



Invopak
BEYOND PACKAGING

Invopak Supplier Details

Company Details

Company Name: Involvement Packaging Ltd, Trading as Invopak, Manupak, Ashtown Packaging and OiPPS
Registered Office: Countrywide House, 23 Westbar, Banbury, Oxfordshire, OX16 9SA

Head Office & Northern Depot

Address: Hyde Point, Dunkirk Lane
Hyde, Cheshire SK14 4PL

Size of Unit: 50,000 sq. ft.
No. of Employees: 40 - 45

Age of Building: 65 years
Contact No: 0161 366 4451

Midlands Depot

Address: Burnt Heath Farm,
Long Itchington Road, Offchurch,
Warwickshire, CV33 9AX

Size of Unit: 61,000 sq. ft.
No. of Employees: 25 - 30

Age of Building: 60 years
Contact No: 01926 633 549

Scottish Depot

Address: Unit 6, City Park Industrial Estate,
384 Townmill Road, Glasgow,
G31 3AN

Size of Unit: 5,000 sq. ft.
No. of Employees: 4

Age of Building: 20 years
Contact No: 0141 336 3113

Company Key Contacts

Quality & Purchasing



Sean Cairnes
National Supply
Chain Manager

sean.cairnes@invopak.co.uk
0161 366 4451

Sales



Stuart Rolfe
Customer Service
Improvement Manager

stuart.rolfe@invopak.co.uk
0161 366 4451

Operations



Danny Brady
Group Operations
Manager

danny.brady@invopak.co.uk
0161 366 4451

Commercial



Paul Littlehales
Director

paul.littlehales@invopak.co.uk
0161 366 4451

We're on Facebook  Twitter  LinkedIn  Google+ 

Distribution centres also at Dublin, Glasgow and Warwick. Registered in England as Involvement Packaging Ltd. No. 1605376.
Registered Office: Countrywide House, 23 West Bar, Banbury, Oxon, OX16 9SA.

Financial information

VAT No: 307614180

Company Registration No: 1605376

Established: 1984

Turnover: £22,000,000

Accreditations: ISO 9001:2008

Are staff trained with regard to the following:

Induction Training?	<input checked="" type="checkbox"/>	YES
Basic Food Hygiene?	<input checked="" type="checkbox"/>	NO
Health & Safety?	<input checked="" type="checkbox"/>	YES
Are training records kept?	<input checked="" type="checkbox"/>	YES
Is training reinforced at a later date?	<input checked="" type="checkbox"/>	YES

Employee health/medical controls

Is there an annual medical for all staff?	<input checked="" type="checkbox"/>	NO
Do all staff complete a pre-employment health questionnaire?	<input checked="" type="checkbox"/>	YES
Is there a return from absence/holiday screening in place?	<input checked="" type="checkbox"/>	YES
Is there any other method of screening in place e.g. stool testing?	<input checked="" type="checkbox"/>	NO
Are visitors & contractors required to complete a health questionnaire prior to entering the premise?	<input checked="" type="checkbox"/>	NO
Are qualified First Aiders on site at all times?	<input checked="" type="checkbox"/>	YES
Are the dressings of the blue waterproof metal detectable variety?	<input checked="" type="checkbox"/>	NO
Are the dressings used on a daily basis accounted for i.e. signed for or out of the premises?	<input checked="" type="checkbox"/>	NO
Do you have a company doctor or nurse?	<input checked="" type="checkbox"/>	NO
How are cuts, abrasions and sores treated? Necessary First Aid		
Is there a reporting procedure for staff suffering from specific medical conditions?	<input checked="" type="checkbox"/>	YES

Personnel hygiene controls

What protective clothing is worn?

PPE - High visibility jackets, safety shoes, cold weather equipment.

How is protective clothing laundered?

At user's home and is replaced annually or when required.

What is the frequency of change?

Reviewed annually and replaced where necessary.

