Business Name



Food Safety Arrangement for production of meat and meat products

Food Safety Arrangement

PIRSA Accreditation Number: XX/XXXX

***This is a Food Safety Arrangement template, developed by the Department of Primary Industries and Regions South Australia (PIRSA) for the Production of Meat and Meat Products. It is the responsibility of the Applicant or Accredited Meat Producer to review and ensure that this document is suitable for their operations. Any amendments to the template should be discussed with the PIRSA Food Standards Team.***

***It is the responsibility of the Accredited Meat Producer operator to implement and maintain an approved Food Safety Arrangement.***

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# FOOD SAFETY ARRANGEMENT

OUTCOME

To process wholesome meat and meat products safely and comply with relevant regulations, legislation and standards.

Food Safety Arrangement

## DEFINITIONS

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| **Accreditation body** | Minister for Primary Industries and Regional Development (Note: The Minister has delegated a number of functions to staff within PIRSA). Those staff may exercise the powers pursuant to the delegation. |
| **Accreditation** | An accreditation in force under Part 3 (including a temporary accreditation) under the *Primary Produce (Food Safety Schemes) (Meat Industry) Regulations 2006* to carry out meat handling, including the transportation of meat and meat products. |
| **Accredited Meat Producer** | A person(s) approved under the *Primary Produce (Food Safety Schemes) (Meat Industry) Regulations 2006* who is/are responsible for the operation of the accredited business. |
| **Clean** | Free of any visual contamination and free of objectionable odour. |
| **Contamination** | Faeces, ingesta, grease dirt, rail dust, residues from detergents, metals and microorganisms (e.g., *Salmonella, E. coli*) |
| **Core Temperature** | The internal temperature of the meat portions at the centre/core. |
| **Critical Control Point (CCP)** | A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level. |
| **Cold Chain** | Controlling product temperature through each and every step to maintain the safety, shelf life and quality of foods |
| **Control Point (CP)** | Control point, step in the process at which a hazard can be controlled, |
| **Food Standards Code** | The *Australian New Zealand Food Standards Code* as defined in section 3 of the *Australian New Zealand Food Authority Act 1991*. |
| **Hazard Analysis and Critical Control Point (HACCP**) **Plan** | A system which identifies, evaluates, and controls hazards which are significant for food safety. |
| **Meat** | means any part of a slaughtered animal for human consumption. |
| **Meat Product** | means a food containing no less than 300 g/kg of meat. |
| **Potentially Hazardous Foods (PHF)** | food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food |
| **Surface Temperature** | Temperature of meat carcasses or quarters taken within two millimetres of the surface. |
| **Unsafe food** | As defined by the *Food Act 2001*, section 8 (1)a); For the purposes of this Act, food is unsafe at a particular time if it would be likely to cause physical harm to a person who might later consume it, assuming— (a) it was, after that particular time and before being consumed by the person, properly subjected to all processes (if any) that are relevant to its reasonable intended use; and b. nothing happened to it after that particular time and before being consumed by the person that would prevent it being used for its reasonable intended use; and it was consume by the person according to its reasonable intended use |
| **Unsuitable food** | as defined by the *Food Act 2001*, section 9 (1); food that— (a) is damaged, deteriorated or perished to an extent that affects its reasonable intended use; or (b) contains any damaged, deteriorated or perished substance that affects its reasonable intended use; or (c) is the product of a diseased animal, or an animal that has died otherwise than by slaughter, and has not been declared by or under another Act to be safe for human consumption; or (d) contains a biological or chemical agent, or other matter or substance, that is foreign to the nature of the food |
| **Vehicle Temperature** | The air temperature of the meat carrying compartment of the vehicle. |
| **Wholesome** | When used in relation to meat and meat products, means the meat and meat products may be passed for human consumption on the basis that they:   1. Are not likely to cause food-borne disease or intoxication when properly stored, handled and prepared for their intended use; and 2. Do not contain residues in excess of established limits; and 3. Are free from obvious contamination; and 4. Are free of defects that are generally recognised as objectional to consumers; and 5. Have been produced and transported under adequate hygienic and temperature controls; and 6. Do not contain additives other than those permitted under the Food Standards Code; and 7. Have not been treated with a substance contrary to a law of the Commonwealth or a law of the State or Territory in which the treatment takes place. |

## POLICY AND DECLARATION

The aim of this business is to provide wholesome product whilst ensuring all relevant regulatory requirements are met. This arrangement only applies to retailing and transportation within retailing environment. If the Accredited Producer wishes to undertake other activities, they will need to adopt a further or different Food Safety Arrangement.

This Food Safety Arrangement will be understood by all levels of staff. Management’s objective is to ensure that the accredited meat producer complies with this policy and meets their obligations as an accredited meat producer under the *Primary Produce (Food Safety Schemes) Act 2004* including complying with the conditions of accreditation and the relevant Standards and Codes of Practice related to the production of a wholesome product as outlined in this Food Safety Arrangement.

This Food Safety Arrangement (FSA) demonstrates management and employee commitment to food safety and the steps that shall be taken to protect the wholesomeness of the product/s, while exercising due diligence towards the safe handling, preparation and sale of food.

This arrangement covers each stage of production of the meat processing operation and transporting that is those procedures directly related to product safety and wholesomeness conducted at:

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| --- | --- |
| ***Accredited Meat Producer*** |  |
| **Physical Site Address (Premises)** |  |
| **Accreditation number** |  |

Only meats that have been produced/processed in an accredited premise are sold at this establishment.

**Description of processing:** Meat processing, handling and sellingactivities documented in the accreditation issued by the Minister’s delegate (Accreditation body).

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| **Meat Industry Declaration**  I/We [ ]  of [ ]  Understand that this declaration forms part of our Food Safety Arrangement in accordance with the provisions of the ***Primary Produce (Food Safety Schemes) Act 2004*** (the Act) in respect of the granting of accreditation Minister or delegate for the purpose of producing, handling and selling of meat/or meat products in South Australia.  The accredited meat producer is committed to complying with the requirements of the:   1. [*Primary Produce (Food Safety Schemes) Act 2004*](https://www.legislation.sa.gov.au/LZ/C/A/PRIMARY%20PRODUCE%20(FOOD%20SAFETY%20SCHEMES)%20ACT%202004/CURRENT/2004.20.AUTH.PDF) 2. [*Primary Produce (Food Safety Schemes) (Meat) Regulations 2017*](https://www.legislation.sa.gov.au/LZ/C/R/PRIMARY%20PRODUCE%20(FOOD%20SAFETY%20SCHEMES)%20(MEAT)%20REGULATIONS%202017/CURRENT/2017.278.AUTH.PDF) 3. AS4696:2023 Australian Standard for Hygienic Production and Transportation of Meat for Human Consumption 4. AS4465 Australian Standard for construction of premises and hygienic production of poultry meat for human consumption 5. *Foods Standards Australia New Zealand,* [*Food Standards Code*](https://www.foodstandards.gov.au/code/Pages/default.aspx)*:* 6. [*Standard 1.2 Labelling and other information requirements*](https://www.foodstandards.gov.au/code/Pages/default.aspx) 7. [*Standard 1.6.1 Microbial Limits in Food*](https://www.legislation.gov.au/Details/F2018C00939)*, with* [*Schedule 27*](https://www.legislation.gov.au/Details/F2016C00507) 8. Standard 1.6.2 Processing requirements 9. [*Standard 2.2.1 Meat and Meat Products*](https://www.legislation.gov.au/Details/F2016C00173) 10. [*Standard 4.2.3 for Meat and Meat Products*](https://www.legislation.gov.au/Details/F2018C00943) *production and processing standard for meat* 11. [*Standard 3.2.2 Food safety practices and general requirements*](https://www.legislation.gov.au/Details/F2011C00591) 12. [Australia New Zealand Food Standards Code – Standard 3.2.2A – Food Safety Management Tools (legislation.gov.au)](https://www.legislation.gov.au/Details/F2022L01589) 13. [*Standard 3.2.3 Food Premises and Equipment*](https://www.legislation.gov.au/Details/F2021C00674) 14. *Standard 4.2.2 Primary Production and processing standard for poultry meat* 15. *S*tandard 4.2.3 Primary Production and processing standard for meat 16. [*Meat and Livestock Australia - Guidelines for the Safe Manufacture of Smallgoods – 2nd edition 2015*](https://pir.sa.gov.au/__data/assets/pdf_file/0004/250591/Guidelines_for_the_safe_manufacture_of_smallgoods_-2nd_Edition.pdf) 17. *AMRG Guidelines for the Management of Listeria, February 2019* 18. Conditions of accreditation made by the Minister or Delegate.   **Each page of this Food Safety Arrangement has been reviewed and remains current to accurately reflect approved activities.**  Applicant or Accredited Meat Producer Name:  Applicant or Accredited Meat Producer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  **To be completed following approval by the Minister or Delegate**  Adopted by the Accredited Meat Producer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: [ / / ] pursuant to regulation 10 of the *Primary Produce (Food Safety Schemes) Meat Regulations 2017* following approval by the Minister or their Delegate on [ ] (Date) |

