



Adding
Value
to
Food

Technical Information

FAQ Pack

Issue No. 85

Date of Issue:

26/04/2024

Contents

1. Site Information	Page 3
2. Emergency Contacts	Page 4-5
3. BRCGS Food Certificate for East Kilbride	Page 6
4. Annual Certificate of Conformity	Page 7
5. HACCP Process Flow Diagram for Food Production	Page 8-9
6. Organisational Chart for Food Production	Page 10
7. BRCGS Packaging Certificate for East Kilbride	Page 11
8. HACCP Process Flow Diagram for Packaging Production	Page 12
9. Organisational Chart for Packaging Production	Page 13
10. BRCGS Storage & Distribution Certificate for East Kilbride	Page 14
11. HACCP Process Flow Diagram for Wholesale Products	Page 15
12. Organisational Chart for Wholesale Products	Page 16
13. BRCGS Storage & Distribution Certificate for Mallusk (NI)	Page 17
14. Organic Farmers & Growers Certificate	Page 18
15. RSPO Certificate	Page 19
16. Kosher Certificate	Page 20
17. Food Safety & Quality Policy	Page 21
18. Allergen Policy	Page 22
19. Environmental Policy	Page 23
20. Glass Policy	Page 24
21. Business Continuity Policy	Page 25
22. Company Policy & Mission Statement	Page 26
23. Health & Safety Policy	Page 27
24. Ethical Policy	Page 28
25. GMO Policy	Page 29
26. Nut Policy	Page 30
27. Pest Control Contract	Page 31
28. Laboratory UKAS Certificate	Page 32
29. Insurance Certificate	Page 33

1. Site Information

The Scobie & Junor Group is made up of the following sites:

Name and Address & Contact Details.	Site Activities	Certifications Held
Scobie & Junor (Estd. 1919) Ltd. 1 Singer Road Kelvin Industrial Estate East Kilbride Glasgow G75 0XS Tel: +44 (0) 1355 237041 Fax: +44 (0) 1355 576343 Email: info@scobie-junor.co.uk Website: www.scobiesdirect.com	Food Manufacturing	BRCGS Food Organic Farmers & Growers RSPO
	Food Packaging Manufacturing	BRCGS Packaging
	Wholesale of Food and Non-Food Items	BRCGS Storage & Distribution.
Scobie & Junor (Ireland) Ltd. 14 McKinney Road McKinney Industrial Estate Newtownabbey BT36 4PE Tel: +44 (0) 2890841025 Fax: +44 (0) 2890843547 Email: claire@scobie-junor.com Website: www.scobiesdirect.com	Wholesale of Food and Non-Food Items	BRCGS Storage & Distribution.
Scobie & Junor (Estd. 1919) Ltd. Unit 3 M7 Business Park Newhall Interchange Naas Co. Kildare Tel: +353 (0) 45 856 747 Fax: +44 (0) 2890843547 Email: E: info@scobie-junor.com Website: www.scobiesdirect.com	Wholesale of Food and Non-Food Items	Organic Trust Working towards BRCGS Storage & Distribution

2. Emergency Contacts

Emergency contacts, in the event of a product recall, are detailed in the form below. As this could happen at any time, we have detailed telephone numbers for during the working day and contacts that will be available 24 hours a day, 7 days a week that can be used in an emergency.

Supplier Name:	Scobie & Junor (Estd.1919) Ltd
Supplier Address:	1 Singer Road Kelvin Industrial Estate East Kilbride Glasgow G75 0XS
Out of Hours Contact Details	
Name:	Gordon Wicklow
Position:	Managing Director
Email Address:	Gordon@scobie-junor.co.uk
Telephone Number:	01355 567327
Mobile:	07831 886043
Alternative Out of Hours Contact Details	
Name:	John Usher
Position:	Production Director
Email Address:	Johnu@scobie-junor.co.uk
Telephone Number:	01355 576367
Mobile:	07775 954468
Technical Contact Details	
Name:	Steven Stamp
Position:	Technical Controller
Email Address:	Steven.Stamp@scobie-junor.co.uk
Telephone Number:	01355 576373
Mobile:	07768 898668
Commercial Contact Details	
Name:	Heather Donnelly
Position:	Purchasing Manager
Email Address:	heather@scobie-junor.co.uk
Telephone Number:	01355 576319
Mobile:	07831 886 051

Supplier Name:	Scobie & Junor (Ireland) Ltd
Supplier Address:	14 McKinney Road McKinney Industrial Estate Newtownabbey BT36 4PE
Out of Hours Contact Details:	
Name:	Gordon Wicklow
Position:	Managing Director
Email Address:	Gordon@scobie-junor.co.uk
Telephone Number:	01355 567327
Mobile:	07831 886043

Supplier Name:	Scobie & Junor (Estd.1919) Ltd
Supplier Address:	Unit A3 M7 Business Park Newhall Interchange Naas Co Kildare
Out of Hours Contact Details:	
Name:	Gordon Wicklow
Position:	Managing Director
Email Address:	Gordon@scobie-junor.co.uk
Telephone Number:	01355 567327
Mobile:	07831 886043



CERTIFICATE OF CONFORMITY

SAI Global Certification Services Pty. Ltd (INTERTEK SAI Global), accredited Certification Body No Z1440295AS certifies that:

Scobie & Junor (Estd. 1919) Limited

Site Address: 1 Singer Road, East Kilbride, Scotland, G75 0XS, UNITED KINGDOM

BRCGS Site Code: 8511005

having conducted an audit for the scope of activities

Scope: The dry blending of seasonings into plastic sachets, bags or pails, the assembly of herb and spice sheets for meat coating applications into vacuum packs and the manual filling of herbs, spices, or seasonings into 100ml glass jars either as dry ingredients or with rapeseed oil.

Exclusions from Scope: None.

Product Category (ies): 15 - Dried foods and ingredients

Has Achieved Grade: B+

Meets the requirements set out in the

GLOBAL STANDARD for FOOD SAFETY ISSUE 9: AUGUST 2022

Audit Programme: Unannounced

Auditor Number:

21555

Certificate Number:

ESP22300

Dates of Audit:

07-08 Dec 2023

Certificate Issue Date:

30 Jan 2024

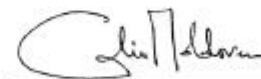
Re-audit Due Date:

(An.): 16 Nov 2024 to 14 Dec 2024

(Unan.): 14 Aug 2024 to 14 Dec 2024

Certificate Expiry Date:

25 Jan 2025

Calin Moldovean
President Business Assurance

SAI Global Certification Services Pty. Ltd.
Level 7, Suite 7.01
45 Clarence Street
Sydney NSW 2000
Australia



In the issuance of this certificate, INTERTEK SAI Global assumes no liability to any party other than to the Client, and then only in accordance with the agreed upon Certification Agreement. This certificate's validity is subject to the organization maintaining their system in accordance with INTERTEK SAI Global requirements for systems certification. This certificate remains the property of INTERTEK SAI Global and must be returned to INTERTEK SAI Global upon its request. To validate certificate authenticity please visit www.brcgdirectory.com. If you would like to feedback comments on the BRCGS Standard or the audit process directly to BRCGS, please contact tel@brcgs.com



Annual Certificate of Conformance



This is to certify that all products supplied by The Scobie and Junor Group from 01 January 2024 to 31 December 2024 will comply with all relevant UK, EU and US legislation: -

Scobie & Junor guarantee that all products, which are specified as food or for food contact use in the food processing industry, meet with the following legislation and any subsequent amendments:

1. The Food Safety Act 1990
2. Plastic Materials and Articles in Contact with Food Regulations 2009
3. The Materials and Articles in Contact with Food Regulations 2012
4. Regulation 1935/2004 (The 'Framework' Regulation on all food contact materials)
5. Regulation 2023/2006 (The 'Good Manufacturing Practice' Regulation)
6. Regulation 450/2009 (The 'Active and Intelligent Materials and Articles' Regulation)
7. Regulation 10/2011 (The 'Food Contact Plastics' Regulation)
8. Regulation 1895/2005 on the use of certain epoxy derivatives
9. Specification(s) as agreed
10. BRC standards

All products supplied by Scobie and Junor

- (a) are safe to use with food products.
- (b) are free from foreign body contamination.

Products are manufactured in a BRCGS Global Standard accredited facility.

We can further confirm that all products supplied conform to the current agreed specifications.

The Scobie and Junor Group supply products in compliance with strict production specifications and practices. The products are therefore in conformance with specifications, as issued, free from contamination and are of the highest quality standards.

