

XXX

XXX
HACCP
Food Safety Program

**THIS COPY of
XXX HACCP Manual
is for
CTS EDUCATIONAL PURPOSES ONLY.
The manual has been abridged and is
indicative only**

AUTHORISED BY: _____

AUTHORISATION DATE: _____

(ETC.)

1A TABLE OF CONTENTS

SECTION	TITLE	DATE OF ISSUE
1A	TABLE OF CONTENTS	
1B	AMENDMENTS REGISTER	
1C	FOOD SAFETY & QUALITY POLICY	
1D	SITE PLAN	
2	QUALITY MANAGEMENT SYSTEMS	
3	DOCUMENT CONTROL	
4	PRODUCT IDENTIFICATION AND TRACEABILITY	
5	GOOD MANUFACTURING PRACTICES	
6	CLEANING	
7	MAINTENANCE AND CALIBRATION	
8	PEST CONTROL	
9	TRAINING	
10	CORRECTIVE ACTION	
11	PRODUCT RECALLS	
12	APPROVED SUPPLIER PROGRAM	
13	ALLERGEN MANAGEMENT	
14	<ol style="list-style-type: none"> 1. HACCP 2. Product Description/ Intended Use 3. Process Flow Chart 4. Hazard Analysis 5. HACCP Audit Table 	
15	HACCP Validation table	
16	VERIFICATION	
17	INTERNAL AUDIT	
18	MANAGEMENT REVIEW	
19	XXX PROCEDURES <ol style="list-style-type: none"> 1. Product Safety Requirements 2. Purchasing 3. Receiving 4. Storage & stock control 5. Production Mixing 6. Packaging & Weighing 	

FORMS		
001	Production Mix record	
002	Weekly GMP cleaning record	
003.1	Induction Training record	
003.2	Training Form	
004	Approved Supplier list	
004.1	Supplier Declaration letter	
005	Corrective Action Register	
006	Internal Audit form	
007.1	Raw Ingredients Allergen Matrix	
007.2	XXX Allergen Matrix	
008	Product in Hold	
009	Management Meeting Minutes	
010	Standard Recipes Form	
EXTERNAL DOCUMENTS		
	FSANZ food recall protocol	
	FSANZ recall authorised officers	
	NSWFA Product Recall & Withdrawal Process Flowchart	
	Codex Standards CXC-1-1969 2020	

1.C FOOD SAFETY & QUALITY POLICY

XXX blends spices for food service and food manufacturers to use in meat products. Products are sourced from selected overseas and domestic manufacturers and suppliers who have demonstrated to XXX that they are capable of supplying safe, quality product and are committed to meeting our quality objectives.

XXX is committed to be a profitable distributor of safe, fresh quality food products, in compliance with the Australian Food Standards Code, the relevant Food/Health Acts, Trade Measurement Acts, administrative regulations and related legislation. The HACCP system has been implemented to address these requirements and XXX will make available appropriate resources to achieve the requirements and meet its obligations to food safety and quality on an ongoing basis. This includes ensuring the business is informed of all necessary requirements for food safety issues, food regulations, legislative, scientific and technical developments, and changing customer needs as applicable and a commitment to update the HACCP program and staff training accordingly

The HACCP system controls food safety and suitability in a preventative approach. Good Manufacturing Procedures ensure the food is produced in a environment that minimises the presence of contaminants. The system is fully documented and its effectiveness monitored and reviewed. All parts of the HACCP system is adequately resourced with trained competent staff and suitable and adequate premises, equipment and facilities. All members of our team are expected to comply with the procedures as documented in the food safety system and the principles of good manufacturing and warehousing.

Management will build a positive food safety culture and encourage safe food practices and monitor, review and improve the Food Safety and Quality System.

Managing Director of XXX Pty Ltd

Date

1D. SITE PLAN/ DRAWING

SAMPLE CTS Manual Training ONLY

2. QUALITY MANAGEMENT SYSTEMS

2a. INTRODUCTION

The HACCP food safety system developed for XXX has been developed to adhere to the FSANZ Food Standards Code, the requirements of the NSW Food Authority, HACCP Codex and to meet all relevant regulation, as well as customer requirements. It covers food safety, food quality and quality management systems policies.

The HACCP manual covers the systems that operate within XXX to maintain safe, quality food supply and the management systems that operate accordingly. Annual review of the food safety HACCP manual shall measure the effectiveness of the program.

All parts of the Food Safety HACCP system are adequately resourced with trained competent staff and suitable and adequate premises, equipment and facilities. Roles, responsibilities and authorities are clearly communicated to all staff. In the case of absence of key employees, responsibilities will be shared as appropriate with applicable team members.

All employees are appropriately trained and supervised to competently carry out their functions. All staff are aware of the importance of food hygiene procedures and are encouraged to ensure appropriate food safety practices are applied. Food Safety expectations, procedures and control of deviations are clearly communicated to all staff, with provision of sufficient resources to ensure the effective functioning of the documented HACCP system.

The integrity of the HACCP system is maintained at all times to be compliant with relevant regulatory requirements. Continual improvement and best practice is encouraged with changes and deviations managed in a systemic manner.

The HACCP scope the XXX site is for the purchasing, receipt, storage, processing/ blending, packaging and distribution of ambient dry spice powders to food service and food manufacturers.

2b. Food Safety Culture Policy

Words and actions to demonstrate building a positive Food Safety Culture

2b. Organisation Chart

Refer to company document

SAMPLE CTS Manual Training ONLY

2d. Job Descriptions – Duties as described within the HACCP Food safety program

Managing Director

- Overall management of the business
- Verifies the effective functioning of the HACCP system
- Leads food safety culture for the business
- Member of recall co-ordinating team
- Follow GWP polices whenever in premises
- Can train staff

Warehouse supervisor

- HACCP team leader
- May acts for Managing Director, in their absence in relation all matters including food safety matters
- Leader of recall co-ordinating team
- Implements food safety culture initiatives for the business
- Liaison with major clients in case of recall or quarantine issues
- Can issue and change food safety documents and forms
- Review of monitoring, corrective action, validation and verification records
- Co-responsibility for ensure records are stored without loss or damage
- Co-ordinates corrective action
- Can approve or disapprove suppliers of services and goods – in charge of list
- Liaise with suppliers/ customers regarding complaints
- Maintain QA records where applicable
- Coordinates management review meetings
- May conduct internal audit
- Follow GWP polices whenever in premises, enforces GWP
- Liaise with suppliers/ customers regarding complaints
- Organises maintenance and calibration
- Organizes pest controller to make visits
- Organises cleaning and housekeeping
- Complete hygiene audit each day
- Can issue and close out corrective action
- Can train staff and supervise visitors
- Ensures HACCP documents (internal and external) are up to date, and compliant with regulation and applicable industry standards
- Supervise warehouse staff, drivers and related processes

Warehouse Blender Personnel

- Duties as directed by warehouse supervisor
- Pack and fill orders
- Prepare and blends spice mixes
- Follow work instructions as trained
- Can place goods on hold
- Comply with safety and GMP procedures
- May reject incoming goods
- Can place goods on hold, label and isolated as required
- Checks incoming goods for quality, food safety issues
- Ensure products meet specifications and orders
- Follow GWP polices whenever in premises, or vehicles

ECT

3. DOCUMENT CONTROL

All documentation, including the quality manual, forms, specifications and reference documents, as identified in this HACCP Manual will be appropriately controlled by XXX by the following procedures:

- Original documents are updated on the computer copy, and the copy printed from this is the master copy, kept in this manual.
- Documents are identified with the date of issue. Only the most current is in use.
- Only members of the HACCP team [and by request, the external consultant] can issue documents
- Documents are easily available for use – Staff can access the master copy of the manual which is in the warehouse office and is available on the network drive.
- Only master forms are photocopied black & white for use as records. The colour of the logo at the top of the page tells whether a page is a copy.
- Superseded documents are deleted and replaced with the current issue.
- Any changes to documentation are recorded on the Amendment Register.

Documentation is additionally controlled by the table of contents which identifies the issue date and the amendment register. The master documents are to be retained at the XXX Office.

Records of HACCP compliance are to be retained and available for **1 year** and will be used to provide evidence at audits. External audit reports are kept for **4 years**. All records are stored in marked boxes, files within filing cabinets or folders in the office to prevent them from damage and loss.

An electronic back up copy of the manual is kept on the secure file server of the external consultant's company.

The HACCP Team Leader of XXX is responsible for ensuring the document control procedure is well maintained and kept current.

4. PRODUCT IDENTIFICATION & TRACEABILITY (including Labelling)

Product identification and traceability is a significant part of XXX's food safety and quality system. Strict adherence to product identification protocol is required to ensure that product is readily traceable from delivery to customer.

Imported goods require a trade description including a name of the country in which the goods were made or produced, and where specified, a true description of the goods.

Products produced by XXX for food service or to be used as a ingredient by other manufacturers may have product information supplied by Product Information sheets (PIF's) available at the request of the customer or on the product label.

Products intended for retail sale, to the public require full product labelling

All labelling on products that are distributed and made by XXX are to be in accordance with the most current labelling laws, Australian New Zealand Food Standards Code Chapter Dec 2000: Chapter 1 General Food Standards; Part 1.2 Labelling and other Information Requirements.

Labelling of product must also be in compliance with the State Trades, Weights & Measures Legislation and specific requirements of customers where defined within agreed specifications.

Labels may be reviewed annually as part of the internal audit, as well as in individual cases when any new supplier or new formulation is introduced.

All products received have their lot/ date or batch code checked. In the instance where where the shipment is out of date, XXX will ensure a corrective action is to be raised in accordance with the Corrective Action Procedure.

The following system indicates the degree of product identification for all product processes within the XXX's system.

Product Identification Protocol

Product Receiving

All incoming goods received must have appropriate labels attached by the supplier, indicating the name of the product, batch number or use by date. These must indicate sufficient shelf life to provide an adequate margin for use by XXX.

Upon receipt of product from an Approved Supplier (refer to Approved Supplier Program), a check is visually done by the receiving staff to ensure that the product that has been received is correctly identified (including a date or batch code) and not damaged. The visual check ensures that the correct product has been received, it is acceptable quality and grade, and not contaminated

If acceptable, the delivery docket / invoice is signed as evidence that the goods were checked.

If any of the goods are unacceptable (e.g non-approved supplier, damaged) then the corrective action is that the goods are not accepted. Off smells, water damage, and damage to the bags or packages are also grounds for potential rejection

If incorrect or unacceptable (eg non approved supplier, damaged, poor quality) the product can be isolated, then partially or completely rejected. A corrective action may be raised in accordance with the Corrective Action Procedure in these instances if deemed necessary to follow up with the supplier

Upon receipt of product from the supplier, the following are to be evident on the invoice or delivery docket

- Date of receipt (invoice details)
- Supplier (invoice details)
- Goods type received (invoice details)
- Invoice number (invoice details)
- Quantity (invoice details)
- Initials of the person receiving the goods

The signed docket / invoice from the supplier is a main record for receipt checks

.

Stock Control and traceability

XXX uses the first in, first out system for stock rotation of raw materials. The oldest stock is used first.

All XXX finished product is appropriately labelled with name and date code (date of production).

All packaging is suitably identified and labelled.

In case of an issue with a raw material, traceability would be achieved by tracing stock on hand to delivery, production information and despatch dates and records of XXX products. In a worse case scenario, multiple days' production could be bought back if individual date codes of batches of raw materials are not recorded.

Stock rotation is the responsibility of any storemen and the Warehouse Supervisor

Work-In-Progress

If any product is not completed on the day it is stored in the blender with the lid on.

Rework

No product is reworked.

Container Identification

All tubs and buckets are assumed to be for food use unless they are labelled for the alternate use. At no stage can any containers labelled for non-food use be used for food use.

Staff Meals

Staff meals / food cannot be taken into food processing/ blending area.

Reject or Waste Material

Reject material or product that is non-conforming will be segregated and identified with an On Hold notice attached to the affected stock.

Waste material is disposed of as soon as practical, in appropriate bins.