## DOCUMENT AND RECORD CONTROL

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| **Objective** | ***Documenting the Food Safety Arrangement, identifying how risks with the food will be controlled will be maintained, implemented and monitored.*** | | |
| The Food Safety Arrangement (FSA) and associated monitoring records will be available on site when the Accredited Meat Producer is operating to demonstrate compliance. Records relevant to the wholesomeness of meat and meat products produced are maintained and retained for a period of four years. Customer contact details for wholesale sales are retained to assist in the event of recall.  The FSA must reflect all procedures and practices and support programs implemented by the business and accurately reflect the products made and sold by the business. The FSA and HACCP plans addresses each relevant matter as identified in AS4696:2023 and Food Standards Code Standards 4.2.2 and 4.2.3, are applied for operations undertaken at this premises.  PIRSA Food Standards Program will communicate with Accredited Meat Producers on a range of matters, mostly through a system of numbered *Fact-Sheets*. These could include transport arrangements and vehicles, product labelling, operation of retail shops, conditional variations for toilet facilities, branding, notices of works, fees and charges, etc. The Accredited Meat Producer or delegate will circulate details of PIRSA Food Standards Program policy statements, notices and/or letters to all employees where appropriate.  The Accredited Meat Producer retains inwards correspondence as evidence that it has been read and if necessary, incorporated into the relevant section of the Food Safety Arrangement. This will be reviewed as part of the internal audit.  If the Accredited Meat Producer wishes to amend the Food Safety Arrangement, it must seek approval of the amended Food Safety Arrangement from the Minister or the Minister’s delegate under the Act. Any amendments to the Food Safety Arrangement are documented on the Amendment Register. For example, if a procedure is changed, the corresponding work instruction would be altered to reflect the new practice. The revised work instruction would replace the existing one and the change recorded on the Amendment Register. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Reviewed annually (via internal audit) or as necessary based on communication received or any changes to products and processes. | | Amendment Register and approvals to FSA and any variations of FSA by Minister’s delegate. | Amend and update as necessary and remove old versions to prevent confusion.  Review requirements to prevent reoccurrence. |

## Organisational Structure

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| **Objective** | *Provisions of resources and the provisions and training of personnel are documents and appropriate to the operations undertaken.* | | |
| Structure for personnel involved in the undertaking of activities specified under this arrangement are documented.   |  |  | | --- | --- | | **Key Activities** | **Position Responsible** | | Responsible for overseeing the FSA and compliance with its provisions |  | | Responsible for monitoring and recording CCP |  | | Meat and meat product processing and handling |  |   The requirements and evidence of relevant skills and knowledge are documented in the training records. Training – refer to section 4.7 | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Review annual in Internal audit | | Internal audit | Update positions responsible or training for staff as identified.  Review requirements to prevent reoccurrence. |

# GMP & GHP

Product is handled and manufactured using safe and hygienic practices to minimise contamination and maintain the wholesomeness of the product to protect food safety.

OUTCOME

Good Manufacturing Practices (GMP) and Good Hygiene Practices (GHP) are implemented to control the environment, equipment, utensils, handling practices and personnel, thing or activity to ensure operations are conducted in a clean and hygienic manner to minimise to risk of cross contamination to the meat/or meat products that are being prepared. These practices do not jeopardise the wholesomeness of meat and meat products.

The storage, handling, processing and packaging of all meat and meat products does not jeopardise its wholesomeness or the wholesomeness of any other meat or meat products. This includes the storage, handling, processing and packaging of ready-to-eat meats and meat products. All practicable measures will be taken to prevent unnecessary contact with ready-to-eat meat and meat products.

## PERSONAL HYGIENE

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| **Objective** | ***All staff adhere to good personal hygiene practices.*** | | |
| All staff are given information on good personal hygiene practice and must know how to wash their hands properly as well as good food handling practices relevant to their job. The Accredited Producer takes all reasonably practicable measures to ensure that staff comply with these obligations.  All staff on site must wash their hands whenever they are likely to be a source of contamination of food (including after smoking, coughing, sneezing, touching their face, scalp or a body opening etc), immediately before working with ready to eat foods or meat products after handling raw meat and immediately after using the toilet. If gloves are used, they must be maintained intact, clean, and sanitary and this does not exempt persons from complying with handwashing requirements. Accredited Producer provides suitable facilities (including handwashing facilities, warm running water, soap etc) consistent with section 17 of Standard 3.2.2.  The Accredited Meat Producer shall ensure (In accordance with [*Food Standards Code, Standard 3.2.2 Division 4, Subdivision 1*](https://www.legislation.gov.au/Details/F2014C01204)) that those who come directly or indirectly in contact with the food are not likely to contaminate food by maintaining an appropriate degree of personal cleanliness and behaving and operating in an appropriate manner.  Any personnel suspected to be suffering, having a symptom or symptoms of suffering, or known to be suffering or a carrier of transmittable condition or food borne disease (such as diarrhoea or vomiting) or infected wounds or sores will not work for the Accredited Meat Producer in any capacity where there is any possibility of them contaminating the products and advises the person in charge of operations immediately.  An Accredited Meat Producer who requests that a meat handler submit to medical examination will ensure that the person does not work for the business in any capacity which could contaminate meat until the person complies with the request. A person excluded from handling food on the basis that they are known or suspected to be suffering from or a carrier of a food-borne disease (or is known or suspected to have a symptom that may indicate that they are suffering a food-borne disease) will only be permitted by the Accredited Meat Producer to resume handling food after receiving advice from a medical practitioner that the person is no longer suffering from a from, or is a carrier, of a food-borne disease. Medical information received as a result of this section is only used for this purpose and only disclosed in accordance with a lawful requirement to disclose.  All staff must take all reasonably practicable measures to ensure that his or her body, anything from his or her body, and anything they are wearing (including jewellery and clothing) does not contaminate product or surfaces likely to come into contact with product. This includes covering cuts wounds and sores with detectable bandages or dressings and covered with detectable waterproofed coverings. All staff must notify the supervisor immediately if they suspect the product may have been contaminated. All potentially affected products must be isolated and reviewed for fitness for sale. Product must be disposed of appropriately.  Smoking, chewing, eating, drinking or spitting is not permitted in food processing or food handling areas in which exposed food is handled or produced. Personnel do not sneeze, blow or cough over exposed meat or meat products or any surface likely to come into contact with such products. Personnel only urinate and defecate in a toilet.  Persons in areas where exposed meat and meat products are produced, wear clean protective clothing (washable or disposable) (suitable for the activity) including enclosed footwear, hair covering enclosing hair, beards and moustache.  Clothing will be made from suitable materials, cleaned and maintained as appropriate for the activities undertaken, with protective clothing and implements changed, cleaned and sanitised whenever necessary to prevent contamination of meat and meat products (including upon commencement of operations and at the end of each shift, whenever it has come into contact with diseased or suspect material or become contaminated or has become excessively soiled). Protective clothing and work implements are not taken into amenities. Outer clothing (including protective clothing) is suitable and will not cause contamination, is of a colour which allows detection of contamination. When not in use, personal effects, clothing and work implements are stored so they do not contaminate meat and meat products.  Cleaning is carried out in a manner and location which does not contaminate the meat or meat products. Clear segregation and cleaning-washing and change practices are maintained by personnel involved in handling raw and cooked meat and meat products.  The Accredited Producer takes steps to ensure that staff take all practicable measures to ensure that they have no unnecessary contact with ready to eat meat and meat products. Staff are informed of the Accredited Meat Producer’s obligations to provide training, PPE and facilities as identified.  Personnel take all practicable measures to ensure that there is no unnecessary contact with ready to eat meat and meat products. Personnel will meet applicable matters in schedule 1 of AS4696:2023.  The Accredited Meat Producer has a clearly defined process for staff to notify any potential contravention of this part to the person in charge of operations immediately.  Staff will meet applicable matters in schedule 1 of AS4696:2023 | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| GHP and GMP continuously monitored throughout operations by visual observation.  Prior to commencing product handling | | Nil  Staff training in Personal Hygiene requirements | Immediately rectify non-compliance with staff (dispose of any contaminated or potentially contaminated products) and complete refresher training.  Complete training  Review requirements to prevent reoccurrence. |

