HACCP PLAN

Further processing of Raw Meat and Poultry; Manufacture of Raw Smallgoods

Business Name



PIRSA Accreditation Number: XX/XXXX

***This is a HACCP template, developed by the Department of Primary Industries and Regions (PIRSA) for Further processing of Raw Meat and Poultry and Manufacture of Raw Smallgoods.***

***An Accredited Producer may identify additional steps or hazards upon undertaking their own hazard analysis and risk assessment of each hazard. If this occurs, the Accredited Meat Producer must discuss this with the PIRSA Food Standards team to ensure that this is reflected in this document and appropriately addressed.***

***It is the responsibility of the accredited producer to implement and maintain the HACCP plan as part of the approved Food Safety Arrangement.***

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# HACCP PROCESS

OUTCOME

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

HACCP

Process

The HACCP team (as identified it the Food Safety Arrangement) is responsible for maintaining this HACCP manual through analysing and improving procedures along with implementing effective controls to manage food safety risks. Each process undertaken by the accredited meat producer needs to be covered by a HACCP plan. This HACCP plan covers:

**Manufacture of Raw Smallgoods and Further Processing of Meat and Poultry Products for human consumption**

The Accredited Meat Producer acknowledges the following have been taken into consideration in the development of this HACCP plan;

* [*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)
* [*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)
* [*AS 4696:2023: Australian Standard for Hygienic Production and Transportation of Meat for Human Consumption*](https://www.publish.csiro.au/book/5553)
* [*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)

Application for any alternative methods to those identified in the Australian Standard AS4696 and AS4465 must be approved by the Accrediting body.

Note: To produce and sell ***Raw Smallgoods and Further Process Meat and Poultry*** ***Products*** for human consumption the operator must hold accreditation and approval for these processes. Additional conditions may be required by PIRSA Food Standards Program as part of the approval of this process.

## PRODUCT SPECIFICATION

As per the Food Safety Arrangement, Product Specifications detail the product characteristics as listed below and are considered when reviewing the HACCP plan.

**General Category Product Specification (*Example*)**

|  |  |  |
| --- | --- | --- |
| **Product Category** | Raw Meat Cuts (steaks/portions) | |
| **General Composition** | Meat | |
| **Method of Preservation** | Refrigeration – chilled at or below 5°C | |
| **Packaging** | **Primary** | Foam tray with plastic wrap |
| **Secondary** | Plastic containers or Cartons |
| **Storage Conditions** | Keep refrigerated at or below 5°C  Suitable for freezing | |
| **Distribution Method** | Direct to Customer  – Butcher shop display  – Refrigerated vehicle at or below 5°C | |
| **Shelf Life** | **Best Before Date Applied**  Chilled: 1 Week at or below 5°C  Frozen: 3 months at or below -18°C | |
| **Labelling**  ***(if applicable)*** | As per AS4696:2023 and Section 4.1 of FSA; Labels to include:   * Product name * Accredited business * Business address and contact details * Directions for use and storage conditions * Packaging Date * Use By Date (may include batch identification) * Advisory statement/warning (e.g., allergens) * Ingredient information (as per recipe) * Nutrition information * Country of Origin | |
| **Intended Use** | **Sensitive Customer** | Suitable for general population. |
| **Customer Preparation** | To be Cooked Prior to Consumption. |

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| --- | --- | --- |
| **Product Category** | Raw Sausages, Mince, patties, burgers and similar products | |
| **General Composition** | Example: Beef trim, Lamb trim, Sausage pre-mix, Preservatives, Animal Casings, Water | |
| **Method of Preservation** | Refrigeration – chilled at or below 5°C | |
| **Packaging** | **Primary** | Foam tray with plastic wrap |
| **Secondary** | Plastic containers or Cartons |
| **Storage Conditions** | Keep refrigerated at or below 5°C  Suitable for freezing | |
| **Distribution Method** | Direct to Customer – Butcher shop display  Refrigerated vehicle at or below 5°C | |
| **Shelf Life** | **Best Before Date Applied**  Chilled: 1 Week at or below 5°C  Frozen: 3 months at or below -18°C | |
| **Intended Use** | **Sensitive Customer** | Suitable for general population  Not suitable for those with reactions to preservatives or allergens identified |
| **Customer Preparation** | To be Cooked Prior to Consumption. |