Damaged, underweight, and otherwise unsaleable products as well as returned goods are assessed by the General Manager who makes the decision to dump the goods or take an alternate option, such as discounting the goods or donate to charity.

Control of nonconforming product and packaging

All employees have the power to identify and control non conforming product within the scope of their job.

During blending the physical appearance and flavour requirements of each product are assessed by staff.

Product can be non-conforming at receipt, in raw materials, in work-in-progress, in rework or in final product, or packaging. Should there be a variance in standard of the product, loss of quality or safety this will be recorded on the appropriate record or Corrective Action Form and products may be identified as ON HOLD until evaluated. Returns from customers are checked by the HACCP team leader on their return. This stock is identified as ON HOLD until it is evaluated.

The HACCP team leader or production/ warehouse supervisor needs to be notified of non conforming products or equipment, and they are responsible for releasing a product off "Hold:" status or authorising its disposal.

The HACCP team leader or production supervisor will evaluate products on hold.

- A product specification is to be available for reference
- On Hold stock to be evaluated against product specification
- Stock rejected / downgraded
- Rejected stock to be placed into a holding area, labelled and warehouse supervisor advised
- Where product is damaged, contaminated or poor quality it is to be labelled as "HOLD" or similarly worded and placed on the designated shelves in the warehouse
- Decision made to dispose stock, all documentation of dumping maintained.
- Dumping in approved location

Goods Out

XXX record all details of products despatched which indicates:

- Customer name / Invoice number / Product Code or name & quantity

If in the instance that a product recall was required, then this would be used to trace product. The invoice holds such information. Product is visually checked before despatch and if all is correct, it is released by despatch staff.

Labelling

XXX products are ingredients used by customer manufacturers or food service.

As such the products do not require full labelling for retail sale.

The ACCC requires product information to be accurate and correct, not misleading or fraudulent.

Trades Weights and measures requires weight to be correct, and printed in the same direction as the brand name.

Food not intended for sale to the end user the way in which it is packaged (such as premixes for further manufacturing) only have to have the following as a minimum:

- Food name (product type, e.g.. “YYY Mix”)
- Address of the supplier (the street address pf manufacturer)
- Lot identification (usually batch or date of production; 24 hr maximum)
- (Other mandatory requirements may also apply- such as declaration of allergens, GMO and irradiation of food)

All finished products will be appropriately packaged and labelled to meet the minimum requirements. Further information on the product must be available at the request of the customer. This may be expressed in a PIF or Product Specification sheet.

5. GOOD MANUFACTURING PRACTICES

Policies for **Good Manufacturing Practice (GMP)** have been developed to ensure that product is appropriately handled within the warehouse, packing and production environment. It is the responsibility of each employee to ensure that the procedures and policies of GMP are being adhered to and the responsibility of management to ensure that each employee is aware of the GMP policies that are in place.

All staff, contractors and visitors must comply with the intention of this policy that applies at all times. Contractors and/or visitors who breach the guidelines contained in this policy document will be asked to leave the site.

To ensure that GMP compliance is undertaken, visual checks / inspections are done at start up. These checks must be performed on a daily basis when the facility is in use.

Weekly the mixing area and warehouse is recorded on the **Weekly Maintenance and Cleaning form**.

In the instance that any good food handling practice is not adhered to corrective action is to be recorded on this form or on the Corrective Action Record form.

Storage Requirements	
Waste Materials	<ul style="list-style-type: none"> • Waste shall be collected and disposed away from the food processing site of by trained personnel or suitable external contractors. • Containers for waste, by products, or hazardous substances shall be identifiable, suitably constructed from impervious materials • Waste storage areas are identified, kept appropriately clean and minimises pest infestation • Daily rubbish and reject product to be placed in rubbish bins at the warehouse facility on a daily basis. Bins are emptied typically on a weekly basis [emptied when full]. • No garbage is ever stored in areas where it might contaminate product or packaging
Chemical Storage	<ul style="list-style-type: none"> • All Hazardous, Cleaning, Pest Control, Lubricants, Fuels or other chemicals to be stored in a separate designated area away from food products and materials. • All containers of chemicals are identifiable , labelled according to their content • Hazardous substances should be stored in identifiable, lockable containers to prevent accidental contamination

	<ul style="list-style-type: none"> • Cleaning products used in food preparation and storage areas are suitable for food contact surfaces
Product Storage	<ul style="list-style-type: none"> • Adequate and where necessary separate storage areas for food ingredients, food packaging materials, and food products are provided. • Storage areas allow adequate cleaning and maintenance, prevent pest entry or harbourage and minimise the deterioration or possible contamination of food or food packaging. • Storage should separate raw from cooked foods • Storage should separate non allergenic food from allergenic foods, and protect from allergen cross contamination • No food product to be stored directly on the floor. All product to be stored on racks or pallets. • Each type of goods must be stored in its designated temperature regime, to ensure appropriate food safety and quality of products • Stock is to be rotated by FIFO (First In, First Out) stock control system • No evidence of pest infestation in the product or activity at the rodent bait stations • Do not store good stock with damaged or contaminated stock (located in designated area ON HOLD” or waste area). • Where product is damaged it is to be labelled as “HOLD” or similarly worded. and placed on the designated shelves in the warehouse.
Damaged, Dropped or contaminated Product Policy	<ul style="list-style-type: none"> • Any product damaged or dirty will be assessed. • If product is dropped it is to be checked for damage. • If damaged or contaminated and not possible to be supplied to a customer, then product is recorded as waste and disposed of
Premise Requirements	
General	<ul style="list-style-type: none"> • Premise design, layout and operational flow including materials and personnel to minimise cross contamination. • Premises designed to minimise dirt and entry of pests. • Premise layout and design to permit adequate cleaning and maintenance. • Surfaces and materials are suitable for intended use, non toxic, suitably durable for normal operating conditions and easy to maintain and clean. • The walls, floors and ceilings are smooth, impervious and easily cleaned • Ceilings and overhead fixture such as lighting, pipes minimise the buildup of condensation, dirt and shedding of particles or other contaminants • Lights are covered and shatterproof, to protect against glass contamination • There is adequate drainage maintenance of site surrounds • Doors and windows are in good condition, smooth, impervious to minimise the built up of dirt easy to clean and disinfect

	<ul style="list-style-type: none"> • Air flow is adequate to ensure ventilation • All areas of storage are secured, properly enclosed and ventilated. • No building or premises nearby is likely to pollute or flood the premises to the extent that product contamination would result • Meets Food Standards Code 3.2.3 and AS4674 requirements for food premises as applicable • Drainage designed and constructed to prevent the likelihood of contamination. This may include controls on backflow, cross connections and prevention of flow to where finished food is exposed. • All areas and fittings to be in a good state of repair, clean and not pose a contamination risk
Cleaning facilities	<ul style="list-style-type: none"> • Adequate cleaning facilities are provided for cleaning utensils and equipment • A separate cleaning area shall be provided away from highly contaminated areas such as toilets, waste areas. Cleaning facilities should have access to hot and cold water as required. • Separate sinks are required for food washing as applicable • Hand washing sinks shall not be used for cleaning or food preparation • Cleaning equipment to be maintained in a suitable effective condition and not be a source of contamination.
Warehouse production Picking area	<ul style="list-style-type: none"> • The warehouse must be kept in a clean state and swept on a basis as set out in the cleaning schedule. • Adequate lighting to ensure ease of identification of product detection of defects or contaminants, and inspection of cleanliness in all areas. • Lights should be covered to prevent glass contamination if breakage occurs. • Doors and windows are to be in good condition providing an adequate and effective barrier against birds and pests. • No visible mould, dust or residue on floor or wall surfaces. • Adequate waste disposal and rubbish bins placed strategically to cope with the required disposal needs. • No animals will be allowed in the warehouse/ production area. • Floors to be constructed and maintained to allow adequate drainage and cleaning • Floors are to be kept clean at all times. • Walls and roof are to be cleaned of spider webs, nests etc as need and kept clean. • All doors to be kept shut when not in use. • The grounds exterior to the warehouse are routinely checks for issues such as pests and drainage issues that may impact on the warehouse itself. • Office areas should be in tidy order, ensuring a safe working environment.

	<ul style="list-style-type: none"> The premise and equipment are maintained to prevent contamination of food such as but not limited to pests, metal, flaking plaster, debris, chemicals, wood, plastic, glass, paper, food residue, dirt and allergens
Glass Policy	<ul style="list-style-type: none"> No glass is permitted in the production or picking/ packing areas. [It may exist in non-production areas i.e.: dock/ office]. This includes: cups, mugs or glasses, clocks, watches. All Glass breakages must be reported and cleaned effectively to ensure that no glass particles have contaminated product or packaging. All Glass breakages must be reported and cleaned effectively to ensure that no glass particles have contaminated product or packaging. This includes assessment of the clothing and footwear of all staff involved with an accidental breakage If lighting breaks, any open exposed product underneath will be discarded. All small equipment [such as brushes or dustpans] used in the clean up of a breakage shall be disposed of. Glass can exist in equipment dials and (covered) lighting, and shall remain intact.
Soft Plastic/ Paper.	<ul style="list-style-type: none"> Where soft plastics are used in the processing area (disposable protective clothing, or for packaging or raw materials) the following will apply: <ul style="list-style-type: none"> Plastics will be in a contrasting colour to the product where possible Sufficient gauge (thickness) that the risk of tearing is reduced ETC
Wood, cardboard and paper control	<ul style="list-style-type: none"> Wooden pallets are to be kept in good condition to prevent damage to products or cartons. Broken boards and broken splintering wooden sections must be promptly removed from packing areas. No wooden items may be present that are cracked, splintering or broken where product contamination issues may result. Cardboard and paper shall be minimised on site where possible, unless unavoidable. ECT
Metal Policy	<ul style="list-style-type: none"> The use of staples, wire brushes and metal scourers within the production and repacking areas is not allowed. Raw materials purchased are to be free from staple closures on original packages. ETC
Amenities	
Personnel Hygiene and toilets	<ul style="list-style-type: none"> Adequate handwashing and toilet facilities are located so as to allow personal hygiene to be maintained Facilities are not to be used for any other purpose, such as storage of food, or food contact materials Hand washing sinks are not designated for handwashing use only. Toilets to be well maintained and of an appropriate standard

	<ul style="list-style-type: none"> • Facilities are available for staff to wash their hands in warm running water, with the use of hand soap. Where taps are operated by hand appropriate measures to minimise contamination are in place. • Staff dry their hands on paper towels • A garbage bin is provided for used paper towels and other garbage • Ensure all persons using the toilets wash and dry hands before returning to the workplace. • Suitable changing facilities are provided if applicable
Personnel Requirements	
Hygiene (including health policy)	<ul style="list-style-type: none"> • All personnel in contact with food must maintain appropriate personal health and personal hygiene and cleanliness • All personnel are aware of personal health and hygiene requirements and comply with appropriate practices to ensure food safety • All personnel are to wear clean outer clothing, suitable protective clothing, hair and beard covering and footwear as appropriate • Clean and enclosed footwear to be worn. • Any staff member who is ill with a contagious disease must contact the warehouse supervisor. The supervisor will then decide on an appropriate course of action. This may include a change of duties, or not allowing the staff member to handle food. It may be appropriate that personnel are excluded from contact with food/ materials until symptoms of illness resolve or to get medical clearance to resume work • No person with symptoms of a contagious foodborne illness are to handle, transport food. • All staff and visitors to follow any health directive as applicable. • Hygiene practices must be adhered to, to prevent contamination of product. • Personnel with cuts and wounds may be assigned to work in areas where there is not direct contact with food or materials. • Where cuts and wounds are covered by suitable waterproof bandages/ plasters and gloves,. • Hygiene requirements such as disposable gloves, hat, beard snood, hand washing and sanitising of sampling utensils are to be used when sampling food. • Hygiene rules apply to all visitors to the warehouse/ production area. • No personal items are to be brought into the packing or store area • Jewellery is limited to a plain banded ring and a medical alert bracelet in the repacking area and production area. Where religious jewellery and medical alert tags are worn, personnel records can be used to record such permitted jewellery. • Watches, nail polish, artificial nails and false eyelashes are not permitted in food handling areas with exposed product • ETC.

