

Annex Additional module Convenience

D. Add-on module Convenience

D 1.1 Scope

The additional module 'Convenience' is aimed at scheme participants in the deboning, processing meat/meat products stages who produce products with a low QS content and wish to use the certification mark. This includes, for example, pasta in combination with meat ingredients, pizza, lasagne, baked goods, sandwiches and convenience products with a high liquid/pasty content (e.g. delicatessen salads containing meat with mayonnaise/dressings) as well as ready meals and menu components.

Please refer to the following supporting documents:

- Explanatory notes "Use of the QS certification mark for composite products"
- Style guide for the QS certification mark

The requirements below are defined in the *Guideline Convenience* and are listed here with reference to the *Guideline Convenience*.

The relevant requirements are additionally checked in the audit of the respective production type (if applicable) and are included in the overall assessment.

D 2.1 General requirements

D 2.1.1 Use of the QS certification mark

⇒ Guideline Convenience requirement 2.1.2

Scheme participants are entitled to use the QS certification mark once they have been permitted to do so by QS (via QS scheme agreement). Use of the certification mark is only permitted in accordance with the **Style guide** for the QS certification mark.

 \Rightarrow Explanatory notes "Use of the QS certification mark for composite products"

Scheme participants may only deliver goods labelled with the QS certification mark on the label or outer packaging if they themselves and the location of the recipient/purchaser of the goods are authorised to deliver in the QS database. Goods labelled with the QS certification mark must be marked in the delivery notes in accordance with the requirements 4.2.2 [K.O.] Labelling of marketed QS products.

In justified individual cases, this may be nonconformity if it can be expected that the reseller will no longer actively advertise and/or market the goods as QS products in his course of business and in contact with his recipients. These goods may not be labelled as QS products in the accompanying documents or it must be clearly stated in the accompanying documents that the reseller may no longer actively advertise the goods as QS products in his course of business and in contact.

D 2.2 Good manufacturing and hygiene practice

D 2.2.1 [K.O.] Recipes/specifications

 \Rightarrow Guideline Convenience requirement 2.3.4

Specifications are available for all raw materials. Recipes/specifications must be created for all selfproduced products. Specifications/ingredient lists that at least fulfil all legal requirements must be present for all purchased products. The product must meet the respective requirements/market practices of the country of destination

All ingredients must be listed in the recipes/specifications. QS ingredients are clearly identified in the respective recipes/specifications and are distinguished from those recipes/specifications without QS ingredients (e.g. via corresponding designations, number ranges, etc.).



The recipes/specifications must be known and accessible to the responsible member of staff. A procedure for the modification of recipes/specifications must be defined and applied.

D 2.3 Technical/structural condition

 \Rightarrow Guideline Convenience requirement 2.4

Note: The following requirement is only described at a higher level in Chapter 2 (General requirements). The evaluation of the requirement is subordinate in the process-specific chapters.

Plants in which food is handled and premises in which food is stored, prepared, treated or processed must be clean and permanently maintained in accordance with **Reg. (EC) No. 852/2004** Annex II. They must be laid out, designed, built and proportioned so as to enable adequate cleaning and/or disinfection, prevent airborne contamination or reduce it to a minimum and provide sufficient workspace to enable hygienically sound work steps.

Rooms in which food is stored, prepared, treated or processed must be designed and laid out in such a way that proper food hygiene is ensured and contamination between and during work steps is avoided. The overall plant concept is defined in terms of the flow of goods and people, as well as the division of hygiene zones, and is proportionate to the sensitivity of the product(s).

The following requirements must be fulfilled:

- All floor and wall coverings must be kept in a flawless condition and must be easy to clean and, if required, easy to disinfect. They must be waterproof, water-repellent and abrasion-resistant and consist of non-toxic material. Where applicable, floor surfaces must be fitted with a suitable drainage system. Wall areas must have a smooth surface up to the height that is appropriate for the work processes that are performed.
- Ceilings (or if there are no ceilings, interior roofs) and ceiling structures must be built and treated in such a way that any accumulation of dirt is avoided and that condensate, undesired mould and the peeling away of material particles is reduced to an absolute minimum.
- Windows and other openings must be designed in a manner that avoids the accumulation of dirt. Openings extending outward require insect mesh that can be easily removed for cleaning. If opened windows promote contamination, they must remain closed and sealed during the entire manufacturing process.
- Shatter protection must be in place (for windows and bulbs in the food and primary packaging
 material production and storage area based on the foreign matter management risk assessment).
- Doors must be easily cleaned, and if required, disinfected. They must have water-repellent and smooth surfaces.
- Surfaces (including equipment surfaces) in areas in which food materials are handled, and in particular surfaces that come into contact with food, must be kept in an immaculate condition and must be easy to clean and, if necessary, disinfect. They must be made of smooth, abrasion-proof, corrosion-proof, non-toxic material.