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| --- | --- | --- |
| **Product Category** | Raw Value Added (schnitzels) | |
| **General Composition** | Beef, Lamb, Pork, Chicken, Crumbs, Batter | |
| **Method of Preservation** | Refrigeration – chilled at or below 5°C | |
| **Packaging** | **Primary** | Foam tray with plastic wrap |
| **Secondary** | Plastic containers or Cartons |
| **Storage Conditions** | Keep refrigerated at or below 5°C  Suitable for freezing | |
| **Distribution Method** | Direct to Customer – Butcher shop display  Refrigerated vehicle at or below 5°C | |
| **Shelf Life** | **Best Before Date Applied**  Chilled: 1 Week at or below 5°C  Frozen: 3 months at or below -18°C | |
| **Intended Use** | **Sensitive Customer** | Suitable for general population  Not suitable for those with reactions to preservatives or allergens identified |
| **Customer Preparation** | To be Cooked Prior to Consumption. |

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| --- | --- | --- |
| **Product Category** | Cured/picked raw meat | |
| **General Composition** | Beef, | |
| **Method of Preservation** | Refrigeration – chilled at or below 5°C | |
| **Packaging** | **Primary** | Plastic bag |
| **Secondary** | Plastic containers or Cartons |
| **Storage Conditions** | Keep refrigerated at or below 5°C  Suitable for freezing | |
| **Distribution Method** | Direct to Customer – Butcher shop display  Refrigerated vehicle at or below 5°C | |
| **Shelf Life** | **Best Before Date Applied**  Chilled: 1 Week at or below 5°C  Frozen: 3 months at or below -18°C | |
| **Intended Use** | **Sensitive Customer** | Suitable for general population  Not suitable for those with reactions to preservatives or allergens identified |
| **Customer Preparation** | To be Cooked Prior to Consumption. |

## Product Recipe

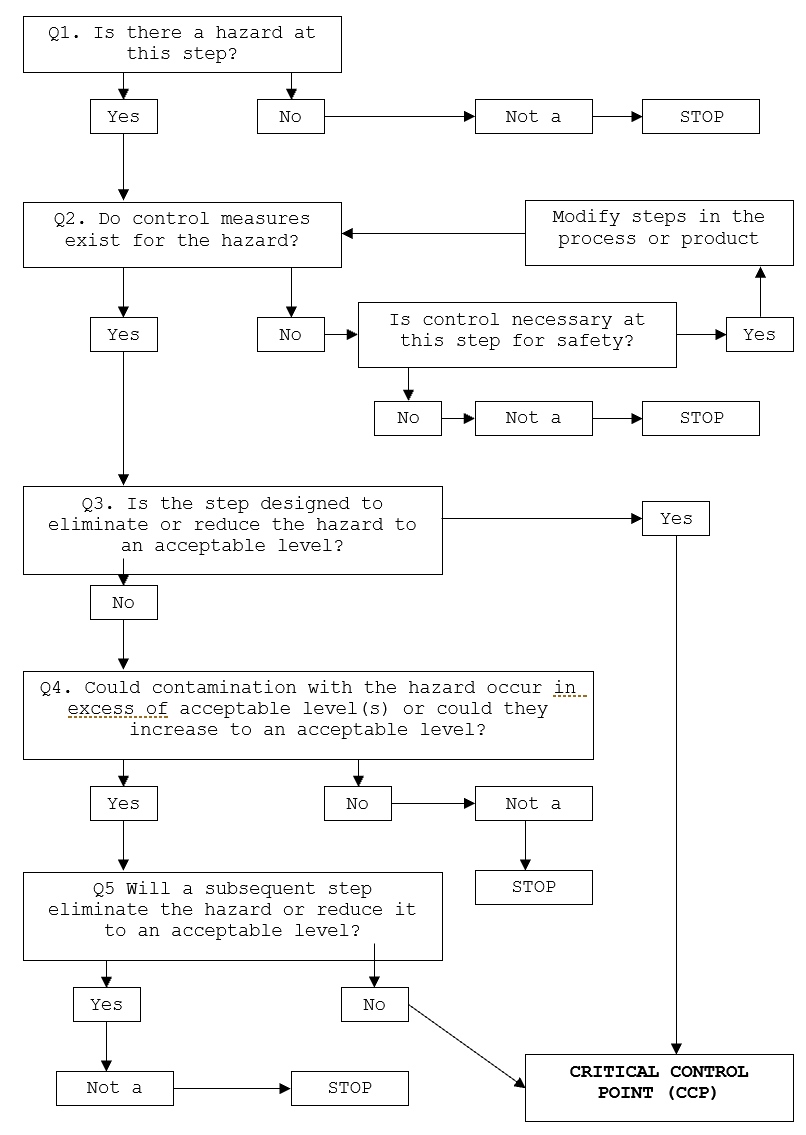
|  |  |  |  |
| --- | --- | --- | --- |
| **Product Description** | | Sausage | |
| **Product Category** | | Raw Smallgoods | Batch Size: 50kg |
| **Ingredients** | | **Quantity (Kg / %)** | **Country of Origin** |
| Meat – Beef/ Lamb /Pork /Chicken | |  |  |
| Premixed – Sausage Meal | |  |  |
| Ice- Water | |  |  |
|  | |  |  |
| **Preservative Addition** | |  |  |
| Powder preservative (Premix) | | As per Manufacturer’s specifications. |  |
| Liquid preservative | | As per Manufacturer’s specifications. |  |
| **Processing** | | | |
| Step 1 – Weight out meat and ingredients | | | |
| Step 2 – Place meat through the mincer | | | |
| Step 3 – Place sausage meal with minced meat and mix | | | |
| Step 4 – Fill into to sausage casings and tie | | | |
| Step 5 – Return to chiller to achieve ≤5°C prior to sale. | | | |
| **Issue Date** |  | | |

