SEAFOOD

FOOD SAFETY PROGRAMS

INTRODUCTORY REMARKS, GUIDELINES AND SUGGESTIONS

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INTRODUCTION

SECTION 1: GENERAL

1.1 Food Safety Program (FSP)

This manual describes Seafood handling and preparation processes and the practices in place to ensure our customers are provided with quality service and safe food. All employees are inducted to this Food Safety Program and are required to comply with the procedures described at all times from the commencement of their duties.

The core HACCP details are contained in *Appendix A – Hazard Analysis*. Additional HACCP records, amendments, drafts and other supporting documentation used in conjunction with the development of the HACCP document are maintained as evidence of the system's history and development.

The Food Safety Program is designed to meet the relevant Food Acts in each State and in particular the Food Standards Australia & New Zealand requirements. It is from the respective Food Acts that the various statutory requirements detailing the legal responsibilities and the requirements for businesses handling Seafood.

The respective Food Acts in general –

- Set out the offences for breaches of the Food Law and the applicable penalties and defences available to defendants
- Sets out the legal definitions for food and other terms
- Makes the necessary provisions for the application/approval of:

    - Food Standards Australia & New Zealand
    - Australian Food Recall system
    - National Food Safety Standards
    - Food Safety Supervisors
    - Food Analysts
    - Municipal council registration of food businesses
    - Food Safety Programs are a prescribed pre condition for food business registration

1.2 Scope of FSP

This plan sets the core food safety standards for the areas operated by "Fish Business".

1.3 Product Descriptions

"Fish Business is a wholesaler" with a diverse range of items. **(*Insert your business type)***
To ensure the safety of our final products, only the procedures approved by company management maybe used.

1.4 Management of Food Safety

The Food Safety Supervisor is responsible for overseeing compliance with the company's Food Safety Program and, with the support of management to keep updating and continually improving food safety procedures.

The Food Safety Supervisor is expected to undertake a leadership role by checking, monitoring, training and reviewing procedures to ensure the proper implementation of food safety and in particular:

- Monitor and enforce compliance with the Food Safety Program to ensure ongoing viability/registration of the company's food premises
- **Where required, review and upgrade - *Hazard Analysis* as per the instructional information therein**
- Facilitate the internal review and internal audit process
- Check control limits and their accuracy
- Ensure corrective action is being taken where necessary
- Participate in the development of food hygiene training programs
- Investigate food related incidents
- Organise meetings to discuss food safety related issues
- Complete minutes of the meeting, including details of all action items and completion dates.

1.5 Interpretation of Terms

Approved Supplier Arrangement	An agreement between the Purchaser and the Vendor (our suppliers) to ensure that stock ordered is delivered to our requirements.
Audit	Systematic and independent examination of our Food Safety Program to determine if our food safety procedures are being followed, and that the system achieves its aims.
Cleaning Program	A planned schedule of how, when and where cleaning will be done, and what will be used.
Control Measure	Any action and activity that can be used to prevent or eliminate a food safety hazard or reduce it to an acceptable level.
Control Point (CP)	A step in a process that controls product quality or safety but where loss of control does not lead to a health risk since a subsequent step in the process will reduce, prevent or eliminate the hazard.
Corrective Action	Any action taken to correct a problem or item which is not up to standard.
Critical Control Point (CCP)	A step in a process that reduces, prevents or eliminates a hazard, where loss of control results in a high probability of a health risk.
Critical Limits	Criteria that define whether a product is acceptable or unacceptable.
Cross Contamination	When bacteria is transferred from one food (e.g. via equipment) to another, such as from raw food to cooked food.
Fish products	Includes • Fin fish • Crustaceans • Molluscs
Food Safety Program	Quality Assurance System based on Hazard Analysis Critical Control Points (HACCP) used to produce safe foods for customers to eat.
FSANZ	Food Standards Australia & New Zealand
HACCP	Hazard Analysis Critical Control Points is a systematic approach to food safety relying upon the prevention of problems arising and the checking of danger areas rather than relying on end product testing.
Hazard	A biological, chemical or physical agent in, or condition of, food with the potential to cause an adverse health effect.
Hazard Analysis	The process of collecting and evaluating information on hazards and conditions leading to their presence to decide which are significant for food safety and therefore should be addressed in the HACCP plan.
Monitoring System	The act of conducting a planned sequence of observations or measurements of control parameters to assess whether a CCP is under control.
Process Flow Chart	A step-by-step, pictorial record of each event in a particular operation. It is based on a series of boxes or symbols representing operations, inspections, storage, delays, transfers, inward goods and combined activities.
Ready-to-eat	When used in relation to fish and fish products means fish and fish products that are ordinarily consumed in the state as that in which they are sold.
Sanitising	The application of heat, chemicals or other processes to a surface so that the number of micro organisms on the surface are reduced to a level that (a) does not compromise the safety of fish or fish products which may directly or indirectly come in to contact with the surface; or (b) does not permit the transmission of infectious disease.
Shelf Stable	• Means will not deteriorate when stored and handled at ambient temperature
Thawing	• Means warming to a temperature warmer than minus 2°C
Validation	Obtaining evidence that the elements of the HACCP plan are effective.
Verification	The application of methods, procedures, tests and other evaluations, in addition to monitoring to determine compliance with the Food Safety Program.

HYGIENE PROCEDURES

SECTION 2: PERSONAL HYGIENE & SANITATION

To ensure employees and visitors do not contaminate food with pathogenic micro organisms or foreign matter, personal hygiene and sanitation practices are followed by all persons present during receiving, storing, processing and delivery.

2.1 Hygiene Obligations

Fish Handlers and persons at fish premises where fish and fish products are being produced:

- Tie back long hair or cover it with suitable hats or hairnets so that all hair is covered
- Wear gloves when handling ready to eat food
- Avoid touching their nose, mouth, hair and skin during food preparation
- Do not sneeze blow or cough over exposed fish or fish products or surfaces likely to come into contact with fish or fish products
- Do not eat or drink were fish or fish products are produced
- Do not smoke in the processing area.

2.2 Hand Washing

Fish Handlers and persons at fish premises wash their hands:

- Immediately before handling ready to eat fish or fish products after handling raw fish
- Immediately after using the toilet
- Whenever their hands are likely to be a source of contamination of fish and fish products.
- Before commencing or recommencing the handling of fish or fish products

The wearing of gloves does not exempt a person from complying with the requirements for hand washing.

2.3 Cuts and Sores

Fish Handlers with open cuts, wounds and sores on exposed parts of their bodies cover the area with a detectable bandage or dressing and are completely covered with a detectable waterproof covering.

2.4 Jewellery

Do not wear jewellery were it could contaminate fish or fish products.

2.5 Health obligations

Fish handlers do not work with fish or fish products while suffering from illnesses such as infectious disease, is afflicted with infected wounds or sores, or gastro-enteritis symptoms or to be suffering from, or is a carrier of a food borne disease.

2.6 Visitors

Delivery personnel, maintenance and visitors are only permitted to enter fish or fish products preparation areas if they wear clean clothing and do not touch fish or fish products or behave in a manner that may contaminate the food. All visitors are required to wear a head covering upon entering fish or fish products preparation areas.

2.7 Clothing, work implements and personal effects

The dress code for all employees working or entering in fish or fish products preparation areas is:

- A clean uniform
- A clean head covering, worn correctly to prevent contamination of food products.
- Clean aprons are worn at the commencement of the day and are changed when they become obviously soiled.

Aprons are not to be worn:

- In toilet areas
- In lunch rooms
- In waste disposal areas
- Outside of the company premises.