Operating premises and facilities must be adequately maintained and serviced in accordance with written instructions. A servicing plan must be drawn up and implemented for all operating premises, facilities and equipment in which the planned maintenance measures are listed to ensure that the work can be carried out in a hygienic and safe manner.

D 2.4 Premises, facility and device hygiene

⇒ Guideline Convenience requirement 2.5

Note: The following requirement is only described at a higher level in Chapter 2 (General requirements). The evaluation of the requirement is subordinate in the process-specific chapters.

All rooms, plant and machines in which foods are stored, prepared, treated or processed must be in a clean, hygienic and dirt-free condition.

Pooling of water in "dead areas" and larger patches of corrosion on the equipment and machines must be avoided. Equipment (knives, saws etc.) are to be kept functional and clean.



The rooms must be cleaned regularly in accordance with the cleaning plan; this applies in particular to the flooring. The cleaning frequency must be based on the work rhythm/new occupancy of the operating rooms/storage rooms.

D 2.5 Ground clearance

 \Rightarrow Guideline Convenience requirement 2.6

Note: The following requirement is only described at a higher level in Chapter 2 (General requirements). The evaluation of the requirement is subordinate in the process-specific chapters.

A system must be implemented and applied according to which products and containers that contain or are intended to contain food must not be placed directly on the floor. The goods must be stored and trans-ported in such a way that there is no risk of contamination.

Excluded from this are:

- Automated storage systems separated by physical barriers, in which the containers are mechanically
 picked from above. Except for cleaning and maintenance purposes, the storage areas are not drive on
 or walk on, are in a hygienically clean condition and exclude contamination of the goods.
- Industrial containers (e.g. BIG Boxes) that are designed with runners or legs to stand on the floor. If these containers are stacked, contamination of the food must be avoided through internal company regulations.

D 3.1 Requirements for the production process

D 3.1.1. Best-before date/Use-by date

 \Rightarrow Guideline convenience requirement 3.1.3

If a best-before date (BBD)/use-by date is assigned, it must be ensured that the product at the end of the best-before/use-by date has the characteristics typical of the product.

To assign the declared best-before date/use-by date, reliable microbiological data must be available (cf. Table 2 mandatory for edible products that fall under the regulations of Regulation (EC) No. 2073/2005 or the recommendations according to 7.1 Annex Recommendations Microbiological Guidelines and Warning Values for Convenience Products). In parallel, a sensory analysis must be carried out. A procedure must be implemented that includes a regular audit of the best-before/use-by date.

Table 2: Food safety criterion⁽¹⁾ for food placed on the market during the shelf life (from Regulation **(EC) No 2073/2005**)

Food category	Microorganisms	Sampling plan ⁽²⁾ /Limit values
Other than for infants or for special medical purposes certain ready-to-eat foods that facilitate the propagation of <i>Listeria</i> <i>monocytogenes</i>	Listeria monocytogenes	n=5 and c=0 100 CFU/g ^(3,4)
Other than for infants or for special medical purposes certain ready-to-eat foods that do not facilitate the propagation of <i>Listeria monocytogenes</i>	Listeria monocytogenes	n=5 and c=0 100 CFU/g

⁽¹⁾ "food safety criterion" means a criterion that determines the acceptability of a product or a batch of food and which applies to products on the market.



 $^{(2)}$ n = the number of sample units in the sample; c = the number of sample units whose values lie between m and M

⁽³⁾ This criterion shall apply provided that the manufacturer can demonstrate to the satisfaction of the competent authority that the product does not exceed 100 cfu/g throughout its shelf life. The operator may set intermediate limits during the process, which should be low enough to guarantee that the limit of 100 cfu/g is not exceeded at the end of the shelf-life

 $^{(4)}$ If the food business operator cannot demonstrate to the satisfaction of the competent authority that the product does not exceed the limit of 100 cfu/g throughout the shelf-life, n=5 and c=0 in 25 g shall not be detectable for products before they have left the direct control of the food business operator that produced them.

