

NSW RETAIL MEAT

FOOD SAFETY PROGRAM & RETAIL DIARY



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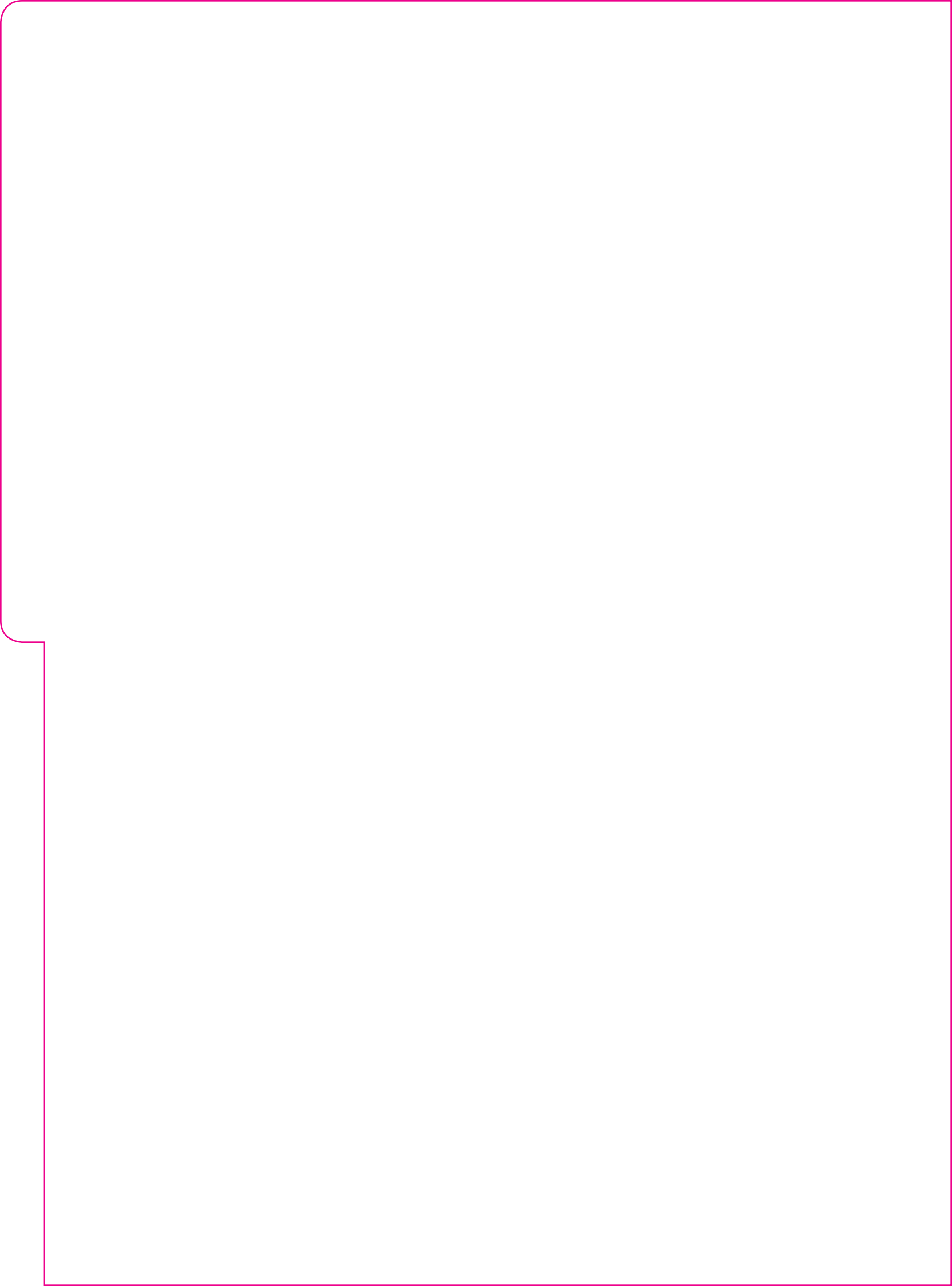
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NSW RETAIL MEAT FOOD SAFETY PROGRAM

FOOD SAFETY PROGRAM



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Introduction

The **NSW Retail Meat Food Safety Program** has been prepared by the NSW Food Authority to help provide information and guidance to retail meat businesses on how to meet their regulatory requirements.

Typical activities carried out by a retail meat business have been incorporated into this document and is designed to be used as the basis for determining and resolving most day to day operational issues faced by your food business, and to assist with compliance during the audit or inspection process.

The format of this document is separated into key areas including:

- Documentation
- Keep it clean
- Process control / protecting food
- The facility; and
- Supporting safe processing

For each key area, there are specific 'Outcomes' for activities including:

- Cleaning and sanitising
- Temperature control
- Processing food
- Design and construction of retail meat premises
- Skills and knowledge of staff
- Pest control

The 'Outcomes' are set out in a format that allows your business to determine what outcome is required, how to achieve the required outcome, and provides further guidance information relating to the specific outcome.

The information in this document is a general summary and cannot cover all situations. All Retail Meat Food businesses are required to comply with all of the provisions of the Food Standards Code, the NSW Standard for Construction and Hygienic Operation of Retail Meat Premises and the *Food Act 2003* (NSW).

It is the responsibility of the licensee to ensure that a **Food Safety Program** is maintained and updated as required to remain compliant with their legal requirements.

Documentation

1. Food Safety Programs

OUTCOME REQUIRED

The business has and uses an appropriate Food Safety Program and monitoring records that are kept on-site at all times

TO REACH THIS OUTCOME

- The Food Safety Program (FSP) and monitoring records must be available on site at all times when the business is operating.
- The FSP reflects all the procedures and practices carried out by the business, and accurately reflects the products made and sold by the business. This outcome can be achieved by modifying this FSP or by writing your own.
- **The Product Descriptions and Intended Use Tables can be found in APPENDIX 4**
- **The Manager Responsibility statement located in APPENDIX 5 must be signed.**
- Monitoring Forms are found in the Retail Diary and need to be filled in for each calendar day that the business operates (including weekends and half, or part days).

GUIDANCE INFORMATION

- The Food Safety Program (FSP) is the document where you identify how you control the risks with food in your business. It contains information and procedures about:
 - cleaning and sanitising
 - design and construction
 - health and hygiene requirements
 - temperature control
 - processing
 - food additives and preservatives
 - labelling
 - skills and knowledge
 - food recall
 - pest control
 - calibration
 - allergen control
 - verification testing
 - monitoring records
- The NSW Food Authority's combined Retail Meat FSP and Diary can be downloaded from our website at: <http://www.foodauthority.nsw.gov.au> or purchased by contacting the Food Authority on 1300 552 406
- Completed monitoring records can also be stored electronically but must be available for review at all times by an Authorised Officer.

Keep it clean

2. Cleaning and sanitising

OUTCOME REQUIRED

A retail meat premises is kept clean

TO REACH THIS OUTCOME

- A retail meat premises which includes, fixtures, fittings and equipment, must be kept clean.
- Food contact surfaces may need to be sanitised after cleaning, to control potential contamination.

GUIDANCE INFORMATION

- **'Clean'** means clean to touch and free of visible matter and objectionable odour
 - Keeping a retail meat premises clean means all floors, walls, ceiling, fixtures, fittings and equipment, are free of:
 - garbage, except in garbage containers
 - recycled matter, except in containers
 - food waste
 - dirt
 - grease; and
 - other visible matter.
 - When cleaning, you should use hot water or chemicals or a combination of both. Make sure you have not contaminated food or food contact surfaces (by chemicals or water splash, etc.).
 - **'Sanitise'** means to apply heat and/or chemicals, or other processes, to a surface so that the number of microorganisms on the surface is reduced to a level that:
 - does not compromise the safety of the food with which it may come into contact, and
 - does not permit the transmission of infectious disease.
 - Sanitising or sterilising food contact surfaces can be achieved by:
 - rinsing or dipping in hot water (e.g. 82°C)
 - using chemical sanitisers (e.g. QUAT, Diluted hypochlorite)
 - heating (in ovens, etc.)
 - Equipment used to process RTE foods (e.g. meat slicers and boards) should be cleaned and sanitised regularly throughout the day, and if there is a change or break in processing.
 - Chemicals that are used for cleaning and sanitising must be from approved suppliers and be fit for use in a food business. Additional information can be found in the **'cleaning and sanitising in food businesses'** factsheet on our website.
 - Manufacturer's instructions for diluting and using chemicals must be followed.
 - Your approved chemical supplier should provide information on the types of chemicals appropriate for your business practices.
- Ovens and Smokehouses**
- Smoke ovens need to be maintained by cleaning at the end of every cook, and not left for a number of days before cleaning takes place.
 - Any smoke residue formed on walls and ceilings in cooking/smoking room's needs to be cleaned regularly to prevent build up and potential contamination.

3. Health and hygiene requirements

OUTCOME REQUIRED

Contamination of food from people and animals is prevented

TO REACH THIS OUTCOME

- A food business must take all practicable measures to ensure all people on the premises, including butchers, servers, wash-up staff and customers do not contaminate food.
- To reduce the risk of contaminating food, food handlers must:
 - be free from infectious diseases or skin conditions
 - not have any exposed open wound or sore, with any dressing or bandage worn to be clean, waterproof, detectable and secure
 - not cough or sneeze near exposed food or food contact surfaces
 - only commence work if all clothing and all exposed parts of the body are clean
 - thoroughly clean hands immediately before commencing work as well as at any time they might become contaminated
 - where necessary, wear clean protective clothing to prevent food or food contact surfaces from coming into contact with their ordinary clothing, body or hair;
 - remove all protective clothing, headwear, equipment and gloves that are used in the food handling areas when:
 - outside the premises, except for protective clothing worn during delivery.
 - using toilet facilities.
 - not engage in any activities which may contaminate food, such as spitting, smoking, eating or drinking in processing areas; and
 - avoid unnecessary handling of ready-to-eat food and handle only with equipment or gloves used exclusively for that product
 - prevent contamination of food and food contact surfaces from cosmetics, personal effects, chemicals, and telecommunication devices by storing them away from food
- No person other than a person authorised by management may enter the area of the premises used for food processing.
- Animals are not allowed in a retail meat business, other than guide dogs which are permitted in customer areas only.

GUIDANCE INFORMATION

- To reduce contamination, protective clothing and personal equipment must be:
 - durable (i.e. able to withstand wear, pressure, or damage)
 - non-toxic
 - corrosion resistant (i.e. does not rust)
 - easily cleaned
 - resistant to flaking or fraying; and
 - designed in a way which allows any contamination to be clearly visible
- When a food handler displays signs or symptoms, or is suspected of having an infectious disease or skin condition, the food handler should obtain medical clearance before returning to work. Medical clearance can be in the form of a medical certificate or letter issued by a doctor.
- Personal effects (e.g. jewellery, wallets, bags, keys, lighters), chemicals (e.g. tobacco or similar substances), telecommunication devices (e.g. mobile phones, chargers) should not be stored or used in food processing areas. Facilities such as lockers, drawers, cupboards etc. should be made available for storing these items.
- Customers, friends and/or family should not be permitted in food processing areas unless authorised by management and following health and hygiene practices above (i.e. hand washing and wearing protective clothing).

Process control / protecting food

4. Temperature control

OUTCOME REQUIRED

Receive, store, process, display and transport food under temperature control

TO REACH THIS OUTCOME

- You need to be able to check the temperature of food by using an accurate thermometer or temperature measurement device.
- Carcases and quarters must not exceed 7°C on the surface.
- Poultry carcasses, smaller portions of meat and other chilled foods must not exceed 5°C.
- Frozen foods are hard frozen.
- Hot foods are kept at 60°C or above.
- RTE food to be cooked to a core temperature of 65°C for a minimum of 10 minutes, and cooled for the correct time and temperature or approved alternative time and temperature as per AS 4696 clause 13.5.

GUIDANCE INFORMATION

Keeping food at the correct temperature is one of the most important things a food business can do to make sure food is safe. The most important times to check and control temperature are:

1. At receipt, during storage and display; The critical temperatures are:

- carcasses and quarters must not exceed 7°C on the surface
- poultry carcasses, smaller portions of meat and other chilled foods must not exceed 5°C
- frozen foods must be hard frozen (some foods need to be frozen for achieving shelf life)
- hot foods must exceed 60°C
- When receiving food, if the temperature is up to 2°C above the critical temperature, the product should be immediately transferred to a cool room or refrigerator and re-chilled to the critical limit within four hours. If the food is more than 2°C above the critical temperature, the food should not be accepted by the business.
- The temperature of meat displayed for retail sale must not exceed 5°C (not including shelf stable meat products, such as dried meats). This means the temperature of meat on display must be below 5°C, not the air going into the cabinet, or the temperature on the read out.

