Food Safety Program
For
<*insert your Name of Business here*>




Aquaculture – Prawns

This Food Safety Program is designed to cover:

- Farming, processing, storage and transporting of prawns.

Template developed by the NSW Food Authority for implementation in the seafood industry

PRAWN AQUACULTURE FOOD SAFETY PROGRAM

HACCP FOOD SAFETY PLAN

SUPPORTING PROGRAMS

The Use of NSW Food Authority Food Safety Programs (FSP)

The NSW Food Authority Food Safety Programs are guidance documents only. The hazards and control measures identified in these HACCP Plans for all product groups are generic across the industry, and are based on existing published research. **However businesses must not assume that this guidance document covers all food safety hazards within their business. If using this document to develop your FSP then you must adapt this to fit your business, products, and market requirements, and to ensure that all potential food safety hazards are identified and controlled.**

1 MANAGEMENT RESPONSIBILITY

1.1 FOOD SAFETY STATEMENT

This seafood business is committed to maintaining this food safety program so that:

- the end product is fit for human consumption; and
- complies with the requirements of the Food Act 2003 and the Food Production (Seafood Safety Scheme) Regulation 2001.

1.2 SCOPE AND PURPOSE OF THE FOOD SAFETY PROGRAM

Scope This Food Safety Program covers the farming of prawns from purchase of stock through to the delivery of chilled or frozen raw and cooked prawns.

Purpose The Food Safety Program is being implemented to minimise the risk of hazards during the handling of the food whilst in the businesses' control ensuring that products meet regulatory requirements of the NSW Food Authority, pertaining to the Seafood Safety Scheme.

1.3 HACCP TEAM

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

The HACCP team includes:

	NAME	POSITION IN COMPANY
TEAM LEADER		
TEAM MEMBER		
TEAM MEMBER		
TEAM MEMBER		

2 HACCP PLAN

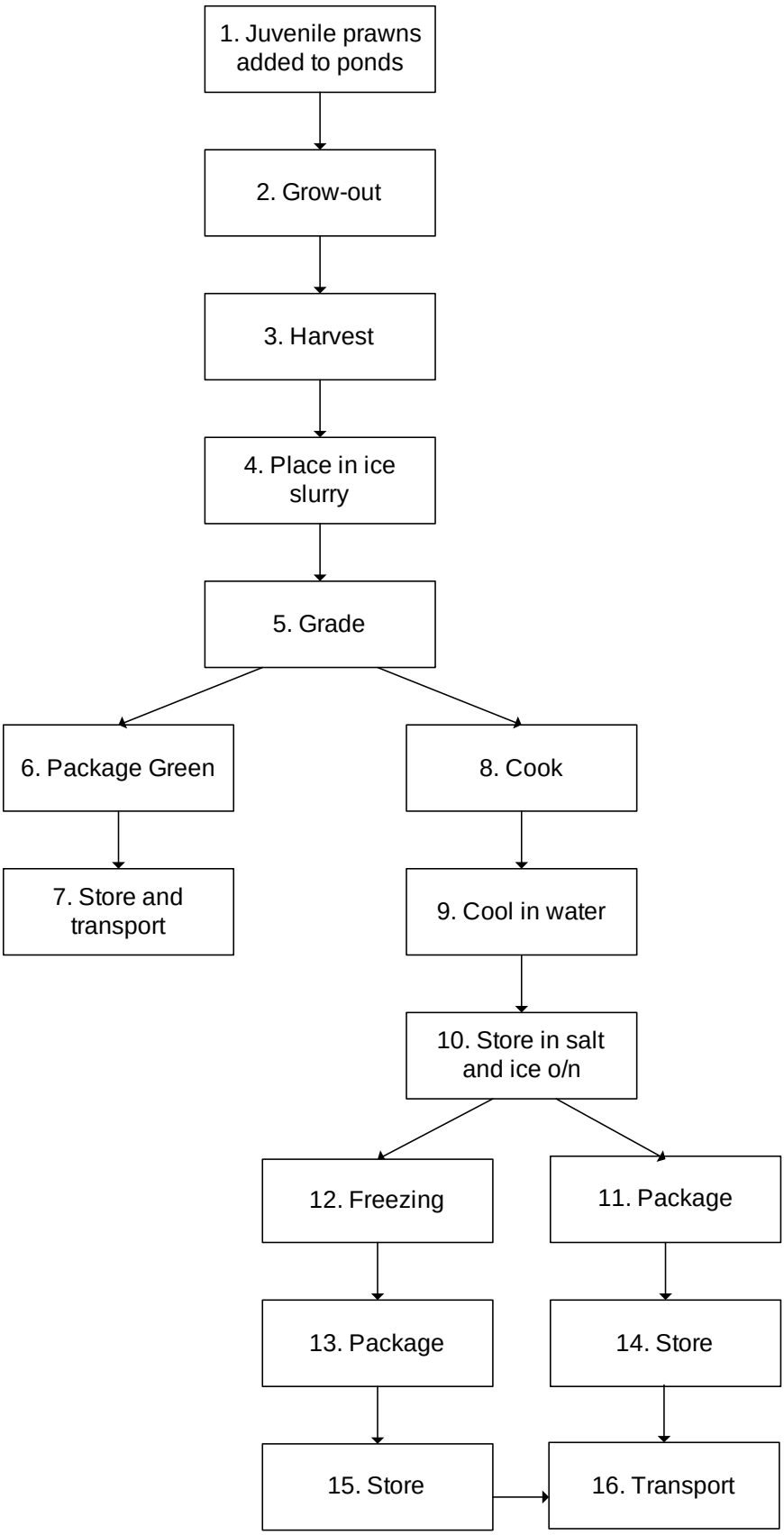
2.1 INTENDED USE

PRODUCT NAME (PRAWN SPECIES)	
FORM	Chilled raw Chilled cooked Frozen raw Frozen cooked
PACKAGING	Clean foam boxes with plastic liners
STORAGE AND TRANSPORT	Chilled product, covered and stored at 5°C or less Frozen product, covered and stored at less than - 18°C
INTENDED USE	Raw, to be eaten cooked Cooked, ready for consumption
CONSUMER	General consumption