	<ul style="list-style-type: none"> • Hair nets or coverings (cap) are worn at all times when working in the processing area with open product.
Hand washing	<ul style="list-style-type: none"> • Hygiene measures shall prevent cross contamination such as hand washing and where necessary wearing of PPE and disposable gloves • All personnel, including those wearing gloves shall wash with soap and water, rinse and dry regularly. • Chemical hand sanitisers do not replace handwashing and shall only be used after hands are washed • Hands must be visually clean on entry to the facility. • Hands shall be washed at the start of food handling activities • Hands to be washed prior to handling or sampling product or when hands are contaminated from cleaning functions or handling dirty equipment. • All hand washing sinks are to be for the use of hand washing only. No food preparation or washing of utensils is to be done in the dedicated hand washing sink • All hand washing sinks must be equipped with soap, paper towel or drying and waste bin • Signs are located in areas and amenities area instructing hand washing prior to direct contact with product <p>Hands must be washed after:</p> <ul style="list-style-type: none"> • Using the toilet • Using a handkerchief or tissue • ETC
Smoking, Drinking, Eating	<ul style="list-style-type: none"> • No Smoking or vaping in Warehouse, Amenities, Production area • No eating, chewing, drinking when producing/ handling open food. • No spitting • No touching the mouth, nose or other places of possible contamination • No sneezing or coughing over unprotected food • Storage of personal food must be controlled, with no personal food stored or consumed in the production or packing areas.
Site security policy including visitors	<ul style="list-style-type: none"> • All visitors to the food processing/handling areas including maintenance workers will be instructed on the hygiene procedures of the business and applicable food safety procedures prior to visits and supervised during the visit. • All visitors shall wear protective clothing as required and adhere to other personal hygiene and health requirements for personnel. • All visitors are required to sign in and out using the visitor's book/register. • Visitors are asked to report any illness or injury that may pose contamination issues • ETC •

Equipment Requirements	
Equipment	<ul style="list-style-type: none"> • Equipment, utensils and food contact containers shall be suitable for food contact, and non toxic for intended use. • Equipment, utensils and food contact containers shall be easily cleaned and sanitised and well maintained • Equipment shall be durable, accessible for cleaning and capable of disassembly for cleaning, sanitation, inspection and maintenance
Pallets	<ul style="list-style-type: none"> • Pallets to be kept in good condition to prevent damage to products or cartons. • Broken pallets to be separated and not used for storing goods.
Vehicles	<ul style="list-style-type: none"> • Truck storage area floors, walls & ceilings in good condition and routinely cleaned and washed. • ETC
External Grounds	
External Grounds	<ul style="list-style-type: none"> • The grounds exterior to the warehouse are routinely checks for issues such as pests and drainage issues that may impact on the warehouse itself.

6. CLEANING PROCEDURES

The broad cleaning policy is that every area of the facility and its surrounds must be kept in a clean, tidy and organized manner to aid in the control of contamination from pests, metal, debris, wood, plastic, glass, paper and other potential contaminants. Cleaning shall effectively remove food residues, dust and dirt which may be a source of contamination including allergens. Cleaning activities shall not compromise food safety or suitability and shall not lead to cross contamination.

It is the responsibility of the designated warehouse or production staff to ensure that the premises and surrounds are kept clean and tidy in accordance with the cleaning program.

ETC.

Written cleaning program will be followed.

Procedures specify:

- The area and the equipment to be cleaned
- The responsibility for cleaning
- The method and frequency for cleaning
- The monitoring and verification of cleaning effectiveness

Cleaning program

Activity /Area	Frequency	Method	Responsibility
<ul style="list-style-type: none"> • Warehouse Storage Area • Production area 	Weekly	Sweep with broom and dustpan to remove visible residue	Staff
<ul style="list-style-type: none"> • Mixer packaging machine 	End of batch Typically daily	Visible clean and brush to remove residue Air dry	Staff
<ul style="list-style-type: none"> • Mixer packaging machine 	As required, Change of allergen products	Rinse with water Scrub with detergent Rinse with water Air dry	Staff

<ul style="list-style-type: none"> Some parts of equipment & sundries 	As required, typically daily	Dismantle Rinse with water Wash / scrub Rinse with hot water Air dry	Staff
<ul style="list-style-type: none"> Forklifts 	As required, typically daily	Hose out as necessary. Clean with detergent and sanitiser to remove residue, dust or build-up	Drivers
Monitoring of Cleaning	Production Mix Form		
Verification of Cleaning	Weekly GMP and Cleaning Form Internal Audit		

ETC.

7. MAINTENANCE and CALIBRATION

XXX has regular inspections and a maintenance schedule to ensure facilities and equipment are in good state of repair. Equipment and containers are suitable for food contact designed and constructed to ensure they can be adequately cleaned and maintained.

Any maintenance work done will not compromise food safety and suitability.

ETC

PREVENTATIVE MAINTENANCE

A Preventative Maintenance system is in place to routinely service food production equipment and thereby prevent hazards occurring through breakdown and poor working condition.

UNSCHEDULED MAINTENANCE POLICY

Checks are in place to ensure that maintenance issues are reported and dealt with as they are found. Any maintenance issues are reported to the Warehouse Supervisor. Any equipment found to require maintenance is repaired immediately.

Maintenance can also be recorded via **Corrective Action** or via the service reports from outside contractors.

All staff are responsible for ensuring that the pieces of equipment they are working on are working correctly and if concerned about the equipment, the equipment is to be fixed and checked before starting up again.

All maintenance staff must follow basic GMP rules whenever in the site. It is the responsibility of the person supervising the maintenance staff member to make them aware of the GMP rules that operate when they are working.

Safety Data Sheets are kept for any maintenance chemicals on site as necessary where used on food equipment.

Preventative Maintenance Schedule

Equipment	When
General equipment	As required
Forklift	Annually
Scales	Annually
Blender/ Mixer	As required
Packaging machine	As required

A daily check is in place to ensure that maintenance issues are not left unattended. These checks are performed on a check as you work basis by the nominated warehouse/ production employee and documented on the **Weekly Cleaning**

CALIBRATION

XXX has a routine and regular program that ensures equipment is serviced, checked and recalibrated to ensure correct and accurate working condition.

Below is a list of the equipment that requires calibration.

EQUIPMENT	VARIANCE	SCHEDULE	RESPONSIBILITY
Scales: 1. DDD DS671 [1kg] <i>Note: 1 scale used for finished product & all other scales used for general purposes weighing activities</i>	+/- 1g	Weekly internally Annually externally	Warehouse Supervisor
Certified weights 500g	As per certificate	5 yearly	Warehouse Supervisor

A floor scale is located in the despatch area for the purpose of weighing outgoing parcels and pallets.

Scale - calibration:

- All scales used for recipe formulation or for the weighing or final product are checked monthly by a nominated person.

ETC

8. PEST CONTROL

XXX recognises that an effective pest control is essential to ensure contamination by pest are controlled. Good building design, layout, maintenance, and location, along with cleaning, inspection of incoming materials, effective monitoring of pests supplement the effective treatment of pest infestations.

The facilities are kept in good repair and condition to prevent pest access. ETC

Corrective Action may be determined if any pest problem is evident. This corrective action is recorded on the **Weekly GMP and Cleaning form, or the Corrective Action form**

XXX employs a licensed external Pest Control Company with qualified personnel to monitor and treat the incidence of pests.

Treatment with chemical, physical or biological agents shall be carried out without posing a threat to the safety or suitability of food, nor the organic status of food product. The contractor visits the site regularly, on a routine schedule as recommended by the pest controller. Upon this visit the contractor reports and records any evidence of pests in the form of a report. and records the corrective action treatment.

For all pest control records from the external contractor and information including

- Technician Pest control licence
- Detailed pest control service records including investigation of infestation, monitoring of the site, and corrective action including detailing the application of chemicals
- Bait station layout / bait map diagram
- Safety Data Sheets for chemicals used

Refer to the Pest Control information provided by the professional pest controller.

9. TRAINING

All those engaged in food operations will have sufficient understanding of food hygiene and controls to ensure they have competence appropriate to the operations they perform.
ETC

The training program consists of:

1. Induction training- (to be conducted by a member of the HACCP team)
2. On-Job training and supervision – (to be conducted by a current employee, usually their supervisor)
3. Regular review of training needs – (to be conducted as part of the Internal Audit)
4. Refresher training as applicable

All employees on commencement will undergo induction training that will cover the following topics:

- Food Safety and Food Quality Policy and Program, including food safety culture within the business
- Principles of food hygiene applicable to the business
- Importance of Good Personal Hygiene and Health, including handwashing

ETC

10. CORRECTIVE ACTION

Corrective action needs to be undertaken when the following is identified:

- Daily CCP non compliances
- Customer Complaints or rejections
- Ongoing problems with meeting the Food Safety System requirements, for example – Supplier Program.
- Major equipment failures
- Site security breaches
- Recall and withdrawals
- Product test results
- Internal or External audit non compliances

Corrective Action shall:

- Bring the process back into control
- Isolate any affected product and evaluate its safety and or suitability
- Determine the proper disposition of the affected product that is not acceptable
- Identify the cause
- Take steps to prevent recurrence

Corrective actions are to be recorded on the **Corrective Action Form**.

ETC

11. PRODUCT RECALL

Product Recall and Withdrawals

The purpose of this procedure is to ensure that a Product Recall, should one be necessary, is conducted in an orderly fashion. This procedure covers the evaluation of the situation through to a recall or withdrawal of product by XXX.

Definitions

Product Recall is defined as an action taken to remove from sale, distribution and consumption, foods that may pose a safety hazard to consumers.

Product Withdrawal is defined as an action taken to remove from sale and distribution, product that is defective but does not pose a safety hazard to consumers.

Responsibilities

The HACCP Team Leader [recall coordinator] shall be responsible to ensure that adequate procedures are documented and implemented to ensure that, in the event of a product recall, product can be traced quickly and efficiently.

The procedures shall include:

- Contact names and contact numbers for all suppliers [kept on file in the office]
- Product traceability – product identification
- Documenting customer complaint details
- Contact numbers for all customers

INTERNAL TELEPHONE CONTACTS (Food Recall Committee)

NAME	POSITION	PHONE NUMBER	MOBILE NUMBER
Abde Ghee	Director		04110842552
Dddg e	HACCP Team Leader		04110842557
Fjjejs Ghee	Production / warehouse supervisor		

PROCEDURE

A recall or withdrawal may be initiated as a result of reports from a variety of sources. The reports may be referred by wholesalers, retailers, medical practitioners, government agencies and consumers.

The NSW Food Authority Product Recall & Withdrawal Process Flowchart outlines the steps involved in undertaking a recall (refer external documents)

Product Recall Notification Form shall be completed in the event of a food recall.

The recall co-ordinator shall:

- Evaluate the situation and assess the risk based on information available
- Recall Decision (Commercial Risk decision)
- Commence Recall
- Notify customers and government
- Monitor the recall
- Conclude Recall
- Prepare Final Report

Evaluate the situation

All complaints received by XXX shall be registered on the Corrective Action Register. All complaints, regardless of the source, should be assessed with respect to potential for product recall. If the decision is made to take no further action the complaint should be investigated and the findings reported and filed.

If a supplier notifies XXX of defective product the HACCP team leader shall assess the situation. All affected stock that is held should be placed "ON HOLD" immediately and tagged accordingly.

If the decision is made to take no further action the complaint should be investigated and the findings reported and filed. The HACCP team leader shall gather all relevant information about the situation in order to make a decision.

The information shall include:

The Product:

- Product name and description

- Coding Details
- Quantity of the batch, date and amount released

The Problem:

- Name and telephone number of the person reporting the problem
- Date of the report
- Nature of the problem – physical, chemical or microbiological contamination
- Number and seriousness of complaints
- Results of tests and other investigations or other samples
- Any other relevant factors

The decision on whether to conduct a product recall or withdrawal must be made within 24 hours of the initial notification. If the decision is made to take no further action, the complaint should be investigated and the findings reported and filed.