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| --- | --- | --- | --- |
| **Product Description** | | Cured Silverside (Not Ready-to-eat) | |
| **Product Category** | | Cured/Pickled Raw Meat | Batch Size: # units |
| **Ingredients** | | **Quantity (Kg / %)** | **Country of Origin** |
| Meat – Beef | |  |  |
| Preservatives (Nitrate) | |  |  |
| Salts | |  |  |
| Ice- Water | |  |  |
|  | |  |  |
| **Preservative Addition** | |  |  |
| Hydration of powder preservative (Premix) | | As per Manufacturer’s specifications. |  |
| **Processing** | | | |
| Step 1 – Weight out meat and ingredients | | | |
| Step 2 – Prepare brine | | | |
| Step 3 – Inject meat with brine | | | |
| Step 4 – Place under cover brine for X days maintained ≤5°C | | | |
| Step 5 – Package for sale | | | |
| **Issue Date** |  | | |

## FLOW CHART

|  |  |
| --- | --- |
| **Objective** | A step-by-step diagram of the flow of the operation/process with all stages, 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. |

## CCP DECISION TREE



## HAZARD ANALYSIS TABLE

Hazard Types: B – Biological; C – Chemical; P – Physical

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| --- | --- |
| **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 rated to identify Critical Control Points (CCP). |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Process Step** | **Hazard** | **Cause** | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Preventative measures for hazard control** | **CCP | CP** | **GMP | Support Program** |
| **Plant hygiene and sanitation** | M - Microbiological contamination due to unclean surfaces/equipment | Poor cleaning and sanitation process | Y | Y | N | Y | Y | Hygiene and sanitation procedure  Pre-op monitoring |  | **Checkmark with solid fill** |
| C – Chemical residue | Chemical residues at unsafe levels | Y | Y | N | Y | Y | Use of approved chemicals at correct dilutions  Training Program |  | **Checkmark with solid fill** |
| **Personnel Hygiene** | M - Microbiological contamination due to unhygienic handling procedures | Poor personal hygiene | Y | Y | N | Y | Y | GMP procedures  Hygiene monitoring  Training program |  | **Checkmark with solid fill** |
| P – foreign objects | Poor GMP procedures | Y | Y | N | Y | Y | Program of works  Pre-op monitoring |  | **Checkmark with solid fill** |
| **Water Supply** | M – contaminated water | Contaminated water supply | Y | Y | N | Y | Y | Potable water supply (mains water)  Treatment and verification for non-potable source |  | **Checkmark with solid fill** |
| **Process Step** | **Hazard** | **Cause** | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Preventative measures for hazard control** | **CCP | CP** | **GMP | Support Program** |
| 1. **Receiving** | B – Growth of microbiological pathogens above unsafe levels. | Elevated levels of pathogens which will not be inactivated by the manufacturing process | Y | Y | Y | - | - | Product received less than or equal to 5°C (or 7°C for red meat carcasses).  Frozen – solid, no signs of thawing, Frozen poultry ≤-15°C. | **CCP** |  |
| C – Chemical residues | Antibiotics or pesticides; incorrect composition | Y | Y | N | Y | Y | Purchase from approved supplier; within product specification |  | **Checkmark with solid fill** |
| P – Foreign matter | E.g., Bone splinters | Y | Y | N | Y | Y | Inspection by operator  Purchase from approved supplier |  | **Checkmark with solid fill** |
| 1. **Cold Storage** | B – Growth of microbiological pathogens above unsafe levels. | Product not stored under appropriate temperature control. | Y | Y | Y | - | - | Product stored less than or equal to 5°C under active refrigeration without delay. | **CCP** | **Checkmark with solid fill** |
| C – cross contamination | Operator error with cleaning chemicals | Y | Y | N | Y | Y | Suitable chemical storage and control and appropriate training for staff handling chemicals |  | **Checkmark with solid fill** |