PRODUCT NAME	
FORM	
PACKAGING	
STORAGE AND TRANSPORT	
INTENDED USE	
CONSUMER	

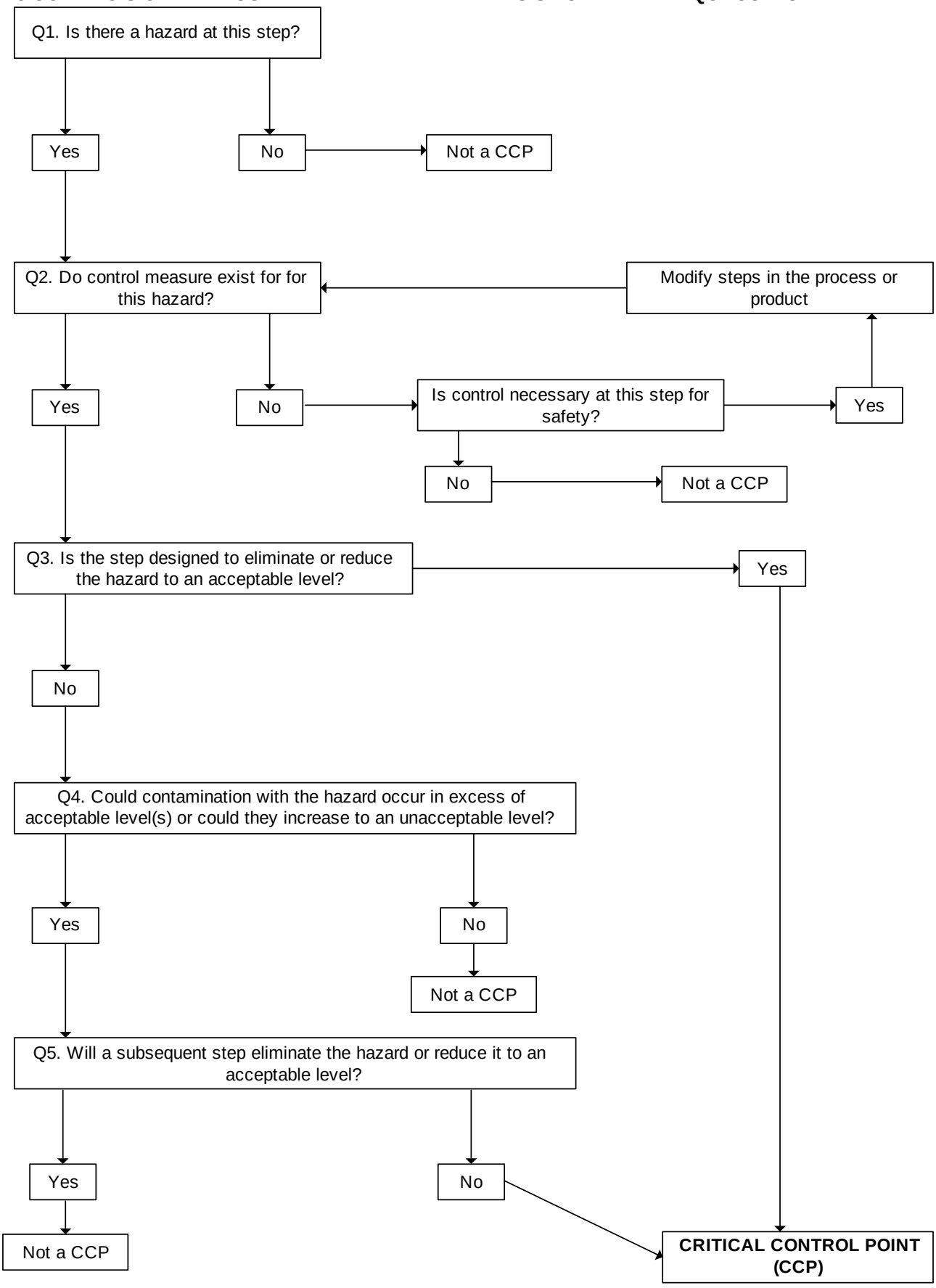
2 HACCP PLAN

2.2 FLOW DIAGRAM



2 HACCP PLAN

2.3 CCP DECISION TREE USED IN THE HAZARD ANALYSIS FOR PRAWN AQUACULTURE



2 HACCP PLAN

2.4 HAZARD ANALYSIS FOR PRAWN AQUACULTURE

CCP= Critical Control Point SP= Supporting Program

PROCESS STEP	HAZARD	CONTROL MEASURES	Q1	Q2	Q3	Q4	Q5	CCP
1. Juvenile prawns added to ponds	No significant hazards		-	-	-	-	-	
2. Grow out	Chemical residues from feed and treatments	Supplier Approval Program	Y	Y	N	N	-	SP
	Chemical contamination from improper usage of treatments used	Proper use of chemicals and observe with holding periods	Y	Y	N	Y	N	CCP
3. Harvest	Presence of chemical residues from feed and treatments	Comply with any withholding periods or manufacturer's instructions	Y	Y	N	Y	N	CCP
4. Place in ice slurry	Contamination with pathogenic microorganisms	Potable quality water used Ice made from potable quality water	Y	Y	N	N	Y	SP
5. Grade	Contamination from utensils and equipment	Clean and sanitise equipment prior to use	Y	Y	N	N	Y	SP
	Contamination from food handlers	Ensure good personal hygiene is followed	Y	Y	N	N	Y	SP
6. Package raw prawns	Contamination from packaging material	Food grade material used	Y	Y	N	N	Y	SP
	Contamination from ice	Ice made from potable quality water	Y	Y	N	N	Y	SP
	Contamination from utensils and equipment	Clean and sanitise equipment prior to use	Y	Y	N	N	Y	SP
	Contamination from food handlers	Ensure good personal hygiene is followed	Y	Y	N	N	Y	SP
7. Store and transport raw chilled product	Growth of pathogenic microorganisms	Temperature control	Y	Y	N	Y	-	SP
8. Cook	Survival of microorganisms	Time/temperature control	Y	Y	Y	-	-	CCP
9.Cool in water	Contamination from utensils and equipment	Clean and sanitise equipment prior to use	Y	Y	N	N	Y	SP
	Contamination from water and/or ice	Water of potable quality Ice made from potable quality water	Y	Y	N	N	-	SP
10. Store in salt and ice overnight	Contamination from utensils and equipment	Clean and sanitise equipment prior to use	Y	Y	N	N	Y	SP

PROCESS STEP	HAZARD	CONTROL MEASURES	Q1	Q2	Q3	Q4	Q5	CCP
overnight	Contamination from water and/or ice	Water of potable quality Ice made from potable quality water	Y	Y	N	N	-	
	Contamination from salt	Supplier Approval Program	Y	Y	N	N	-	SP
	Growth of pathogenic microorganisms	Temperature control	Y	Y	N	N	N	CCP
11. Package cooked prawns	Contamination from utensils and equipment	Clean and sanitise equipment prior to use	Y	Y	N	N	-	SP
	Contamination from food handlers	Ensure good personal hygiene is followed	Y	Y	N	N	-	SP
	Contamination from packaging material	Food grade material used	Y	Y	N	N	-	SP
	Contamination from ice	Ice made from potable quality water	Y	Y	N	N	-	SP
	Growth of pathogenic microorganisms	Temperature control	Y	Y	N	N	N	CCP
12. Freezing cooked prawns	No significant hazards		-	-	-	-	-	
13. Package frozen cooked prawns	Contamination from utensils and equipment	Clean and sanitise equipment prior to use	Y	Y	N	N	-	SP