Do you have full hair cover?	<input checked="" type="checkbox"/>	NO
Is there a no jewellery policy?	<input checked="" type="checkbox"/>	NO
Is there a smoking policy?	<input checked="" type="checkbox"/>	YES
Is there an eating policy?	<input checked="" type="checkbox"/>	NO
Is there a perfume policy?	<input checked="" type="checkbox"/>	NO



Hyde Point, Dunkirk Lane, Hyde, Cheshire SK14 4PL
T: 0161 366 4451 F: 0161 366 4450 sales@invopak.co.uk www.invopak.co.uk



Cleaning & housekeeping

Do you have your own cleaning staff?	<input checked="" type="checkbox"/>	YES
Is hygiene training given?	<input checked="" type="checkbox"/>	YES
Is training given for the use of cleaning chemicals?	<input checked="" type="checkbox"/>	YES
Are written cleaning schedules in place?	<input checked="" type="checkbox"/>	YES
Are regular audits carried out on cleaning efficiency?	<input checked="" type="checkbox"/>	NO
What type of chemicals are used? <i>Domestic cleaning products in office and toilet areas only.</i>		
Are COSHH details available for cleaning materials?	<input checked="" type="checkbox"/>	YES

Pest control

Contractor used? *Local Providers. Offchurch - Avon Pest Control, Hyde and Glasgow - Pest Acts.*

Service provided & pests covered: *Rodents, Birds & Insects.*

Who is responsible for ensuring that corrective actions are carried out?
Pest control contractors and our Direct Report Teams.

Is a baiting plan available?	<input checked="" type="checkbox"/>	YES
Do you apply pest control practices?	<input checked="" type="checkbox"/>	YES
Are goods & equipment stored at least 50cm from adjacent wall?	<input checked="" type="checkbox"/>	NO
Do you have fly screens on windows	<input checked="" type="checkbox"/>	NO
Do you have strip curtains on doors?	<input checked="" type="checkbox"/>	NO
Are all apertures in roof & eaves suitably screened?	<input checked="" type="checkbox"/>	NO
Are contractors' inspections accompanied by the appropriate member of staff?	<input checked="" type="checkbox"/>	YES
Is there any analysis of the catch tray contents?	<input checked="" type="checkbox"/>	YES
Do you have the rodent traps in working areas?	<input checked="" type="checkbox"/>	YES
Do you have the insects traps in working areas?	<input checked="" type="checkbox"/>	YES
Are bait stations robust, of tamper proof resistant construction, secured in place and appropriately located to prevent contamination risk to product?	<input checked="" type="checkbox"/>	YES
Please detail any infestation incidents in the last 12 months: <i>None</i>		

Quality assurance & process controls

Is there a formal Quality System in place?	<input checked="" type="checkbox"/>	YES
--	-------------------------------------	-----

If YES please describe briefly:

ISO 9001:2008, certificate No: 18225, expiry date: 14/09/2018, who's responsible: Danny Brady (contact details are on page 1)

Who is responsible for product quality? *Sean Cairnes (contact details are on page 1)*

Are metal detectors in place?	<input checked="" type="checkbox"/>	NO
Is there a documented procedure to be followed for ineffective metal detection?	<input checked="" type="checkbox"/>	NO
Do you carry out glass/hard plastic audits?	<input checked="" type="checkbox"/>	NO

What other checks are undertaken and at what frequency
e.g. weight, counts, thickness, dimensions, strength, colour etc?

We perform regular checks of our supplier's manufacturing processes and carry out visual checks on all goods delivered.



Hyde Point, Dunkirk Lane, Hyde, Cheshire SK14 4PL
T: 0161 366 4451 F: 0161 366 4450 sales@invopak.co.uk www.invopak.co.uk



Storage/Stock Control & Traceability

What type of containers/systems are used for storage of products?

All products are labelled and stored in pallets or boxes, then in RACKING or free-standing.

Do you keep records of stock control?

YES

If YES describe briefly.

Each item is bought and sold using Access Dimensions computerised systems, a fully automated computer system. Weekly counts and quarterly stock takes are completed with an audited stock take in December of each year.

Is there a system of batch, date or independent traceability code in place which would enable tracking of a product throughout the system?

YES

If YES please describe in detail.

Pallet labels on outer packaging on all full pallets and full boxes.

Laboratory/Analysis

Do you have on-site laboratories?

N/A

Do you use outside accredited laboratories?

N/A

What tests are performed on product e.g. migration/microbiological?

N/A

If you supply food contact packaging please enclose or give details of the microbiological standards, target and reject ranges worked to and the frequency of sampling costs carried out.

