

INTRODUCTION

This manual has been written by Bradford Council representatives and approved by Bradford Council for Mosques and Muslim scholars.

The manual clearly states the jointly agreed standards at each of the five key stages of the supply chain.

Consumer confidence can be based upon our detailed understanding, documented audit trails and the independent inspection of the systems and processes that are in place to ensure product integrity at all stages of the supply chain, that the meat and poultry is halal and the potential risk of cross contamination is removed.

All halal food where Facilities Management is the provider will meet this standard. The responsibility for all other providers, for example schools not contracted with Facilities Management, is to ensure that halal food meets the equivalent requirements.

This manual also includes all of the food policy requirements of the City of Bradford Metropolitan District Council, for example genetically modified foodstuffs or their ingredients or organisms, irradiated foods, no pre stunned meat or poultry, prohibited additives and preservatives.

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HALAL FOOD

Halal food means food that is permitted for the consumption of Muslims meeting the requirements of Sharia law; it must also meet the following requirements:

- The food or its ingredients do not contain anything that is Haram, e.g. poisonous or hazardous to health
- The food is safe and not harmful
- The food is not prepared, processed or manufactured using equipment that is contaminated with any Haram or Najs according to Sharia law
- Through the preparation, processing, packaging, storage and transportation the food is physically separated from any other food that does not meet the requirements of Halal food under the requirements of Sharia law.

NAJS

Najs means impure, these include:

- Pigs, dogs, carnivores, birds with talons or predators, pests including rats scorpions and similar and all its derivatives, blood and carrion
- Halal foods that are cross contaminated with any foods that are Haram
- Halal foods that come into direct contact with any foods that are Haram
- Preservatives, additives that are Haram (see separate list)
- Alcohol
- Liquids and objects discharged from the orifices
- Blood

MODULE 1 Livestock Production

This section deals with the primary production of livestock including cattle and poultry for the intended Halal slaughter to meet the provisions for animal welfare prior to slaughter and the requirements of Sharia law as agreed by Bradford Council for Mosques and the City of Bradford Metropolitan District Council

MODULE 2 Primary Processing and Cutting Plant (Abattoir / Slaughterhouse)

This section deals with the requirements for Halal slaughter including the provisions for animal welfare prior to slaughter and the method of Halal slaughter to meet the requirements of Sharia law as agreed by Bradford Council for Mosques and the City of Bradford Metropolitan District Council.

MODULE 3 Further Processing (Wholesale Butchers/Distributors)

This section deals with the processing of meat and poultry at all stages following slaughter of primary processing and cutting at the wholesale butchers/distributors. The section covers the fact that there are very few dedicated Halal operations and that Bradford Council for Mosques and the City of Bradford Metropolitan District Council do not accept pre stunned meat or poultry and therefore details the strict, verified cross contamination preventative measures.

MODULE 4 Logistics (Central Production Unit and Wholesaler Storage and Distribution including Separation and Labelling)

This section deals with the storage and distribution requirements for Halal products and the requirements for ensuring separation and labelling.

MODULE 5 Food Service (Service delivery for the ultimate end customer)

This section deals with the handling and transfer of Halal food to the end customer through the distribution to schools from the Central Production Unit, direct delivery from the nominated butcher or delivery from a nominated supplier.

Module 1

1. INSPECTION AND REJECTION

- (a) The Goods shall be inspected by the Council within 14 days after delivery and may be rejected if found to be defective or inferior in quality to or differing in form or material from the requirements of the Contract, or if they do not comply with any term, whether expressed or implied, of the Contract. The Goods shall be deemed to have been accepted by the Council only when the Council is satisfied that the Goods are in accordance with the Contract and Order.
- (b) The Council shall notify the Supplier of:
 - a) the discovery of any defect, within a reasonable time of its discovery and shall give the Supplier all reasonable opportunities to investigate such defect;
 - b) any shortage or damage caused in transit and found on delivery within a reasonable time of its discovery.
- (c) The whole of any consignment may be rejected if a reasonable sample of the Goods taken indiscriminately from that consignment is found not to conform in every material respect to the requirements of the Contract.
- (d) The Council's right of rejection shall continue irrespective of whether the Council has in law accepted the Goods. In particular, taking delivery, inspection, use or payment by the Council of the Goods or part of them shall not constitute acceptance, waiver or approval and shall be without prejudice to any right or remedy that the Council may have against the Supplier, provided that the right of rejection shall cease within a reasonable time from the date on which the Council discovers or might reasonably be expected to discover the latent defect or other relevant breach of the Contract.
- (e) Goods so rejected after delivery shall be removed by the Supplier at its own expense within 7 days from the date of notification of rejection. If the Supplier fails to remove them within such period the Council may return the rejected goods to the Supplier at the Supplier's risk and expense.

2. HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION

- (a) The Supplier shall:-
- (b) In relation to all persons likely to be affected by the execution of this Contract and/or by use, handling or otherwise coming into contact with the Goods take all such steps as may be reasonably practicable to ensure their health and safety;

- (c) Have a sustainable approach to waste management and not treat, keep or dispose of any waste produced and/or carried by the Supplier as a result of executing this Contract in a manner likely to cause harm to the health and safety of any person or to the environment and shall comply with every statutory duty which is relevant;
 - a) Notify the Council of any health and safety hazards of which it is aware (having made all reasonable enquiries) and which may arise in connection with the performance of this Contract.
 - b) During the execution of the Contract, take such steps as are reasonably practicable to avoid (or, where avoidance is not possible, to minimise) harm to the environment.
 - c) Nothing in this Clause 23 shall relieve the obligations of the Supplier to comply with its statutory duties.

3. REVIEW MEETINGS AND MANAGEMENT INFORMATION

- (a) The Supplier shall submit management information reports to the Council on a monthly basis, unless otherwise agreed, covering the period since the date of the previous management information report.
- (b) The content of such reports shall be agreed between the Council and the Supplier following the award of Contract.
- (c) The Supplier and the Council shall meet on a quarterly basis, unless otherwise agreed, to review and discuss any issues relating to the performance of the Contract.

4. RIGHT OF AUDIT

- (a) Except where an audit is imposed on the Council by law or a regulatory body, the Council, may, not more than [4 times in any contract year], conduct an audit for the following purposes:
 - (i) to verify the accuracy of charges (and proposed or actual variations to them in accordance with this Contract)
 - (ii) to review the Supplier's compliance with its obligations under the Contract
 - (iii) to carry out the audit and certification of the Council's accounts;

- (iv) to carry out an examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Council has used its resources;
 - (v) to verify the accuracy and completeness of any management information delivered or required by this Contract;
 - (vi) to inspect the slaughterhouse premises and environment (or any parts of them); and
 - (vii) to inspect the process for slaughtering to ensure compliance with the Contract and Specification.
- (b) The Authority shall use its reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Supplier or delay the provision of the supply and delivery of the Goods.
- (c) Subject to the Authority's obligations of confidentiality, the Supplier shall on demand provide the Council (or the Bradford Council of Mosques or other partner organisation or its agents or representatives of the Council, on behalf of the Council) with all reasonable co-operation and assistance in relation to each audit, including:
- (i) all information requested by the Council within the permitted scope of the audit ;
 - (ii) reasonable access to any sites controlled by the Supplier and to any equipment used (whether exclusively or non-exclusively) in the supply and delivery of the Goods; and
 - (iii) access to Supplier personnel dealing with the supply and delivery of the Goods under the Contract.
- (d) The Supplier shall implement all measurement and monitoring tools and procedures necessary to measure and report on the Supplier's supply and delivery of the Goods against the requirements of the Contracts at a level of detail sufficient to verify compliance with the Contract requirements and Specification.
- (e) The Council shall endeavour to (but is not obliged to) provide at least [15] working days notice of its intention to conduct an audit.
- (f) The parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this clause, unless the audit identifies a material default by the Supplier in which case the Supplier shall reimburse the Council for all the Council's reasonable costs incurred in the course of the audit:

- (i) if an audit identifies that the Supplier has failed to perform its obligations under this Contract in any material manner, the parties shall agree and implement a remedial plan;
 - (ii) (if the Supplier's failure relates to a failure to provide any information to the Council about the Prices for the Goods, proposed prices or the Supplier's costs, then the remedial plan shall include a requirement for the provision of all such information;
 - (iii) if the Council has overpaid any charges, the Supplier shall pay to the Council the amount overpaid within [20] working days. The Council may deduct the relevant amount from the charges if the Supplier fails to make this payment; and
 - (iv) the Authority has underpaid any Price, the Council shall pay to the Supplier the amount of the under-payment [less the cost of audit incurred by the Council if this was due to a default by the Supplier in relation to invoicing] within [20] working days.
- (g) Due to the nature of the Goods supplied under this Contract the Supplier acknowledges and understands the importance of the audit rights available in this condition which are necessary for the for the Council to ensure the Supplier's compliance with Contract and Specification.

SPECIAL TERMS & CONDITIONS FOR THE SUPPLY OF FOOD PRODUCTS TO FACILITIES MANAGEMENT CATERING

1. Quality of Products

The quality of food products supplied will be of good commercial quality and will meet current UK laws for the sale and consumption of food as covered by the Food Law Guide. A full specification and nutritional analysis information for each product supplied including packaging types, weights and any preservative type substance must be provided.

2. Product Samples

The provider shall at its own cost, comply with any request or instruction of the Purchasing Manager in relation to samples which FM may require for the purpose of analysis or the carrying out of tests.

The sample will be the model specification of which all further supplies are to be based, in accordance with FM written description and/or specification. The Contractor will subsequently supply goods at all times in accordance with the specification.

3. Quality Assurance

Where a quality assurance scheme is in place for the food products to be provided, the scheme for the relevant products should be specified.

4. Food Hygiene

All food suppliers to FM shall comply with all current legislation for food hygiene, including and not limited to the Food Safety Act 1990, Food Premises Regulations 1991, Food Safety (General Food Hygiene and Temperature Control) Regulations 1995 and any other applicable legislation and regulations and follow appropriate operational policies, procedures and practices to maintain food safety and hygiene standards at all times (See Appendix A – Food Hygiene).

5. HACCP (Hazard Analysis Critical Control Point)

All food suppliers to FM need to follow procedures based on HACCP principles to ensure compliance with standards on raw materials, hygiene, temperature and shelf life.

All food products supplied to FM locations must conform to the latest standards and regulations on microbiological criteria for food products. Suppliers are to conduct testing as appropriate against microbiological criteria

as part of validation and verification of procedures based on HACCP and must be able to demonstrate this upon request.

6. Transport

All vehicles must comply with the Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1966 and any amendment thereof. Produce must be kept a minimum of three inches off the floor and produce shall be kept separate (further transport requirements are detailed on page 49 of the tender document).

The driver will wear clothes suitable for persons undertaking the duty of delivering/ handling food products and ensure that the highest standards of hygiene are applied to him/her, the vehicle and the produce.

7. Packaging

All food products to be packed in suitably sealed packaging, to maintain the products freshness and prevent the ingress of any foreign matter. Packaging must comply with latest legislation and contents, product type and shelf life must be clearly labelled (further packaging requirements are detailed on page 48 of the tender document).

All cartons must be new, staple free, fibreboard cartons or suitable alternatives, i.e. reusable/recyclable containers.

8. Collection of Goods Packaging Containers

The Contractor shall collect from the place of delivery, empty containers within a reasonable time of being required to do so by FM, without prejudice to whether the Contract is terminated or not, if this is appropriate.

9. Alternatives

No alternatives will be accepted without prior agreement. In the event of supplies not being available at the time of delivery the supplier shall immediately inform the appropriate officer in order that alternative arrangements can be made. Any product delivered which varies from those contracted and for which no specific agreement has been given will, if accepted, be charged at the price ordered or delivered, whichever is the lower.

10. Rejected Goods

Any senior member of catering staff is authorised to reject goods at the time of delivery if, in their opinion, the Goods are not in accordance with the specification. The supplier shall immediately replace all rejected Goods with acceptable Goods, within two hours if required, or credit as directed by the appropriate officer without prejudice to any other action FM may take.

11. Inability to Supply

Where a contractor fails to comply with any delivery instruction specified on the official order, FM reserves the right to purchase replacement produce to cover that requirement from an alternative source. Should FM incur any additional costs as a result of this action, this cost will be recovered in full from the Contractor, excepting in cases where alternatives as specified in accordance with Paragraph 16 (Alternatives - Special Terms & Conditions) are accepted by the appropriate officer.