	Contamination from food handlers	Ensure good personal hygiene is followed	Y	Y	N	N	-	SP
	Contamination from packaging material	Food grade material used	Y	Y	N	N	-	SP
	Contamination from ice	Ice made from potable quality water	Y	Y	N	N	-	SP
14. Store (chilled cooked prawns)	Growth of pathogenic microorganisms	Temperature control	Y	Y	N	N	N	CCP
15. Store (frozen cooked prawns)	Growth of pathogenic microorganisms	Temperature control	Y	Y	N	N	N	CCP
16. Transport	Growth of pathogenic microorganisms	Temperature control	Y	Y	N	N	N	CCP

Note:

- CCP's were decided using the CCP decision tree and assuming that the control measures are followed. If a different control measure is used then it will be necessary to reassess the CCP's

2 HACCP PLAN

2.5 HAZARD AUDIT TABLE for PRAWN AQUACULTURE

STEP	HAZARD	CONTROL MEASURE	MONITORING PROCEDURES	CRITICAL LIMITS	CORRECTIVE ACTION	RECORDS
2/3. Grow out/Harvest	Chemical contamination from improper usage of treatments (chemicals)	Proper use of Chemicals and observation of holding periods	**What**: - Identification of Tank/pond treated. - Chemicals used are appropriate and correct amounts are used **How**: - Chemical used have been approved and listed on treatment register sheet. - Label instructions are followed and amount recorded **When**: When used **Who**: Owner or delegated employee	As per manufacturer's instructions or as written instructions by professional	Hold prawns for holding period. Obtain professional advice	Prawn Treatment Diary (Form 6) Treatment Register Sheet (Form 5)
8. Cook	Survival of microorganisms	Prawns reach an internal temperature of 65°C	**What**: Cooking period **How**: Timer/watch **When**: When cooking **Who**: Owner/delegated employee	As per the verified cooking procedure (Section 6.1)	Recook product	Product Monitoring Sheet (Form 7)
10. Store in salt and ice overnight	Growth of pathogenic microorganisms	Temperature control	**What**: Temperature **How**: Thermometer **When**: End of overnight storage **Who**: Owner/delegate employee	Water/ice at 5°C or less	If between 5.1°C and 10°C, re-ice immediately If >10°C discard	Product Monitoring Sheet (Form 7)
14, 15. Store (chilled and frozen cooked prawns)	Growth of pathogenic microorganisms	Temperature control	**What**: Temperature **How**: Thermometer/Temperature gauge **When**: Twice daily **Who**: Owner or delegated employee	Chilled - 5°C or less	<u>Product</u> If between 5.1°C and 10°C, re-ice immediately If >10°C discard Coolroom/Freezers Recheck temperature gauge in 1 hour. If still above limit arrange for service ASAP	Product Monitoring Sheet (Form 7) Temperature Monitoring Sheet (Form 2)
16. Transport	Growth of pathogenic microorganisms	Temperature control	**What**: Temperature **How**: Thermometer **When**: When despatched **Who**: Owner/delegated employee	Chilled - 5°C or less Frozen - <-18°C	<u>Product</u> If between 5.1°C and 10°C, re-ice immediately If >10°C discard	Product Monitoring Sheet (Form 7)

This food business complies with Food Safety Schemes 3.2.2 and 3.2.3 of the Food Standards Code.