N/A

If you supply food contact packaging please give details of any migration analysis if relevant:

Available on request.

Finished Products

Do you have a final product specification?

YES

Is there a coding system to identify final product in the distribution system?

YES

Can products be traced back through the system to raw material suppliers?

YES

Corrective Action/Non Conformances

Are customer complaints/non conformances recorded?

YES

Are customer complaints/non conformances formally actioned?

YES

Do you have a documented product recall procedure?

YES

Please give details of out of hours contact: Please call 0161 366 4451

YES



Hyde Point, Dunkirk Lane, Hyde, Cheshire SK14 4PL
T: 0161 366 4451 F: 0161 366 4450 sales@invopak.co.uk www.invopak.co.uk



Quality Standards

Are you registered/registering for ISO 9001 or 9002? If yes please attach copy of certificate.	<input checked="" type="checkbox"/>	YES
Are you registered/registering for ISO 22000? Please attach copy of certificate and report.	<input checked="" type="checkbox"/>	NO
Are you accredited with any other organisation eg BRC? If yes provide name and attach copy of certificate and report.	<input checked="" type="checkbox"/>	NO
Do you have or are you working towards environmental standards ISO 14011?	<input checked="" type="checkbox"/>	NO
Do you have a Quality Control/Quality Assurance Manager?	<input checked="" type="checkbox"/>	NO
Is there a formal written Quality System?	<input checked="" type="checkbox"/>	YES
Is there a formal, written Quality Policy? If Yes please attach - ISO 9001:2008	<input checked="" type="checkbox"/>	YES
Are formal written procedures / work instructions in place to govern all site activities?	<input checked="" type="checkbox"/>	YES
Are records legible, genuine, appropriately authorised & retained for an appropriate defined time period?	<input checked="" type="checkbox"/>	YES
Is there a formal organisational chart demonstrating the structure of the company. If Yes please attach.	<input checked="" type="checkbox"/>	YES
Is there a formal, documented system for approval of suppliers?	<input checked="" type="checkbox"/>	YES
Are planned internal audits carried out, established in relation to risk associated with the activity?	<input checked="" type="checkbox"/>	YES
Do appropriately trained staff carry out internal audits?	<input checked="" type="checkbox"/>	YES
Are corrective action issued, completed, verified & reviewed?	<input checked="" type="checkbox"/>	YES
Are corrective action accurately documented, assigning responsibility & accountability?	<input checked="" type="checkbox"/>	YES
Are corrective action agreed by personnel who have defined responsibility for the area of control?	<input checked="" type="checkbox"/>	YES
Are raw materials & packaging adequately coded to identify the product type & trace code?	<input checked="" type="checkbox"/>	YES
Do you test the traceability system from raw materials to finished products & vice versa?	<input type="checkbox"/>	N/A
Does this include quantity check/mass balance?	<input type="checkbox"/>	N/A
Does this include rework?	<input type="checkbox"/>	N/A
Do you have a documented compliant handling procedure? (Operated through our aCloud Case Management System)	<input checked="" type="checkbox"/>	YES
Do you have a written product recall system? If Yes please provide date that it was last tested: Annually	<input checked="" type="checkbox"/>	YES
Are all personnel involved in the recall procedure aware of their responsibilities?	<input checked="" type="checkbox"/>	YES
Do you have a business continuation policy for responding to emergencies?	<input checked="" type="checkbox"/>	YES
Do you have an environmental policy in place?	<input checked="" type="checkbox"/>	YES
Can you comply with that environmental policy?	<input checked="" type="checkbox"/>	YES
Does the company operate control procedures to check that suppliers and others acting on the company's behalf have an environmental policy?	<input checked="" type="checkbox"/>	NO
Are you registered with SEDEX? If yes please provide reference number	<input checked="" type="checkbox"/>	NO
Do you operate a documented Ethical Policy? If Yes please attach or provide details	<input checked="" type="checkbox"/>	YES



Hyde Point, Dunkirk Lane, Hyde, Cheshire SK14 4PL
T: 0161 366 4451 F: 0161 366 4450 sales@invopak.co.uk www.invopak.co.uk



Senior management commitment

- Does the company senior management provide human & financial resources required to improve quality management systems? YES
- Are there clear communication & reporting channels to senior management? YES