2. During processing

Different temperatures are important during the different types of processing carried out.

Process	Temperature
Cutting Slicing Marinating Crumbing Packaging	For all of these processes, meat needs to be: <ul style="list-style-type: none"> kept at a temperature that must not exceed 7°C, or processed in a room with an air temperature of no more than 10°C

Curing	<ul style="list-style-type: none"> • Curing must be carried out under temperature control and must not exceed 5°C. • Once curing liquid is made, it must be stored at a temperature that must not exceed 5°C. 																		
Thawing	<ul style="list-style-type: none"> • Frozen foods can be thawed in a cool room, refrigerator or display cabinet with food not reaching more than 5°C or alternative process that complies with AS 4696:2007 section 12. • Do not re-freeze thawed foods. 																		
Cooking and Cooling	<ul style="list-style-type: none"> • All RTE food must be cooked to a core temperature of 65°C for a minimum of 10 minutes (or equivalent as shown in table below) <table border="1" data-bbox="550 499 1252 1086"> <thead> <tr> <th>Temperature (Degrees °C)</th> <th>Minimum process time (Minutes)</th> </tr> </thead> <tbody> <tr><td>65</td><td>10</td></tr> <tr><td>66</td><td>7</td></tr> <tr><td>67</td><td>6</td></tr> <tr><td>68</td><td>4</td></tr> <tr><td>69</td><td>3</td></tr> <tr><td>70-72</td><td>2</td></tr> <tr><td>73-75</td><td>1</td></tr> <tr><td>76+</td><td>Less than one minute</td></tr> </tbody> </table> • Meat must be cooled <ul style="list-style-type: none"> • Cured meats (hams, etc.) <ul style="list-style-type: none"> • reduced from 52°C to 12°C within 7.5 hours, and • reduced to 5°C within 24 hours of completion of cooking • Un-cured meats (roast beef/lamb/pork) <ul style="list-style-type: none"> • reduced from 52°C to 12°C within 6 hours, and • reduced to 5°C within 24 hours of completion of cooking, • Other foods must be cooled by <ul style="list-style-type: none"> • reducing from 60°C to 21°C within two hours; and • reducing from 21°C to 5°C within a further four hours • OR cooked and cooled at an alternative time and temperature that is approved in writing by the Food Authority. Refer to APPENDIX 1 for further information. 	Temperature (Degrees °C)	Minimum process time (Minutes)	65	10	66	7	67	6	68	4	69	3	70-72	2	73-75	1	76+	Less than one minute
Temperature (Degrees °C)	Minimum process time (Minutes)																		
65	10																		
66	7																		
67	6																		
68	4																		
69	3																		
70-72	2																		
73-75	1																		
76+	Less than one minute																		
Drying	<ul style="list-style-type: none"> • Dried meat products that are not cured must be dried at a temperature that will minimise microbial growth (a core temperature between 50-70°C is recommended). • Dried meat products must achieve a water activity of no more than 0.85 in the finished product unless otherwise validated. • For further information regarding drying of meat products, refer to MLA guidelines for the safe manufacture of smallgoods 2nd edn.) 																		

Fermenting	<ul style="list-style-type: none"> Producing Uncooked Comminuted Fermented Meat (UCFM) products can only be processed with a specific licence and using an approved pro-forma. Contact the Food Authority for more information.
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3. During transportation

During transportation, the critical temperatures of product(s) are:

- carcasses and quarters must not exceed 7°C on the surface.
- poultry carcasses, smaller portions of meat and other chilled foods must not exceed 5°C.
- frozen foods must be hard frozen (some foods need specific freezer temperatures for ensuring and maintaining shelf life).
- hot foods must exceed 60°C

All licensed transport vehicles must be refrigerated if used to distribute food (for trips over 30 minutes travelling time). This time is calculated from first product loaded in, to the last product loaded out.

If using a non-refrigerated vehicle, food must still be kept at the critical temperatures stated above.

To ensure food is kept at the correct temperature, you need to be able to check the temperature of food. To do this, you must have an **accurate** thermometer or temperature measurement device (e.g. data logger):

- on site
- available, and
- working
- for every day that you operate.

A digital probe thermometer (i.e. one that can be inserted into the food) must be readily available and accurate to $\pm 1^\circ\text{C}$.

- The temperature of food products must be monitored regularly and recorded. This can be achieved by recording temperature of food products at point of delivery (e.g. in a delivery book, on a copy of the tax invoice, in your Retail Diary etc.).
- These records must be made available upon request by an Authorised Officer.

5. Processing food

OUTCOME REQUIRED

The business will process food safely

TO REACH THIS OUTCOME

Ensure that food is safe and suitable during all stages of processing.

Receival

All food received by the business must be checked. When checking food make sure it is:

- at the right temperature. **Refer to Outcome 4 for additional information**
- in good condition, with no damage to packaging, and with no signs of contamination.
- **all food received by the business must come from suppliers written on the Approved Supplier Register located in APPENDIX 3.**
- meat must only be sourced from licensed businesses, and be traceable.
- received from a licensed vehicle where required (current NSW Food Authority sticker observed on vehicle)

Storage

- all food is kept at the right temperature. **Refer to Outcome 4 for additional information**
- food must be stored so it does not become contaminated by biological, chemical, or physical hazards.

Packaging

- when packaging food, the packaging should be fit for purpose and should not cause contamination.

Display

- all food on display is at the right temperature. **Refer to Outcome 4 for additional information**
- food on display is done so to prevent contamination by biological, chemical, or physical hazards.

General processing

- all food is processed at the right temperature. **Refer to Outcome 4 for additional information**
- food must be processed so it does not become contaminated by biological, chemical, or physical hazards.

Processing smallgoods and dried meat products

- dried meat products (e.g. jerky and biltong), must be dried under correct conditions (temperature, humidity etc.) for the right amount of time, to prevent undesired microbial growth.
- the drying process must result in the finished product having a water activity (Aw) of no more than 0.85 or validated alternative.
- carry out validation testing on finished product to ensure it is safe.
- for slow-dried meat products, **product description and intended use monitoring forms can be found in APPENDIX 4.**

Hazardous substances

- Hazardous substances are used and stored to prevent contamination of food.

Uncooked Comminuted Fermented Meats (UCFM)

UCFM products can only be processed with a specific licence and using an approved pro-forma.

Contact the Food Authority for more information.

GUIDANCE INFORMATION

Receival of food

- dry goods, chemicals, packaging at room temperature
- all meat sourced from outside of NSW should only be sourced from a business that holds an equivalent licence or accreditation from that jurisdiction.

Storage of food and ingredients

- keep ready-to-eat (RTE) food separate from raw foods, and contact with surfaces that are not sanitised. Keeping RTE foods stored above raw foods can help prevent contamination from things such as blood drip.
- make sure no food or tubs are in direct contact with the floor (e.g. use dragger tubs, make sure you hang the meat properly).
- keep all food away from chemicals, damaged equipment or areas of the premises which require maintenance (e.g. flaking paint).
- clean up spills or breakages (e.g. glass) as soon as possible.
- seal opened packages of food, especially dry goods, to prevent them from contaminating other foods (such as allergens) and prevent them from being contaminated with dust or pests.

Packaging of food

Packaging must be:

- free from substances that may make the food unsafe or unsuitable
- clean and free from any foreign matter; and
- has not previously been used (except if washable, a relined pack, or is to be used for pet food)
- if packaging is damaged and the food potentially contaminated, the food must be discarded.

Display of food

- display equipment must prevent the public from contacting unwrapped meat. Any meat displayed where it can be handled by the public must be in the form of pre-packaged meat.
- cooked meat, cooked seafood and any other RTE products are stored in a separate display to raw meat. Where a separate facility is not available, these foods will be adequately separated from raw meat (this includes marinated food) to prevent cross contamination in the display unit.

General processing

Examples of how to keep food safe include:

- protecting food from contamination from splashing, drips, other foods, allergens, steam, smoke or odours.
- bread crumbs, batters and marinates are:
 - not reused or sieved and are thrown out at day's end
 - placed under refrigeration when not in use during the day.
- pickling liquids are made fresh per batch.
- pet meat is labelled and stored separately from food for human consumption.
- fat, bone and inedible food is identified and stored separately from food for human consumption.
- any food that is unsafe or unsuitable that has been recalled, or that needs to be returned to the supplier, must be labelled and stored separately from other foods.

Processing smallgoods and dried meat products

- specific guidance information can be found in 'Guidelines for the safe manufacture of Smallgoods (2nd edn)' Produced by Meat and Livestock Australia.

Hazardous substances

- hazardous substances, such as cleaning and pest control chemicals, are fully labelled.
- hazardous substances do not leave residues, odours or flavours.

6. Additives and preservatives

OUTCOME REQUIRED

The use of additives and preservatives in food products complies with the Food Standards Code

TO REACH THIS OUTCOME

- Ensure the additive or preservative is allowed to be used in the product.
- Ensure the amount/level/dose of additive or preservative complies with allowable limits in the FSC.
- Ensure accurate declaration is made on packaging or when requested.

GUIDANCE INFORMATION

For products that are allowed to contain preservative, prescribed amounts up to the allowable limits in the Food Standards Code can only be used.

Below is a list of common products that preservative can and cannot be used in. For a complete list of products and permitted additives and preservatives, refer to [FSC 1.3.1, schedule 14 and 15](#). Further information can also be found in the [Preservative use in processed meats: Licensee Guidance](#) document on the NSW Food Authority website.

Addition of Sulphur Dioxide (SO₂)

Preservative, such as SASO (sulphur dioxide), can cause allergic reactions in sensitive consumers (e.g. Asthma). Reactions can range from mild to life threatening, such as anaphylactic shock. Safe use of preservative requires careful measurement of ingredients.

- meat used to make sausages must be accurately weighed. After meat is weighed the correct amount of meal (or liquid) will be prepared and added as per the manufacturer's instructions.
- do not spike, or over dose the meat or meal.
- all staff, including the apprentice, are trained to use the correct amount of meal before making sausages.

A field test will be carried out at random during audits and inspections. A business found to be using preservatives in prohibited meat and meat products may be:

- fined
- required to carry out extra monitoring
- subjected to more frequent audits and inspections
- placed on the Food Authority's name and shame list which is displayed on the Authority's website;
- required to undertake further training / skills and knowledge assessment by the Food Authority as a condition of continued licensing and operation.
- Potential licence cancellation for repeat offenders.

Addition of Nitrate and Nitrite

The levels of nitrates and nitrites in meat are restricted because they can be converted in the stomach or during high temperature cooking processes to chemicals understood to be carcinogenic in nature, and regulated to prevent use which is incompatible with other manufacturing processes.

Nitrites generally have two functions in meat processing:

- to increase product quality by enhancing the typical red colour of UCFM, and
- increase product safety by preventing *Clostridium botulinum* spores from growing.

The addition of Nitrite (e.g. Sodium Nitrite) in UCFM and slow dried cured products is permitted, however only up to specific amounts as listed in the Food Standards Code.

UCFM products can only be processed with a specific licence and using an approved pro-forma.

Contact the Food Authority for more information.