3 PREMISES & EQUIPMENT

3.1 PREMISES

Buildings used for prawns aquaculture are designed, constructed and maintained in a way that will minimise the chance of food becoming contaminated.

This food business complies with the NSW Food Authority's Code of Practice for Seafood Handling Premises.

A monthly maintenance audit of the premises structure is completed on the Monthly Maintenance Checklist (Form 1) by the manager or delegated employee to ensure the integrity of the building.

3.2 EQUIPMENT

Food handling equipment such as graders, sorting trays, cookers and cooling boxes used for processing prawns are designed, maintained and stored in a way that will minimise the chance of food becoming contaminated. Unsealed wood and timber must not be used in food handling areas

All equipment is only used for what it was intended and is kept clean and well maintained.

Equipment such as coolrooms, freezers and ice rooms are serviced as required and temperature gauges fitted to the equipment are calibrated every six months (see Section 6). The temperature of coolrooms and freezers is checked twice daily when being used and recorded on the Temperature Monitoring Sheet (Form 2).

3.3 FOOD TRANSPORT VEHICLES

Food transport vehicles are maintained in a clean and sound condition so that food that is transported does not become contaminated.

Food transport vehicles used for delivery of chilled or processed product must comply with the NSW Food Authority's Code of Practice for the Transportation of Primary Produce and Seafood is used to assist with this.

The vehicles refrigeration unit is serviced as required, ensuring it will maintain seafood at 5°C or less and records of any maintenance kept.

If the vehicle is non-refrigerated, the product is iced so that it is maintained at 5°C or less.

4 SUPPLIER APPROVAL PROGRAM

All substances (eg. feed, ice) added to ponds or tanks are sourced from an approved supplier.

Approved suppliers are required to complete the Supplier Approval Application (which is sent to each supplier along with the Supplier Approval Form (Form 3). If satisfactory control measures are not in place, then:

- Testing Certification is provided with each batch; or
- Declaration from the company stating it is safe to use for prawn destined for human consumption.

All suppliers completing a Supplier Approval Application Form are listed on the Approved Supplier List (Form 4) along with the products they supply. Documentation provided by the supplier and the completed Supplier Approval Application Form are kept with the records.

5 FOOD HANDLING PROCEDURES

5.1 USE OF PRAWN TREATMENTS

Incorrect usage of treatments can result in prawns being unsafe for human consumption. Any treatments used in accordance with the manufacturer's instructions, as per the provisions of a Minor Use Permit or as directed by a veterinary prescription.

All treatments are stored in a safe and secure place, ensuring they are stored at the conditions recommended by the manufacturer. Any expiry dates are adhered to. A list of all treatments kept at the farm is listed on the Treatment Register Sheet (Form 5).

When any ponds or tanks are treated, a record of the treatment is kept in the Prawn Treatment Diary (Form 6). The following information is recorded:

- Date and time used
- Name and manufacturer of treatment
- Amount used
- Withholding periods/other comments
- Date and time prawns are safe for harvest for human consumption

Information is kept on the approval of any treatments used.

5.2 CHILLING AND GRADING OF PRAWNS

Prior to harvest, the Prawn Treatment Diary (Form 6) is checked to ensure prawns are safe for harvesting for human consumption. This check is recorded on the Product Monitoring Sheet (Form 7).

When chilling and grading of prawns only clean equipment is used. Staff must follow good personal hygiene practices.

Water and ice used for these activities must be made either from potable water sourced from town water or other supplies (eg. tank or bore). Testing requirements for water and ice are detailed in Section 6.

5.3 COOKING OF PRAWNS

The cooking time must be sufficient to ensure that any pathogenic microorganisms are destroyed.

The time for cooking has been verified as per Section 6.1 and is _____.

Information regarding the cooking of prawns is recorded on the Product Monitoring Sheet (Form 7)

5.4 COOLING OF PRAWNS

When chilling and grading of prawns only clean equipment is used. Equipment used for cooked prawns are sanitised before use.

Water and ice used for these activities must be made either from potable water or are sourced from a clean water supply (eg. clean tank or bore water). Testing requirements for water and ice are detailed in Section 6.

5.5. OVERNIGHT STORAGE OF PRAWNS

When chilling and grading of prawns only clean equipment is used. Equipment used for cooked prawns are sanitised before use.

Water and ice used for these activities must be made either from potable water or are sourced from a clean water supply (eg. clean tank or bore water). Testing requirements for water and ice are detailed in Section 6.

Salt used for overnight storage is only purchased from Approved Suppliers List (Form 4).

Prior to freezing or packaging of the prawns, the temperature of the ice slurry is checked and recorded on the Product Monitoring Sheet (Form 7).

- If 5°C or less, product can be packaged or frozen
- If between 5.1°C and 10°C – product is to be re-ice immediately
- If >10°C – product is discarded

5.6 FREEZING OF PRAWNS

When chilling and grading of prawns only clean equipment is used. All equipment used for cooked prawns are sanitised before use.

Staff follow good personal hygiene practices.

5.7 PACKAGING OF PRAWNS

Only clean food grade packaging is used. New clean plastic liners inside the box are used.

Packaging materials are to be stored in a clean dry tidy area, free from dust or other contamination. All packaging material is examined for cleanliness prior to use.