Recall Decision

If management decides that the complaint is not routine and is likely to cause harm to consumers then the recall shall commence. Management shall make the certain decisions by asking the following questions:

- Is it a Product Recall or Product Withdrawal?
- What is the extent of the Recall? – Warehouse, retailer or consumer level
- Where to send affected product? - Return to store or warehouse.
- Whether to stop current processing of the product

Notification

The recall committee must ensure the following are notified:

- ACCC
- FSANZ – Canberra
- NSW Food Authority
- Australian and International Customers

Contact addresses and phone/facsimile numbers are attached and the Director must confirm the latest status of Recall officers by visiting the FSANZ website <http://www.foodstandards.gov.au>

as part of the internal audit of the system and at the time to decide to recall a product

Further information on the Product Recall and Withdrawal process, including the form to be used in case of recall can be found on the Australian Food and Grocery Council website.

Final Report

The Final Report should include the following details:

- Start and Finish date of the investigation.
- Nature of the problem and how it came to the attention of XXX
- All the data used in making the recall decision.
- Cause of the problem and proposed procedures to prevent recurrence.
- Effectiveness of recall (% affected product recovered)
- Suggested improvements to recall procedures
- Advertisements, letters sent and to whom.
- Difficulties experienced and how they were overcome
- Termination of recall and the reasons
- Costs incurred
- Legal ramifications
- List of persons contacted
- List of Persons who acted upon recall
- Any other relevant information.

EXTERNAL TELEPHONE CONTACTS

CUSTOMER NAME	CONTACT	PHONE NUMBER	AFTER HOURS NUMBER
NSWFA	Investigator & recall coordinator	1300 552 406.	
FFssdd Hhhe	FFGG	0423 555XXX	1300 BBB AAA

Further information and subscription to a recall notification can be found at the FSANZ website.

A copy of the FSANZ recall protocol is stored in the external documents.

NSW Food Authority Product Recall & Withdrawal Process Flowchart outlines the steps involved in a recall.

A copy of the current authorised recall officers is stored as an external document and checked for currency at internal audit.

SAMPLE CTS Manual Training ONLY

12. APPROVED SUPPLIER PROGRAM

The Approved Supplier Program is an integral part of the XXX Food Safety System. XXX has developed a protocol to ensure confidence that the product is handled appropriately to ensure safe quality products to the customer. It is XXX responsibility to manage the Approved Supplier Program effectively and verify the capability of each supplier within the program.

Approved Supplier Assessment Procedure

All suppliers must be able to provide evidence to achieve Approved Supplier status. The HACCP team leader determines the ability of each supplier to provide safe and quality products or services. .i.e. appropriate certification or licences, a raw material product specification for food or packaging, or SDS for chemicals etc.

The Approved Supplier List contains details of all suppliers and the criteria requirements for each type of supplier.

Supplier Evaluation

Suppliers shall be evaluated and accepted as an Approved Supplier to XXX based on the following criteria. There are 2 steps in the process of becoming an approved supplier.

Level 1 (Not yet approved)

Supplier is in the process of being approved. A **Supplier Declaration Letter (form 4.1)** ETC

Level 2 (Approved),

Collection of evidence of the suppliers compliance with the terms of supply.

A copy of their certificate or licence or authority [or other approval mechanism] has been received and filed by XXX and is current. This is recorded on the **Approved Supplier List (form 04)**

(Note that the 'Approved Status' expires when their certificate does or other documentation does- default annually.)

Records of the approval requirements for each supplier will be maintained and be available for audit.

The HACCP team leader shall be responsible for approval of approved suppliers, collecting evidence of compliance and maintaining the approved supplier register. They shall

document problems with suppliers on the **Corrective Action Register**, notifying the supplier and requesting follow up action where necessary.

Approved Supplier Criteria

Food Suppliers are approved on the basis that they meet the following criteria:

- HACCP certified, [or similar system e.g. state food licence, export, international standard] &/ or provide a detailed product specification for their product(s) declaring food safety information such as allergens, Genetically Modified Organism (GMO) status, and irradiation of spices.

Food Products from suppliers are approved on the basis that they meet the following criteria:

- Purchased from a HACCP certified, [or similar system e.g. state food licence, export, international standard]
- A detailed and current product specification sheet or PIF is supplied for each raw ETC

Services are approved on the following basis and are subject but not limited to:

- Laboratory testing – NATA certified
- Calibration services – Registered with state office
- General maintenance – Licensed tradespeople

Documented evidence of the above is required before ordering products or services.

On-going Reviews

Supplier evaluation will be on an annual basis as part of the Internal Audit Process and each supplier will be subjected to review to ensure that all requirements as outlined above are complied with.

ETC.

Emergency Supplier Procedure

ETC

Product / Service	Criteria for Approval	Date Approval Lapses
Product Supplier	<ul style="list-style-type: none"> • Certified HACCP / QA Program, or GFSI food safety standard such as SQF, and / or • Certificates of Analysis, or other test reports, including microbial and aflatoxin; and /or • Detailed Product specification information for each product 	annually
Transport		N/A
Packaging and Cartons		
Pest Control		Individual licence dates.
Cleaning Chemicals		expiry 5yrs from publication
Truck Servicing [Mechanical]		
Forklift Service		
Miscellaneous Mechanical & Electrical Repairs		
External Consultant; Internal Auditing		annual
Garbage Services		Not applicable
Pallets		Not applicable
Slip covers Stretch wrapping		Not applicable
Scale Calibration		5 yearly

13. ALLERGEN MANAGEMENT

An allergic reaction is a reaction of the immune system to a normally harmless substance (in the case of food – normally to food proteins). Allergic sensitivity differs between individuals and also depends on type of food. There is no minimum safe dose or amount of food allergens. Heating and cooling food does not destroy allergens.

Under Standard 1.2.3 Allergens must be declared when present in manufactured, packaged goods as:

- An ingredient; or
- An ingredient of a compound ingredient; or
- A food additive; or
- A processing aid.

Allergens that must be declared on products sold within Australia is :

- Cereals containing gluten (wheat, rye, oats, barley, spelt, triticale)
- Peanuts and peanut products
- Crustacea and their products
- Molluscs and their products
- Egg and egg products
- Fish and fish products
- Milk and milk products
- Individual Tree Nuts (e.g. brazil, cashew, etc) [but excluding coconut]
- Sesame seeds and their products
- Soybeans and their products
- Added Sulphites in concentrations of 10mg/kg or more
- Lupin

Allergen Management Procedures

- Properly clean and sanitise accessory tools or equipment (i.e. scoops, bins, hoppers, etc)
- Only use ingredients that are clearly identified and have allergen information available
- Use standard recipes to produce all XXX products according to product specifications

- Do not substitute or add ingredients when producing a product unless all allergens have been correctly identified
- Store open food safely in clearly labelled containers/ or sealed packages
- Keep surfaces, utensils and hands clean
- Thoroughly clean and sanitise all equipment and surfaces. Disassemble and manually clean equipment that cannot be cleaned thoroughly in place
- Any product prepared or packed on site, must not be labelled as allergen free.
- XXX products will have a allergen declaration that identifies allergen added ingredients or food additive in the product, and a warning statement of those allergens on site, that may be present, due to cross contact contamination during production or packing.

The **XXX Raw Ingredients Allergen Matrix identifies** the allergens in each ingredient.

The XXX Product Allergen Matrix identifies allergens as ingredients in each product, or may be contained in finished products and those allergens onsite to be declared as May be Present.

- Allergen information should be provided by the suppliers of each raw material to identify any products that contain allergens, or that are derived from allergenic foods,
- Ingredients should be stored to avoid the potential for spillage onto other ingredients, such as placing allergenic ingredients on shelves below other ingredients.
- Production schedules should be organised to process similar allergen products (or those products with less allergens at the beginning of the schedule.) Products containing multiple allergens shall be run at the end of the production schedule /day/ week and followed immediately by the final cleaning cycle.
- Typically daily production will be only one product, with the same allergens.
- A full deep dismantle and clean will occur before changing to a product with different allergen status
- Raw materials spillages will be contained and cleaned immediately
- Correct packaging/labels, with correct allergen information are used for the appropriate product.
- Standard recipes or formulations are to be used for all products made and packed.
- If there is a recipe change, or change to raw material supplier that results in the introduction of new allergenic materials, then existing labels must not be used.

- **XXX Raw Materials Allergen Matrix** identifies allergens onsite in raw materials that are going to be opened and used as ingredients. These allergens must be declared as “May be Present” if not a direct ingredient of the XXX product.
- **XXX Product Allergen Matrix** identifies the allergenic ingredients within each product made or mixed onsite. These allergenic ingredients must be declared in the ingredient list or warning statement.
- Each allergen has a reference dose – a limit of the amount that will generally trigger a allergic reaction
(Reference dose available from VITAL – Allergen Bureau)
Consideration is given to the form of the possible cross contact allergens onsite.
Particulates – separate, distinct particles pose a higher risk of triggering an allergenic reaction than dispersible liquids. Particulates identified on site such as sesame seeds, nuts and peanuts, milk powder, flour, spices must be listed as “May be present” in all products packed , mixed or made onsite.

Allergens are controlled in one of two ways. Either;

- Production scheduling.
The use of the XXX Allergen Matrix will assist in scheduling production to minimise allergen cross contact contamination.
- Where foods with allergens present in the ingredients are prepared, effective cleaning before manufacture of any other food not containing that allergen is made.

Allergen Labelling and Mandatory Declarations.

FSANZ Food Safety Code 1.2.3 prescribes how mandatory declarations must be made on packaged food for retail sale in Australia. Businesses such as XXX that supply ingredients and pre mixes for use in food service or further processing must provide the same information on request. Product information on a product specification, Product Information Form (PIF) must comply with the mandatory declarations as required in FSANZ Food Standards Code 1.2.3 and Schedule 9.

The named allergen must be declared if it is present in the food product:

-as an ingredient, or ingredient or component within a compound ingredient. - a food additive

(or component of such)

- a food processing aid (or component of such)

The ingredient list must state the required mandated food name or name of allergen (see FSANZ table below) The allergen food name must be named after each ingredient or processing aid.

Eg: **milk** powder, **sesame** seeds, cream (**milk**), butter (**milk**), pasta (**wheat, egg**), pesto (**pine nut**, basil, olive oil)

The summary statement must state the required allergen food contained in the food product in the manner prescribed in FSANZ 1.2.3 (see FSANZ table below)

Eg: **Contains milk, sesame, wheat, gluten, egg, pine nut**

Mandatory Food Allergen Declarations (from FSANZ Schedule 9)		
Food Allergen	Required Name <i>Ingredients List</i>	Required Name <i>Summary Declaration Statement</i>
Sulphites (in concentrations of 10 mg/kg or more)	sulphites	sulphites
cereals containing gluten	barley oats rye	gluten
wheat	wheat	wheat & gluten (if present)
almond	almond	almond
Brazil nut	Brazil nut	Brazil nut
cashew	cashew	cashew
hazelnut	hazelnut	hazelnut
macadamia	macadamia	macadamia
pecan	pecan	pecan
pine nut	pine nut	pine nut

pistachio	pistachio	pistachio
walnut	walnut	walnut
crustacea	crustacean	crustacean
egg	egg	egg
fish	fish	fish
lupin	lupin	lupin
milk	milk	milk
mollusc	mollusc	mollusc
peanut	peanut	peanut
sesame seed	sesame	sesame
soybean	soy, soya or soybean	soy

The mandated allergen food name in the ingredient list and the summary declaration statement must be bold, clearly legible with a distinct contrast, and same size of type or font that is not less than the size of type of the other text in the statement of ingredients. Both the ingredient list and the summary statement shall be collocated in the same field of view.

The required format consists of:

- an ingredient list declaring in **bold allergenic substances**; and
- an allergen summary statement in **bold**;

“Contains xxxxx, yyyyyyyyy and zzzzzzzzzz”

A precautionary allergen statement may be added but is not a requirement under FSANZ Food Standards Code 1.2.3. However information of food allergens where cross contact may not be excluded should be available.