HACCP

- Do you apply HACCP (Hazards Analysis Critical Control Point)?
If YES please attach details N/A
- Is the HACCP based on Codex Alimentarius principles? N/A
- Has the HACCP plan been developed/reviewed by a multi-disciplinary team? N/A
- Are records maintained that demonstrate the HACCP team has the required knowledge & understanding of HACCP? N/A
- Has the HACCP been certified?
Please attach copy N/A
- How often do you audit your HACCP programme? N/A
- Date of last audit N/A

Site standards

External Standards & Security

- Has consideration been given to local activities & the site environment? YES
- Are the external areas maintained & in good order? YES
- Is site access by employees and visitors controlled? YES
- Are procedures in place for the secure storage of materials? YES
- Do you meet safe practice for the buildings you operate within? YES

Internal Site Standards

- Is the process flow from intake to dispatch arranged to minimise risk of product contamination? YES
- Are barriers or procedures in place to minimise risk of contamination of raw materials? N/A
- Is the cleaning of production utensils carried out in segregated areas? N/A
- Is there sufficient working space to enable operations to be carried out safely? YES
- Are there any high-risk areas on site? NO
- If Yes please provide details of control of operations. N/A

Building Fabric & Equipment

- Are the floors in production area(s) made from impervious material? N/A
- Are they free from cracks & open joints? N/A
- Are walls sound & finished with a smooth impervious & easily cleaned material? N/A
- Are junctions between floors & walls in critical areas covered? N/A



Hyde Point, Dunkirk Lane, Hyde, Cheshire SK14 4PL
T: 0161 366 4451 F: 0161 366 4450 sales@invopak.co.uk www.invopak.co.uk



Are drains sited, designed & maintained to minimise risk of product contamination?	<input type="checkbox"/>	N/A
Are window ledges sloped away from windows?	<input type="checkbox"/>	N/A
Are windows protected against breakage	<input checked="" type="checkbox"/>	NO
Is lighting (bulbs) adequately protected?	<input checked="" type="checkbox"/>	NO
Is adequate ventilation provided in storage & processing environments?	<input checked="" type="checkbox"/>	YES
Is equipment easily dismantled for cleaning?	<input checked="" type="checkbox"/>	YES
Is equipment readily accessible for cleaning?	<input checked="" type="checkbox"/>	YES

Utilities

Is water used for production & cleaning potable or poses no risk of contamination according to applicable legislation?	<input type="checkbox"/>	N/A
Based on risk assessment is water micro & chemical quality regularly monitored & are results recorded?	<input type="checkbox"/>	N/A

Equipment & Maintenance

Is equipment specified before purchase, constructed of appropriate materials & designed so it can be easily cleaned?	<input checked="" type="checkbox"/>	YES
Do you have permanent maintenance staff?	<input checked="" type="checkbox"/>	NO
Do you use contract maintenance staff?	<input checked="" type="checkbox"/>	YES
Is all the machinery equipment in use suitable for its purpose?	<input checked="" type="checkbox"/>	YES
Is equipment inspected & signed off following engineering work?	<input checked="" type="checkbox"/>	YES
Is there a Planned Preventative Maintenance (PPM) programme?	<input checked="" type="checkbox"/>	NO
Is there an effective reporting system for machine faults (reactive maintenance)?	<input checked="" type="checkbox"/>	YES
Is there a documented system to log, prioritise & action maintenance requests?	<input checked="" type="checkbox"/>	YES
Is a check made to ensure that all component parts – following all maintenance – are in place, properly secure & there is nothing, including tools, left over?	<input checked="" type="checkbox"/>	YES
Are there adequate product protection procedures in place in the event of a breakdown in the process?	<input checked="" type="checkbox"/>	YES
Is there a register of all machine lubricants that details the type of lubricants & its derivation, where it is used, the name of the supplier, COSHH sheets held & any other relevant information?	<input checked="" type="checkbox"/>	YES