5.8 STORAGE

Only clean equipment is used to store prawns. Equipment used for cooked prawns are sanitised before use.

If insulated boxes are used to store prawns, the temperature within the boxes is monitored twice daily. The readings are recorded on the Product Monitoring Sheet (Form 7).

- If 5°C or less, product can be packaged or frozen
- If between 5.1°C and 10°C – product is to be re-ice immediately
- If >10°C – product is discard

5.9 TRANSPORTATION

All chilled product is transported at 5°C or less and the product despatch temperatures are recorded on the Product Despatch Sheet (Form 8). If the product cannot be transported at 5°C or less, then:

- the product is stored at 5°C or less until it can be transported at the correct temperature; or
- other transport arrangements are made.

5.10 TEMPERATURE MONITORING PROCEDURE

- Prior to taking the temperature, the probe is:
    - Checked to ensure it is cleaned. If not, it is cleaned with warm water and a mild detergent and dried with a clean cloth.
    - Once clean the probe is sanitised using, an alcohol swab or hot water at >77°C.
    - The probe is then allowed to air dry without touching anything.

- The temperature of the food is then taken by inserting into the item and allowing it to stabilise for one minute before reading the temperature.

- After each temperature measurement the probe is cleaned and re-sanitise as above.

- After use the probe is cleaned and stored in a safe and clean area.

5.11 FOOD DISPOSAL

Unsafe product is disposed of properly to ensure that it is not included with food for sale.

Food may need to be disposed of because:

- of a product recall
- the product has exceeded its shelf life
- the product does not comply with your food safety program.

If food is to be disposed of but cannot be discarded immediately it is marked clearly with ‘HOLD’ for disposal, and separated from other food.

6 COOKING VERIFICATION, TESTING & CALIBRATION

6.1 COOKING VERIFICATION

Every six months or when changes occur to the cooking process and equipment, the cooking process is verified to ensure that prawns reach at least 65°C during the cooking. This is performed by:

1. A known weight of prawns is placed in a cooking basket and the weight recorded
2. The cooking water is bought to the boil
3. Prawns are placed into the cooker and water bought back to the boil
4. The prawns are cooked and the boiling time recorded
5. Once cooked the internal temperature of the prawns is checked and recorded.

If the internal temperature is greater than 65°C, the boiling time is used as the minimum cooking time. Cooking Verification information is recorded on the Product Monitoring Sheet (Form 7).

6.2 TESTING

Cooked product and water is to be tested to verify that the practices and procedures in place at this business are achieving safe food.

PRODUCT	TESTING FREQUENCY	TESTS	STANDARD
Cooked prawns	Monthly	*E. coli*	*E. coli* <2.3/gram
		SPC[1]	$<10^5$/gm
Water used in processing – treated	6 monthly	*E. coli* Coliforms	*E. coli* not detected in 100mls Coliforms: • <10/100mls • Not contain 1 to 10/100mls in any two consecutive samples
Water used in processing – non-treated	Monthly	*E.coli* Coliforms	
Ice [2]	6 monthly	*E. coli*	*E. coli* not detected in 100mls

[1] SPC means Standard Plate Count
[2] Ice to be tested only if manufactured on site

All tests are to be carried out using Australian Standard methods and performed in a NATA accredited laboratory (a list of NATA accredited laboratories can be found at www.nata.asn.au.

If any results do not comply with these standards, the NSW Food Authority is advised within 24 hours of receiving the result by contacting (02) 9741 4777.

6.3 THERMOMETER/TEMPERATURE GAUGE CALIBRATION

All equipment used at the premises must be calibrated and maintained in working order.

Hand-held thermometers are calibrated monthly and results recorded on the Monthly Maintenance Checklist (Form 1). If in-house calibration of the temperature gauges on coolrooms/freezers occurs then this is also recorded on the same checklist.

Thermometer gauges on coolrooms, freezers and ice rooms are calibrated every 6 months and the calibration result recorded in the records diary.

6.3.1 Handheld Thermometer Calibration Method

- Make sure that the thermometer has been at ambient room temperature for at least 10 minutes.
- Fill a small insulated container (eg. small foam esky) with crushed ice that has been made from potable water (town drinking water is OK).
- Add a little water to the container, no more than one third the quantity of ice, to start the ice melting. Pour off the excess water.
- Place the thermometer probe in the centre of the container so that the point of the probe is in contact with the ice. The point of the probe should not touch the base of the container.
- Leave for about 10 minutes to obtain a steady reading.
- Read the temperature on the thermometer. If:
    - The thermometer is accurate it should read 0^{o}C.
    - The temperature is not at 0°C note the difference in the temperature reading. For example, if the thermometer is 0.5C, then the difference is -0.5C.
    - The temperature is greater than 1°C or less than -1°C, it is recommended that thermometers replaced or returned to the manufacturer for servicing.

When using the thermometer the difference must be used as a correction factor. For example, if the difference of the thermometer was -0.5°C and the product temperature was 4.0°C, then the correct temperature would be

4.0 – 0.5 = 3.5°C

6.3.2 Chiller/Freezer Gauges Calibration Method

Once the handheld thermometer is calibrated it can also be used to check the accuracy of any temperature gauges on equipment such as coolrooms and freezer. This should be done at least 6 monthly and can be done by:

- Placing the thermometer in the coolroom/freezer for at least 5 minutes (making sure not to open the door during this period).
- After this period, read the temperature on the thermometer (taking into account any difference noted during the calibration of the handheld thermometer).
- Read the temperature on the gauge and determine any difference between the handheld thermometer reading and the gauge, as above.