D 4.1 Silo storage

D 4.1.1 Silo storage

 \Rightarrow Guideline Convenience requirement 3.5.1

Silos are completely emptied in accordance with internal specifications, checked and cleaned with regard to pest infestation and hygiene. Silo empty messages are recorded in order to narrow down a batch as far as possible. The climate control and the climate process in the silo, as well as measures in the event of deviations, must be documented. To avoid cross-contamination or mixing in silos, before a product change, a release procedure must be defined.

D 4.1.2 Technical/structural condition

 \Rightarrow Requirement D 2.3

D 4.1.3 Premises, facility and device hygiene

 \Rightarrow Requirement D 2.4

D 5.1 Tank storage

D 5.1.1 Tank storage

 \Rightarrow Guideline Convenience requirement 3.6.1

Tanks must be completely emptied and cleaned as often as possible. For temperature-controlled products, appropriate temperatures are verifiably maintained, and measures in the event of deviations must be documented. To avoid cross-contamination or mixing in tanks, before a product change, a release procedure must be defined.

D 5.1.2 Technical/structural condition

 \Rightarrow Requirement D 2.3

D 5.1.3 Premises, facility and device hygiene

 \Rightarrow Requirement D 2.4

D 6.1 Preparation and processing procedures

Preparation and processing processes include, for example, washing and peeling processes, unpacking, decanting, preparation, thawing, weighing, manual or mechanical comminution (e.g. grinding, chopping, grating, slicing, pureeing, straining) cutting (manual or mechanical, uniform cutting into defined moulds).

The process of batching and weighing includes the dosing of individual components according to recipe, taking batch traceability into account.

D 6.1.1. Technical/structural condition

 \Rightarrow Requirement D 2.3

D 6.1.2 Premises, facility and device hygiene

 \Rightarrow Requirement D 2.4



D 6.1.3 Ground clearance

 \Rightarrow Requirement D 2.5

D 6.1.4 Order and organisation

 \Rightarrow Guideline Convenience requirement 3.7.4

Structured workflows, responsibilities and in-process controls are defined for preparation and processing processes. The job classification must be clear from the process and any risks or control activities must be known to the employee concerned. Potential risks for food safety or negative impacts are avoided.

Batches must be clearly identified and, if necessary, separated.

D 7.1 Production of semi-finished products, partial products, components

The production of semi-finished products, subproducts and menu components includes, for example, dough preparation (pasta, pizza), the production of sauces, toppings and mayonnaises for delicatessen salads. This includes, among other things Processes for mixing, homogenising, seasoning and marinating.

D 7.1.1 Technical/structural condition

 \Rightarrow Requirement D 2.3

D 7.1.2 Premises, facility and device hygiene

 \Rightarrow Requirement D 2.4

D 7.1.3 Ground clearance

 \Rightarrow Requirement D 2.5

D 7.1.4 Order and organisation

 \Rightarrow Guideline Convenience requirement 3.8.4

Processes must follow structured workflows. The job classification must be clear from the process and any risks or control activities must be known to the employee concerned. Potential risks for food safety or negative impacts are avoided.

Batches must be clearly identified and, if necessary, separated.

D 8.1 Further processing

The process of further processing includes the combining of raw materials, partial products, semi-finished products, components, e.g. filling pasta, topping pizza, lasagne, dough pieces with other ingredients, mixing menu components or delicatessen salads.

D 8.1.1 Technical/structural condition

 \Rightarrow Requirement D 2.3

D 8.1.2 Premises, facility and device hygiene

 \Rightarrow Requirement D 2.4

D 8.1.3 Ground clearance

 \Rightarrow Requirement D 2.5

D 8.1.4 Order and organisation

 \Rightarrow Guideline convenience requirement 3.9.4

Structured workflows, responsibilities and in-process controls are defined for further processing processes. The job classification must be clear from the process and any risks or control activities must be known to the employee concerned. Potential risks for food safety or negative impacts are avoided.



Batches must be clearly identified and, if necessary, separated.