Product	Sulphates Sulphites	Nitrates Nitrites	Other permitted additives and preservatives	Special conditions
6.8.1 Raw meat, poultry and game				
Raw minced beef, chicken, lamb, goat, pork etc.	No	No	No	Additives in Schedule 15 of the FSC must not be added unless expressly permitted
Kofte, kafta, kibbie, kibbeh or other form of these product types	No	No	No	
'100% meat' hamburger patties	No	No	No	
Whole sides or cuts of fresh raw meat, game or poultry	No	No	No	
Fresh poultry (not mince, pieces, or cuts)	No	No	# 262 [Sodium Acetate (5,000 mg/kg)*]	

Product	Sulphates Sulphites	Nitrates Nitrites	Other permitted additives and preservatives	Special conditions
6.8.2 Processed meat, poultry and game products in whole cuts or pieces				
Processed (or cured) meat (e.g. shoulder or leg ham and silverside)	No	# 234 [Nisin (12.5 mg/kg)*] # 243 [Ethyl lauroyl arginate (200mg/kg)*] # 249, # 250 [Nitrites (potassium and sodium salts) (125 mg/kg)*]		Nitrates are NOT Permitted in these products
Cured meats (e.g. bacon, pastrami, smoked chicken or turkey (not loaf))	No	# 234 [Nisin (12.5 mg/kg)*] # 243 [Ethyl lauroyl arginate (200mg/kg)*] # 249, # 250 [Nitrites (potassium and sodium salts) (125 mg/kg)*]		
Dried meats (e.g. beef jerky)	No	# 200, # 201, # 202, # 203 [Sorbic acid and sodium, potassium and calcium sorbates (1,500 mg/kg)*] # 234 [Nisin (12.5 mg/kg)*] # 243 [Ethyl lauroyl arginate (200mg/kg)*] # 249, # 250 [Nitrites (potassium and sodium salts) (125 mg/kg)*]		
Slow dried cured meats (e.g. prosciutto, pancetta, parma ham, jamon).	No	# 234 [Nisin (12.5 mg/kg)*] # 243 [Ethyl lauroyl arginate (200mg/kg)*] # 249, # 250 [Nitrites (potassium and sodium salts) (125 mg/kg)*] # 251, # 252 [Nitrates (potassium and sodium salts) (500 mg/kg)*]		

Product	Sulphates Sulphites	Nitrates Nitrites	Other permitted additives and preservatives	Special conditions
6.8.3 Processed comminuted meat, poultry and game products				
Mortadella	Yes *	No	<p>Nitrate is NOT a permitted additive. NB: Only <u>Nitrite</u> based cures are to be used. FSC limits apply*</p> <p># 249, # 250 [Nitrites (potassium and sodium salts) (125 mg/kg)*]</p> <p># 220, # 221, # 222, # 223, #224, #225, #228 [Sulphur dioxide and sodium and potassium sulphites] (500 mg/kg)*]</p> <p># 234 [Nisin (12.5 mg/kg)*] # 243 [Ethyl lauroyl arginate (315 mg/kg)*]</p>	
Chicken loaf / Turkey loaf	Yes *	No		
Frankfurters	Yes *	No		
Luncheon meats	Yes *	No		
Polish salami	Yes *	No		
Devon	Yes *	No		
Manufactured hams	Yes *	No		
6.8.3.2 Sausage and sausage meat containing raw, unprocessed meat				
Raw unprocessed sausage and sausage meat sausages	Yes *	No	Yes *	Must be labelled as sausage meat (e.g. hamburger patties made from sausage meat)
Chipolatas	Yes *	No	<p>FSC limits apply*</p> <p># 220, # 221, # 222, # 223, #224, #225, #228 [Sulphur dioxide and sodium and potassium sulphites] (500 mg/kg)*]</p> <p># 243 [Ethyl lauroyl arginate (315mg/kg)*]</p>	
BBQ sausages	Yes *	No		
Beef / Pork / Chicken sausages	Yes *	No		
* MPL – Maximum Permitted Level measured in mg/kg (Current at 1 st September 2016)				

7. Labelling

OUTCOME REQUIRED

All food is correctly labelled, identifiable and traceable

TO REACH THIS OUTCOME

- All food must be correctly labelled. There are specific requirements for different products (e.g. packaged product, country of origin, ingredients, allergen declaration)
- All food labelling must comply with requirements of the Food Standards Code
- All food must be correctly identified (e.g. species, description, beef labelling)
- All signage and labelling must be true and not mislead the customer
- All food must be traceable from the approved supplier through your supply chain (wholesaler to your shop)

GUIDANCE INFORMATION

Packaged food, such as cartons, raffle trays and wrapped meat, must be labelled with the following information:

- the name of the business
- the street address of the premises in which the food was packed
- the animal species/ type from which the product has originated from (e.g. cattle, sheep, goat, pig, poultry)
- the trade name or the description of the food or food products contained in the package
- the weight, and
- one or more of the following:
 - date of packaging and a statement of the shelf life of the food
 - Use-by date (e.g. for RTE meats)
 - Best Before date (e.g. for raw meats and other foods)

If the food contains added ingredients (e.g. crumbs, marinates), the following must also be on the label:

- a Nutrition Information Panel (NIP)
- an ingredient list of all added ingredients, and
- any allergens present in the product must be identified.

Un-packaged food, such as meat and seafood in a display cabinet, may need to be labelled with the following information:

- the country of origin
- If beef labelling descriptions are used, these must be correct (e.g. young / yearling / economy etc.)

Carcase meat, including full, half, or part-carcases must be stamped or rolled with appropriate identifiable features (e.g. processor stamps, inspection stamps, processor tickets) and be traceable to the supplier with sufficient evidence (e.g. supplier tax invoice).

Pet meat products:

Products intended for human consumption can be labelled or sold as trim, off-cuts or bones. Alternatively, sale of pet meat, and products that are unfit for human consumption, but intended for end use as pet food must be prepared/packaged/labelled in accordance with the *Standard for the Hygienic Production of Pet Meat (AS 4841:2006)*. Further information can be found in sections 7, 8, and 9 of this standard and relate to;

- Preparing and labelling pre-packaged pet meat for retail sale in a sealed package with the words '**Pet Meat – Not for Human Consumption**', kept separate from meat for human consumption, and stored in a manner that will not cause its deterioration.
- Product Identification (staining) requirements by staining with Brilliant Blue FCF (CI 42090), or an approved heat treatment process, or a written approved arrangement with the Food Authority.
- Raw offal must not be used in pet meat products.

Beef labelling

Beef has special requirements when it comes to labelling. There are specific descriptions that can and cannot be used. The table below has a list of descriptions that can be used for uncooked, fresh beef. The standard retail description can be found on the carton, carcass tag, and often on the consignment note of your beef order.

Beef Retail Classification	AUS-MEAT Descriptor**		Standard Retail Description
Yearling OR Beef	*Y*	*YS*	Y= Yearling, YS= Yearling Steer
Young OR Beef	*YGS*	*YG*	YGS= Young Steer, YG= Young Beef
	YPS OM≤200	*YP* OM≤200	YPS OM≤200 =Young Prime Steer, YP OM≤200= Young Prime Beef
Mature OR Beef	*YPS*	*YP*	YPS =Young Prime Steer, YP= Young Prime Beef
	PRS	*PR*	PRS=Prime Steer, PR=Prime Beef
	SS	*S*	SS=Steer, S=Ox
Economy	Economy OX	Budget OX	Economy
	Economy COW	Budget COW	
Manufacturing			Manufacturing (Suitable for mince only)

** AUS-MEAT Domestic Retail Beef Register - Retail beef cuts language and terminology (3rd ed, 2011).

The word 'Beef' can be used in place of any retail description except 'Economy'. Economy beef must always be described.

Prohibited descriptions

Retailers may **not** use any prohibited descriptions such as 'A grade', 'Prime' or 'Lot fed', among others.

If retailers use supplementary descriptions from the AUS-MEAT language such as 'grain fed beef' these must be accurate and able to be substantiated. The following descriptions have not been defined and are not allowed:

✘ *A* Beef	✘ "Export Quality"	✘ "Grain Supplemented"
✘ "A Grade"	✘ "Export Grade"	✘ "Lot Fed"
✘ "A Class"	✘ "Export Standard"	✘ "Milk Fed"
✘ "Prime"	✘ "Grain Assisted"	✘ "Budget"
✘ "Grain Finished"	✘ "Quality"	✘ "Quality Grade"

Labels such as, or similar to, the ones below cannot be used on beef products, or to describe beef products.



The facility

8. Design and construction of retail meat premises

OUTCOME REQUIRED

Premises, equipment, and transportation vehicles are constructed and maintained to ensure food is not contaminated

TO REACH THIS OUTCOME

Design and construction

- The design and layout of premises, and equipment, must allow for the safe processing of food by:
 - providing adequate space for food production and the fixtures, fittings and equipment used
 - preventing access by and harbourage of pests
 - keeping out dust, dirt, fumes, smoke and other contaminants
- Construction must:
 - use materials that will not become a potential source of contamination
 - allow for safe processing (e.g. food does not contact surfaces, such as walls or floors) and effective cleaning (e.g. no unsealed joints, rough surfaces, angled corners)

Floors

- Floors must:
 - not absorb water, food or grease or allow liquids to accumulate or pool
 - allow liquids to drain naturally or be physically removed (i.e. mopped or squeegeed)
 - be kept free from sawdust, shell grit, cardboard or other similar materials.
 - have adequate drainage and prevents odours, vermin, any objectionable material or storm water from entering the premises

Walls, ceilings, fixtures, fittings and equipment

All surfaces and equipment used in your facility must be:

- smooth surfaced
- impervious (except for wooden chopping blocks used for the purpose of chopping only)
- easily cleaned and, where necessary, capable of being dismantled for cleaning
- corrosion resistant or capable of being maintained free of corrosion

Hand washing facilities

- a retail meat premises must have adequate hand washing facilities accessible and in working order.

Transportation vehicles

- the vehicle used to transport food must have a compartment that is clean, free from damage, is well sealed, and must prevent food from being contaminated
- all vehicles must be refrigerated if used to distribute meat products on trips in excess of 30 minutes travelling time. This time is calculated from first product loaded in to the last product loaded out

Maintenance

- a retail meat premises, all fixtures, fittings and equipment, must be maintained in good condition, free of damage and potential contamination such as rust or flaking paint

- If areas of the premises, fixtures, fittings and equipment do not comply with requirements, the business must;
 - Identify the defects and write them down
 - Plan to repair or replace the defective items or area
 - Write down the plans to repair/replace, and the estimated time frames

GUIDANCE INFORMATION

Floors

- floor coatings such as epoxy resin, vinyl sheets/tiles, ceramic or quarry tiles (with non-absorbent grout) are examples of coatings which comply if correctly installed. Floors with unsealed concrete, exposed aggregate, cracks, and damage do not comply. Excessively worn floors can also create pooling of water which has the potential to contaminate food.
- If your floor does not comply, document your plans to have it repaired or replaced and ensure those plans are updated regularly and are available for auditing.

Walls, ceilings, fixtures, fittings and equipment

All surfaces and equipment used in your facility must be:

- smooth surfaced, impervious, easily cleaned and corrosion resistant; but also
- durable
- non-toxic
- resistant to chipping or flaking or fraying
- of a finish that makes contamination clearly visible
- constructed so that joints are effectively sealed
- constructed to minimise accumulation of dust, water, litter or waste materials on ledges, sills, etc.; and
- for wall to floor junctions, coved to enable effective cleaning.

Materials that comply with this include;

- ✓ coated cool room panels
- ✓ stainless steel (shelves, benches, panels)
- ✓ plastic (boards, tubs, panels, shelves)
- ✓ sealed timber (panels, shelves)
- ✓ sealed cement render

Materials and equipment that don't comply include;

- ✗ exposed timber and particle board
- ✗ foam
- ✗ uncoated mild steel
- ✗ unsealed plasterboard
- ✗ 'checker plate' type material
- ✗ shopping trolleys



Some areas and equipment may need special attention, including:

Carcase rails

- carcass rails can be made of mild steel, providing they are maintained free of corrosion by frequently treating with edible oil.

Butchers blocks

- wooden chopping blocks need to be kept clean and in good condition. They must be free of splits, cracks, holes and other damage.
- wooden chopping blocks must be used for the purposes of chopping only.



The butchers block above is damaged and as a result, is non-compliant

Hand washing facilities

To be considered adequate, hand washing facilities must have:

- warm running water
- an effective cleaning agent (e.g. liquid soap)
- taps which are hands free operated
- hand drying facilities that do not contaminate washed hands or the surrounding area (such as paper towels and a bin, or a dryer); and
- a connection directly to the drainage system.

Hand washing facilities must also be:

- readily accessible in processing areas
- only used for the washing of hands, arms and face, and,
- placed in appropriate locations for use during processing.
- hand wash basins cannot be used for washing utensils and equipment and cannot be used to store gloves, knife kits or other items.

Ventilation

- a retail meat premises must be sufficiently ventilated to control excessive heat, steam and condensation and prevent the entry of odours, dust, vapour or smoke.
- emissions must be vented to the outside of the premises in a manner that does not contaminate food.

Lighting

- lighting, either natural or artificial, must be adequate to enable hygienic processing, inspection and auditing. For guidance on sufficient lighting, refer to Australian Standard 1680.1-2006 Interior and workplace lighting: General principles and recommendations.
- to make sure lights do not become a source of contamination, they must have a shatterproof protective cover/shield. Check lights and fittings regularly to ensure they are free of insects, water, mould, or damage, etc. If these are present, take immediate action or document plans to address the defect.

Ovens and smokehouses

- any dust, dirt, smoke, charcoal, or ash like residue build up in exhaust hoods needs to be cleaned regularly to prevent potential contamination.

Water supply

- water must be from a supply, and used, so it does not contaminate food. If you have a reticulated water supply, or 'town water', you are complying with potability requirements. If you use a different water supply system, such as bore or tank water, you may need to test or treat the water to ensure it is potable.
- you must also have enough water, both hot and cold, and at the right pressure, to be able to clean the facility, equipment, fittings and fixtures.

Storage facilities

Storage facilities need to be provided for certain items. These facilities can be grouped and treated differently, depending of the items and areas stored.