7 CLEANING & SANITATION

Proper cleaning and sanitation will decrease the likelihood of food becoming contaminated and will discourage pests from the premises and vehicles.

Cleaning Removes waste, dirt and grease from equipment, premises and vehicles.
Food handling areas are to be cleaned after every use.

Sanitation Reduces the number of microorganisms. Food contact surfaces, equipment and utensils are be sanitised.

The cleaning schedule for this premise is as follows:

EQUIPMENT	FREQUENCY
Utensils and equipment	**Clean and sanitise after each use, if used continuously, clean and sanitise throughout the process** Cleaning agent used & concentration:_____ Sanitiser used & concentration:_____
Floors	**Clean daily** Cleaning/sanitising agent used:_____
Toilet and hand washing facilities	**Clean daily** Cleaning/sanitising agent used:_____
Walls, coolrooms, freezers, ice rooms and non food areas	**Clean weekly** Cleaning/sanitising agent used:_____
Other non-food contact equipment, fixtures and fittings	**Clean monthly** Cleaning/sanitising agent used:_____

All chemicals used for cleaning and sanitation are stored away from any food.

A pre-operational hygiene check of the premises is carried out on every day processing (eg. chilling, gilling/gutting and filleting) occurs to ensure that all surfaces are clean prior to use. This is recorded on the Pre-Operational Checklist (Form 9).

A Chemicals Approval Sheet is required for all chemicals stored on site. All chemicals used in the processing area and hand wash stations are approved for use with food products. Chemicals must be well labelled at all times.

8 PEST CONTROL

Contamination from animals and pests including insects and rodents are to be minimised from the premises and storage areas.

If the business manages pest control themselves:

- Any evidence of pests observed in food handling areas is recorded on the Pre-Operational Checklist (Form 8).
- A record of when bait stations are maintained and checked is recorded on the Monthly Maintenance Checklist (Form 1).
- The location of all rodent and insect bait stations located within the premises are identified on a floor plan.
- All chemicals used in pest control are suitable for use in food premises and are stored away from food handling areas.

If premises are treated by a pest control company this business will:

- Record any evidence of pests observed in food processing areas on the Pre-Operational Checklist (Form 8).
- Identify the location of all rodent and insect bait stations within the premises on a floor plan.
- Ensure all chemicals used in pest control are suitable for use in food premises and are stored away from food handling areas.
- Not apply chemicals during food processing
- Obtain a report from the pest control company which documents which chemicals were used and any pest activity noted. This report is retained by the company.

9 PERSONAL HYGIENE

All food handlers in processing areas must comply with the health and hygiene standards for the Food Standards Code, Standard 3.2.2 Division 4.

Clean clothing is worn by everyone entering the food handling area. Coverings such as aprons are not worn outside the food handling area. Disposable coverings are changed and disposed of regularly, especially when changing work duties, taking breaks and when going to the toilet.

All staff and visitors must wash their hands prior to handling prawns. Where gloves are used, they are kept clean and intact.

Fingernails are kept short and clean with no nail polish or false nails.

Only plain wedding band rings are worn in the food handling area.

People with sores, boils, cuts or abrasions must not handle food unless:
- the affected area is covered with a waterproof adhesive dressing; and
- the food cannot be contaminated.

All persons must ensure they:
- do not eat over food or food handling surfaces;
- do not smoke in food handling areas; and
- do not sneeze, blow or cough over uncovered food or food contact surfaces.

All personnel handling food shall be knowingly free from infectious diseases or skin conditions, which may be transmitted through the handling of food products.

Any personnel suffering from a transmittable condition or symptoms of food borne disease (such as diarrhoea or vomiting) shall not engage in food handling if there is any possibility of them contaminating the products being processed/delivered.

10 PRODUCT IDENTIFICATION & TRACEABILITY

All packages of prawns[1] will be labelled in accordance with the Food Standards Code, Part 1.2 Labelling and other information requirements[2].

10.1 Labelling of product – bulk packs

All bulk prawns are labelled with:

1. Name – at a minimum "prawns" must be written on the label
2. Batch number – can be the date processed and packed

The following information will either be included on the label or will be included on any documents provided with the product (eg. invoices):

3. Name and address of aquaculture farm
4. Date
    a. Chilled cooked product – Use by date[3] – the wording "Use By" must be included
    b. Chilled raw product and frozen product – Best Before[4] – the wording "Best Before" must be included
5. Statement of storage conditions – "Store at <5°C" for chilled prawns and "Store at < -18°C" for frozen prawns

10.2 Labelling of product – individual packs for retail sale

All individually pre-packed prawns for retail sale are labelled with:

1. Name – at a minimum "prawns" must be written on the label
2. Batch number– can be the date processed and packed
3. Name and address of aquaculture farm
4. Date
    a. Chilled cooked product – Use by date[5] – the wording "Use By" must be included
    b. Chilled raw product and frozen product – Best Before[6] – the wording "Best Before" must be included
5. Statement for storage conditions– "Store at <5°C" for chilled prawns and "Store at < -18°C" for frozen prawns