## CLEANING AND SANITATION

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| **Objective** | ***The work environment, vehicles and equipment are maintained at a high standard of cleanliness so that risk of contamination is low. The cleaning and sanitising chemicals used must be approved food safe, applied and stored appropriately.*** | | |
| ***Cleaning*** Removes physical visual contaminates, (e.g., waste, dirt and grease and other visible matter) from equipment, premises and vehicles.  Food handling areas are to be cleaned before and after every use.  ***Sanitation*** Reduces the number of microorganisms. Food contact surfaces, equipment and utensils are sanitised.  All staff involved in cleaning and sanitation are trained on how to clean and sanitise the equipment they use. This includes:   * correct storage and handling of chemicals * correct dilution of the chemicals * procedure for cleaning and sanitation   Premises, vehicles and equipment (including food contact surfaces) are to be:   1. clean before operations commence each day; 2. cleaned at the end of operations each day or shift if more than one shift in a day; 3. cleaned and sanitised whenever necessary to prevent contamination of meat and meat products. This includes the removal of accumulated material likely to cause contamination. 4. Cleaned using potable water if surface or area which comes into contact with meat or meat products (including packaged)   A hygiene check of the vehicles is carried out each day/start of shift of operation to confirm all meat carrying compartments are clean prior to use. This includes the floor, walls, ceiling, rails, doors and seals.  Cleaning of surfaces and equipment which comes into contact with meat and meat products (or package products) and the meat carrying compartment of a vehicle is done with potable water.    Facilities for cleaning and sanitising implements are used only for the purpose of cleaning and sanitising the implements, are conveniently located for use during operations, are provided with an adequate supply of hot potable water no less than 82°C (or equivalent method of sanitising) and overflow directly to the drainage system. The location of these facilities does not jeopardise the hygienic processing of meat and meat products.  A hygiene check of the premises is carried out each day/start of shift of operation to confirm all surfaces are clean prior to use. Checks should cover work surfaces, equipment, vehicles, amenities (e.g. toilets and hand wash facilities), floors, walls, chillers, fixtures and fittings.  A hygiene check of the vehicles is carried out each day/start of shift of operation to confirm all meat carrying compartments are clean prior to use. This includes the floor, walls, ceiling, rails, doors and seals.  Hazardous materials including cleaning chemicals, detergents, sanitisers and other chemicals shall be suitable, identified, labelled and stored in an identified area in a manner that prevents their misuse and the contamination of meat and meat products, including food packaging and food contact surfaces.  Containers used in association with hazardous materials are identified as hazardous and used only for that purpose.  Refer to AS4696:2023, *Section 4 Operational Hygiene* for further details. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Observe and recorded daily (or shift if applicable), Document weekly | | Pre-Operational Weekly Hygiene & Maintenance inspection | Clean and sanitise items as required.  Retrain staff.  Review requirements to prevent reoccurrence. |

# PREMISES, PLANT & EQUIPMENT

Premises, equipment and transportation vehicles are constructed and maintained to facilitate the production of meat and meat products that are wholesome and that do not jeopardise their wholesomeness.

