

Appendix 1: Guide to fill in a UCFM pro forma

A UCFM pro forma must be completed correctly by accurately describing all the ingredients and processes used. The aim of this Appendix is to provide example answers (in *italics*) to assist in the completion of the pro forma.

Checklist for submitting UCFM pro forma

	Comment or tick box
Completed pro forma	√
Cure information and label	√
Starter culture information sheet & label	√
Product label	√
A copy of the output from the <i>E. coli</i> inactivation predictor (see <i>Manual for manufacturing UCFM in NSW</i> – Appendix 2 for more information)	√
Additional process information not captured in this form	

- If you have permission to manufacture UCFM, email the completed pro forma with signed declaration and required documents to food.sciencesupport@dpird.nsw.gov.au
- If you do not currently hold a licence with permission to manufacture UCFM, you must send your licence application and pro forma to food.licensing@dpird.nsw.gov.au
- For more information on licensing, please refer to the website: www.foodauthority.nsw.gov.au/ip/licensing
- For more information, please contact the NSW Food Authority on 1300 552 406

Declaration

I certify that the information detailed in this UCFM process pro forma is an accurate description of the ingredients and process used for the product specified.

Name	<i>John Smith</i>
Position	<i>Director</i>
Signature	
Date	<i>29 August 2024</i>

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Assessor:	

Information Required for the Assessment

The following information is required for a technical assessment of your UCFM process to confirm that the procedure will produce a safe product. **Incomplete information will slow down the approval process.** Most food laboratories will be able to assist with any analytical testing required to complete this pro forma.

Company information	
Licence Number	12345
Contact Person	John Smith
Email address	admin@yummysalami.com.au

1. Product information		
The product name in this pro forma must match the name on the label/tag during manufacturing and the label of final product.		
Please attach the label of the product at the end of the pro forma		
1a	Product Name	Chilli & garlic pork salami
1b	Diameter	65 mm
1c	Type of casing	Natural casing
1d	Frequency of manufacturing (for example: daily, weekly, once a month, as per order)	Weekly
1e	Batch size (for example: 50 kg, 200 kg)	117 kg

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2. Raw meat supply & quality				
2a	The name of the meat supplier	Good Meat Pty Ltd		
2b	Meat temperature when received ¹	☒ frozen	☒ chilled <5°C	☐ other Please specify:
2c	Meat storage temperature	☒ frozen	☒ chilled <5°C	☐ other Please specify:
2d	Meat temperature at mincing	☐ frozen	☒ chilled <5°C	☐ other Please specify:
2e	If different temperature meats for example frozen and chilled, are mixed at mincing, please specify the approximate weight ratio	☐ not applicable		Ratio: chilled meat 60%, frozen fat 40%
2f	Criteria used to reject the raw meat (for example: microbiological criteria, temperature). Please be specific	Temperature above 5°C E. coli greater than 100 cfu/g		
2g	Maximum time the batter mix is stored before filling of casing	4 hours		
2h	Temperature of meat at filling	5°C		
2i	What happens to any leftover meat in the filler?	discarded		

¹ AS4696 specifies that a carcass must not be warmer than 7°C on its surfaces and any other carcass part must not be warmer than 5°C at the site of microbiological concern

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3. Ingredients used in the batter mix per batch Please attach a photograph of the label and manufacturer's specification of the cure		
3a	Type of lean meat used (for example: beef / pork / lamb or other meat species – specify)	<i>Pork</i>
3b	Amount of lean meat If different types of meat are used, specify the amount for each type	<i>60 kg</i>
3c	Type of fat used (for example: beef / pork / lamb fat / fat from other species - specify)	<i>Pork & beef</i>
3d	Amount of fat If different types of fat are used, specify the amount for each type	<i>Pork – 30 kg Beef – 10 kg</i>
3e	Salt	<i>2800 g</i>
3f	Curing mix brand	<i>Salami For You</i>
	Cure name	<i>Fermenting Salami 2</i>
	Amount of cure added	<i>100 g</i>
	Or Nitrite (potassium nitrite or sodium nitrite)	<i>g</i>
	Or Nitrate (potassium nitrate or sodium nitrate)	<i>g</i>
3g	Acidifiers – please specify type and amount: • Glucono delta lactone (GDL)	<i>g</i>
	• Wine	<i>1000 ml</i>
	• Vinegar	<i>g / ml</i>
	• Other (please specify):	<i>g / ml</i>

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3h	Sugar - please specify type and amount:	
	• Sucrose	g
	• Lactose	g
	• Dextrose	3000 g
	• Other (please specify):	g
3i	Dried spices for seasoning and the corresponding amount <i>Chilli – 5 kg</i> <i>Garlic – 5kg</i>	
3j	Other wet ingredients (for example cut olives, truffle) and the corresponding amount <i>None</i>	

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4. Starter culture

Standard 4.2.3 of the Code specifies that the fermentation of a UCFM must be initiated using a starter culture.

Please attach the starter culture information sheet

4a	Brand of starter culture	<i>ABC Culture</i>
4b	Starter culture name (as stated on the label)	<i>Salami starter culture no 5</i>
4c	Microorganisms in starter culture	<i>Staphylococcus xylosus</i> <i>Pediococcus pentosaceus</i>
4d	How is the starter culture stored? (for example: refrigerated, frozen, room temperature)	<i>Frozen</i>
4e	Recommended optimum fermentation temperature of culture	<i>26-28°C</i>
4f	Reconstitution method used (if any) (for example: tap water or distilled water, and time)	<i>Tap water at mincing</i>
4g	Amount of starter culture added per batch	<i>25 g</i>

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Please note that if temperature or time ranges (i.e. minimum - maximum) for the fermentation and maturation are provided, the assessment will use the minimum values.