- **Food, and single use food contact items** – including ingredients, processing and packaging materials and kits. These items need the highest care and protection from contamination. When storing these items, you are trying to protect them from all potential sources of contamination and in general, need to be kept separate from other groups. Special attention needs to be given to RTE and shelf stable foods so they are protected from raw foods or ingredients, as well as all other sources of contamination (cleaning chemicals and equipment, dirty equipment etc.).
- **Clean equipment** – including product containers, trays, tubs, sausage sticks, torpedos, presses, mincer and band saw blades. These items need a high level of care and protection from contamination because they are used in contact with food.
- **Protective clothing** – including aprons, pouches, steels. These items may not come in direct contact with food but need to be protected from contamination because they are used near food or food contact items and can transfer contamination from the source to food.
- **Cleaning equipment and chemicals** – including cloths, mops, buckets, squeegees, sanitising products. These can be a source of contamination for food and equipment and need to be stored in a way to prevent contamination.
- **Personal belongings** – including clothing not worn during working hours, wallets, mobile phones, and bags. These can also be a source of contamination for food and equipment and need to be stored in a way to prevent contamination.

Toilet facilities

- a retail meat premises must have adequate toilet facilities that are available for the use of staff.
- toilet facilities must be accessible at all times when staff are working.
- location of toilet facilities must be adequate for the purpose and not jeopardise hygienic processing and must not:
 - open directly into processing areas
 - be used for any type of processing.
 - be used to store high care items listed above, such as packaging or ingredients. Cleaning chemicals and non-food processing equipment may be stored in these areas if they do not become a risk to food safety.
- staff must not wear aprons and kits in toilets.
- amenities must be maintained in a clean condition and be in a good state of repair.

Solid and liquid waste disposal

Liquid and solid waste material must be handled, stored, treated and disposed of in a manner that:

- does not contaminate the water supply
- does not affect the safety and suitability of food
- does not become food or a breeding place for pests; and,
- does not create odours

This can be achieved by putting solid waste in appropriate receptacles (e.g. bins), and emptying these regularly (at least daily). When emptying receptacles, it is best to have the waste stored in a separate area such as in a 'skip' outside the facility. When storing garbage or recyclable matter, ensure the facilities are:

- adequate for the volume and type of garbage and recyclable matter
- are enclosed so they do not provide a breeding ground for pests
- designed and constructed so that they may be effectively cleaned
- liquid waste may be disposed of in the wastewater system (with appropriate separation/treatment, such as a grease trap). If grease traps are used, ensure they are emptied and maintained as needed. You may need to contact your council or waste water disposal organisation for further information and ensure you are complying with other relevant state legislation relating to waste water disposal.

Maintenance

To ensure effective maintenance in your premises:

- Identify the defects and write them down
- plan to repair or replace the defective items or area
- write down the plans to repair/replace, and the estimated time frames.

When addressing maintenance issues, ensure that the contamination of food is prevented. Prioritise defects based on the risk to food safety/contamination. This may include addressing the defect in two stages:

- address the immediate risk
- plan and carry out long term repairs/replacement.

For example, if a ceiling above a cutting bench is found to have flaking paint, removing the flaking paint straight away addresses the immediate food contamination risk. Planning to, and re-painting the ceiling in a few weeks addresses the long term risks and ensures the ceiling complies with the standard. Documenting the process demonstrates to the Food Authority that you are managing the risks with this maintenance issue.

Supporting safe processing

9. Skills and knowledge of staff

OUTCOME REQUIRED

All people handling food in the business must have appropriate skills and knowledge

TO REACH THIS OUTCOME

- All staff need to know how to do their job according to the practices in the business to ensure food is safe at all times
- **Evidence of all training** undertaken by staff, and accompanied by the relevant staff members signature, should be **documented in the FSP training register in APPENDIX 2**
- It is a requirement of licence that one staff member has completed a recognised food handling hygiene course and is able to produce a certificate proving course completion during audits

GUIDANCE INFORMATION

- All staff need to know how to do their job according to the practices in the business to ensure food is safe at all times. These include:
 - cleaning and sanitation
 - ingredients and preservatives controls
 - raw meat processing.
- Staff that carry out duties in these areas require specific training:
 - sausage making
 - RTE meat handling and processing
 - calibration
 - monitoring records
 - internal audit
 - vacuum packing RTE meats
 - dried meat processing.
- **Evidence of all training undertaken by staff, and accompanied by the relevant staff members signature, should be documented in the FSP training register in APPENDIX 2.** This includes:
 - butchers and apprentices
 - servers
 - wash up staff
 - family
- By signing the register, you and your staff are stating that they are competent, know how to do their job safely, and are committed to food safety.
- It is a requirement of licence that one staff member has completed a recognised food handling hygiene course and is able to produce a certificate proving course completion during audits.
 - Ensure a copy of the trade certificate, industry qualification or academic transcript is kept on-site and available for audit.
 - A valid food safety supervisor (FSS) certificate is acceptable.

10. Food recall

OUTCOME REQUIRED

The business must have a system for the recall of unsafe or unsuitable food

TO REACH THIS OUTCOME

A retail meat premises that wholesales, manufactures or imports food must:

- have in place a written system to recall unsafe food and,
- comply with this system when recalling unsafe food

GUIDANCE INFORMATION

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

Product may need to be recalled if it is:

- not fully or correctly labelled
- contaminated with harmful microorganisms
- contaminated with harmful chemicals
- contaminated with physical matter such as glass or wood; or,
- has been tampered with.

The Food Recall Action Plan below can be used to determine if you need to do a recall, and the recall process.

In the event of a product recall, the system as defined in the Food Industry Recall Protocol prepared by Food Standards Australia New Zealand (FSANZ) will be used. A copy of this document is accessible on the FSANZ website www.foodstandards.gov.au.

In the event of a product recall, the program will be controlled by the manager or delegated employee of the business. The NSW Food Authority is to be contacted in the event of a recall on 1300 552 406.

Food Recall Action Plan

Business name will use this recall plan to remove unsafe product from the market.

Recalls will be coordinated by **First name Last name**, **Job description**,

Step 1 – Decide whether a recall is required because there is a risk to public health and safety

What:	First name Last name will decide whether the product is a risk to public health and safety.
How:	<ul style="list-style-type: none"> - Identify the defect in the product - Identify the lot codes of the defective product
Notes:	<p>If the product does not pose a risk to public health or safety or the food safety risk has not yet been confirmed a recall is not required.</p> <p>First name Last name will decide whether to withdraw the product as a precaution.</p> <p>If the product does pose a risk to public health or safety a recall is required.</p>

Step 2 – Decide what type of recall is required

What:	First name Last name will decide whether to conduct a withdrawal, a trade level recall or a consumer level recall. Where necessary, First name Last name will contact the NSW Food Authority or FSANZ for assistance.	First name Last name will conduct a trade level recall if the product has not been available directly to the public, such as food sold to wholesalers and caterers only.	First name Last name will conduct a consumer level recall if the product has been available for retail sale.
How:	First name Last name may withdraw the product as a precaution if there is no food safety risk or the food safety risk has not yet been confirmed.		
Notes:	First name Last name will discuss the type of recall required with FSANZ or the NSW Food Authority.		

Step 3 – Create a distribution list

What:	First name Last name will identify who the product was distributed to.
How:	First name Last name will write or print off a list of customers using records such as customer orders, delivery dockets and invoices.
Notes:	Keep the list simple. The name of the customer, their address, their contact number and details of how much of the affected product has been sold to them is what is needed.

Step 4 – Conduct the recall	
What:	First name Last name will conduct the recall.
	First name Last name will contact all customers who may have received the unsafe product and tell them to: <ul style="list-style-type: none"> – remove the product from sale immediately, and – either destroy or return the unsafe product.
How:	First name Last name will contact FSANZ and provide details of the recall. If a consumer level recall is to be conducted, First name Last name provide details of: <ul style="list-style-type: none"> – where consumers can return the product, and – how the recall will be advertised.
Notes:	FSANZ can help advertise the recall.
Step 5 – Assess and report	
What:	First name Last name will identify possible causes of the risk (what caused the problem) and implement changes to address the risk.
How:	First name Last name will make a list of possible causes and look at what can be done to prevent the problem re-occurring. First name Last name will contact FSANZ to file a post recall report.
Notes:	Information about recall reporting is available at https://www.foodstandards.gov.au/industry/foodrecalls/Pages/default.aspx

Contact numbers and information

NSW Food Authority:

Phone – 1300 552 406

Food Standards Australia New Zealand (FSANZ):

Phone – 02 6271 2222

FSANZ recall information:

<https://www.foodstandards.gov.au/industry/foodrecalls/Pages/default.aspx>

NSW Food Authority recall information:

www.foodauthority.nsw.gov.au/help/recalls

11. Pest control

OUTCOME REQUIRED

The business is maintained free of insects and pests

TO REACH THIS OUTCOME

Controlling pests includes:

- ensuring that the building and equipment are well maintained
- keeping the premises and equipment clean
- using pest control devices and chemicals
- pest control measures are documented
- identifying if control measures are working

GUIDANCE INFORMATION

- **Ensuring that the building and equipment are well maintained:**

This helps prevent pests from entering the premises and from being harboured in equipment.

Examples of how this can be achieved include; sealing cracks or holes in walls, sealing gaps around doors, restricting entry through windows, or removing old or unused pieces of equipment.

- **Keeping the premises and equipment clean:**

This can also reduce areas for pests to be harboured, and reduces food availability which can attract pests. Examples include cleaning up spills in dry goods storage areas, or discarding used cardboard boxes.

- **Using pest control devices and chemicals:**

These control pests that may have found their way into the facility, before they can find harbourage or become an infestation.

Examples may include getting a professional pest control technician to carry out a treatment.

If using a professional, get them to provide you with a documented report outlining the devices/chemicals used, the pest(s) targeted and the areas where these measures were used.

Alternatively, you can use these measures yourself, which may include traps, baits, sticky boards or chemicals.

However, always follow manufacturer's instructions for use and safety, and ensure chemical treatments are used in a way that they will not contaminate food.

- **Documenting pest control activities:**

When using these measures, either yourself or by a professional, document these measures. This may include a floor plan/map of your facility. This can be as simple as a hand drawn plan/map on a page. Maintain this plan/map with your FSP and/or attach a copy of any pest control report in a pest control file/folder.

- **Identifying if control measures are working:**

Keep an eye out for pests, especially during pre-operational checks, and get your staff to notify you when pests are identified. Make a judgement as to whether the pest control measures you undertake are working, and take action if you think they are not.

12. Calibration

OUTCOME REQUIRED

A business must have and use a calibrated and working thermometer on site

TO REACH THIS OUTCOME

To keep food at the right temperature, you and your staff need to be able to check the temperature of food.

- the business must have a thermometer on-site
- this thermometer must work properly
- you and your staff must be able to use this thermometer correctly
- this thermometer must be regularly calibrated
- calibration results must be recorded. **There are specific pages in the Retail Diary to record this.**

If you do not cook food, or sell hot food, you only need to calibrate your thermometer to 0°C.

- Follow the ice point calibration

If you cook food, or sell hot food, you need to calibrate your thermometer to 0°C AND 100°C.

- Follow BOTH the ice point calibration, and the boiling point calibration

GUIDANCE INFORMATION

Ice point calibration (0°C)

To calibrate the handheld thermometer:

1. Fill a small container with crushed ice.
2. Add a little water to the container to make an ice slurry.
3. Place the thermometer in the centre of the container and mix the slurry with the probe.
4. After approximately 1-2 minutes read the temperature on the probe (e.g. your probe might display a number between -0.2°C or + 0.5°C).

If your probe displays between – 1.0°C or + 1.0°C your probe is within calibration.

5. Record the temperature displayed on your probe thermometer. You have completed the calibration.

If your probe does not display between – 1.0°C or + 1.0°C you may need to replace the thermometer.

A calibrated probe can be used to check other thermometers, gauges, equipment in your facility (e.g. display cabinet, chillers, cool room etc.). This can be done by placing the probe next to the device probe and comparing the temperatures. If the compared temperatures are outside of $\pm 1^\circ\text{C}$, adjust, repair, or replace the device.

Boiling water point (100°C)

To calibrate the handheld thermometer:

1. Bring a container of water to a soft rolling boil (e.g. pot of tap water on a stove top).
2. Place the thermometer in the centre of the container so that the point of the probe is in the centre and not touching the sides or bottom.
3. Allow the temperature reading of the thermometer to reach a steady reading, approximately 1-2 minutes).

If your probe displays between 99.0°C or + 101.0°C your probe is within calibration.

4. Record the temperature on your probe. You have completed the calibration boiling water point check.

If your probe does not display between 99.0°C or + 101.0°C you may need to replace the thermometer.