OUTCOME

## PREMISES, EQUIPMENT AND ESSENTIAL SERVICES

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| **Objective** | ***Premises shall be constructed and maintained to facilitate cleaning and sanitation and is not a source of contamination for class of activities undertaken and have provisions for hygiene and sanitation facilities that enable the hygienic production of meat and meat products*** | | |
| The premises and the equipment (including fixtures and fittings) are constructed and maintained in accordance with AS4695:2023, section 19 to ensure that they are fit for purpose, not sources of contamination and do not jeopardise the wholesomeness of meat and meat products and they facilitate hygienic production. The surfaces of the interiors of buildings, including floors, walls and ceilings and surfaces of equipment are constructed so they are durable; and smooth, impervious and corrosion resistant; and are non-toxic, inert to the food and to detergents and sanitising agents under normal operating conditions; and do not transmit odour or taste; and are able to withstanding repeated cleaning and sanitising; and allow visible contamination to be easily seen and be unable to provide harbourage for pests. Internal floors and paved areas have an impervious surface and are effectively drained.  VEHICLES  Meat Transport Vehicles and equipment (such as thermometers) are maintained to ensure that they are fit for purpose and not sources of contamination and do not jeopardise the wholesomeness of meat and meat products and they facilitate hygienic production. Active refrigeration and insulation are provided to maintain product temperature during transport as specified in the HACCP plan.  The surfaces of the interiors of vehicles, including floors are constructed so they are durable; and smooth, impervious and corrosion resistant; and are non-toxic, inert to the food and to detergents and sanitising agents under normal operating conditions; and do not transmit odour or taste; and are able to withstand repeated cleaning and sanitising; and allow visible contamination to be easily seen.  The Accredited Meat Producer has and utilises closed containers to transport unwrapped carcase and carcase parts to ensure that they do not contaminate other meat and meat products.  Meat and meat products only contact surfaces designed for contact with meat and meat products.  Meat Transport Vehicles are cleaned with potable water. Areas used for cleaning meat transport vehicles are effectively drained. Draining system in place that does not jeopardise the wholesomeness of meat and meat products.  A review of the vehicle and equipment should occur on day of transporting. Formal review of the condition of the vehicle and equipment should be conducted annually as part of the internal audit.  **CONSTRUCTION**  Buildings are maintained so they are not contaminated by environment (including air flow), personnel movement, movement of tools and equipment, equipment and storage of packaging and hazardous materials.  Other factors to be managed to prevent contamination include other processing activities, steam, smoke, odours, dust, splash, condensation and other contaminants.  Segregation is maintained between raw and cooked meat storage, processing and handling is clearly identified.  The facility will be maintained to prevent the entry and harbourage of pests, reduce physical food safety risks and reduce the harbourage of micro-organisms. Storage areas are available and adequate for storage of items that may be a source of contamination (e.g. chemicals, clothing and personal belongings).  Load in and load out areas prevent contamination of meat and meat products during the process of loading and unloading. Areas used for cleaning meat transport vehicles are effectively drained.  A review of the premises should occur on day of production as operators work in the space. Formal review of the condition of the premises should be conducted annually as part of the internal audit.  **SERVICES**  Hand wash facilities are conveniently located and serviced with warm water between 35°C and 46°C from a central outlet, with non-hand operable taps, suitable hand cleaning agent and facilities to allow effective hand drying.  The premises has sufficient natural or mechanical ventilation to:   1. Minimise airborne contamination; 2. Remove fumes, smoke and vapours; 3. Remove excessive heat and steam and minimise condensation; 4. Facilitate the control of temperatures; 5. Facilitate the control of humidity where this is necessary to ensure the wholesomeness of meat and meat products   The premises and equipment are sufficient to store, handle and process the maximum quantity of meat and meat products produced at the premises at any one time.  Supervision, inspections and audits are facilitated by provision of the appropriate equipment, premises and services.  Where deficiencies are identified, these must be documented on a [works program](#_PROGRAM_OF_WORKS) where they prioritised. Refer to [Program of Works](#_PROGRAM_OF_WORKS) for details.  Lighting system in place providing sufficient lighting for activities undertaken.  Draining system in place that does not jeopardise the wholesomeness of meat and meat products.  Meat and Meat products only contact surfaces designed for contact with meat and meat products.  The premises and equipment have sufficient capacity to store handle and process the maximum quantity of meat and meat products produced at the premises at any one time. Essential services are provided to enable effective production of meat and meat products. This covers reliable energy supply, sufficient hot and cold potable water appropriate in volume and pressure for the operations.  Fixtures, fittings and equipment that use water or are designed to be connected to water and/or a sewage and wastewater disposal system must be connected to these facilities and supplied with adequate services.  **AMENITIES**  Suitable amenities are available and conveniently located for staff.  Suitable amenities and conveniently located toilets, hand washing and change facilities and separate are for eating meals, adequate for the number of persons are provided in accordance with AS4696, Section 20 Hygiene and sanitation Facilities and Standard 3.2.3 section 14. The location of these amenities does not jeopardise the hygienic production of meat and meat products and is physically separate from areas where meat or meat products are produced. Flooring is sealed between workplace and amenities area. Toilets do not open directly onto areas where meat or meat products are produced and have hand wash facilities. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| As need  Reviewed annually | | Program of Works  Internal audit | As identified on Program of works.  Review requirements to prevent reoccurrence. |

## INGREDIENT/PACKAGING STORAGE

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| **Objective** | ***Ingredients and packaging are fit for purpose and stored so that risk of contamination is low. The ingredients and packaging are approved for use in food and applied and stored appropriately.*** | | |
| Clean food grade packaging including (packaging, inks, tags and labels) fit for purpose and made of material not likely to cause contamination are used.  Ingredients and packaging are labelled and stored in way to maintain identity that reduces the risk of contamination and harbourage of pests. Storage should be:   * off the ground * in clean, resealable, pest proof containers * in a way that prevents contamination (i.e. not underneath something that has the potential to fall on it). | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Observe daily, Document weekly  Annual review | | Pre-Operational Hygiene inspection  Internal Audit and management review | Correct storage as required.  Retrain staff.  Correct as required. Retrain staff.  Review requirements to prevent reoccurrence. |

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## PROGRAM OF WORKS

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| --- | --- | --- | --- |
| **Objective** | ***The premises and equipment are constructed and maintained to not be a source of contamination and maintain product wholesomeness.*** | | |
| Premises and equipment are maintained in a good state of repair and working order having regard to their use.  Regular inspections of the premises and all equipment are conducted. Issues identified that require repair to ensure product safety is not affected are documented. Any issues that directly affect food safety are repaired or rectified as soon as possible.  Maintenance activities or repairs that are identified and corrected and are documented in the program of works.  Program of works should include:   * description of maintenance required * description of what will be done to correct the problem or control the risk * a date in which works are expected to be completed * the date that the works were actually completed and the maintenance is closed off   Works are prioritised based on food safety risk with scheduled dates for completion identified.   |  |  |  | | --- | --- | --- | | **Food Safety Risk** | **Priority Risk Rating** | **Timing** | | Immediate impact on food safety | P1 | Stop work immediately, make food safe. Do not recommence production until works have been completed to make area safe. | | Potential impact to food safety | P2 | Schedule to rectify as soon as practicably possible. | | No direct impact on food safety | P3 | Add to program of works, monitor and review. | | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Maintenance as needed  Reviewed annually | | Program of Works  Internal audit | Document items as identified on Program of works.  Corrected as required.  Review requirements to prevent reoccurrence. |

## VEHICLES

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***Any vehicle shall be constructed and maintained to facilitate cleaning and sanitation, inspection and monitoring, is not a source of contamination and maintain product wholesomeness.*** | | |
| Note: the balance of other provisions of this Food Safety Arrangement (such as hygiene, hazardous, materials, pests etc) apply equally to transporting under this arrangement.  Vehicles are approved by the PIRSA FSP for the transportation of meat and meat products. These vehicles are identified with a dated Meat Transport Vehicle (MTV) sticker. Vehicles and equipment are provided to enable compliance with this Food Safety Arrangement and other relevant legislative obligations.  The wholesomeness of meat and meat products for human consumption will not be jeopardised by other things within the MTV (including different types of meat or meat products (ie cooked and raw meat do not contaminate each other).  For Meat Transport Vehicles (MTV) and equipment provided, the following are maintained and verified:   * Cleanliness (refer to work instruction and Cleaning & Sanitation) * Vehicle, Equipment (in carrying compartment and loading) are not a source of contamination; * Construction - to prevent the entry of odours, smoke, dust and other environmental contamination. Construction also allows for adequate airflow. * Meat carrying compartment of the MTV is separate from the rest of the vehicle and surfaces are durable; smooth, impervious, corrosion resistant, non-toxic, inert to the food and detergents and sanitising agents used under normal conditions, do not transmit odour or taste, capable of withstanding repeated cleaning and allows for visible contamination to be easily seen. * Active Refrigeration – suitable for maximum quantity of meat and meat products to be transported at any one time. * Readily accessible calibrated temperature monitoring device for meat carrying compartment. * Adequately insulated to maintain product temperature as required * The refrigeration unit discharge is contained and directed to the outside of the MTV. * Provides for adequate airflow during transportation. * Animals, inedible material and condemned material are not transported in a MTV. * Able to be effectively cleaned, maintained, inspected and monitored.   Vehicle condition should be monitored to demonstrate cold chain compliance. Immediate action to be taken if active refrigeration cannot be maintained.  Animals or pests are not permitted in a vehicle used for the transporting meat and meat products.  Where the condition of the vehicle or equipment fails to meet the Australian Standards, correction should be made to reduce the risk of contamination. Where immediate correction is not possible, actions required are recorded on the program of works, including any action taken with product impacted. Actions required are prioritised based on food safety risk with scheduled dates for completion identified. Refer to relevant HACCP plan work instruction for details on process and actions required.  Where meat or meat products are exposed to conditions which could compromise the wholesomeness, the Accredited Producer notifies the proprietor of the receiving business.  Pet Food transported with other meat and meat products but must be labelled as “pet meat not for human consumption” on packages or storage containers.  Refer to AS4696:23, *Section 25 Meat Transport Vehicles and Equipment* and AS4465, Section 15.126 to 15.29 Transport. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Observe daily, Document weekly  Delivery sample  Reviewed annually | | Pre-Operational Hygiene inspection  Load-out records  Internal audit | Clean and sanitise as required.  Retrain staff.  Maintain cold chain compliance  Corrected as required  Review requirements to prevent reoccurrence. |