Work implements that may come in contact with edible product are cleaned and sanitised:

- At the end of each day
- Whenever they are likely to be a source of contamination of fish and fish products.
- Before commencing or recommencing the handling of fish or fish products

2.8 Monitoring

Generally, personal hygiene practices are randomly observed during the course of operations and are the responsibility of all Food Handlers within the various departments.

2.9 Corrective action

Staff observed not following hygienic practices are instructed on the correct practices by the nominated person and monitored to ensure the correct practices are followed.

2.10 Records

A nominated person using the Weekly Site Activity Record formally monitors personal hygiene issues on a daily basis.

Where an illness is reported that may affect food safety an incident report is completed.

SECTION 3: PREMISE HYGIENE & MAINTENANCE

This section describes the cleaning and maintenance program to ensure that food is protected from microbiological, chemical and physical contamination.

3.1 Premise design

The premise is constructed and maintained to the standard specified in the FSANZ's *Safe Food Australia*.

3.2 Cleaning and maintenance of premises & equipment

Areas and equipment are maintained in accordance with the cleaning schedule.

3.3 Cleaning Chemical Storage & Handling

Chemicals are stored securely and separated from food products in a designated chemical storage area.

Only chemicals approved for use in the Food Industry are used as cleaning agents and are used according to the manufacturers directions.

All chemical containers are clearly labelled and a schedule of cleaning agents and other chemicals used, together with copies of Material Safety Data Sheets (MSDS).

3.4 Waste Storage & Disposal

Suitably designed and distinguishable waste containers are placed conveniently around all processing areas. They are not located in positions where a risk of cross contamination to work surfaces or equipment is likely.

Fish and fish products waste containers

- Are to be emptied when full or at the completion of each day's operation
- Are to be cleaned after emptying and only waste containers that have been effectively washed and sanitised are to be brought back into food processing areas
- Bulk waste storage bins are stored in the designated waste area.

Recyclable waste is placed into the appropriate recycling facility provided.

3.5 Hygiene & Maintenance Monitoring & Records

Monitoring is to be carried out as near as possible to the commencement of operations.

3.6 Corrective Action

The hygiene monitor is responsible for following up outstanding maintenance and hygiene issues with the relevant department to ensure deficiencies are rectified.
The Manager is responsible for contacting and arranging appropriate service and repair contractors as required.

3.7 Records

A nominated person using the Weekly Site Activity Record formally monitors personal hygiene issues on a daily basis.

SECTION 4: PEST CONTROL

This section describes the pest and rodent control program to prevent pest infestations that can lead to the contamination of raw ingredients, food products or equipment.

4.1 Pest Control

Registered Pest Control Contractors, carry out pest control measures in accordance with the "Service Agreement"

The "Service Agreement" details the frequency, types of pest control measures, department layout and bait location to be performed by the Pest Control Contractor.

Individual contractors are responsible for ensuring compliance to the safety and legal requirements associated with pest control measures.

No "off the shelf" sprays and or baits are to be used within the premise or its surrounds.

4.2 Monitoring

A nominated person using the Weekly Site Activity Record monitors pest control issues on a daily basis.

4.3 Corrective Action

In the event that a pest problem is identified between routine contract periods arrangements are made with the Pest Control Contractor for rectification.

4.4 Records

Weekly Site Activity Record
Contractor Service reports

FOOD HANDLING PROCESSES

SECTION 5: APPROVED SUPPLIERS

The company recognises that a high standard of ingredients, packaging and equipment is a key factor in ensuring the end product is of the highest quality. The purpose of this section is to describe the process for selecting suppliers.

5.1 Selecting Suppliers

Products are purchased from approved suppliers that in general meet the following criteria:

- Current food premises registration
- Ability to provide goods at competitive prices
- Ability to consistently supply high quality products
- Reliability to meet delivery times
- Evidence of compliance with a suitable Food Safety Program
- A history or supplying equipment to the food industry

5.2 Monitoring

Auditing of invoices & delivery dockets against approved supplier list

5.3 Corrective Action

Add supplier to approved supplier list if found to meet the required criteria or explain the purchasing policy to relevant staff.

5.4 Records

Approved supplier list

SECTION 6. RECEIVAL

The purpose of this procedure is to verify that products delivered are received as ordered; meet the quality standard required and is treated to maintain quality and prevent spoilage or contamination.

6.1 Receiving

Deliveries are assessed for quality and safety prior to storage or processing.

Deliveries are checked for compliance with the following specification:

Correct quantity against order or delivery docket.
Fresh products for a temperature of 0-5°C and frozen products are hard frozen.
Labels that meet the Food Standards requirements.
Packaging that protects the product from damage and contamination.

6.2 Monitoring & Records

Each delivery is checked on arrival for temperature and visually for packaging standards.

6.3 Corrective Action

Frozen seafood is returned to the supplier if not hard frozen

Fresh seafood that is above 5°C is returned to the supplier except in the case of whole fresh fish recently caught that has come directly to market and is still in the cooling process. This fish is iced on arrival and the temperature monitored to ensure it meets 5°C.

Seafood that is not securely packaged is returned to the supplier.
Identifying labels are attached to unlabelled bins

6.4 Records

All checks are recorded on the Receival Record at the time of delivery.

SECTION 7: STORAGE

This section describes the procedures used to maximise the shelf life of food and to prevent the contamination of food with pathogenic micro organisms and foreign matter.

7.1 Storage Requirements

Product is stored in clean, dry storage areas where it is not exposed to splash, dust, pests or other contamination.

Product is stored in an orderly manner, off the floor, and on clean shelves, racks or pallets.

Products are arranged to assist rotation (First-In-First-Out).

Stock is labelled according to FSANZ labeling requirements includes a “Use By” date where appropriate.

Fish species are stored separately.

Foods are stored in clean, covered, labelled containers if they have been removed from their original containers.

7.2 Dry storage

Storage areas for shelf stable foods and non-perishable raw foods are maintained at ambient temperatures and well ventilated with a dry atmosphere.

Opened bags or boxes of food are closed securely when not in use or transferred to clean containers with tight fitting lids.

Chemicals are not stored above or close to food, packaging supplies or food contact items.

7.3 Frozen Storage

Freezer temperatures are randomly checked at least twice per day and the detail recorded on the Weekly Site Activity Record.

Frozen goods are to be stored at -18°C or less.

If prepared fresh and subsequently frozen, items are to be labelled and stored for a period no longer than six months.

7.4 Refrigerated (Chilled) Storage.

Refrigerator temperatures are randomly checked at least twice per day and the detail recorded on the Weekly Site Activity Record.

Items are stacked in the coolroom to allow adequate air circulation around the stored products.

Refrigerated products are stored at 5°C or less and are ideally stored separately to prevent cross contamination from raw ready-to-eat food.

7.5 Packaging Materials

Only new food grade packaging/wrapping materials of sufficient strength and durability are used to protect food products from contamination.

A clean and tidy area is set aside for the purpose of storing packaging/wrapping materials.

7.6 In Use Stock Labelling

Labels maybe used to facilitate stock rotation practices and can be used where original manufactures details are insufficient or where clearer shelf life limitation details are required. Labels are not to contaminate product and are free from substances that are capable of contaminating product

7.7 Monitoring

The temperatures of fridges and freezers are monitored twice per day. Staff persons randomly monitor the temperatures during routine operations and during AM/PM checks using the Weekly Site Activity Record.

Staff persons using the Weekly Site Activity Record monitor hygiene standards of the various storage areas on a daily basis.

7.8 Corrective Action

Remove refrigerated products to alternative cool room if refrigeration is not maintaining temperature of products.