Staff facilities

Is the staff room for recreation & eating away from the working area(s)?	<input checked="" type="checkbox"/>	YES
Is hot food provided?	<input checked="" type="checkbox"/>	NO
If yes please provide details of audits carried out to ensure that food is handled safely in the canteen	<input type="checkbox"/>	N/A
Is the staff room or canteen the only place where eating is allowed?	<input checked="" type="checkbox"/>	NO
Is the whole site designated non-smoking? If NO specify approved smoking areas:	<input checked="" type="checkbox"/>	YES
Are toilets and hand -washing areas adequately separated from working areas?	<input checked="" type="checkbox"/>	YES
Are the number of male & female toilets in compliance with existing legislation?	<input checked="" type="checkbox"/>	NO
Are hand-washing facilities sited in or around Warehouse?	<input checked="" type="checkbox"/>	NO
Are designated changing facilities provided for all staff?	<input checked="" type="checkbox"/>	NO
Is protective clothing removed prior to visiting the staff facilities?	<input checked="" type="checkbox"/>	NO
Are lockers provided?	<input checked="" type="checkbox"/>	YES

Metal Control

Do you have a documented policy for the control of sharp metal implements including knives If No please provide details.	<input checked="" type="checkbox"/>	YES
---	-------------------------------------	-----

Glass & Brittle Plastic Control

Do you have a glass policy? (please attach)	<input checked="" type="checkbox"/>	NO
Do you have a glass breakage procedure?	<input checked="" type="checkbox"/>	NO
Do you have a glass register?	<input checked="" type="checkbox"/>	NO
Are there any windows in manufacturing areas?	<input type="checkbox"/>	N/A
If Yes how are they protected	<input type="checkbox"/>	N/A
Are lights & windows protected?	<input checked="" type="checkbox"/>	NO
Do you carry out regular audits of all glass & brittle plastic on the premises?	<input checked="" type="checkbox"/>	NO
Do these audits include staff facilities & laboratories?	<input type="checkbox"/>	N/A

Waste/Waste Disposal

Are systems in place to avoid accumulation of waste within working areas?	<input checked="" type="checkbox"/>	YES
Do you have a waste disposal procedure?	<input checked="" type="checkbox"/>	YES



Storage & Transport

Are documented procedure in place to maintain product safety & quality during storage, loading & transportation?	<input checked="" type="checkbox"/>	YES
Are procedures developed on the basis of risk assessment?	<input checked="" type="checkbox"/>	YES
Where temperature control is required, how are temperatures monitored / recorded?	<input type="checkbox"/>	N/A
Is there adequate cleaning procedures for both?	<input type="checkbox"/>	N/A
Are there documented vehicle loading & unloading inspections?	<input checked="" type="checkbox"/>	YES
Are procedures in place for receipt of documents & product identification?	<input checked="" type="checkbox"/>	YES
What type of transport is used? <i>Own fleet of 18 tonne and articulated HGV's, and third party haulers where necessary.</i>		

Storage areas

Is there adequate segregation to avoid cross contamination or taint uptake?	<input checked="" type="checkbox"/>	YES
Are areas for receiving & dispatching goods protected from the weather?	<input checked="" type="checkbox"/>	YES

Product Control

Foreign Body Detection

Do you have specific control procedures to prevent contamination from foreign bodies?	<input type="checkbox"/>	N/A
Do you have metal detectors?	<input type="checkbox"/>	N/A
Where in the process are the metal detectors placed?	<input type="checkbox"/>	N/A
What is the frequency between checks?	<input type="checkbox"/>	N/A
What is the sensitivity that the machine operates at?	<input type="checkbox"/>	N/A
Ferrous	<input type="checkbox"/>	N/A
Non Ferrous	<input type="checkbox"/>	N/A
Stainless	<input type="checkbox"/>	N/A
Do you retain & inspect rejects from metal detectors?	<input type="checkbox"/>	N/A
What is the reject mechanism? (Pneumatic, Manual, Air, Mechanical, Other)	<input type="checkbox"/>	N/A
Do you have procedures for handling metal contamination incidents?	<input type="checkbox"/>	N/A
How often is the metal detector calibrated?	<input type="checkbox"/>	N/A
Do you have magnets located in the process?	<input type="checkbox"/>	N/A
Location Type? (Grid, bar, plate or rare earth)	<input type="checkbox"/>	N/A
Do you retain & inspect debris from magnets?	<input type="checkbox"/>	N/A
Do you have a formal knife & blade checks?	<input checked="" type="checkbox"/>	YES
Are these inspections recorded?	<input checked="" type="checkbox"/>	YES
Do you have sieves or filters in the process?	<input type="checkbox"/>	N/A
Location & mesh size mm	<input type="checkbox"/>	N/A
Do you retain & inspect foreign bodies from sieves or filters?	<input type="checkbox"/>	N/A
Is the product supplied temperature controlled?	<input checked="" type="checkbox"/>	NO
Do you have a procedure for the monitoring / recording of temperatures?	<input type="checkbox"/>	N/A



Product packaging

Are packaging materials specified to be suitable for food contact use?