12. Operational Service Support and Backup

The contractor undertakes to guarantee the availability of an experienced and fully qualified representative. The person will be available to attend FM premises within a call-out period not exceeding 48 hours notice. The representative will be required to resolve all matters connected with the supply and efficient continuous service of the Contractor's goods.

13. Access to Suppliers Premises

Due access to the supplier's premises shall be granted to any accredited representative of the local authority at any time during preparation of goods for despatch to the local authority.

SPECIFICATION FOR THE SUPPLY OF HALAL MEAT & POULTRY

Facilities Management Services must be satisfied that the source of all Halal Meat and Poultry supplied fully meets the religious, hygiene and other relevant contractual standards of the FM Quality Assurance Purchase Procedures at all times. Contractor will be required to provide information and seek approval of the intended source of supply prior to any delivery being made and to inform the Purchasing Manager, FM if any change in source of supply is contemplated.

All Halal Meat and Poultry supplied must have a certificate which states that it has been slaughtered in accordance with Islamic Laws and the Slaughter Houses Act 1974 (Part II, Section 36, Sub-Section 3). The delivery notes in respect of any supply would incorporate not only the name of the kitchen, the quantity and the date of delivery, but should state also that the mutton or poultry is “Halal”, and the delivery note should incorporate the wording “The above Halal meat/poultry is part of a certificated consignment”, and be signed or initialled.

FACILITIES MANAGEMENT - HALAL FOOD POLICY

City of Bradford Metropolitan Council commenced provision of Halal meat for consumption by the children from the Muslim Community in September of 1983. This decision was taken after it was recognised that it was unfair and discriminatory under the Race Relations Act of 1976 that because of their religious requirements, Muslim school children were denied the same opportunity of a nutritious meat meal afforded to indigenous children. The Council has been working in partnership with Community Leaders, the Bradford Council for Mosques and the Trade Unions to ensure that the correct procedures, training and good practice were put in place to certify that the food provided to the Muslim children complied with Islamic requirements. Over the years the Council has continued to work with the Council for Mosques on issues relating to the provision of Halal food and meat within schools in the Bradford Metropolitan District.

The Council practices include:

- The word “Halal” comes from the Arabic term meaning “Lawful” and covers all aspects of Islamic life defining those items which are considered religiously acceptable.
- Meat becomes Halal for Muslims only when it is from a permitted animal that has been slaughtered according to Islamic Law and Ritual, and will only continue to remain Halal if stored, cooked and served correctly.

- Halal food will become Haram (unlawful according to the laws of Islam) if prohibited additives, preservatives or ingredients are used.
- To maintain the confidences of the Muslim Community the Council welcomes the Council for Mosques and approved Muslim observers to monitor procedures and working practices in school kitchens by prior arrangement with schools.
- Whenever the source or supplier of Halal meat changes, the Council for Mosques must be informed so that approval can be sought and inspection of source/supplier arranged.
- Halal meat provision is only for consumption by Muslim children or where a parent has provided written consent.
- Halal meat is not permitted in the diets of some ethnic groups and may not be acceptable to some indigenous groups.
- Where there are Muslim pupils within a school, Halal meals must be provided.

Standards for Halal Food Provision

FACILITIES MANAGEMENT Services – BRADFORD MDC

A: Definition

“Halal food” means ‘food permitted or lawful under Islamic Law (Shariah Law)’.

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

B: Unlawful Food

Under Islamic Law, all sources of food are lawful except those forbidden in the Qur’an² and Sunnah³, including their products and derivatives. The following are considered **unlawful**.⁴

- (a) Pigs and boars;^{5*}
- (b) Carnivorous animals with claws and fangs, such as lions, tigers, bears and other similar animals;
- (c) Birds of prey with claws such as eagles, vultures and other similar birds;
- (d) Reptiles such as snakes, crocodiles and turtles;
- (e) Dogs, snakes and monkeys;
- (f) All pests and insects such as rats, centipedes, scorpions and other similar animals (except for locusts);
- (g) Animals that are generally considered repulsive, such as lice, flies, maggots and other similar animals;
- (h) Mules and domestic donkeys;

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

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

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

⁴ *Haram* in Arabic.

⁵ Includes all animals that occur within the ‘pig family’.

- (i) All aquatic animals, except fish;⁶
- (j) Blood⁷ of any animal;
- (k) Genitals of any animal;
- (l) All forms of intoxicating drinks or solids;⁸
- (m) All forms of seriously hazardous drinks and solids;⁹ and
- (n) All food ingredients derived directly from any of the above¹⁰, without any change in state;¹¹

C: Lawful Food

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

C1: Lawful Food of Vegetable Origin

All food items of purely fruit or vegetable origin are *Halal*.¹²

C2: Lawful Food of Animal Origin

For those foods of animal origin, not included in 'B' above, strict Islamic standards have to be adhered to, before they are deemed *Halal*.

There are certain standards or requirements which are **absolutely essential (AE)**, which if they are omitted, then the food is not *Halal*. There are other standards or requirements which are **highly preferred (HP)** and their omission is highly disliked, and not at all a desirable situation, but if omission does occur, the food is deemed *Halal* nevertheless. There are still further recommended standards which are

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

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

⁸ This includes all types of alcoholic drinks.

⁹ This includes poisons and certain acids.

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

¹¹ Wine is forbidden in Islam, but when that wine turns into vinegar it becomes permitted. This is a 'change in state'. Jurists determine whether a change in state has occurred on a case by case basis. An example in point is the case of gelatine derived from an animal not slaughtered in a *Halal* manner. There is currently dispute among jurists as to whether, during the extraction and production process, gelatine undergoes a change in state or not. Those that maintain it does therefore, allow it and those who say it does not, forbid its use.

¹² With the exception of intoxicating or seriously hazardous drinks or solids derived from fruit and vegetable sources.

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

C2a: Standards for Pre-Slaughter

- (1) (AE) The animal must be alive.
- (2) (HP) The animal must not be fed on any feed of animal origin.
- (3) (P) The animal must be in a healthy state.
- (4) (P) The animal is to be fed normally and given water prior to slaughter.

C2b: Standards for Slaughter Process

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

- (1) (AE) The slaughterer must be a Muslim.^{14 15}
- (2) (AE) The animal **must not be stunned**, anaesthetised or otherwise rendered wholly or partially insensible before slaughter.¹⁶
- (3) (AE) The animal to be slaughtered must be alive at the precise time of slaughtering.
- (4) (AE) The animal must be slaughtered manually and not by machine (mechanically).
- (5) (AE) The name of God, by using the phrase "*Bismillah Allaahu Akbar* (in the name of God; God is the Greatest)" or other similar phrase must be mentioned **immediately prior** to the slaughtering for each and every animal.^{17 18}

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

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

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

¹⁶ The use of different voltages during the stunning process has led to the possibility of death of the animal prior to the slaughter. Some jurists have allowed the stunning process, arguing that the possibility of death is highly remote. However, many jurists have argued against it. The jurists consulted during this process have therefore placed this injunction to avoid any possibility of doubt.

¹⁷ A minority of jurists do not deem this point to be absolutely essential. However, the jurists consulted insisted that slaughtering in or with the name of God must be kept absolutely essential, since this is the majority view.

¹⁸ The phrase *Bismillah Allaahu Akbar* ('In the name of God; God is the Greatest') is the normal Muslim practice, stated just before slaughter.

- (6) (AE) The slaughter act must sever all of the following vessels: the jugular veins, the carotid arteries, trachea and oesophagus.¹⁹
- (7) (AE) There must not be any cross contamination of non-*halal* and *halal* meat at any stage of the slaughtering process. Confusion should be minimised to preclude any chance of mix up of the 2 meats at any point.
- (8) (HP) The spinal cord should not be cut (either partially or completely).
- (9) (HP) The slaughtering device/knife should be sharp.
- (10) (HP) The head of the animal should be directed towards Qiblah (towards the Kaaba²⁰) at the time of slaughtering
- (11) (HP) All machinery should be cleaned prior to *Halal* slaughtering.
- (12) (P) If the animal is to be hung on shackles, or placed in a cradle, all efforts must be made that they do not injure or bruise themselves.
- (13) (P) The animal should not be slaughtered in view of another animal.

¹⁹ The jurists differed as to the minimum number of vessels to be cut that must be included in the absolutely essential category, with some specifying 3 and others 4. The jurists consulted felt that 4 vessels should be taken as the criteria, since this opinion would carry all jurists.

²⁰ This is the Sanctuary built by Prophets Abraham and Ishmael dedicated to worshipping God. It is a cube-like structure situated in Makkah in Saudi Arabia, and in roughly South East direction from the UK.

SPECIFICATION FOR HALAL PRODUCE

FACILITIES MANAGEMENT SERVICES – BRADFORD MDC

HALAL MEAT AND POULTRY PRODUCTS

SPECIFICATION	DESCRIPTION
<p>Meat and poultry described as halal must be slaughtered and prepared in strict accordance with Islamic law. A technical 'halal Standard' (see page 47) is attached which must be met in all instances.</p>	<p>All meat and poultry products are to be fresh looking and not be dark in colour or have tainted or discoloured fat.</p>
DETAILED REQUIREMENTS	APPEARANCE
<p>All other contract conditions of slaughter, processing, preparation, storage and trans-ortation are to be met.</p>	<p>Detailed product particular specifications, which must be met for all meat and poultry products, are attached separately.</p>
PACKAGING	PROCESSING
<p>Such products are to be packaged separately. Each product and/or package must be labelled to certify and identify the product to be halal.</p> <p>Frozen meat and poultry to be in sealed bags (free flow). Alternatives to free flow must be discussed at the time of tender negotiation.</p> <p>To be free of tags, tickets, metal sealing or any other foreign matter. Double lined bags: An inner lined blue bag for minced mutton, an inner lined red bag for diced mutton, an inner lined yellow bag for chicken to be heat-sealed or tied with coloured tape. Clearly labelled halal with a batch number that can be traced back to source.</p>	<p>Meat to be trimmed to required visual lean content.</p> <p>All meat and poultry to be metal detected.</p> <p>All products supplied to this authority must as a minimum comply fully with all relevant UK and EU Food Safety and Hygiene legislation, Marketing regulation and any subsequent measures to the date of this notice.</p>

PACKAGING			PROCESSING	
SOURCE	STATE	WEIGHT	SHELF LIFE	TEMP
UK/EU Countries	Frozen Free Flow or Fresh	2 x 5.0kg pack weight in one outer box labeled Halal describing the item.	Frozen - minimum 6 months or Fresh vacuum packed with shelf life clearly labeled.	-18°C to -22°C +2°C to +4°C

PACKAGING			PROCESSING	

LABELLING INFORMATION	SAMPLING AND TESTING
<p>All food labeling must comply fully with current UK and EU food labelling legislation and show clearly:</p> <p>PRODUCT WEIGHT PRODUCTION/PACKAGING DATE BEST BEFORE/USE BY DATE NAME OF SUPPLIER CONTACT TELEPHONE NO.</p> <p>Frozen product to have “DO NOT REFREEZE” label in addition on the bag.</p>	<p>Target TVC 5×10^5</p> <p>Upper limit 5×10^7</p> <p>Regular samples to be taken by the supplier for analysis and results sent to Facilities Management Catering – Bradford MDC.</p>
SPECIAL REQUIREMENTS	QUALITY ANALYSIS
<p>The contractor is required to furnish this Authority with relevant and up to date bona fide product certificates, per consignment, confirming absolute authenticity of all halal products.</p>	<p>The contractor will be subject to regular site appraisal by this authority.</p> <p>The appraisal will cover:</p> <ul style="list-style-type: none"> • Product History • Hygiene of Environment • Food Safety • Food Quality • Work Process
OTHER INFORMATION	

SPECIAL REQUIREMENTS	QUALITY ANALYSIS
<p>No frozen product, once thawed or partially thawed, is to be re-frozen.</p> <p>The conditions of preparation, storage and transportation shall comply with the provisions of the Food Safety Act 1990, Food Premises Regulations 1991, Food Safety (General Food Hygiene and Temperature Control) Regulations 1995, the Food Hygiene (Docks, Carriers etc.) Regulations and the Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1966 and any amendments thereof.</p>	
Revision date: November 2009	Ref:

HALAL SUPPLY CHAIN REQUIREMENTS

This information has been provided as guidance for suppliers and caterers on the requirements of halal meal provision.

