

ASPCM	HACCP MANUAL	Date ON- GOING
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**Hazard Analysis
Critical Control Points
& Quality Control
MANUAL**

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SECTION 1: Amendment Register

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SECTION 2: Quality Policy Statement

PRIMECUT is dedicated to the production of safe wholesome meat and meat products.

This goal is achieved by:

- Adherence to the food safety and quality parameters documented in this HACCP based quality program.
- Food safety commitment and awareness by all staff.
- Complying with Northern Territory *Meat Industries Act* & Regulations and the Australian Standard for Hygienic production and transportation of Meat and Meat Products for Human Consumption.

ASPCM is located at SHEDS ¾ 2 KENNETT COURT ALICE SPRINGS NT 0870

Construction complies with the “Construction of Premises Processing Meat for Human Consumption”.

Verification of the HACCP plan is carried out by the Owner/Manager/QA Staff and is recorded on the HACCP form 1s. Auditing agencies ensure that verification activities are being undertaken.

SIGNED: _____

DATE: _____

Owner / Manager

SECTION 3: ORGANIZATION CHART



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SECTION 4: Product Description/Intended Use

Product Description.

Fresh and frozen meat products intended for wholesale trade.

(Beef, buffalo, camel, lamb, mutton, kangaroo, crocodile, etc.)

Storage / Preservation

Chilled, 0°C-5°C.

Frozen, <-10 °C.

Packaging/Labeling

Approved packaging, to customer specification.

Packaged meat and meat products are identified with the following information no later than at the time they are packed:

1. The product type and species of animal from which they are derived;
2. Labelling of cartons must be consistent with packaged product;
3. Products derived from other suppliers if required are to be relabeled for retail sales. Use by or best before must coincide with the original packaged product label.
4. Refrigeration requirements / storage recommendations.

Specifications

To customer specification.

Intended Use

To be cooked for general consumption - no known sensitive consumers.

Safety and Regulatory Criteria

Northern Territory *Meat Industries Act* 1996.

Northern Territory Meat Industries Regulations.

Australian Standard for Hygienic production and transportation of Meat and Meat Products for Human Consumption.