A calibrated probe can be used to check other thermometers, gauges, equipment in your facility (e.g. hot display, ovens, dehydrator, smokehouse etc.). The process to undertake comparison calibration can be found above.

If you are calibrating a thermometer at an altitude above sea level, calibration results may not be accurate if following the above procedure. Refer to the '**calibration of thermometers in varied altitudes**' factsheet on our website for further information:

13. Controlling allergens

OUTCOME REQUIRED

A business must control the risk associated with allergens

TO REACH THIS OUTCOME

Any business adding ingredients to food, such as marinating or crumbing, must be able to identify potential allergens in the finished product, and prevent contamination of other foods.

Potential allergens include:

1. peanuts	2. tree nuts (e.g. almonds, cashews)
3. eggs	4. milk
5. fish	6. crustacean (shellfish e.g. prawns, lobster)
7. sesame	8. soy
9. gluten (e.g. wheat, bread crumbs)	10. sulphites (>10mg/kg)

Businesses must declare the first eight of these potential allergens above, and their products, in the ingredient lists or if a customer asks if they are present in the food.

GUIDANCE INFORMATION

Food allergies can be life threatening and are a growing concern in Australia. In fact, Australia has one of the highest allergy prevalence rates in the world.

Any food containing allergens must be kept separate from foods without allergens. Foods without allergens should be processed before foods with allergens. All benches and utensils must be fully cleaned between producing products containing allergens and other foods.

Food with allergens should be kept separate from non-allergen foods during display (e.g. honey soy chicken wings, or crumbed foods kept separate from other non-allergen foods).

If a customer asks if any food contains allergens, you must be able to provide information on all allergens in that food. This can be achieved by:

- keeping lists of all allergens in foods by obtaining a Product Information Form or specification from your supplier, or
- by keeping packaging with all ingredients and allergens labelled on packaging.

Contamination from allergens must be prevented during storage. Dry goods such as marinates, sprinkles, spices, rubs and crumb mixes will be stored in clean containers/bags. Dry goods with allergens will be stored below goods not containing allergens.

If food is packaged, the food must bear a label with ingredients and allergen warning statement. The most common food allergens (above) and sulphites must always be listed in the ingredients list or in a separate advisory statement. Products containing royal jelly must also provide a warning statement on the food label.

Allergens can be identified in three ways:

1. In brackets

wheat flour, sugar, margarine (contains milk), salt, flavour (contains wheat starch)

2. In bold

wheat flour, sugar, margarine (contains **milk**), salt, flavour (contains **wheat** starch)

3. In a separate declaration

wheat flour, sugar, margarine (contains milk), salt, flavour (contains wheat starch). Contains wheat and milk

14. Testing

OUTCOME REQUIRED

Verification testing is carried out

TO REACH THIS OUTCOME

1. Retail meat businesses who package RTE meat in either vacuum packaging or Modified Atmosphere Packaging must carry out extra processing and testing to ensure that *Listeria Monocytogenes* is controlled.
2. Testing needs to be carried out if you produce or process:
 - a) Whole portions/cuts with post packing pasteurisation (e.g. vacuum packed hams) OR
 - b) Sliced or whole portions, with no post packing pasteurisation (e.g. sliced vacuum packed meats, multiple portions of vacuum packed meats).
3. Retail meat businesses that carry out vacuum packaging or Modified Atmosphere Packaging of RAW meat and/or RAW meat products DO NOT need to carry out *Listeria Monocytogenes* testing.

GUIDANCE INFORMATION

Licensed meat businesses must comply with the sampling and analyses provisions of the *Meat food safety scheme* of the Food Regulation 2015. All testing requirements are outlined in the [NSW Food Safety Schemes manual](#). Depending on the product and process used, there are three categories:

Category 1: Whole portions/cuts with vacuum/MAP packing with post packing pasteurisation

Category 2: Sliced or whole portions with vacuum/MAP packing, with NO post packing pasteurisation

Category 3: Sliced or whole portions with NO further vacuum/modified atmosphere packing.

Category 1	Category 2	Category 3
Further Testing Required		No Further Testing Required
Must be pasteurised and sample tested	Must have environment and sample tested	
Whole and half hams	Sliced meats	
Cooked silverside	Full smoked chickens	
Single portion beef	Cabanossi, single and multiple portion(s) per pack	
Smoked chicken breast (single portion)	Cut whole portions for future slicing/selling	
	Smoked sliced or reportioned seafood	

Category 1. Whole portions/cuts with vacuum/MAP packing with post packing pasteurisation

These are whole portions or cuts which are packaged and then have a post packing pasteurisation step. This involves heating the outside surface of the packaged product to temperatures that control *Listeria*. This process is usually carried out by dipping a packaged product in hot water for a specified combination of time and temperature.

This process is only suitable for packaged whole primal pieces (hams, silversides) or halves where the area of concern is the external meat surface only, and cannot be used on packaged sliced product.

Meat surface temperature (°C)	Immersion time (minutes)
60	44
61	33
62	24
63	18
64	13
65	10
66	7
67	6
68	4
69	3
70-72	2
73-75	1
76 or hotter	Less than one minute

To control *Listeria* in these products you must;

- heat the surface of the meat to the temperature and time in the table above
- check the temperature of the meat's surface:
 - using an infrared thermometer (e.g. Raytek) immediately after removing from the hot water; or
 - by measuring the water temperature for the time in the Table.
- once heated, the product must also be chilled quickly (e.g. by immersion in iced water or blast freezing straight after heating), as this also helps to kill *Listeria*.
- document the post pack pasteurisation times and temperatures
- send a sample for testing, one in every 10 batches.
 - *Listeria Monocytogenes* not detected in 25g for products that will support the growth, or
 - *Listeria Monocytogenes* not exceeding 100 CFU/gram for products that will not support growth

Important points to note include:

- if the product is pasteurised in the pack, the package cannot be re-opened, sliced, or product re-packaged (without being re-pasteurised) before it is sold.
- a batch is the product pasteurised within a 24-hour period.

Category 2. Sliced or whole portions with vacuum/MAP packing, with NO post packing pasteurisation

These are slices or cuts which are packaged but are not whole portions, or have a surface which cannot be heated by post packing pasteurisation. Examples of these products include sliced deli meats, multiple sticks of cabanossi, and whole chickens.

To control *Listeria* in these products you must:

reduce the chance of *Listeria* contamination during processing (consult validated industry guidance documents, e.g. MLA guidelines for the safe manufacture of smallgoods 2nd edn.).

- test the environment for *Listeria* by sampling five sites per month pre and post operation from both:
 - Zone 1 sites: equipment that comes into contact with cooked product (e.g. slicers, dicers, hoppers), spiral freezers and conveyors for cooked product, tables and benches on which product is stored or portioned.

- Zone 2 sites: floors, walls, ceilings, drain outlets, pools of water (e.g. on the floors of a manufacturing area or cold room), condensate from refrigeration evaporators (cold rooms), chiller doors, switches, floor joints/crevices.
- send a sample for testing, one in every 10 batches.
 - *Listeria Monocytogenes* not detected in 25g for products that will support the growth, or
 - *Listeria Monocytogenes* not exceeding 100 CFU/gram for products that will not support growth
- document both environmental and finished product results.

What do I do if I get a positive result?

Positive in finished product

- notify the NSW Food Authority verbally within 24 hours of receipt of result by calling 1300 552 406.
- isolate any product still at your facility; recall any product that has left the facility.
- notify the NSW Food Authority in writing within 7 days of receipt of result.

Positive environmental swabs

- Zone 1 positive result:
 - put product on hold
 - send swab to a NATA accredited laboratory to confirm if *L. monocytogenes*
 - conduct an intensive cleaning regime of all product contact surfaces
 - if swab is positive for *L. monocytogenes*, test product on hold
- Zone 2 positive result:
 - send swab to a NATA accredited laboratory to confirm if *L. monocytogenes*
 - conduct an intensive cleaning regime of all product contact surfaces
 - if swab is positive for *L. monocytogenes*, increase the number of swabs of Zone 1 areas

Who do I contact for further assistance?

The NSW Food Authority on 1300 552 406 or at food.contact@dpi.nsw.gov.au

Category 3. Sliced or whole portions with NO further vacuum/modified atmosphere packing

These are whole portions, slices, or cuts of RTE product that are sold with no additional vacuum/MAP packaging applied. These products require no further testing.

Definitions

Abattoir Animal	any bull, ox, steer, cow, heifer, calf, ram, ewe, wether, lamb, goat, kid, swine, buffalo, deer, rabbit or any bird
Abattoir Meat	meat that is from an abattoir animal and that is intended for human consumption.
Amenities	includes changing rooms, dining rooms, toilets, hand wash basins and showers
Appliances	any equipment used in a retail meat processing premises.
Approved Audit	an audit approved by the NSW Food Authority
Audit	a programmed and clearly defined system of verifying that a quality system is operating to standards defined in the Food Safety Program.
Authorised Officer	A person appointed under division 3, part 9
Clean	in relation to: a) carcasses or meat means free from all visible contaminants (e.g. ingesta, dust, rail grease, wool, hair, faecal material, bile, excretions and pathological conditions); and b) equipment, utensils and clothing means free of visible contamination, washed, sanitised and free of objectionable odours; and c) premises mean surfaces of floors, walls, ceilings free of visible contamination, washed, and free of objectionable odours; and d) clothing, means free of visible contamination.
Construction	the design, construction, equipment and maintenance of retail meat premises.
Contamination	the presence of objectionable matter, including substances or microorganisms, that makes meat and meat products unsafe or unsuitable for human consumption.
Coving	a curved junction at two surfaces (e.g. floor and wall) to enable effective cleaning.
Cured	A product is cured if curing salts have been added at a level which preserves the product, being a minimum 2.5% salt on water phase and 100 ppm nitrite in-going.
Edible	safe and suitable for human consumption.
Food Business	"food business" means a business, enterprise or activity that involves: (a) the handling of food intended for sale, or (b) the sale of food,
Food Safety Program	a documented program which identifies any steps in the activities of a retail meat business which are critical to ensuring food safety and ensures that adequate food safety measures are identified, implemented, maintained and reviewed.
Game Animal	any vertebrate animal: including a mammal, bird or reptile but, excluding fish; of a species that can be legally harvested; and has not been husbanded in the manner of a farmed animal and is killed in the field.

Game Meat	the edible part of any game animal that has been dressed or prepared in a game-processing establishment, and passed by an inspector as fit for human consumption.
HACCP	a Hazard Analysis Critical Control Point approach comprising a structured system for the analysis of hazards and identification of methods for monitoring of hazard and the implementation of control measures for each hazard.
Hazard	a biological, physical or chemical agent in, or condition of, food that has the potential to cause an adverse health effect in humans.
Hazardous Substances	any substance which, if it comes into contact with meat, meat products or meat contact surfaces, will jeopardise the safety and suitability of meat and meat products.
Inedible	unsafe or unsuitable for human consumption
Licensed	a premises licensed with the New South Wales Food Authority (or equivalent interstate / overseas jurisdiction).
Meat	the edible part of any abattoir animal and edible offal intended for human consumption.
NIP	Nutritional Information Panel
Pathogenic bacteria	bacteria capable of causing disease in humans
Potable water	means water that is acceptable for human consumption ¹ .
Premises	a building or structure, where meat is processed or stored for human consumption.
Processed Meat	any product of a manufacturing process that contains abattoir meat or game meat and that is intended for human consumption.
Processing	any activity in the storage, production and sale of meat and meat products.
Protective Clothing	items of clothing such as aprons, head covering, capes and smocks that prevent meat or meat product contact surfaces from ordinarily coming into contact with any portion of a person's body or ordinary clothing.
RTE (ready-to-eat)	means meat products intended to be consumed without further heating or cooking, and includes: <ul style="list-style-type: none"> a) cooked or uncooked comminuted fermented meat; and b) pâté; and c) dried meat; and d) slow cured meat; and e) luncheon meat; and f) cooked muscle meat including ham and roast beef

¹ the NHMRC *Australian Drinking Water Guidelines* 2004 may be used for guidance concerning what constitutes acceptable water

Retail meat premises	<p>any premises where meat (including poultry) is sold by retail and on which raw meat carcasses or parts of raw meat carcasses are processed in some way (such as boning, slicing, or cutting).</p> <p>A retail meat premises does not include premises where:</p> <ul style="list-style-type: none"> a) in any week during the preceding calendar year, more than one tonne of meat was sold by wholesale (must be licensed as a meat processor), or b) all the meat sold is: <ul style="list-style-type: none"> i. in a form ready to be consumed (such as is sold at a restaurant or takeaway food shop), or ii. in a form commonly referred to as cook and chill (that is, cooked, packaged meat that requires reheating before consumption).
Sanitise	<p>apply heat and/or chemicals, or other processes, to a surface so that the number of microorganisms on the surface is reduced to a level that:</p> <ul style="list-style-type: none"> a) does not compromise the safety of the food with which it may come into contact; and b) does not permit the transmission of infectious disease
Shelf Stable	Processed meat products that do not require chilling or freezing to maintain food safety and safety and suitability.
SO ₂	Sulphur Dioxide
Sterilise	In relation to equipment or utensils used in the hygienic processing of meat, means cleaned and immersed in water heated to not less than 82 °C until sterilisation is effected, or treated by other effective means. For the purposes of this Standard it means "make commercially sterile".
UCFM	Uncooked Comminuted Fermented Meat
Wholesome	<p>meat that has been passed as safe and suitable for human consumption on the basis that such meat:</p> <ul style="list-style-type: none"> a) will not cause foodborne infection or intoxication when properly handled and prepared with respect to the intended use; and b) does not contain residues in excess of established limits; and c) is free of obvious contamination; and d) is free of defects that are generally recognised as objectionable to customers.