SUPPLY CHAIN	REQUIREMENT
<p>A) CONTRACT SPECIFICATION & AUDIT PROCESS</p>	<ol style="list-style-type: none"> 1) The Council of Mosques for Bradford as an advisor to Bradford Council on Halal food and community representatives have been consulted in drafting the FM contract specification for the Supply and Delivery of Halal Meat & Poultry. 2) Tender process: the procurement regulations will be adhered to, the onus will be on the provider to evidence through independent audit using the process described in A) (3) below to ensure compliance with Shariah Law 3) The Council of Mosques for Bradford and Bradford Council have agreed the Audit Process and the Audit Form to be used in monitoring the Halal Supply Chain 4) All documentation to include contract specification audit trail will be available publicly.
<p>B) SLAUGHTERHOUSE</p>	<ol style="list-style-type: none"> 1) The slaughterhouse used for the slaughter of animals for halal must be approved by the Council of Mosques for Bradford who will undertake a visual

<p>Standards for Pre-Slaughter</p>	<p>check on behalf of the Council and must be a licensed slaughterhouse at all times, meat and general hygiene regulations must be complied with and receive ante-mortem inspection.</p>
<p>Standards for Slaughter Process</p>	<p>2) The slaughter must be carried out in full compliance with Islamic Law as interpreted by the Islamic Scholars facilitated by Bradford Council for Mosques and in accordance with the Welfare of Animals (Slaughter or Killing) Regulations 1995.</p> <p>3) The slaughterhouse used should not be used for the slaughter of pigs.</p> <p>4) The animal must be alive and in a healthy state.</p> <p>5) Animals should be cared for properly and there must be no cruelty at any time.</p> <p>6) The animal is to be fed normally and given water prior to slaughter.</p> <p>7) The animal should not be slaughtered in view of another animal.</p> <p>8) The animal must not be pre-stunned.</p> <p>9) No stunning equipment shall be present or any stunning equipment present shall be disconnected. The animal to be slaughtered must be alive at the precise time of slaughtering.</p>

<p>Standards for Slaughter Process Continued</p>	<p>10) The animal must be slaughtered manually and not by machine.</p> <p>11) The phrase "Bismillah Allaahu Akbar" must be mentioned immediately prior to the slaughter for each and every animal.</p> <p>12) The slaughter act must sever at least 4 of the following vessels: the jugular veins, the carotid arteries, trachea and oesophagus.</p> <p>13) There must not be any cross contamination of non-halal and halal meat at any stage of the slaughtering process.</p> <p>14) The spinal cord shall not be cut.</p>
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	<p>15) The slaughtering knife should be sharp.</p> <p>16) Any animal or bird found unfit on post-mortem inspection must not be used for food for human consumption.</p>
C) SLAUGHTERMAN	<p>1) The slaughter man used to slaughter animals for halal must be of the Muslim faith, and approved by the Council of Mosques for Bradford and be properly trained and licensed.</p>
D) STORAGE AT THE SLAUGHTERHOUSE	<p>1) Halal meat carcasses must be stored entirely separately in containers and cold storage for halal purposes only and must be clearly identified and marked for halal only.</p> <p>2) Staff should have knowledge and training of halal awareness.</p>
E) HANDLING AT THE SLAUGHTERHOUSE	<p>1) All halal meat carcasses must be handled separately from non-halal meat carcasses at all times. There must be no cross contamination contact with any equipment or person.</p> <p>2) Staff involved in handling have knowledge of halal awareness.</p> <p>3) All staff handling halal meat must be clothed appropriately in clean clothing and must not have handled any non halal meat.</p>
F) TRANSPORT – SLAUGHTERHOUSE TO PROCESSOR	<p>1) All vehicles used for the transport of halal meat carcasses must be fit for purpose and used solely for the transportation of halal carcasses.</p> <p>2) Halal meat carcasses must be clearly identified and marked for halal only.</p> <p>3) All staff transporting halal meat</p>

	<p>must be clothed appropriately in clean clothing and must not have handled any non halal meat.</p>
<p>G) PROCESSING – CUTTING PLANT and/or BUTCHER PREMISES</p>	<ol style="list-style-type: none"> 1) All halal carcasses must be processed completely separately by staff who are only handling halal carcasses and processing must be by a method approved by the Council of Mosques 2) All equipment used shall be for halal use only and clearly identified. (Knives, Boards, Mincing Machinery, Dicing Machinery etc) 3) All staff handling halal meat must be clothed appropriately in clean clothing and must not have handled any non halal meat. 4) Staff involved in handling have knowledge of halal awareness.
<p>H) CONTRACTED SUPPLIER - BATCH AUDIT TRAIL</p>	<ol style="list-style-type: none"> 1) Check the supply chain to establish that all halal meat was supplied from an approved slaughterhouse that has passed the audit process (B to F) 2) If meat purchased via a Processor/Cutting Plant, check the supply chain to establish that all halal meat was supplied from an approved slaughterhouse and an approved Processor/Cutting Plant that has passed the audit process (B to G) 3) Audit batch information and quantities to ensure traceability from Slaughterhouse to Bradford Council via the Contracted Supplier.
<p>I) PACKAGING</p>	<ol style="list-style-type: none"> 1) All halal meat should be packaged in approved doubled colour coded packaging and clearly marked halal: <ul style="list-style-type: none"> •Diced Halal Mutton – Red Sealed Bags

	<ul style="list-style-type: none"> •Minced Halal Mutton – Blue Sealed Bags •Halal Chicken – Yellow Sealed Bags
J) TRANSPORT – CONTRACTED SUPPLIER TO BRADFORD COUNCIL	<ol style="list-style-type: none"> 1) All vehicles used for the transport of halal meat must be fit for purpose and used solely for the transportation of halal meat or have a designated area for halal meat 2) Halal meat must be in sealed colour coded bags identified and marked as halal. 3) All staff transporting halal meat must be clothed appropriately in clean clothing and must not have handled any non halal meat.
K) PREPARATION AT BRADFORD COUNCIL	<ol style="list-style-type: none"> 1) Halal meat must be kept separate in all stages of preparation taking care not to use equipment, utensils or personnel who have handled any non-halal foods. 2) All equipment used shall be for halal use only and clearly identified. (Knives, Boards, etc) 3) Staff involved in preparing halal have had halal awareness training.
L) COOKING AT BRADFORD COUNCIL	<ol style="list-style-type: none"> 1) Halal meat dishes must be cooked separately from other non-halal foods using separate cooking equipment. 2) All equipment used shall be for halal use only and clearly identified. (Knives, Boards, etc) 3) Staff involved in cooking halal have had halal awareness training.
M) SERVICE AT BRADFORD COUNCIL	<ol style="list-style-type: none"> 1) Separate clearly identifiable service ware and utensils which are only used for halal foods must be used. 2) Halal meat dishes should be clearly identifiable to staff and customers and served to Muslim customers or where written

	<p>parental or guardian permission is in place.</p> <p>3) Staff involved in the service of halal have had halal awareness training.</p>
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DETAILED SPECIFICATION FOR THE SUPPLY OF HALAL MEAT & POULTRY

1. Quality Standards & Accreditations

- 1.1 Approved Providers will be required to operate and maintain for the life of the Contract, a Quality Management system to a standard recognised by the Agriculture & Horticulture Development Board (AHDB) or equivalent.
- 1.2 It is a prerequisite of the contract for the supply of fresh/frozen Halal meat and poultry to FM's Central Production Unit that wholesales butchers are accredited to the European standard EC 853/2004.
- 1.3 It is also a requirement that the Approved Providers premises will be accredited by the National Association of Catering Butchers (NACB) or equivalent to a grade level rating of A or B. The rating must be maintained for the duration of the contract and evidence of the annual rating be made available to Authorised Officers. It is also preferable that the Approved Providers are approved and certified by the European Food Safety Inspection Service (EFSIS).
- 1.4 It's a requirement that the Approved Providers gains and maintains accreditation to the City of Bradford Metropolitan District Council and the Bradford Council for Mosques Halal standard for the period of the contract.

2. Product Definition

Fresh Halal Meat and Poultry:

For the purpose of this Contract fresh Halal meat and poultry are defined as meat and poultry that is processed from home-killed, chilled meat/poultry, or, meat/poultry that has not been previously frozen.

Fresh Meat/Poultry must not have been frozen.

For the purpose of this Contract fresh Halal meat and poultry are defined as meat and poultry that is processed from home-killed, chilled meat/poultry, or, meat/poultry that has not been previously frozen.

Fresh Meat/Poultry must not have been frozen.

Frozen Halal Meat and Poultry:

For the purpose of this Contract frozen Halal meat/poultry shall not have been held in a frozen state for more than one year.

3. Quality of Products

3.1 Goods covered by this tender must conform in every respect with the requirements of the Food Act 1984, the Food Safety Act 1990, UK laws covering the sale and consumption of food and all other statutory instruments in force at the time of delivery and relevant to such goods including Food Labelling Regulations 1996.

3.2 All fresh/frozen Halal meat and poultry tendered will be of good commercial quality.

3.3 All Halal meat and poultry shall be produced from animals which are born, reared, transported and slaughtered in full compliance with the legislative requirements of one of the EU countries and meeting standards of an assurance scheme inspected to EN45011 standards or greater.

All Halal meat and poultry are required to meet UK legislative standards or equivalent for animal welfare, feed safety, processor assurance, food quality and environmental protection.

3.4 All joints to be butchered to the methods detailed in the appropriate NACB/AHDB standards, or equivalent except where otherwise specifically detailed within this schedule.

3.5 A full specification of quality of prepared Halal meat and poultry and nutritional analysis information for each product proposed including type of packaging, weights, quantities, number of units of measure etc. must be provided upon request.

3.6 FM reserves the right to have any Halal meat and poultry supplied chemically analysed, and also reserves the right to have any delivery checked by the AHDB for compliance with the specifications.

3.7 Approved providers must specify the region and of origin, of all Halal meat and poultry provided and if appropriate any product brands. Farm to plate traceability systems must be in place throughout the whole supply chain.

3.8 FM have a Prohibited Food Additives and Ingredients List (see Appendix B) and Approved providers must clearly state in their specifications any preservative type substance or other additives used in any of the products proposed, to increase the product shelf-life.

4. Packaging & Labelling

All fresh/frozen Halal meat and poultry will be properly packaged and sealed and free from damage or other form of food spoilage. All products are to be in packages clearly identified as Halal and marked with full details of the product, weight of the contents, storage temperatures and shelf life. All fresh Halal meat and poultry should have an adequate shelf life.

All fresh/frozen Halal meat and poultry to be in vacuum packs or sealed polythene bags, which prevent the ingress of any foreign matter. The polythene must not be entrapped within the meat.

All fresh/frozen Halal meat and poultry shall be delivered in colour coded bags as follows: -

Red bags - Halal Diced Mutton
Blue bags - Halal Minced Mutton
Yellow bags - Halal Diced Chicken

All bags of the same to be delivered in cases lined with polythene (preferably opaque white), which must cover the bags, or the bags shall be in waxed boxes of approved quality and be clearly labelled Halal. Each liner is to be labelled with full traceability and comply with all legislative requirements. All cartons must be new, staple free, fibreboard cartons or suitable alternative reusable/recyclable containers.

No fresh/frozen Halal meat or poultry pack to exceed 20lb (9.07kg) in weight.

Approved providers must be prepared to deliver split cases on larger products to small units.

5. Vehicles & Temperature

All produce shall be delivered in refrigerated storage vehicles at the correct temperature for the product being delivered. Fresh Halal meat and poultry must be no higher than 4°C. Fluctuations must not be in excess of 3°C. Frozen Halal meat and poultry shall be completely frozen at the time of delivery and temperatures must be no higher than -18°C plus or minus 3°C. Sufficient time must be allowed within delivery schedules to allow the temperature of produce to be checked by FM's catering staff. If at the time of delivery, any Goods are found to be outside the agreed temperature range the Goods will be rejected.

All vehicles used for the delivery of fresh/frozen Halal meat and poultry shall be clean, insulated and refrigerated with aluminium, glass fibre or stainless steel walls and floor coverings.

