for evidence of infestation.

3.12.5 Eradication and waste management

3.12.5.1 Each operator of an establishment shall ensure that:

- (a) pest infestations are dealt with immediately and without adversely affecting food safety or suitability and that any treatment with chemical, physical or biological agents is carried out without posing a threat to the safety or suitability of food;
- (b) adequate provision is made for the removal, storage, and disposal of waste;
- (c) waste is not allowed to accumulate in food handling, food storage, and other working areas and the adjoining environment except so far as is unavoidable for the proper functioning of the establishment;

- (d) waste stores shall be cleaned and sanitized in accordance with a defined schedule;
- (e) pesticides (herbicide, rodenticides, fumigants and insecticides) are stored separate from sanitizers and detergents;

NOTE: The use of pesticides to control pests in the plant is permitted only under precautions and restrictions that will protect against the contamination of food, food-contact surfaces, and food-packaging materials. These pesticides shall be limited to those prescribed for food treatment by the Competent Authority.

- (f) all chemicals are stored in their original containers, or in clearly labelled and suitable secondary containers if allowed by applicable legislation. The use of pesticides to control pests in the plant is permitted only under precautions and restrictions that will protect against the contamination of food, food-contact surfaces, and food-packaging materials.

3.13 Health and personnel hygiene facilities

3.13.1 No person(s), including an operator, shall be employed in or assist in a food- handling establishment unless they are the holder of a valid Food Handler's Permit.

3.13.2 All food handlers shall have a valid Food Handler's Permit.

3.13.3 All establishments shall have policies and procedures for personal hygiene.

3.13.4 Personal behaviour

3.13.4.1 All persons when in an establishment shall refrain from behaviour which could result in contamination of food, such as, but not limited to:

- a. smoking;
 - b. spitting;
 - c. chewing, eating, or drinking;
 - d. sneezing or coughing over unprotected food; and
- (b) wearing or carrying personal effects such as jewellery, watches, pins, and other items into food handling areas.

3.14 Visitors

3.14.1 All visitors, including management and maintenance staff, shall wear suitable clothing when entering any food processing or handling area.

3.14.2 All visitors shall be required to remove jewellery and other loose objects.

3.14.3 Visitors exhibiting visible signs of illness shall be prevented from entering areas in which food is handled or processed.

3.14.4 Visitors shall enter and exit food handling areas through the proper staff entrance point, shall be escorted at all times and comply with all hand washing and personal practice requirements and adhere to the other personal hygiene provisions of this standard.

3.15 Training and Qualification

3.15.1 Management and supervision

3.15.1.1 Managers and supervisors of each establishment shall have knowledge of food hygiene principles and practices to be able to judge potential risks, take appropriate preventive and corrective action, and ensure that effective monitoring and supervision takes place.

3.15.2 Applicability

3.15.2.1 The management of an establishment shall ensure that all individuals who manufacture, process, pack, or hold food are qualified to perform their assigned duties.

3.15.2.2 Each individual engaged in manufacturing, processing, packing, or holding food (including temporary and seasonal personnel) or in the supervision thereof shall:

- (a) be a qualified individual so as to have the education, training, or experience (or a combination thereof) necessary to manufacture, process, package, store and distribute clean and safe food as appropriate to the individual's assigned duties; and
- (b) receives training in the principles of food hygiene and food safety, including the importance of employee health and personal hygiene, as appropriate to the food, the facility and the individual's assigned duties.

3.15.2.3 Procedures and records that document training required 3.15.2.2 (b) shall be established and maintained.

3.15.3 Additional qualifications of supervisory personnel

3.15.3.1 Responsibility for ensuring compliance by individuals with the requirements of this part shall be clearly assigned to supervisory personnel who have the education, training, or experience (or a combination thereof) necessary to supervise the production of clean and safe food.

3.16 Records

3.16.1 Records of processing, production and distribution shall be kept and retained for a period of at least three years.

3.17 Transportation

3.17.1 Transportation of finished food shall be kept under conditions that will protect food against physical, chemical, and microbial contamination as well as against deterioration of the food and the container.