Annex Recommendations Microbiological guideline and warning values for convenience products

	guidance value (CFU/g)	critical value (CFU/g)
Escherichia coli	1×10 ¹	1×10 ²
Mould fungi	1x10 ³	
Coagulase-positive Staphylococcus	1x10 ²	1x10 ³
presumptive Bacillus cereus	1x10 ²	1×10 ³
Clostridium perfringens	1x10 ²	1×10 ³
Salmonella		Not detected in 25 g

Table 1: Guideline and warning values for the assessment of raw, dried pasta (DGHM)

Table 2: Guideline and warning values for the assessment of baked frozen bakery products with and without filling (ready-to-eat without heating)⁽¹⁾⁽²⁾ (DGHM)

	guidance value (CFU/g)	critical value (CFU/g)
Aerobic colony count	1×10 ⁵	
Escherichia coli	1×10 ¹	1x10 ²
Enterobacteriaceae	1×10 ²	1×10 ³
Mould fungi	1×10 ²	
Coagulase-positive Staphylococcus	1×10 ¹	1×10 ²
presumptive Bacillus cereus	1×10 ²	1×10 ³
Listeria monocytogenes ⁽³⁾		1x10 ²



	guidance value (CFU/g)	critical value (CFU/g)
Salmonella		Not detected in 25 g

⁽¹⁾ The product group includes frozen bakery products in which all ingredients - including fillings and/or coatings - have been baked during production, such as bread rolls, croissants, unfilled crêpes and ready-baked apple strudel.

⁽²⁾ The smallest sales unit, but at least 50 g, is to be used as the sample for the analysis.

⁽³⁾ For the examination and evaluation of Listeria monocytogenes, the requirements of Regulation (EC) No. 2073/2005 on microbiological criteria in the currently valid version for foodstuffs shall apply.

Table 3: Guideline and warning values for the assessment of raw/partially cooked frozen bakery products that are subjected to heating before consumption⁽¹⁾⁽²⁾ (DGHM)

	guidance value (CFU/g)	critical value (CFU/g)
Escherichia coli	1x10 ²	1x10 ³
Mould fungi	1x10 ⁴	
Coagulase-positive Staphylococcus	1x10 ²	1x10 ³
presumptive Bacillus cereus	1x10 ²	1x10 ³
Salmonella		Not detected in 25 g
Listeria monocytogenes ⁽³⁾		1x10 ²

⁽¹⁾ The product group includes frozen bakery products such as dough, dough pieces, fruit and quark bakery products.

⁽²⁾ The smallest sales unit, but at least 50 g, shall be used as the sample for the test.

⁽³⁾ For the examination and evaluation of *Listeria monocytogenes*, the requirements of Regulation (EC) No. 2073/2005 on microbiological criteria for foodstuffs in the currently valid version must be observed.

Table 4: Guideline and warning values for the assessment of sandwiches and sandwich rolls (DGHM)

	guidance value (CFU/g)	critical value (CFU/g)
Escherichia coli	1×10 ²	1×10 ³
Yeasts ⁽¹⁾	1x10 ⁵	
Mould fungi	1x10 ³	
Coagulase-positive Staphylococcus	1x10 ²	1×10 ³



	guidance value (CFU/g)	critical value (CFU/g)
presumptive Bacillus cereus	1×10 ²	1x10 ³
Salmonella		Not detected in 25 g
Listeria monocytogenes ⁽²⁾		1x10 ²

⁽¹⁾ If products are processed with live microorganisms (starter cultures) as ingredients, this must be taken into account in the assessment.

⁽²⁾ For the examination and assessment of *Listeria monocytogenes*, the requirements of Regulation (EC) No. 2073/2005 on microbiological criteria in the currently valid version for foodstuffs must be observed.

Table 5: Guideline and warning values for the assessment of heat-treated, ready-to-eat foods⁽¹⁾ (DGHM)

	guidance value (CFU/g)	critical value (CFU/g)
Aerobic colony count	1x10 ⁶	
Enterobacteriaceae	5x10 ²	1x10 ³
Escherichia coli	1x10 ¹	1x10 ²
Coagulase-positive Staphylococcus	1x10 ²	1x10 ³
presumptive Bacillus cereus	1x10 ²	1x10 ³
Clostridium perfringens	1x10 ²	1x10 ³
Salmonella		Not detected in 25 g
Listeria monocytogenes ⁽²⁾		1x10 ²

⁽¹⁾ The recommendations for heat-treated ready-to-eat foods shall only apply if no product-specific recommendations exist.