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[1] The above information relates only to prawns with no other ingredients added. Where other ingredients are added, the Food Standards Code should be referred to for labelling requirements (www.foodstandards.gov.au).
[2] Foods also need to be marked with a measurement. Further information can be obtained from the NSW Office of Fair Trading (www.fairtrading.nsw.gov.au).
[3] A 'use-by' date is the last date on which the food may be consumed safely, provided that it has been stored in accordance with any stated storage conditions. After this date, the food should not be consumed because of health or safety reasons. Food date-marked with a 'use-by' date cannot be sold after this date, as the food may no longer be safe.
[4] A 'best before date is' the last date on which a food can be expected to retain all of its quality attributes, provided that it has been stored in accordance with any stated storage conditions. Quality attributes include things such as colour, taste, texture and flavour, as well as any specific qualities for which express or implied claims have been made. For example, the freshness of the food or certain vitamin levels.
[5] A 'use-by' date is the last date on which the food may be consumed safely, provided that it has been stored in accordance with any stated storage conditions. After this date, the food should not be consumed because of health or safety reasons. Food date-marked with a 'use-by' date cannot be sold after this date, as the food may no longer be safe.
[6] A 'best before date is' the last date on which a food can be expected to retain all of its quality attributes, provided that it has been stored in accordance with any stated storage conditions. Quality attributes include things such as colour, taste, texture and flavour, as well as any specific qualities for which express or implied claims have been made. For example, the freshness of the food or certain vitamin levels.

10.3 Product traceability

All product sold must be able to be traced for recall purposes, therefore a list of all wholesale customers and sale information is kept at the premises.

Invoices for product delivered and/or despatch records are used to identify where product has been delivered to.

11 FOOD RECALL

11.1 RECALL PROCEDURE

Unsafe product that has been distributed to other businesses and/or the consumer will need to be immediately withdrawn from sale to protect the consumer.

Product may need to be recalled if it is:

- not from an approved source
- contaminated with harmful microorganisms
- contaminated with harmful chemicals
- contaminated with physical matter such as glass or wood, or
- has been tampered with.

A recall may be required based on a customer complaint. In this instance a Customer Complaint Form (Form 12) is completed.

In the event of a product recall, the program will be controlled by the manager or delegated employee of the business.

In the event of a product recall, the system as defined in the Food Recall Protocol prepared by Food Standards Australia New Zealand (FSANZ) will be used. A copy of this document is held with this manual.

11.2 LIST OF GOVERNMENT CONTACTS

A list of Government Food Recall Officers supplied by FSANZ is kept with this Food Safety Program.

Note: Refer to FSANZ website www.foodstandards.gov.au for the most updated list.

Refer to the Food Industry Recall Protocol Booklet.

NSW Food Authority is to be contacted in the event of a recall, and can be contacted on (02) 9741 4777.

12 STAFF TRAINING

All staff are trained to enable them to perform their job safely and competently. Training can be conducted internally or externally.

All staff are trained for their appropriate work activity, which may include:

- Good personal hygiene;
- Food handling procedures; and
- Cleaning and sanitation.

Staff training is recorded on the Staff Training Matrix (Form 10).

12.1 GOOD PERSONAL HYGIENE PRACTICES

All staff should be given information on good personal hygiene practice and should know how to wash their hands properly.

12.2 FOOD HANDLING PROCEDURES

All staff are to be given training and shown good food handling practices relevant to their job.

All new staff are instructed on how to perform their duties to ensure good food handling procedures are followed.

12.3 CLEANING AND SANITATION PROCEDURES

All staff involved in cleaning and sanitation are trained on how to clean and sanitise the equipment they use. This includes:

- correct storage and handling of chemicals;
- correct make up of the chemicals; and
- procedure for cleaning and sanitation.

13 INTERNAL AUDIT

An internal audit of this manual is conducted every 6 months.

This is to ensure that procedures and practices used at the business are being controlled adequately according to what is documented in this manual and in the records associated with this manual.

The internal audit checklist is completed every 6 months and where non-conformities are found, corrective actions are taken and recorded. The internal audit is recorded on the Internal Audit Checklist (Form 11).

Form 1: Monthly Maintenance Checklist

Completed at the end of each month Satisfactory (✓) Unsatisfactory (×) and complete correction action/comments column
Completed by:_____ **Date**:_____

Item	✓/×	Corrective action/Comment
Prawn Processing Area – includes grading, cooking cooling, packaging and storing of Prawns		
Ceiling, walls and floors free from cracks and other signs of damage		
Food processing benches free from rust, damage and deterioration		
All equipment free from rust, damage and deterioration – no exposed wood present		
Lights above processing area covered		
All sinks (including hand washing) accessible and in working order		
Other fitting and fixtures in good condition and in working order		
Coolrooms/Freezers/Ice Room		
Walls, floors and ceiling clean and in good condition		
Shelving free from rusts and kept cleaned		
Lights covered		
Seals clean and in good condition		
Cooling units free from rush and corrosion		
Storage Areas		
Chemicals stored separately to food and packaging material		
All food and packaging material stored in a manner to prevent contamination		
Staff Amenities (eg. toilets, staff rooms)		
Staff amenities kept clean and tidy		
Hand washing facilities accessible and in good order		
Food Safety Program and Records		
All forms completed and up to date		
Pest Control		
No sign of pest within processing area, storage area or staff amenities		
Rodent and insect bait stations maintained and correctly situated		

Comments/Further Action:

Thermometer/Temperature gauge calibration

Date	Thermometer number/ Gauge position	Temperature reading	Difference	Signed

Form 2: Temperature Monitoring Sheet

Temperature for each area is recorded twice daily when being used

Week commencing:_________________________

Area		Temperature (°C)							Corrective action	Initials
		M	T	W	T	F	S	S		
Coolroom	AM									
	PM									
Freezer	AM									
	PM									
	AM									
	PM									
	AM									
	PM									

Week commencing:_________________________

Area		Temperature (°C)							Corrective action	Initials
		M	T	W	T	F	S	S		
Coolroom	AM									
	PM									
Freezer	AM									
	PM									
	AM									
	PM									
	AM									
	PM									

Week commencing:____________________________

Area		Temperature (°C)							Corrective action	Initials
		M	T	W	T	F	S	S		
Coolroom	AM									
	PM									
Freezer	AM									
	PM									
	AM									
	PM									
	AM									
	PM									

Form 3: Supplier Approval Letter

Application to supply goods

Dear supplier,

Our business is committed to providing our customers with product that is of the highest quality and which complies with the requirements of the Food Production (Seafood Safety Scheme) Regulation 2001 and the Food Standards Code.