All information recorded must be based on a trial batch.

5. Fermentation			
Enter the length of time that the product is at a certain temperature (not cumulative). For example, 26°C for 24 hours, then 24°C for 24 hours. Total fermentation time is 48 hours			
5a	Fermentation time and temperature	Start temperature	26°C for 24 hours
		Temperature 2 (if applicable)	24°C for 24 hours
		Temperature 3 (if applicable)	°C for hours
		Total fermentation time	48 hours
5b	Relative Humidity	Start of fermentation	90 %
		End of fermentation	70 %
5c	pH	Meat batter	6.2 – 6.4
		After 24 hours	5.5 – 5.7
		After 48 hours	4.9 – 5.1

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6. Maturation / Drying

Enter the length of time that the product is at a certain temperature (not cumulative).

For example, 20°C for 48 hours, then 18°C for 384 hours. Total maturation time is 432 hours or 18 days

6a	Maturation time and temperature	Temperature 1	20°C for 48 hours
		Temperature 2 (if applicable)	18°C for 384 hours
		Temperature 3 (if applicable)	°C for hours
		Temperature 4 (if applicable)	°C for hours
		Temperature 5 (if applicable)	°C for hours
		Temperature 6 (if applicable)	°C for hours
		Temperature 7 (if applicable)	°C for hours
		Total maturation time	432 hours
6b	Relative Humidity	Start of maturation	70 %
		End of maturation	60 %
6c	Weight loss at the end of maturation / drying		30 – 40 %

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7. Smoking (if applicable)			
Enter the length of time that the product is at a certain temperature (not cumulative).			
7a	Smoking time and temperature	Temperature 1	°C for hours
		Temperature 2 (if applicable)	°C for hours
		Total smoking time	hours
7b	Relative Humidity during smoking		%
7c	Weight loss at the end of smoking		%

8. Heat treatment (if applicable)		
8a	Heat treatment after fermentation (List the core temperature and time at that temperature)	°C for hours
8b	Heat treatment after fermentation (List the core temperature and time at that temperature)	°C for hours

Are there any other processes not captured in this proforma? Specify. For example: treatment of casings, addition of a secondary culture	<i>Casings are soaked in NaCl prior to use.</i>
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9. Monitoring

The Code requires that the number of *E. coli* organisms in UCFM product must be monitored and recorded for the ingoing raw meat and product after fermentation and any subsequent processes.

The Code also requires that the following must be monitored and recorded during UCFM production.

These results must be kept for 12 months after the use-by date or best-before date.

Specify the **frequency** (how often) that each of the below is monitored and recorded.

For example: every batch or x times per year or continuous

9a	Raw meat testing for <i>E. coli</i>	5 times per year
9b	pH	Every batch – at 24 and 48 hours, then at the end of the maturation process
9c	Temperature and time of fermentation	Every batch, continuous monitoring
9d	Temperature and time of maturation/drying	Every batch, continuous monitoring
9e	Temperature and time of smoking	Every batch, continuous monitoring
9f	Weight loss or water activity	Every batch (30 – 40% is achieved)
9g	Finished product testing for <i>E. coli</i> [#] [#] If <i>E. coli</i> is detected in the product at the level of 3.6 cfu/g at the end of the process, you must notify the Food Authority.	Every batch
9h	Other testing	Nitrite, Nitrate & gluten testing – once a year

Additional monitoring for products made with meat other than pork, beef & lamb (when applicable)

9i	Freezing temperature & time	N/A
9j	Raw meat testing for <i>E. coli</i>	N/A
9k	Raw meat testing for <i>Salmonella</i>	N/A
9l	Finished product testing for <i>Salmonella</i> [*] [*] If <i>Salmonella</i> is detected, you must notify the Food Authority	N/A

10. Ready for sale

List the criteria for judging when your products are ready for sale

10a	pH	< 5.1
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10b	Water activity	< 0.90
10c	Weight loss	30 - 40%
10d	Microbiological testing	<i>E. coli less than 3.6 cfu/g</i>
10e	Other (please specify)	

11. Packaging and labelling		
The name of the product on the label must match the name of product in this pro forma and all labels/tags during manufacturing. UCFM generally require temperature control for safety. Refer to '<i>Potentially hazardous food</i>' document on the Food Authority's website for information on shelf stability of a product.		
11a	Type of packaging (for example: individually vacuum packed and loose in cartons, (x) unit in a vacuum pack)	<i>Vacuum packed, 3 salami per pack</i>
11b	Shelf life	180 days
11c	Recommended storage conditions on label (for example: room temperature, keep in cool place, refrigeration)	<i>Store at or below 5°C</i>
11d	Lot/batch identification (provide example)	<i>Date of manufacture (dd/mm/yy), batch A1</i>

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Attach the product label here

Chilli & garlic pork salami – 100g

Yummy Salami

Ingredients: pork (77%), beef, chilli (4%), garlic (4%), dextrose, salt, wine, preservatives (250), starter culture

Nutrition Information		
Serving per package: 5		
Serving size: 20g		
	Average qty per serving	Average qty per 100g
Energy	608 kJ	3,040 kJ
Protein	8.7 g	43.5 g
Fat, total	14.1 g	70.5 g
- saturated	3.9 g	19.5 g
Carbohydrate	1.2 g	6 g
- sugars	Less than 1 g	Less than 1 g
Sodium	690 mg	3,450 mg

FERMENTED MANUFACTURED MEAT – NOT HEAT TREATED

Ready-to-eat

Manufactured by: Yummy Salami, 64 Salami St, Salamitown, NSW 1234.

Batch No: 20/10/2020 CGS03

Use by: 20/04/2021

Store at or below 5°C. Once
opened, consume within 5
days.



END OF PRO FORMA