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SECTION 5: Flow Chart

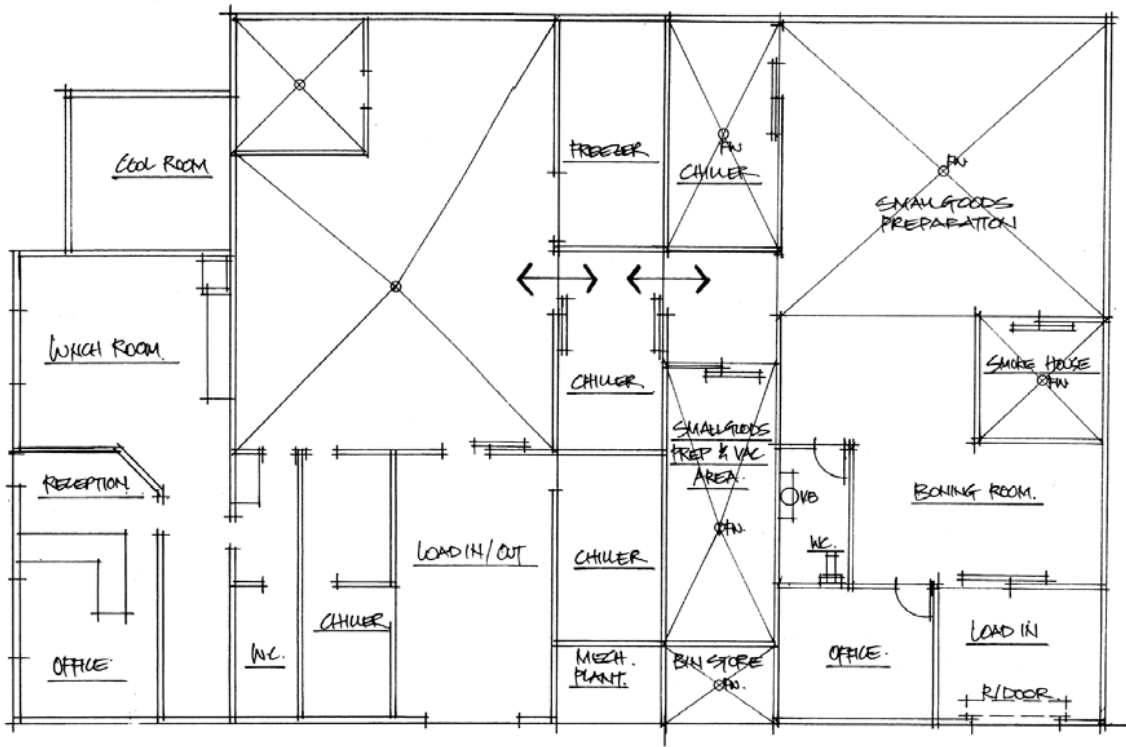
PROCESS FLOW

1. **Meat Receival and Inspection**
(chilled and/or frozen meat)
↓
2. **Meat Storage**
(chilled and/or frozen)
↓
3. **Thawing Frozen Meat**
↓
4. **Prepare/Process Meat**
(bone, slice, mince, cure, marinate, manufacture
sausages, etc)
↓
7. **Packing and Labeling**
↓
8. **Storage**
(refrigeration or otherwise)
↓
9. **Delivery to customer**

Verified by _____ Date _____

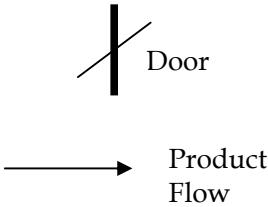
SECTION 6: Floor Plan (not to scale)

ALICE SPRINGS PRIMECUT MEAT SUPPLIES



Prime Cut Meat Supplies Lovegrove Drive, Alice Springs

LEGEND



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SECTION 7: HACCP Audit Table

OPERATION	HAZARD(s)	CP or CCP	CONTROL	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
Meat Reveal & Inspection	Microbial growth (high temperatures) Presence of physical contaminants	CCP	Check transport temperature records and product temperature on arrival.	≤ 5°C (chilled cuts)	Manager	Reject	Form 1
			Inspect for physical contamination.	≤ 7°C (chilled bodies or quarters)			
				≤ -10°C (frozen)			
			Only purchase meat from approved suppliers.	No physical contamination above acceptable levels. Always			
Meat Storage	Microbial growth.	CCP	Product temperature during storage	≤ 5°C (chilled cuts) ≤ 7°C (chilled bodies or quarters) ≤ -10°C (frozen)	Manager	Remove to satisfactory refrigeration	Form 1
Thawing Frozen Meat	Microbial growth.	CCP	Thawing-room temperature.	≤ 10°C (room)	Manager	Remove to satisfactory refrigeration	Form 1
Prepare/Process Meat	Microbial growth. Cross contamination from work surfaces, equipment, food additives or personnel.	CCP	Product temperature.	≤ 5°C (meat)	Manager	Cease production and remove to satisfactory refrigeration until problem rectified. Re-train workers in best practices. Re-clean work surfaces and equipment.	Form 1
			Product temperature during preparation	≤ 5°C (chilled cuts) ≤ 7°C (chilled bodies or quarters) ≤ -10°C (frozen)			
			Approved suppliers for additives.	Always.			
			Hygienic handling procedures.	Best manufacturing and hygiene practices - always.			
Packing & Labeling	Cross contamination.	CP	Micro testing of work surfaces and equipment.	TVC less than 5cfu per cm ²	Manager	Reject packaging. Re-train workers in best practices.	Form 1
			New packaging materials - approved suppliers	Always			
			Hygienic handling procedures	Best manufacturing and hygiene practices - always.			
Storage	Microbial growth.	CCP	Refrigeration effective	≤ 5°C (chilled meat) ≤ -10°C (frozen meat)	Manager	Remove to satisfactory refrigeration.	Form 1
Delivery	Microbial growth.	CCP	Packaging sound Delivery vehicle clean and refrigerated	Always Always ≤ 5°C (chilled meat) ≤ -10°C (frozen meat)	Manager	Repack. Re-clean vehicle. Cease delivery and return to satisfactory refrigeration.	Form 1

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SECTION 8: Work Instructions

NOTE: *Personal hygienic practices (as per SECTION 8 – Personnel Hygiene) are adhered to and clean protective clothing including hair covering and apron are worn at all process stages, from receival through to delivery.*

MEAT RECEIVAL & INSPECTION

- Check meat for physical contamination (dirt, hide, hair, etc).
- Check and record meat temperature with digital thermometer, chilled cuts $\leq 5^{\circ}\text{C}$, chilled bodies, sides or quarters $\leq 7^{\circ}\text{C}$, frozen $\leq -10^{\circ}\text{C}$.
- Meat with unacceptable levels of visible contamination or outside temperature parameters is returned to the supplier.
- Meat is transferred to active refrigeration immediately after inspection.