To facilitate this commitment we have implemented a food safety program that complies with these requirements. This program identifies the potential food safety hazards, introduces measure to control these hazards and corrective action where necessary to control them.

A critical component of this food safety program requires all suppliers of product to demonstrate that their goods are produced with due care. We therefore ask that you complete the attached application to join our Approved Suppliers List. Once completed the form should be returned to us at the address below.

This business values your past custom and upon receiving details of your commitment to a food safety program, we look forward to continuing our business relationship and your assistance in offering our customers the highest possible level of food safety.

Yours sincerely

Name of business
Postal address of business:
Contact name:
Contact details:

Supplier Approval Application

Supplier Details

Registered Name: _____

Trading As: _____

Address: _____

_____

Contact: _____ Phone: _____

Mobile _____

Fax _____

Details of product that you will supply

_____

_____

_____

_____

_____

_____

Details of current measures undertaken by your business to control food safety (eg. HACCP systems)

_____

_____

_____

_____

_____

_____

_____

Please complete the above details and return as soon as possible

Note: All details provided to us will be treated as confidential and only used to support the accredited supplier requirements of our food safety program

Form 4: Approved Suppliers List

Record all suppliers to the business including suppliers of product, packaging and ingredients

Supplier	Contact details	Goods Supplied	Special Instructions

Form 5: Treatment Register Sheet

Record all chemicals used on the farm when batches received

Date purchased	Supplier name	Name of treatment	Quantity purchased	Batch number	Expiry date	Withholding period/ Special instructions

Form 6: Prawns Treatment Diary

All treatments applied are recorded when used

Date and time treated	Tanks/ponds treated and species	Treatment name and supplier	Amount Used	Withholding period	Date and time fish safe for harvest	Other comments	Signed

Form 7: Product Monitoring

Prawn Harvest, cooking and cooling

Date and Batch Number	Ponds Harvested	Were the prawns treated?	If so, has any withholding period expired?	No of batched cooked	Cooking time	Overnight storage temperature (ºC)	Signed

Prawn Storage – Insulated boxes

Date	Batch	Temperature (ºC)	Comments	Signed

Cooking Verification

Date	Batch	Temperature (ºC)	Comments	Signed

Date	Weight	Cooking Time	Core Temperature (ºC)	Signed

Form 8: Product Despatch

Date	Batch	Temperature (ºC)	Special Instructions	Distributed to	Signed

Form 9: Pre-Operational Checklist

Complete at the commencement of each shift/day (processing only)
Satisfactory (✓) Unsatisfactory (×) and complete correction action/comments column

Completed by:_____

Date								**Corrective Action**
Premises clean and tidy								
Processing area clean and tidy								
No evidence of pests								
Hand washing facilities clean and accessible with soap and paper towels available								
Food contact surfaces clean								
All equipment clean								
All packaging material stored correctly								
Coolrooms. Freezers and/or Ice Rooms clean and tidy								
Food transport vehicles clean and tidy								

Completed by:_____

Date								**Corrective Action**

Premises clean and tidy								
Processing area clean and tidy								
No evidence of pests								
Hand washing facilities clean and accessible with soap and paper towels available								
Food contact surfaces clean								
All equipment clean								
All packaging material stored correctly								
Coolrooms. Freezers and/or Ice Rooms clean and tidy								
Food transport vehicles clean and tidy								

Form 10: Staff Training Matrix

Record all food safety training conducted by staff involved in the business

Date	Staff member	Type of training	Trained by	Staff signature

Form 11: Internal Audit Checklist

Complete every 6 months
Satisfactory (✓) Unsatisfactory (×) and complete correction action/comments column

Completed by:_____ **Date:**_____

Section	✓/×	Corrective Action
1. Management responsibility • Is the food safety statement still current? • Is the scope and purpose still current? • Are the members of the HACCP team still current?		
2. HACCP Plan • Are the product specifications still valid? • Is the flow diagram still correct? • Is the Risk Analysis still valid?		
3. Premises and Equipment Have the Monthly Maintenance Checklist completed? Have the Temperature Monitoring Sheets completed?		
4. Supplier Approval Program • Is the Supplier Approval List up to date?		
5. Food Handling Procedures • Is the Treatment Register Sheet up to date? • Have the Fish Treatment Diary been completed? • Have the Product Dispatch Monitoring Sheets been completed?		
6. Testing and Calibration • Have water and ice tests been completed? • Are all results within the Standards specified? • Have any results which exceed the Standards been reported to the NSW Food Authority • Have all thermometers and temperature gauges been calibrated every six months?		
7. Cleaning and Sanitation • Have the Pre-Operational Checklist been completed? • Are the chemicals listed still used?		
8. Pest Control • Are procedures still correct • Are pest company records available?		
9. Personal Hygiene • Have all staff been briefed on personal hygiene		
10. Product Identification and Traceability • Is the list of customers up to date? • Are invoices for each sale available?		
11. Food Recall • Is there a copy of the FSANZ Food Recall Protocol available? • Are the contact numbers up to date?		
12. Staff Training Is the Staff Training Matrix up to date?		

Comments/Further Action: