



CHECKLIST FOR SUBMITTING PRO FORMA

	Comment or tick box
Completed pro forma	
Cure information and label	
Starter culture information sheet	
Product label	
A copy of the output from <i>E. coli</i> inactivation model (see page 3 for more information)	
Additional process information not captured in this form	

Completed pro forma with signed declaration and required documents must be emailed to food.licensing@dpi.nsw.gov.au

For more information, please contact the NSW Food Authority (Food Authority) on 1300 552 406

If you do not currently hold a license with permission to manufacture UCFM, you **must** also send your license application. For more information on licensing, please refer to the website:

<http://www.foodauthority.nsw.gov.au/ip/licensing>

1. UCFM DECLARATION

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

Name	
Position	
Signature	
Date	

2. INFORMATION REQUIRED FOR TECHNICAL 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

Company Name	
License Number	
Contact Person	
Email Address	

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.	
<i>Please attach the label of the product at the end of the pro forma</i>	
1a	Product name
1b	Diameter mm
1c	Casing type
1d	Frequency of manufacturing (e.g. daily, weekly, once a month, twice a year)
1e	Batch size (e.g. 5 kg, 10 kg, 200 kg, 500 kg) kg

2. Raw meat supply & quality				
2a	The name of the meat supplier			
2b	Meat temperature when received ¹	<input type="checkbox"/> Frozen	<input type="checkbox"/> chilled <5°C	<input type="checkbox"/> other please specify _____
2c	Meat storage temperature	<input type="checkbox"/> Frozen	<input type="checkbox"/> chilled <5°C	<input type="checkbox"/> other please specify _____
2d	Meat temperature at mincing	<input type="checkbox"/> Frozen	<input type="checkbox"/> chilled <5°C	<input type="checkbox"/> other please specify _____
2e	If different temperature meats e.g. frozen and chilled, are mixed at mincing, please specify the approximate weight ratio.	<input type="checkbox"/> not applicable		Ratio:
2f	Criteria used to reject the raw meat e.g. microbiological criteria, temperature. Please be specific			
2g	What happens to any leftover meat in the filler?			

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.

3. Ingredients used in the batter mix per batch		
<i>Please attach a photograph of the label and manufacturer's specification of the cure</i>		
3a	Type of lean meat used (e.g. beef / pork / lamb / other meat species - specify)	
3b	Amount of lean meat If different types of meat are used, specify the amount for each type	kg
3c	Type of fat used (e.g. beef / pork / lamb fat / fat from other species - specify)	
3d	Amount of fat If different types of fat are used, specify the amount for each type	kg
3e	Total batch weight of meat batter	kg
3f	Salt	g
3g	Curing mix brand	
	Cure name	
	Amount of cure added	g
	or Nitrite (potassium nitrite or sodium nitrite)	g
	or Nitrate (potassium nitrate or sodium nitrate)	g
3h	Acidifiers - please specify type and amount:	
	• Glucono delta lactone (GDL)	g
	• Wine	g/ml
	• Vinegar	g/ml
	• Other (please specify) _____	g

3i	Sugar – please specify type and amount:	
	• Sucrose (white sugar)	g
	• Lactose	g
	• Dextrose	g
	• Other (please specify) _____	g
3j	All other ingredients (e.g. spices, olives, truffle etc) and the corresponding amount	

4. Starter culture		
Standard 4.2.3 of the Code specifies that the fermentation of a UCFM must be initiated using a starter culture.		
<i>Please attach the starter culture information sheet</i>		
4a	Brand of starter culture	
4b	Starter culture name (as stated on the label)	
4c	Microorganisms in starter culture	
4d	How is the starter culture stored? (e.g. refrigerated, frozen, room temperature)	
4e	Recommended optimum fermentation temperature of culture	
4f	Reconstitution method used (if any) (e.g. tap water or distilled water, and time)	
4g	Amount of starter culture added per batch	g

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, 24°C for 24 hours, then 22°C for 24 hours. Total fermentation time is 48 hours			
5a	Fermentation time and temperature profile	Start temperature	°C for hrs
		Temperature 2 <i>(if applicable)</i>	°C for hrs
		Temperature 3 <i>(if applicable)</i>	°C for hrs
		Total fermentation time	hrs
5b	Relative humidity	Start of fermentation	%
		End of fermentation	%
5c	pH	Meat batter	
		After 24 hrs	
		After 48 hrs	

6. Maturation/Drying			
Enter the length of time that the product is at a certain temperature (not cumulative). For example, 20°C for 24 hours, then 18°C for 48 hours. Total maturation time is 72 hours or 3 days.			
6a	Maturation time and temperature profile	Temperature 1	°C for hrs
		Temperature 2 <i>(if applicable)</i>	°C for hrs
		Temperature 3 <i>(if applicable)</i>	°C for hrs
		Temperature 4 <i>(if applicable)</i>	°C for hrs
		Temperature 5 <i>(if applicable)</i>	°C for hrs
		Temperature 6 <i>(if applicable)</i>	°C for hrs
		Temperature 7 <i>(if applicable)</i>	°C for hrs
	Total minimum maturation time		hrs or days
6b	Relative humidity	Start of maturation	%
		End of maturation	%
6c	Weight loss at the end of maturation/drying	%	

7. Smoking (if applicable)			
Enter the length of time that the product is at a certain temperature (not cumulative).			
7a	Smoking time and temperature profile	Temperature 1	°C for hrs
		Temperature 2 (if applicable)	°C for hrs
	Total smoking time		hrs
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 hrs
8b	Heat treatment after maturation (List the core temperature and time at that temperature)	°C for hrs

<p>Are there any other processes not captured in this proforma? Specify. e.g. treatment of casings, addition of a secondary culture</p>	
---	--

9. Monitoring		
<p>The Code requires that the number of <i>E. coli</i> 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.</p> <p><i>These results must be kept for 12 months after the use-by date or best-before date.</i></p> <p>Specify the frequency that each of the below is monitored and recorded</p>		
9a	Raw meat testing for <i>E. coli</i>	
9b	pH	
9c	Temperature and time of fermentation	
9d	Temperature and time of maturation/drying	
9e	Temperature and time of smoking	
9f	Weight loss or water activity	
9g	Finished product testing for <i>E. coli</i> # #If a finished product is found to contain <i>E. coli</i> at a level of more than 3.6 cfu/g, you must notify the Food Authority	
9h	Other testing	

10. Ready for sale		
List the criteria for judging when your product is ready for sale		
10a	Water activity	
10b	pH	
10c	Weight loss	%
10d	Microbiological testing	
10e	Other (please state)	

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.

11a	<p>Type of packaging (e.g. individually vacuum packed and loose in cartons, (x) unit in a vacuum pack)</p>	
11b	Shelf life	days
11c	<p>Recommended storage conditions on label (e.g. room temperature, keep in cool place, refrigeration)</p>	
11d	<p>Lot/batch identification (provide example)</p>	

Attach the product label here

END OF PRO FORMA