All vehicles used for delivery of fresh/frozen Halal meat and poultry shall not be permitted to carry fresh/frozen non-Halal meat, meat products, poultry and poultry products in the same vehicle unless there is a physical barrier/divider which sections off an area of the vehicle specifically for the carriage of non-

Halal products. Any such barrier/divider shall be constructed of either aluminium, glass fibre or stainless steel - similar to the internal vehicle walls.

6. Delivery Schedule

The Central Production Unit will require access to deliveries Monday to Friday inclusive, which will be made from 7.30am but no later than 10.00am on the day of delivery. The Tenderer will be required to assign an expected "delivery from time" within their schedule of routes.

In general all school units will require access to a minimum of one delivery per week and in some instances require more than one delivery per week. Residential and Day Centres will require access to a minimum of two deliveries per week and in some instances will require more than two deliveries per week.

Deliveries will be made in accordance with the requirements of the individual establishments.

7. Halal Monitoring

It will be a requirement of the new contract scheduled to commence 1st March 2010 that the successful contractor will develop systems and processes to the Standards set out in the agreed contract specification and within this manual as agreed by the City of Bradford Metropolitan District Council and Bradford Council for Mosques.

Bradford MDC and Bradford council for mosques are committed to ensuring the integrity of the Halal supply chain at all times meeting the requirements of Shariah Law. Bradford MDC partners with the Council for Mosques for Bradford as the representative body for the district's Muslim community.

Bradford is a religiously and cultural diverse society. Schools have a responsibility to promote and respect religious and cultural values of their pupils embedding these with pride for their religious and cultural identity and giving them a sense of respect and appreciation for religious, beliefs and lifestyles of others.

Above all, schools must gain confidence and trust of their students and their parents and carers regarding the arrangements for religious and cultural needs. In this context, the provision for Halal schools meals is of fundamental importance to Muslim parents and their children. Hence, arrangements for providing schools need to be free from any element of suspicion, transparent and able to satisfy independent scrutiny.

Monitoring and inspection is a critical element and requirement of to further build and reassure parents/carers and their children's confidence and trust in the integrity of Halal provision for schools.

All stages of the supply chain must be prepared to allow for independent random monitoring/inspection and processes must be in place to ensure the

continued adherence to the contract specification and the standards laid down in this manual.

8. Training and Employee Development

Training must be provided to all employees on the different religious and cultural requirements relating to the handling, preparation and storage of food products. Current records must be available upon request on such training and refresher training should be given. The training course material content must be approved by City of Bradford Metropolitan District Council and Bradford council for Mosques to ensure compliance with the requirements of Shariah Law as laid down in this manual.

9. Local & Regionally Sourced Produce

FM is committed to improving the quality and variety of produce served throughout its catering operations as well as reducing the number of food miles and is therefore interested in incorporating more local and regionally sourced, sustainable products in its menus.

Approved Providers are requested to demonstrate how they source local produce to ensure that full traceability and integrity of the halal supply chain is maintained.

10. Food for Life

FM supports schools working towards the Food for Life Awards, which require menus to incorporate a selection of locally sourced, seasonal, high welfare and sustainable produce in their menus, including free range and organic ingredients, as well as produce certified to Farm Assured, Red Tractor, Freedom Food, outdoor reared, EBLEX Quality Standard Marks etc. or produce certified/assured by other schemes operating to equivalent standards.

Approved providers will be requested to demonstrate how they can support those schools and evidence sustainable supply chains and high animal welfare standards.

SPECIFICATION FOR THE SUPPLY OF FRESH/FROZEN HALAL LAMB

All Halal lamb shall be supplied to the contract specification and the standards of this manual or equivalent and also conform to the EBLEX Quality Standard or equivalent.

All Halal lamb and lamb products supplied to FM shall be fresh/frozen.

For the supply of fresh Halal lamb, the lamb must be fresh and packed as soon as possible within the constraints of normal slaughtering procedures. The temperature must be stable and maintained at all points in the product no higher than 4°C. Fluctuations must not be in excess of 3°C.

For the supply of frozen Halal lamb, the lamb must be frozen as soon as possible within the constraints of normal slaughtering procedures. Frozen lamb shall be of good colour and free from dark discolouration or any other indication of too long a storage period or having been thawed out and refrozen, mishandling, cold store burn, ice build up on the protective covering or any other deterioration. Product ordered frozen shall be completely frozen at the time of delivery and temperature must be no higher than -18°C plus or minus 3°C.

All lamb shall be obtained from properly dressed lamb carcasses, which were healthy and disease-free at the time of slaughter.

All lamb shall be obtained from carcasses derived from animals which were under 12 months of age at the time of slaughter and that would comply with the AHDB classification, or equivalent. The acceptable carcass weight range will be 35lb to 43lb.

The lamb shall be free from bone, bone splinters, cartilaginous matter (in particular cartilage of prolongation and costal cartilages), offal, skin, hair, bruised areas, engorged blood and foreign matter of any kind.

The meat shall have a good red colour, be bright in appearance and free from dark discolouration with fat level not exceeding more than 10mm.

The meat shall be free from off odours, off flavours and any evidence of putrefaction.

The meat shall be free from parasitic disorders, disease and any mould infection.

There must be a minimum of five days shelf life for fresh Halal lamb and a minimum of six months shelf life for frozen Halal lamb remaining at the time of delivery

Approved Providers must use UK lamb.

NB. Only Halal lamb, which complies with all the above criteria, will be purchased by FM.

Sheep are classified for the purposes of the Variable Premium Scheme as follows:

Lamb

Category 1: = Clean sheep under one year old.

- (a) Lambs – animals born and marketed within a year beginning on the first Monday in January or born after the beginning of October in the year prior to marketing.
- (b) Other clean sheep under one year old.

Mutton

Prime Wethers and / or Young Ewes

All prepared meat must be derived from the carcasses of wethers or young ewes of not more than two years of age.

Products Required:

HALAL MUTTON

Halal Mutton Shoulder Diced

Uniform size (20mm dice).
Firm in texture, light red in colour with smooth white fat (90% visual lean).
Individual cubes should not contain portions of fat.

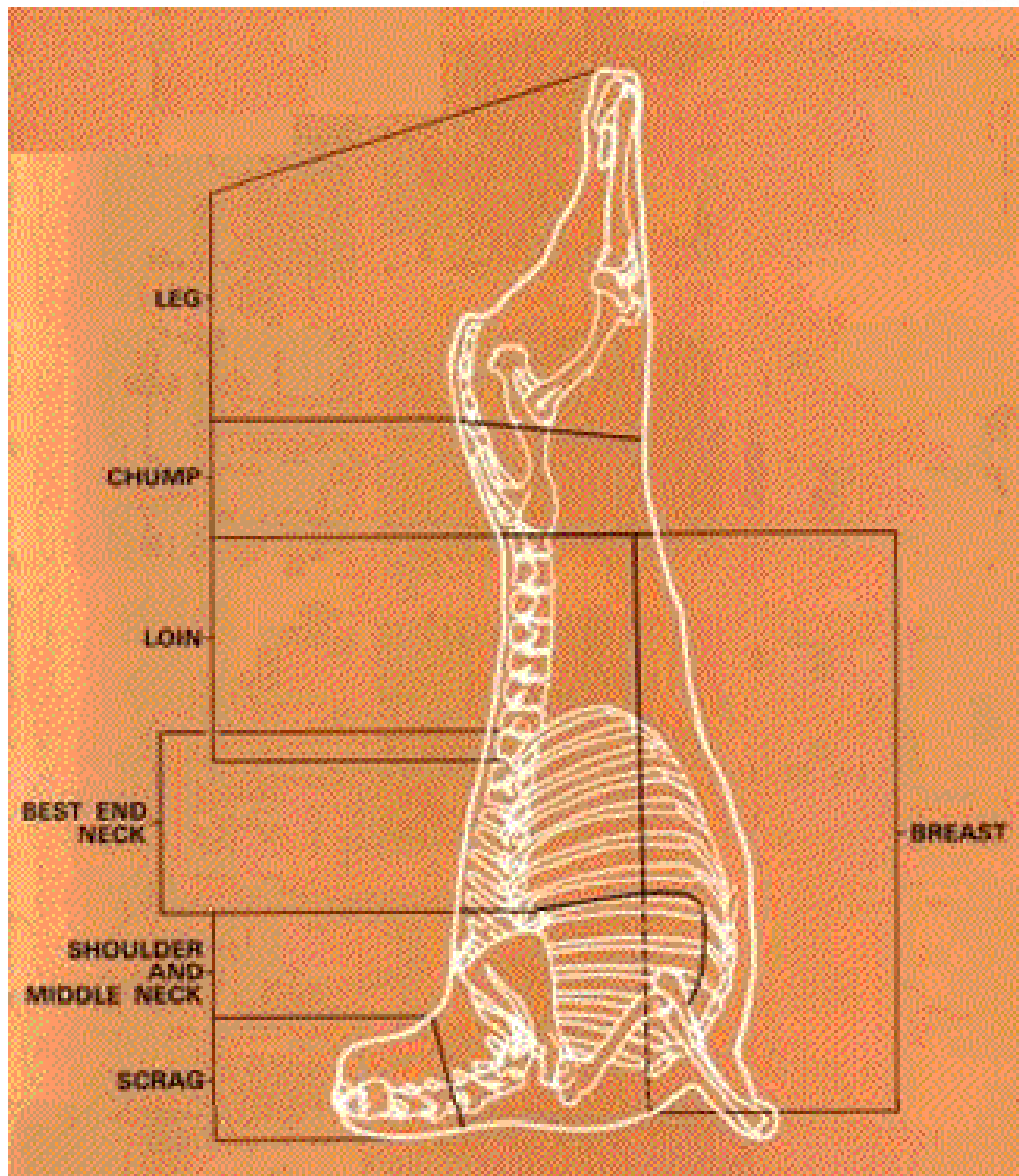
Halal Mutton Shoulder Minced

Mince (Standard 5mm mince).
Light red in colour with white fat (90% visual lean).

Mince (Course 9mm mince).
Light red in colour with white fat (90% visual lean).

Approved Providers must provide to the full specification for each product detailed above.

LAMB – Position of Cuts



SPECIFICATION FOR THE SUPPLY OF FRESH/FROZEN HALAL POULTRY

All Halal poultry shall be supplied to the contract specification and the standard of this manual.

All Halal poultry and poultry products supplied to FM shall be fresh/frozen.

For the supply of fresh Halal poultry, the poultry must be fresh and packed as soon as possible within the constraints of normal slaughtering procedures. The temperature must be stable and maintained at all points in the product no higher than 4°C. Fluctuations must not be in excess of 3°C.

For the supply of frozen Halal poultry, the poultry must be frozen as soon as possible within the constraints of normal slaughtering procedures. The poultry shall be of good colour and free from discolouration or any other indication of too long a storage period or having been thawed out and refrozen, mishandling, cold store burn, ice build up on the protective covering or any other deterioration. Product ordered frozen shall be completely frozen at the time of delivery and temperature must be no higher than -18°C plus or minus 3°C.

The poultry shall be obtained from properly dressed birds, which were healthy, and disease free at the time of slaughter. All poultry shall be clean plucked, free from bruised areas, off odours, off flavours and any evidence of putrefaction.

Poultry must have been passed as fit for human consumption by a suitable qualified, authorised inspector and must conform to Council Regulation 1906/90 as amended and Commission Regulation 1538/91 as amended.

All poultry supplied shall be Grade A, i.e.

Intact, taking account of present Regulations
Of good formation
The flesh must be plump
Clean, free from foreign matter, dirt or blood
Free from any foreign smell
Free from blood stains unless small and unobtrusive
Free from bones, bone splinters
Free from severe bruising

There must be a minimum of five days shelf life for fresh Halal poultry and a minimum of six months shelf life for frozen Halal poultry remaining at the time of delivery

Approved Providers must use all UK poultry.

NB. Only Halal poultry, which complies with all the above criteria will be purchased by FM.