Signature of Authorised Personnel



Position

Technical Controller

Date

09/01/2024.

Blending HACCP Flow Diagram

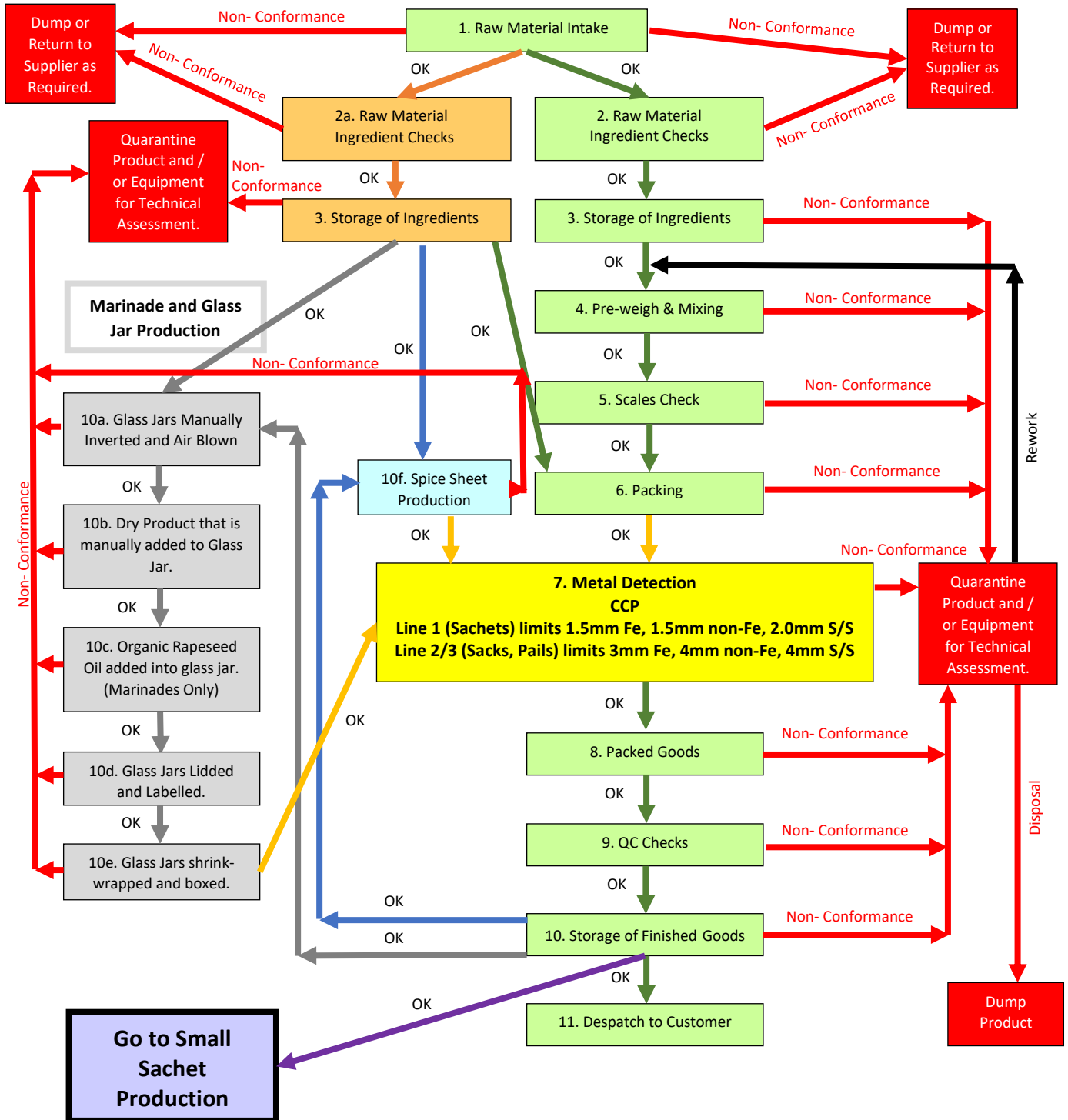
Authorised By:
Steven Stamp

Position:
Technical Controller

Signature:
[Signature]

