

## CHECKLIST FOR SUBMITTING PRO FORMA

- Completed pro forma
- Cure information (if applicable)
- Starter culture information sheet
- Additional process information not captured in this form (if applicable)

**Completed pro forma with signed declaration and required documents must be attached to your licence application and mailed to:**

Attention: Licensing unit

NSW Food Authority

PO Box 6682

SILVERWATER NSW 1811

[licensing@foodauthority.nsw.gov.au](mailto:licensing@foodauthority.nsw.gov.au)

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

An application to produce UCFM products must be accompanied by a completed pro forma. Applications without a pro forma attached will not be processed.

The technical assessment of a pro forma will be completed once all technical information has been reviewed and applicants will be advised of the outcome in writing.

**You must not commence operations until you are informed that your licence application has been processed. If the premises are found to be operating without a licence, enforcement action will be taken.**

## PRODUCTION OF UCFM TECHNICAL ASSESSMENT

To manufacture UCFM in NSW, a business must be licensed and have their UCFM process approved by the NSW Food Authority.

This pro forma collects the information required by the Food Authority to approve a UCFM process and assess its compliance against Standard 4.2.3 of the Food Standards Code (the Code)

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### 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(s) specified.

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Name (please print)

Position

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Signed

Date

## 2. STANDARD 4.2.3 - PRODUCTION AND PROCESSING STANDARD FOR MEAT

[Standard 4.2.3](#) of the Code permits the production of UCFM but it must be produced in accordance with an approved documented Food Safety Program (FSP).

Division 1 to 3 are applicable and Clause 5 of Division 3 sets out additional requirements for UCFM products.

In NSW, businesses wanting to produce a UCFM must complete a production process pro forma that will be used to assess compliance with Standard 4.2.3. A pro forma is a written description of the steps used by a manufacturer to make a product.

Critical information collected in the pro forma will be used to determine if a UCFM production process is effective in reducing the numbers of *E. coli* to a safe level and complies with Standard 4.2.3. Essentially:

1. A UCFM product must be produced in accordance with a FSP which has been verified and audited to ensure the number of *E. coli* organisms in the final UCFM comply with the microbiological limits in Standard 1.6.1 and demonstrates that the production process handles the variations of *E. coli* contamination on the in going raw meat ingredients.
2. As part of the validation or verification requirements of the FSP, the number of *E. coli* organisms must be recorded for the raw meat ingredients used to make a UCFM and in the product after fermentation and any other subsequent process.
3. During UCFM production the following must be monitored and recorded at suitable frequencies
  - pH of a fermenting UCFM
  - temperature and time of fermentation of UCFM
  - temperature and time of maturation/drying of UCFM
  - temperature and time of smoking of UCFM
  - weight loss or water activity
4. A starter culture must be used. Previously fermented or fermenting meat must not be used as a starter culture or as an ingredient in a UCFM.
5. Monitoring records must be kept for 12 months after the use by or best before date of the UCFM.
6. A licence will not be approved to produce UCFM products until a successful licensing audit has been completed

A separate pro forma is required for each different product and process type – that is where the process is significantly different and/or different ingredients are used. For new manufacturers of UCFM, a verification study is also required to be completed on the first five batches of UCFM product in order to verify that the production process does make a product that complies with the Code requirements.

Once approved one sample from each of the first two batches must be tested for *E. coli*, pH and water activity. Test results must be forwarded to [test.results@foodauthority.nsw.gov.au](mailto:test.results@foodauthority.nsw.gov.au)

Subsequent batches must be tested per the [Food Safety Scheme Manual](#).

Information provided in this pro forma will be treated in strict confidence.

### 3. 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. Complete information will result in a faster approval turnaround. **Missing information will slow down the approval process and may not allow for a technical assessment.** Most food laboratories will be able to assist in any analytical testing required to complete this pro forma.

#### COMPANY INFORMATION

Company name:

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License number:

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Contact person:

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1. Product formulation				
The same formula can be made into products of different thickness. If this is the case, please use separate columns labelled as Product 1, Product 2 and Product 3 to record the different parameters in the sections below. Different processes must be submitted in a separate proforma				
		Product 1	Product 2	Product 3
1a	Product name			
1b	Diameter	mm	mm	mm
1c	Casing type			
1d	Frequency (eg daily, weekly, once a month, twice a year)			
1e	Batch size (eg 5 kg, 10 kg, 200 kg, 500 kg)	kg	kg	kg

2. Meat temperature				
2a	Meat temperature when received	<input type="checkbox"/> Frozen	<input type="checkbox"/> chilled <5°C	<input type="checkbox"/> other please specify
2b	Meat storage temperature	<input type="checkbox"/> Frozen	<input type="checkbox"/> chilled <5°C	<input type="checkbox"/> other please specify
2c	Meat temperature at mincing	<input type="checkbox"/> Frozen	<input type="checkbox"/> chilled <5°C	<input type="checkbox"/> other please specify
2d	If different temperature meats eg frozen and chilled, are mixed at mincing, please specify the approximate weight ratio.	<input type="checkbox"/> not applicable		Ratio:
2e	Criteria used to reject the raw meat eg microbiological criteria, temperature. Please be specific			
2f	What happens to any leftover meat in the filler?			
3. Ingredients used in the batter mix per batch				
3a	Lean meat			kg
3b	Fat			kg
3c	Total batch weight of meat batter			kg
3d	Salt			g
3e	Curing mix brand			
	Cure name			
	Amount of cure added			g
	<b>Please attach a label or manufacturer's specification of cure</b>			
	or Nitrite (potassium nitrite or sodium nitrite)			g
	Nitrate (potassium nitrate or sodium nitrate)			g