POULTRY – PRODUCT DESCRIPTIONS

Terms	Description
(a) Half	half of the carcase, obtained by a longitudinal cut in a plane along the sternum and the backbone.
(b) Quarter	leg quarter or breast quarter, obtained by a transversal cut of a half.
(c) Unseparated leg quarters	both leg quarters united by a portion of the back, with or without the rump.
(d) Breast	the sternum and the ribs, or part thereof, distributed on both sides of it, together with the surrounding musculature. The breast may be presented as a whole or a half.
(e) Leg	the femur, tibia and fibula together with the surrounding musculature. The two cuts shall be made at the joints.
(f) Chicken leg with a portion of the back	the weight of the back does not exceed 25% of that of the whole cut.
(g) Thigh	the femur together with the surrounding musculature. The two cuts shall be made at the joints.
(h) Drumstick	the tibia and the fibula together with the surrounding musculature. The two cuts shall be made at the joints.
(i) Wing	the humerus, radius, and ulna, together with the surrounding musculature. In the case of turkey wings, humerus or radius/ulna together with the surrounding musculature may be presented separately. The tip, including the carpal bones, may or may not have been removed. The cuts shall be made at the joints.
(j) Unseparated wings	both wings united by a portion of the back where the weight of the latter does not exceed 45% of that of the whole cut.
(k) Breast fillet	the whole or half of the breast deboned, i.e. without sternum and ribs. In the case of turkey breast, the fillet may comprise the deep pectoral muscle only
(l) Breast fillet with wishbone	the breast fillet without skin with the clavicle and the cartilaginous point of the sternum only, the weight of clavicle and cartilage not to exceed 3% of that of the cut.
(m) Magret, maigret,	breast fillet of ducks and geese comprising skin and subcutaneous fat covering the breast muscle, without the deep pectoral muscle.
(n) Deboned turkey leg meat	turkey thighs and/or drumsticks deboned, i.e. without femur, tibia and fibula, whole, diced or cut into strips.

Products listed under (d) to (k) in the table above may be presented with or without the skin. The absence of the skin in the case of products listed under (d) to (j) or the presence of the skin in the case of the product listed under (k) must be mentioned on labelling.

Products Required:

HALAL CHICKEN

Halal Chicken Diced

Boneless and skinless.
50/50% White and Dark Meat.
Uniform size (20mm dice).
Firm texture, with no evidence of bruising or blood patches.

Halal Chicken Thigh Diced

Boneless and skinless.
100% Thigh Meat.
Uniform size (20mm dice).
Firm texture, with no evidence of bruising or blood patches.

Halal Chicken Minced

Boneless and skinless.
50/50% White and Dark Meat.
Course (9mm mince).

Halal Chicken Fillets

Boneless and skinless.
Uniform size and shape.
White firm texture, with no evidence of bruising or blood patches.
75g/100g in weight.

Halal Chicken Drumsticks

Uniform size.
Firm texture, with no evidence of bruising or blood patches.

Approved providers must only provide to this specification for each product.

OTHER ALTERNATIVE HALAL PRODUCTS

FM are committed to improving the quality and variety of Halal meat and poultry products served throughout its catering operations and would be interested in incorporating new products on its menus such as Halal burgers.

Approved Providers will require full written approval from the City of Bradford Metropolitan District Council and Bradford Council for Mosques for any new products not specified in the contract or this manual.

SPECIFICATION FOR THE SUPPLY OF HALAL LAMB BURGERS

All Halal burgers will be supplied fresh/frozen.

For the supply of fresh Halal burgers, the product must be fresh and packed as soon as possible after processing. The temperature must be stable and maintained at all points in the product no higher than 4 °C. Fluctuations must not be in excess of 3 °C.

For the supply of frozen Halal burgers, the product must be frozen as soon as possible after processing and packing. Product ordered frozen shall be completely frozen at the time of delivery and temperature must be no higher than -18 °C plus or minus 3 °C.

All Halal burgers must conform to the meat specification and comply with the Meat Products (England) Regulations 2003 or equivalent.

Halal burgers should meet UK target nutrient specifications for manufactured foods used in school meals and attention given to reducing the fat and salt content of the items tendered.

The lamb content should be lean and as a minimum must meet or exceed 62% with no offal or mechanically recovered meat to be included. No mechanically recovered meat products will be accepted. The percentage meat content must be clearly labelled.

Where additives are used, these must comply with FM food policy (see Appendix B Prohibited Food Additives & Ingredients list).

Seasonings, herbs, spices and onion are permitted.

Portion sizes must at a minimum weigh 57g for primary schools and 85g for secondary schools. The weights indicated are minimum weights; products recommended must not exceed those weights by more than 15% and must not be less than the minimum weight specified.

Alternative suggestions may be recommended.

Approved Providers must only supply UK Halal burgers.

NB. Only Halal burgers, which comply with all the above criteria will be purchased by FM.

**PRODUCT DETAILS FOR THE SUPPLY OF
FRESH/FROZEN
HALAL MEAT & POULTRY**

Central Production Unit	
Halal Lamb	
Mutton Shoulder Diced (20mm) 90vl	5 kg
Mutton Shoulder Minced (5mm) 90vl	5 kg
Mutton Shoulder Minced (9mm) 90vl	5 kg
Halal Poultry	
Chicken Diced 50/50 (20mm)	5 kg
Chicken Thigh Diced (20mm)	5 kg
Chicken Minced (5mm)	5 kg
Chicken Fillets 75g	5 kg

Primary Schools	
Halal Lamb	
Mutton Shoulder Diced (20mm) 90vl	1 kg
Mutton Shoulder Minced (5mm) 90vl	1 kg
Halal Poultry	
Chicken Diced 50/50 (20mm)	1 kg
Chicken Thigh Diced (20mm)	1 kg
Chicken Minced (5mm)	1 kg
Chicken Fillets 75g	1 kg

Residential & Day Centres	
Halal Lamb	
Mutton Shoulder Diced (20mm) 90vl	1 kg
Mutton Shoulder Minced (5mm) 90vl	1 kg
Halal Poultry	
Chicken Diced 50/50 (20mm)	1 kg
Chicken Thigh Diced (20mm)	1 kg
Chicken Minced (5mm)	1 kg
Chicken Fillets 100g	1 kg
Chicken Drumsticks	Each

APPENDIX A

FOOD HYGIENE

1. The Approved provider shall provide first aid facilities for the use of staff in accordance with the Health & Safety Regulations 1981

2. Without prejudice to the provisions of the Food Premises Regulations 1991, the Food Hygiene (Markets, Stalls and Delivery Vehicles) Regulations 1966, the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995, 2005 & 2006 and any amendments there after. The Approved Provider shall ensure: -

- a) persons employed by it in the provision of the Services who at any time handle food for use at every wash-hand basin an adequate supply of paper towels and bactericidal soap or detergent;
- b) no room which communicates directly with a room which contains a sanitary convenience is used for the cleaning of equipment with which open food comes into contact;
- c) adequate supplies of cleaning agents are maintained for use at all sinks or other facilities;
- d) swill and refuse areas are kept clean and in good order and all swill and refuse containers are kept clean and covered with closely fitting lids;
- e) no live animal or poultry is allowed in any food room;
- f) food is not carried in any vehicle or container with any other article, which may contaminate the food or with any live animal or live poultry;
- g) open food is not wrapped or contained in any paper, wrapping material or container, which is not clean or, which is liable to contaminate the food. In particular, newspaper or other such printed material shall not come into contact with any food other than unprepared vegetables;
- h) all open food not in process of preparation, serving or consumption is protected from flies, other insects, rodents and other vermin.

1. The Approved Providers shall have and display in all Establishments a copy of the Contractor's "Code of Practice for Hygiene Standards" as approved by the Authorised Officer.

2. The Approved Providers Contractor shall ensure that newly appointed employees receive a copy of the Contractor's "Personal Hygiene Rules" as approved by the Authorised Officer and sign a declaration that he/she has read and understood the contents.

3. All food items to be used in the provision of the Services will be stored securely, safely and hygienically. Without prejudice to the generality of this

requirement, the following food items shall be stored at the following temperatures:

Dairy Products, Fats, Fresh Fish	+ 2°C to + 4°C
Meat Products	+ 2°C to + 4°C
Frozen Meat, Fish and Vegetables	- 18°C to - 20°C
Chilled Food	0°C to + 3°C

APPENDIX B

PROHIBITED FOOD ADDITIVES & INGREDIENTS FACILITIES MANAGEMENT CATERING

Facilities Management Catering (FM) is responsible for the safe feeding of over 40,000 customers per day and as part of our commitment care we have an evolving food and nutrition policy. Whilst every endeavour is made from FM to fulfil our commitment, manufacturers and distributors have a vital part to play.

The following are prohibited:

Colours

E102	Tartrazine
E104	Quinoline Yellow
107	Yellow 2G
E110	Sunset Yellow FCF
E122	Carmoisine
E123	Amaranth
E124	Ponceau 4R
E127	Erythosine
128	Red 2G
E131	Patent Blue V
133	Brilliant Blue FCF
E142	Green S
E151	Black PN
154	Brown FK
155	Chocolate Brown HT

Preservatives

E210	Benzoic Acid
E211	Sodium Benzoate
E212	Potassium Benzoate
E213	Calcium Benzoate
E214	Ethyl 4-Hydroxybenzoate (ethyl para-hydroxybenzoate)
E215	Ethyl 4-Hydroxybenzoate, Sodium Salt (sodium ethyl para-hydroxybenzoate)
E216	Propyl 4-Hydroxybenzoate (Propyl para-hydroxybenzoate)
E217	Propyl 4-Hydroxybenzoate, Sodium Salt (Sodium propyl para-hydroxybenzoate)
E218	Methyl 4-Hydroxybenzoate (Methyl para-hydroxybenzoate)
E219	Methyl 4-Hydroxybenzoate, Sodium Salt (Sodium Methyl para-hydroxybenzoate)
E220	Sulphur Dioxide
E221	Sodium Sulphite
E222	Sodium Hydrogen Sulphite (Sodium bisulphite)
E223	Sodium Metabisulphite
E224	Potassium Metabisulphite
E226	Calcium Sulphite

- E227 Calcium Hydrogen Sulphite (Calcium bisulphite)
- E250 Sodium Nitrite
- E251 Sodium Nitrate

Anti-Oxidants

- E310 Propyl Gallate
- E311 Octyl Gallate
- E312 Dodecyl Gallate
- E320 Butylated Hydroxyanisole (BHA)
- E321 Butylated Hydroxytoluene (BHT)

Emulsifiers and Stabilizers

- E407 Carrageenan

Sweeteners

- Acesulfame Potassium
- Aspartame
- Sodium Saccharin
- E420 Sorbitol, Sorbitol Syrup
- E421 Mannitol

Others

- E422 Glycerol
- E471 Mono & di-glycerides of fatty acids – check for animal derivatives
- E514 Sodium Sulphate
- E515 Potassium Sulphate
- E621 Sodium Hydrogen L-glutamate (Monosodium glutamate MSG)
- E623 Calcium Dihydrogen di-L-glutamate (Calcium glutamate)
- E635 Sodium 5-ribonucleotide

Haram

- E120 Cochineal
- E132 Indigo Carmine
- E160A Carotene
- E441 Gelatine
- E472 Lacto Acid Esters of Glycerol
- E473 Sucrose Esters of Glycerol and Sucrose
- E474 Sucroglycerides derived from Palm oil
- E475 Polyglycerol derived from Castor Oil and Glycerol
- E476 Polyglycerol derived from Castor and Fatty Acids
- E477 Propylene Glycol of Fatty Acids
- E478 Glycol and Lactic Acid Esters
- E542 Bone Phosphate
- E570 Stearic Acid Anti-caking Agent
- E572 Synthetic Stearic Acid
- E631 Prepared from meat, fish or insect extract
- E635 Prepared from meat, fish or insect extract

E640 Prepared from meat, fish or insect extract
E920 Amino acid manufactured from animal hair or chicken feathers

The following additional products are also prohibited: -

Animal fat derivatives.

Nuts or traces of nuts.

Palm Oil

Genetically Engineered ingredients

All products containing soya, maize or tomato are GM free and that all batches processed can be traced as being GM free (under review).

Module 2

**Primary processing and slaughter of meat and poultry
at abattoirs and cutting plants**

Scope

Slaughter and primary processing of meat and poultry at abattoirs and cutting plants.