- a precautionary statement.

“May be present: wwwwww, vvvvvvvv.”

No estimations or guessing about the allergen content of a food are to be made.

14. HACCP

INTRODUCTION

ETC

The HACCP Plan has been developed in accordance with the following Codex principles:

1. Conduct a hazard analysis and identify control measures.
2. Determine the Critical Control Points (CCPs).
3. Establish validated critical limits.
4. Establish a system to monitor control of the CCP
5. Establish the corrective actions to be taken when monitoring indicates a deviation from a critical limit at a CCP has occurred.
6. Validate the HACCP plan and then establish procedures for verification to confirm that the HACCP system is working as intended
7. Establish documentation concerning all procedures and records appropriate to these principles and their application.

The HACCP Plan includes the following documentation:

Product Description and Intended Use

Flow Diagram

Hazard Analysis

HACCP Audit Table

Validation of the HACCP Plan

Verification Schedule

The HACCP team comprises of:

- XX
- AA
- CC

ETC.

14.1. HACCP

HAZARD ANALYSIS PROCEDURE

The assessment of the significance of Food Safety hazards uses the following matrix of the severity (consequences) and the likelihood (frequency).

HAZARD SEVERITY

1. Fatality
2. Serious Illness happened' (own info)
3. Product Recall happening'
4. Customer Complaint
5. Not significant

HAZARD LIKELIHOOD

- A. Common repeating occurrence
- B. Known to occur or 'it has
- C. Could occur or 'I've heard of it
- D. Not expected to occur
- E. Practically impossible

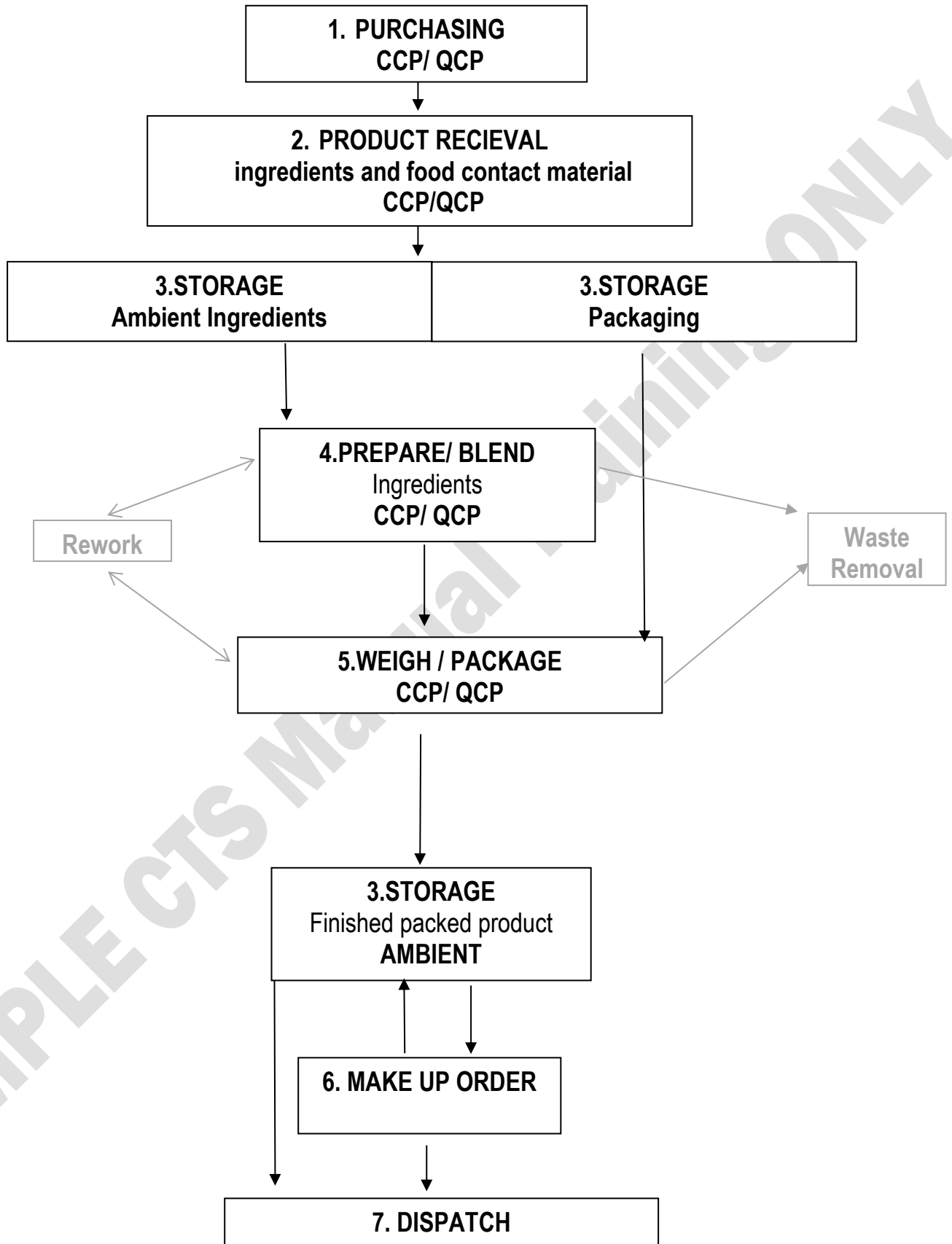
SEVERITY	LIKELIHOOD				
	A	B	C	D	E
1	1	2	4	7	11
2	3	5	8	12	16
3	6	9	13	17	20
4	10	14	18	21	23
5	15	19	22	24	25

A value of 1-10 indicates a significant Food Safety or Quality Issue (i.e. above the line), which signifies that control measure(s) must be put in place – CCP or QCP status control measures & that monitoring & records must be kept. Food Safety & Quality issues that are not significant will have values of 11 – 25. It is up to the HACCP team members to determine whether it makes good sense to have any control measures in place (i.e. CP or QP status control measures). *Source AFS Volume 2, Issue 7 page 33-34 & Volume 2, Issue 9 page 18 – 20.*

14.2 PRODUCT DESCRIPTION & INTENDED USE

<p>Scope and Purpose</p>	<p>The Scope of the HACCP Plan includes Purchasing, Receiving, Storage, Processing/ Blending, Packaging, and Dispatch of Dry Spice Mixes to Customer.</p> <p>The purpose is to comply with the Australian New Zealand Food Standards Code; and other customer and regulatory requirements, covering food safety and food quality.</p>
<p>Product Description</p>	<p>Ambient Temperature Dry Ingredient Mixes</p>
<p>Method of Preservation</p>	<p>Methods include Aw – including drying, salt and sugar,</p>
<p>Packaging</p>	<p>Packaging as defined in Product Specifications.</p> <ul style="list-style-type: none"> • Typically paper or plastic bags <p>Secondary packaging may be wooden pallets , with shrink wrap.</p>
<p>Relevant limits</p>	<p>FSANZ Food Standards Code including: PART 1.2 Labelling and other information requirements PART 1.3 Substances added to or present in food PART 1.4 Contaminants and residues PART 1.5 Foods requiring pre-market clearance 1.5.3 Irradiation of Food PART 1.6 Microbiological limits and processing requirements Chapter 2 Food Standards as applicable PART 3.2 Food Safety Requirements Schedules - as applicable Schedule 19 Maximum levels of contaminants and natural toxicants</p>
<p>Storage Conditions and Distribution Method</p>	<p>All XXX products are stored and distributed at ambient conditions.</p>
<p>Shelf Life Criteria</p>	<p>As per product specification. Typically Use By 1 year on date of production</p>
<p>Labelling</p>	<p>As per Food Standards Code 1.2</p>
<p>Customer Preparation & Sensitive Population</p>	<p>Products are an ingredient for further preparation / use. Intended for General Consumption. All XXX products have allergen warnings where applicable.</p>

14.3 FLOW DIAGRAM



14.4 HAZARD ANALYSIS

Step	Hazards (Safety and Quality)	Cause of Hazard	Significance of Hazard			Control Measure
			Severity	Likelihood	Significance	
1. Purchasing	Chemical Presence of pesticides and similar agricultural chemicals Heavy metals in any nut products; Presence of manufacturing chemicals [pest control, cleaning, maintenance, etc]	Inappropriate Processing Controls by supplier. Suppliers do not have effective GMP, Pest Control, Cleaning Programs	2	C	8 YES	Product to be sourced from an approved supplier Staff training Product Safety Procedure for approval of high risk foods. Certificates of testing for high risk foods. Approved Supplier Procedures
	Chemical allergens in Food ingredients, processing aids	Inappropriate Processing Controls by supplier. Incorrect labelling of products	2	C	8 YES	Product to be sourced from an approved supplier Allergen Management. Labelling and Product Matrix
	Chemical / Microbial Irradiation contamination of spices	Inappropriate Processing Controls by supplier.	2	C	8 YES	Product to be sourced from an approved supplier Certificates of Analysis or product specification information Steam Sterilisation of spices

	<p>Microbial -Contamination of raw materials (Pathogens and spoilage organism)</p>	<p>Contamination in product Salmonella in imported risk foods and products -Dried Coconut -Sesame seed -Dried Chili -Paprika -Pepper, Almonds.</p>	2	C	8 YES	<p>Product to be sourced from an approved supplier Certificates of Analysis or product testing for risk products Spices to be steam sterilised (rather than irradiated) Spices to be purchased from HACCP or GFSI certified supplier Department of Agriculture test for imported spices Product Safety Procedure for approval of high risk foods. Certificates of testing for high risk foods. Approved Supplier Procedures</p>
	<p>Physical - Foreign Object contamination (including pests)</p>	<p>Inappropriate processing controls by ingredient supplier or in transit. [Suppliers do not have effective GMP, Pest Control, Cleaning Programs]</p>	4	C	18 NO	<p>Approved Supplier Program Receival Procedures; Visual inspection Staff training</p>
	<p>Quality –Loss of Traceability</p>	<p>Product not received in accordance with specifications. Or no identification code on batches</p>	3	C	13 NO	<p>Products received from an Approved Supplier Check product on receival</p>
	<p>Quality - Product not to specification</p>	<p>Incorrect goods received. Presence of off flavours in ingredients. Poor quality product</p>	2	C	8 YES	<p>Approved Supplier Program (Receival Procedures</p>

14.4 HAZARD ANALYSIS cont – Product receipt

Step	Hazards (Safety and Quality)	Cause of Hazard	Significance of Hazard			Control Measure
			Severity	Likelihood	Significance	
2. Product Receipt	Physical – Contamination in product / ingredients / packaging	Inappropriate processing controls by ingredients / packaging company	3	C	13 NO	Staff training Approved Supplier Program (Product / ingredients / Packaging) Receival Procedures
	Quality – Loss of Traceability	Product does not have an identification code to identify it. Poor stock rotation	3	C	13 NO	Product Identification and Traceability Approved Supplier Program Receival Procedures - check for identification code
	Microbial -Contamination of raw materials	Contamination in product Salmonella in risk foods and products -Dried Coconut -Sesame seed -Dried Chili -Paprika -Pepper - Spices Almonds.	2	C	8 YES	Product to be sourced from an approved supplier Certificates of Analysis or product testing for imported risk products Receival Procedure Visual check on Receival Signed invoice
	Physical - Foreign Object contamination (including pests)	Inappropriate processing controls by ingredient supplier or in transit. [Suppliers do not have effective GMP, Pest Control, Cleaning Programs]	4	C	18 NO	Approved Supplier Program Receival Procedures; signage of invoice Visual inspection trained staff

	Quality, Microbial – Microbe or egress of moisture growth causing off flavours	Product not sealed	4	C	18 NO	Staff training Receival Procedures, including potentially rejecting unsealed / damaged products Approved Supplier Program
	Microbial – Contamination in ingredients, or packaging	Inappropriate processing controls by ingredients / packaging company. Exposed product	2	C	8 YES	Staff training Receival procedures Approved Supplier Program (
	Quality - Product not to specification	Incorrect goods received Presence of off flavours in ingredients. Poor quality materials	2	C	8 YES	Approved Supplier Program Receival Procedures – visually check for quality to invoice. Invoice signed