3f	Acidifiers - please specify type and amount:	
	• Glucono delta lactone (GDL)	g
	• Wine	g/ml
	• Vinegar	g/ml
	• Other (please specify) _____	g
3g	Sugar – please specify type and amount:	
	• Sucrose (white sugar)	g
	• Lactose	g
	• Dextrose	g
	• Other (please specify) _____	g
4. Starter culture		
Standard 4.2.3 of the Food Standards Code requires that the fermentation of a UCFM must be initiated using a starter culture. <b><i>Please attach the starter culture information sheet</i></b>		
4a	Brand of starter culture	
4b	Microorganisms in starter culture	
4c	How is the starter culture stored (eg refrigeration, frozen, room temperature)	
4d	Recommended optimum fermentation temperature of culture	
4e	Reconstitution method used (if any) (eg tap water or distilled water, and time)	
4f	Amount of starter culture added per batch	g

5. Fermentation					
			Product 1	Product 2	Product 3
5a	Fermentation time and temperature profile	Start temperature	°C for hrs	°C for hrs	°C for hrs
		Temperature 2 <i>(if applicable)</i>	°C for hrs	°C for hrs	°C for hrs
		Temperature 3 <i>(if applicable)</i>	°C for hrs	°C for hrs	°C for hrs
		<b>Total fermentation time</b>	<b>hrs</b>	<b>hrs</b>	<b>hrs</b>
5b	Relative humidity	Start of fermentation	%	%	%
		End of fermentation	%	%	%
5c	pH	Meat batter			
		After 24 hrs			
		After 48 hrs			
6. Smoking <i>(if applicable)</i>					
			Product 1	Product 2	Product 3
6a	Smoking time and temperature profile <i>(if applicable)</i>	Temperature 1	°C for hrs	°C for hrs	°C for hrs
		Temperature 2 <i>(if applicable)</i>	°C for hrs	°C for hrs	°C for hrs
		<b>Total smoking time</b>	<b>hrs</b>	<b>hrs</b>	<b>hrs</b>
6b	Relative humidity during smoking	%	%	%	
6c	Weight loss at the end of smoking	%	%	%	

7. Maturation/Drying					
			Product 1	Product 2	Product 3
7a	Maturation time and temperature profile	Temperature 1	°C for hrs	°C for hrs	°C for hrs
		Temperature 2 <i>(if applicable)</i>	°C for hrs	°C for hrs	°C for hrs
		Temperature 3 <i>(if applicable)</i>	°C for hrs	°C for hrs	°C for hrs
		Temperature 4 <i>(if applicable)</i>	°C for hrs	°C for hrs	°C for hrs
		Temperature 5 <i>(if applicable)</i>	°C for hrs	°C for hrs	°C for hrs
		Temperature 6 <i>(if applicable)</i>	°C for hrs	°C for hrs	°C for hrs
		Temperature 7 <i>(if applicable)</i>	°C for hrs	°C for hrs	°C for hrs
	<b>Total minimum maturation time</b>		<b>hrs</b> <b>or</b> <b>days</b>	<b>hrs</b> <b>or</b> <b>days</b>	<b>hrs</b> <b>or</b> <b>days</b>
7b	Relative humidity	Start of maturation	%	%	%
		End of maturation	%	%	%
7c	Weight loss at the end of maturation/drying		%	%	%



8. Heat treatment (if applicable)				
		Product 1	Product 2	Product 3
8a	Heat treatment after fermentation  (List the core temperature and time at that temperature)	°C for  hrs	°C for  hrs	°C for  hrs
8b	Heat treatment after maturation  (List the core temperature and time at that temperature)	°C for  hrs	°C for  hrs	°C for  hrs
9. Monitoring				
<p>The Food Standards 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><b><i>These results must be kept for 12 months after the use-by date or best-before date.</i></b></p> <p>Specify the frequency that each of the below is monitored and recorded</p>				
9a	Raw meat ( <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 ( <i>E. coli</i> )#  <b>#If a finished product is found to contain <i>E. coli</i> at a level of more than 3.6 per gram, the Food Authority must be notified and corrective action must be taken.</b>			

9h	Other testing			
9i	Are there any other processes not captured in this proforma e.g. treatment of casings, addition of a secondary culture			
10. Ready for sale				
List the criteria for judging when your product is ready for sale?				
		Product 1	Product 2	Product 3
10a	Water activity			
10b	pH			
10c	Weight loss	%	%	%
10d	Microbiological testing			
10e	Other (please state)			
11. Packaging and labelling				
		Product 1	Product 2	Product 3
11a	Type of packaging  (eg individually vacuum packed and loose in cartons, (x) unit in a vacuum pack)			
11b	Label description			
11c	Shelf life	days	days	days
11d	Recommended storage conditions on label			



	(eg room temperature, keep in cool place, refrigeration)			
11e	Lot/batch identification  (provide example)			

END OF PROFORMA

**Please ensure you have signed the UFCM declaration.**