STORAGE

- Frozen meat is stored in a freezer and maintained at $\leq -10^{\circ}\text{C}$.
- Chilled meat is stored in a chiller and maintained at: chilled cuts $\leq 5^{\circ}\text{C}$, chilled bodies, sides or quarters $\leq 7^{\circ}\text{C}$.

THAW FROZEN MEAT

- Air temperature during thawing shall not exceed 10°C and product $\leq 5^{\circ}\text{C}$.

MEAT PREPARATION / PROCESSING

- Work surfaces and equipment (saws, mincers and knives etc) are cleaned and sanitised prior to contact with meat.
- Meat is processed to **documented** specifications.
- Meat temperature is maintained at $\leq 5^{\circ}\text{C}$ at all times during processing (fresh meat products).

PACKING & LABELING

- Only new food grade packaging materials (styrofoam trays, poly wraps and bags, and fibreboard outer cartons) are used for the packaging of meat products.
- Each package is labeled with:
 - ☐ the product type and species of animal from which they are derived;
 - ☐ the date of packaging;
 - ☐ the identity of the meat business at which they are packaged and
 - ☐ the refrigeration requirements or storage recommendations.

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STORAGE

- Chilled meat product is stored in chillers that ensure that meat temperature is maintained at $\leq 5^{\circ}\text{C}$ at all times during storage.
- Frozen meat product is stored in freezers that ensure that meat temperature is maintained at $\leq 10^{\circ}\text{C}$ at all times during storage.

DELIVERY

- Delivery vehicles are refrigerated and capable of maintaining chilled meat at $\leq 5^{\circ}\text{C}$ and frozen meat at $\leq 10^{\circ}\text{C}$ during delivery; are in good repair and display a current DBIRD registration label.
- Delivery vehicles are cleaned and sanitised prior to loading.

SECTION 9: Monitoring Form

Product & Process Monitoring (FORM 1 – Side A)

Week Commencing / /

* Temperatures to be recorded on the back of this form (Side B)

CP/ CCP	CHECK	MON ✓x	TUE ✓x	WED ✓x	THU ✓x	FRI ✓x	SAT ✓x	COMMENTS
	<u>PRODUCT / PROCESSING</u>							
1	*Meat receival							
2	*Meat storage							
3	*Thaw frozen meat							
4	*Prepare/Process meat							
5	Packing & labeling							
6	*Storage							
7	*Delivery to customer							
	<u>PREMISES HYGIENE</u>							
	Processing areas clean							
	Work surfaces clean							
	Equipment clean							
	Chillers/Freezers clean							
	Transport vehicle clean							
	<u>PERSONNEL HYGIENE</u>							
	Clean protective clothing							
	<u>OTHER</u>							
	Freezer temperature							
	Micro results (surfaces)							
	Vermin activity							

SIGNED _____

Product Temperature Recording
(FORM 1 – Side B)

Monday	Product Type & Temperature (representative sample only)
Meat receival	
Meat storage	
Thaw frozen meat	
Prepare/Process meat	
Final Product Storage	
Delivery to customer	
Tuesday	
Meat receival	
Meat storage	
Thaw frozen meat	
Prepare/Process meat	
Final Product Storage	
Delivery to customer	
Wednesday	
Meat receival	
Meat storage	
Thaw frozen meat	
Prepare/Process meat	
Final Product Storage	
Delivery to customer	
Thursday	
Meat receival	
Meat storage	
Thaw frozen meat	
Prepare/Process meat	
Final Product Storage	
Delivery to customer	
Friday	
Meat receival	
Meat storage	
Thaw frozen meat	
Prepare/Process meat	
Final Product Storage	
Delivery to customer	
Saturday	
Meat receival	
Meat storage	
Thaw frozen meat	
Prepare/Process meat	
Final Product Storage	
Delivery to customer	

NA = Not Applicable (ie, no receival / thawing / delivering on that day)

SECTION 10: Hygiene & Sanitation

PURPOSE

To have in place a procedure that ensures that all work areas, plant and equipment are suitably cleaned and sanitised after production.