Notify refrigeration mechanic.

7.9 Records

Weekly Site Activity Record

SECTION 8: FOOD HANDLING PROCEDURES

This section describes the procedures used to prevent cross contamination and spoilage of food during preparation.

8.1 Prevention of Cross Contamination

Food processing areas are to be kept free of clutter. Equipment is cleaned, sanitised and put away after use. Equipment is stored so that it will stay clean and sanitary.

Storage of seafood waste product is to be separated from edible product to the extent necessary to prevent contamination.

Cutting boards are washed and sanitised when they become excessively dirty and are discarded when the surface becomes excessively rough or grooved.

The process flow of seafood awaiting processing ensures uniform turnover of accumulated product.

Seafood products that are not ready-to-eat do not contaminate ready-to-eat products.

Persons handling raw seafood are not to handle ready-to-eat products until they are free from contamination of raw seafood.

8.2 Thawing

Frozen seafoods are thawed under refrigeration, which results in a temperature of no warmer than 5°C

8.3 Cooking/Smoking

Recipes are developed for the cooking of seafood to ensure that it is safe to eat. Only recipes approved and analysed using HACCP principals are to be used.

The Staff responsible for cooking/reheating records the temperature on the *Cook Chill Log Sheet.*

8.4 Rapid Cooling

Cooked potentially hazardous foods shall be cooled to 5°C or less within 90 minutes.

Cooling should commence as soon as possible after cooking.

8.5 Food Handling Monitoring

Monitoring is of each batch of cooked product

8.6 Corrective Action

Where temperatures are not achieved the product is discarded

8.7 Records

Cook Chill Log Sheet

SECTION 9: TRAINING

This section describes the way in which training requirements are identified, implemented and monitored to ensure that all Staff who handle food products or equipment have the right food safety skills and competencies for the tasks they are responsible for.

9.1 Induction Training

Upon commencement with the company, all Staff undergo an induction program relating to the company's operational requirements and specific details relating to the Food Safety Program. The induction program is coordinated by the Manager and with the assistance of the respective department Staff persons.

9.2 General Training

To ensure that the food sold at our business is of the highest safety and quality, all Staff are trained to:

- Conduct themselves within the required hygiene standard
- Handle food hygienically
- Maintain their work area in a clean and sanitary condition.
- Ensure food safety requirements and procedures are communicated to others in the workplace.
- Ensure food handling processes and procedures meet the requirements of the food safety program.
- Ensure personnel in the food area are supported to meet food safety requirements.

Staff with supervision and management responsibilities are trained to monitor the Food Safety Program and to take corrective action to fix problems when they occur and in particular to:

- Ensure procedures for responding to non-conformance are promptly implemented
- Identify causes of non-conformance.
- Ensure control measures are implemented to prevent recurrence

The Food Safety Supervisor is trained to:

- Ensure procedures are developed or revised to support effective control of food safety hazards.
- Ensure processes or conditions that could result in a breach of food safety procedures are identified and preventive or corrective action is taken.
- Ensure food safety records are complete and meet the food safety program and legal requirements

Formal, nationally accredited training is out-sourced through various educational facilities as required.

9.3 Casual Employment

Casual employees involved in food handling activities are trained to the extent necessary to ensure a safe product is produced.

9.4 Training Monitoring

Progress of individuals is monitored through peer mentoring and by supervisors within the departments. Monitoring of training records is carried out during internal audits

9.5 Corrective Action

Persons not meeting the company standards are retrained.

9.6 Records

Training record

SECTION 10 CUSTOMER COMPLAINTS & PRODUCT RECALL

This section describes the procedures for reporting, recording and resolving customer complaints.

10.1 Reporting, Recording & Resolving Complaints

Where an incident of food adulteration, food contamination or food poisoning is alleged, the Manager is to be immediately notified.

The Manager is responsible for investigating and reporting the incident according to the *Food Incident Report* (see Appendix B – Forms).

Details and actions include:

- Complainant's personal details
- Identifying symptoms and medical action taken
- List food purchased and or consumed
- Collecting representative food samples for independent analysis (where possible at least 300 grams of each food item
- Follow up and corrective action where necessary.

At the conclusion of the investigation the Manager prepares a report of the investigation's findings and advises the complainant in writing of the results.

If at any time the investigation reveals a broader risk to public health or issues of a reportable nature the Manager advises the appropriate Authority.

The Manager implements corrective action recommended from the investigation report.

Records of customer complaint investigations are kept with the Manager.

10.2 Product Recall

Where an external authority directs a product recall or a supplier requests a recall of supplied items, the product recall process will commence immediately.

When customer supplied or internal information indicates a potential risk to public health, an investigation into the nature and extent of the risk is carried out immediately.

The Manager, in consultation with relevant staff will,

2. Gathering information including but not limited to the following:

- The type of product, including the raw ingredients and materials where appropriate
- How many products are implicated
- Location of products
- Specific equipment involved.

3. Conducting an investigation to determine a course of action based on:

- The reliability, authenticity and credibility of the complaint source
- The substantiated potential for a public health risk
- A substantiated injury or multiple complaints of the same nature.

Where as a result of the investigation, there is a substantiated potential for a public health risk (reportable), substantiated injury or multiple complaints of the same nature, the Manager initiates a recall and stops any further selling or distribution of the contaminated product. The Manager contacts the Registration Authority (Primesafe) and provides them with all of the details relating to the recall.

10.2.1 PRODUCT RECALL PROCESS

The Product Recall process involves the immediate removal of suspect items from sale.

The Manager or nominated delegate contacts the Staff person in each department and provides them with the following details relating to the product:

- The nature of the problem
- The product involved
- Date codes
- The quantities involved
- Retrieval arrangements to a designated location.

All recovered product is isolated and clearly labelled to prevent it from being used or sold. The Manager informs all employees to ensure all recovered products remain isolated.

At the completion of the recall the Manager obtains approval from the Registration Authority (Primesafe) prior to disposal or reprocessing any of the affected product. Product requiring destruction or disposal is done so under the supervision or direction of the Registration Authority.

10.2.2 VOLUNTARY PRODUCT WITHDRAWAL

The Manager may initiate a product withdrawal where, as a result of the investigation, there is a potential problem with product but which:

- Is not significant
- Poses no immediate threat to public health
- Is of a quality issues resulting from internal process or from a supplier requesting the voluntary withdrawal.

Stock is withdrawn for precautionary reasons whilst products are tested or to remove products which are unacceptable to consumers, however, do not pose any health risks.

All recovered product is isolated and clearly labelled to prevent it from being used or sold.

The Manager informs all employees to ensure all recovered products remain isolated until further notice.

10.3 Recall & Withdrawal Records

Records of the recall and withdrawals are kept by the Manager.

SECTION 11: EQUIPMENT MAINTENANCE AND CALIBRATION

11.1 Thermometers

The probe thermometer is tested every month to ensure accuracy to 1°C.

Fixed coolroom, freezer and vehicle temperature gauges are checked against the tested probe thermometer quarterly to ensure accuracy.

11.2 Weighing Equipment

An independently calibrated test weight is used to check the accuracy of scales on a monthly basis.

An externally authorised weights and measures agent calibrates scales used to weigh products sold to customers annually.

11.3 Corrective Action

Where a fixed thermometer is found to be giving an inaccurate reading, an approved supplier is contacted to adjust and or repair defective equipment.

Where a scale is found to be reading inaccurately it is removed from service and an approved supplier is contacted to adjust and or repair defective equipment.

11.4 Records

A record of the calibration is kept on the Equipment Calibration Record.