Not all products sold are suitable for food contact use - please refer to specification of product

Are certificates of analysis or conformance held for packaging?	<input checked="" type="checkbox"/>	YES
Where appropriate is packaging stored away from raw materials?	<input type="checkbox"/>	N/A
Where appropriate is packaging stored away from finished Products?	<input type="checkbox"/>	N/A
Are part used packaging materials effectively protected before being returned to an appropriate storage area?	<input checked="" type="checkbox"/>	YES
Are product contact liners coloured to prevent accidental contamination?	<input type="checkbox"/>	N/A
Where packaging materials pose a product safety risk, are special handling procedures in place to prevent product contamination?	<input type="checkbox"/>	N/A

Product Inspection & Laboratory Testing

Are finished goods entering the premises quarantined until they are inspected?	<input checked="" type="checkbox"/>	YES
Are raw materials entering the premises quarantined until they are sampled?	<input checked="" type="checkbox"/>	NO
Are raw materials entering the premises quarantined until they are inspected tested?	<input checked="" type="checkbox"/>	NO
If a laboratory is used, is this in house or contracted out?	<input checked="" type="checkbox"/>	NO
Based on risk assessment, are testing & inspection schedules established to ensure product requirements are met?	<input checked="" type="checkbox"/>	NO
Are inspections & testing methods documented & recorded?	<input checked="" type="checkbox"/>	NO
Are inspection results recorded & reviewed regularly to identify trends?	<input checked="" type="checkbox"/>	NO
Have the analytical methods been validated by an accredited body e.g. UKAS	<input checked="" type="checkbox"/>	NO
If yes please specify name and date	<input checked="" type="checkbox"/>	NO
Is the laboratory or subcontractor accredited or operate in accordance with requirements /principles of ISO 17025?	<input checked="" type="checkbox"/>	NO
Are ongoing procedures in place for shelf life assessment?	<input checked="" type="checkbox"/>	NO
Are pathogens tested on-site?	<input checked="" type="checkbox"/>	NO
Are pathogens tested off-site?	<input checked="" type="checkbox"/>	NO
If pathogens are tested on site is the remote from the manufacturing site?	<input checked="" type="checkbox"/>	NO
Where routine testing laboratories are present on the manufacturing site, are they located, designed & operated to eliminate potential risk to product safety?	<input checked="" type="checkbox"/>	NO
Are procedures in place to ensure the reliability of laboratory test results? e.g. use of appropriately calibrated equipment?	<input checked="" type="checkbox"/>	NO
Are procedures in place to ensure the control of non-conforming Product/Product Release?	<input checked="" type="checkbox"/>	YES
Are procedures in place for the control of non-conforming materials?	<input checked="" type="checkbox"/>	YES
Are corrective actions implemented to avoid recurrence of non-conformances?	<input checked="" type="checkbox"/>	YES
Are non-conforming products clearly identified & quarantined as appropriate?	<input checked="" type="checkbox"/>	YES
Are procedures in place, based on risk assessment, to ensure only products conforming to specifications are dispatched?	<input checked="" type="checkbox"/>	YES



Hyde Point, Dunkirk Lane, Hyde, Cheshire SK14 4PL
T: 0161 366 4451 F: 0161 366 4450 sales@invopak.co.uk www.invopak.co.uk



Process Control

Control of Operations

Are there processes in place to ensure Critical Control Points & set limits are transferred into day-to-day production controls?	<input type="checkbox"/>	N/A
Is process monitoring such as temperature/time etc, adequately controlled to ensure product is within specification?	<input type="checkbox"/>	N/A
Are procedures in place in case of equipment failure or deviation of the process from specification?	<input type="checkbox"/>	N/A
Are procedures in place to ensure that products are packed into the correct packaging and labelled correctly?	<input checked="" type="checkbox"/>	YES
In the event of changes to product formulation, processing methods, equipment, packaging or monitoring are there procedures in place to re-establish HACCP?	<input type="checkbox"/>	N/A