Index

- 2.1 General Requirements
- 2.2 Quality Systems
- 2.3 Cleaning
- 2.4 Personnel
- 2.5 Raw Materials
- 2.6 Slaughterhouse / abattoir and Cutting Plant
- 2.7 Packaging and labelling
- 2.8 Traceability
- 2.9 Storage
- 2.10 Despatch
- 2.11 Record Keeping
- 2.12 Contamination

2.1 General Requirements

2.1.1

All slaughterhouses and cutting plants must be approved, meeting the requirements of this manual and hold a Certificate of Approval from Bradford Council and the Bradford Council for Mosques. The certificate must be made visible to prospective and actual customers.

2.1.2

Only products approved by Bradford Council and the Bradford Council for Mosques and manufactured at approved sites and complying with all requirements of this manual including labelling composition requirements must use the approved seal / label indicating halal authenticity and integrity.

2.1.3

All approved producers and manufacturers must have auditable processes in place to identify changes to product specification that may have affect upon the halal authenticity and integrity.

2.2 Quality Management Systems

2.2.1

Every stage of the supply chain must have a certificate of registration to a recognised food safety standard, these are listed within this manual (Ref. xxx).

2.2.2

Every stage of the supply chain must also operate HACCP (Hazard Analysis Critical Control Points).

2.2.3

The quality systems must be reviewed annually.

2.2.4

Every stage of the supply chain must have a clearly defined quality policy statement for halal food, including its commitment to halal, food safety, quality and training.

2.2.5

Every stage of the supply chain must have a process map identifying key business processes, tasks and functions and personnel responsibilities and

their reporting relationships in terms of their job role activities that may affect the integrity of Halal.

2.2.6

Customer needs and expectations should be reviewed to ensure they are considered.

2.2.7

The management review of quality systems should include the review of the halal food provision, quality, processing, training and corrective action complaints.

2.2.8

Every stage of the supply chain must ensure that accurate documentation is consistently in place to effectively demonstrate the operational control processes are in place and understood.

2.2.9

Every stage of the supply chain must ensure that procedures exist to investigate and rectify root causes of non conformances against their relevant quality systems, this manual, product specifications and procedures that are critical to product safety, legality, quality and halal integrity.

2.3.0

Every stage of the supply chain must have a tested and effective risk management system and product recall procedure to trace and quarantine or recall products contaminated or potentially contaminated.

2.3.1

Customer complaints must be recorded and analysed relating to halal integrity, food safety or quality.

2.3 Cleaning

2.3.1

A cleaning schedule identifying task, method, frequency, cleaning product, protective workwear and any identified risk must be available in each production area to ensure halal product cannot be cross contaminated.

2.3.2

All halal products must be manufactured on a line cleansed in accordance with the cleaning schedule and procedure.

2.3.3

Products that are alcohol based such as wipes, sanitizers and other cleaning material must not be used.

2.3.4

All production areas and equipment must be cleaned down prior to any halal production and following any non-halal production.

2.3.5

Prior to production commencing the manager or supervisor must sign off production areas and equipment as fit for halal production prior to commencement of each production run.

2.3.6

All operational staff, production staff and cleaning staff must have received halal awareness training.

2.3.7

Following external contractors repairing or maintaining equipment, plant or fabric of the production facility, the area should be fully cleaned down according to the cleaning schedule and procedure.

2.4 Personnel

2.4.1

All staff working with halal foods must receive halal awareness training and this should be recorded on the staff training records including the date the training was undertaken.

2.4.2

Training should be reviewed as part of the quality management systems and personnel should receive refresher training as necessary.

2.4.3

All records of training should be accurately maintained at all times and made available for inspection upon request.

2.4.4

Food safety and hygiene must be complementary to the requirements of halal processes by ensuring that no process compromises the integrity of halal.

2.4.5

Food grade plastic gloves, aprons and sanitizer will be used provided that they are alcohol free and suitable for halal food and production.

2.4.6

Workwear should be clean and provided for those coming in to contact with halal food, protective screening workwear should also be provided such as polythene good grade aprons. Workwear should be changed between halal and haram food production lines.

2.5 Raw Materials

2.5.1

Documented procedures to control the purchasing of products, materials and ingredients must be in place to ensure the critical integrity of halal foods.

2.5.2

All materials should have a documented process and record confirming the product, material or ingredients is from a source that is halal as defined by the standards and processes within this manual.

2.5.3

Product technical specifications, delivery notes or food labels should be clearly identified and verified that the products, material or ingredient is halal.

2.5.4

All raw materials must be used in the correct order (stock rotation) and used by the date indicated.

2.5.5

There must be segregation of all halal products, ingredients, and materials.

2.6 Slaughterhouse / Abattoir and Cutting Plant

2.6.1

Bradford Council and Bradford Council for Mosques will only accept animals permitted for slaughter at approved slaughterhouses.

2.6.2

Only animals that meet the standards of this will be permitted for slaughter (Ref Module 1).

2.6.3

All slaughter and cutting premises must be registered with the appropriate authority. European Union animal welfare regulations must be complied with.

2.6.4 Cattle

The animals must be handled respectfully and must not be dragged, beaten or badly handled.

The animals must be rested in a calm environment for a minimum of an hour after transportation.

Water must be available at all times before slaughter.

Only trained personnel must handle all animals.

Animals must not be fed within 12 hours of the time at which it is planned to be slaughtered.

Where animals are housed overnight they must be provided with a calm environment, provided with clean bedding and clean fresh water.

Non-halal animals and those of different groups must be housed separately to prevent cross contamination and fighting.

2.6.5 Poultry

Birds must ideally be slaughtered as soon as possible after arriving at the abattoir.

If a delay in slaughtering is encountered, birds must be placed in a suitably ventilated area, with sufficient space to stand, turn completely around and stretch their wings and be monitored adequately.

The birds should be protected from bad weather during unloading and whilst waiting for slaughter.

2.6.6 Sick or Injured Cattle and Poultry

All sick or injured cattle or poultry must be excluded from any halal slaughter.

Where slaughter is required immediately in the interests of the animals welfare it must be completed immediately by the veterinary surgeon or animal welfare manager.

Sick or injured animals should be emergency slaughtered according to the Animal Welfare legislation or the standard operating procedure at the site.

Sick or injured animals should be housed separately in appropriate sick bays which have the animals' welfare centric to their needs.

2.6.7 Method of Slaughter

This method of slaughter shall be the only method of slaughter permitted as agreed by City of Bradford Metropolitan District Council and the Bradford Council for Mosques.

The halal slaughter shall be physically separated from non-halal, slaughter according to the following requirements:

- a. Stunning is not permitted.
- b. Slaughtering shall only be performed by an approved Muslim slaughter man who clearly understands and believes in the fundamental rules and conditions related to the slaughter of animals according to the Sharia law.
- c. The purpose of slaughtering is only for Allah and shall not be for any other purposes.
- d. The animal must be alive at the time of slaughter.
- e. The animals must be certified as healthy by the appropriate body.
- f. The prayer must be said verbally immediately before slaughtering.
- g. Slaughtering lines, tools and equipment shall be dedicated for halal slaughter only.
- h. Slaughtering knives or blades must be sharp.
- i. The cut shall only be done once and the blade must not be lifted off the animal during the process of slaughter.
- j. Only blades shall be used for slaughtering.
- k. The cut must begin with an incision on the neck at some point just below the glottis and after the glottis for long necked animals.
- l. The cut must sever the trachea, oesophagus and both the carotid arteries and jugular veins. The cut should ensure the bleeding is spontaneous and complete.
- m. The slaughter man will be randomly inspected to ensure all animals are slaughtered according to Sharia Law on a frequency as determined necessary.
- n. Scalding of poultry must only be carried out after halal slaughter.

2.6.8 Approval of Slaughter

All slaughter men must be licensed and must only slaughter complying with the requirements laid down in this manual.

The slaughterhouse must be approved for the slaughter of animals for halal by the City of Bradford Metropolitan District Council and the Bradford Council for Mosques.

The slaughterhouse must have a nominated person including a veterinarian, a representative for halal approved by the Bradford Council for Mosques and the City of Bradford Metropolitan District Council.

There must also be a representative from the Meat Hygiene Service.

All personnel must be permitted to carry out their roles and responsibilities.

2.6.9 Preparation Dressing

There must be a written work instruction for the cleaning of all equipment to be used for dressing the carcass prior to cutting.

The dressing and evisceration must be completed immediately once the animal has shown signs of live movement and this must be done following legislative requirements.

The specifications for the dressing of carcasses must be made available.

Staff must receive training on the removal of SRM (Specific Risk Material) and records of such training must be kept.

All staff must at all times wear the approved protective workwear and guards.

Halal offal should be kept separately and not supplied in any form to Bradford Councils supply chain.

Dresses carcasses should be clean and free from extraneous matter.

Both sides of each carcass must be stamped with the abattoir stamp and the halal logo identifying the carcass separately from any pre stunned carcass. The ink must be of halal origin.

In the case of part carcasses of portioned poultry these should be stamped separately or on the outer casing in the case of poultry portions.

Storage areas for halal carcasses must be clearly separated marked as halal and only ever used for halal carcass storage.

2.6.10 Cutting

There must be a work instruction for all cleaning of equipment and contact surfaces that come or may come into contact with halal meat or poultry.

Meat should be put in a chilled environment that does not exceed 12°C. The meat should not exceed 7°C.

De-boning should be carried out skilfully to minimise bruising to the meat muscle tissue and to avoid bone splinters.

Visible blood clots, staining and blood vessels should be removed at the time of cutting.

Packed product must be stored at 4°C or less.

All meat and poultry must be of UK origin and must be labelled with the name and health mark number of the original supplier, the name of the product, the bill and bill date number, slaughterhouse code and cutting plant codes.

Suitable equipment and a detailed HACCP must be used for the specific purpose of freezing halal product. Meat and poultry must be frozen to below -18°C and retained at this temperature as a minimum during frozen storage.

2.7 Packaging and Labelling

2.7.1

Packaging and labelling must all be food grade and written confirmation must be made available of its suitability for halal.

2.7.2

The packaging whether open or sealed must protect the halal contents from contamination by haram products and maintain hygiene.

2.7.3

Products in packaging must be stored correctly and minimise the risk of deterioration

2.7.4

Each item of packaging and the outer packaging must be labelled with the halal logo in accordance with the standards of this manual. The halal logo must be the logo approved by the City of Bradford Metropolitan District Council and the Bradford Council for Mosques.

2.7.5

Each consignment and where reasonably practical each product must be accompanied by documentation relating to the origin through the use of code references, dates, signatures and batch numbers including the approved halal logo.

2.7.6

Colour coded seals must be used to identify the meat product type.

2.7.7

Labels must comply with Labelling Regulations and must not be misleading.

2.8 Traceability

2.8.1

Production traceability with the ability to trace materials from raw material intake (ingredients) to final finished product must always be documented.

2.8.2

Records must balance finished product with original raw material.

2.8.3

Despatched goods must be accompanied by a documented audit trail identifying the products as halal.

2.8.4

The documentation must also identify customers, the products and quantity delivered.

2.9 Storage

2.9.1

Halal integrity of the product must be maintained throughout the whole process.

2.9.2

Storage areas must be separate and clearly identified for the sole purpose of storing halal product and must not be used for haram product at any time.

2.9.3

All storage areas must be cleaned according to the company's cleaning schedule.

2.9.4

Storage containers should be stock rotated and fully cleaned between uses and only for halal products.

2.9.5

Storage areas must operate at temperatures suitable to the product and in accordance with food safety legislation.

2.9.6

Stock control systems must be in place on all storage areas.

2.10 Despatch

2.10.1

Vehicles must be kept thoroughly clean and checked prior to loading for cleanliness.

2.10.2

Halal carcasses must not be transported on the same vehicle as Haram meat or product.

2.10.3

Providing there is adequate storage and separation on a vehicle and that all meat products are in sealed, clearly labelled packaging and physically separated.

2.10.4

Vehicles must be refrigerated or frozen storage and capable of maintaining legal storage temperatures appropriate for the products. Records of temperatures throughout despatch must be available.

2.10.5

Full audit documentation must always be maintained.

2.11 Record Keeping

2.11.1

Records must always be made available upon request.

2.11.2

Records must detail the control and compliance of all policies, procedures and work instructions. They must be complete and accurate.

2.11.3

All indirect associated records in relation to halal must also be available, e.g. training records, procedures, work instructions, product specification, cleaning schedules, batch codes, etc.