SECTION 12: MICROBIOLOGICAL TESTING

Microbiological testing is undertaken to ensure process practices and the cleaning program are being performed effectively.

12.1 Microbiological testing regime

Microbiological testing is conducted every six (6) months to verify that our control measures are effective.

Microbiological testing includes:

- Environmental testing to verify the effectiveness of the cleaning and sanitation program.
- Product testing to identify / verify shelf life of products and trends in microbiological levels in raw materials and processed food items
- Water/Ice testing to ensure that it meets the standards for potable water set down by the relevant Authority.

12.2 Monitoring

The microbiologic testing program includes regular sampling of both environmental and food samples as scheduled.

12.3 Corrective Action

Corrective action for product that has been tested and found to exceed the acceptable level of micro-organisms will include one or more of the following:

- Report to supplier
- Discard affected product
- Review of procedures
- Increases in monitoring until defects are rectified

Corrective action for contact surfaces tested and found to exceed the acceptable level of micro-organisms will include one or more of the following:

- Retest the area or item
- Review of chemical and or chemical concentrations
- Review the cleaning procedure
- Scheduling of additional cleaning
- Increases in monitoring until defect rectified

The Manager is responsible for implementing corrective action.

12.4 Records

Analytical Record.
Corrective Action Request.

SECTION 13: DOCUMENTATION

This section describes how the Food Safety Program is updated, and how records are maintained to show compliance with the Food Safety Program.

13.1 Changes to the Food Safety Program

Where there is reason to change the Food Safety Program the Manager for food safety, documents the changes and amends the Food Safety Program. A copy of the amendment is forwarded to the registration authority within 14 days of the amendment being implemented. If the company formalises a HACCP program, changes will occur as a result, in the FSP.

Amendments to the Food Safety Program are authorised by the Manager and released with a covering *Amendment Record* (see Appendix C – Amendment Records). The amendment record identifies the relevant section and page number where the change has occurred and includes a brief description of the change carried out.

13.2 Document Control

Document control is achieved through version number and date being located on the footer of each page, the Table of Contents and Amendment Records

Records that originate from outside sources will be referenced by way of title as per Section 13.3.

The Manager is responsible for maintaining the Food Safety Program.

13.3 Food Safety Program Records

Records are kept to show compliance with the Food Safety Program. The forms referenced in this Food Safety Program are contained in *Appendix B – Forms*.

Examples of quality records, which originate from outside sources include but are not limited to the following:

- External audit reports
- Chemical approvals
- Calibration certificates
- Customer specifications
- Non conforming product reports
- Material safety data sheets
- External microbiological reports
-

Reviewing of records occurs randomly by the Manager during internal audits for food safety.

Retention periods for individual records are detailed on the actual form and below

Amendment Record	Ongoing
Food Incident Report	Ongoing
Probe/Infrared Temperature Accuracy Record	Ongoing
Cook/Chill Log sheet	3 months Active 3 Months Archive
Goods Delivery Checklist	3 months Active 3 Months Archive
Operations Report	3 months Active 3 Months Archive
Internal/External Food Safety Related Audit Reports	4 Years

SECTION 14: INTERNAL AND EXTERNAL AUDITS

This procedure describes how audits of the Food Safety Program are scheduled, planned, conducted and documented.

14.1 Internal Audits

The Food Safety Program is audited and updated on a ongoing basis as a result of

- Food Safety meetings
- Internal/External audit reports
- Legislative changes
- Controlling Authority request
- General feedback from various monitoring activities.

The Manager may schedule an audit of a section or sections at any time during the course of the year and follow up those sections if the result of the audit for the particular section is unsatisfactory.

All areas of the Food Safety Program are audited at least once per year.

14.2 Performing & Recording Audits

The Manager is responsible for conducting internal audits.

The audit consists of:

- Reviewing the Food Safety Program and its records
- Conducting interviews
- Observing activities
- Reviewing legislative changes and or Registration Authority directives.

The auditor collects and analyses the relevant evidence, draws conclusions about the performance of the Food Safety Program and instigates the necessary corrective action. Where appropriate, they also prepare document amendments in accordance with Section 13.

At the completion of the audit a Corrective Action Request is raised for follow up corrective action where appropriate.

The completed corrective action request is evidence to confirm that the corrective action taken has fixed the non-conformity.

14.3 Dealing With Non-Conformities

When a non-conformity is identified the auditor discusses the issue with the responsible party and ensures that the necessary corrective action is clearly understood.

A major non-conformity that is likely to result in a food safety hazard is rectified without delay.

A minor non-conformity may be rectified immediately or an action date allocated following consultation with the appropriate employee.

14.4 External Audits

At the request of the controlling authority or customers the manager will make provision for an external audit of the registered premise according to the requirements of the Food Act / FSANZ or customer requirement.

14.5 Records

Internal and external food safety related audit reports are required to be kept for 4 years.
The type of reports that are of relevance are:

- 3rd Party External Audit Reports
- Controlling Authority (Local & State) Audit Reports

15. HAZARD ASSESSMENT (FOR HACCP PROCESS PREMISES)

15.1 HACCP Committee

The following personnel are members of HACCP Committee. These positions have been selected for this purpose as they represent each activity that is undertaken in the process.

- General Manager
- Food Safety Supervisor
- Transport Manager
- Sales Manager

The HACCP committee should meet quarterly and are responsible for overseeing compliance with the Food safety program and to keep updating and continually improving food safety and quality procedures. Minutes of the HACCP committee are recorded.

The committee members undertake a leadership role by checking, monitoring, and reviewing procedures to ensure the proper implementation of the program, including;

- Enforce compliance with the quality assurance & food safety plan
- Facilitate the internal review and internal audits
- Monitor procedures
- Check control limits and their accuracy
- Ensure corrective action is being taken
- Participate in reviews of procedures
- Review staff training needs and ensure training is carried out at the highest standard as required by the company
- Review food complaints and food poisoning.
- Participate in HACCP committee meetings

The completed HACCP document is included as Attachment C. Additional HACCP records, amendments, drafts and other supporting documentation used in conjunction with the development of the HACCP document are held and maintained by the QA Manager as evidence of the systems history and development.

The QA & HAACP Committee may, where considered necessary, utilise the expertise of specific skills of individual Team Members, external consultants and/or technical experts.

Modification to the premises and or the equipment will require a review by the QA & HACCP Committee for the impact on the remaining system. Where document changes are required such changes will be carried out in accordance with standard documentation requirements.

Upon completion of the Hazard Analysis (new or revised) the processed steps identified as CCP's are transferred to the HACCP Table for finalisation of specification requirements, monitoring and corrective action details. The scope of the HAACP plan is from raw material receival to dispatch and the general classes of hazards addressed are biological, chemical, physical and quality.

16. VERIFICATION MONITORING

The system is under continuous monitoring by Manager and Food Safety Supervisor who are present for most, if not all operations.

Verification of the HACCP system is carried out through auditing, microbiological testing and results of monitoring activities in accordance with the verification schedule.

Immediate corrective action for detected non-conformances is covered in the last column of the HACCP tables and the relevant procedures. The Manager will oversee action taken to determine the cause of the non-compliance and prevent re-occurrence.

