

"Packing stations" checklist for Guide no. 2020.01

valid from: 1 July 2020

(replaces checklist 2019.01)

n.a. = not applicable

No.	Criterion	Result					
		A	B	C	D	M	n.a.
1	General condition of premises						
1.1	Structural requirements						
1.1.1	Ceilings, walls and floors are in a non-defective condition and designed to be easy to clean. In addition, walls and floors in the sorting area are impermeable to water and abrasion resistant.						
1.1.2	Where windows and skylights are opened for ventilation purposes, they are to have easily removable insect screens.						
1.1.3	Doors and gates are in a non-defective condition and easy to clean. External doors and gates are designed to prevent the penetration of pests.						
1.2	Storage of eggs						
1.2.1	The rooms in which eggs are stored ensure sufficient air circulation, as well as protection against both direct sunlight and frost. Strong temperature fluctuations are to be avoided.						
1.2.2	The premises are used for no other purpose than the handling and storage of eggs.						
1.3	Storage of packaging material						
1.3.1	The packaging material needed for the eggs is stored on the premises in a clean, dry place where it is protected against the effects of weather. The storage conditions prevent the packaging material from becoming contaminated by unwanted substances.						
1.3.2	Used packaging material (small packaging and primary packaging) is not reused.						
1.3.3	The packaging material in the sorting area is not stored directly on the floor.						
2	Organisation/cleanliness/hygiene						
2.1	Organisation and cleanliness						
2.1.1	In the packing area, the premises must be in a good condition, clean and free from extraneous odours, animals and pests. The build-up of dirt, formation of mould, peeling of paint-work and condensation of water vapour, as well as strong temperature fluctuations and exposure to the effects of the weather, are to be avoided.						
2.1.2	The sorting machine and the conveyor belts are clean, hygienic and free from extraneous odours.						
2.2	Staff hygiene						
2.2.1	All people working in the packing station wear clean work clothing that is appropriate to their area of work.						
2.2.2	There are sufficient facilities for washing hands at access points to the packing station area and within the sorting area. The minimum requirements are observed.						
2.2.3	The smoking ban is enforced throughout the packing station area.						
3	Labelling, storage, sorting						
3.1	Labelling						
3.1.1	The transport packaging for unsorted goods contains at least the following information: Identification KAT or non-KAT, name and address of the producer, producer code, number of eggs, laying day or laying period, date of dispatch.						

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3.1.2	The transport packaging for finished goods contains at least the following information: Identification KAT or non-KAT, packing station number, quality class, weight class, sell-by date, form of rearing						
3.1.3	Accompanying records/collection slips include at least the following information: identification as KAT goods/non-KAT goods, name and address of the producer, name and address of the recipient, producer code, number of eggs (broken down by forms of rearing, laying day or period) and date of dispatch.						
3.1.4	In accordance with the marketing standards for eggs, eggs for industrial use are identified with a red sleeve. Where eggs are delivered to the food industry, they are clearly marked as "eggs for the food industry".						
3.1.5	The outside of packaging containing Quality Class A eggs is labelled with the following information, which is clearly visible and easily legible: packing station number, quality class, weight class or the information "Eggs of various sizes" and the minimum net weight of the eggs in grams, sell-by date, recommendation to consumers to store the eggs at fridge temperature after purchase and the form of rearing. The meaning of the producer code is explained on or in the packaging.						
3.1.6	The KAT logo is printed on all egg packaging for the German food retail trade. The KAT logo complies with current design rules.						
3.2	Stamping eggs						
3.2.1	Stamping unsorted eggs						
3.2.1.1	K.O. There are no unstamped eggs from KAT laying farms on-site. If unstamped eggs are accepted due to a defective stamping device, inspection criteria 3.2.1.2 and 3.2.1.3 are fulfilled.						
3.2.1.2	K.O. In the event of a defective stamping device at a laying farm, the defective stamping device report from the laying farm must be available to the packing station when the incoming goods are received.						
3.2.1.3	K.O. The goods affected by the defective stamping device are labelled according to requirements.						
3.2.2	Stamping the finished goods						
3.2.2.1	Stamping of the finished goods meets the requirements of the marketing standards: the stamp is clearly visible, easily legible and at least 2 mm high.						
3.3.	Storage						
3.3.1	There is separate storage according to forms of rearing with specific areas, which are identified and labelled, in the unsorted eggs store of the packing station. If, due to lack of space, eggs from different forms of rearing are directly next to each other, these must be clearly identified.						
3.3.2	Eggs for industrial use must be stored separately from the unsorted eggs in specially designated areas in the packing station.						
3.3.3	If non-KAT unsorted eggs are present in the packing station, they must be stored in a separate area that is clearly defined and identified.						
3.4	Sorting						