⁽²⁾ For the examination and evaluation of Listeria monocytogenes, the requirements of Regulation (EC) No. 2073/2005 on microbiological criteria for foodstuffs in the currently valid version must be observed.

Table 6: Guideline and warning values for the assessment of delicatessen salads⁽¹⁾ (DGHM)

	guidance value (CFU/g)	critical value (CFU/g)
Aerobic colony count ⁽²⁾	1x10 ⁶	



	guidance value (CFU/g)	critical value (CFU/g)
Enterobacteriaceae	1x10 ³	1×10 ⁴
Escherichia coli ⁽³⁾	1x10 ¹	1x10 ²
Coagulase-positive Staphylococcus	1x10 ²	1x10 ³
Lactic acid bacteria ⁽²⁾	1x10 ⁶	
Yeasts ⁽⁴⁾	1x10 ⁵	
Salmonella		Not detected in 25 g
Listeria monocytogenes ⁽⁵⁾		1x10 ²

⁽¹⁾ The values listed refer to analyses at retail level. The values must be complied with until the best-before date is reached.

⁽²⁾ If live microorganisms are added as starter cultures or ingredients such as cheese that contain live organisms, this must be taken into account in the assessment.

⁽³⁾ If *Escherichia coli* is detected, the source of contamination must be traced.

⁽⁴⁾ If the guideline value is exceeded, the sensory analysis must be included in the assessment.

⁽⁵⁾ For the examination and assessment of Listeria monocytogenes, the requirements of Regulation (EC) No. 2073/2005 on microbiological criteria in the currently valid version for foodstuffs must be observed.

Table 7: Guideline and warning values for the assessment of mayonnaises, dressings and salad dressing	S
(DGHM)	

	guidance value (CFU/g)	critical value (CFU/g)
Aerobic colony count	1×10 ⁶	
Enterobacteriaceae	1×10 ³	1×10 ⁴
Escherichia coli	1x10 ¹	1x10 ²
Lactic acid bacteria	1x10 ⁵	
Yeasts	1x10 ⁵	
Mould fungi	1x10 ³	



	guidance value (CFU/g)	critical value (CFU/g)
Coagulase-positive Staphylococcus	1x10 ¹	1x10 ²
presumptive Bacillus cereus	1x10 ²	1x10 ³
Salmonella		Not detected in 25 g
Listeria monocytogenes		1x10 ²

Table 8: Guideline and warning values for the assessment of cooked frozen ready meals without raw ingredients, to be heated to consumption temperature (DGHM)

	guidance value (CFU/g)	critical value (CFU/g)
Aerobic colony count	1x10 ⁵	
Enterobacteriaceae	1x10 ²	1x10 ³
Escherichia coli	1x10 ¹	1x10 ²
Coagulase-positive Staphylococcus	1x10 ²	1x10 ³
presumptive Bacillus cereus	1x10 ²	1x10 ³
Salmonella		Not detected in 25 g
Listeria monocytogenes		1x10 ²

Table 9: Guideline and warning values for the assessment of raw or partially cooked frozen ready meals or parts thereof that must be cooked before $consumption^{(1)(2)(3)}$ (DGHM)

	guidance value (CFU/g)	critical value (CFU/g)
Salmonella		Not detected in 25 g
Listeria monocytogenes		1x10 ²
Escherichia coli	1x10 ²	1x10 ³
Coagulase-positive Staphylococcus	1x10 ²	1x10 ³



	guidance value (CFU/g)	critical value (CFU/g)
presumptive Bacillus cereus	5x10 ²	1x10 ³

⁽¹⁾ The smallest sales unit, but at least 50 g, shall be used as the sample for the analysis.

⁽²⁾ Salmonella should not be detectable in 25 g. However, due to the widespread contamination of poultry and other animals, the samples can relatively often be Salmonella-positive when raw meat is used, even if good hygiene standards are maintained.

⁽³⁾ In the event of a positive result, the source of contamination must be investigated. Manufacturers are recommended to use only cooked meat for such products. If this is not done, there is a risk of a health hazard to the consumer if a warning "Cooking through required" and precise details of the cooking conditions are not provided; these warnings must be provided on both household packaging and bulk consumer packaging.