External validation may be carried out at the request of the HACCP Committee following a review of the HACCP documents or when significant change/s are made to either the formulation of a finished product or the process

Verification Schedule

Activity	Description	Frequency	Responsibility	Records
The name of the verification activity	**A brief description of what the activity is.**	**How often does it occur**	**Who is responsible**	**Where are the records kept?**
Cleaning	Monitoring checks of cleaning, receival, production, storage and delivery activities. Micro testing of environment	Daily Six Monthly	Food safety Supervisor	Weekly Site Activity Record Analysis Records
Microbial Testing (Where applicable)	Product and environmental testing to ensure that it meets product specifications.	Six Monthly	Owner	Analysis Records
Final Product Assessment	Visual assessment to ensure product specifications is met. Sensory shelf life	Continuously Six Monthly	Processors/Packers Food safety Supervisor /Owner	Weekly Site Activity Record Sensory shelf life assessment record
Calibration of Equipment	Check accuracy of vehicle temperature gauge/coolrooms, scales	Quarterly	Owner	Equipment Calibration Record
Quality System Audit	Audits by 3rd Party auditors on behalf of customers and certification agencies	Six Monthly	Customer Registration Authority	External Audit File
System Review	Review of documentation and operation activities to ensure they are still accurate	Annually	Owner	Audit Reports
Approved Supplier Review	Review standards used to approve suppliers and then assess suppliers status	Annually	Owner	Supplier Questionnaire
Trial Traceability Recall Program	Undertake a mock recall and trace of a product sold by the Company.	Annually	Owner	Audit file
Review Monitoring Records	Meet with staff to establish that records are suitable and filled out correctly.	Annually	Owner	All Records

17. CONTINUOUS QUALITY IMPROVEMENT

This section describes how we aim to improve the quality of the food and service through the use of best practice and the adoption of a continuous improvement approach.

The continuous quality improvement program focuses on customer needs and food safety incorporating the following stages:

- Ongoing process of collecting information on our performance.

- Assessments of the collected information by the HACCP committee to identify opportunities for improvement and strategies to maximise food safety standards.

Action taken to fix a problem might involve a change to procedures, different use of Food resources, buying new equipment or organisational changes. Results of studies and actions taken are communicated to the staff involved.

Evaluations are undertaken to make sure introduced actions have been effective.

Our quality improvement approach is a problem solving approach built into daily activities. Each staff member is encouraged to develop improved standards for specific situations to ensure customer satisfaction with the service and food safety outcome.

Our Quality Improvement Activities include:

- Compliance with quality assurance and food safety plan.
- HACCP committee meetings.
- Internal audits for compliance with standards.
- Staff training.
- Complaint investigation.
- Regular contact and feedback with suppliers and customers.

Seafood BUSINESS
FOOD SAFETY PROGRAM

APPENDIX A – HAZARD ANALYSIS

HAZARD ANALYSIS OVERVIEW

The Food Safety Committee may, where considered necessary, utilise the expertise or specific skills of individual department Staff, external consultants and/or technical experts in the review and or further development of the Hazard Analysis.

Modification to the department's structure and/or equipment will require a review by the Food Safety Committee for the altered section/s and an assessment of the impact on the existing system. Where document changes are required such changes will be carried out in accordance with Section 13 of the FSP.

Upon completion of the Hazard Analysis (new or revised) the processed steps identified as CCPs are transferred to the HACCP Table for finalisation of specification requirements, monitoring and corrective action details.

FURTHER INFORMATION REQUIRED TO COMPLETE HAZARD ANALYSIS

Potential Inputs

The 5 P's referenced in Hazard Analysis are intended for guidance in determining potential inputs and in general refer to the following issues. (This is a guide only and is not intended to be limiting.)

Products	Improper product storage and or transport Poor product handling practices Improper use of agriculture chemicals (Pesticides, Residues, Formulations etc) Improper use of food additives Exposed products
Process	Improper storage temperatures Incorrect processing temperatures Delays Uneven cooking processes Inadequate mixing
Premises	Pest control Overheads structures Unprotected glass Rust or flaking paint Water quality
People	Poor personal hygiene practices Poor product handling practices Personal effects Deficient skills/knowledge/training
Procedure	Ineffective methods Hygiene & Sanitation Definite sequence of events Poor stock rotation Inappropriate storage of cleaning chemicals

Potential Hazards

In performing the Hazard Analysis the following hazards should be considered. (This list is a guide only and is not intended to be limiting.)

Microbiological Hazards

- Bacterial – Food poisoning bacteria and food spoilage bacteria
- Enzymic – black spot, belly burn and belly burst, discolouration (browning) etc

Chemical Hazards

- chemicals such as cleaners, sanitisers, oils, lubricants, paints, pesticides, etc
- Environmental contaminants such as lead, cadmium, mercury,

Physical Hazards

- Bones, sand, bits of plastics, packaging materials, jewellery, wood etc

Potential Significance

Severity is defined as the potential harm that a hazard is likely to cause to the consumer and should be recorded as per the matrix.

Risk is defined as an estimate of the possibility of a hazard occurring and should be recorded as per the matrix.

Significance combines the outcomes of the severity and risk assessment, taking into account the issues relevant to the process step to arrive at the CCP decision.

Hazard Analysis Matrix

Severity (consequence)

1. Can cause fatality
2. Can lead to serious illness
3. Can cause a product recall
4. Can generate a customer complaint
5. Not of significance

Risk (likelihood)

A. Common occurrence
B. Known to occur or “it has happened at our premise”
C. Could occur or “I’ve heard it happening” (published information)

D. Not likely to occur
E. Practically impossible

	Risk				
Severity	**A**	**B**	**C**	**D**	**E**
1	1	2	4	7	11
2	3	5	8	12	16
3	6	9	13	17	20
4	10	14	18	21	23
5	15	19	22	24	25

A value of 1 to 10 indicates a significant hazard. i.e. A control measure must be in place.

Critical Control Point Decision

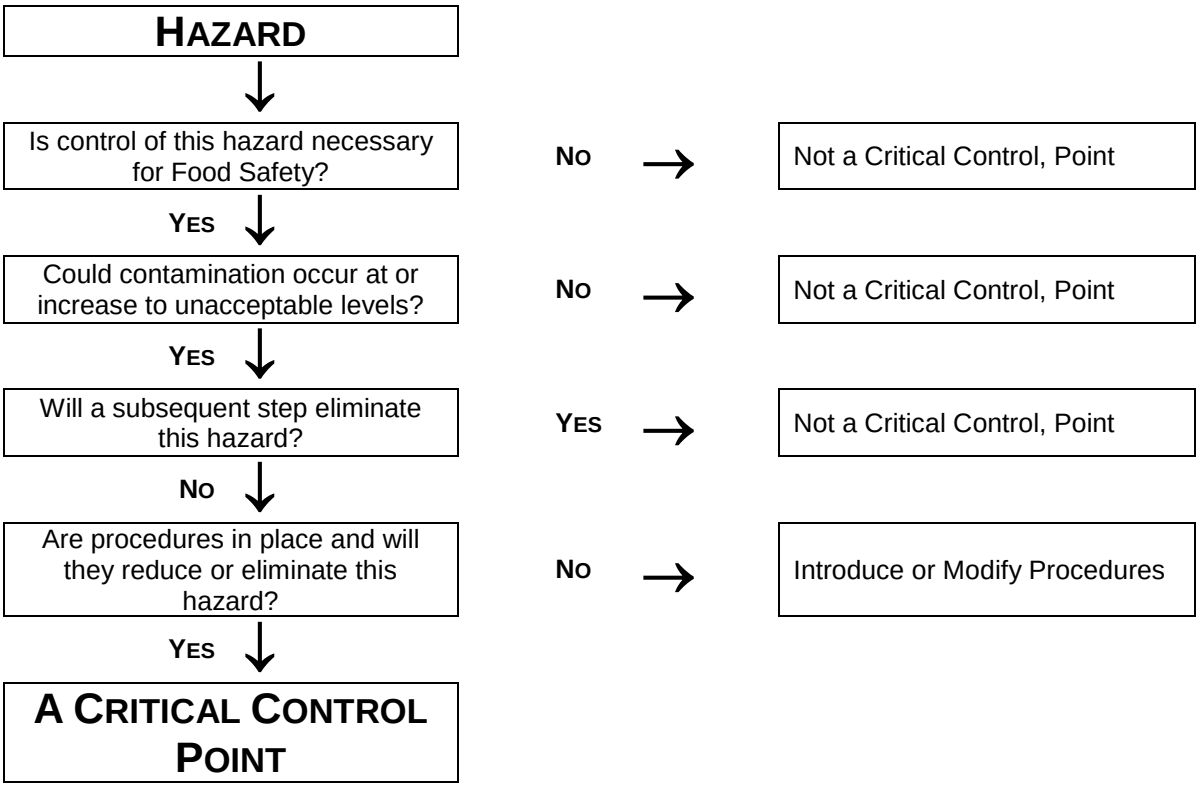
In determining whether the process step is a CCP or not the following decision tree may be applied.