References

AUS-MEAT Domestic Retail Beef Register- Retail beef cuts language and terminology (3rd edn, 2011).

Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption. (AS **4696**:2007)

Australian Standard for the Hygienic Production of Pet Meat (AS **4841**:2006)

Australian Standard for workplace lighting (AS **1680.1**: 2006)

Food Act 2003

Food Regulation 2015

Food Standards Australia New Zealand (FSANZ) – Food Industry Recall Protocol

Food Standards Code

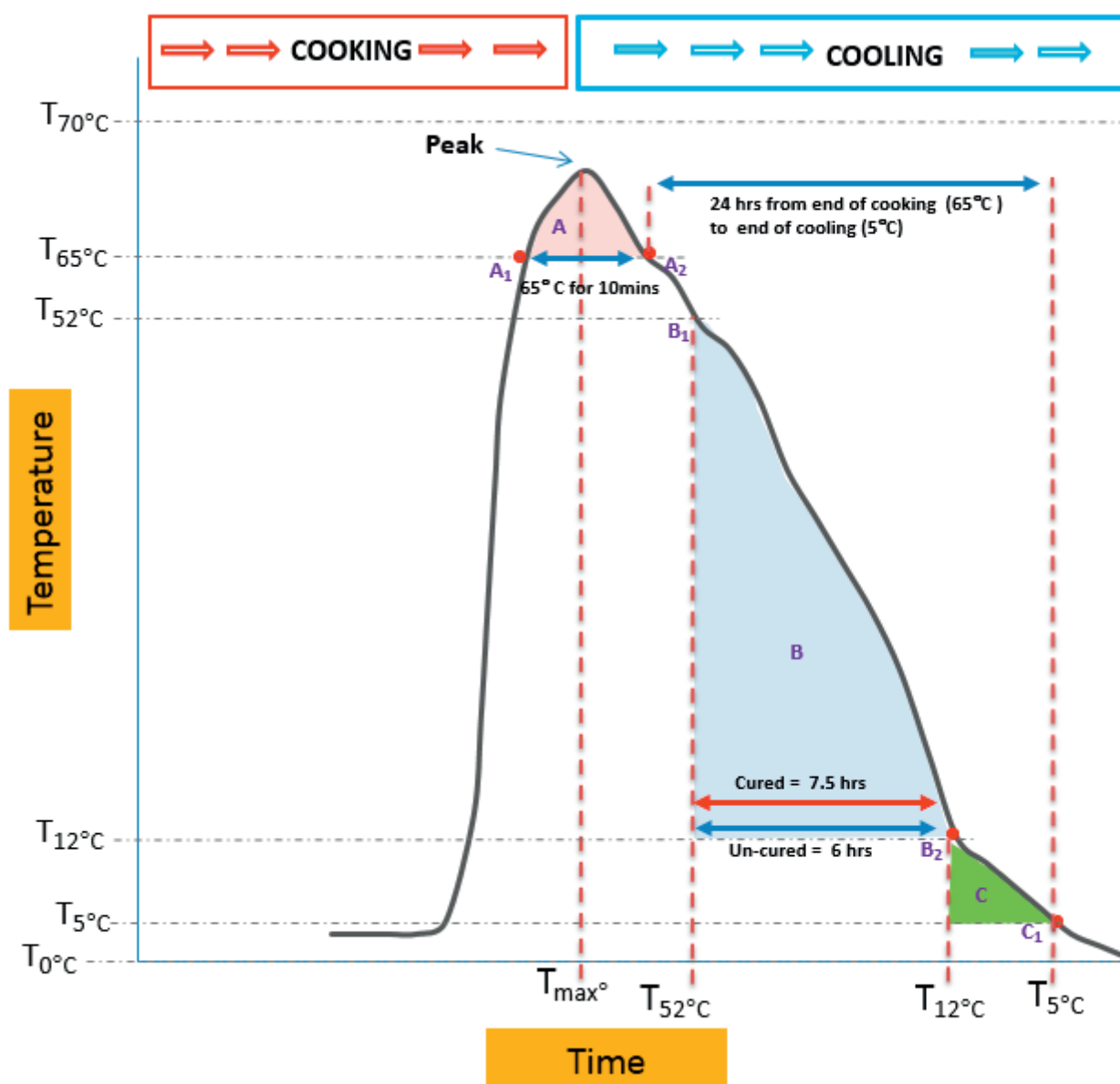
MLA Guidelines for the safe manufacture of smallgoods (2nd edn, 2015).

NHMRC *Australian Drinking Water Guidelines* 2004

NSW Standards for Construction and Hygienic Operation of Retail Meat Premises

Appendices

APPENDIX 1: Cooking and Cooling Monitoring Procedures



TO REACH THIS OUTCOME

- At least **four cooked products** every six months are to be recorded on the cooking and cooling verification of RTE meats form to ensure cooling times and temperatures are acceptable.
- **COOKING:** Core temperature must be greater than 65°C for 10 minutes (A1- A2 on graph), or equivalent as listed in Outcome 4 of the FSP.
- **COOLING:** The time when Core temperatures reach 52°C , 12°C , and 5°C (B1, B2, C1 on graph) must be recorded for meat products, for a product to be appropriately cooled.

GUIDANCE INFORMATION

Cooking

1. Record the **product temperature** and the **starting time** of the cooking process (e.g. **8:42 am** and **5.8°C**)
2. When cooking product, ensure an increasing temperature to **greater than 65°C**. When product reaches an **internal core temperature of 65°C**, you must **maintain this temperature at a minimum of 65°C** for a **minimum of 10 minutes**.

This is shown as **(A)** on the graph (red highlight under the curve).

Record the actual time this happens (eg. **10:00 am - 10:13 am**).

Cooling – Meat Products

When cooling down a cooked meat product, to ensure the safety of the product, it is important to monitor the rate at which the product cools. To monitor this process accurately:

For **Cured Products**: (e.g. Hams):

These products must be cooled from **52°C to 12°C** within **7.5 hrs (B₁ to B₂ on the graph)**, and then from **12°C to 5°C (B₂ to C₁ on the graph)**.

The entire cooling process needs to be completed within 24 hrs of completion of cooking.

For **Un-cured Products** (e.g. Roast Beef/ Roast Lamb/Roast Pork):

These products must be cooled from **52°C to 12°C** within **6 hrs (B₁ to B₂ on the graph)**, and then from **12°C to 5°C (B₂ to C₁ on the graph)**.

The entire cooling process needs to be completed within 24 hrs of completion of cooking.

The cooking and cooling process you use **must** comply with the relevant process listed above. In addition, the process of cooking and cooling products **must be validated every six months** on at least four (4) products and recorded using the cooking and cooling **verification form** located **in the Retail Diary**.

Cooling – Other Food Products

When cooling down other food products, to ensure the safety of the product, it is important to monitor the rate at which the product cools. This process is slightly different to how you would cool meat products. To monitor this process accurately:

For **other food products**: (e.g. pies, soups etc.):

Following cooking, these products must be cooled from **60°C to 21°C** within **2 hrs**, and then further cooled from **21°C to 5°C within an additional 4 hrs**. In total, this process allows 6hrs as described to reduce the core temperature of product from **60°C to 5°C**.

APPENDIX 2: Food Safety Program Training Register

STAFF TRAINING REGISTER

Record ALL training conducted, or undertaken by ALL staff involved in the business. Training records must be documented and recorded in the table below.

Person being trained to fill in below:					Trainer to fill in below:				
Name (Of person being trained)	Position (e.g. Owner, Butcher, Apprentice, Cleaner)	Type of training (e.g. FSP, TAFE course, Consultant, On the job)	Evidence of Training (e.g. Certificate, Diploma, Tested by trainer)	Signature (Of person being trained)	Employment start date (dd/mm/yyyy)	Trained by (Insert name of trainer e.g. Food Authority, Butcher)	Signature (of trainer)	Date of training (dd/mm/yyyy)	

Person being trained to fill in below:					Trainer to fill in below:			
Name (Of person being trained)	Position (e.g. Owner, Butcher, Apprentice, Cleaner)	Type of training (e.g. FSP, TAFE course, Consultant, On the job)	Evidence of Training (e.g. Certificate, Diploma, Tested by trainer)	Signature (Of person being trained)	Employment start date (dd/mm/yyyy)	Trained by (Insert name of trainer e.g. Food Authority, Butcher)	Signature (of trainer)	Date of training (dd/mm/yyyy)

APPENDIX 3: Approved Supplier Register

Approved Supplier Register

All **supplies** that are received by this business are purchased only from approved suppliers. Meat supplied from NSW premises are licensed with the NSW Food Authority. All approved suppliers of meat and other supplies should be recorded below.

All ingredients that may contain allergens are to be separated on receipt. These products should be clearly labelled to ensure there is no cross-contamination.

Supplier	Goods supplied	Contact details	Other details (e.g. NSWFA licence #)

APPENDIX 4: Product Descriptions and Intended Use

Product Descriptions and Intended Use

Basic Food Groups

Fill in this section if you make these products for sale (purchased from approved supplier*). Additional information can be found in Outcome 5, 6, 7, 13 and 14.

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling (Information can be found in Outcome 7 of FSP)	Consumer	Intended use	I make/sell this product (fill in yes or no)
Sausages and Patties	Fresh meat and added ingredients (e.g. preservatives, salt, spices, flavours, fillers)	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	Shelf life is to be determined by the manufacturer (e.g. 3-5 days), or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	To be fully cooked	
Fresh sliced meat/ mince	Fresh meat displayed or packed for sale	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	Shelf life is to be determined by the manufacturer (e.g. 3-5 days), or validated alternative	Description and/or Ingredients	General population	To be fully cooked	
Raw Corned meats	Fresh meat and added ingredients (e.g. preservatives, salt, spices, flavours, fillers)	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	Shelf life is to be determined by the manufacturer (e.g. 3-5 days), or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	To be fully cooked	
Marinated meats	Fresh meat and added ingredients (e.g. additives, salt, spices, flavours, fruits, vegetables)	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	Shelf life is to be determined by the manufacturer (e.g. 3-5 days), or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	To be fully cooked	

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling (Information can be found in Outcome 7 of FSP)	Consumer	Intended use	I make/sell this product (fill in yes or no)
Stir-fry mixes	Fresh meat and added ingredients (e.g. additives, salt, spices, flavours, fruits, vegetables)	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	Shelf life is to be determined by the manufacturer (e.g. 3-5 days), or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	To be fully cooked	
Whole and sliced RTE meats*	RTE meats and smallgoods (e.g. ham, Devon, cabanossi)	Polystyrene trays, cling wrap, plastic bags. CANNOT BE VACUUM PACKED	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	Shelf life is to be determined by the manufacturer (e.g. 3-5 days), or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing /cooking	
Frozen product	Poultry, seafood, red meat, other foods.	Food grade plastic or vacuum bags, most products in cartons	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	Hard Frozen (-15 °C or less is recommended)	Shelf life is to be determined by the manufacturer (e.g. 6-12 months), or validated alternative	Country of origin label. Ingredients, allergens and preservatives	General population, including sensitive consumers	To be thawed and fully cooked by consumer	
Dairy	Milk, cream, and cheese	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	Shelf life is to be determined by the manufacturer, or validated alternative	Country of origin label.	General population, including sensitive consumers	Ready to eat, or further processing /cooking	
Packaged Eggs	Whole poultry eggs	Cardboard cartons or trays.	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	Ambient temperature	Shelf life is to be determined by the producer or supplier	Individual eggs stamped and cartons fully labelled	General population, including sensitive consumers	To be fully cooked	
Fresh Seafood	Fresh or thawed seafood e.g. fish, prawns, oysters, crustaceans	Polystyrene trays, cling wrap, plastic or vacuum bags	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	Shelf life is to be determined by the manufacturer (e.g. 1-2 days), or validated alternative	Country of origin label.	General population, including sensitive consumers	Ready to eat, or further processing /cooking	

Cooked Meats and Bacon

Fill in this section if you make these products for sale (purchased from approved supplier*)

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling	Consumer	Intended use	I make/sell this product (fill in yes or no)
Cooked and cured meat	Fresh or frozen meat, cure/brine and ingredients e.g. additives, salt, spices, flavours, fillers	Polystyrene trays, cling wrap, plastic bags, or material bags. CANNOT BE VACUUM PACKED	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C Separated from raw products	A validated shelf life is to be determined by the manufacturer, or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing / cooking	
Cooked meat devons, liverwurst, chicken loaf, cooked corned meats Frankfort, savaloys, blanched sausages etc.	Fresh meat and general ingredients e.g. additives, salt, spices, flavours, fillers	Polystyrene trays, cling wrap, plastic bags. CANNOT BE VACUUM PACKED	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C Separated from raw products	Shelf life is to be determined by the manufacturer, or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing / cooking	
Bacon	Fresh or frozen meat, cure/brine and ingredients e.g. additives, salt, spices, flavours	Polystyrene trays, cling wrap, plastic or vacuum bags.	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C Separated from raw products	Shelf life is to be determined by the manufacturer, or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	To be fully cooked	
Smallgoods (Other)	Fresh meat and general ingredients e.g. additives, salt, spices, flavours, fillers	Polystyrene trays, cling wrap, plastic bags. CANNOT BE VACUUM PACKED	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C Separated from raw products	Shelf life is to be determined by the manufacturer, or validated alternative	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing / cooking	

Vacuum Packaged RTE

Fill in this section if you make these products for sale. Additional testing is required for these products. Refer to Outcome 14 for further information.