14.4 HAZARD ANALYSIS cont – Storage

Step	Hazards (Safety and Quality)	Cause of Hazard	Significance of Hazard			Control Measure
			Severity	Likelihood	Significance	
3. Storage Ambient.	Quality – Damage to stored product	Contamination by moisture during storage	3	D	17 NO	<p>Staff training;</p> <p>Cleaning practices</p> <p>Product not stored where water can make contact with bags. Product stored off the floor.</p> <p>Visual observation of product during storage</p> <p>Oil containers with sealed lids</p> <p>GMP and Cleaning form check</p>
	Physical, Microbial; Quality – Contamination during storage	Pest infestation	3	C	13 NO	<p>Ensure pest control program is in place and effective to prevent pest infestation.</p> <p>GMP / cleaning to prevent / address any spills of product that may attract pests, including waste policy.</p> <p>Isolate / reject damaged or potentially contaminated product</p> <p>Hygiene checklists</p>

	<p>Physical, Microbial, Chemical, Quality – Contamination during storage [including allergens, metal pieces]</p>	<p>Product contaminated in storage by other products; Product contaminated in storage by poor handling. Poor GWP Product stored on floor</p>	<p>3</p>	<p>C</p>	<p>13 NO</p>	<p>Staff training; Cleaning practices Product stored off the floor Pallets in good repair GMP - Housekeeping and hygiene policies, including all products sealed when in storage Visual observation of packages during storage, including isolate / reject damaged or potentially contaminated products Product Identification and traceability – all products labelled with contents</p>
	<p>Chemical – Contamination by chemicals</p>	<p>Cleaning or pest chemical contamination Improper chemical storage</p>	<p>4</p>	<p>C</p>	<p>18 NO</p>	<p>Pest chemicals not sprayed directly on product during storage Ensure separate storage of chemicals Approved Supplier Program (chemicals) All product sealed / covered Visual observation of packages during storage, including isolate / reject damaged or potentially contaminated products</p>

	Quality – Loss of traceability	Identification lost during storage	4	C	18 NO	<p>Product identification and traceability – label or date all products as appropriate.</p> <p>Production records.</p> <p>Receival procedures and signed invoices</p> <p>Reject / isolate any product which cannot be identified</p> <p>GMP and Cleaning checklist</p>
--	---------------------------------------	------------------------------------	---	---	----------	--

14.4 HAZARD ANALYSIS cont – Prepare & Blend

Step	Hazards (Safety and Quality)	Cause of Hazard	Significance of Hazard			Control Measure
			Severity	Likelihood	Significance	
4. Prepare & Blend	<p>Physical, Quality, Chemical (including allergens) – wrong product prepared / wrong ingredient used / ingredients not added as per recipe</p>	<p>Ineffective training; Production recipes not followed not followed; Product substitution</p> <p>QA checks not done effectively</p>	1	B	2 YES	<p>Ensure standard Recipes are followed correctly and correct ingredients are used in blends by effective training program. Follow Production schedule. Product specification / Recipe Production Mix form Checks for correct ingredients and labels per batch All ingredients correctly labelled. Ensure checks off all prepped blends prior to being mixed.</p>
	<p>Physical – Foreign Object contamination (including pests)</p>	<p>Hair not enclosed Foreign objects in production area. Poor GMP and hygiene Poor equipment maintenance</p>	4	C	18 NO	<p>Staff Training; Cleaning Program, equipment including scoops must be washed and sanitised between different products. Good Manufacturing Practices. Reject / assess damaged product Visual inspection of product during mixing and packing Production Mix Form GWP Procedures GMP & Cleaning checklist Hair covering.</p>

	Chemical – allergen contamination	Cross contamination by utensils and containers during preparation	2	B	5 YES	<p>Ensure Standard Recipes are followed correctly and right ingredients are used in blends by effective training program.</p> <p>Production batch scheduling</p> <p>Cleaning program for scoops, buckets, tubs etc to remove particulates of allergens prior to re-use</p> <p>Scoops and equipment must be washed and sanitised between different products with different allergens</p> <p>All ingredients correctly labelled.</p> <p>Allergen control – achieved by labelling</p> <p>Correct label check , visible clean down and check ingredients on Production Mix form</p>
--	--	---	---	---	------------------	---

14.4 HAZARD ANALYSIS cont – Weigh & Package

Step	Hazards (Safety and Quality)	Cause of Hazard	Significance of Hazard			Control Measure
			Severity	Likelihood	Significance	
5. Weigh & Package	Chemical – from packaging Chemical – chemical residue	Non food grade packaging used Chemicals incorrectly stored Incorrect use of chemicals	ECT			
	Chemical - Chemical residues: Allergens	ETC		D	12 NO	Cleaning program warehouse and equipment Verification of cleaning [Visual]-on Production mix form GMP – Storage procedures Production Mix Form record of ingredients Standard Recipe Form GMP and Cleaning form check on storage
	Chemical - Allergens	ETC	2	B	5 YES	ETC
	Physical - Foreign Object contamination	Contamination from packers or packaging machine Foreign matter not visually detected	4	C	18 NO	Good manufacturing practices Staff training

	ETC		4	A	10 YES	Staff training Best before date to be printed on label clear and legible Product assessed during production on Production Mix form
	Quality – Product not packed to correct weight		3	C	13 NO	Staff training Equipment scales calibration program- annual and Internal audit Equipment Maintenance
	Quality, Microbial – Mould growth (causing off flavours) or microbial growth					

14.4 HAZARD ANALYSIS cont –6. Make Up Order

Step	Hazards (Safety and Quality)	Cause of Hazard	Significance of Hazard			Control Measure
			Severity	Likelihood	Significance	
6. Make Up Order	Physical – foreign object contamination	Package not sealed	3	C	13 NO	Ensure packaging effectively sealed
	Quality – Loss of Traceability	Product does not have a date code to identify it. Incorrect packaging is used Stock not rotated and not fresh	3	C	13 NO	Ensure all products are effectively labelled and date stamped Label checks on Production Mix Form Storage Procedure- FIFO Trained staff
	ETC					

14.4 HAZARD ANALYSIS cont – Dispatch

Step	Hazards (Safety and Quality)	Cause of Hazard	Significance of Hazard			Control Measure
			Severity	Likelihood	Significance	
7. Dispatch	Physical, Microbial, Quality, Chemical – Contamination during dispatch	Contamination from pallet jack, forklift/ truck	4	D	21 NO	Staff training Maintenance Cleaning
	ETC					

14.5 HACCP Audit Table

Step	Hazard	Status	Control Measure	Critical Limits	Monitoring		Corrective Action	Records
All Steps on site	Chemical - Chemical residue contamination. Microbial, Quality, Physical – Contamination by foreign objects or microbes	CP	Cleaning, Pest Control, Maintenance, Good Manufacturing Practices Allergen Management	Support programs must be followed	What	Presence of contamination	Product – Reject or put on hold for assessment of contaminated product Who – Operators Process – Correct source of contamination, including staff retraining if necessary Who – Business Operations Manager	GMP and Cleaning Checklist Corrective Action Training Record
					How	Visual inspection		
					How often	Daily/ weekly record		
					Where	Areas		
					Who	Operators- all		
1. Purchasing	Chemical, Microbial, Quality, Physical – Contamination by foreign objects, chemical residues. [including allergens] or microbes or irradiation from Irradiated spices	CCP / QCP	Buy from approved supplier	All ingredients, products and packaging, chemicals bought from approved suppliers only	What	Presence of contaminating sources	Product – Reject non-approved product Who – Member of HACCP team Process – Retrain person purchasing on correct protocol Who – Member of HACCP team	Purchase order / email order; Docket / invoice Approved Supplier List Certificates of testing or analysis
					How	Order only from suppliers on approved list		
					How often	Each time ordered		
					Where	In offices		
					Who	Person undertaking purchasing		

Steps 2 Receival (imported and domestic) spices	Raw Material not conforming to specification or product safety requirements	CCP / QCP	All incoming imported spices must be tested by Department of Agriculture prior to use	All incoming imported spices must be approved to Department of Agriculture prior to use	<i>What</i> Imported Spices have passed Dept of Agriculture testing.	Product: Put any non-conforming product on hold and contact supplier for credit and / or permission to dump, re-export or re-process [reapply treatment]. Who: HACCP team leader, as per Department of Agriculture Instruction Process – Contact supplier Who – HACCP team leader	Product information or PIF on imported spices. Invoices signed on receival Approval of suppliers . Laboratory Test Reports Certificate analysis for each batch of spices received. Notification form Department of Agriculture Inwards Notification form Supplier Correspondence
					<i>How</i> Evidence of steam sterilisation of spices Check result of testing		
					<i>When</i> Prior to using any new batch of imported spices		
					<i>Where</i> Dock or office		
					<i>Who</i> Dock		

Step	Hazard	Status	Control Measure	Critical Limits	Monitoring		Corrective Action	Records
Steps 2 Receiving – all food and packaging	Quality ,Microbial, Physical I- Product not to specification	CCP / QCP	Inspection of goods on arrival	Product to comply with product specifications	<i>What</i>	Product from approved supplier and visually meets requirements	Product: Do not accept product that does not comply with specifications requirements or is contaminated Who – Warehouse Staff Process – contact supplier Who – HACCP team Leader	Signed invoice delivery docket Corrective Action
					<i>How</i>	Check from approved supplier and conduct visual inspection of sample product		
					<i>How often</i>	Each delivery		
					<i>Where</i>	At receipt area		
					<i>Who</i>	staff		

Step	Hazard	Status	Control Measure	Critical Limits	Monitoring		Corrective Action	Records
Steps 4 and 5 Prepare/ Blend Weigh / Package	Quality ,Microbial, Physical, Chemical– Product not mixed. labelled, packaged to specification	CCP / QCP	Product made and packaged to specification	XXX Product to comply with product specifications.	<i>What</i>	Product made and packaged to meet specification/ recipe	Product: Put ON HOLD product that does not comply with specifications requirements, improperly paged, incorrect weight or contaminated. Rework or discard any nonconforming product. Who – Warehouse Staff Process – investigate issue, service equipment or retrain staff Who – HACCP team Leader	Production Mix Form Corrective Action Form
					<i>How</i>	Visual check List ingredients check label		
					<i>How often</i>	Each batch		
					<i>Where</i>	At Mixing/ packing area		
					<i>Who</i>	staff		

15. VALIDATION of controls, CCP and QCP Critical Limits, HACCP Plan

Step	Hazard	Controls	Validation Data / Critical Limit
1. Purchasing	Non Metal Contaminants in incoming ingredients	Purchase from approved supplier. Certificate of Analysis HACCP Certificate Approved Supplier Procedure Approved Supplier list	FSANZ S19—5 Aflatoxin in Peanuts and Tree nuts Maximum Level 0.015mg/kg Ergot in Cereal Grains 500 mg/kg Vinyl chloride in all food 0.01 mg/kg Refer 20.1 Product Safety Requirements - purchasing
1 Purchasing	Metal contaminants in incoming ingredients	Purchase from approved supplier. Certificate of Analysis HACCP Certificate Approved Supplier Procedure Approved Supplier list	FSANZ S19-4 Arsenic Total in Cereal Grains and milled cereal products 1 mg/kg Cadmium in Peanuts 0.5 mg/kg Refer 20.1 Product Safety Requirements - purchasing

1 Purchasing	Microbial contamination in Dried spices	Purchase from approved supplier. Certificate of Analysis HACCP Certificate Approved Supplier Procedure Approved Supplier list	Imported Food Control Act 1992 Surveillance test Dried herbs (excluding garlic flakes/granules) Salmonella not detected in 25g sample FSANZ S27—4 Pepper, paprika and cinnamon Salmonella not detected in 25g sample Refer 20.1 Product Safety Requirements - purchasing
1. Purchasing	Purchase of all inputs Chemical, Microbial, Quality, Physical – Contamination by foreign objects, chemical residues. [including allergens] or microbes or irradiation from Irradiated spices	Purchase from approved supplier. Certificate of Analysis HACCP Certificate Approved Supplier Procedure Approved Supplier list	Codex Standards CXC-1-1969 2020 “ETC Food Standards Code 3.2.2 Division 3 Food Controls 5 ETC