The decision tree is used at the steps where a hazard that must be addressed in the Food Safety Program has been identified

A subsequent step in the process may be more effective for controlling a hazard and may be the preferred CCP

More than one step in a process may be involved in controlling a hazard

More than one hazard may be controlled by a specific control measure.


HAZARD
Is control of this hazard necessary for Food Safety?
NO
Not a Critical Control, Point
YES
Could contamination occur at or increase to unacceptable levels?
NO
Not a Critical Control, Point
YES
Will a subsequent step eliminate this hazard?
YES
Not a Critical Control, Point
NO
Are procedures in place and will they reduce or eliminate this hazard?
NO
Introduce or Modify Procedures
YES
A CRITICAL CONTROL POINT

Product descriptions

Specification Number: Date Issued:

Product Description	Fish (whole, fillets)
Scope	Receival, storage, fillet, pack, storage & delivery
Composition	Fish (whole, fillets, Boneless, skinless)
Size	As per customer order
Chemical / Physical Criteria	Chilled or frozen, various shapes, firm texture to touch
Primary Packaging	Customer requirements
Secondary Packaging	Sealed Polystyrene foam box. New plastic liner. Fresh potable ice
Distribution Requirements	Store between 0°C and 4°C for fresh and if frozen not warmer than -18°C.
Shelf Life	To be 5 days minimum after delivery.
Quality Criteria	➢ No odours eg, muddy, sour, sulphurous or ammonia smell ➢ No worm infestation ➢ No freezer burn or evidence of product thawing or refrozen ➢ Nil evidence of bruising or blood spots (< 2 per 100 pieces, 1% visible on flesh)
Safety Criteria	**ALL SEAFOOD MUST COMPLY WITH THE AUSTRALIAN FOOD STANDARDS CODE REQUIREMENTS, EG. MICROBIOLOGICAL, PESTICIDE, RESIDUES, BIOTOXIN, HEAVY METALS, FOOD ADDITIVES AND CHEMICAL CONTAMINATES.**
Labelling	Description of seafood (Seafood Marketing Name & Common Name) Date of packing Use-by-date Batch No. Net weight Corporate name and address Storage requirements
Target Consumer	General population
Method of Consumer Preparation	Frozen product intended to be cooked prior to consumption

Specification Number: Date Issued:

Product Description	Molluscs
Scope	Receival, storage, pack& delivery
Composition	Oyster meat in half shell
Size	As per customer order
Chemical / Physical Criteria	Fresh ready to eat temperature not to exceed 4°C
Primary Packaging	Customer requirements
Secondary Packaging	Sealed Polystyrene foam box. New plastic liner. Fresh potable ice
Distribution Requirements	Store between 0°C and 4°C .
Shelf Life	To be 3 days minimum after delivery.
Quality Criteria	➢ No foreign objects,(eg cracked shell) barnacle or algal growth, parasites or insects ➢ No flesh discolouration, bruising or damaged flesh ➢ No odours eg, muddy, sour, sulphurous or ammonia smell
Safety Criteria	**ALL SEAFOOD MUST COMPLY WITH THE AUSTRALIAN FOOD STANDARDS CODE REQUIREMENTS, EG. MICROBIOLOGICAL, PESTICIDE, RESIDUES, BIOTOXIN, HEAVY METALS, FOOD ADDITIVES AND CHEMICAL CONTAMINATES.**
Labelling	Description of seafood (Seafood Marketing Name & Common Name) Date of packing Use-by-date (see guidelines) Batch No. Net weight or count of product Corporate name and address Storage requirements
Target Consumer	General population
Method of Consumer Preparation	Fresh ready to eat

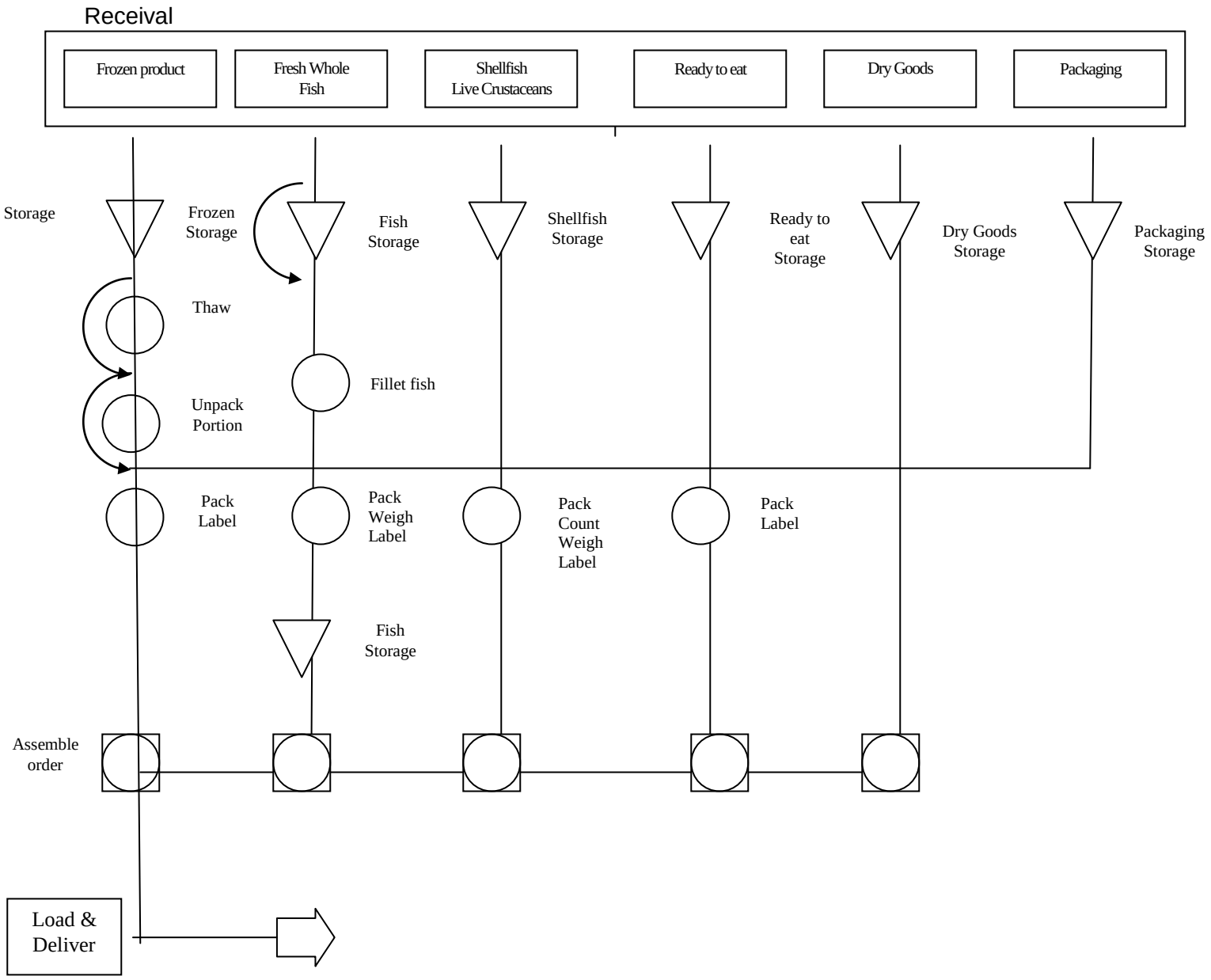
Specification Number: Date Issued:

Product Description	Live Crustaceans
Scope	Receival, storage, pack& delivery
Composition	Yabbies, Mud Crabs, Crayfish
Size	As per customer order
Chemical / Physical Criteria	Chilled
Primary Packaging	Unit of sale packaging. Include any special criteria such as barrier properties.
Secondary Packaging	Sealed Polystyrene foam box. Ice
Distribution Requirements	Store between 0°C and 4°C for yabbies and crayfish Mud crabs between 15°C and 20°C
Shelf Life	3 days
Quality Criteria	➢ Nil evidence of broken or crushed bodies ➢ Nil evidence of mud, weed or slime, visible parasites
Safety Criteria	**ALL SEAFOOD MUST COMPLY WITH THE AUSTRALIAN FOOD STANDARDS CODE REQUIREMENTS, EG. MICROBIOLOGICAL, PESTICIDE, RESIDUES, BIOTOXIN, HEAVY METALS, FOOD ADDITIVES AND CHEMICAL CONTAMINATES.**
Labelling	Description of seafood (Seafood Marketing Name & Common Name) Date of packing Use-by-date (see guidelines) Batch No. Net Weight Corporate name and address Storage requirements
Target Consumer	General population
Method of Consumer Preparation	Intended to be cooked prior to consumption

Specification Number: Date Issued:

Product Description	Ready to eat seafood
Scope	Receival, storage, pack & delivery
Composition	Smoked fish
Size	As per customer order
Chemical / Physical Criteria	Chilled
Primary Packaging	Unit of sale packaging. Include any special criteria such as barrier properties.
Secondary Packaging	Sealed Polystyrene foam box. Ice
Distribution Requirements	Store between 0°C and 4°C
Shelf Life	Maximum life of the product until any appreciable deterioration in product quality or safety when maintained at the specific storage conditions. May also include shelf life after product is opened.
Quality Criteria	Physical, chemical or microbial characteristics of the product. This may include: ➢ Colour ➢ Size ➢ Shape ➢ Weight
Safety Criteria	Microbial, physical or chemical criteria that may have an impact on the health of the consumer. This may include: ➢ Microbial limits for such things as Listeria or E. coli ➢ Chemical limits for such things as pesticides and heavy metals ➢ Freedom from specific foreign objects such as hair, stones or gristle ➢ Identification of any potential allergenic substances such as peanuts, wheat and protein, milk sugars.
Labelling	Description of seafood (Seafood Marketing Name & Common Name) Date of packing Use-by-date Batch No. Weight or count of product Corporate name and address Storage requirements
Target Consumer	General population
Method of Consumer Preparation	Ready to eat

Process Flow Charts & Hazard Analysis



HACCP Program Hazard Analysis

Process Step		Potential Hazards M-P-C-Q	Severity	Risk	Significance	Control Measure	Q1	Q2	Q3	Q4	CCP
Receive Seafood (Fresh and Frozen)	M	Potential for pre-existing pathogen, pathogen growth and or infestation	1	C	4	Buying procedures. Sensory assessment checks at the time of purchase and upon receival. Temperature Checks at receival Approved supplier arrangements.	Yes	Yes			CCP No1
	M	M-Potential for spoilage and production of histamine poisoning.	1	C	4	Visual inspection and monitoring at receival. Temperature checks upon receival. Approved supplier arrangements.	Y	Y			CCP No1
	M	Potential for microbial cross contamination.	4	B	14	Receival procedures. Product handling procedures. Approved supplier arrangements Cleaning procedures Premises design and maintenance					
	P	Potential for physical contamination from foreign objects.	3	D	17	Receival procedures. Product handling procedures. Approved supplier arrangements Cleaning procedures Premises design and maintenance					
	P	Potential for product damage	4	D	21	Receival procedures. Product handling procedures. Approved supplier arrangements Cleaning procedures Premises design and maintenance					
	C	Chemical pollution of fish habitats	2	C	8	Approved supplier program					
	Q	Potential for loss of quality due to periods of storage at more than 5°C for fresh and less than -18°C for frozen	2	D	12	Approved supplier program Product placed under refrigeration within 30 minutes Whole fish iced					
Receival of Packaging Wrappings materials	M	Potential for microbial cross contamination	4	D	21	Product handling procedures Products protected by outer wrapping					
	P	Potential for introduction of foreign objects (Metal, glass, wood, plastic,etc)	5	E	25	Visual inspection Premises design and maintenance, cleaning					
	C	No chemical issue identified									
	Q	No quality issue identified									

Process Step		Potential Hazards M-P-C-Q	Severity	Risk	Significance	Control Measure	Q1	Q2	Q3	Q4	CCP
Storage Frozen Products, Fresh Fish Ready-to-eat seafood Live seafood	M	Potential for pathogen growth	2	C	8	Product handling procedures Staff training Refrigeration temperatures monitored	Yes	Yes			CCP No 2
	M	Potential for microbial cross contamination	2	C	8	Products packed in separate containers Product handling procedures Staff training	Yes	Yes			CCP No 2
	P	Potential for physical cross contamination from foreign objects.	4	D	21	Product handling procedures In-process hygiene activities Staff training Refrigerated items are packaged in labelled containers					
	C	No chemical issue identified									
	Q	Quality relating to Best before				Product identification method ensures effective stock rotation					
Storage of Packaging Wrappings materials	M	No microbial hazards identified									
	P	Potential for introduction of foreign objects (Metal, glass, wood, plastic,etc)	4	D	21	Packaging and wrapping materials are stored to minimise contamination					
	C	No chemical issue identified									
	Q	No quality issue identified									
Thawing of Frozen Food Items	M	Potential for pathogen growth.	4	D	21	Personal Hygiene Procedures Thaw to SCARM 80 requirements					
	P	Potential for introduction of foreign objects (Metal, glass, wood, plastic,etc)	4	D	21	Cleaning procedures Premises design and maintenance Product handling procedures and visual inspection					
	C	No chemical issue identified									
	Q	No quality issue identified									