4 Process controls

4.1 General

4.1.1 All processed food shall be fit for human consumption and in particular:

- (a) shall be free from any poisonous or harmful substance except where tolerances for specific substances may be declared or allowed by the Bureau;
- (b) shall not contain any decomposed, diseased or objectionable substance or any foreign contaminant, except where tolerances for specific substances may be declared or allowed by the Bureau;
- (c) shall not, except in accordance with the JS Codex STAN 192 Jamaican Standard General Standard for Food Additives, contain any added food colours, stabilizers or any other additives.

4.2 Raw material

4.2.1 Incoming raw material requirements

- 4.2.1.1** No raw material or ingredient used to produce processed food shall be accepted by an establishment if it is known to contain undesirable micro-organisms, decomposed or extraneous substances which would not be reduced to an acceptable level by normal sorting or processing.
- 4.2.1.2** Specifications for raw material shall be developed and applied by each operator.
- 4.2.1.3** System and procedures to audit suppliers (supplier guarantee) shall be developed and applied by each operator.
- 4.2.1.4** Raw materials or ingredients shall be inspected and sorted before processing.
- 4.2.1.5** Where necessary, laboratory tests shall be conducted to establish fitness for use.
- 4.2.1.6** Contamination by pests, chemical, physical or microbiological contaminants or other objectionable substances shall be prevented during handling, storage and transport of raw materials

NOTE: Care should be taken to prevent, as far as reasonably practicable, deterioration and spoilage through appropriate measures.

4.3 Time and temperature control

4.3.1 Each establishment shall:

- (a) develop and implement systems to ensure that temperature is controlled effectively where it is critical to food safety and suitability;
- (b) process any low acid canned food or acidified foods according to a scheduled process and procedures to achieve commercial sterility; and
- (c) have scheduled processes and procedures that are established by a Competent Authority recognized by the Bureau as being competent in that respect.

4.3.2 Temperature control systems

4.3.2.1 Temperature control systems shall take into account:

- (a) the nature of the food, such as water activity, pH and likely microbiological load;
- (b) the intended shelf-life of the product;
- (c) the method of packaging and processing; and
- (d) how the product is intended to be used.

4.3.2.2 Temperature control systems shall specify tolerable limits for time and temperature variations.

4.3.2.3 Operators shall ensure that time and temperature-recording devices are accurate, in accordance with **Clause 3.32** (regarding calibration).

4.3.3 All other thermally processed foods shall be processed according to the written formulae and procedures to achieve commercial sterility.

4.3.4 All processed food shall be sufficiently processed and packaged to ensure preservation of the product when stored under such conditions and for such time as may be recommended on the label by the manufacturer.

4.3.5 Operators of retorts, thermal processing systems, aseptic processing and packaging systems, and container closure examiners shall be persons who have, or who are under the operating supervision of persons who have, satisfactorily completed a prescribed course of instruction. The course of instruction in retort operations, aseptic processing and packaging systems operations or other thermal processing systems operations, and container closure examination shall be approved by the Competent Authority.

4.3.6 Critical control points

4.3.6.1 In the processing of each lot of the finished food, critical control points shall be monitored and recorded to ensure compliance with established procedures. Other critical parameters to be monitored shall be specified by the Bureau.

4.3.6.2 All records of monitoring activities shall be made available for inspection by the Bureau.

4.4 Packaging

4.4.1 Packaging design and materials shall provide adequate protection to minimize contamination, prevent damage, and accommodate proper labelling. Packaging material shall be non-toxic and not pose a threat to food safety and suitability under conditions of storage and use specified on the packaging.

4.4.2 All containers into which processed food is packed shall be adequately sealed.

4.5 Product information

4.5.1 Each container of processed food shall be marked to identify the producer of the lot.

4.5.2 Labelling shall comply with JS CRS 5 and / the relevant product standards.

4.5.3 Products shall be labelled with clear instructions to enable the next person in the food chain to handle, display, store, and use the product safely.

4.6 Additional Requirements

4.6.1 Each operator shall conduct a hazard analysis to determine whether there are hazards that are reasonably likely to occur and to identify the control measures that can be applied to control identified hazards.

4.6.2 Each operator shall document a Food Safety Plan to include:

- (a) Process flow and Production Procedure;
- (b) Product Specifications;
- (c) Process controls for identified hazards;
- (d) Monitoring forms for process controls;
- (e) Establish procedure to monitor controls;
- (f) Corrective Action procedures;
- (g) Verification procedures;
- (h) Process Validation;
- (i) Supply Chain Guarantee;
- (j) Allergen Policy ;

- (k) Recall Procedure;
- (l) Complaints procedure;
- (m) Standard Sanitation Operating Procedure;
- (n) Pest Control Programme;
- (o) Waste Disposal Procedure;
- (p) Maintenance and Calibration Procedure; and
- (q) Storage and Transportation.

5 Conditions of sale

- 5.1** Distributors and retail outlets shall ensure that locally manufactured processed food, intended for sale, is processed in an establishment with a valid Certificate of Registration of an Establishment issued by the Bureau.
- 5.2** An inspector, or any other person authorized in writing by the Competent Authority, shall:
 - (a) detain any food on premises, where food is prepared, processed, packed or stored, or offered for sale;
 - (b) open and examine any container;
 - (c) take samples for the purposes of testing.

6 Registration of establishments

- 6.1** No person shall operate an establishment for the processing of pre-packaged food until it is registered with the Competent Authority and issued with a Certificate of Registration of an Establishment.
- 6.2** A Certificate of Registration of an Establishment shall not be transferred from one establishment to another, also from one location to another.
- 6.3** The operator of every registered establishment shall keep the Certificate of Registration of an Establishment exhibited in a conspicuous place in the establishment.
- 6.4** Every Certificate of Registration of an Establishment shall remain valid for one calendar year after the date of issue and shall then expire.
- 6.5** The Director shall not cause the establishment to be registered until he/she is satisfied, after consideration of the inspection report that the provisions of clauses 3, 4, 5 and 6 have been complied with in relation to the establishment.

Standards Council

The Standards Council is the controlling body of the Bureau of Standards Jamaica and is responsible for the policy and general administration of the Bureau. The Council is appointed by the Minister in the manner provided for in the Standards Act, 1969. Using its powers in the Standards Act, the Council appoints committees for specified purposes. The Standards Act, 1969 sets out the duties of the Council and the steps to be followed for the formulation of a standard.

Preparation of standards documents

The following is an outline of the procedure which must be followed in the preparation of documents:

1. The preparation of standards documents is undertaken upon the Standard Council's authorisation. This may arise out of representation from national organisations or existing Bureau of Standards' Committees of Bureau staff. If the project is approved it is referred to the appropriate sectional committee or if none exists a new committee is formed, or the project is allotted to the Bureau's staff.
2. If necessary, when the final draft of a standard is ready, the Council authorises an approach to the Minister in order to obtain the formal concurrence of any other Minister who may be responsible for any area which the standard may affect.
3. The draft document is made available to the general public for comments. All interested parties, by means of a notice in the Press, are invited to comment. In addition, copies are forwarded to those known, interested in the subject.
4. The Committee considers all the comments received and recommends a final document to the Standards Council
5. The Standards Council recommends the document to the Minister for publication.
6. The Minister approves the recommendation of the Standards Council.
7. The declaration of the standard is gazetted and copies placed on sale.
8. On the recommendation of the Standards Council the Minister may declare a standard compulsory.
9. Amendments to and revisions of standards normally require the same procedure as is applied to the preparation of the original standard.

Overseas standards documents

The Bureau of Standards Jamaica maintains a reference library which includes the standards of many overseas standards organisations. These standards can be inspected upon request

The Bureau can supply on demand copies of standards produced by some national standards bodies and is the agency for the sale of standards produced by the International Organization for Standardization (ISO) members.

Application to use the reference library and to purchase Jamaican and other standards documents should be addressed to:

Bureau of Standards Jamaica
6 Winchester Road
P.O. Box 113,
Kingston 10
JAMAICA, W. I.