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3.4.1	The packing station has (in addition to the sorting machine) one or several calibrated scales to weigh the eggs, as well as a device to determine the height of the air chamber.						
3.4.2	The sorting machine has at least one candling booth that is permanently manned, or another suitable automatic facility for controlling the quality of the individual eggs.						
3.4.3	Suitable preventive measures must be taken to prevent mixing of the different forms of rearing during the sorting process.						
3.4.4	K.O. If a packing station also sorts non-KAT goods, it is additionally ensured that the non-KAT goods are sorted consistently with separate sorting records stating the exact sorting times and the total number of eggs. KAT goods cannot become mixed during the sorting process.						
3.4.5	No unsorted eggs are sorted, labelled and packed more than 10 days after laying.						
3.4.6	The sell-by date is set at no more than 28 days from the laying date. If a laying period is specified, the first day of this period must be used when setting the sell-by date.						
3.4.7	Calibration of sorting equipment						
3.4.7.1	The sorting equipment servicing interval history complies with the equipment manufacturer's specifications, where available.						
3.4.7.2	The calibration of the sorting machine is carried out in accordance with the specifications of the KAT packing station guide and is documented accordingly.						
3.5	UV-C light treatment						
3.5.1	If ultraviolet light (UV-C treatment) to decontaminate the egg shells is used as part of the sorting process, this is documented.						
3.5.2	A valid exemption certificate from the BVL is held for packing stations based in Germany.						
3.5.3	Measures are in place to guarantee that only clean eggs are treated with UV-C light. The corresponding work instruction is available.						
3.5.4	The process flow for UV-C treatment is documented. Records are available detailing the quantity of treated eggs, the establishments of origin, recipients, the treatment date and the parameters applied to the UV-C treatment.						
3.5.5	The effectiveness of the UV-C treatment is regularly documented using before-and-after checks of contamination levels on the egg shell.						
4	In-company self-monitoring						
4.1	Official license and establishment data collection						
4.1.1	K.O. The packing station has a valid official license.						
4.1.2	An up-to-date establishment description is available, containing at least all company master data as well as the GLN / GTIN no.						
4.1.3	The information in the establishment description form is identical to the information in the KAT database. The KAT Office is notified of any changes to the establishment data. The establishment has documentary evidence of this.						
4.1.4	The KAT Office is notified immediately if alternative non-KAT goods are bought-in. The establishment has documentary evidence of this.						
4.2	IFS certification/application of additional check						

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4.2.1	K.O. Packing stations with incoming goods of more than 15 million eggs/year have certification in compliance with IFS Food or IFS Wholesale Cash & Carry.						
4.2.2	For packing stations without IFS certification, it can be proven that the packing station receives fewer than 15 million incoming eggs/year.						
4.2.3	K.O. The additional check for packing stations with < 15 million incoming eggs/year was passed successfully.						
4.3	Crisis management						
4.3.1	In accordance with requirements, there is a documented procedure detailing what to do in the event of a crisis. This procedure also involves notifying KAT.						
4.4	Goods inspections						
4.4.1	A system for the inspection of incoming goods is established and ensures at least a random check of the requirements defined in the Guide. There is documentary evidence of this.						
4.4.2	A system for the inspection of outgoing goods is established and ensures at least a random check of the requirements defined in the Guide. There is documentary evidence of this.						
5	Egg quality inspections in accordance with egg marketing standards						
5.1	The results of an inspection of the air chamber based on the sample size of 180 eggs are within the required tolerances.						
5.2	The results of the inspection of the cleanliness and quality of the egg shell based on the random sample of 180 eggs are within the required tolerances.						
5.3	The results of the inspection of the unit weight based on the random sample of 180 eggs are within the required tolerances.						
6	Database						
6.1	K.O. Reports on the movement of goods are entered weekly, by Wednesday midnight of the following week at the latest.						
6.2	K.O. If alternative non-KAT goods are purchased, relevant goods reports (entry of incoming and outgoing non-KAT goods) are entered in the database.						
7	Traceability/assurance of origin						
7.1	K.O. Sorting records are available that meet the requirements of the Guide.						
7.2	K.O. The packing station must have a traceability system in order to ensure and document the identification of batches of unsorted eggs and their relation to batches of end products in both directions.						
8	Additional checkpoints for small packing stations * <i>*Additional check points for small & farm packingstations with less than 15 million eggs Incoming goods / year - see also point 4.2.2</i>						
8.1	HACCP						
8.1.1	K.O. There is a documented HACCP concept which includes all unsorted eggs, packaging and every process from goods receipt to delivery. The system is checked annually.						
8.2	Hygiene and training						