| P – contamination | Foreign objects | Y | Y | N | Y | Y | Compliant chiller construction |  | **Checkmark with solid fill** |
| 1. **Thawing** | B – Growth of microbiological pathogens above unsafe levels. | Bacterial growth if temperature and time allow | Y | Y | N | Y | Y | Monitor temperature of meat and duration of processing. ; refer to WI: product formulation and processing; (AS4696:2023, Section 12) |  | **Checkmark with solid fill** |
| P – Foreign matter | Poly-entrapment | Y | Y | N | Y | Y | Temper for sufficient time so packaging is easily removed |  | **Checkmark with solid fill** |
| **Process Step** | **Hazard** | **Cause** | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Preventative measures for hazard control** | **CCP | CP** | **GMP | Support Program** |
| 1. **Processing** | B – Growth of microbiological pathogens above unsafe levels. | Bacterial growth if temperature and time allow | Y | Y | N | Y | Y | Monitor temperature of meat during processing and time in process does not allow multiplication of microorganisms; WI: product formulation and processing; |  | **Checkmark with solid fill** |
| P – Foreign matter | E.g. Metal fragments | Y | Y | N | Y | Y | Pre-operation equipment inspection. |  | **Checkmark with solid fill** |
| 1. **Product Formulation & Processing** | C - Too high concentration of sulphite can cause illness | Sulphite level more than permitted level of 500 mg/kg in finished product | Y | Y | Y | - | - | **Ensure concentrations used are no more than 500 mg/kg** | **CCP** |  |
| *C -* Too high concentration of nitrite can cause illness | Nitrite level more than permitted level of 125mg/kg in finished product | Y | Y | Y | - | - | **Ensure concentrations used are no more than 125mg/kg** | **CCP** |  |
| 1. **Filling**   **&**   1. **Packing** | B – Growth of microbiological pathogens above unsafe levels. | Bacterial growth if temperature and time allow | Y | Y | N | Y | Y | Monitor temperature of meat during processing and time in process does not allow multiplication of microorganisms; WI: product formulation and processing; |  | **Checkmark with solid fill** |
| P – Foreign matter | E.g. Metal fragments | Y | Y | N | Y | Y | Pre-operation equipment inspection. |  | **Checkmark with solid fill** |
| **Process Step** | **Hazard** | **Cause** | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Preventative measures for hazard control** | **CCP | CP** | **GMP | Support Program** |
| 1. **Labelling** | C – All ingredients, date marking or warning statements not listed on packaging. | Inadequate traceability and labelling of finished product. | Y | Y | Y | - | - | Mandatory information included on labels as per FSANZ Food Standards Code Section 1.2 Labelling and other information requirements. | **CCP** |  |
| 1. **Cold Storage** | B – Growth of microbiological pathogens above unsafe levels. | Product not stored under appropriate temperature control. | Y | Y | Y | - | - | Product stored less than or equal to 5°C under active refrigeration without delay | **CCP** |  |
| C – cross contamination | Operator error with cleaning chemicals | Y | Y | N | Y | Y | Suitable chemical storage and control and appropriate training for staff handling chemicals |  | **Checkmark with solid fill** |
| P – contamination | Foreign objects | Y | Y | N | Y | Y | Compliant chiller construction |  | **Checkmark with solid fill** |
| 1. **Despatch & Distribution** | B – Growth of microbiological pathogens above unsafe levels. | Product not stored under appropriate temperature control. | Y | Y | Y | - | - | Product maintained less than or equal to 5°C under active refrigeration.  Frozen – remain solid, no signs of thawing, Frozen poultry ≤-15°C. | **CCP** |  |

## HAZARD AUDIT TABLE

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| **Objective** | Documented controls to be implemented and measured and recorded to demonstrate compliance to process to make safe food. |