Process Step		Potential Hazards M-P-C-Q	Severity	Risk	Significance	Control Measure	Q1	Q2	Q3	Q4	CCP
Process Seafood	M	Potential for microbial growth	2	D	12	Minimise time perishable products are in process area Cleaning procedures Premises design and maintenance Product handling procedures Staff training					
	P	Potential for physical contamination from foreign objects	4	D	21	Product handling procedures In-process hygiene activities Staff training Refrigerated items are packaged in labelled containers					
	C	No chemical issue identified									
	Q	Potential for product being damaged during processing	4	B	14	Staff Training					
Packaging, weigh label	M	Potential for pathogen growth	2	D	12	Pre-operational hygiene monitoring In process hygiene activities Staff training Supervision					
	M	Potential for microbial cross contamination	2	D	12	Pre-operational hygiene monitoring In process hygiene activities Staff training Supervision					
	P	Potential for introduction of foreign objects (Metal, glass, wood, plastic etc)	4	B	14	Cleaning procedures Premises design and maintenance Product handling procedures and visual inspection					
	C	No chemical issue identified									
	Q	Under weight product				Accuracy testing and calibration of scales					
Assemble order Load & Deliver	M	M- Potential for Microbial growth	2	D	12	Dispatch and Distribution procedure. Temperature Checks prior to dispatch Driver checks of temperature gauge 3 times during delivery	Yes	Yes			CCP N0 3
	M	M- Potential for microbial cross contamination.	2	D	12	Products packaged securely					
	P	Potential for introduction of foreign objects (Metal, glass, wood, plastic,etc)	4	D	21	Delivery vehicle Cleaning procedure Products individually packed					
	C	No chemical issue identified									
	Q	No quality issue identified									

Hazard Audit Table

Process Step	CCP Hazard.	Preventative Measures	Specification	Monitoring	Record	Corrective Action.
CCP No 1 Receive & Inspection of Seafood	M – Potential for pathogen and histamine producing bacteria growth	Only buy from Approved Suppliers. Restriction relating to the amount of time products may sit out of refrigeration control the potential risks associated with pathogen growth Temperature monitoring of products upon receival ensures only those within specification are received. Product inspection ensures only products that are fresh, wholesome and undamaged are received FSP: Personal Hygiene Handling procedures	< 5°C for Fresh Product Frozen Hard for Frozen Product Fish stored within 30 mins of arrival	What: Product temp How: Raytek gun Where: Recevial area When: On arrival Who: General Manager / QA	Receival Record	Reject non-conforming product Discard and where appropriate return to supplier spoiled or food safety related non-conforming goods
CCP No 2 Storage Product	M – Potential for pathogen and histamine producing bacteria growth	Perishable food temperatures are adequately maintained and monitored to ensure hazards from potential pathogen growth are minimal Product monitoring and identification methods ensures effective stock rotation is maintained FSP: Storage Handling procedures	< 5°C Fresh <-18°C for frozen	What: Coolroom & Freezer temp How: Observe gauge Where: Coolroom & Freezer When: Twice daily Who: Transport Manager / QA	Weekly Site Activity Record	Apply “First In - First Out“ requirements, discard any spoiled product and adjust storage temperatures accordingly and or have refrigeration serviced and or repaired Discard spoiled goods In-effectual storage of product to be re-stacked and or segregated
CCP No 3 Assemble order, load & Deliver.	M – Potential for microbial growth	Seafood is transported in purpose designed refrigerated transport vehicles. All seafood products is in sealed insulated packages. All other products in their original packaging FSP: Food Handling Training	< 5°C Fresh <-18°C for frozen	What: Van temperature How: Observe gauge Where Customer Drops When: 3 times daily during delivery Who: Driver	Delivery Form	Products checked at delivery point by customer. Discard spoiled products

FISH BUSINESS
FOOD SAFETY PROGRAM

APPENDIX B – FORMS

Sector specific forms are included with each Template for Aquaculture, Processing, Retailing and Wildcatch.

If a Wildcatch or Aquaculture business has elements of processing their product, the relevant forms can be copied from the Processing template.

Amendment Record

Record Retention Period
Ongoing Archive

Version Number: Release Date:

Section	Page/s	Amendment Description (Where appropriate reference section, item, dot point or paragraph etc)

Authorisation Signature : Date :

Signature of person performing replacements : Date :

Amendments are made by replacing old pages with the new ones (refer to the date and version number).
Obsolete pages from the Food Safety Program are to be destroyed.
Verification that updating has been completed is carried out during various audits.

Customer Complaint / Investigation Record/Alternative Form

It is recommended that the company focuses on the Product more than the person when investigating a complaint

Customer Name:				
Address:				
Telephone No.:			**Work:**	
Date:	**Batch No:**		**Invoice No.:**	
Food Safety Complaint **Food Poisoning** ☐		**Foreign Object** ☐		
When did they feel ill?	**Date: / /**		**Time:**	
Vomiting ☐	**Diarrhea** ☐	**Nausea** ☐	**Stomach Cramps** ☐	**Other Symptoms** ☐
Was Medical Treatment sought?	**Yes** ☐	**No** ☐		
Food Quality/Customer Service Complaint				
Service ☐	**Food Quality** ☐	**Shortage** ☐	**Other** ☐	
Describe the circumstances that led to the incident:				
Have they reported the complaint to anyone else?				
Yes ☐	**No** ☐	**If yes, when?**		
Who? Name & Address:			**Telephone No:**	
Details of Investigation:				
Report completed by:		**Date: / / Time:**		

Corrective Action Request (CAR No _____)

Details of Non-compliance:	**Date:**
Action Taken/Person Responsible:	
Follow-up details:	
Details of Compliance:	
	Date:

Food Safety Committee Agenda

Record Retention Period
Ongoing Archive

TO BE USED BY THE FOOD SAFETY COMMITTEE AS A MINIMUM SET OF AGENDA ITEMS
DETAILS ARISING FROM REVIEWS ARE TO BE RECORDED ON THE MINUTES RECORD

Date: _____ Time: _____

Attendance : ....

(Name & or Title) ....

....

....

....

....

....

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Apologies

....

....

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Agenda Item Number	Agenda Item Description	Comments/ Issue **Yes / No**
1	Records of previous meetings, progress and outcomes.	
2	Food Complaints	
3	Personnel Hygiene issues	
4	Food safety related issues: i.e. • Cross Contamination • Temperature • Storage • Cook Chill • Physical changes to department structure and or equipment • Internal/External Audit and Micro Testing Reports and appropriate follow up. • Other	
5	Training requirements for individual staff (all levels)	
6	Maintenance issues	
7	Hygiene and Sanitation issues	
8	Receival issues	
9	Record completion issues	
10	Other issues as necessary	

Details of minutes and outcomes are to be recorded on the Minutes Record

Ensure all agenda items are acknowledged as being discussed.
For multiple issues from the one agenda item use a separate section for each issue
If no issues record “NIL” against the specific agenda item number

Food Safety Committee Minutes Record

Record Retention Period
Ongoing Archive

Agenda Item N^{o}		Issue Description:	
Comments / Corrective Action:			

Agenda Item N^{o}		Issue Description:	
Comments / Corrective Action:			

Agenda Item N^{o}		Issue Description:	
Comments / Corrective Action:			

Agenda Item N^{o}		Issue Description:	
Comments / Corrective Action:			

Agenda Item N^{o}		Issue Description:	
Comments / Corrective Action:			

Preferred Supplier Record

Supplier Name	Telephone	Address	Contact Name	Registration Authority	Certification Body	Cert No.	Supplier Class	Date Approved	Date to be Reviewed	Information request date

Product Receival Assessment

Receival			Product checks					
Date	**Time**	**Suppliers Name**	**Product Description**	**Batch No**	**US/PD Date**	**Quality**	**Temp**	**Signature**

Corrective Action

Equipment Calibration Record

Month	Date	Scale No- 1	Scale No- 2	Raytek Gun	Probe Thermometer	Coolroom	Freezer	Blast Freezer	Vehicle	Vehicle	Vehicle	Vehicle	Raytek Test Cap	Weight Certification
	Frequency	Month	Month	Month	Month	3 Month	3 Month	3 Month	3 Month	3 Month	3 Month	3 Month	12 Month	12 Month
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														