Issue Date:
25/02/2022

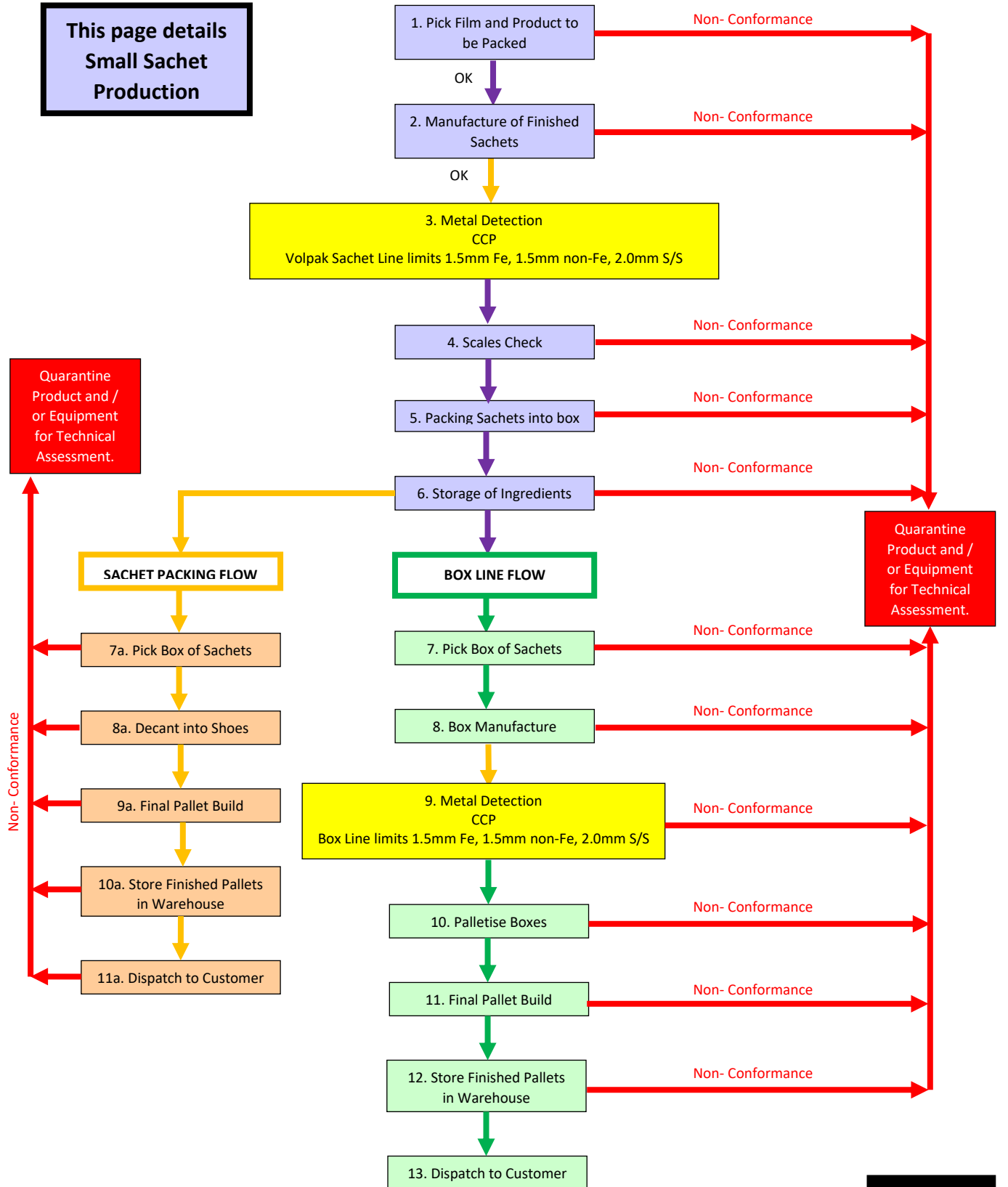
WI # 1411
Revision: N/A



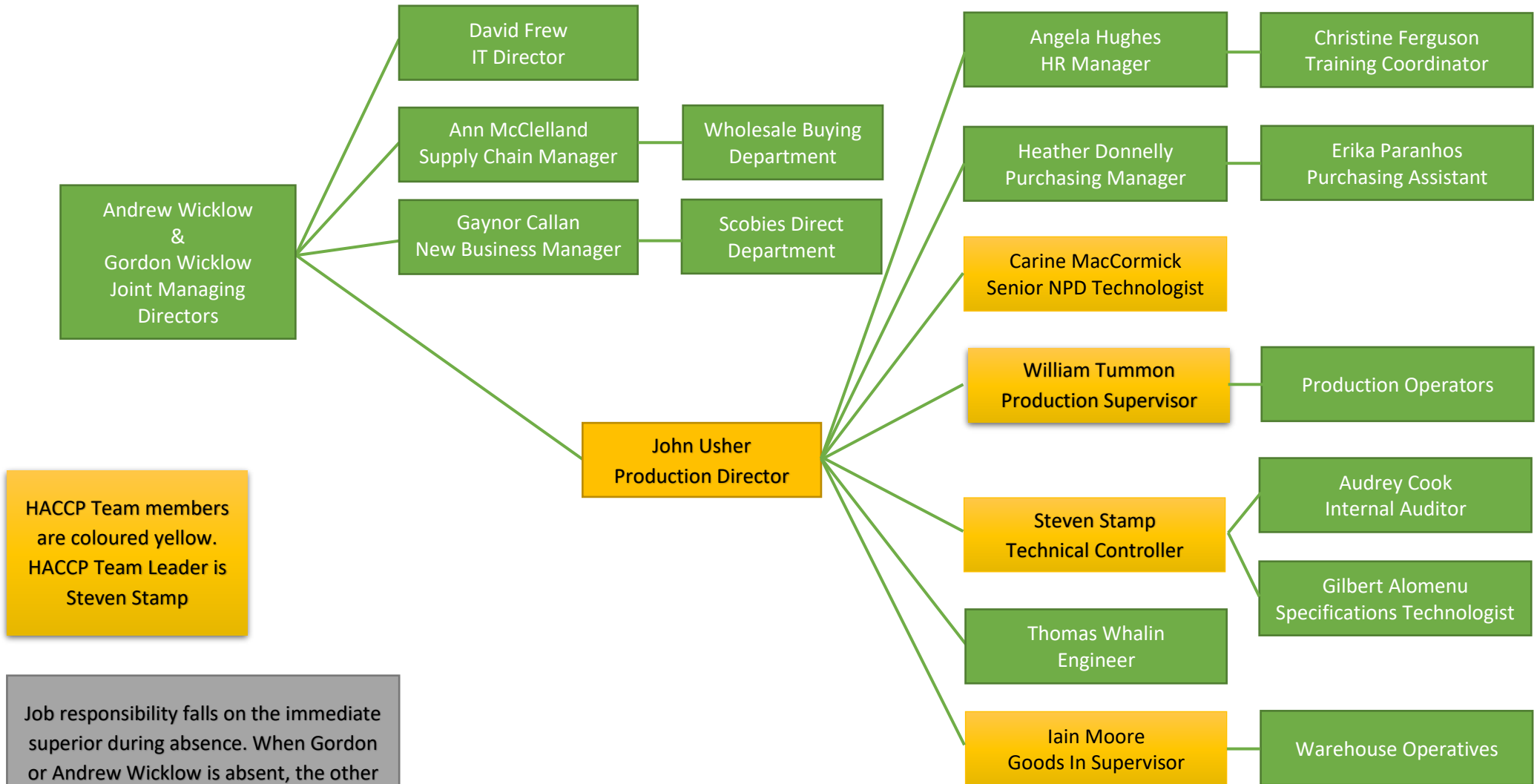
Blending HACCP Flow Diagram

Authorised By: Steven Stamp	Position: Technical Controller	Signature: <i>[Signature]</i>	Issue Date: 25/02/2022	WI # 1411 Revision N/A
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This page details Small Sachet Production



Blending Organogram	Authorised By: Steven Stamp	Position: Technical Controller	Signature: 	Issue Date: 19/07/2022	WI #: 1410 Revision: B
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HACCP Team members are coloured yellow. HACCP Team Leader is Steven Stamp

Job responsibility falls on the immediate superior during absence. When Gordon or Andrew Wicklow is absent, the other takes up responsibility.

Certificate of Registration



This certificate remains the property of Q.A. International Certification Ltd

The Governing Board of
Q.A. International Certification Limited
hereby grants to

Scotnet – A division of Scobie & Junor (Estd.1919) Limited
1 Singer Road, Kelvin Industrial Estate, East Kilbride, Glasgow, G75 0XS

Registration No: QAICL/UK/BRC/554
BRC Site Code: 6407615
Auditor Number: 21409

the right to be listed in the Directory of Registered Companies in confirmation that the services offered by the Company are provided in accordance with the requirements of the:

BRCGS Packaging Materials
(Issue 6 : August 2019)

Scope: The covering of virgin food grade latex rubber string with virgin food grade nylon / viscose / polyester yarn to produce elasticated string for meat products (Contact). The knitting of polyester, viscose, cotton, nylon, PP and covered rubber string to produce elasticated meat product netting and industrial uses (Contact and Non-Contact). The thermoforming of virgin LDPE for bone caps for use with meat products. (Contact)

Manufacturing Categories: Rigid Plastics; Other Manufacturing

Grade Achieved: AA+

Exclusions from scope: EPS Polystyrene Trays, Cling Film, Aluminium Trays & Film, GM Pack Trays & Film, Mantle Trays & Film, General Meat Pads, Bags & Sacks, Paper, Pallet wrap, Egg Cartons, Foil Dishes and Lids, Hinged Lid Containers, Plastic Pots, Packaging Point of Sale, Sleeves, Vacuum, Gold & Black Silver Boards and Shrink Bags

Including Additional Modules of: None

Audit Programme: Unannounced

Date of audit: 14th & 15th June 2023 — **Issue date:** 19th July 2023

Re-audit due: 20th September 2024 — **Expiry date:** 1st November 2024

Signed for and on behalf of the Board



CHIEF EXECUTIVE

If you would like to feedback comments on the Global Standards or the audit process directly to BRCGS

Please contact enquiries@brcgs.com

This Certificate of Registration is granted subject to the Regulations approved by the Board

QA INTERNATIONAL

Q.A. International Certification Ltd.
Duffley Court
Duffley Road
Darlington
United Kingdom
DL1 4GG

Tel: +44 (0)1325 384272
Fax: +44 (0)1325 480980
www.qai.co.uk



The use of the Accreditation Mark indicates accreditation in respect of those activities covered by the accreditation certificate number 046.

Scotnet HACCP Flow Diagram

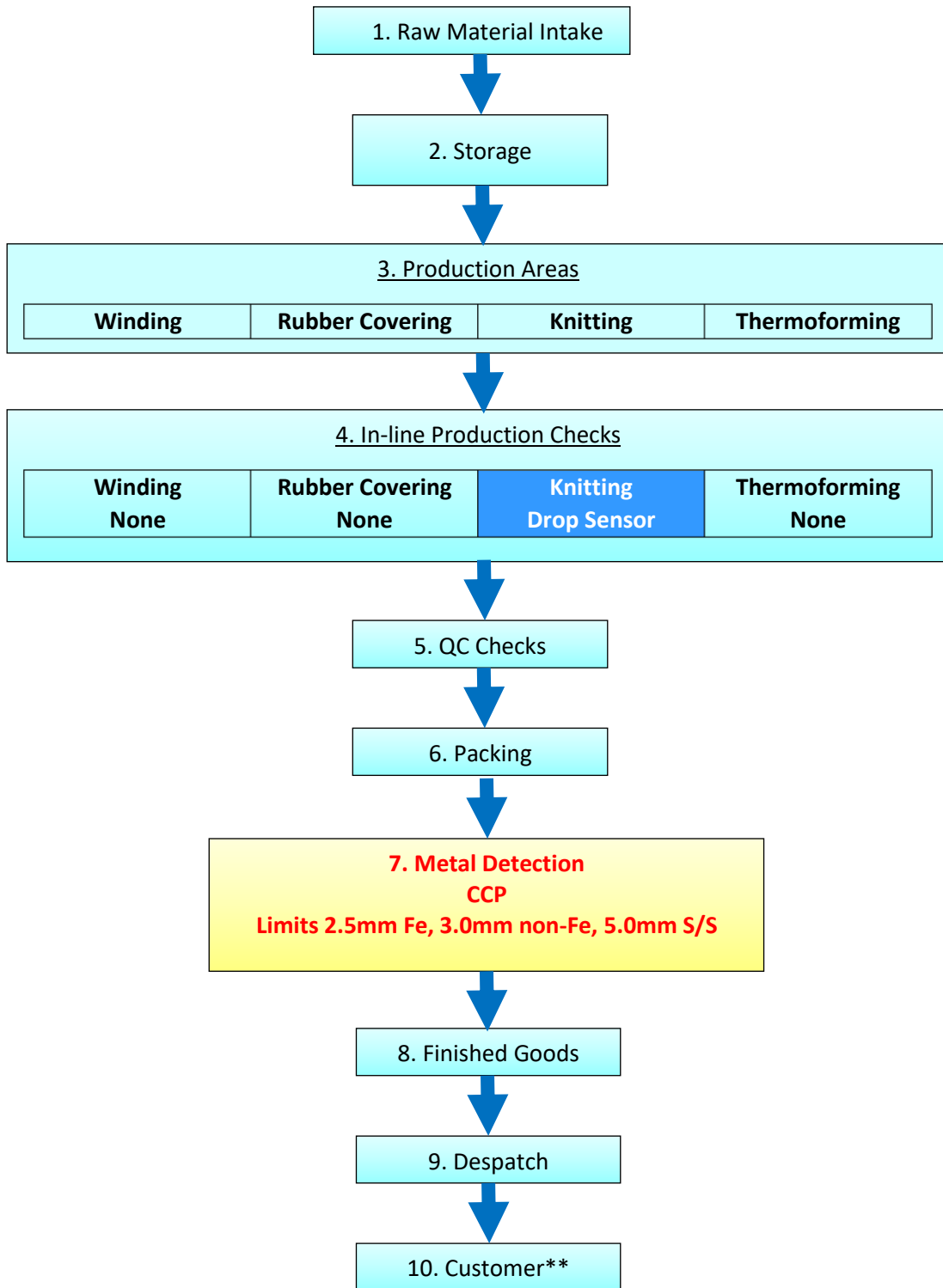
Authorised By:
Steven Stamp

Position:
Technical Controller

Signature:
[Handwritten Signature]

Issue Date:
09/03/2022

WI #: 1416
Revision: N/A



** Customer returns are placed in our general quarantine area, where they are then evaluated by Technical.

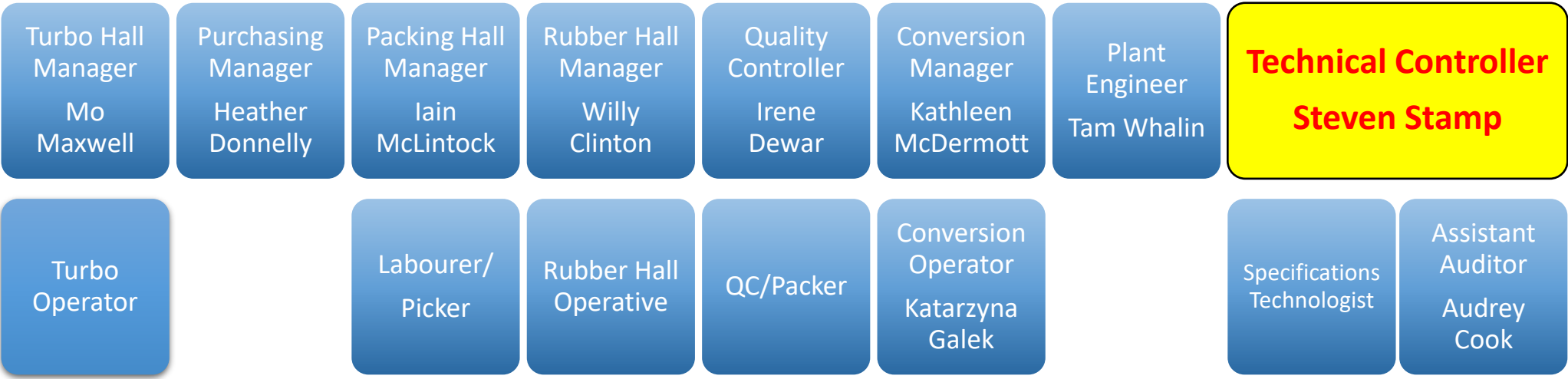
One of two things will happen to the returned stock. It will either be Dumped or Returned to Stock.

Rework is not carried out on our products.

Scotnet Organogram	Authorised By: Steven Stamp	Position: Technical Controller	Signature: 	Issue Date: 09/03/2022	WI #: 1415 Revision: N/A
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Joint Managing Directors
Andrew Wicklow & Gordon Wicklow

Production Director
John Usher



HACCP team members are detailed in **red**.
HACCP team leader is Steven Stamp.

Job responsibility falls on the immediate superior when absences occur.



CERTIFICATE OF CONFORMITY

SAI Global Certification Services Pty. Ltd (INTERTEK SAI Global), accredited Certification Body No Z1440295AS certifies that:

Scobie & Junor (Estd. 1919) Limited

Site Address: 1 Singer Road, East Kilbride, Scotland, G75 OXS, UNITED KINGDOM

BRCGS Site Code: 1393755

having conducted an audit for the scope of activities

Scope: The storage, wholesaling and despatch of ambient food ingredients (e.g. seasoning mixes, marinades and casings), packaging materials (e.g. vacuum pouches, trays and meat nets) and associated consumer products for the meat and butchery trade.

Exclusions from Scope: None.

Product Category (ies): 02 - Ambient food, 03 - Packaging and packaging materials, 04 - Consumer products

Has Achieved Grade: A+

Meets the requirements set out in the GLOBAL STANDARD for STORAGE & DISTRIBUTION ISSUE 4: NOVEMBER 2020

Audit Programme: Unannounced

Auditor Number: 21884
 Certificate Number: ESP26478
 Dates of Audit: 05-06 Dec 2023
 Certificate Issue Date: 15 Jan 2024
 Re-audit Due Date: (An.): 28 Dec 2024 to 25 Jan 2025 (Unan.): 25 Sep 2024 to 25 Jan 2025
 Certificate Expiry Date: 08 Mar 2025




Calin Moldovean
 President Business Assurance

SAI Global Certification Services Pty. Ltd.
 Level 7, Suite 7.01
 45 Clarence Street
 Sydney NSW 2000
 Australia



In the issuance of this certificate, INTERTEK SAI Global assumes no liability to any party other than to the Client, and then only in accordance with the agreed upon Certification Agreement. This certificate's validity is subject to the organization maintaining their system in accordance with INTERTEK SAI Global requirements for systems certification. This certificate remains the property of INTERTEK SAI Global and must be returned to INTERTEK SAI Global upon its request. To validate certificate authenticity please visit www.brcgstry.com. If you would like to feedback comments on the BRCGS Standard or the audit process directly to BRCGS, please contact tel@brcgs.com



**Warehouse HACCP
Flow Diagram**

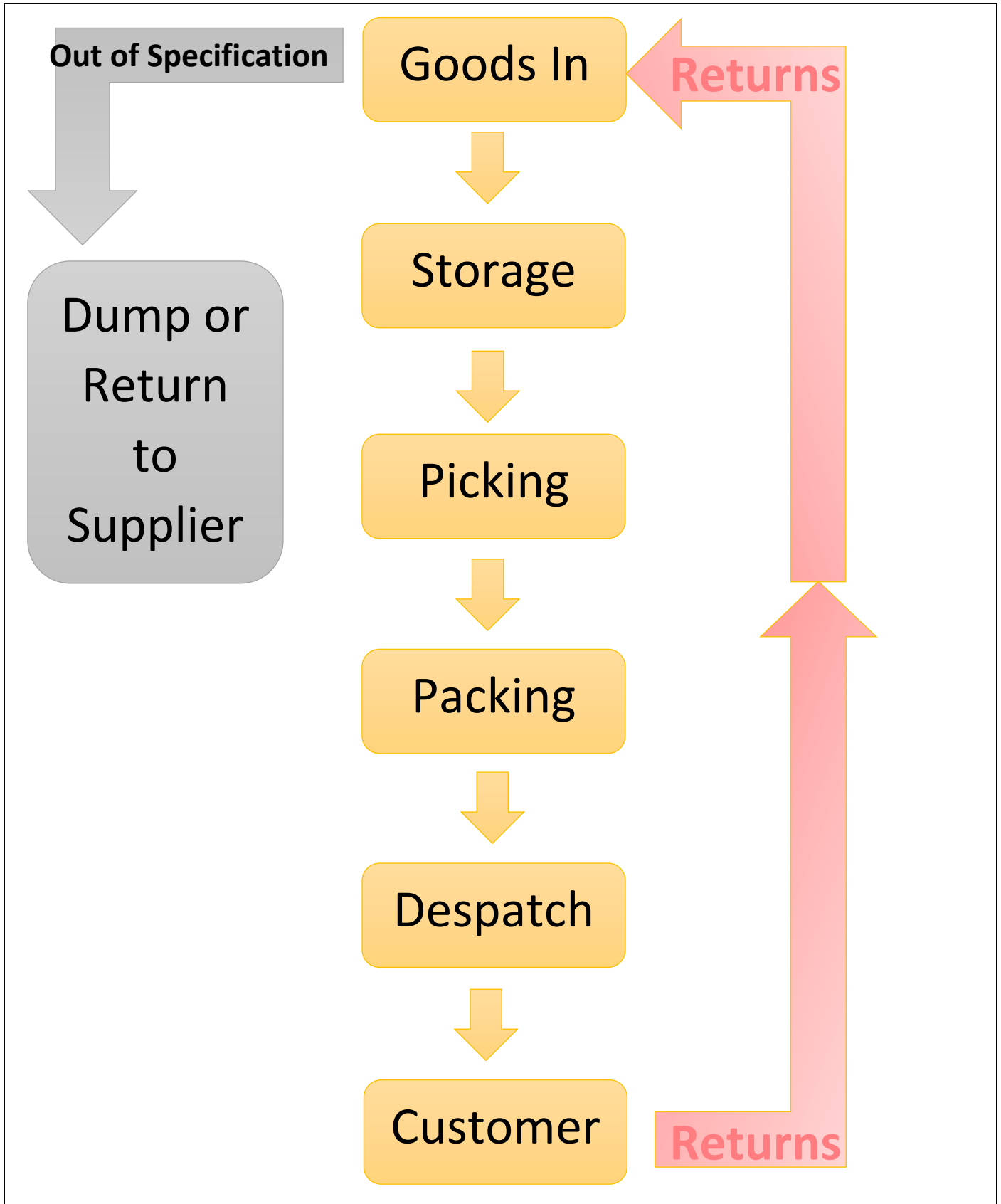
Authorised By:
Steven Stamp

Position:
Technical
Controller

Signature:
[Handwritten Signature]

Issue Date:
10/03/2022

WI #: 1418
Revision: N/A



Warehouse Organogram

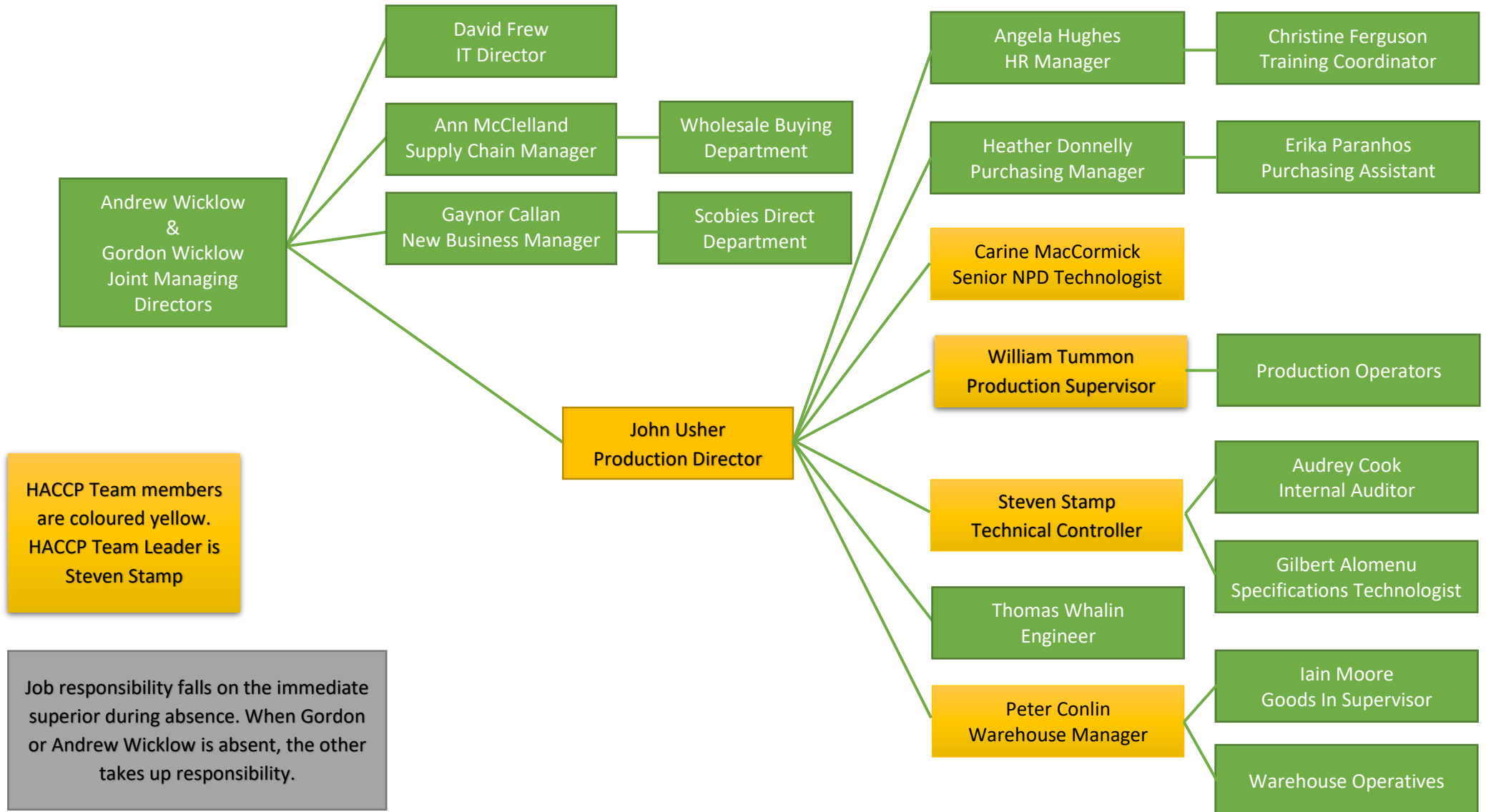
Authorised By:
Steven Stamp

Position:
Technical Controller

Signature:


Issue Date:
19/07/2022

WI #: 1417
Revision: B





CERTIFICATE OF CONFORMITY

SAI Global Certification Services Pty. Ltd (INTERTEK SAI Global), accredited Certification Body No Z1440295AS certifies that:

Scobie & Junor (Ireland) Ltd

Site Address: 14 McKinney Road, Newtownabbey, BT36 4PE, UNITED KINGDOM

BRCGS Site Code: 1979004

having conducted an audit for the scope of activities

Scope: The storage, distribution and wholesaling of ambient food products, food packaging materials and butchers' sundries within warehouses 14 and 18.

Exclusions from Scope: None.

Product Category (ies): 02 - Ambient food, 03 - Packaging and packaging materials, 04 - Consumer products

Has Achieved Grade: A+

Meets the requirements set out in the

**GLOBAL STANDARD for STORAGE & DISTRIBUTION
ISSUE 4: NOVEMBER 2020**

Audit Programme: Unannounced

Auditor Number:

20063

Certificate Number:

DIST40154

Dates of Audit:

13-14 Dec 2023

Certificate Issue Date:

15 Jan 2024

Re-audit Due Date:

(An.): 28 Jan 2025 to 25 Feb 2025

(Unan.): 25 Oct 2024 to 25 Feb 2025

Certificate Expiry Date:

08 Apr 2025




Calin Moldovean
President Business Assurance

SAI Global Certification Services Pty. Ltd.
Level 7, Suite 7.01
45 Clarence Street
Sydney NSW 2000
Australia



In the issuance of this certificate, INTERTEK SAI Global assumes no liability to any party other than to the Client, and then only in accordance with the agreed upon Certification Agreement. This certificate's validity is subject to the organization maintaining their system in accordance with INTERTEK SAI Global requirements for systems certification. This certificate remains the property of INTERTEK SAI Global and must be returned to INTERTEK SAI Global upon its request. To validate certificate authenticity please visit www.brcgdirectory.com. If you would like to feedback comments on the BRCGS Standard or the audit process directly to BRCGS, please contact tel@brcgs.com