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| **Step** | **Hazard** | **Critical Limit** | **Monitoring** | **Corrective Action** | | **Records** |
| **Receiving**  **CCP 1** | B – Growth of microbiological pathogens above unsafe levels. | Carcass (excluding Poultry) temperature less than or equal to 7°C  All Poultry and Red Meat Portion temperature less than or equal to 5°C  Potentially Hazardous Foods (PHF) less than or equal to 5°C  Frozen – solid, no signs of thawing, Frozen poultry ≤-15°C. | **What:** Carcass surface temperature;  Poultry and portioned meat and other PHFs core temperature; | Accept product out of temperature specification, place on hold and move into active refrigeration immediately to reduce the temperature to achieve required temperature. Investigate with supplier extent and duration of temperature abuse. Discard product if unable to confirm wholesomeness.  Or  Immediately reject product. | | **Receiving record**  **or**  Invoice |
| **How:** Thermometer |
| **When:** Upon receipt |
| **Who:** Operator |
| **Cold Storage**  **CCP 2** | B – Growth of microbiological pathogens above unsafe levels. | Active refrigeration in place to maintain temperature of meat at less than or equal to 5°C. | **What:** Chiller temperature | Assess temperature of meat. If greater than 5°C, move product to alternate cold storage if available.  Adjust room temperature setting to achieve less than or equal to 5°C product temperature.  Repair or replace refrigeration unit. Discard product if unable to relocate to alternative cold storage. | | **Daily Cold Storage Temperature record**  **Or**  **Electronic monitoring**  Calibration record |
| **How:** Chiller gauge |
| **When:** Daily |
| **Who:** Operator |
| **Step** | **Hazard** | **Critical Limit** | **Monitoring** | **Corrective Action** | | **Records** |
| **Product Formulation and Processing**  **CCP 3a** | C - Too high concentration of Sulphite can cause illness | Sulphite addition at no more than 500 mg/kg in finished product | **What:** Accurate addition of Sulphite. | Rework batch so sulphite level is no more than 500mg/kg  Check Sulphite level in final product and discard if greater than 500 mg/kg. | | **Raw meat processing record** |
| **How:** Visually. |
| **When:** Every batch. |
| **Who:** Operator |
| **Product Formulation and Processing**  **CCP 3b** | C - Too high concentration of nitrite can cause illness | Nitrite addition at no more than 125mg/kg | **What:** Accurate addition of Nitrite. | Replace curing solution with correct concentration.  Check Nitrite level in final product and discard if greater than 125mg/kg. | | **Raw meat processing record** |
| **How:** Visually. |
| **When:** Every batch. |
| **Who:** Operator |
| **Step** | **Hazard** | **Critical Limit** | **Monitoring** | **Corrective Action** | **Records** | |
| **Labelling**  **CCP 4** | C – All ingredients or warning statements not listed on packaging | Correct mandatory labelling including date marking applied to finished products. | **What:** Label applied to product | Isolate and hold product with incorrect labels.  Where labelling details are incorrect or inaccurate, the labels shall be removed.  Discard incorrect labels, apply correct details to product.  All previous products from the batch shall be re-inspected for compliance and corrective action taken if found to be incorrect.  All non-complying and used packaging shall be disposed of and not reused.  Release product for despatch once correct labels have been applied and verified. | | **Raw meat processing record** |
| **How:** Visually |
| **When:** Every batch |
| **Who:** Operator |
| **Cold Storage**  **CCP 2** | B – Growth of microbiological pathogens above unsafe levels. | Active refrigeration in place to maintain temperature of meat at less than or equal to 5°C. | **What:** Chiller temperature | Assess temperature of meat. If greater than 5°C, move product to alternate cold storage if available or discard if deemed unacceptable.  Or  Adjust room temperature setting for product to achieve less than or equal to 5°C.  Or  Repair chiller. | | **Daily Storage Temperature record**  **Or**  **Electronic monitoring**  Calibration record |
| **How:** Chiller gauge |
| **When:** Daily |
| **Who:** Operator |
| **Step** | **Hazard** | **Critical Limit** | **Monitoring** | **Corrective Action** | **Records** | |
| **Despatch & Distribution**  **CCP 5** | B – Growth of microbiological pathogens above unsafe levels. | Active refrigeration in place to maintain temperature of meat at less than or equal to 5°C. | **What:** Product temperature | Product is not loaded out until product temperature is less than or equal to 5°C. | | **Load out record**/invoice  Calibration record |
| **How:** Thermometer |
| **When:** At point of despatch/delivery |
| **Who:** Operator |

## CCP WORK INSTRUCTIONS

|  |  |
| --- | --- |
| **Objective** | *At steps that are critical for the safety of the finished product, checks on the process are completed to confirm the process has met the critical limits and the results recorded. If the check finds the product has not met the critical limit of the process, actions need to be taken to make the product safe. These steps need to be documented in a work instruction.* |

