



**EUROPEAN COMMISSION
HEALTH & CONSUMERS DIRECTORATE-GENERAL**

Brussels, 15 July 2008

Guidelines on the registration of national guides to good practice

In accordance with Article 8 of Regulation (EC) No 852/2004

Introduction

Regulation (EC) No 852/2004 on the hygiene of foodstuffs¹ was adopted on 29 April 2004. It lays down general hygiene requirements to be respected by food businesses at all stages of the food chain.

Articles 7-9 of the Regulation provide for the development of guides to good practice for hygiene.

Such guides enable food business sectors to describe in more detail how operators can comply with the legal requirements which are expressed in more general terms in the Regulation and help them to implement good hygiene practices tailored to the characteristics of their production.

According to Regulation (EC) No 852/2004, two types of guides may be developed depending on the level at which they are established: national and Community level. When national guides are developed, they have to be assessed by national authorities in order to ensure suitability of their contents with Community legislation and their practicability for the sectors to which they refer. Member States must thereafter forward to the Commission the national guides they agreed upon.

On several occasions, the Commission indicated its intention to examine how to improve the availability to the list of national guides to good practice developed in the different Member States.

In the interest of transparency and in accordance with Article 8 (4) of Regulation (EC) No 852/2004, the Commission created a register on its website which is available at the following address:

http://ec.europa.eu/foog/food/biosafety/hygienelegislation/good_practice_en.htm

http://ec.europa.eu/food/food/biosafety/hygienelegislation/register_national_guides_en.pdf

Based on experience, it was noted that Member States use different ways when communicating national guides to good practice to the Commission: a paper version in the national language, a translation into English, an electronic version, an updated list of national guides or a simple link to the website where such information can be found. This does not facilitate the management of the register at Community level and might lead to confusion or involuntary mistakes.

The present document aims to assist the competent authorities of the Member States in sending their national guides to the Commission in a uniform way.

¹ OJ No L 226, 25.6.2004, p. 3

Scope

These guidelines apply to the registration system for national guides, as defined in Article 8 (4) of the above referred Regulation regarding rules concerning hygiene of foodstuffs.

It is intended for each competent authority which is responsible for forwarding the national guides to good practice to the Commission.

Although the Regulation requires Member States to forward physical copies of national guides to the Commission, it is proposed now to enable Member States to initially submit only certain information concerning their guides, provided that they ensure that copies of such guides can be sent to the Commission on request.

In order to manage the register efficiently and to reduce the administrative burden, it is therefore proposed to codify the procedure and the information that should be submitted by Member States when informing the Commission about national guides.

A similar approach will be used for guides to good practice developed in the feed sector. A specific register will be created to that end. This register will include all guides based on Article 21 of Regulation (EC) No 183/2005².

Information to be transmitted

The relevant information shall comprise:

Original title

The original title of the guide is to be given in the official language of the Member State.

Title in English

The original title of the guide is to be given in its English translation.

Country

The name of the country (Member State) of origin is to be given as a two-letter code in accordance with the relevant ISO standard. These codes are AT, BE, BG, CY, CZ, DE, DK, EE, EL, ES, FI, FR, HU, IE, IT, LT, LU, LV, MT, NL, PL, PT, RO, SE, SI, SK and UK.

² OJ No L 35, 8.2.2005, p. 1

Language

The language or languages in which the guide is available is to be given as the abbreviation: BG, CS, DA, DE, ET, EL, EN, ES, FI, FR, HU, IE, IT, LT, LV, MT, NL, PL, PT, RO, SI, SK and SV.

Publisher / Author

The author is the sector which is responsible for the respective guide to good practice. It should to be given in the official language of the Member State; e.g. an association or a working group.

Edition

The edition should to be given as the date of publishing. If a national guide has been changed, the date of the last up-date is to be provided.

ISBN / ISSN

If the national guide to good practice is published with an ISBN/ISSN number, this should be provided.

Contact

Internet or other contact details should be provided indicating where the guides can be accessed.

Key-words

Relevant key-words should to be used and given in English in order to ease the search for a relevant guide. Relevant key-words are listed in Annex I. The list might be updated after discussion with all Member States.

Procedure

The relevant information should be communicated preferably electronically to the Commission using the table in Annex II which can also to be found at the following address:

http://ec.europa.eu/food/food/biosafety/hygienelegislation/register_national_guides_en.pdf

The relevant information should to be sent electronically to the following mailbox:

Sanco-NationalguidesGHP@ec.europa.eu

ANNEX I

KEY WORDS TO BE USED IN THE REGISTER**Food sector**

Category	Special subcategory used
Bakery	
	Bread
	Cake
Beverages	
	Beverages (alcoholic)
	Beer
	Beverages (soft)
	Beverage dispensing systems
	Spirits drinks
	Wine
Brewery	
	Beer
	Malt
Catering	
	Catering (agritourism)
	Catering (collective nourishment)
	Catering (ferry boat)
	Catering (hospital)
	Catering (hotel)
	Catering (kindergarten)
	Catering (restaurant)

	Catering (school)
	Catering (social centre)
	Canteen (sport)
Cereals	
	Rice
Chocolate	
Cleaning and disinfection	
Coffee	
Confectionery	
Dispensing	
	Dispensing and vending
	Mail Order
Distribution	
	Distribution (automatic)
	Distribution (beer)
	Distribution (cold store)
	Distribution (dried mushrooms)
	Distribution (food additives, flavourings)
	Distribution (large-scale)
	Distribution (quick-frozen food)
	Distribution (wholesale)
Eggs	
Egg products	
Fats and oil	
	Fats
	Margarine

	Oil
	Olive oil
Fishery products	
	Fishing vessels
	Fish products
	Fish products, Aquaculture
Crustaceans and molluscs	
	Dispatch and purification centres
Food industry	
Food packaging	
Food processing	
Food processing (at farm level)	
Food supplements	
Food for special health purposes	
Fresh products	
Fruit	
Fruit and Vegetables	
Fruit juices	
Gastronomy	
HACCP	
Honey	
Ice-cream	
Local markets	
Management	
Markets and Fairs	
	Open air fairs and Exhibitions

Meat	
	Meat (poultry)
	Butchers shop
	Slaughterhouse
Meat products	
	Meat products (poultry)
Microbiology	
Milk	
	Automatic milking system
Milk products	
	Cheese
Milling industry	
	Flour mills
	Milling products
	Milling products (mais)
	Milling products (wind-water mills)
Pasta	
Pastry industry	
Personal hygiene	
Pest control	
Pizza	
Prepared meals	
Retail	
	Petrol-station stores
	Retail (beverages)
	Retail (cheese)

	Retail (delicatessen)
	Retail (fishery products)
	Retail (fruit, vegetables)
	Retail (mobile establishments)
	Retail (self-control)
	Retail (small foodstuffs)
	Retail (traceability)
	Retail (wholesale)
	Retail (supermarkets)
	Supermarket
	Supermarket (meat)
Salt	
Seeds	
Self Service, unpacked food	
Soups, Bouillon	
Storage	
Sugar	
Temperature	
Training	
	Hygiene training
Transport	
	Shipping
	Transport (barge)
	Transport (small boats)
	Transport and distribution
Vegetables	

	Mushrooms
	Potatoes
	Preserved vegetables
	Processed tomatoes
	Vegetables (heat treatment)
Vinegar	
Water	
	Bottled water
	Mineral water
Wholesale	
	Wholesale (fruit, vegetables)
Working clothes	