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling	Consumer	Intended use	I make/sell this product (fill in yes or no)
Cooked meat sliced and packaged	Fresh or frozen meat and general ingredients e.g. additives, salt, spices, flavours, fillers.	Vacuum packed polybag or Modified Atmosphere Package (MAP)	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	A validated shelf life is to be determined by the manufacturer	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing/ cooking	
Cooked meat whole muscle and packaged	Fresh or frozen meat and general ingredients e.g. additives, salt, spices, flavours, fillers.	Vacuum packed polybag or Modified Atmosphere Package (MAP)	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C	A validated shelf life is to be determined by the manufacturer	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing/ cooking	

Uncooked Comminuted Fermented Meats (UCFM)

Fill in this section if you make these products for sale. An approved pro-forma is required. Refer to Outcome 5 for further information.

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling	Consumer	Intended use	I make/sell this product (fill in yes or no)
Un-cooked Comminuted Fermented Meat e.g. Salami	Fresh meat and general ingredients e.g. additives, salt, spices, flavours, fillers, starter culture	Natural casing, collagen, vacuum packed polybag.	Plastic bags, cardboard, cartons, crates, PVC tubs or other secondary packaging	< 5°C, or ambient temperature (if shelf stable)	A validated shelf life is to be determined by the manufacturer	Ingredients, allergens and preservatives Statement that product is UCFM	General population, including sensitive consumers	Ready to eat, or further processing/ cooking required	

Dried Meat/ Slow Cured Dried Meat

Fill in this section if you make these products for sale. Preservative use limits apply to these products. Refer to Outcome 6 for additional information.

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling	Consumer	Intended use	I make/sell this product (fill in yes or no)
Dried meat e.g. beef jerky, biltong	Fresh meat and general ingredients e.g. additives, salt, spices, flavours, preservatives.	Plastic bags, or vacuum packed polybag.	Plastic bags, new cartons or PVC tubs	Ambient temperature	A validated shelf life is to be determined by the manufacturer (e.g. 12 months)	Ingredients, allergens and preservatives	General population, including sensitive consumers	Ready to eat, no further processing / cooking	

Other Foods

Fill in this section if you make and sell other foods (e.g. pies, cheeses, smoked meat, dry aged meat, pre-cut vegetables etc.).

Product description	Composition	Packaging (primary)	Packaging (secondary)	Storage conditions	Shelf life	Labelling	Consumer	Intended use	I make/sell this product (fill in yes or no)

APPENDIX 5: Manager Responsibility Statement

Manager Responsibility Statement

Food safety statement

_____ is committed to maintaining this Food Safety Program so that:

(Business entity as it appears on your Food Authority licence)

- The end product is fit for human consumption, and
- The business complies with the requirements of the *Food Act 2003*, Food Regulation 2015 and the relevant standards we are required to comply with at all times.

Scope and purpose of the food safety program

Scope This Food Safety Program covers:
 Receipt, processing (including cooking), storage, dispatch and display of food for sale.

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 Food Regulation 2015.

Food safety program team

This team is responsible for maintaining the Food Safety Program, reviewing and improving procedures and implementing effective controls to manage food safety risks.

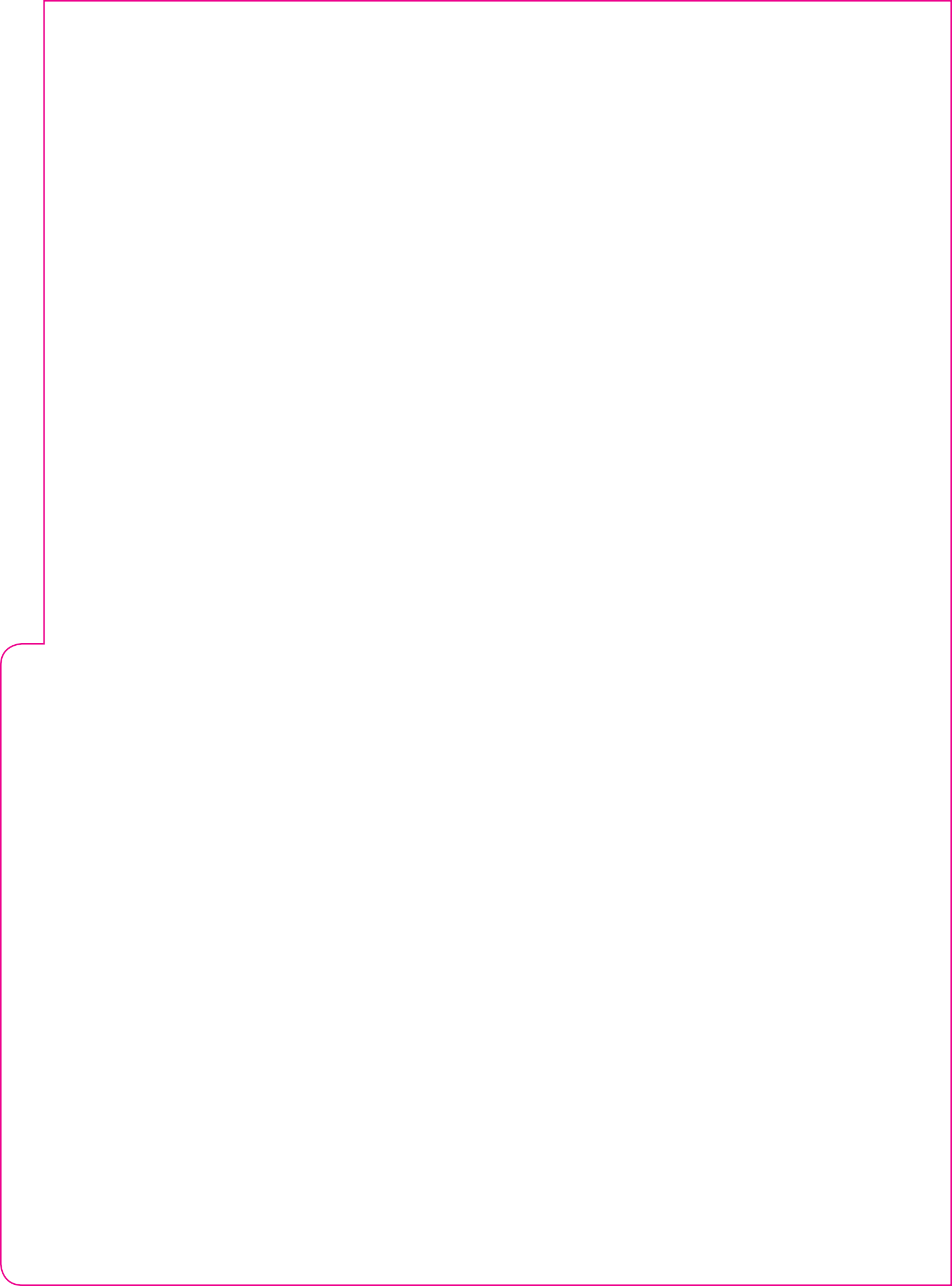
The team includes:

Name	Position within business	Date	Signature
	Director / Owner		
	Manager and QA Manager		

Notes

NSW RETAIL MEAT RETAIL DIARY

RETAIL DIARY



FOREWORD

This retail diary has been developed by the NSW Food Authority to assist meat retailers in satisfying the requirements of the NSW Standard for construction and hygienic operation of retail meat premises.

The Standard requires you to conduct temperature and hygiene monitoring and keep records as part of your food safety program. NSW Food Authority auditors will request to see these records as evidence that the food safety program is effectively implemented.

This retail diary provides sufficient weekly checklists and monitoring forms to assist you with record keeping for twelve months. Each week complete the following monitoring forms on a daily basis:

- Pre-operational hygiene checklist
- Cooking monitoring form for ready-to-eat (RTE) meats
- Receiving and dispatch temperature monitoring
- Storage temperature monitoring form

These records must be completed by staff member(s) identified in your food safety program as being responsible for monitoring. At the end of each week these records must be verified by staff member(s) identified in the food safety program as being responsible for verification.

Every six months, the following forms must be completed and verified:

- Internal audit and maintenance checklist
- Cooking and cooling verification form
- Calibration records

This retail diary should be kept on the premises at all times and be available to NSW Food Authority auditors on request.

WEEK 1 SIX-MONTHLY INTERNAL AUDIT AND MAINTENANCE CHECKLIST

Date:/...../..... Checklist completed by

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Item	✓ ✗	Corrective action/Notes
• Ceilings and walls free from cracks, peeling paint, tiles securely fixed		
• Floors of premises/coolrooms/ freezers maintained without cracks/damage		
• Doors, door seals, jambs and handles in good repair		
• Lights covered		
• Flyscreens attached		
• Benches and cupboards free from damage and deterioration		
• Equipment and fittings free from rust, corrosion and peeling paint		
• Racks, hooks and rails free from rust, corrosion and peeling paint		
• Cooling unit free from dust, rust, corrosion, peeling paint and drainage contained		
• Hand wash basins are hands-free, accessible and in working order		
• Chemicals, cleaning equipment, dry ingredients and packaging stored to prevent cross contamination		
• Premises construction and stored materials not providing harbourage for pests. External doors/openings prevent entry of pests		
Food safety program		
• Food safety program on site and available		
• Procedures implemented in practice		
• Monitoring records forms kept updated		
• Training record available for food handler's hygiene course		
• Pest treatment service records		
Licensing requirements		
• NSWFA notified of correct business entity; licence permissions and displayed		

Corrective action: _____

SIX MONTHLY CALIBRATIONS

This monitoring form is to be completed at least once every six months, and for every thermometer/ temperature measuring device and the equipment used for temperature control of food product (e.g. **Cool rooms, Freezers, Display Cabinets, Smokers, Ovens, Cookers etc.**)

Record the temperature of the device after calibration as it is displayed (e.g. 0.3°C)

Additional information on calibration can be found under **OUTCOME 12** of the NSW Retail Meat Food Safety Program

WEEK 1

Thermometer # _____ Calibration (0°C) Temperature: _____ Date: _____ Signature: _____	Thermometer # _____ Calibration (0°C) Temperature: _____ Date: _____ Signature: _____
Calibrate at 0°C if you DO NOT cook food, or sell hot food	

Thermometer # _____ Calibration (100°C) Temperature: _____ Date: _____ Signature: _____	Thermometer # _____ Calibration (100°C) Temperature: _____ Date: _____ Signature: _____
Calibrate at BOTH 0°C and 100°C if you DO cook food, or sell hot food	

Cool Room	# 1
Temperature: _____	# 2
Date: _____	
Signature: _____	

Cool Room	# 3
Temperature: _____	# 4
Date: _____	
Signature: _____	

Display Cabinet	# 1
Temperature: _____	# 2
Date: _____	
Signature: _____	

Display Cabinet	# 3
Temperature: _____	# 4
Date: _____	
Signature: _____	

Freezer	# 1
Temperature: _____	# 2
Date: _____	
Signature: _____	

Smokehouse	Oven/Cooker
Temperature: _____	
Date: _____	
Signature: _____	

Notes:

Notes:

WEEK 1**SIX MONTHLY COOKING AND COOLING VERIFICATION OF RTE MEATS**

This monitoring form is to be completed on the following products:

At least **Four cooked meat products** (e.g. ham, pies, roast) are to be recorded every six months on this form to ensure cooling times and temperatures are acceptable by the NSW Standard.