Certificate of Compliance

GB-ORG-02

This certificate has been issued on the basis of Article 29(1) of Retained Regulation (EC) 834/2007 and Retained Regulation (EC) 889/2008. The declared operator has submitted their activities under control and meets the requirements laid down in the named regulations and the OF&G Certification system:

Scobie & Junor (Estd1919) Ltd

1 Singer Road, East Kilbride, Glasgow, G75 0XS

is certified for the following organic enterprise/s:

Blending
Packing
Retailing
Storage/Warehousing
Exporting to EU States

and the following organic products:

Organic seasonings and mixes - burger, sausage
Organic mixes - bakery, pudding, stuffing
Organic glazes, rubs, sprinkles
Organic gravies and demi glazes
Organic marinades
Organic functional ingredients and blends
Organic herbs and spices
Organic herb & spice blends

Certified to the less than 95% organic requirements - Chicken Bouillon (91.9%);

Registration No: UKP0259


Date Issued: 22 March 2024

Last Control: 29 February 2024

Valid From: 22 March 2024

Document No: GB-ORG-02-0259-2024-82

Certificate Expires: 30 April 2025

Signed by:  Jonathan Pryce - Certification Officer

This Annual Certificate remains at all times the property of OF&G

Old Estate Yard, Shrewsbury Road, Albrighton, Shrewsbury SY4 3AG

Enquiries: 01939 291800 Email: info@ofgorganic.org

Registered Office as postal address. Co. Reg. No. 1202852 (England). VAT Reg. No. 282 7266 37



0271



Accredited by ASI for certification against voluntary sustainability standards - ASI-ACC-006

CERTIFICATE OF REGISTRATION


This is to certify that

Name certified company Scobie & Junor (Est. 1919) Ltd
Address certified company 1 Singer Road, Kelvin Industrial Estate
 East Kilbride, Glasgow
 G75 0XS, United Kingdom

Based on an audit according to the requirements stated in the RSPO Supply Chain Certification Systems, version RSPO-PRO-T05-002 V2 ENG and a signed contract, BM TRADA herewith certifies that the site(s) listed above are found to be in compliance with the RSPO Supply Chain Certification Standard, version RSPO-STD-T05-001 V2 ENG. This guarantees that the criteria for processing RSPO certified oil palm products through one or more of the supply chain models as stated in the RSPO Supply Chain Certification Systems have been met.

RSPO number (if applicable)
Other sites certified (see second page) NO
RSPO registered parent company Scobie & Junor (Estd. 1919) Ltd
RSPO membership number parent company 9-2385-18-000-00
Scope of certification

The manufacture and processing of dry ingredients containing RSPO certified palm oil.

Certificate start date 3 September 2019
Certificate expiration date 2 September 2024
Date of first certification 3 September 2014
Certificate number BMT-RSPO-000376
Issue Number 2022-01
Supply chain model Segregated
Issued by BM TRADA
Authorised signatory name Vicki Howlett
 General Manager - Certification UK
Authorised signature 

Issuing Office: Warringtonfire Testing and Certification Limited t/a btrada Chiltern House, Stocking Lane, High Wycombe, Buckinghamshire, HP14 4ND, UK
 Registered Office: Warringtonfire Testing and Certification Limited, 3rd Floor, Davidson Building, 5 Southampton Street, London, WC2E 7HA, UK
 Reg No. 11371436.

This certificate remains the property of BM TRADA and can be withdrawn in case of terminations as mentioned in the contract or in case of changes or deviations of the above mentioned data. The licensee is obliged to inform BM TRADA immediately of any changes in the above mentioned data. Only an original and signed certificate is valid. This certificate and all copies or reproductions of the certificate shall be returned to BM TRADA or destroyed if requested. Further clarification regarding the scope of this certificate and verification of the certificate is available through BM TRADA at the above address or at www.rspo.org

BM TRADA was accredited to provide RSPO Supply Chain Certification on 7th October 2013 (ASI-ACC-006)
 Multisite clients - The scope of certification shown above includes the participating sites shown in appendix A



בית דין דק"ק לונדון והמדינה

LONDON BETH DIN

KASHRUT DIVISION

LETTER OF CERTIFICATION

Scobie & Junor (Estd. 1919) Ltd

1 Singer Road Kelvin Industrial Estate East Kilbride, Glasgow, Scotland, G75 0XS

The following products manufactured by the company named above are certified kosher with the following certification requirements.

Product	Status	Requires	UKD ID
BONE CAPS	Pareve/ Passover	KLBD-P Logo	KLBD812792
BURGER PAPERS	Pareve/ Passover	KLBD-P Logo	KLBD690811
ELASTIC LOOPS	Pareve/ Passover	KLBD-P Logo	KLBD788899
ELASTIC MEAT NETTING	Pareve/ Passover	KLBD-P Logo	KLBD783034

Expires: 20 October 2024

Company code: 4027
א' חשון תשפ"ד
16 October 2023
Letter # 698847570

Powered by:



יגאל גיבין ראב"ד

RABBI JEREMY CONWAY
DIRECTOR

נחמן בן מאיר גללי

DAYAN MENACHEM GELLEY
ROSH BETH DIN

Note: Unauthorised use of the KLBD symbol is a violation of applicable food labelling statutes and copyright law.

305 BALLARDS LANE, LONDON N12 8GB, UK | +44(0)20 8343 6255 | INFO@KLBKOSHER.ORG | KLBKOSHER.ORG

Scobie & Junor (Estd. 1919) Quality System

Issued: 17/07/2023

Food Safety & Quality Policy

Authorised by:

WI # 1002
Revision: DSteven Stamp
Technical Controller**Purpose**

Site Food Safety

Scope

Full Site

Procedure

Products supplied by Scobie & Junor are for the food industry and we take this responsibility very seriously. We ensure that we fulfil our obligation to produce and store safe, legal and authentic products for all of our customers. In addition to this we are continually striving to exceed our already high standards of quality. This is achieved through a positive and improving food safety & quality culture in all areas of the business.

As a pre-requisite, we comply with all relevant legislation and comply with the standards below:

- BRCGS Food Safety for products made in our blending facility.
- BRCGS Packaging and Packaging Materials for our Elastic String, Netting and Thermoforming products.
- BRCGS Storage & Distribution for our Warehouse

We have several methods of obtaining information regarding new rules and regulations and are confident of always maintaining our legal status. An inexhaustive list of legislation that we comply to, including all subsequent amendments is detailed below:

- The Food Safety Act 1990
- The Materials and Articles in Contact with Food (Scotland) Regulations 2012
- The Plastic Materials and Articles in Contact with Food (Scotland) Regulations 2009.
- The Framework Regulation (EC) No. 1935/2004
- EU Regulation 2023/2006
- EU Directive 10/2011/EC

Everyone at Scobie & Junor plays a part in providing a healthy, safe and injury free workplace. Our food safety controls are enforced through regular in-house audits. In this way, we can guarantee that the products we supply our customers are always safe to use. In addition, our clean as you go policy is a key part of cleanliness throughout the factory.

Our quality systems are constantly monitored to warrant that the products we supply our customers are always of the highest quality standards. To achieve this, we ensure that:

- Raw materials are only purchased from authorised suppliers.
- Good manufacturing practices are audited frequently.
- We operate a clean as you go policy.
- All employees are provided with the information, training, and tools necessary to carry out their job.
- All relevant legal, food safety and quality policies and procedures are kept up to date.
- Our suppliers and contractors must have similarly high standards.

It is our responsibility to ensure that the appropriate resources, both human and financial, are committed towards implementing this policy across the site and communicating our policies and standards to all employees.

An annual review of this policy will take place, to ensure that it continues to reflect the aims and aspirations of the company and keeps up to date with legislative requirements.

Andrew Wicklow
Managing Director

Scobie & Junor (Estd. 1919) Quality System

Issued: 03/10/2023

Allergen Policy

Authorised by:




WI # 1003
Revision: A

Steven Stamp
Technical Controller

Purpose

To minimise allergen contamination

Scope

Full Site

Procedure

Scobie & Junor (Estd. 1919 Ltd. takes all reasonable precautions to ensure the quality of our seasonings, mixes and functional blends. All materials are purchased from approved suppliers against a detailed specification, which clearly indicates the presence or absence of various ingredients. Current EU legislation identifies the following list of Major Serious Allergens:

- Cereals containing Gluten: (Wheat, rye, barley, oats, spelt, kamut and their hybridised strains)
- Crustaceans
- Peanuts
- Tree Nuts: (Almond, hazelnut, walnut, cashew, pecan, brazil, pistachio, macadamia and queensland)
- Eggs
- Fish
- Soya Beans
- Milk
- Celery
- Mustard
- Sesame Seeds
- Sulphur Dioxide and Sulphites at concentrations of more than 10ppm expressed as SO₂.
- Molluscs
- Lupin

Our computer system alerts operators to allergenic ingredients and tells them to follow procedures dedicated to reduce cross contamination. In this way, vigilance is maintained when operators are using allergenic products. Production planning also takes into account allergenic ingredients and where we can we mitigate the risk of cross contamination.

Despite all precautions taken, we cannot give an absolute guarantee that finished products are free from the above list as we handle cereals containing gluten, as well as products such as soya, milk, egg, celery, mustard and sulphites in our manufacturing plant. Only finished product testing would allow us to state that any product is free from a particular allergen.

However, we do manufacture some "Gluten Free" products. All products that are marked as "Gluten Free" will state this on the product name. Extra controls are in place for these products and all batches produced are analysed to ensure that they contain a level of gluten less than 10ppm. Only products that have an analysed gluten content of less than 10ppm will allowed to be sold as "Gluten Free" products. Current legislation deems that if products have a gluten content of less than 20ppm then they can be marketed as "Gluten Free".

Contractors, visitors and staff shall not bring with them allergenic ingredients not used on site, as this may compromise our allergenic policy. e.g. bringing nuts onto site is not allowed.

Scobie & Junor (Estd. 1919) Quality System

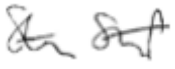
Issued: 11/06/2021

Environmental Policy

Authorised by:

WI # 1006

Revision: N/A


Steven Stamp

Technical Controller

**Purpose**

To detail our Environmental Policy

Scope

Full Site

Procedure

It is policy of Scobie & Junor to recognise and accept the statutory obligations placed upon them by UK and European Legislation and the management are firmly committed to achieving high operational standards above the statutory requirements wherever reasonable and practicable. The Production Director has responsibility for implementation and development of the Environmental Policy.

Scobie & Junor will adopt the following principles:

- Seek to minimise the use of energy, materials and natural resources.
- Endeavour to make sustainable use of resources by substituting renewable or recycled materials where practicable.
- Seek to minimise waste produced in all parts of the business.
- Reduce waste at source where possible.
- Seek to dispose of any unavoidable waste in a way that has least impact on the environment.
- Keep staff informed of relevant environmental issues and provide suitable training when necessary.
- Provide information and be co-operative to those interested in the environment performance of the company, including customers, local community and other outside agencies.

Scobie & Junor (Estd. 1919) Quality System

Issued: 11/06/2021

Glass Policy

Authorised by:




WI # 1004

Revision: N/A

Steven Stamp

Technical Controller

Purpose

Site Food Safety

Scope

Full Site

Procedure

In addition to Good Working Practices, Scobie & Junor will comply with the control measures below, and where applicable, eliminate, reduce and minimize Glass* contamination on site. Glass* jars are only permitted in the sample room, the QC room and the Glass* packing line area. When receiving and dispatching Glass* containers they must be securely packaged to minimize risk of damage.

1. We package some materials into Glass* Jars. These are filled in the Glass* packing line only. Every jar is booked in from stock, used and booked out. In this way, all Glass* entering and leaving the Glass* packing line from the warehouse is recorded and accounted for. Should a breakage occur, the our Glass* breakage procedure will be implemented and recorded.
2. No Glass* (with the exception of that detailed on the Glass* register and spectacles) is permitted in BLEF or Blending Production. Included in the ban are watches, medicinal containers etc. The only exception to this is a small area within the area called BLEN, where the filling of glass jars is carried out. There is also some storage of the raw material packaging glass jars prior to use.
3. Wherever possible, Glass* will be eliminated from other areas, for example canteens, locker rooms, toilets, medical rooms and other parts of the factory frequented by shop floor personnel. Unnecessary Glass* will be eliminated.
4. To have a clear commitment to the elimination of Glass* as stated in this policy and to strictly control Glass* where it is permitted.
5. To comply with out Glass*Breakage Procedure in the event of a Glass* breakage incident.
6. To ensure that all staff are made aware of our Glass* Policy and Glass*Breakage Procedure when they commence employment. As part of any new employees training programme, they will be expected to sign a confirmation that they understand and will comply with the company's policy.
7. A clear buying policy will be followed for all machinery, equipment and other items to the effect that wherever possible alternatives to Glass* will be sought. Any new equipment must be checked for Glass* and placed on the Glass* register.
8. Measures will be taken to remove any foreign material by the use of air blown inversion, and/or sieving where applicable.
9. To ensure that where applicable, third party hauliers and/or storage facilities are complying with Scobie & Junor's Glass* Policy and Procedures.
10. To compile and keep up to date a register of all Glass* within production areas and to audit daily the condition of all items on the register.
11. To ensure that any maintenance work required e.g. light tube changes, is performed outside production hours.

Please note that throughout all of our quality systems, when and where we use the word "Glass", this encompasses Brittle Plastic, Hard Plastic, Ceramics and similar materials. We use the word "Glass*" only for ease of expression.

Scobie & Junor (Estd. 1919) Quality System

Issued: 18/09/2023

Business Continuity Policy

Authorised by:




WI # 1007

Steven Stamp

Revision: A

Technical Controller

Purpose

To ensure business continuity

Scope

Full Site

Procedure

We have a crisis management team that is available to cope with all incidents and maintain business continuity.

Our systems include:

- **Web based IT Process Systems:** S&J's IT process system is entirely internet based. This enables us to operate our key IT functions (these include Purchasing, Receiving Goods, Order Entry, Order Tracking, Order Picking, Despatch) from any internet terminal.
- **Product Withdrawal:** Should there be a product withdrawal relating to ingredients, our system has been designed to batch trace and lock out materials that are no longer permitted.
- **Data Recovery Sent Off Site Daily:** A full backup of all data in each company is taken each night, and held off site. The data can be restored at any of our other sites in a matter of hours.
- **Recovery Can Take Pace in IT Globally:** Order Entry and all other data can be processed at any of our sites
- **Dual Manufacturing and Supply:** For most of our products, we have at least 2 sources of supply across the group. This gives us resilience if there was a problem with any one line of supply.
- **Product Support from Supply Partners:** If required, we can organise direct shipments from our major suppliers. If there was a major problem at any of our distribution centres, then product could be delivered directly.
- **BT Back In Business:** We are a member of BT's Back In Business Programme. In the event of any failure in our telephone system, or in the BT lines, all our calls are transferred to a BT call centre, manned 24 hours per day. Messages are taken, and passed back to us via mobile phones, e-mail, fax, or whatever method is possible.
- **Mobile Telephones:** All key members of staff have mobile telephones, keeping us contactable in the event of any emergency. **Holiday Periods / Out of Hours:** We have a rota system, where at all times, a senior manager is available via mobile phone.

All incidents are to be recorded in the non-conformance log, and reported immediately to the Technical Controller.

Scobie & Junor (Estd. 1919) Quality System

Issued: 11/06/2021

Company Policy and Mission Statement

Authorised by:



Steven Stamp
Technical Controller



WI # 1008
Revision: N/A

Purpose

Company Policy

Scope

Full Site

Procedure

The Scobie & Junor Group have been at the forefront of food technology for over a century, providing ingredients, packaging and machinery to the food industry. Adding value to food is our mission.

A major part of our success is built on providing our customers with a high level of service, in tandem with quality assured products that are second to none. The food industry has highly demanding technical requirements. It is constantly looking for new and creative ideas to meet consumers changing needs, requirements and expectations. To fulfil these demands our company is organised to give focus and dedication to everything that we do.

Our business relationships are based on developing a close understanding with all of our customers. Our commitment to dependability and reliability is total.

For much of our business we are sole suppliers and manufacturers, enabling all our customers to benefit from our investments in innovations, quality and service, all of which are being constantly improved.

Our Mission Statement

To grow the business by remaining a respected supplier to the UK Food Industry of products which add value to food.

Scobie & Junor (Estd. 1919) Quality System

Issued: 29/03/2023

Health & Safety Policy

Authorised by:

WI # 1011
Revision: D
Steven Stamp
Technical Controller

Purpose

To detail our Health & Safety Policy

Scope

Full Site

Procedure

The nature of this business is:

- Warehousing: the storage of a range of ingredients and packaging related to the food industry. The products being stored are a mixture of full pallets and split pallets. The split pallets are normally boxes.
- Offices: the work in: Human Resources, Finance, Telesales, IT and Management.
- Technical Resource Centre: focussed on the development of new ingredient products, and quality control on existing products.
- Machinery: focussed on the sale of machines and spare parts. There is also repair work on machines, carried out in the workshop.
- The Blending plant: focussed on the weighing, blending, labelling, filling, packaging, and palletising of a range of powders into various containers.
- SCOTNET: the manufacture of covered rubber and then elastic meat netting.
- SCOTNET: Thermal Forming: the manufacture of thermoformed plastic shapes.