# 

# SUPPORT PROGRAMS

Implement effective programs to assist in controlling food safety hazards

OUTOCME

## PRODUCT TRACEABILITY (IDENTIFICATION AND LABELLING)

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***All food is correctly labelled, identifiable and traceable.*** | | |
| Identification of all products throughout the process is maintained so that the identity of meat used along with the stage in processing/production can be ascertained. The business must be able to trace all foods from end to end of the supply chain (i.e., supplier to customer).  All food must be accurately labelled for items not sold through assisted display. There are specific requirements as per ***AS4696:2023*** for different products (e.g., packaged and unpackaged foods) including, but not limited to: ***food identification (including ingredients), date of packaging, batch marking (which the business can identify the individual production batch), directions for use and storage, country of origin and accreditation number.***  The details of requirements for labelling and other information are listed under the Food Standards Code, Standard 1.2.   * [Standard 1.2.1](http://www.comlaw.gov.au/Series/F2015L00386) Requirements to have labels or otherwise provide information * [Standard 1.2.2](http://www.comlaw.gov.au/Series/F2015L00389) Information requirements – food identification * [Standard 1.2.3](http://www.comlaw.gov.au/Series/F2015L00397) Information requirements – warning statements, advisory statements and declarations * [Standard 1.2.4](http://www.comlaw.gov.au/Series/F2015L00392) Information requirements – statement of ingredients * [Standard 1.2.5](http://www.comlaw.gov.au/Series/F2015L00401) Information requirements – date marking of food for sale * [Standard 1.2.6](http://www.comlaw.gov.au/Series/F2015L00393) Information requirements – directions for use and storage * [Standard 1.2.7](http://www.comlaw.gov.au/Series/F2015L00394) Nutrition, health and related claims * [Standard 1.2.8](http://www.comlaw.gov.au/Series/F2015L00395) Nutrition information requirements * [Standard 1.2.10](http://www.comlaw.gov.au/Series/F2015L00398) Information requirements – characterising ingredients and components of food   If the food contains added ingredients (e.g., crumbs, marinates), additional information is required:   * Nutrition Information Panel (NIP) * List of all ingredients added * Any allergens present   Details on labelling requirements for product sold in a wholesale format are captured within the standard under information required to be on labelling for food sold to a caterer (see section 1.2.1-15 and 1.2.1-16).  **Pet meat is not permitted to be processed or handled in a human consumption premises.** Pet meat must be prepared, packaged and labelled in accordance with AS 4841:2006 Australian Standard for the hygienic production of pet meat. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Annually or when artwork/label content is changed. | | Internal audit | Correct error and discard inaccurate labels.  Review requirements to prevent reoccurrence. |

## PRODUCT RECALL AND WITHDRAWAL

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***To implement a system to recall unsafe or unsuitable foods from the market.*** | | |
| The business must be able to trace all foods from end to end of the supply chain (i.e., supplier to customer).  Unsafe or unsuitable product (including meat not intended for human consumption) that has been distributed to other businesses and/or the consumer will need to be immediately recalled from sale to protect the consumer. A list of customers is maintained that details customer name, key contact person, telephone number and email (if available). A system will be in place to maintain records of products sold. This can include invoices.  The Accredited Meat Producer will not process or sell product for human consumption if producer ought reasonably know or out reasonably suspect that the product is unsuitable or unsafe.  The Accredited Meat Producer takes all reasonable measures to ensure that inputs do not make the product unsuitable or unsafe.  Food is recalled if a food safety risk is identified and the food is deemed unsafe. A withdrawal should be used if the issue relates to quality, ethical or suitability issues or the food safety risk has not been confirmed. Refer to FSANZ food industry recall protocol for assistance with decision making.  Examples of why product may need to be recalled:   * contaminated with harmful microorganisms; chemicals; physical matter * produced without accreditation for the operation * product has been tampered with * or as directed by regulatory authority   In the event of a product recall, the program will be managed by the owner or delegated staff of the business. The system as defined in the Food Recall Protocol prepared by Food Standards Australia New Zealand (FSANZ) will be used. [Food Industry Food Recall Protocol May 2023 edition.pdf (foodstandards.gov.au)](https://www.foodstandards.gov.au/industry/foodrecalls/firp/SiteAssets/Pages/default/Food%20Industry%20Food%20Recall%20Protocol%20May%202023%20edition.pdf)  **PIRSA is to be contacted as soon as possible (within 24 hours) from the identification of an issue that may result in a recall. They can be contacted on 08 8429 0737; email** [**pirsa.foodsafety@sa.gov.au**](mailto:pirsa.foodsafety@sa.gov.au). This does not derogate from the accredited meat producer’s other statutory or other legal obligations to notify such matters.  FSANZ is to be contacted in the event of a recall. They can be contacted on 02 6271 2610 during normal business hours or on weekends / after hours on 0412 166 965.  Once the decision to recall has been made, there are three main objectives:   1. stop the distribution and sale of the product as soon as possible 2. inform PIRSA, SA Health, FSANZ and customers 3. effectively and efficiently remove the product from the marketplace   In the event of a recall, a written record of events and actions is maintained.  Conduct a mock recall on an annual basis to verify the effectiveness of the recall and traceability practices. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Annually  Reviewed annually | | Traceability exercise – mock recall checklist  Internal audit | Implement improvements in system traceability as identified while testing recall processes.  Correct as necessary  Review requirements to prevent reoccurrence. |

## APPROVED SUPPLIER

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***Sourcing of meat and ingredients are from an accredited food business*** | | |
| Receiving goods or services from a reputable, trusted supplier provides peace of mind that incoming goods have been handled and processed in a way that does not create or contribute to food safety risks.  Incoming goods or services must always be inspected before accepting into the business to ensure that they do not pose a threat to food safety.  The business shall ensure that suppliers:   * Meat is sourced from an accredited business * Food ingredients and packaging to be fit for purpose. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Each delivery | | Receival records and invoices | Reject items delivered meat from non-accredited businesses.  Reject ingredients/packaging that is not received in acceptable condition/not fit for purpose.  Review requirements to prevent reoccurrence. |

## CALIBRATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***Any measuring device can be calibrated to confirm accuracy in the measurements.*** | | |
| Measuring devices used for the measurement of critical limits identified in the process are calibrated and maintained in working order. Equipment (such as thermometers, dataloggers along with gauges on ovens, display cabinets, chillers and freezers), will be calibrated internally (3 monthly, see method below) or externally (annually) with records maintained.  **Internal Calibration**  **Temperature Measuring Devices (e.g. Thermometers, Data Loggers etc.)** Thermometer calibration procedure:  **ICE Point**   1. Mix ice and a dash of water in a container and let it sit for a few minutes. This will chill the water to 0°C. 2. Insert the thermometer into the ice water for at least 10 seconds until the reading is stable and record the result.   Temperatures should read ±1°C of the expected value (0°C for ice water). If thermometer reads outside of this range, repeat this process and if results are the same, thermometer should be serviced or replaced (and calibrated to confirm accuracy).  **BOILING Point**   1. Maintain rolling boiling water. 2. Insert the thermometer into the boiling water for at least 10 seconds until the reading is stable and record the result.   Temperatures should read ±1°C of the expected value (100°C for boiling water). If thermometer reads outside of this range, repeat this process and if results are the same, thermometer should be serviced or replaced.  **Gauges** **– ovens, displays, chiller, freezers and vehicles**  Once the handheld thermometer is calibrated it can also be used to check the accuracy of any temperature gauges on equipment such as chiller. This is completed at least 3 monthly and can be done by:   1. Placing the thermometer in the chiller for at least 5 minutes (making sure not to open the door during this period). 2. After this period, read the temperature on the thermometer (taking into account any difference noted during the calibration of the handheld thermometer). 3. Read the temperature on the gauge and determine any difference between the handheld thermometer reading and the gauge, as above. Record results on Calibration Record. 4. If the difference is greater than 1°C, investigate, re-check and implement corrective action as necessary e.g., the gauge to be replaced or serviced. Record actions taken on calibration form.   **Other measuring devices (e.g., Scales, pH meters, Water Activity meters) -** Refer to manufacturer instructions for calibration and frequency required.  **External Calibration**  Calibration completed via recognised third party with calibration certificate supplied. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| 3 Monthly or more frequent as directed by manufacturer’s instruction manual | | Calibration Form or Certificate of calibration. | Immediately service/repair or replace device.  Review requirements to prevent reoccurrence. |

## PEST CONTROL

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***The operation is free of insects and pests*** | | |
| Animals and pests including insects and rodents are always excluded from the premises and vehicles. No domestic animals permitted on the premises or vehicles. Pest activity is regularly monitored to prevent entry and harbourage of pests. Action is taken to eliminate pests when detected.  A contractor may be engaged to conduct pest control activities.  Eradication of pests shall only be done by skilled personnel and only using approved methods and materials. If used, pesticides are used in a manner which does not contaminate product or equipment, with all meat and packaging removed from the area prior to use. Post treatment with pesticides, all equipment is washed prior to being used. After fumigation, rooms are well ventilated and tested before processing resumes.  If bait and insect stations are used, bait and insect stations will be regularly checked and monitored for activity. Baits and chemicals will be stored away from product and packaging.  When using chemicals ensure that:   * All chemicals are used as per the instructions included with them * Chemicals are not used near food * Chemicals are not applied to food contact surfaces. If chemicals contaminate food contact surfaces and equipment, affected areas must be washed well before use.   If premises or vehicle are treated by a pest control company this business will:   * ensure chemicals are not applied during food processing * obtain a report from the pest control company and retain for audit.   Hazardous chemicals including pesticides must be fit for purpose, not contaminate meat and meat products and be labelled, identified and stored in an identified area so are not a source of contamination or become contaminated.  Containers used in association with hazardous materials are identified as hazardous and used only for that purpose. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Weekly  More frequent depending on activity | | Hygiene and Maintenance Record  Pest inspection Report | Increase monitoring  Apply effective/appropriate control measures (e.g. bait stations, traps).  Review requirements to prevent reoccurrence. |

## WASTE MANAGEMENT

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***An effective waste disposal program is in place for the storage, handling and removal of waste that does not jeopardise the wholesomeness of meat or meat products*** | | |
| Meat and meat products unfit for human consumption or not intended for human consumption (including those which are subject to recall, returned, not safe or suitable, reasonably suspected of not being safe or suitable) are identified, segregated and removed from the food chain. If packaged and labelled the produce is defaced and discarded.  As per section 21 of the AS4694:2023, Section 21, waste will be stored and contained on site in a way that does not pose a threat to food safety, harbourage of pests and growth of bacteria.  Waste (including recyclable matter) shall be:   * Held in a container that is cleaned regularly * stored in conditions that do not attract pests * stored in conditions that do not affect the wholesomeness of the premises or product on site * collected by an external service at a frequency that prevents build-up   Catch basins, traps save-alls and sumps are separate from any area in which meat and meat products are produced.  Sewage and waste water (including untreated waste from toilets) is treated separately from other waste on site and is managed through suitable sewage removal, separate from general site production waste.  Waste will be stored, handled and disposed on in a manner that will not make any other products unsuitable or unsafe. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Weekly/monthly | | Hygiene and Maintenance Record | Immediately contain waste and clean receptacles and surrounds as required.  Review requirements to prevent reoccurrence. |

## TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***All staff to be trained to enable them to perform their job safely and competently.*** | | |
| All staffshall be adequately trained to enable them to perform their job safely and competently. In particular, they must have skills and knowledge in food safety and food hygiene matters (including skills and knowledge necessary to identify conditions that would render meat and meat products unsuitable or unsafe (commensurate with role). Training can be conducted internally or externally.  All staffare trained for their appropriate work activity, which may include:   * Good personal hygiene * Work Instructions relevant to critical control points * Food handling procedures; and * Cleaning and sanitation. * Product recall/traceability   Training is recorded on the staffTraining Record.  All new staff are instructed on how to perform their duties to ensure good food handling procedures are followed.  **Skills and Knowledge** – demonstration of adequate skills and knowledge through recognised qualifications will be required for some approved activities. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Conduct training as needed | | Staff training record | Train staff as required  Review requirements to prevent reoccurrence. |

# VERIFICATION

To confirm Food Safety Arrangement and Processes are Effective

OUTCOME

Refer to individual HACCP plans for specific verification and process validation requirements.

## WATER SAMPLING

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***Water used shall not contaminate the product.*** | | |
| Only potable water is permitted for use. Potable water, as per [Australian Drinking Water Guidelines](C://UserData/Downloads/Australian%20Drinking%20Water%20Guidelines%20(2011)%20-%20Updated%20March-2021.pdf), E. coli should be <1 organism in 100mL sample. Mains (town) water is considered potable.  As per section 21 of AS4696:2023, the potable water supply is protected from contamination and sufficient to site. Reticulation system prevents the back siphonage of used of contaminated water.  Ice is made from potable water and is protected from contamination during its making, storage and handling.  Steam used or to be used in direct or indirect contact with meat and meat products is produced from potable water and does not contain substance s that may create a food safety hazard or jeopardise the wholesomeness of meat and meat products.  Only potable running water that is not recycled is used for immersion thawing of cooling.  **SAMPLING**  Water samples to be tested through NATA accredited laboratory (accredited for water testing) for target organism of E. coli. Sample collection as per laboratory directions.  If water is not mains supplied, the water quality will be tested to demonstrate potability at the frequency agreed with the Accreditation Body, with records on analysis maintained.  The use and treatment of a non-potable water source must be approved by the Accreditation Body. Frequency of testing treated non-mains water will need to consider environmental factors that may impact the water quality.  Non-potable water is only permitted where the water is only used for non-product contact steam production, fire control and other similar purposes not connected with meat and meat products where there is no risk of the water coming into contact with or contaminating meat and meat products. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Annually (for high-risk activities) or as directed by PIRSA | | NATA accredited Laboratory Report | If water does not meet potability limits (>1org/100mL), immediately retest to confirm. If out of specification results returned, treat to correct the deficiency. If potable water cannot be achieved, all processing shall cease until corrective actions ensure potability.  Review requirements to prevent reoccurrence. |