Table 10: Guideline and warning values for the assessment of pizza, unbaked, heat before consumption (LUA Sachsen)

	guidance value (CFU/g)	critical value (CFU/g)
Mould fungi	1x10 ³	
Salmonella		Not detected in 25 g
Coagulase-positive Staphylococcus	1x10 ¹	
Coliform germs	1×10 ⁴	
Aerobic colony count	1x10 ⁶	
Listeria monocytogenes		1x10 ²
Spores of sulphite-reducing clostridia	1x10 ²	

Table 11: Guideline and warning values for the assessment of ready meals, to heat prepared food before consumption (LUA Sachsen)

	guidance value (CFU/g)	critical value (CFU/g)
Aerobic colony count	1x10 ⁶	
Coliform germs	1x10 ⁴	
Yeasts	1x10 ³	



	guidance value (CFU/g)	critical value (CFU/g)
Mould fungi	1x10 ³	
Salmonella		Not detected in 25 g
presumptive Bacillus cereus	1x10 ²	
Clostridium perfringens	1x10 ²	
Coagulase-positive Staphylococcus	1x10 ²	
Listeria monocytogenes		1x10 ²

Table 12: Guideline and warning values for the assessment of ready meals, prepared meals ready to eat without heating (LUA Sachsen)

	guidance value (CFU/g)	critical value (CFU/g)
Aerobic colony count	1x10 ⁵	
Coliform germs	1x10 ³	
Yeasts	1x10 ³	
Mould fungi	1x10 ³	
Salmonella		Not detected in 25 g
presumptive Bacillus cereus	1x10 ²	
Clostridium perfringens	1x10 ²	
Coagulase-positive Staphylococcus	1x10 ²	
Listeria monocytogenes		1x10 ²



Table 13: Guideline and warning values for the assessment of frozen ready meals, uncooked, to be heated before consumption (LUA Sachsen)

	guidance value (CFU/g)	critical value (CFU/g)
presumptive Bacillus cereus	1x10 ³	1x10 ⁴
Salmonella		Not detected in 25 g
Coagulase-positive Staphylococcus	1x10 ²	1x10 ³
Escherichia coli	1x10 ³	1x10 ⁴

Table 14: Guideline and warning values for the assessment of frozen ready meals, ready-to-eat (LUA Sachsen)

	guidance value (CFU/g)	critical value (CFU/g)
Aerobic colony count	1x10 ⁶	
Listeria monocytogenes		1x10 ²
Coagulase-positive Staphylococcus	1x10 ²	1×10 ³
Salmonella		Not detected in 25 g
Escherichia coli	1x10 ²	1x10 ³
presumptive Bacillus cereus	1x10 ³	1×10 ⁴

Table 15: Guideline and warning values for the assessment of pizza, pre-cooked, deep-frozen (LUA Sachsen)

	guidance value (CFU/g)	critical value (CFU/g)
Coliform germs	1x10 ³	
Spores of sulphite-reducing clostridia	1x10 ¹	
Listeria monocytogenes	1x10 ²	
Aerobic colony count	1x10 ⁵	



	guidance value (CFU/g)	critical value (CFU/g)
Coagulase-positive Staphylococcus	1x10 ¹	
Salmonella		Not detected in 25 g

Table 16: Guideline and warning values for the assessment of moist, packaged pasta⁽¹⁾ (DGHM)

	guidance value (CFU/g)	critical value (CFU/g)
presumptive Bacillus cereus	1x10 ²	1x10 ³
Aerobic colony count	1×10 ⁶	
Escherichia coli ⁽²⁾	1x10 ¹	1x10 ²
Enterobacteriaceae	1x10 ²	1x10 ³
Listeria monocytogenes ⁽³⁾		1x10 ²
Coagulase-positive Staphylococcus	1x10 ²	1x10 ³
Salmonella		Not detected in 25 g

⁽¹⁾ The specified values must be adhered to until the best-before date.

⁽²⁾ If *Escherichia coli* is detected, the source of contamination should be investigated.

⁽³⁾ For the examination and evaluation of Listeria monocytogenes, the requirements of Regulation (EC) No. 2073/2005 on microbiological criteria for foodstuffs in the currently valid version must be observed.