Health and Safety Policy Statement:

- To provide adequate control of the health and safety risks arising from our work activities via risk assessment procedure.
- To consult with employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, training, supervision to employees to ensure they are competent to do their tasks.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To ensure Health and Safety policies and supporting procedures that are held are regularly updated by HR on the Scobie-Junor OH&S website.
- To review and revise this policy, as necessary.

Signed

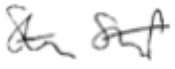
Andrew Wicklow
Managing Director

Scobie & Junor (Estd. 1919) Quality System

Issued: 15/03/2022
 Authorised by:

Ethical Policy

WI # 1009
 Revision: B


 Steven Stamp
 Technical Controller



Purpose

To describe our Ethical Policy

Scope

Full Site

Procedure

It is the policy of Scobie & Junor to act responsibly in all of our commercial and corporate activities. As part of our Quality Management System, we will adopt the principles of the Ethical Trade Initiative by the following Ethical Trading Policies:

- Employment is freely chosen.
- Freedom of association and the right to collective bargaining is respected and the company adheres to all EU and UK employment laws including the Human Rights Act.
- Working conditions are safe and hygienic and comply with all relevant legislation.
- Child labour is not used and procedures are in place to check on minors by production of birth certificates.
- The company complies with national minimum wage legislation.
- The company complies with the working hours legislation.
- No discrimination is practised and the company complies with all EU and UK employment legislation.
- No harsh and inhumane treatment is tolerated and the company complies with all relevant legislation.

We are also members of Sedex. Our company reference number is ZC1020728. Our site reference number is ZS1079329. This is a secure, online database which allows members to store, share and report on information in four key areas: Labour Standards, Health & Safety, The Environment and Business Ethics.

In addition, the company has a comprehensive Induction Manual including clear and concise written terms and conditions of employment. The document is reviewed annually as part of the Internal Audit and Management Review.

Scobie & Junor (Estd. 1919) Quality System

Issued: 11/06/2021

GMO Policy

Authorised by:



WI # 1010

Revision: N/A

Steven Stamp

Technical Controller



Purpose

To explain our GMO Policy

Scope

Full Site

Procedure

It is the policy of Scobie & Junor (Estd. 1919) Ltd. to purchase and provide products that are not of genetically modified origin. We are opposed to the unnecessary technical intervention in food.

This is reflected in our strict policy to work with suppliers to ensure that the raw materials purchased are not of genetically modified origin. This is achieved through the auditing and self-auditing of suppliers, the purchase of raw materials from approved, reputable suppliers and thirdly by working with our suppliers to ensure that they have a GMO Policy of their own.

This policy will be reviewed regularly to take into account the results of new research.

Scobie & Junor (Estd. 1919) Quality System

Issued: 11/06/2021

Nut Policy

Authorised by:



WI # 1005



Steven Stamp
Technical Controller

Revision: N/A

Purpose

To detail our Nut Policy

Scope

Full Site

Procedure

Scobie & Junor have taken the decision not to allow nuts or nut derivatives on site.

To this end, we do not allow nut or nut derivatives in any part of our building. This includes the canteen, office areas, production areas, storage areas, personal lockers and all other ancillary areas.

This policy applies to all staff and means that nuts or products containing nuts or nut derivatives are not allowed to be consumed on site by any staff member, visitor or contractor.

We operated a strict allergen policy and together with our policy of not buying or selling any product that may contain any nut or nut derivative, we seek to minimise the risk of product contamination as much as possible. All new raw materials are vetted against this policy to ensure compliance.

Although we operate within a nut free environment, it is prudent that we state that our finished products cannot be classified as nut free. This is because we have no control over products before they come onto site and when they leave.

A number of our suppliers state that their products are free from food allergens, but then go on to explain that this information is in no way binding, particularly as regards infringement of, or prejudice to, third party rights through the use of their products. Since some of our suppliers will not fully accept responsibility for the complete absence of allergens in their materials, neither can we.

To the best of our knowledge, all products produced by Scobie & Junor do not contain any nuts or nut derivatives. However, as stated above, we cannot guarantee that they are nut free.

This policy will continue to be reviewed on an annual basis.

PESTGUARD PLUS

Rentokil
The Experts in Pest Control

Specification

Customer *Scobie Junor*
Address *1 Singer Road
East Kilbride*

Contract No. *00206144*

Date *06/12/2021*

Postcode *G75 0XS*

Specification for the provision of Rentokil services at the above address

Inspections

Number

4

Inspections per annum at regular intervals by a trained inspector who will submit a typed report to the Senior Site Executive on each occasion.

Rats and Mice

Number

8

Inspections and treatments per annum at regular intervals by a Pestguard Technician against rats and mice.

Insects

Number

8

Inspections and treatments against the following:-

Cockroaches, Garden ants, Fly breeding sites, SPI, Textile pests, Silverfish

Number

Inspections and treatments against the following:-

Casual intruders firebrats.

Other Pests

Number

4

Inspections and treatments against the following:-

Fly control units including fly count

Number

Inspections and treatments against the following:-

Emergency service against the above pests as required.

Special Arrangements

YES NO

Machinery checklist

Others:-

Soil Association Standards.

Fly Killer catch analysis



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Certificate of Accreditation



Eurofins Food Testing UK Ltd

Testing Laboratory No. 0342

Is accredited in accordance with International Standard ISO/IEC 17025:2017 – General Requirements for the competence of testing and calibration laboratories.

This accreditation demonstrates technical competence for a defined scope specified in the schedule to this certificate, and the operation of a management system (refer joint ISO-ILAC-IAF Communiqué dated April 2017). The schedule to this certificate is an essential accreditation document and from time to time may be revised and reissued.

The most recent issue of the schedule of accreditation, which bears the same accreditation number as this certificate, is available from www.ukas.com.

This accreditation is subject to continuing conformity with United Kingdom Accreditation Service requirements.



Matt Gantley, *Chief Executive Officer*
United Kingdom Accreditation Service

Initial Accreditation: January 13, 1989
Certificate Issued: September 12, 2019



Scan QR Code to verify

UKAS is appointed as the sole national accreditation body for the UK by The Accreditation Regulations 2009 (SI No 3155/2009) and operates under a Memorandum of Understanding (MoU) with the Department for Business, Energy and Industrial Strategy (BEIS).



Scobie & Junor (Holdings) Ltd, Scobie & Junor (Estd 1919) Ltd,
 Scobie & Junor (Ireland) Ltd and Foodmaker Ltd
 1 Singer Road
 Kelvin Industrial Estate
 East Kilbride
 Glasgow
 G75 0XS

Our Ref: 17049714
 10th July 2023

TO WHOM IT MAY CONCERN

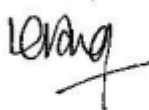
I can confirm that we have placed the following business insurance cover on your behalf:

Employers Liability	Insured
Insurance Company	Arch Insurance (UK) Limited
Policy Number	APP53610COM-22
Renewal Date	30th June 2024
Indemnity Limit	£10,000,000
Public & Products Liability	Insured
Insurance Company	Arch Insurance (UK) Limited
Policy Number	APP53610COM-22
Renewal Date	30th June 2024
Indemnity Limit	£5,000,000
Excess Public & Products Liability	Insured
Insurance Company	Zurich Insurance PLC
Policy Number	PC013374
Renewal Date	30th June 2024
Indemnity Limit	£5,000,000

Please note that Indemnity to Principal cover is included.

In respect of each of the above policies the underwriters standard terms and conditions apply. Full details of exact policy terms and conditions or clarification on any aspect of the cover can be obtained directly from Boyd & Company Limited.

Yours sincerely,



Laura Craig
Senior Commercial Account Handler
 laura.craig@boydinsurance.co.uk
 Tel: 0141 842 6493

Boyd West
 5 Mill Street, Paisley, PA1 1LY
 0141 561 9000

Boyd East
 4B Newhailes Business Park, Newhailes Road,
 Musselburgh, East Lothian, EH21 6RH
 0131 665 2536

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