2.12 Product Contamination

2.12.1

There shall be adequate systems to ensure foreign bodies do not cross contaminate the product, packaging on raw materials.

2.12.2

All waste shall be safely segregated and collected separately.

2.12.3

The site shall be well maintained for the purpose of food preparation.

2.12.4

The site location including grounds shall be well maintained.

2.12.5

Plant and equipment shall be designed, constructed and maintained to manage risk of contamination.

2.12.6

Risk assessments must be in place to prevent contamination of foreign bodies.

2.12.7

A pest control system must be in place with routine planned site visits. A documented audit trail must also be in place.

2.12.8

All staff must be trained and demonstrate through their working practices appropriate standards of hygiene and housekeeping.

2.12.9

Both physical and chemical contamination of products shall be controlled by managing risk through the implementation of safe ways of working and policies

2.12.10

An effective cleaning regime will operate.

Module 3

Further processing (wholesale butchers/distributors).

Scope

Processing, packaging, labelling and storage of foods into finished products.

Index

General Requirements

Quality System

Raw Materials

Production

Cleaning

Personnel

Packaging and Labelling

Traceability

Despatch

Record Keeping

Contamination/Foreign Bodies

Product Composition and Ingredients

3.1

General Requirements

3.1.1.

All approved butchers and distributors must develop, and implement operational procedures to ensure the halal integrity of the products meeting the requirement of this manual and hold a Certificate of Approval from Bradford Council and the Bradford Council for Mosques. The certificate must be made visible to prospective and actual customers. Including labelling, composition requirements must use the approval seal/label indicating halal authenticity and integrity.

3.1.2.

Approved butchers and wholesalers must have a system in place to recognise any changes to specifications of any product and to notify of any changes that may affect the halal integrity of the products.

3.2

Quality Management Systems

3.2.1.

Every stage of the supply chain must have a certificate of registration to a recognised food safety standard. These are listed within this manual within the technical specifications.

3.2.2.

Every stage of the supply chain must also operate HACCP (Hazard Analysis Critical Control Points).

3.2.3.

The quality systems must be reviewed annually.

3.2.4.

Every stage of the supply chain must have a clearly defined quality policy statement for halal food including its commitment to halal, food safety, quality and training.

3.2.5.

Every stage of the supply chain must have a process map identifying key business processes, tasks and functions and personnel responsibilities and their reporting relationships in terms of their job role activities that may affect the integrity of halal.

3.2.6.

Customer needs and expectations should be reviewed to ensure they are considered.

3.2.7.

The management review of quality systems should include the review of halal food provision, quality, processing, training and corrective action/complaints.

3.2.8.

Every stage of the supply chain must ensure that accurate documentation is consistently in place to effectively demonstrate the operational control processes are in place and understood.

3.2.9.

Every stage of the supply chain must ensure that procedures exist to investigate and rectify root causes of non-conformance against their relevant quality systems, this manual, product specifications and procedures that are critical to product safety, legality, quality and halal integrity.

3.2.10.

Every stage of the supply chain must have a tested and effective risk management system and product recall procedure to trace and quarantine or recall products contaminated or potentially contaminated.

3.2.11.

Customer complaints must be recorded and analysed relating to halal integrity, food safety or quality.

3.3.

Raw Materials

3.3.1.

Documented procedures to control the purchasing of products, materials and ingredients must be in place to ensure the critical integrity of halal foods.

3.3.2.

All materials should have a documented process and record confirming the product, material or ingredient is from a source that is halal as defined by the standards and processes within this manual.

3.3.3.

Product technical specifications, delivery notes or food labels should be clearly identified and verified that the product, material or ingredient is halal.

3.3.4.

All raw materials must be used in the correct order (stock rotation) and used by the date indicated.

3.3.5.

There must be segregation of all halal products, ingredients and materials by a physical barrier.

3.3.6.

Meat or processed meat products used as raw materials must be certified as halal.

3.3.7.

Raw materials must be used in the correct order (stock rotation) and within the allocated shelf life.

3.3.8.

All raw materials must have a chain of evidence to demonstrate its halal status.

3.3.9.

All raw materials including packaging must have a specification evidencing its suitability for use in halal food production.

3.4.

Production

3.4.1.

The premises should ideally be designed for the production of halal foods which should include a designated and segregated area for halal foods only.

3.4.2.

Operational procedures and production processes must ensure the segregation of halal and haram foods/products.

3.4.3.

The production processes and procedures must ensure that production schedules, personnel rosters and the physical environment always segregates halal production from haram production.

3.4.4.

Where reasonably practical machinery and equipment should be designated for halal foods only and under no circumstance shall the same equipment be used for pork products.

3.4.5.

An effective cleaning regime must be in place before and after production.

3.4.6.

Detailed audit trails of operational processes and procedures must be in place to record all product information.

3.4.7.

A detailed HACCP food safety system must be in place for all halal food production.

3.4.8.

Calibration records must be in place and accurately maintained for safe monitoring of products.

3.4.9.

All products must be clearly labelled and quarantined in an area designated for halal.

3.4.10.

A colour coded system should be in place for equipment to be used for halal food production.

3.5.

Cleaning

3.5.1.

A cleaning schedule identifying task, method, frequency, cleaning product, protective workwear and any identified risk must be available in each production area to ensure halal product cannot be cross contaminated.

3.5.2.

All halal products must be manufactured on a line cleansed in accordance with the cleaning schedule and procedure.

3.5.3.

Products that are alcohol based such as wipes, sanitizers and other cleaning materials must not be used.

3.5.4.

All production areas and equipment must be cleaned down prior to any halal production and following any non-halal production.

3.5.5.

Prior to production commencing the manager or supervisor must sign off the production areas and equipment as fit for halal production prior to commencement of each production run.

3.5.6.

All operational staff, production staff and cleaning staff must have received halal awareness training.

3.5.7.

Following external contractors repairing or maintaining equipment, plant or fabrics of the production facility, the area should be fully cleaned down according to the cleaning schedule and procedure.

3.3.6.

Personnel

3.6.1.

All staff working with halal foods must receive halal awareness training and this should be recorded including the date the training was undertaken.

3.6.2.

Training should be reviewed as part of the quality management system and personnel should receive refresher training as necessary.

3.6.3.

All records of training should be accurately maintained at all times and made available for inspection upon request.

3.6.4.

Food safety and hygiene must be complementary to the requirements of halal processes by ensuring that no process compromises the integrity of halal.

3.6.5.

Food grade plastic gloves and sanitizer can be used provided that they are alcohol free and suitable for halal food and production.

3.6.6.

Workwear should be clean and provided for those coming into contact with halal food; protective screening workwear should also be provided such as polythene food grade aprons. Workwear should be changed between halal and haram food production lines.

3.6.7.

Packaging and Labelling

3.7.1.

Packaging and labelling must all be food grade and written confirmation must be made available of its suitability for halal.

3.7.2.

The packaging whether open or sealed must protect the halal contents from being contaminated by haram products and maintain hygiene.

3.7.3.

Products in packaging must be stored correctly and minimise the risk of deterioration.

3.7.4.

Each item of packaging and the outer packaging must be labelled with the halal logo in accordance with the standards of this manual. The label logo must be the jointly approved City of Bradford Metropolitan District Council and the Bradford Council for Mosques.

3.7.5.

Each consignment and where reasonably practical each product must be accompanied by documentation relating to the origin through the use of code references, dates, signatures and batch numbers including the approved logo for halal.

3.7.6.

Colour coded seals must be used to identify the meat product type.

3.7.7.

Labels must comply with Labelling Regulations and must not be misleading.

3.8.0.

Traceability

3.8.1.

Production traceability with the ability to trace materials from raw material intake (ingredients) to final finish product must always be documented.

3.8.2.

Records must balance finish product with original raw material.

3.8.3.

Despatched goods must be accompanied by a documented audit trail identifying the products and quantity delivered.

3.8.4.

The documentation must also identify customers, the products and quantity delivered.

3.9.

Storage

3.9.1.

Halal integrity of the product must be maintained throughout the whole process.

3.9.2.

Storage areas must be separate and clearly identified for the sole purpose of storing halal product and must not be used for haram product at anytime.

3.9.3.

All storage areas must be cleaned according to the company's cleaning schedule.

3.9.4.

Storage containers should be stock related and fully cleaned between uses and only used for halal products.

3.9.5.

Storage areas must operate at temperatures suitable to the product and in accordance with food safety legislation.

3.10.

Despatch

3.10.1.

Clean vehicles must always be used for the distribution of halal product.

3.10.2.

The vehicles must be cleaned and checked for the suitability to deliver halal product prior to loading,

3.10.3.

All products must be sealed and separated and no haram products must be transported on the same vehicle unless the vehicle is designed with a physical separation.

3.10.4.

All sealed products must be labelled, fixed and indicate the product, date, batch, cod and halal label. They must not be stored in the same container, pallet or stacked together with haram products.

3.10.5.

All vehicles used for the delivery of halal foods must be suitable for the purpose and capable of consistently maintaining legal storage temperatures appropriate for the products. Records of temperatures throughout despatch must be available.

3.10.6.

Full audit documentation must always be maintained.

3.11.

Record Keeping

3.11.1.

Records must always be made available upon request.

3.11.2.

Records must detail the control and compliance of all policies, procedures and work instructions. They must be complete and accurate.

3.11.3.

All indirect associated records in relation to halal must also be available e.g. training records, procedures, work instructions, product specifications, cleaning schedules, batch codes, etc.

3.12.

Product Contamination

3.12.1.

There shall be adequate systems to ensure foreign bodies do not contaminate the product, packaging or raw materials.

3.12.2.

All waste shall be safely segregated and collected separately.

3.12.3.

The site shall be well maintained for the purpose of food preparation.

3.12.4.

The site location including the grounds shall be well maintained.

3.12.5.

Plant and equipment shall be designed, constructed and maintained to manage risk of contamination.

3.12.6.

Risk assessments must be in place to prevent contamination of foreign bodies.

3.12.7.

A pest control system must be in place with routine planned site visits. A documented audit trail must also be in place.

3.12.8.

All staff must be trained and demonstrate through their working practices appropriate standards of hygiene and housekeeping.

3.12.9.

Both physical and chemical contamination of products shall be controlled by managing risk through the implementation of safe ways of working and policies.

3.12.10.

An effective cleaning regime will operate.

3.13.

Product Composition and Ingredients

3.13.1.

The general requirements outlined in this manual for halal products and ingredients must be compiled with this including all additives and preservatives.

3.13.2.

All products must have finished product specification this may include the technical specification included within the contract. The process for manufacturing the product must also be written.

3.13.3.

All ingredients including additives and preservatives must be checked and there must be a documented audit trail to confirm or otherwise that ingredients and additives used are halal.

3.13.3.

Without evidence of a product or ingredient including any such additive or preservative must be assumed to be haram.

3.13.4.

This manual includes a detailed list of additives and preservatives that are not permitted some of which are haram.

Module 4

Logistics (Central Production Unit and Wholesaler Storage and Distribution including Separation and Labelling)

Scope

The storage and distribution of pre-packed and loose Halal Food Products covered by sections 3 and 4 of this manual. The scope includes warehousing, including frozen storage and the transportation of halal foods.

Index

- 4.1 General Requirements
- 4.2 Purchasing
- 4.3 Receipt
- 4.4 Storage
- 4.5 Preparation
- 4.6 Personnel
- 4.7 Cleaning
- 4.8 Packaging and Labelling
- 4.9 Product Release
- 4.10 Vehicles

4.1 General Requirements

4.1.1

The Central Production Unit and Wholesaler must have operational procedures in place to ensure the integrity of halal products is maintained.

4.1.2

The Central Production Unit and where schools produce their halal food on site must have a documented system in place to notify any changes which may affect the integrity of Halal according to the standards laid down in this manual.

4.1.3

The Central Production Unit and all sites operated by Facilities Management shall operate a safe food system HACCP (Hazard Analysis Critical Control Points).

4.1.4

The Quality System operated by Facilities Management shall cover the requirements of Food safety, quality, health and safety, production end processes, customer satisfaction, product design, training,

4.1.5

The Quality System will be reviewed at least annually.

4.1.6

The policy statement for the provision of Halal food shall be complied with and received annually.

4.1.7

The Quality Manual encompasses the provision of Halal food.

4.1.8

Facilities Management must have a process map in place identifying the roles, responsibilities and tasks of all employees whose activities may affect the halal integrity, product safety, quality and legal aspects. This process must be communicated to staff as part of their induction training and ongoing training and recorded.

4.1.9

Staff at levels of the organisation will demonstrate through their working practices their commitment to the provision of halal to the standards laid down in this manual.

4.1.10

Customer needs and expectations should be recorded to ensure they are considered.

4.1.11

The management review of the quality systems should include the review of halal food provision, quality, processing, training and corrective action / complaints.

4.1.12

The systems and procedures critical to the production, distribution and food service must be audited to ensure they are appropriate, complied with and improved.

4.1.13

The Quality System operated by Facilities Management will include Halal food production as an end to end process and that the system operates fully and compliant to the standards laid down in this manual and is understood by all staff.

4.1.14

There must be in place an effective risk management system and product recall procedure to trace and quarantine or recall products contaminated or potentially contaminated.

4.1.15

Customer complaints must be recorded and analysed relating to Halal integrity, food safety or quality.

4.2 Purchasing

4.2.1

The Central Production Unit and all Catering sites operated by Facilities Management must only purchase Halal meat and poultry from the wholesaler/distributor that has secured the contract with City of Bradford Metropolitan District Council.

4.2.2

The technical specification for the supply of halal meat and poultry as laid down within the contract must be the only specification that is acceptable and at no time shall alternative products, specifications or supplier be used

without the joint consent of the City of Bradford Metropolitan District Council and the Bradford Council for Mosques.

4.3 Receipt

4.3.1

The Central Production Unit or Catering site will inspect all deliveries prior to acceptance for:

4.3.2

Temperature of products to the standard of this manual.
Integrity of packaging to the standards of this manual.
Labelling to the standards of this manual.
Segregation to the standard of this manual.
Cleanliness of vehicle and staff to the standard of this manual.

4.3.3.

Deliveries shall be checked against the purchase order and the delivery note and discrepancies shall be recorded on the delivery note.

4.3.4

If there is a concern in any of the above standards the goods shall not be accepted and the non acceptance recorded.

Storage

4.3.5

Goods accepted shall be stored correctly and immediately in the segregated storage areas which are clearly identified for Halal products.

4.3.6

Storage must be maintained and operate at the correct temperatures.

4.3.7

Storage containers must be delivered to the storage of halal product.

4.3.8

Products should be labelled in storage to comply with product traceability.

4.3.9

Labelling traceability shall be maintained throughout the process from raw material receipt to food service for the end customer.

4.4 Preparation

4.4.1

The Central Production Unit and Catering Site will ensure that there is physical segregation of halal products from Haram products throughout the whole food preparation process.

4.4.2

There must be a stock control system in place.

All Halal foods must be prepared, covered and stored at all times preventing cross contamination from Haram foods.

4.4.3

All recipes for Halal foods will detail:

- The quantity and ingredient
- The method of preparation
- The method of working
- The holding instructions

4.4.4

All equipment used for Halal food will be clearly identified and segregated from the equipment used for non-Halal foods.

4.4.5

In instances where equipment is used for both Halal and Haram foods there must be a thorough cleaning and cleansing process in operation and this must be inspected prior to preparation / use.

4.4.6

A clearly identified colour coded system will operate to identify the segregation of the equipment, utensils and surfaces used in halal and non-Halal food preparation.

4.5 Personnel

4.5.1

Personnel involved in the preparation of Halal and Haram foods shall be separated from production processes.

4.5.2

All personnel will receive at a minimum Halal Awareness training prior to working with Halal food and this will be included as part of all staff training. There shall be a record of such training including the date the training was undertaken.

4.5.3

Training will be reviewed as part of the quality recruitment process and appraisal process management system and staff will receive refresher training as necessary.

4.5.4

All records of training should be accurately maintained at all times and made available for inspection upon request.

4.5.5

Food safety and hygiene must be complementary to the requirements of Halal process by ensuring that no process compromises the integrity of Halal.

4.5.6

Food grade plastic gloves, aprons and sanitizer will be used provided that they are alcohol free and suitable for Halal food and production.

4.5.7

Workwear should be clean and provided for those coming into contact with Halal food. Protective screening workwear should also be provided such as polythene food grade aprons. Workwear should be changed between Halal and Haram food production lines.

4.6 Cleaning

4.6.1

There must be written evidence to confirm that all cleaning products are suitable for use within a Halal food production environment and that the products themselves are Halal.

4.6.2

Waste and storage areas should be tidy at all times.

4.6.3

A cleaning schedule identifying task, method, frequency, cleaning product, protective workwear and any identified risk must be available in each production area to ensure Halal product cannot be cross contaminated.

4.6.4

Products that are alcohol based such as wipes, sanitizer and other cleaning materials must not be used.

4.6.5

All production areas and equipment must be cleaned down prior to any Halal production and following any non-Halal production run.

4.6.6.

All operations staff, production staff and cleaning must have received Halal awareness training.

4.7 Packaging, Labelling

4.7.1

Packaging and labelling must all be food grade and written confirmation must be made available of its suitability for Halal.

4.7.2

The packaging whether open or sealed must protect the Halal contents from being contaminated by Haram products and maintain hygiene.

4.7.3

Products in packaging must be stored correctly and minimise the risk of deterioration.

4.7.4

Each item of packaging and the outer packaging must be labelled with the Halal logo in accordance with the standards of the manual. The Halal logo must be the jointly approved by City of Bradford Metropolitan District Council and the Bradford Council for Mosques.

4.7.5

Each consignment and where reasonably practical each product must be accompanied by documentation relating to the origin through the use of code reference, dates, signatures, batch numbers including the approved logo for Halal.

4.7.6

Labels must comply with Labelling Regulations and must not be misleading.

Product Release

The Central Production Unit will have documented procedures in place to ensure that all Halal products are:

- a) Marked with approved Halal logo
- b) Distributed at the correct temperature
- c) Correctly packaged
- d) Not damaged or tampered

Vehicles

The Central Production Unit will ensure that vehicles are:

- a) Safe and road worthy
- b) Clean and hygienic
- c) Operating and maintaining correct temperatures
- d) Physical separation of Halal products

Module 5

Food Service (Schools, Staff Restaurants, Civic Catering, Residential Care Homes)

Scope

The purchasing, storage, preparation of halal food ready for serving to and eating by the end customer in schools and other catering sites where Facilities Management are the catering provider.

- 5.1 General Requirements
- 5.2 Purchasing
- 5.3 Receipt
- 5.4 Storage
- 5.5 Preparation/Cooking/Reheating/Serving
- 5.6 Personnel
- 5.7 Cleaning
- 5.8 Packaging and Labelling

5.1. General Requirements

5.1.2.

In schools and other catering sites where Facilities Management are the catering provider, the halal dishes provided should be indicated on the menu and the staff must be aware of which dishes are halal.

5.1.3.

Customers will know which items are halal by the separation and identification of separate serving dishes and utensils.

5.1.4.

Operational procedures must be in place to ensure the integrity of the halal products is maintained at all times.

5.1.5.

All schools and catering sites where Facilities Management are the catering provider must operate a food safety control system by completing the daily production book which includes the for safety through HACCP (Hazard Analysis Critical Control Points).

5.2. Purchasing

5.2.1.

All products purchased by schools and other catering sites where Facilities Management are the catering provider must comply with the requirements for the sources of halal food described in this manual.

Only halal meat and halal poultry dishes must be purchased from either the Central Production Unit or the nominated approved Wholesaler/Distributor.

Purchase orders should state halal, matched against delivery notes stating halal and the product being clearly labelled as halal.

5.3. Receipt

5.3.1.

Upon receipt the school or other catering site must inspect all deliveries prior to acceptance for:

Temperature of product to the standard of this manual.

Integrity of packaging to the standard of this manual.

Labelling to the standard of this manual

Cleanliness of vehicle and staff to the standard of this manual.

5.3.2.

Deliveries shall be checked against the purchase order and the delivery note and discrepancies shall be recorded on the delivery note.

5.3.3.

If there is a concern on any of the above standards the goods shall not be accepted and the non acceptance recorded.

5.4. Storage

5.4.1.

Goods accepted shall be stored correctly and immediately in the segregated storage areas which are clearly identified for halal products.

5.4.2.

Storage must be maintained and operate at the correct temperatures.

5.4.3.

Storage containers must be dedicated to the storage of halal product.

5.4.4.

Products should be labelled in storage to comply with product traceability.

5.4.5.

Labelling traceability shall be maintained throughout the process from raw material receipt to food service for the end customer.

5.4.6.

Storage areas shall be cleaned to the standard within this manual and the cleaning schedule.

5.4.7.

Stock control systems shall be maintained.

5.4.8.

Containers for the storage of halal product shall be clearly identified and cleaned thoroughly after each use.

5.5. Preparation / Cooking / Reheating / Service

5.5.1.

The school kitchen or other catering site must ensure that there is proper physical segregation of halal product from haram product from the receipt of goods to the service of food to the end customer.

5.5.2.

The school kitchen or other catering site will operate a stock rotation system used goods received first to be used first.

5.5.3.

The school kitchen or other catering site will ensure that all halal foods are stored, prepared, cooked and serviced in a way that ensures that there is no cross contamination by haram products,

5.5.4.

All recipes for halal foods will detail:

- The quality and ingredient.
- The method of preparation.
- The method of cooking/reheating.
- The holding instructions.
- The serving instructions.

5.5.5.

All equipment used for halal food will be clearly identified and segregated from the equipment used for non halal foods.

5.5.6.

In instances where equipment is used for both halal and haram foods there must be a thorough cleaning and cleansing process in operation and this must be inspected prior to use.

5.5.7.

A clearly identified colour coded system will operate to identify the segregation of the equipment, utensils and surfaces used in halal and non halal food preparation, cooking and serving.

5.5.8.

The school or catering site will only serve halal food products that are:

- a) Marked with the approved halal logo.
- b) Served at the correct temperature.
- c) Not damaged or tampered with.
- d) Correctly presented for service in clearly identified serving dishes with utensils solely for the purpose of halal meat and poultry dishes.

5.6. Personnel

5.6.1.

Personnel involved in the reheating or cooking of halal and haram foods shall be separated from production processes.

5.6.2.

All personnel will receive at a minimum Halal Awareness training prior to working with halal food and this will be included as part of all staff training. There shall be a record of such training including the date the training was undertaken.

5.6.3.

Training will be reviewed as part of the quality management system / recruitment process and appraisal process.

5.6.4.

All records of training should be accurately maintained at all times and made available upon request for inspection.

5.6.5.

Food safety and hygiene must be complementary to the requirements of halal processes by ensuring that no process compromises the integrity of halal.

5.6.6.

Food grade plastic gloves, aprons and sanitizer will be used provided that they are alcohol free and suitable for halal food and production.

5.6.7.

Workwear should be clean and provided for those coming into contact with halal food; protective screening workwear should also be provided.

5.7. Cleaning

5.7.1.

There must be written evidence to confirm that all cleaning products are suitable for use within the halal food production environment and that the products themselves are halal.

5.7.2.

Waste and storage areas should be tidy at all times.

5.7.3.

A cleaning schedule identifying task, method, frequency, cleaning product, protective workwear and any identified risk must be available in each production area to ensure halal product cannot be cross contaminated.

5.7.4.

Products that are alcohol based such as wipes, sanitizers and other cleaning materials must not be used.

5.7.5.

All kitchen areas and equipment must be cleaned down prior to any halal production and following any non-halal production run.

5.7.6.

All kitchen staff must have received halal awareness training.

5.8. Packaging and Labelling

5.8.1.

Packaging and labelling must all be food grade and written confirmation must be made available of its suitability for halal.

5.8.2.

The packaging whether open or sealed must protect the halal products from being contaminated by haram products and maintain hygiene.

5.8.3.

Products in packaging must be stored correctly and minimise the risk of deterioration.

5.6.4.

Each item of packaging and the outer packaging must be labelled with the halal logo in accordance with the standards of the manual. The halal logo must be jointly approved by City of Bradford Metropolitan District Council and the Bradford Council for Mosques.

5.6.5.

Each consignment and where reasonably practical each product must be accompanied by documentation relating to the origin through the use of code references, date, signature, batch numbers including the approved logo for halal.

5.6.6.

Labels must comply with Labelling Regulations and must not be misleading.