



Introduction of the Guide

This guide provides you with information you will need when you begin selling foodstuffs and/or small-scale further processing of vegetable products.

You will also receive information on how to run things properly, for example, with regard to hygiene and other regulations.

It is important that you know in advance what to do in each phase and how to manage the operations of your company properly. If you do, everything will go well and both the customers and food inspector will be happy.



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This guide has been divided into six sections.

- **Section 1, Setting Up.**
Section 1 is a summary of information needed when expanding your primary production operations.
- **Section 2, Premises.**
Section 2 contains information about the requirements associated with appropriate premises.
- **Section 3, Operations.**
Section 3 contains requirements for operations.
- **Section 4, Staff.**
Section 4 contains requirements for staff.
- **Section 5, Own-check plan.**
In section 5 you will find information about own-check activities. This information helps you to create an **own-check plan** for your meat establishment.
- **Section 6, Terminology.**
Some words in the text have been **underlined**. You will find explanations for them in section 6.

This guide does not contain general information on setting up and running a business. Links to such information are provided on the web page www.ruokavirasto.fi/en/operatorguidance. The requirements of producing and selling of alcohol products, on which small breweries and vineyards need guidance, are not included in this guide.

If you are setting up a restaurant, cafe, catering service or other service activity in conjunction with your farm, you can find relevant information about this in the guide for setting up a restaurant. Setting Up a Restaurant - Guide for Small and Medium-sized Businesses can be found on the Finnish Food Authority's website.

You will receive information on these topics, among others:

- ▶ How can you ensure that the premises are suitable your operations?
- ▶ How should you notify the authorities of your plan?
- ▶ What requirements are there for the premises?
- ▶ What else is required of you?
- ▶ What kind of competence is required from you and your staff?
- ▶ What is the own-check description?
- ▶ What is the own-check plan?