## MICRIOBIOLOGICAL TESTING

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** |  | | |
| Microbiological testing of product is only applicable for those products listed in [*Standard 1.6.1 Microbial Limits in Food*](https://www.legislation.gov.au/Details/F2018C00939)*, and* [*Schedule 27*](https://www.legislation.gov.au/Details/F2016C00507).  **Finished meat and meat products awaiting test results for release are identified and held separately from other meat and meat product.**  A Listeria Management Plan is required by businesses producing packaged Ready-To-Eat (RTE) meats that do not receive a post-cooking lethality treatment. Microbiological limits differ for products that do not support the growth of Listeria. Additional Environmental monitoring is also required as part of a Listeria Management. Refer to AMRG Guidelines for the Management of Listeria. for full details.    Where applicable for verification of CCPs, microbiological testing will be undertaken. Refer to individual HACCP plans for details. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Refer to HACCP plan for details | |  |  |

## INTERNAL AUDIT AND MANAGEMENT REVIEW

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***Review system to confirm Food Safety Arrangement, Process and Practices ae effective.*** | | |
| The Accredited Meat Producer has a system in place to verify whether the producer is complying with the approved food safety arrangement covering matters specified in AS4696:2023. This includes:   * Management and production practices are met in relation to the production of meat and meat products * Policy objectives are clearly stated with relation to commitment to wholesomeness * Organisational structure and provision of resourcing and training are documented and undertaken * Verification is completed and documented * Corrective and preventative actions to prevent reoccurrence are taken and documented for items that are not being met with the effectiveness of actions taken reviewed * Completion of internal audits   If the Accredited Meat Producer identifies that a matter is not being met, they will take action to:   * Address the fact that the matter is not being complied with; * Prevent recurrence; * Assess the effectiveness of the actions referred to above.   The effectiveness of these activities is assessed on a regular basis.  An annual review of the effectiveness of this system (Including the steps set out at this part, delivery of the policy objectives and results of reviews) will be completed. This is to confirm the procedures and practices used at the business are effective according to what is documented in this manual and the associated records are maintained.  Records of internal audits will be kept, [Internal Audit and Management Review Form](https://objectivep.pirsa.sa.gov.au:8643/id:A5062439). The Internal audit is an opportunity to review the business performance and will include a review of any internal corrective actions identified and the effectiveness of actions taken along with customer complaints or correspondence from PIRSA Food Safety Program. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Annually | | Internal Audit and management review form | Document corrective action(s) taken.  Review requirements to prevent reoccurrence. |

# HAZARD ANALYSIS CRITICAL CONTROL POINTS (HACCP) PROCESS

OUTCOME

To process food safely, producing safe food which complies with relevant legislation, regulations and standards.

HACCP

Process

A HACCP plan is implemented for each stage of production at the premises.

## HACCP TEAM

This team is responsible for maintaining the HACCP manual, analysing and improving procedures and implementing effective controls to manage food safety risks.

The HACCP team members for this business:

|  |  |  |
| --- | --- | --- |
| **HACCP Role** | **Name** | **Position within the business** |
| Team Leader / Accredited Operator |  |  |
| Team Member |  |  |
| Team Member |  |  |
| Team Member |  |  |
| Team Member |  |  |

Each approved activity undertaken by the business needs to be covered by a HACCP plan.

## PRODUCT DESCRIPTION AND INTENDED USE

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***Define product characteristics and intended use of product by customer.*** | | |
| A document listing details about each product category. A product description template has been developed as part of the business HACCP plan, outlining information to include.  All products produced and sold by the business have a product description and intended use statement outlining the composition, method of preservation, packaging, storage conditions, distribution method, shelf life, intended use including sensitive customers and any preparation required by the customer. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Update for each product or change in product composition, preservation method or packaging format. | | Product Specification | Update/Create new Product Specification.  Review requirements to prevent reoccurrence. |

## FLOW CHART

|  |  |
| --- | --- |
| **Objective** | ***A step-by-step diagram of the flow of the operation/process with all inputs and outputs identified. Key steps in the process that are critical to food safety are referred to as Critical Control Points (CCP). These are highlighted on the Flow Chart.*** |
| Refer to individual HACCP plans for Flow Chart specific to each process. | |

## HAZARD ANALYSIS

|  |  |
| --- | --- |
| **Objective** | ***To review and assess all possible hazards to the safety of the food and identify and implement controls to reduce or eliminate the hazard.*** |
| In the analysis and assessments completed for the generic HACCP plans associated with this food safety arrangement, hazards have been classed as either Biological (B), Chemical (C) or Physical (P). Other Hazards may be considered include regulatory points such as weights and labelling requirements. It is not mandatory to include these within the HACCP plan.  **Biological** hazards of most concern are pathogens. Pathogens can cause illness if consumed. Biological hazards can be introduced by people (e.g., poor hygiene practices), environment (e.g., inadequate cleaning) or raw ingredients (e.g., contamination from soil).  Specific organisms that are of concern in meat operations are *Salmonella, E. coli, Coagulase positive staphylococcus, Clostridium perfringens* and *Listeria monocytogenes.* All these organisms can be introduced by the vectors mentioned above.  **Chemical** hazards can be classified as naturally occurring chemicals such as toxins, allergens and added chemicals such as pesticides, heavy metals or food additives.Chemical hazards that may be considered include:   |  |  | | --- | --- | | Chemical contamination of ingredients | Non-food grade packaging materials | | Allergen contamination from other ingredients | Non-food grade lubricants |   **Physical** hazards to consumer safety can include:   |  |  | | --- | --- | | * Glass pieces | * Wood e.g., splinters from pallets | | * Metal pieces or shavings | * Plastic (brittle plastic, packaging) | | * Stones, sand or dirt | * Flaking paint/rust | | * Insects | * Personal items e.g., jewellery | | |

## AUDIT TABLE

|  |  |
| --- | --- |
| **Objective** | ***A documented review of each step identified in the flow chart and with the importance of each step in the safety of the finished product assessed.*** |
| Refer HACCP plans for the audit table specific to each process. | |

## CCP WORK INSTRUCTIONS

|  |  |
| --- | --- |
| **Objective** | ***Documented step by step instructions for consistent application of critical processes and activities required to achieve the critical limits.*** |
| Refer to individual HACCP plans for Critical Control Point (CCP) Work Instructions specific to each process. | |

## MONITORING FORMS

|  |  |
| --- | --- |
| **Objective** | ***Maintain objective evidence for verification and validation of processes and practices.*** |
| Monitoring forms related to the process are captured in the HACCP plan.  For areas identified in the Food Safety Arrangement, refer to Appendices:   1. Amendment Register 2. Pre-Operational Weekly Hygiene & Maintenance 3. Program of Works 4. Mock Recall Checklist 5. Calibration 6. Training Register 7. Internal Audit | |

## PROCESS VALIDATION

|  |  |
| --- | --- |
| **Objective** | ***Confirm the process followed will control the hazards identified, making the product safe for consumption.*** |
| Refer to individual HACCP plans for validation and verification requirements specific to each process. | |

## OTHER CONSIDERATIONS

|  |  |
| --- | --- |
| **Objective** | *Production of wholesome product compliant with all relevant legislation and regulations.* |
| **Additives and Preservatives**  There are restrictions on the types and quantities of additives and preservatives permitted in different foods. Refer to the Australia New Zealand Food Standards Code, [Standard 1.3.1 – Food Additives](https://www.legislation.gov.au/Details/F2019C00125) along with [Schedule 15](https://www.legislation.gov.au/Details/F2021C00607) for details. | |
| **Allergens**  For reference, The Australia New Zealand Food Standards code outlines the requirements for the labelling of allergens. Details on labelling requirements can be found in [Chapter 1](https://www.foodstandards.gov.au/code/Pages/default.aspx), Part 1.2 of the code, with specific allergens that require labelling outlined in [Schedule 9](https://www.legislation.gov.au/Details/F2021C00195) Mandatory advisory statement. | |
| **Weights**  For reference, your business must comply with Australian trade measurement laws if it sells goods by measurement and/or manufactures, packs, imports or sells pre-packaged goods. Goods offered for sale by measurement must be sold by legal units of measurement. For further information refer to SA.GOV.AU - Trade measurement (www.sa.gov.au) | |