2 Receiving	<p>Contaminated goods- food or packaging</p> <p>Raw Material not conforming to specification or product safety requirements</p>	<p>Certificates of Analysis for imported spices</p> <p>Purchase from Approved Supplier Visual Inspection of incoming goods</p>	<p>Codex Standards CXC-1-1969 2020 7.2.8 ETC</p> <p>Food Standards Code 3.2.2 Division 3 Food Controls 5 Food Receipt</p> <p>1. A food business must take all practicable measures to ensure it only accepts food that is protected from the likelihood of contamination.</p> <p>3) A food business must, when receiving potentially hazardous food, take all practicable measures to ensure it only accepts potentially hazardous food that is at a temperature of – (a) 5 °C or below; or (b) 60 °C or above, unless the food business transporting the food demonstrates that the temperature of the food, having regard to the time taken to transport the food, will not adversely affect the microbiological safety of the food.</p>
-------------	---	--	--

			Refer 20.1 Product Safety Requirements - purchasing
3 Storage	<p>Contamination of food in storage.</p> <p>Growth of biological hazards in storage.</p> <p>Cross contamination of chemicals and allergens</p> <p>Foreign objects,</p>		<p>Codex Standards CXC-1-1969 2020</p> <p>7.2.8</p> <p>ETC</p> <p>Food Standards Code 3.2.2</p> <p>Division 3 Food Controls</p> <p>6 Food Storage</p> <p>1. A food business must, when storing food, store the food in such a way that –</p> <p>(a) it is protected from the likelihood of contamination; and</p> <p>(b) the environmental conditions under which it is stored will not adversely affect the safety and suitability of the food.</p> <p>2. A food business must, when storing potentially hazardous food –</p> <p>(a) store it under temperature control; and</p> <p>(b) if it is food that is intended to be stored frozen, ensure the food remains frozen during storage</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">4 Prepare & Blend and 5 Weigh and package</p>	<p>Quality ,Microbial, Physical, Chemical– Product not mixed. labelled, packaged to specification</p>	<p>Product made to specification Standard Recipes Visual Check Production Mix Form</p>	<p>Codex Standards CXC-1-1969 2020 Food Standards Code 3.2.2 Division 3 Food Controls ETC</p> <p>9 Food packaging A food business must, when packaging food (a) only use packaging material that is fit for its intended use; (b)only use material that is not likely to cause food contamination; and (c) ensure that there is no likelihood that the food may become contaminated during the packaging process</p> <p>Codex Standards CXC-1-1969 2020 7.2.2 Specific process steps ETC 8.2 All food products should be accompanied by or bear ETC</p>
--	--	--	---

16. VERIFICATION

All imported products are tested by Department of Agriculture (Australian Quarantine & Inspection Services) according to the Imported Food Inspection Program (IFIP).

Verification activities are carried out to ensure that the Quality System is working effectively and if any changes occur in any process or activity of the company, necessary changes are made.

WHAT	HOW	WHEN	WHO	RECORDS
Internal Audit	As per procedure	Annually	HACCP team / External Consultant	Internal Audit Report
Approved Supplier Program	Evaluation of Approved Suppliers and specifications are current.	Annually	HACCP Team	Internal Audit Report and Approved Supplier List
Review of monitoring and corrective actions	Determine if all monitoring records are accurate and if corrective actions have been raised appropriately and the frequency	Monthly Annual	HACCP Team Leader	Monitoring records signed Corrective Action Reports
Management Review, includes review of systems	Meeting to review the Program	Annually	Management and HACCP Team	Management Review Minutes

17. INTERNAL AUDIT

To routinely ensure XXX documented systems and records are up to date, and that all work practices are as per those documented systems internal audits are undertaken.

Each year a member of the HACCP team or the External Consultant will conduct an internal audit at each state site. The internal audit aims to check the company's quality and food safety system to ensure its continuing suitability and effectiveness.

The internal audit will covers all sections of this manual, checking whether the following three components are under control:

- Facilities and Amenities – Do they meet building standards
- Documented Systems – Are they up to date?
- Work Practices – Have the documented systems been effectively implemented/
Are they uncontrolled hazards not covered by the documented systems?
- Records – Are they up to date and have then been kept at the frequency documented?

Any issues found during an internal audit will potentially be raised as a corrective action (CAR)

Records of the internal audit are the **Internal Audit report** and CARs (possible if an issue is raised)

18. MANAGEMENT REVIEW

XXX routinely conducts reviews of the company's food safety system to ensure its continuing ability and effectiveness.

Annually the management team meets to review the quality and food safety system.. The General Manager or their nominee is responsible for the agenda and final minutes of the meeting and is additionally responsible for summarizing customer complaints, corrective and preventive action, internal audits and food safety issues.

The agenda for the meeting is as follows:

- Minutes of previous meeting
- Quality and food safety policy review
- Food Safety Culture Development
- Status of corrective actions
- Customer feedback and complaints
- Results of audits (internal and external)
- Improvement of the effectiveness of the Quality and Food Safety system
 - Document control
 - Product Identification and Traceability
 - Good Manufacturing Practices
 - Cleaning
 - Pest Control
 - Maintenance
 - Calibration
 - Training requirements - Resources needed
 - Recall
- New Products / Processes / Equipment (HACCP system changes)
- Review of suppliers and subcontractors
- Additional items
- Next meeting

The outcome of the management review meeting will be formalized on the **Management Review Minutes** along with the person responsible for each outcome.

*Should any issues arise during the Management Review meeting which the members present determines needs further action, they a **Corrective Action Register (CAR)** can be raised.*

19. XXX WORK PROCEDURES

XXX also has a number of other documented procedures.

These include:

- Product safety requirements
- Purchasing
- Receiving
- Storage and stock control
- Production Mixing
- Packaging and weighing

19.1 Product Safety Requirements- Purchasing

A. Imported Foods

All imported food must comply with Australia's biosecurity import conditions.

Check the Biosecurity Import Conditions system (BICON) to determine if the food imported to be imported requires an import permit or a treatment. All biosecurity requirements must be met before Imported Food Inspection Scheme requirements apply.

The Imported Food Inspection Scheme identifies risk food that must be inspected and samples of food taken where analysis is required when imported. The Department of Agriculture will inspect imported risk food under the Imported Food Inspection Scheme (IFIS)

Risk food items include

- Dried coconut (microorganisms – salmonella
Not detected in any 25 g sample unit)
- Peanuts and peanut products (aflatoxin maximum level 0.015 mg/kg)
- Pistachio and pistachio products (aflatoxin maximum level 0.015 mg/kg)
- ETC

Surveillance Foods

- ETC

All products stocked by XXX provided by approved suppliers must meet these requirements.

Approved Suppliers must supply a current certificate of analysis for the supply of these risk items listed above

B. Domestic Australian Product

XXX requires all products supplied to meet the Australian Food Standards Code for Microbiological limits in food.

From Schedule 27 (accessed 29/01/2021)

Microbiological limits of note are:

Pepper, paprika and cinnamon

Salmonella 5 0 not detected in
25 g

Dried, chipped, desiccated coconut

Salmonella 10 0 not detected in
25 g

Cocoa powder

Salmonella 5 0 not detected in
25 g

Dried Milk

Salmonella 5 0 not detected in 25 g

XXX requires all products supplied to meet the Australian Food Standards Code for
Maximum Residue limits

From Schedule 20 (accessed 27/27/2017)

XXX requires all products supplied to meet the Australian Food Standards Code for
Maximum levels of contaminants and Natural Toxicants

From Schedule 19 (accessed 27/27/2017)

Maximum levels of contaminants of note are:

ETC

**XXX will source all of the above named products from an approved supplier and
request certificates of analysis or product testing results as applicable.**

Suppliers of all Australian nuts will have certificates for aflatoxin testing.

Retention Sample Policy

No retention samples are currently kept by XXX, but systems would be introduced if ever
required by major customers.

19.2 Purchasing

Refer to Approved Supplier Assessment Procedure

- All persons responsible for ordering stock, must use only suppliers on the Approved Supplier List. The Approved Supplier list can be viewed in the HACCP Manual documentation folder located in the HACCP Team Leaders area
- Any product which is to be ordered from a supplier not on the Approved Supplier List, is to go thru the HACCP Team Leader who upon retrieving certification, can then add that supplier onto the Approved Supplier List
- All suppliers must be able to provide evidence to achieve Approved Supplier status, against the documented criteria for approval.
The HACCP team leader determines the ability of each supplier to provide safe and quality products or services. .i.e. appropriate certification or licences, service history, timely delivery etc. The Approved Supplier List contains details of all suppliers and the criteria requirements for each type of supplier.
- Records of the approval requirements for each supplier will be maintained and be available for audit.
- See previous section product safety requirements.
All products named in section 17.1 will require additional certificates of analysis or clearance from the approved supplier

19.3 Receival Procedure

XXX will perform receival checks when receiving food products and record this by signing the delivery docket or invoice accompanying the goods

- Delivery trucks can be randomly inspected for cleanliness, suitability of transport and temperature control.
- All products or supplies shall conform to purchase specifications
- Inspections shall consist of:
 - An initial check of the number of packages and items received against the delivery docket or invoice
 - A random representative visual inspection of packaging to ensure that it is intact, sealed and clean
 - A random representative visual check that pre-packaged manufactured or imported food is labelled and traceable.
 - Random representative check on the use by or best before dates to ensure adequate time allowed for usage.
- Receivers initial signed on the invoice indicate all requirements for receival have been checked as above and are satisfactory for the delivery.
- After checking all of these things accept delivery and sign driver's documentation if required
- If the above checks find any product not conforming to the specifications and requirements indicate NS on the invoice for NOT SATISFACTORY. Items affected and not satisfactory shall be separated from the remaining order, and Warehouse supervisor alerted. Non conforming product may be returned to the supplier, or isolated- marked clearly ON HOLD until the supplier is contacted. The Warehouse Supervisor will evaluate the nonconforming product and take appropriate corrective action
- A Corrective Action Report will be completed where product is found to not conform and is NOT SATISFACTORY

19.4 Storage Procedure

All food has a limited shelf life which will vary depending on the type of food, how it is packaged and how carefully it is transported and stored. The shelf life of foods must be managed to ensure the quality and food safety of products. Control of shelf life and associated storage conditions applies to purchased manufactured or imported packaged food and food prepared or processed on site

The storage life of food products is influenced by many factors, including:

- microbial growth
- chemical changes such as a slow development of brown colour and/or flavour changes
- rancidity in fats
- water uptake or loss (can affect texture or other food attributes)
- warm storage
- bright light
- air
- high humidity

Warm storage temperatures, bright light, air (containing oxygen), and high humidity all shorten storage life. Appropriate packaging and refrigeration can substantially reduce the rate at which food will deteriorate. Low temperatures slow the growth of microorganisms and the rate of chemical (including enzymatic) changes in food.

There are two types of date marking of packaged foods in Australia. These are 'best-before' and 'use-by':

- A Use-By Date means 'the date which signifies the end of the estimated period, if stored in accordance with any stated storage conditions, after which the intact package of food should not be consumed because of health and safety reasons'. It is an offence to sell or supply a packaged food past its use-by date as this form of date marking is tied to food safety.
- "Best before" dates relate to food quality. They are marked on foods which do not present food safety issues, but if these foods are eaten after the best before date they may have lost nutritional value and quality

Manufacturers of may also give instructions for storage and handling when the product is open, where product quality or safety may be affected.

If food is not labelled then information for the consumer on how to store the product and how quickly to consume the food must be provided on request.

Requirements

In relation to food storage the Food Safety Standards require:

A food business must, when storing food, store the food in such a way that
(a) ETC

Stock Control Procedure

Stock rotation is where existing stock is with an earlier production date or use by date is positioned, to be picked and used first; and of moving products with a later date to the

back or rear, so they are picked or used later (still within the specified use by or best before date range).