COOKING: Cooked to a core temperature of **65°C for 10 minutes (A1-A2)**, or equivalent as listed in **Outcome 4** of the NSW Retail Meat Food Safety Program.

COOLING: The time when core temperatures reach **52°C, 12°C, and 5°C (B1, B2, C1)** must be recorded for meat products.

Additional information on cooking and cooling monitoring procedures can be found in **Outcome 4, and Appendix 1** of the NSW Retail Meat Food Safety Program.

Date	Batch ID number	Product description	Cooking time and temperature at core			Cooling time and temperature at core			Sign		
			Time/Temp 1	Time/Temp 2	Time/Temp 3	Time/Temp 4	Time at 52°C (B1)	Time at 12°C (B2)		Time at 5°C (C1)	
5-Mar-15	5678-B	Ham *	10:02am/65.2°C (A1)	10:12am/66.1°C (A2)	N/A	N/A	11:13am	06:15pm	09:12am	Sign here	Example 1 Cured Product*
9-Apr-15	5679-C	Roast Beef**	09:47am/63.7°C	09:57am/64.9°C	09:59am/65.1°C (A1)	10:15am/65.4°C (A2)	10:34am	04:30pm	10:00am (10-April)	Sign here	Example 2 Un-cured Product**

WEEK 1**SIX MONTHLY COOKING AND COOLING VERIFICATION OF RTE MEATS**

At least Two 'Other' cooked non-meat products (e.g. quiche, roast vegetables, stocks etc.) every six months are to be recorded on this form to ensure cooling times and temperatures are acceptable by the Food Standards Code.

COOLING: The time when core temperatures reach **60°C, 21°C, and 5°C** must be recorded for this type of product to be appropriately cooled.

Additional information on cooking and cooling monitoring procedures can be found in **Outcome 4, and Appendix 1** of the NSW Retail Meat Food Safety Program.

Date	Batch ID number	Product description	Cooking time and temperature at core			Cooling time and temperature at core			Sign		
			Time/Temp 1	Time/Temp 2	Time/Temp 3	Time at 60°C	Time at 21°C	Time at 5°C			

Notes:

WEEK 1**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 2**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 3

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 4**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 4 RECEIVAL AND DISPATCH TEMPERATURE MONITORING

Date	Receival or Dispatch	Carrier/Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/Reject	Corrective action / Notes	Initials

WEEK 4 STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Freezer (food hard frozen)									
Display case/cabinet									
Hot display case (> 60°C)									

WEEK 5**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 5 RECEIVAL AND DISPATCH TEMPERATURE MONITORING

Date	Receival or Dispatch	Carrier/Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/Reject	Corrective action / Notes	Initials

WEEK 5 STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Freezer (food hard frozen)									
Display case/cabinet									
Hot display case (> 60°C)									

WEEK 6**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 7**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 8**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
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12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 9**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 9 RECEIVAL AND DISPATCH TEMPERATURE MONITORING

Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials

WEEK 9 STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Freezer (food hard frozen)									
Display case/cabinet									
Hot display case (> 60°C)									

WEEK 10

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 11**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 12

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
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13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 13**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 14

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 15

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 16**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 17

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
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10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 18

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 19

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 20**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 21

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 22

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 23

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 24**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 25

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 26

SIX-MONTHLY INTERNAL AUDIT AND MAINTENANCE CHECKLIST

Date:/...../.....

Checklist completed by

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Item	✓ ✗	Corrective action/Notes
• Ceilings and walls free from cracks, peeling paint, tiles securely fixed		
• Floors of premises/coolrooms/ freezers maintained without cracks/damage		
• Doors, door seals, jambs and handles in good repair		
• Lights covered		
• Flyscreens attached		
• Benches and cupboards free from damage and deterioration		
• Equipment and fittings free from rust, corrosion and peeling paint		
• Racks, hooks and rails free from rust, corrosion and peeling paint		
• Cooling unit free from dust, rust, corrosion, peeling paint and drainage contained		
• Hand wash basins are hands-free, accessible and in working order		
• Chemicals, cleaning equipment, dry ingredients and packaging stored to prevent cross contamination		
• Premises construction and stored materials not providing harbourage for pests. External doors/openings prevent entry of pests		
Food safety program		
• Food safety program on site and available		
• Procedures implemented in practice		
• Monitoring records forms kept updated		
• Training record available for food handler's hygiene course		
• Pest treatment service records		
Licensing requirements		
• NSWFA notified of correct business entity; licence permissions and displayed		

Corrective action: _____

SIX MONTHLY CALIBRATIONS

This monitoring form is to be completed at least once every six months, and for every thermometer/ temperature measuring device and the equipment used for temperature control of food product (e.g. **Cool rooms, Freezers, Display Cabinets, Smokers, Ovens, Cookers etc.**)

Record the temperature of the device after calibration as it is displayed (e.g. 0.3°C)

Additional information on calibration can be found under **OUTCOME 12** of the NSW Retail Meat Food Safety Program

WEEK 26

Thermometer # _____ Calibration (0°C) Temperature: _____ Date: _____ Signature: _____	Calibrate at 0°C if you DO NOT cook food, or sell hot food	Thermometer # _____ Calibration (0°C) Temperature: _____ Date: _____ Signature: _____
----------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------

Thermometer # _____ Calibration (100°C) Temperature: _____ Date: _____ Signature: _____	Calibrate at BOTH 0°C and 100°C if you DO cook food, or sell hot food	Thermometer # _____ Calibration (100°C) Temperature: _____ Date: _____ Signature: _____
------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------

Cool Room	# 1	# 2
Temperature: _____		
Date: _____		
Signature: _____		

Cool Room	# 3	# 4
Temperature: _____		
Date: _____		
Signature: _____		

Display Cabinet	# 1	# 2
Temperature: _____		
Date: _____		
Signature: _____		

Display Cabinet	# 3	# 4
Temperature: _____		
Date: _____		
Signature: _____		

Freezer	# 1	# 2
Temperature: _____		
Date: _____		
Signature: _____		

Smokehouse	# 3	# 4
Temperature: _____		
Date: _____		
Signature: _____		

Notes:

Notes:

WEEK 26

SIX MONTHLY COOKING AND COOLING VERIFICATION OF RTE MEATS

This monitoring form is to be completed on the following products:

At least **Four cooked meat products** (e.g. ham, pies, roast) are to be recorded every six months on this form to ensure cooling times and temperatures are acceptable by the NSW Standard.

COOKING: Cooked to a core temperature of **65°C for 10 minutes (A1-A2)**, or equivalent as listed in **Outcome 4** of the NSW Retail Meat Food Safety Program.

COOLING: The time when core temperatures reach **52°C, 12°C, and 5°C (B1, B2, C1)** must be recorded for meat products.

Additional information on cooking and cooling monitoring procedures can be found in **Outcome 4, and Appendix 1** of the NSW Retail Meat Food Safety Program.

Date	Batch ID number	Product description	Cooking time and temperature at core				Cooling time and temperature at core			Sign	
			Time/Temp 1	Time/Temp 2	Time/Temp 3	Time/Temp 4	Time at 52°C (B1)	Time at 12°C (B2)	Time at 5°C (C1)		
5-Mar-15	5678-B	Ham *	10:02am/65.2°C (A1)	10:12am/66.1°C (A2)	N/A	N/A	11:13am	06:15pm	09:12am	Sign here	Example 1 Cured Product*
9-Apr-15	5679-C	Roast Beef**	09:47am/63.7°C	09:57am/64.9°C	09:59am/65.1°C (A1)	10:15am/65.4°C (A2)	10:34am	04:30pm	10:00am (10-April)	Sign here	Example 2 Un-cured Product**

WEEK 26

SIX MONTHLY COOKING AND COOLING VERIFICATION OF RTE MEATS

At least Two 'Other' cooked non-meat products (e.g. quiche, roast vegetables, stocks etc.) every six months are to be recorded on this form to ensure cooling times and temperatures are acceptable by the Food Standards Code.

COOLING: The time when core temperatures reach **60°C, 21°C, and 5°C** must be recorded for this type of product to be appropriately cooled.

Additional information on cooking and cooling monitoring procedures can be found in **Outcome 4, and Appendix 1** of the NSW Retail Meat Food Safety Program.

Date	Batch ID number	Product description	Cooking time and temperature at core			Cooling time and temperature at core			Sign
			Time at 60°C	Time at 21°C	Time at 5°C	Time at 60°C	Time at 21°C	Time at 5°C	

Notes:

WEEK 26

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 27**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
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3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 28

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 29

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 30**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 31**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
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13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 32**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 33

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 34

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 35

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 36

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 37**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 38

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 39

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 39 RECEIVAL AND DISPATCH TEMPERATURE MONITORING

Date	Receival or Dispatch	Carrier/ Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/ Reject	Corrective action / Notes	Initials

WEEK 39 STORAGE TEMPERATURE MONITORING FORM

Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Freezer (food hard frozen)									
Display case/cabinet									
Hot display case (> 60°C)									

WEEK 40

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 41**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 41 RECEIVAL AND DISPATCH TEMPERATURE MONITORING								
Date	Receival or Dispatch	Carrier/Supplier	Product Description	Visual Check (Yes/No)	Temp (°C)	Accept/Reject	Corrective action / Notes	Initials

WEEK 41 STORAGE TEMPERATURE MONITORING FORM									
Area	Temperature (°C)							Corrective action / Notes	Initials
	M	T	W	T	F	S	S		
Coolroom									
Coolroom									
Freezer (food hard frozen)									
Display case/cabinet									
Hot display case (> 60°C)									

WEEK 42**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 43

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 44

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 45**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 46

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✗) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

RENEWAL REMINDER

Your NSW Food Authority Retail Diary expires in six weeks

Replacement Retail Diaries are available for a fee.

To order please contact:

NSW Food Authority Helpline

Phone: 1300 552 406

Email: food.contact@dpi.nsw.gov.au

(Please allow two weeks for delivery and processing of invoice)

WEEK 47

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✘) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 48**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
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7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
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12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 49**PRE-OPERATIONAL HYGIENE CHECKLIST**Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
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12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 50

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 51

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
11. Amenities, loading and storage areas clean and in good repair								
12. Ingredients and products stored to prevent contamination								
13. Inedible materials stored in proper identified containers								
14. Mops, brooms and other cleaning equipment clean and stored to prevent contamination								
15. Raw and ready-to-eat products stored to prevent cross-contamination								
16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

WEEK 52

PRE-OPERATIONAL HYGIENE CHECKLIST

Complete at the **start** of each shift/day

Week starting/...../.....

Satisfactory (✓) Unsatisfactory (✖) and complete corrective action/notes column

Checklist completed by

Item	M	T	W	T	F	S	S	Corrective action/ Notes
1. Hand basins clean; accessible with warm running water, hand drying facilities and soap available								
2. All wash basins; plugs clean								
3. Bench tops, counters, chopping boards, display units etc. clean								
4. Knives, steels, chains, gloves, pouches and aprons/clothing clean								
5. Thermometer in working order								
6. Equipment including band-saws, slicers, fillers, mincers etc. clean								
7. Premises including preparation/display/ storage areas clean								
8. Coolrooms clean including racks, hooks, door handles/seals; trays, containers, bins and all meat and cartons off the floor								
9. Freezers/Ice rooms clean; freezer capacity adequate								
10. Drainage system with grates fitted and in working order								
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16. Packaging clean and stored to prevent contamination								
17. Food delivery vehicle(s) clean and in good repair								
18. No pest activity sighted								
19. Building, fixtures and equipment in good repair								

Corrective action:

CUSTOMER COMPLAINT

Customer details

Record the details from whom the complaint was received:

Name:

Address:

Phone:

Mobile:

A/H:

Fax:

Complaint details

Describe the nature of the complaint:

Product details

Product name and description:

Batch code:

Date produced/processed:

Product size:

Quantity of batch produced/processed

Product distribution:

Action taken

Describe how the customer complaint was handled and the changes, if any, that were made as a result:

CUSTOMER COMPLAINT

Customer details

Record the details from whom the complaint was received:

Name:

Address:

Phone:

Mobile:

A/H:

Fax:

Complaint details

Describe the nature of the complaint:

Product details

Product name and description:

Batch code:

Date produced/processed:

Product size:

Quantity of batch produced/processed

Product distribution:

Action taken

Describe how the customer complaint was handled and the changes, if any, that were made as a result:



Food Authority

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More resources at foodauthority.nsw.gov.au



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