* CCP 1 – Receiving
* CCP 2 – Cold Storage
* CCP 3a & 3b – Product Formulation & Processing
* CCP 4 – Labelling
* CCP 5 – Despatch & Distribution

|  |  |
| --- | --- |
| **WORK INSTRUCTION | Receiving** | |
| **Objective** | Products are received from approved suppliers in wholesome condition |
| **Procedure** | Meat and food products are purchased from an accredited business.  Meat arrives via accredited refrigerated transport.  Condition of transport vehicle and receival area are observed for cleanliness and general condition.  The temperature of the delivered meat in the vehicle is verified to confirm cold chain compliance and product is within critical limits:   * Carcass temperature less than or equal 7°C * Portion temperature less than or equal to 5°C * Potentially Hazardous Foods (PHF) less than or equal to 5°C * Frozen – solid, no signs of thawing   If frozen meat is thawed then it is not refrozen but can be used/sold as chilled.    The meat is immediately transferred from the vehicle to active refrigeration once accepted.  Any product returned are segregated and evaluated for wholesomeness at time of return, with product deemed unwholesome defaced and discarded. |
| **Frequency** | Every delivery. |
| **Records** | Receival record or Invoice |
| **Corrective Action** | Accept product out of temperature specification and reduce the temperature immediately under active refrigeration to achieve required temperature.  Or  Reject product. |
| **Responsibility** | The operator is responsible for inspection, monitoring and documenting the receipt of goods. |

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| **WORK INSTRUCTION | Cold Storage and Display** | |
| **Objective** | Suppress growth of microbiological pathogens in Meat and meat products; they are not contaminated nor their wholesomeness jeopardised. |
| **Procedure** | Active refrigeration in place to maintain temperature of meat at less than or equal to 5°C.  All product to be placed under refrigeration as soon as practically possible.  Product to be stored off the ground and spaced for adequate refrigerated air circulation, with all cooked and raw meats stored separately and that no cross contamination occurs.  Products to be frozen are to be hard frozen without delay and remains frozen. If frozen meat is thawed then it is not refrozen but can be used/sold as chilled. |
| **Frequency** | Daily or electronic monitoring system. |
| **Records** | Daily Storage Temperature monitoring form or electronic monitoring system. |
| **Corrective Action** | Assess temperature of meat. If greater than 5°C, move product to alternate cold storage if available.  Adjust room temperature setting to achieve less than 5°C product temperature.  Service and repair chiller.  Discard product if unable to relocate to alternate cold storage. |
| **Responsibility** | The operator is responsible for monitoring, documenting and maintaining temperature of cold storage areas. |

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| **WORK INSTRUCTION | Product Formulation and Processing** | |
| **Objective** | Preservative addition within regulatory limits to maintain wholesomeness. Processing takes place in a manner that maintains wholesomeness. |
| **Procedure** | **Sulphites (CCP 3a)**:  Concentrated (liquid or powdered) – Preservative is measured (**Sulphite addition at no more than 500mg/kg)** and combined with other ingredients as per recipe.  Powder pre-mix – Preservative is contained within pre-mix ingredient and is measured as per supplier specification.  **Nitrite (CCP 3b):**  Preservative is measured (**Nitrite addition at no more than 125mg/kg)** and combined with other ingredients as per recipe.  **Whole Muscle**  Preservative ingredients added to prescribed amount (as per manufacturers specification) of potable of water to produce curing solution.  Curing solution added to product (Cover Brine or Pumping).   * Ensure all injection of curing solution (brine) is evenly distributed. * When completed, place meats in brine/curing tanks in the chiller ensuring the meats are fully submerged.   **TIME** - Minimum time required to effectively cure product as per recipe.  **TEMPERATURE** - Curing solution to be maintained at or below 5°C. Product under curing will be maintained at or below 5°C.  Meat products are processed in accordance with the time and temperature controls as outlined in AS4696:2023, Section 12 Thawing, tempering, boning and other processing of raw meat.  Thawing and tempering of meat is completed under refrigeration or immersion in potable water to maintain surface temperature ≤5°C. If thawing under water all packaging is removed prior to immersion with water discharge rate greater than volume of meat in vessel on an hourly basis.  Meat and meat product processing is undertaken in a temperature-controlled environment maintained at <10°C.  Where meat and meat product processing is not undertaken in a temperature controlled environment maintained <10°C, the times and temperature of processing of meat and meat products is monitored on raw meat production form with product returned to Chiller upon completion of processing to maintain surface temperature ≤5°C or <7°C for carcasses, unless additional processing is undertaken without delay. |
| **Frequency** | Every batch |
| **Records** | Controlled recipe  Raw Process Record |
| **Corrective Action** | **Sulphites**  Rework batch so sulphite level is no more than 500mg/kg  Evaluate wholesomeness by checking Sulphite level in final product and discard if greater than 500 mg/kg.  **Nitrites**  If curing solution has an unknown content, the batch is to be discarded and replace curing solution with correct concentration.  If the incorrect level of preservative is added to the curing mix, the batch is to be discarded and replace curing mix with correct concentration.  If unsure of preservative addition to meat, place batch on hold. Evaluate wholesomeness can be completed by sending a sample of meat to external NATA laboratory for testing of Nitrite level in final product. If greater than 125mg/kg discard batch.  **Thawing**  Meat is returned to chiller and surface temperature monitored to confirm temperature achieves ≤5°C. |
| **Responsibility** | The operator is responsible for correct addition of preservative to product and monitoring and documenting each batch. |