RESPONSIBILITIES

- At the completion of the days operations the work area and equipment is cleaned by:
 1. Removal of visible solids.
 2. Washing down all surfaces and equipment with clean potable water.
 3. Scrubbing all work surfaces and equipment with an approved detergent.
 4. Rinsing all surfaces and equipment.
 5. Application of an approved sanitiser. (sanitiser is left for 15 to 20 minutes to ensure effectiveness)
 6. Rinsing of all surfaces and equipment. (rinsing is not required if an approved no rinse sanitiser is used)

NOTE: steps 5 & 6 may be omitted by using an approved detergent/sanitiser at step 3.

- During the processing operations excessively soiled of work surfaces are cleaned as above.
- Protective clothing (plastic aprons & gumboots) is to be cleaned in the above manner.
- Pre-operational hygiene checks are performed and results indicated on form 1 prior to the start of the days processing.

SECTION 11: Personal Hygiene

PURPOSE

To have in place a procedure that ensures that all personnel are suitably clothed during production and aware of correct food safety hygienic practices.

RESPONSIBILITIES

- Employees wear clean protective clothing including hair covering and apron at the commencement of work each day.
- Aprons are cleaned or replaced if excessively soiled during operations.
- Protective clothing is removed when leaving the work area and cleaned or replaced when returning to work.
- Hands are washed with an approved hand wash and dried whenever entering the work area.
- Persons with infections, severe colds or flu do not work in the processing area.
- Minor cuts and abrasions are covered with a clearly visible conspicuous colored dressing.
- Eating, drinking and smoking does not take place in the processing area.
- Jewelry is removed or covered.
- Personnel hygiene checks are performed and results indicated on form 1.

SECTION 12: Microbiological Testing Program

PURPOSE

To have in place a procedure that verifies that the hygiene and sanitation program (section 10) is working satisfactorily.

RESPONSIBILITIES

- Swabbing of work surfaces is performed as detailed in the guidelines established by the Meat Standards Committee, "Microbiological Testing For Process Monitoring in the Meat Industry" and is an attachment to this manual.
- Surface swabs are carried out weekly to monitor the effectiveness of cleaning, any surface that shows unsatisfactory results is re-tested the following week.
- All nominated sites are tested once each calendar month at a rate of 2 per week chosen at random, order is unimportant, however sites are to be varied, ie different employees gear, different areas on tables, walls, tubs etc.
- Petrifilms are to be numbered as per the surface list and the results filed with the weekly control sheets.

MICROBIOLOGICAL TESTING RESULTS

Calendar Month

Tester.....

Date	Surface	Colonies Per cm ²	Interpretation	Corrective Action
	1. PROCESSING ROOM WALL			
	2. WORK BENCH TOP			
	3. CUTTING BOARD			
	4. MINCER			
	5. BAND SAW			
	6. STORAGE TUB			
	7. APRON			
	8. KNIFE			

TNTC = too numerous to count

Satisfactory = 5 colonies/cm² or less

Unsatisfactory = more than 5 colonies/cm²

SECTION 13: Storage & Handling of Approved Chemicals

PURPOSE

To ensure that there are procedures in place for the safe control of chemicals (cleaning chemicals & pesticides) used in and around the processing plant.

RESPONSIBILITIES

- The manager is responsible for the purchasing, storage and use of all chemicals used at ASPCM.
- Chemicals are not stored in the production area.
- Cleaning chemicals and pesticides are stored separately.
- Only AQIS approved chemicals are used at ASPCM. Copies of the current AQIS Instruments of approval (IOA) are on file.
- Material Safety Data sheets and directions for use for all chemicals are on file.
- All chemicals used are listed in the Chemical Register. If they are removed from use or superseded the date is recorded in the register, any additional or replacement chemicals are also recorded.
- Decanted chemicals are clearly labeled.
- Dilution rates and handling procedures are strictly adhered to.

CHEMICAL REGISTER

DATE	BRAND/SUPPLIER	DESCRIPTION	PURPOSE	IOA	SIGN.