Quantity & Calibration

Does the frequency & methodology of quantity checking meet requirements of appropriate legislation governing quantity verification?	<input checked="" type="checkbox"/>	YES
Is equipment used to monitor CCP's & product safety/ legality identified through documented list of equipment?	<input checked="" type="checkbox"/>	YES
Is equipment used to monitor CCP's & product safety/ legality identified through identified & marked?	<input checked="" type="checkbox"/>	YES
Are all identified measuring devices checked & where necessary adjusted at a pre-determined frequency, based on risk assessment	<input checked="" type="checkbox"/>	YES
Are all identified measuring devices checked & where necessary adjusted by trained staff?	<input checked="" type="checkbox"/>	YES
Are all identified measuring devices checked & where necessary adjusted to a defined, traceable, recognised standard?	<input checked="" type="checkbox"/>	YES
Are the prescribed measuring & monitoring devices are the prescribed measuring & monitoring devices prevented from adjustment by unauthorised staff?	<input checked="" type="checkbox"/>	YES
Are the prescribed measuring & monitoring devices protected from damage, deterioration or misuse?	<input checked="" type="checkbox"/>	YES
Are procedures in place to record actions taken when measuring/monitoring devices are found not to be operating within specified limits?	<input checked="" type="checkbox"/>	YES

Personnel

Staff Training:

Do you employ a full time training officer? If NO who is responsible for training? Direct Reports Team or Ano.	<input checked="" type="checkbox"/>	NO
Do you issue employees with a company handbook?	<input checked="" type="checkbox"/>	YES
Do you run an induction course for all new employees?	<input checked="" type="checkbox"/>	YES
Does the course include Food Safety & Hygiene training?	<input checked="" type="checkbox"/>	NO
Does the course include Health & Safety?	<input checked="" type="checkbox"/>	YES
Do you offer "on the job" training? To both full time staff & temporary staff	<input checked="" type="checkbox"/>	YES
Are there documented programmes covering training needs of relevant personnel, including identifying the necessary competencies for specific roles?	<input checked="" type="checkbox"/>	YES



Hyde Point, Dunkirk Lane, Hyde, Cheshire SK14 4PL
T: 0161 366 4451 F: 0161 366 4450 sales@invopak.co.uk www.invopak.co.uk



Do you offer further regular training?	<input checked="" type="checkbox"/>	YES
Do you keep individual training records?	<input checked="" type="checkbox"/>	YES
Do training records include name of trainee & confirmation of attendance?	<input checked="" type="checkbox"/>	YES
Do training records include the date of training?	<input checked="" type="checkbox"/>	YES
Do training records include title of course contents as appropriate?	<input checked="" type="checkbox"/>	YES
Do training records include training provided?	<input checked="" type="checkbox"/>	YES
No. of full time employees	85 - 90	
Do you operate 24 hours?	<input checked="" type="checkbox"/>	NO
Do you operate a shift system of work?	<input checked="" type="checkbox"/>	YES
If yes how many do you operate?	2	

Personal Hygiene

Do you have a personnel Hygiene Policy that is communicated to all staff?	<input checked="" type="checkbox"/>	YES
Is hand cleaning performed at a frequency that is appropriate, based on risk assessment?	<input checked="" type="checkbox"/>	YES

**WE THE COMPANY, INVOPAK, CONFIRM TO THE BEST OF OUR KNOWLEDGE THAT THE INFORMATION PROVIDED ABOVE IS CORRECT.
WE ALSO HEREBY DECLARE THAT THE PACKAGING PROVIDED BY OUR SUPPLIERS, WHERE APPLICABLE, COMPILES WITH ALL RELEVANT EC & UK LEGISLATION RELATING TO THE HYGIENIC, SAFE MANUFACTURE AND SUPPLY OF FOOD GRADE PACKAGING**



Hyde Point, Dunkirk Lane, Hyde, Cheshire SK14 4PL
T: 0161 366 4451 F: 0161 366 4450 sales@invopak.co.uk www.invopak.co.uk