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| **WORK INSTRUCTION | Labelling and Packaging** | |
| **Objective** | During packaging the wholesomeness of meat and meat produces is not jeopardised and all packaging and labelling comply with the requirements of the Food Standards Code. |
| **Procedure** | Meat products are packaged in accordance with the time and temperature controls as outlined in AS4696:2023, Section 12 Thawing, tempering, boning and other processing of raw meat.  Where meat and meat product packaging is not undertaken in a temperature controlled environment maintained <10°, the times and temperature of packaging of meat and meat products is monitored on raw meat production form with product returned to Chiller upon completion of packaging to maintain surface temperature ≤5°C, unless additional processing is undertaken without delay.  All meat and meat products must be accurately labelled for items not sold through assisted display.  Meats are to be packaged with approved material, suitable for food contact. All packaging shall be new and not used or contaminated.  An accurate description of the meat product including its ingredients shall be displayed in a prominent position on the label.  A label shall include mandatory information where applicable as per FSANZ Food Standards Code. |
| **Frequency** | Every Batch. |
| **Records** | Raw Meat production Form.  Cook Process Record. |
| **Corrective Action** | Packaged meat is returned to chiller and surface temperature monitored to confirm temperature achieves ≤5°C.  Isolate product with incorrect labels.  Discard incorrect labels, apply correct details to product. |
| **Responsibility** | The operator is responsible for monitoring and documenting the label application for each batch. |

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| **WORK INSTRUCTION | Despatch & Distribution** | |
| **Objective** | Suppress growth of microbiological pathogens. |
| **Procedure** | **Despatch**  All meat products must be stored in a hygienic and safe manner to ensure the product integrity.  All loads are to be inspected for packaging integrity, contamination and other aspects, which could render the product unwholesome for human consumption.  Temperature of product to be monitored, with portioned meat at less than or equal to 5°C and carcass temperature less than or equal 7°C.  **Distribution**  Vehicle condition (including temperature and cleanliness) assessed prior to loading product for distribution via accredited transporter.  Immediate action to be taken if active refrigeration cannot be maintained.  Temperature of product to be monitored, with meat at less than or equal to 5°C at point of delivery. |
| **Frequency** | Each despatch/delivery. |
| **Records** | Load-out record/invoice. |
| **Corrective Action** | Product is not loaded out until portioned meat product temperature is ≤5°C.  Product is not loaded out until carcass temperature is ≤7°C.  Product to be transferred immediately to active refrigeration and monitored. |
| **Responsibility** | The operator is responsible for monitoring, documenting and maintaining temperature of cold storage areas. |

## HACCP TEMPLATES

* Product Specification
* Product Formulation (Recipe)

## CCP MONITORING FORMS

* Receiving record (CCP1)
* Daily Cold Storage Temperature Record (CCP 2)
* Raw Meat Processing Record (CCP 3a, 3b, 4)
* Load out record (CCP 5)

**General Category Product Specification**

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| **Product Category** |  | |
| **Form** |  | |
| **Method of Preservation** |  | |
| **Packaging** | **Primary** |  |
| **Secondary** |  |
| **Storage Conditions** |  | |
| **Distribution Method** |  | |
| **Shelf Life** |  | |
| **Labelling** |  | |
| **Intended Use** | **Sensitive Customer** |  |
| **Customer Preparation** |  |
| **Microbiological Limits** | **As per FSANZ** |  |