This is sometimes referred to as FIFO stock rotation “First in, First Out”

The procedure of stock rotation:

- Keep the storage area clean and uncrowded. A crowded storage area is difficult to keep clean.
- Don't store food on the floor,
- Store food in accordance with manufacturer's instructions
- Make sure food does not stay in storage too long - practice stock rotation.
- Check “use by” dates and “best before” dates
- Position stock according to use by dates, so that the older products with the nearest use by or best before date is used or sold first
- Different types of products have different shelf life management procedures:
- All opened bags or boxes of ingredients/ packaging are to be closed by being either taped, clipped, recapped or tied to prevent contamination by dust, vermin rodents or insects
- Chemicals such as sanitisers and cleaning compounds are not to be stored with foods. Chemicals are to be segregated from all foods and if possible food packaging. If chemicals are stored in the same area as food packaging, ensure chemicals are always stored below food packaging. Also ensure all chemicals are properly labelled.

<p>Ambient Dry goods, flours, condiments, spices Low risk food that does not require refrigeration when opened</p>	<p>Follow manufacturer's instruction for shelf life. Decanted or unpacked products must carry product name and follow manufacturers instruction for shelf life (Use by or best before dates) Check for signs of spoilage and deterioration.</p>
---	---

Shelf life of raw materials / ingredients

The procedure for the control of all food products to be used as ingredients received as follows:

- All goods are to be received following the receipt procedures with appropriate checks and records made.
- Any product that does not conform to the XXX receipt procedures, is outside the product's use by or best before dates, or is of unsuitable quality will be rejected/ or disposed of.
- Inspect all fresh produce prior to use and remove/ reject unsuitable contaminated stock
- Packaging contains the date code for the product and indicative shelf life.
- Staff should follow storage instructions as provided by the manufacturer.
- Staff are to check a product's shelf life by date prior to use. Food may be used after the best before date provided the quality is satisfactory. If there is any doubt of the food's safety or quality the food is to be discarded as waste.
- Goods are used on a first in – first out [FIFO] basis, following stock rotation principles.

Work in Progress

The procedure for the control of food products partially prepared or work in progress is as follows:

- Products returned to a storage area after being partially processed, or partially prepared are labelled with the date of production/ preparation if not for use that day.
- Any product that is not readily identifiable with a date of production, or is of unsuitable quality will be disposed of.
- Goods are used on a first in – first out [FIFO] basis, following stock rotation principles.

Finished goods shelf life

The procedure for the control of food products which are finished:

- All finished food product to remain sealed. If the package is opened, assess for contamination . Reseal any uncontaminated unused portion in a sealed package
- Any product that is not readily identifiable, with a date of production or finished preparation, or is of unsuitable quality will be disposed of.

Stock Control Corrective Action

- ETC removed from site.

19.5 Production Mixing

Standard Recipe

A standardized recipe is a recipe that has been adapted and tested to ensure that it will produce a consistent product every time it is used.

The benefits of using a standard recipe are:

- Consistent food quality for customers
- Predictable yield
- Accurate nutrient content
- Food cost control
- Efficient purchasing and stock control
- Employee confidence and product knowledge
- Product traceability
- Allergen management and identification

XXX requires the use of standard recipes for their blended spice mixes

A file of current suitable standard recipes must be maintained and filed.

1. ETC

19.6 Packaging and Weighing

1. When packaging and weighing, all products must be visually checked to make sure they meet the product specification. This includes aspects such as the seal being intact, any date coding being clear and the product itself matching the details in the specification
2. ETC

XXX

RECORDS/FORMS

002 Weekly GMP and Cleaning form

Satisfactory (S) Unsatisfactory (U) and complete corrective action/comments column

Date:	Item	S / U	Corrective action/Comment
Processing / Mixing / Packing Area			
Ceiling, walls and floors free from signs of damage, dust and food residue			
Scales are clean and in good working condition [Check using 500g mass on scales (3) record weight]			
All equipment , conveyors free from rust, damage and deterioration and are visibly clean			
Area clean & tidy. No loose foreign objects, glass, plastics			
All ingredients labelled / identified. All finished product labelled and identifiable			
Lights above processing area covered			
All sinks accessible, in working order, with soap/ towel			
ETC			
Staff following personal hygiene/ health procedures			
Storage Areas			
Chemicals stored separately to food and packaging material			
All food and packaging material stored in a manner to prevent contamination			
Staff Amenities & Office (eg. toilets, staff rooms)			
Staff amenities kept clean, tidy & rubbish removed			
Pest Control			
No sign of pests within processing area, storage area or staff amenities			
Rodent and insect bait stations maintained and correctly situated and inspected			
ECT			
Transport			
Vehicles clean & in good condition			
HACCP Procedures followed		Initial/ sign	

Verified by HACCP Team Leader _____ Date: _____

003.1 INDUCTION TRAINING RECORD

The following requirements apply at XXX

When onsite:

- All employees must conduct themselves in a professional and safe manner at all times
- Personal belongings must be stored in an allocated area and not in working areas
- All product must be identifiable and dated
- Any unhygienic practice in which food safety or quality may adversely affected is prohibited
- Staff members must contact their manager if they are ill before they start work.
Staff must follow any Government health directives.. Where any staff member has a food poisoning type disease, including gastroenteritis, they are not allowed to work in contact with food.
- A ETC

Name	(print)	Commence Date	
Induction completed	Sign	Date:	
HACCP Team Member	Sign	Date:	

Verified: HACCP Team Leader-sign

Date

003.2 TRAINING RECORD FORM

Name of Employee (Trainee): _____

Position: _____

Training Requirement	Date and of Training	Type of Training	Staff Member Trainee Sign	Date of Assessment	Sign Trainer
Induction procedures- ALL		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
Good Manufacturing Practice – ALL		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
Personal Hygiene & Sanitation– ALL		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
ETC		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
ETC		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
Food safety controls		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
Corrective Action		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
ETC		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
Receival and stock control procedures		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
ETC		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
HACCP Training HACCP Manual		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
Product Recall / Withdrawal		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
Other		<input type="checkbox"/> New <input type="checkbox"/> Refresh			
Other		<input type="checkbox"/> New <input type="checkbox"/> Refresh			

004 APPROVED SUPPLIER LIST

Name of Supplier	Products or Services Purchased	Criteria for Selection [i.e. HACCP, Specification]	Certificate Expiry Date / review date
FOOD & PACKAGING & CHEMICALS			
	ETC	HACCP / Spec	
		HACCP / Spec	
		HACCP / Spec	
		HACCP / Spec	
		HACCP / Spec	
		HACCP / Spec	
		HACCP / Spec	
		HACCP / Spec	
		HACCP / Spec	
	Cleaning chemicals	SDS [Safety Data Sheet]	Current 5 yrs
SERVICES			
Correct Food Systems	Consultant	Exemplar Global registered	
	Transport	HACCP / licence	
	Pest Control	Pest control technician licence	

SUPPLIER DECLARATION LETTER

Contact

Supplier Name :

Address :

XXX Pty Ltd is committed to be a distributor and producers of safe, fresh, quality food products, in compliance with the Australian Food Standards Code, and relevant legislation. As a HACCP certified company we have requirements that our suppliers must meet

The following requirements ETC

Supplier Requirements	Details	If not in place indicate date for achievement
List products to be supplied to XXX	<input type="checkbox"/> Imported products <input type="checkbox"/> Australian products List:	<input type="checkbox"/> Peanuts <input type="checkbox"/> Spices, coconut <input type="checkbox"/> Dry mixes
Certified Quality Assurance System -HACCP Food Safety Program ETC		
Product Specifications (PIFs) Including allergen declarations		
Product Testing Chemical / Micro Analysis Eg aflatoxin testing, microbial testing or certificate of analysis		
Do you have an approved supplier program, with all suppliers approved?		
Do you have Product Identification & Traceability Procedures (explain your Batch or Date Coding and Traceability procedures you use on your products)		
Do you have a history of supply to XXX? (please detail)		

ETC

Supplier Signature

Date

Approved as Supplier to XXX

Date

006 INTERNAL AUDIT FORM

Complete every year

Satisfactory (S) Unsatisfactory (U) and complete corrective action/comments column

Completed by: _____

Date: _____

Section	S/U	Comment or Corrective Action
1. Management responsibility Is the food safety policy still current? Is the scope and purpose still current? Are the members of the HACCP team still current?		
2. HACCP Plan and Processes Is the product description still current? Is the flow chart still correct? Is the Hazard Analysis still valid? Have all records been kept for the CCP? Have the verification activities been undertaken, with records available?		
3. Document and Data Control Have all amendments to the HACCP food safety program been noted in the amendment register? Are there any uncontrolled procedures in the system? Have all records been completed and filed correctly? Are all forms in use current?		
4. Supplier Approval Program Is the Supplier Approval List up to date with all evidence of any certificates available? Are all services and goods purchased from an Approved Supplier?		
5. Maintenance Is the Maintenance Schedule up to date? Have all maintenance issues and breakdowns been recorded?		
6. Calibration Have the scales been calibrated using test weights? Have the scales been calibrated by an external contractor annually?		Result of calibration of scales:
7. Good Warehousing Practices Are all procedures as documented and up to date? Has the Cleaning been completed? Were any GWP non-compliances noted during this audit inspection?		

<p>Is the documented personal hygiene policy being followed by staff? (Food borne disease, contamination, wear appropriate clothing, handwashing) Is the facility maintained to an acceptable standard of cleanliness & adequate for activities conducted?</p>		
<p>13. Product Recall Have there been any recalls or withdrawals? If yes are the forms and records filled out appropriately?</p> <p>Current contact details of the recall team (including after hours contact), FSANZ food recall action officers list, applicable state notification requirements available and current?</p>		
<p>Comments/Further Action Required from Internal audit and inspection</p>		

SAMPLE CTS Manual Training ONLY

HACCP SYSTEM REVIEW

ETC		
Are there any changes to customer requirements?		
Inspection and internal audit results. All records complete and accurate?		
Food Safety Culture How has the food safety culture of the business been developed? What improvements have been made?		
ETC		

Signed by HACCP Team Leader

Date:

Signed by Managing Director

Date

07.1 RAW MATERIAL ALLERGEN MATRIX

Allergen contained in raw material Dry Particulate

 (may be present)

Raw Materials onsite													
Ingredient Raw material	Cereals with Gluten	Peanuts	Tree Nut specific eg cashew	Tree nut #2	Sesame seeds	Soy	Sulphites	Milk	Fish	Crustacea	Mollusc	Egg	Lupin
Product 1			Particulate										
		Particulate											
			Particulate										
			Trace					Trace		Trace			
								Particulate					

08. PRODUCT ON HOLD

ON HOLD (Do NOT Use)	
FOR ACTION BY THE WAREHOUSE SUPERVISOR	
PRODUCT:
DETAINED FOR:
DATE:
<small>THIS RETAIN LABEL MAY BE REMOVED BY THE SUPERVISOR ONLY</small>	

SAMPLE CTS Manual Training ONLY

09. MANAGEMENT REVIEW AGENDA / MINUTES [annually]

Date: _____

Attendees:(list)

- **Minutes of previous meeting- accept**
- **Quality and food safety policy review**
- **Food Safety Culture review**
- **Status of ETC**
- **Customer feedback and complaints**
- **Results of audits (internal and external)**

- **Improvement of the Quality and Food Safety system- review /adjust?**
 - **Document control**
 - **ETC**
 - **Good Manufacturing Practices**
 - **ETC**

- **Training Review/ Plans**

- **New Products (HACCP system changes)**

- **New Processes / Equipment (HACCP systems changes)**

- **Review of Approved suppliers and subcontractors**

- **Additional items**

- **Next meeting**

10. Standard Recipe form- sample

Name of Product			Yield:
Ingredient name	Required measure		Directions
	Quantity	Weight g	Inset step by step instructions
<i>Enter ingredients below</i>	e.g. 1/2 C,	e.g. 100	
Allergen Identification in product:			Nutrition Information if available