SECTION 14: Calibration of Measure & Test Equipment

PURPOSE

To have in place a procedure by which measure & test equipment can be checked to ensure accurate measures and data are recorded.

RESPONSIBILITIES

- It is the responsibility of the manager to ensure that measure and test equipment (scales & thermometers) are tested or checked and recorded in the Calibration log.
- Measure and test equipment where applicable is approved and stamped or labeled by Weights & Measures. The date of such test is recorded in the calibration log.
- Certificates from Weights & Measures are on file.
- Scales for weighing of finished product are checked daily against a certified weight and re-calibrated or zeroed before use.
- Fixed and portable thermometers (including the dryer) are checked monthly against a mercury or alcohol in glass standard thermometer (ice slurry method). A variation of greater than 1°C requires re-calibration or labeling of the thermometer or dryer.

Calibration log

DATE	EQUIPMENT TESTED	VARIANCE	SIGN.

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SECTION 15: Pest Control

PURPOSE

To have in place a procedure by which insect and vermin activity can be monitored and controlled.

RESPONSIBILITIES

- Monitoring of pest activity is performed daily by the manager and recorded on form 1.
- Baits are contained within a bait station that prevents spillage and are not a source of likely contamination.
- Sticky traps are used in preference to pesticide baits in processing and food storage areas.
- Any activity more than minor nibbling at rodent baits will require a licensed pest control operator to investigate and treat accordingly.
- Activity by other pests such as cockroaches, spiders and ants or excessive fly activity is to be noted on form 1 along with remedial action carried out by a licensed pest control operator.
- Remedial action performed by a pest control operator is fully detailed in a report including chemicals used and is filed with the weekly control sheets.
- The surrounds of the facility are maintained in such a manner as to discourage the harborage of rodents and other pests.

CHEMICAL MANAGEMENT

Products used in pest control are:

- Fly Traps (baits).
- Sticky Traps.
- Talon-G waxed blocks/Bromakil Super Rat blocks or an equivalent approved rodent bait.

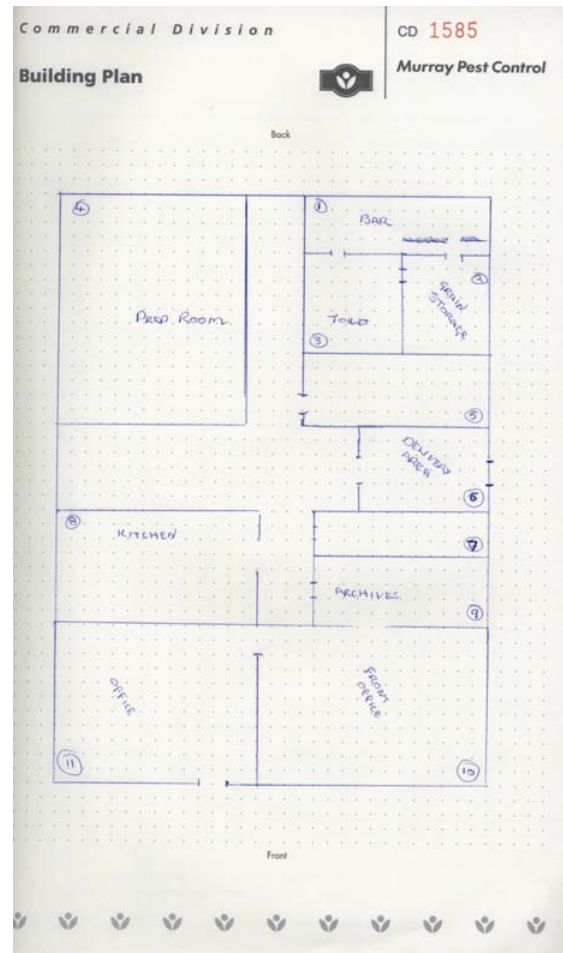
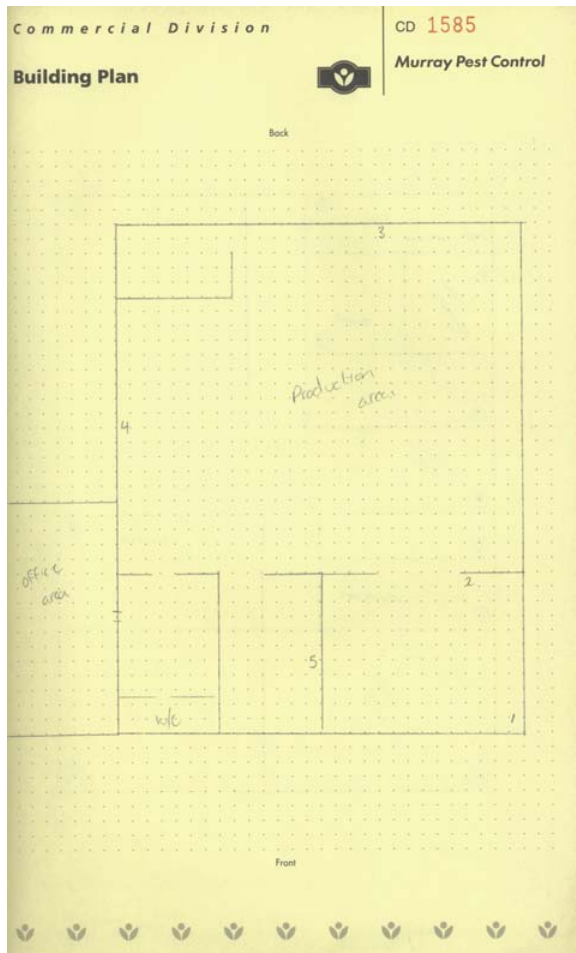
Location of all fly traps, stick traps and bait stations are identified on the identification map, next page.