## Schedule of Requirements

|  |  |  |
| --- | --- | --- |
| **Activity** | **Minimum Frequency** | **Evidence** |
| Mock Recall – Traceability exercise | Annual | Evidence of product traceability completed with details of quantity of stock produced and details of distribution of the batch. |
| Calibration | Internally – 3 Monthly (or as per manufacturers specifications)  or  Externally – Annually | Calibration record with actual readings documented, demonstrating device is reading within tolerance (e.g. ±1°C for temperature measuring devices)  or  Certificate of calibration |
| If applicable – Water microbiological testing | Annually | Potable water: *E. coli* <1 organism per 100mL |
| Internal System Audit | Annually | Completed internal audit and management review |
| HACCP review and validation | Annually | As per HACCP plan |

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| **DATE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ITEMS** | **H / M** | **H / M** | **H / M** | **H / M** | **H / M** | **H / M** | **H / M** | **H / M** | **H / M** | **H / M** | **H / M** | **H / M** | **H / M** | **H / M** |
| **Floor, Walls & Ceiling** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Processing Equipment** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tables | Benches** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Lights | Switches | Cords** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Hand Wash | Sanitiser** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Packaging Storage** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Ingredients Storage** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Chiller | Freezer** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Shop Area** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Display Cabinets** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Outside Area** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Pest Control** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Waste Bin** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Chemical Storage** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Amenities (Toilets)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Vehicles (*if applicable*)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Completed by (initials)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Corrective Action:* [x] = Unsatisfactory [✓] = Satisfactory** | | | | | | | | | | | | | | |

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| **DATE** | **IDENTIFIED CONSTRUCTION DEFICIENCY**  **(ref: AS4696, Section 19)**  *Example: Flaking paint on walls and ceiling; Cracked floor; Rust treatment required on rails and fans;* | **CORRECTIVE ACTION**  **TO BE TAKEN** | **PRIORITY**  P1; P2; P3 | **Proposed**  **Completion Date** | **COMPLETED**  **(sign and date)** |
| *EXAMPLE* |  |  |  |  |  |
| 6/9/2022 | *Rust identified on rails in receival chiller* | **Immediate interim measure:** stop using rails or coverall product stored on and underneath rail.  **Preventative action:** rust treatment to be applied to rails | **P2** | **6/10/22** |  |
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***P1:*** *Immediate impact on food safety (Immediate action)****; P2:*** *Potential impact to food safety (30 day to action)****; P3:*** *No direct impact on food safety (monitor & review)*

Select a product to trace. Capture the following information to demonstrate product traceability;

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| **Batch Code / Use-By Date / Best-Before Date** | |  | | |
| **Total Quantity Produced**  *Attach copy of production record.* | |  | | |
| **Where did it go? *Identifying distribution of affected product(s)***  *Attach copy of invoices and complete summary table below.* | | | | |
| **Name of business** | **Contact details (phone/email)** | **Name of contact person** | **Quantity (dispatched)** | **Quantity verified with customer**  *Only complete in the event of actual recall.* |
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| **TOTAL** | | |  |  |
| **Notifying government, business-stakeholders and consumers of a recall** | | | | |
| Confirm details for PIRSA | |  | | |
| Confirm contact details for FSANZ | |  | | |

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| **Date Mock Recall Completed** |  | **Completed By** |  |
| **Comments / Improvement opportunities** |  | | |

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| **Acceptable Limits:** | |
| **Handheld thermometer (probe/gun)**  Ice point calibration; Aim = 0°C ±1°C  Boiling Point calibration; Aim 100°C ±1°C | **Coolroom gauge**  Difference between handheld thermometer and gauge: ±1°C |

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| **Date** | **Item tested** | **Ice | Reference Temperature**  **(°C)** | **Result of Equipment**  **(°C)** | **Difference**  **(±1°C)** | **Corrective Action** | **Signed** |
| *1/5/22* | *Probe 1* | *Ice (0)* | *0.4* | *0.4* | *N/A* | *ss* |
| *1/5/22* | *Probe 1* | *Boiling (100)* | *99.7* | *0.3* | *N/A* | *ss* |
| *1/5/22* | *Chiller 1* | *2.5* | *2.4* | *0.1* | *N/A* | *ss* |
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*Add name of trainee and record date training completed including any relevant qualifications.*

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| **Area 🡪** | **CCP monitoring** | **Calibration** | **GMP & GHP** | **Cleaning and Sanitation** | **Program of Works** | **Recall/traceability process** | **HACCP team & Hazard Analysis** |  |  |  |  |  |  |  |  |  |
| **Name**  **🡫** |
| *John Smith* | *4/5/22* |  | *8/5/20* | *8/5/21* |  |  |  |  |  |  |  |  |  |  |  |  |
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Assess compliance to each task as Satisfactory (🗸) or Unsatisfactory (🗴). For any Unsatisfactory areas record and complete correction action.

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| **Tasks** | 🗸**/**🗴 | **Comments** | **Tasks** | 🗸**/**🗴 | **Comments** |
| **Quality System**  Any changes to the Food Safety Arrangement?  Food Safety Arrangement Declaration signed? Date:  Review effectiveness of corrective actions taken. |  |  | **Pest Control**  Managed Inhouse / External contractor  Inspections & Corrective Actions documented? |  |  |
| **HACCP Plan**  Is the product specification current?  Are all activities covered by HACCP plan (Flowchart, Analysis, Audit table)?  HACCP Validation completed annually? |  |  | **Testing and Calibration**  Potable water test completed (if applicable)  Have all thermometers and temperature gauges been calibrated as per FSA? |  |  |
| **Meat Product Receival Inspection**  Meat product temperature < 5°C; Carcase meat temperature <7°C; Frozen meat temperature >-15°C  Carcases stamped, clean; Cartons correctly labelled, good condition |  |  |
| **Hygiene and Maintenance**  Inspected daily; Corrective action taken and recorded  Program of Works documented  Premises and Equipment maintained with any defects noted on Program of Works and actioned? |  |  |
| **Personnel Hygiene**  Clean protective clothing and hats  No exposed cuts or sores  No jewellery or excessive make up  Hands washed frequently  Knife / equipment sanitiser in use |  |  | **Meat Storage**  Chiller, Freezer, Display temp recorded  Cooked and uncooked stored separately  Ingredients and brine containers lidded  Cartons, tubs, trays on racks or stands |  |  |
| **Traceability**  System in place to track ingoing ingredients and finished products to customers.  Is there a copy of the FSANZ Food Recall Protocol available? (via the internet)  Mock recall exercise completed in the last 12 months? |  |  | **Delivery *(if applicable)***  Protected from contamination; Vehicle / container clean; Temperature recorded |  |  |
| **Waste Disposal**  Waste bins lidded; Waste bins disposed of daily; cleaned and sanitised prior to returning to production |  |  |
| **Product Identification**  Are all label requirements as per FSA? Suitable and compliant, customer preparation where applicable |  | *Attach label to audit.* | **Chemical Storage isolated**  Instrument of Approval on plant and current  Material Safety Data Sheet available |  |  |
| **Corrective Actions:** | | | **Staff**  Is the Organisational Structure current?  Are Staff Training records up to date? Any new staff? |  |  |
| **Completed By:** | **Date:** | |