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8.2.1	K.O. There are documented instructions regarding staff hygiene. These include – hand washing and disinfection, – eating and drinking, – smoking, – behaviour on damage to skin (e.g. cuts, scrapes). These are fully and wholly implemented.						
8.2.2	Street and work clothing must be stored separately from one another.						
8.2.3	External persons only enter the production areas in hygienic clothing and in the company of a member of the establishment.						
8.2.4	All protective clothing is regularly and thoroughly cleaned						
8.2.5	Staff are instructed at least once per year in matters of food hygiene. Documentaion is available.						
8.2.6	The company provides social and toilet facilities which are appropriate for the number of staff with regard to size and equipment. These are in a clean and intact state. There must be no negative effect from these areas on the product.						
8.2.7	Changing rooms are arranged such that direct access is possible from there to the packing station.						
8.3	Packaging						
8.3.1	There are detailed specifications from the supplier available for inspection.						
8.3.2	There are declarations of conformity or other documentation from the supplier (certificates) for all food packaging with direct contact. These confirm that the packaging is suitable for its proposed use.						
8.4	Building requirements for packing stations						
8.4.1	The external areas are in a consistently non-defective and proper state and are included in pest control.						
8.4.2	Walls are designed and built such that the collection of dirt is prevented, condensate and mould formation restricted and easy cleaning is possible.						
8.4.3	The wall surfaces are in a non-defective state, easy to clean and, where necessary, disinfect. They are impermeable to water, water repellent and abrasion resistant.						
8.4.4	The floor coverings are appropriate for the production requirements (e.g. mechanical load, cleaning agents, temperature), are in a non-defective condition and easy to clean.						
8.4.5	The drain outlets are easy to clean and designed such that the risk of product contamination is minimised (e.g. negative effects, penetration of pests, etc.).						
8.4.6	Ceilings and ceiling structures (incl. pipes, cables, lamps) are built such that the collection of dirt as well as condensate and mould formation are minimised. They are easy to clean.						
8.4.7	Windows and other openings are built such that the collection of dirt is avoided. Where windows and skylights are opened for ventilation purposes, they are blocked with easily removable insect screens or similar to prevent contamination.						
8.4.8	The doors are in a non-defective con-dition. They are easy to clean and, if necessary, disinfect. External doors and gates are designed and can be closed such that the entry of non-authorized persons and pests is prevented.						

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8.4.9	Equipment and taps are easy to clean and in a clean and good condition (functioning, rust and corrosion free).						
8.4.10	Any existing ventilation systems are installed such that filters and other parts which must be cleaned or replaced are easily accessible.						
8.5	Water						
8.5.1	Water used is drinking water and must be available in sufficient quantity. The water quality is monitored.						
8.6	Cleaning						
8.6.1	There are cleaning and disinfection plans for all areas requiring cleaning as well as instructions for the use of the applied agents.						
8.6.2	Cleaning and disinfection activities are documented with random inspections.						
8.6.3	Care is taken to ensure that there are no foods in the immediate vicinity during cleaning and disinfection.						
8.6.4	Cloths used for cleaning and disinfection are clean and in good hygienic condition.						
8.6.5	The current legal provisions for waste disposal are complied with (documentary evidence). Food waste and other waste are collected in clearly marked containers and removed as quickly as possible from spaces where food is handled (but no later than after every sorting or packing process). The accumulation of such waste is avoided.						
8.7	Foreign materials						
8.7.1	If the use of wood is unavoidable, the wood is in an intact and clean condition.						
8.7.2	Glass breakages are generally recorded. A clear procedure is described for glass breakages.						
8.8	Pest control						
8.8.1	The establishment has a suitable pest control system. If the establishment performs the pest control itself, the relevant person has a certificate of competence, or there is a contract with an external service provider.						
8.8.2	The minimum requirements for documentation are observed.						
8.9	Storage and transport						
8.9.1	Before loading, the condition of the transport vehicles is checked and any measures necessary are taken (e.g. foreign smells, dust, damp, pests, mould formation). All transport vehicles as well as the loading ramp/areas are included in the cleaning plan.						
8.9.2	Transport and storage containers are in a clean and good condition.						
8.9.3	Cleaning and disinfection agents incl. pest control agents must be kept separately from food as well as in closed and non-leaking containers.						
8.9.4	All materials used for maintenance and repair work are suitable for the purpose (e.g. fats, coatings suitable for use in food). Maintenance must be documented.						
8.9.5	The temperature in the rooms in which eggs are stored has to be documented.						
8.10	Allergens and plant inspections						

No.	Criterion	Result					
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8.10.1	Plant inspections are carried out in all areas on a yearly basis. Discrepancies and corrective and improvement measures arising as a result are documented.						