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| **Product Description** | |  | |
| **Product Category** | |  | |
| **Ingredients** | | **Quantity** | **Country of Origin** |
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| **Processing Steps** | | | |
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| **Issue Date** |  | | |

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| **Date** | **Product** | **Supplier** | **Invoice no** | **Acceptable Condition** | **Temperature °C** | **Signature** |
| *1/9/22* | *Pork* | *Meat supplier* | *1234* | *Yes* | *4.5°C* | ***SS*** |
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| **Corrective Action** | **Verification, Signed:** |

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| **DATE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Chiller 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Chiller 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Display Cabinet 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Display Cabinet 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Freezer Temperature** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **DATE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Chiller 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Chiller 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Display Cabinet 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Display Cabinet 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Freezer Temperature** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Corrective Action** | **Verification, Signed:** |

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| **Date** | **Product** | **Quantity** | **Recipe/curing ingredients as per spec.**  **(🗶 / ✓)**  **Quantity of Preservative added (mg/kg)** | **Meat Temp Post Processing °C** | **Packaging and labelling correct**  **(🗶 / ✓)** | **Product refrigerated ASAP**  **(🗶 / ✓)** | **Signed** | **Corrective action (sign and date)** |
| 1/9/22 | Patties | 10 kg | ✓ 20mL added | 5°C | ✓ | ✓ | SS |  |
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| **Date** | **Product** | **Customer** | **Invoice no** | **Temperature °C**  **(Despatch / Delivery)** | **Signature** |
| *1/9/22* | *Pork Sausage* | *Local Pub* | *1234* | *4.5°C* | ***SS*** |
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| **Corrective Action** | **Verification, Signed:** |

## PROCESS VALIDATION AND VERIFICATION

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| **Objective** | *Confirm the process followed will control the hazards identified, making the product safe for consumption.* |

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| **Verification & Validation | Receiving** | |
| **Validation** | **Theoretical validation – AS4696:2023 Section 15**  Provide evidence sufficient active refrigeration is in place to maintain temperature of meat at less than or equal to 5°C. |
| **Verification** | Refer to work instruction for monitoring records and frequency to confirm validated process has been followed to achieve hazard control.  Calibration of thermometer probes required at this step:   * 3 monthly – internal calibration (as per Food Safety Arrangement); or * annually – external calibration. |

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| **Verification & Validation | Cold Storage** | |
| **Validation** | **Theoretical validation – AS4696:2023 Section 15**  Provide evidence sufficient active refrigeration is in place to maintain temperature of meat at less than or equal to 5°C. |
| **Verification** | Refer to work instruction for monitoring records and frequency to confirm validated process has been followed to achieve hazard control.  Calibration of thermometer probes, chiller gauges required at this step:   * 3 monthly – internal calibration (as per Food Safety Arrangement); or * annually – external calibration. |

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| **Verification & Validation | Product Formulation & Processing** | |
| **Validation** | **Theoretical validation – AS4696:2023 Section 13 and FSANZ Food Standards Code Schedule 15**  Provide evidence of the preservative addition (Curing/Brine solution) - **Sulphite addition at no more than 500mg/kg**  Provide evidence of the preservative addition (Curing/Brine solution) - **Nitrite addition at no more than 125mg/kg** |
| **Verification** | Refer to work instruction for monitoring records and frequency to confirm validated process has been followed to achieve hazard control.  Annual recipe/product specification review for accuracy – capture via annual internal audit.  Calibration of scales – as per manufacturers specifications. |

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| **Verification & Validation | Labelling** | |
| **Validation** | **Theoretical validation – FSANZ Food Standards Code section 1.2**  Provide evidence product is labelled with mandatory information to comply with FSANZ Food Standards Code. (Section 1.2) |
| **Verification** | Refer to work instruction for monitoring records and frequency to confirm validated process has been followed to achieve hazard control.  Annual label review for accuracy – capture via annual internal audit.  Shelf-life validation (non RTE Vacuum packed meats)   * Extended shelf life of greater than 30 days requires validation prior to application of extended life. |

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| **Verification & Validation | Despatch & Distribution** | |
| **Objective** | **Theoretical validation – AS4696:2023 Section 15**  Provide evidence sufficient active refrigeration is in place to maintain temperature of meat at less than or equal to 5°C. |
| **Verification** | Refer to work instruction for monitoring records and frequency to confirm validated process has been followed to achieve hazard control.  Calibration of thermometer probes required at this step:   * 3 monthly – internal calibration (as per Food Safety Arrangement); or * annually – external calibration. |