Use of pesticide chemicals shall be in accordance with the manufacturers guidelines.




Storage and handling of these chemicals is in accordance with section 13 of this manual.

SECTION 15: Pest Control

BAIT STATION LOCATION



LEGEND

-  Fly trap
-  Rodent bait
-  Sticky trap

SECTION 16: Training

PURPOSE

To ensure that all staff are trained in the key elements of this food safety manual.

RESPONSIBILITIES

- It is the responsibility of the manager to ensure key personnel are trained in hygiene, sanitation and food safety; and that training is documented in the training record.
- Training in all elements of this manual is available through DBIRD.

TRAINING RECORD

DATE	DESCRIPTION	NAME	SIGN.	SIGN.

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SECTION 17: Product Identification & Recall

PURPOSE

To have in place a procedure that ensures that all out of specification product can be identified, traced and recalled.

RESPONSIBILITIES

IDENTIFICATION

All product produced at ASPCM is identified by ;NT 109 STAMP

- The identity of the meat business at which they are packaged
- Product type and species of animal from which they are derived;
- The date of packaging;

RECALL

Should nonconforming product be reported, the manager actions the following procedure;

- The product type and the date of packaging identify the suspect product batch.
- The location of the remainder of the batch is sourced by invoice.
- The manager evaluates the severity of non-conformance.
- If deemed appropriate DHCS and DBIRD will be advised and recall initiated.
- Any recalled product is destroyed.

The above criteria is sufficient to enable identification and recall of non-conforming product, should the need arise.

Government Contacts:

DHCS - Department of Health and Community Services 8922 7085.

DBIRD - Department Business Industry and Resource Development 8999 2365.

SECTION 18: Internal Audit

PURPOSE

To have in place a procedure that ensures that the system described in this manual is followed and regularly monitored and verified.

Audit reports will be used to carry out modifications to the system.

RESPONSIBILITIES

The Manager is responsible for planning each audit and acting on the results of the Audit report.

FREQUENCY OF AUDIT

Audits are conducted quarterly and shall cover the entire quality system each calendar year.

A special audit may be performed at any time, due to:

- Significant organisation change
- Product and/or process change
- Customer requests
- Follow up audits to verify effectiveness taken on previously noted non-conformances.

THE AUDIT PROCESS

- The manager shall nominate the auditor.
- Objective evidence shall be examined and noted on the audit form to confirm compliance or non-compliance.
- The Manager and auditor shall convene an exit meeting with all staff to discuss the outcome of the audit.
- The auditor is responsible for documentation of audit findings (audit report).
- The manager is responsible for all corrective action required.

AUDIT FORM

Manual Reference	Questions/Requirement	Complies ✓/✗	Details/Comments

Auditors Name _____

Date _____

INTERNAL AUDIT REPORT

[illegible]