MOSCA DIRECT LTD
Mosca Direct Ltd, Unit 3, Colliers Business Park, Colliers Way, Cotgrave, Nottingham, NG12 3HA
Tel: +44 (0)115 9890209 / Fax: +44 (0)115 9893888 / E-Mail: info_uk@mosca.com / Web: www.mosca.com
Co Registration No: 3911521 / VAT registration No: GB 745 6869 79

QUALITY, HYGIENE & FOOD SAFETY INFORMATION PACK

Contact Information:

TEL: 0115 989 0209

FAX: 0115 989 3888

E-mail: info_uk@mosca.com

Dear Customer

I can confirm that a copy of your Site Rules will be passed to our Engineer(s) prior to attending your site.

Please find below our Quality and Hygiene provisions for your information.
Please be aware that Mosca Direct Ltd do not manufacture, only distribute.
Manufacturing is carried out by our parent company, Mosca GmbH, in Germany.

Should you require any further information, please do not hesitate to contact me.

Kind regards

Mandy
Amanda Willson
Project Manager (Machine Sales) / Co H&S Officer

The following supporting documents can be accessed / downloaded directly from our website by clicking on the following link:-

Mosca Health & Safety Documents

Supplier Details

Name:	MOSCA MOSCA DIRECT LTD		
Address:	UNIT 3 COLLIERS BUSINESS PARK COLLIERS WAY COTGRAVE NOTTINGHAM NG12 3HA	Tel:	0115 989 0209
		Fax:	0115 989 3888
		Website:	www.mosca.com
		Email:	*info_uk@mosca.com*
Company Registration No:	3911521	VAT Number:	GB 745 6869 79

No of Employees

TOTAL	**34**	**Operations**	**16**	**Administration**	**14**	**Quality**	**0**	**Production**	**0**

Names of key contacts

Commercial:	**Gaye Tate**	Title:	**Managing Director**
	Julie Walton	Title:	**Engineering Operations Director**
Quality:	**Florian Weiß**	Title:	**Quality Manager/Head of Quality MOSCA GmbH (Germany)**
Technical:	**Daniel Benson** **Mark Hadfield**	Title:	**Technical Project Managers**
Machine Sales:	**Rob Toolen**	Title:	**UK Sales Manager**
Finance:	**Ian Bird**	Title:	**Senior Management Accountant**
Health & Safety:	**Amanda Willson**	Title:	**Project Manager / H&S Officer**
Service & Spares:	**John Starkey**	Title:	**Planning Manager**

Nature of business

Supply, installation, training, servicing, relocation or repairs of Mosca Strapping / Stretch Wrapping machines
Distribution of strapping & stretch wrapping materials and spare parts

Emergency Contact

A comprehensive emergency service is available evenings & weekends charged at £300 per instance. Call 0115 9890209 and follow instructions to speak to the Out Of Hours Co-Coordinator who can:

- Despatch strap / film / spare parts
- Arrange for you to speak to a qualified engineer
- Arrange for an engineer to attend your site on a priority basis on the next working week day

Quality Management System Certification

ISO 9001:2015

Certificate No.	Certification body	Issue date	Expiry date
12 100 24536 TMS	**TÜV SÜD Management Service GmbH**	**14.02.2017**	**13.02.2020**

A copy of the certificate can be downloaded from our website:
http://www.mosca.com/en-uk/service/sales-support/healthandsafety/

Details of Manufacturing Site

MOSCA GmbH, GERD-MOSCA-STRAßE 1, 69429 WALDBRUNN, GERMANY

TEL: 0049 6274 932120 FAX: 0049 6274 932240

Person Responsible for Quality Assurance: Florian Weiß: Quality Manager/Head of Quality, MOSCA GmbH
Tel: 0049 6274 932120 florian.weiss@mosca.com

Subsidiaries of Parent Company Mosca GmbH

http://www.mosca.com/en-en/company/company/subsidiaries-mosca-locations/

Mosca Asia Pte. Ltd	Mosca Australia (Pty) Ltd
EAM-Mosca (Canada) Ltd	Mosca Direct Shanghai Co., Ltd
Mosca Direct Finland OY	Mosca Asia for Indonesia
Mosca Malaysia SDN. BHD	EAM MOSCA de Mexico
Mosca Direct Poland Sp. z o.o	Mosca Direct Spain S.L.U.
Mosca Asia (Thailand)	EAM-MOSCA Corp.

Taxation

Mosca Direct Ltd are not a registered Sub-Contractor with the Inland Revenue.

Customer Site Safety Rules:

All Mosca Systems Engineers will adhere to Site Safety Rules & Procedures. Any issues arising whilst at site would be reported to the Site/Project Supervisor/Manager as appropriate and discussed accordingly.
Any pertinent health, safety & environment information submitted to Mosca Direct Ltd by the customer will be passed on to the Engineer(s) prior to their attendance on site. They will be asked to confirm that they have read and understand the information.

Testimonials

For examples of work carried out for our clients, Please see Testimonials on our website:
http://www.mosca.com/en-uk/company/suppliers-partners-customers/testimonials/

Waste Disposal

Mosca Direct Ltd comply with all relevant legislation & Codes of Practice and have controls for waste generated during normal & abnormal operational conditions.
Our Paper / Wood / Plastic / Metal waste is recycled through DS Smith Recycling of Derby.

Non conforming product

Mosca Direct Ltd have a segregated area for non-conforming purchased material:

- The Quarantine Area is separated from good stock.
- There is a procedure in place to investigate non-conformance in products/services and prevent future recurrence.
- There is documented feedback for non-conforming purchased material.
- Non-conformances in process are clearly identified.
- Fault is traced back to last conforming inspection.
- The decision regarding the disposition of non-conforming product rests with Mosca Direct Ltd's Managing Director.
- Non-conforming products are properly disposed of.
- Mosca Direct Ltd have a system in place for recording Customer Complaints.

Traceability

All products are traceable to manufacture date, raw material & machine.
All products carry a unique identification number: **Batch Serial Number**
Product labels satisfy all current legislation.

Coding System

All strapping materials are designated an alpha-numeric code starting with “ST”, along with an alpha-numeric code starting with “PP” stamped on the inside of the coil.
All stretchfilm materials are designated an alpha-numeric code starting with “FI”.
Both have Batch Serial Numbers in Date Format (i.e. DD.MM.YYYY).
All Machinery is labelled with the Machine Type (e.g. ROMP) and Serial Number.
Where you will find this: On the strapping materials there will be a small label on each box as well as an A4 Label on the front of the pallet. On the stretchfilm, there is an A4 Label on the front of the pallet.
What you need to record in order to maintain traceability of our packaging: Order Date, Your PO Number, our Strap/Film Code (ST / FI) and, where possible, our Batch Serial Number (A4 label on the pallet) and alpha-numeric code (inside the coil).

Inspection

Mosca Direct Ltd have the following systems in place to control incoming goods:-
Receiving Inspection & Test Certificates of Conformity / Analysis

Incoming Goods

Describe QC checks carried out to ensure incoming goods meet specification requirements?	Release raw material after quality check, test during and after production
Describe the storage conditions of incoming materials?	Regarding the handling no special recommendations required. The product should be stored away from ignition sources and hot surfaces. It should also protect against environmental factors (UV-light, rain, etc.).

In Process

Describe the QC checks carried out at the key stages of the process	Check all dimensions and tensile strength
Is metal detection carried out? Size of test pieces used?	Excretion in the material by magnet. The strap is not in direct contact with food, it is a transport / cargo securing.
Describe the foreign body controls present within the process e.g. sieves, filters	Sieves and filters in the extruder
Is micro testing carried out? Are tests conducted within the accredited scope of the laboratory used?	N / A
Is water testing carried out at a defined frequency?	N / A
Are detailed specifications in place for all products?	YES

Finished Goods, Transportation & Distribution	
Describe the storage conditions for finished goods?	Regarding the handling no special recommendations required. The product should be stored away from ignition sources and hot surfaces. It should also protect against environmental factors (UV-light, rain, etc.).
Do you operate a positive release system for finished goods?	NO
Is any 3rd party storage used?	NO
Is distribution through your own vehicles or third party?	Third Party vehicles. **BTG Internationale Spedition GmbH** Carl-Benz-Strasse 21 60386 Frankfurt/Main Germany DE.RAC.0382.02 http://www.btg.de
Is there a detailed breakdown procedure?	NO
Are there detailed hygiene and maintenance procedures in place?	NO

Product Composition

Not applicable, the strap is not in direct contact with food, it is a transport / cargo securing

FSC status of paper/card products and certification detail:

Not applicable, the strap is not in direct contact with food, it is a transport / cargo securing

Technical Performance

Maximum processing temperature for sealing, roasting, boiling etc.
Are there any restrictions as to food types which can be wrapped in this material?

Not Applicable: Strapping materials supplied to strap pallets. Does not wrap around food and has no direct contact with food. They fulfil the purpose of transport safety or securing the outer packaging.

Packaging Material Supplied:

DESCRIBE THE METHOD OF WRAPPING THE PACKAGING SUPPLIED
(Any coverage, for example: bags, lined boxes, vacuum packs, etc. To be supplied in packaging without rubber bands, staples or clips. Please state how packaging is sealed.

Roll in cardboard, cardboard on pallet, pallet is strapped and wrapped.

Other outer packaging

NB: No metal staples or clips. Please state how sealed, including colour of tape if relevant. Wooden pallets should be covered with a blue/ contrasting colour liner with a minimum of 45 micron or card – please state in description

Not Applicable

Storage

What is the shelf life over which the material will retain its properties?	**DEPENDS ON WHERE CUSTOMER STORES THE PRODUCT**
Necessary storage conditions for retaining properties?	Regarding the handling no special recommendations required. The product should be stored away from ignition sources and hot surfaces. It should also protect against environmental factors (UV-light, rain, etc.).
Is the material suitable for freezing with product inside?	**N / A**

Printing Information (if applicable to packaging supplied)

Not applicable

Product Testing

Not applicable

Environmental Information

Does the product contain recycled material?	YES	Polypropylene = 0 – 10%
Are any elements of the packaging:		
Reusable?	YES	
Recyclable (inc organic recycling)?	YES	
Recoverable (e.g. incineration with heat recovery)	Yes / No	
Has the product been assessed for its rate of biodegradation & suitability for composting?	Yes / No	
Is this product free from PVC, PVDC and derivatives of either?	YES	
Been subject to chlorine bleaching.	NO	
Produced using Nanotechnology.	NO	

Compliance with EC Regulations	
Do you comply with current EC regulations governing packaging manufacture & supply e.g. Articles in contact with food regulations? Do you carry out migration testing on products supplied? Are test results fully documented? Is the testing within the scope of laboratory used?	• **Yes, the strap is not in direct contact with food, it is a transport / cargo securing.** • **No, the strap is not in direct contact with food, it is a transport / cargo securing.** • **No**

SEDEX

Mosca GmbH (in Germany) are registered with / a member of SEDEX. **COMPANY REF: ZC1091123**

ALLERGEN FREE SITE

Our manufacturing site in Germany does not process any of the allergens as listed in Directive 2007/68/EC (and all subsequent amendments)

Free From statements

Are your products GMO free? Please consider feed stocks as part of this. Do you have a documented policy?	N / A

Product Migration Testing

Not applicable

Heavy Metals Testing

Not applicable

Animal Testing

Not applicable

REACH SVHC Compliance

Please see document **16. PDF - Mosca Reach Compliance Letter - Customers** on our website:
http://www.mosca.com/en-uk/service/sales-support/healthandsafety/

RoHS WEEE Compliance

Please see document **17. PDF - Statement WEEE Regulations** on our website:
http://www.mosca.com/en-uk/service/sales-support/healthandsafety/

Quality

MANAGEMENT:		**COMMENTS**
Is a senior manager responsible for implementing and maintaining the Quality System in your Organisation?	YES	
Is the control of the system and implementation of the Standard managed by a suitably qualified person?	YES	
Do you operate your own internally documented quality management system?	N / A	
Do you have a process for regular management review relating to quality?	N / A	
Do you have a process to deliver training and competency relating to quality?	N / A	
Do you have internal key performance indicators that demonstrate continuous improvement in relation to quality?	N / A	
Do you have a process for conducting internal audits relating to quality?	N / A	
Documentation		**COMMENTS**
Do you have a documented Quality Policy/Manual?	NO	
Do you have a signed policy stating the company's objectives for quality?	N / A	
Do you maintain materials specifications?	YES	
Do your raw materials suppliers provide certificates of conformance?	YES	Security data sheets, specification sheets, etc.
Do you have a technical specification data sheet for the products you supply?	YES	Copies supplied on request
Do you have a Material Safety Data Sheet (MSDS) for the products supplied?	YES	Please see documents 18. PDF - Safety Data Sheet Film 19. PDF - Safety Data Sheet PP Strap 20. PDF - Safety Data Sheet PET Strap on our website http://www.mosca.com/en-uk/service/sales-support/healthandsafety/

Is your site accredited to the current version of BS EN ISO 9001?	YES	ISO-9001: 2015 Please see document 7. PDF - Mosca ISO-9001 Certificate on our website http://www.mosca.com/en-uk/service/sales-support/healthandsafety/
Is your site accredited to the current version of the BRC/ IoP Global Standard for Packaging and Packaging Materials?	NO	
Do you have a process for the calibration of critical measuring equipment?	N / A	
If your site is accredited to the current version of the BRC/ IoP Global Standard for Packaging and Packaging Materials, please state the grade achieved?	N / A	
Product Recall and Traceability		**COMMENTS**
Do you have a documented Product Recall procedure?	YES	
Is the Product Recall procedure tested at defined intervals?	YES	Annually
Do you have a document and data control procedures relating to quality?	N / A	
Do your systems provide backwards traceability to the supply of raw materials into your site & forward traceability for the delivery of product supplied in relation to quality?	N / A	
Do you have a process for the positive inspection of product prior to delivery	N / A	
Do you have a system to trace all materials from source to finished product, at any point in time where possible & based on a risk analysis?	YES	
Do you have adequate process controls to prevent the occurrence of critical defects?	YES	
Do you maintain documented procedures to ensure that product that does not conform is prevented from unintended use?	YES	
Do you have procedures to clearly identify and segregate raw materials, work in progress and finished products?	YES	
Is there a formal, documented Operations / QA / Maintenance hand over procedure?	YES	Maintenance plan exists
SUBSTANCES		**COMMENTS**
Do any product you supply contain Bisphenol A (BpA) or other Bisphenol compounds?	NO	Please see document 16. *PDF - Mosca Reach Compliance Letter - Customers* http://www.mosca.com/en-uk/service/sales-support/healthandsafety/
Are all products supplied packaging compliant with Regulation EC (No) 1907/2006 (REACH)?	N / A	Please see document 16. *PDF - Mosca Reach Compliance Letter - Customers* http://www.mosca.com/en-uk/service/sales-support/healthandsafety/
Do any products supplied packaging contain any substances as described as Substances of Very High Concern (SVHC) on the latest Candidate and Authorisation Lists of the REACH regulations (Annex XIV and Annex XVII) above 0.1% w/w?	N / A	Please see document 16. *PDF - Mosca Reach Compliance Letter - Customers* http://www.mosca.com/en-uk/service/sales-support/healthandsafety/
If Substances of Very High Concern or Authorised substances are present, please provide details of the substance and their concentration in the product?	N / A	Please see document 16. *PDF - Mosca Reach Compliance Letter - Customers* http://www.mosca.com/en-uk/service/sales-support/healthandsafety/
Do you use Anthraquinone in the products supplied?	NO	
Do you follow any industry standards (e.g. FEICA for adhesives, EuPIA for inks, CEPI guideline for paper, etc.)?	N / A	
According to the requirements laid down by Article 9/ Annex II of the Packaging and Packaging Waste Directive (94/6/EC) on Heavy Metals - The sum of the concentration levels of lead, cadmium, mercury and hexavalent chromium is below 100ppm. Do any products you supply contain sum of Heavy Metals above the 100ppm limit?	NO	
If you use solvent based products, do you supply low odour, low migration products?	NO	No use of solvents in our products

Do the products you supply comply with the Swiss Ordinance on Materials and Articles (SR 817.023.21)?	NO	
Do the products you supply contain fanal pigments?	NO	
Do your products contain pthalates?	NO	
Do your products contain conflict minerals (tin, tantalum, tungsten and gold) in reference to section 1502 added section 13(p) to the Securities Exchange Act of 1934 (USA)?	N / A	
Food Safety: Although we do not have a documented Hygiene Policy, Mosca's products are safe for use in food contact applications.		
Product Hygiene Risk Analysis		
		COMMENTS
Have you conducted a formal risk analysis (or HACCP) in relation contamination and defects critical to the customer?	NO	
Does it include a precise and validated plan of the process flow?	NO	
Does it determine control measures?	NO	
Are records maintained?	NO	
Are process control measures implemented, maintained and reviewed?	NO	
Is your site accredited to the current version of the BRC Global Standard for Storage and Distribution?	NO	
Is your site accredited to the current version of ISO22000?	NO	
Have you identified the risks of product supplied through a hazard and risk analysis relating to food safety?	N / A	Products supplied have no direct contact with food. They fulfil the purpose of transport safety or securing the outer packaging.
Are food grade chemicals used in engineering?	NO	Products supplied have no direct contact with food. They fulfil the purpose of transport safety or securing the outer packaging.
Do your systems provide backwards traceability to the supply of raw materials into your site and forward traceability for the delivery of product supplied in relation to food safety?	YES	
Are your employees and visitors required to wear protective clothing when entering manufacturing and storage areas?	NO	
Do you have internal key performance indicators that demonstrate continuous improvement in areas of food safety?	N / A	Products supplied have no direct contact with food. They fulfil the purpose of transport safety or securing the outer packaging.
Are all products supplied compliant with Regulation (EC) No. 1935/2004 for Material and Articles Intended To Come Into Contact With Food?	N / A	Products supplied have no direct contact with food. They fulfil the purpose of transport safety or securing the outer packaging.
Are all products manufactured at your site compliant with Regulation (EC) No. 2023/2006 on Good Manufacturing Practice (GMP) for materials and articles intended to come into contact with food?	N / A	Products supplied have no direct contact with food. They fulfil the purpose of transport safety or securing the outer packaging.
Are all products supplied suitable for food contact packaging applications?	N / A	Products supplied have no direct contact with food. They fulfil the purpose of transport safety or securing the outer packaging.
Do you use any products of animal origin?	NO	
Does the product supplied contain any allergens according to EU regulation 1169/2011?	NO	Our manufacturing site in Germany does not process any of the allergens as listed in Directive 2007/68/EC (and all subsequent amendments)
Do you use any GM (Genetically Modified) ingredients in your manufacturing process?	N / A	
Do any products you supply contain mineral oil (paraffin's, paraffin oils, naphthenic oils, aromatic oils, hydrocarbon oils, petrolatum, waxes and lubricating oils)	NO	

If any products you supply contain mineral oil (paraffin's, paraffin oils, naphthenic oils, aromatic oils, hydrocarbon oils, petrolatum, waxes and lubricating oils, please indicate the type (MOSH and/or MOAH), chain length, chemical name & concentration (%)	N / A	
Do you use nano materials in any products supplied?	NO	
CONTAMINATION CONTROL		**COMMENTS**
Is there a definition of what constitute an incident?	NO	
Do you have procedures to inform customers if a contaminated product has been delivered?	NO	
Are all personnel involved in production trained to identify and eliminate potential contamination?	NO	Only selected / nominated personnel
FOREIGN BODY CONTROL		**COMMENTS**
Do you have a written policy and documented controls on non-production glass, brittle plastics and sharps?	NO	
Do you have a glass, hard plastics and sharps register?	NO	
Do you have a glass breakage procedure so that all personnel know what to do in the event of a breakage, including isolation of materials at risk?	NO	
Are all light bulbs and strip light encapsulated to reduce the risk of glass contamination?	NO	
Do you have provision for the control and use of blades and sharps?	NO	
Describe the company knife / blade / needle control policy	N / A	
Describe the use of wooden equipment, e.g. pallets		Damaged pallets repaired or disposed of as necessary
CHEMICAL CONTROL		**COMMENTS**
Do you control the issuing of chemicals, including cleaning materials, lubricants and adhesives to prevent contamination?	N / A	
Hygiene Management System		
Hygiene Policy		**COMMENTS**
Do you have a Hygiene Manager?	NO	
Do you have a deputy Hygiene manager to provide cover for absence?	NO	
Do you operate your own internally documented hygiene management system (Management Review Team)?	N / A	
Do you have document and data control procedures relating to hygiene?	NO	
Do you carry out internal hygiene audits?	N / A	
Do you have a Hygiene policy?	N / A	Preventive measurements are in place
Do you maintain a hygiene manual with all relevant procedures?	NO	
Are visitors and contractors required to complete a hygiene questionnaire prior to entering manufacturing and storage areas?	NO	But there are hygiene rules
Do you have a process to deliver training and competency relating to hygiene?	NO	
PEST CONTROL		**COMMENTS**
Do you operate a formal Pest control programme in the manufacturing & storage facilities?	NO	
Do you have pest prevention measures, such as door screening and insect & rodent proofing?	YES	
If you subcontract the Pest control is your subcontractor a registered Pest Control company?	YES	

Does your pest control system include external and internal bait stations and flying insects control devices?	YES	
Does your contract with the Pest Control company include emergency calls to deal with emergencies in the event of infestations?	YES	Mosca Direct Ltd has pest control in place at our premises in Nottingham: RUSHCLIFFE BOROUGH COUNCIL Environmental Health Service, Civic Centre, Pavilion Rd, West Bridgford, Nottingham NG2 5FE. Tel: 0115 981 9911 QUARTERLY VISITS: Inspections & Treatments as necessary // Pests: Rodents. The Contractor is a member of the BPCA or other recognised body. All entry points to our premises are protected against access from pests, the site is suitably baited to assist in the control of rodent pests & are they monitored / recorded.
Housekeeping and Cleaning		**COMMEN TS**
Do you have a documented cleaning schedule?	YES	
Are records maintained of regular cleaning standards and the quality of cleaning to ensure that the schedules are being complied with?	YES	
Do you operate a “clean as you go” policy relating to housekeeping and cleaning?	YES	
Do you have cleaning and maintenance schedules for all production machines?	YES	
Do you check delivery vehicles prior to loading for sources of contamination, taint and odour?	NO	
Are tools and other maintenance equipment cleared away after use?	YES	
Are there designated areas to store maintenance equipment?	YES	
Are workstations adequately designed so that there is adequate storage for inspection equipment and stationary?	YES	
Jewellery and personal items		**COMMENTS**
Do you operate a jewellery policy and restrict the wearing of jewellery in manufacturing and storage areas?	NO	
Do you specify what type of jewellery can be worn in the production related departments?	N / A	
Facilities for eating, drinking and smoking		**COMMENTS**
Do you have policies in place to restrict eating and drinking in manufacturing and storage areas?	YES	
Do you provide facilities for adequate storage of food and drink brought from home?	YES	
Are these facilities subject to a documented cleaning protocol?	NO	
Are facilities provided for smoking isolated from production areas and with adequate ventilation?	YES	
Do you allow smoking on site in designated areas that are separate from manufacturing and storage areas?	YES	
Do you provide hand washing facilities prior to entering manufacturing & storage areas?	YES	
Protective clothing	**NO**	**COMMENTS**
Do you have a dress code policy?	NO	
Do you provide enough clothes for adequate changes?	NO	
Do you provide laundry services?	NO	Staff launder their own clothing
What type of protective clothing are staff issued with?		Overalls, safety boots
How often do staff change their protective clothing?		When damaged

Hygiene Complaint Procedure		COMMENTS
Are hygiene complaints from external sources investigated and recorded?	N / A	
Does the Management Team review a summary & analysis to ensure compliance?	N / A	
Are corrective actions formulated and approved by the hygiene manager to ensure that they are implemented and effective to prevent recurrences?	N / A	
Supplier Monitoring		**COMMENTS**
Do you monitor all incoming materials for hygiene criteria?	N / A	
Do you carry out any type of inspection on raw materials supplied?	N / A	
Do you control the issue of raw materials to production by a 'positive release' procedure?	N / A	
Are materials waiting 'positive release' stored in a designated area?	N / A	
Are non-conforming products suitably identified, segregated and appropriate records maintained?	N / A	
Factory Standards		
Perimeter and grounds		**COMMENTS**
Are external areas kept in good order and free from litter and discarded food?	YES	
Are external silos, pipe work, access points appropriately sealed to prevent pest entry?	YES	
Are soil drains appropriately trapped to prevent pest entry?	N / A	
Is external storage of materials protected from contamination?	YES	
Are there designated areas for smoking?	YES	
Are there designated areas for the storage of refuse?	YES	
Layout and Product Flow		**COMMENTS**
Are external walls maintained and of sound construction?	YES	
Is lighting adequate to carry out effective inspection and effective cleaning?	YES	
Are all internal surfaces subject to a documented scheduled cleaning?	YES	
Are all internal soil drain openings suitably protected against the entry of pests and odours?	YES	
Is the building suitably proofed to avoid pests through ducts, cable entry points, ventilation systems, windows and doors?	YES	
Do personnel undertaking maintenance comply with the site hygiene requirements, including protective clothing, hand washing and personal hygiene?	YES	
Is there a hygiene clearance procedure to be followed after maintenance and repairs to ensure that dust, dirt, oil, grease, nuts, bolts, wire, plastic, non production glass and brittle plastics, etc. are cleared to reduce the risk of contamination?	N / A	
Waste and Waste Disposal		**COMMENTS**
Do you provide suitable and sufficient refuse and waste containers provided and are they emptied at suitable intervals?	YES	
Does the cleaning schedule include the effective cleaning of refuse containers?	NO	
Do you provide lidded containers for waste that putrefies?	YES	

Product Packaging for Transport, Storage & Distribution.		**COMMENTS**
Do you ensure that all finished products are protected from contamination during transit and storage?	YES	
Do you have sorting procedure for wooden pallets so that only sound pallets are used to transport raw materials?	YES	
Do you inspect contracted transport and storage so that raw materials are not contaminated including taint and odour?	N / A	
Are incoming goods inspected to ensure that hygiene integrity of materials is not compromised?	N / A	
Do you have an isolation procedure for non-conforming incoming materials?	N / A	
Are all the vehicles inspected to ensure that they are clean to minimise the risk of contamination?	N / A	
PERSONAL HYGIENE		
Access and movement of Personnel		**COMMENTS**
Do you have controlled entrances for all personnel including visitors and contractors?	YES	
Do you specify walkways for personnel who do not comply with the hygiene policy?	N / A	
Toilets and hand washing facilities		**COMMENTS**
Do you provide toilets with hand washing facilities and water available at a suitable temperature?	YES	
Are there advisory signs in all the hygienic facilities?	YES	
Hand Hygiene		**COMMENTS**
Do you instruct all personnel, visitors and contractors to wash their hands after using the toilet, eating and smoking?	N / A	
Do you provide hand washing facilities at strategic positions in your plant?	N / A	
Do you provide waterproof blue self-adhesive plasters for minor injuries?	N / A	
Personal Health		**COMMENTS**
Do you ensure that all personnel suffering from, or having been in contact with any disease likely to be transmitted through food or infected wounds, skin complaints or diarrhoea report these problems?	N / A	
Hygiene training		**COMMENTS**
Do you have a hygiene training programme for all new personnel?	N / A	
Do you provide a programme of refresher hygiene training?	N / A	
Do you record all hygiene training given to all personnel?	N / A	
Do you ensure that all contractors and visitors comply with the hygiene policy of the company?	N / A	
Locker rooms		**COMMENTS**
Do you provide locker rooms for personnel to store personal belongings and protective clothing?	YES	
Do you restrict the storage of open food, eating, drinking and smoking in the locker rooms?	YES	
Do you provide facilities for contractors and visitors to enable compliance with the company's hygiene policy?	NO	

General		
		COMMENTS
Do you subcontract any aspects of the products supplied?	NO	
Do you have a procedure for Third party contractors?	YES	
Do you have an ethical trading policy?	NO	
Does the site have a policy stating the company's commitment to any applicable anti bribery and anti corruption laws in all countries in which it conducts business?	NO	
Do you have a business continuity plan that ensures continued supply during times of unforeseen events which is subject to regular review and test?	YES	
ENVIRONMENT		**COMMENTS**
Is your site certified to the current version of BS EN ISO 14001 (Environmental Management)?	NO	
Do you have a signed policy stating the company`s objectives for the environment?	YES	Please see document 4. PDF - Mosca Environmental Policy On our website http://www.mosca.com/en-uk/service/sales-support/healthandsafety/
Does your site comply with all relevant and applicable legislation relating to the environment?	N / A	
Do you have a process to ensure your organisation is kept informed of any changes in environmental legislation that affects your business?	N / A	
Has your company been prosecuted or issued with an improvement notice for infringements to environmental legislation in the last 3 years?	N / A	
Do you have a process for regular management review relating to the environment?	N / A	
Do you have a process for conducting internal audits relating to the environment?	N / A	
Do you have a process to deliver training and competency relating the environment issues?	N / A	
Does your company assess the significant aspects and impacts relating to the processes on your site?	N / A	
Do you have internal key performance indicators to target the reduction of utilities (e.g. water, gas, electricity, heavy fuel oil, petrol and diesel) on your site?	N / A	
Do you have internal key performance indicators to target the reduction of waste (e.g. internal waste and waste to landfill) on your site?	N / A	
HEALTH & SAFETY		**COMMENTS**
Is your site certified to the current version of BS OHSAS 18001?	NO	
Do you operate your own internally documented health & safety system?	N / A	
Do you have a signed policy stating the company's objectives for health & safety?	YES	Please see Document 3. PDF - Mosca Health & Safety Policy Statement on our website http://www.mosca.com/en-uk/service/sales-support/healthandsafety/
Does your site comply with all relevant and applicable legislation relating to health & safety?	YES	Please see Document 8. PDF - HSEQ Customer Pack 2016 on our website http://www.mosca.com/en-uk/service/sales-support/healthandsafety/
Do you have a process to ensure your organisation is kept informed of any changes in health and safety legislation that affect your business?	YES	**HSE Newsletter & Indicator Tips & Advice**

Has your company been prosecuted or issued with an improvement notice for infringements to health & safety legislation in the last 3 years?	NO	
Do you have a process for regular management review relating to health & safety?	NO	
Do you have a process for conducting internal audits relating to health & safety?	YES	
Do you have a process to deliver training and competency relating to health & safety?	YES	
Do you carry out risk assessments?	YES	
Do you operate to safe systems of work?	YES	
Do you operate a safety committee?	NO	
Do you have internal key performance indicators to target improvements in health & safety?	N / A	
EQUIPMENT & MAINTENANCE		**COMMENTS**
Are equipment, fixtures and fittings maintained adequately to minimise the risk of contamination?	YES	
Is there a documented cleaning schedule?	YES	
Are wooden items kept in good condition, clean and free from splinters?	YES	
Is equipment maintained in a condition that minimises the risk of product contamination?	YES	
Do you operate a planned documented system of preventative maintenance?	YES	In the excel-database at Mosca GmbH, Germany
How is temporary “engineering” using tape, cardboard, or similar materials monitored and controlled?	N / A	
Are contractors involved in maintenance under the supervision of a nominated person?	YES	
Is emergency maintenance documented?	YES	In the excel-database at Mosca GmbH, Germany
Do maintenance staff cover all shifts?	YES	