

Meat Food Safety Scheme

This application does not operate as an accreditation. You are reminded that in South Australia it is an offence to carry on the business of producing meat without accreditation.

PIRSA is unable to issue accreditation for a domestic kitchen.

This form is to be completed and signed by the owner, director or partners in the business seeking accreditation pursuant to the *Primary Produce (Food Safety Schemes) (Meat) Regulations 2017*.

The application must be completed when:

- applying for accreditation as a meat processor
- a business changes ownership, relocates to another site; or
- a business seeks to add an activity to a current accreditation (Vary their Food Safety Arrangement).

The completed application, along with all the relevant fees is to be returned to:

Post	Email
Administrative Officer, PIRSA Food Safety Program, GPO Box 1671, Adelaide 5001	pirsa.foodsafety@sa.gov.au

1. Business Details

Location of Operations (Site Address / Physical Location)

Street			
Suburb/town			
State		Post code	

For producers currently holding accreditation

Accreditation Number	
----------------------	--

Please list all directors of the company registered with Australian Securities and Investments Commission (ASIC) or partners in a partnership or trustees of a trust.

Accreditation can only be granted to an individual, partners, trustee(s) or body corporate (a ASIC registered company)

Trading Name			
☐ Individual / Sole Trader (e.g. John Smith) <i>Complete section 1 (a).</i>	☐ Company (e.g. ABC Pty Ltd) <i>Complete section 1 (b).</i>		
☐ Partnership (e.g. Jo Smith & Mary Jones) <i>Complete section 1 (c).</i>	☐ Trustee(s) (e.g. John Smith as Trustee for Smith Family Trust) <i>Complete section 1 (d).</i>		

Applicant Details

1 (a). Individual / Sole Trader

ABN				
First Name				
Last Name				
Phone				
Email				
Address	Street			
	Suburb/town			
	State		Post code	

1 (b). Company	
Legal Entity Name	
ACN	
ABN	
Phone	
Email	
List ALL Directors and Position in Company	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	

1 (c). Partnership				
ABN				
First Name				
Last Name				
Phone				
Email				
Address	Street			
	Suburb/town			
	State		Post code	
First Name				
Last Name				
Phone				
Email				
Address	Street			
	Suburb/town			
	State		Post code	

OFFICIAL

1 (d). Trustee(s)				
ABN				
First Name				
Last Name				
Phone				
Email				
Address	Street			
	Suburb/town			
	State		Post code	
First Name				
Last Name				
Phone				
Email				
Address	Street			
	Suburb/town			
	State		Post code	

2. Key Contacts

Primary Contact				
All correspondence regarding the accreditation will be addressed to this person. <i>In the case of an individual, this is the designated accreditation holder.</i>				
Full Name				
Position / Job Title				
Phone				
Email				
Postal Address	Street			
	Suburb/town			
	State		Post code	
Food Safety Contact				
Same as Primary	Yes	No	if no, please complete below	
Full Name				
Position / Job Title				
Phone				
Email				
Accounts Payable Contact				
Same as Primary	Yes	No	if no, please complete below	
Phone				
Email				

OFFICIAL

In the last five years, have you, the company, any partners of the partnership / directors of the company / trustees of the trust:

ever been convicted of:		
An offence against the Primary Produce (Food Safety Schemes) Act 2004, or the Food Act 2001, or any related Commonwealth, Territory or State law	☐ Yes	☐ No
An offence of dishonesty	☐ Yes	☐ No
An indictable offence	☐ Yes	☐ No
ever committed an offence against:		
the Primary Produce (Food Safety Schemes) Act 2004 State law	☐ Yes	☐ No
the Food Act 2001,	☐ Yes	☐ No
any related Commonwealth, Territory or State law	☐ Yes	☐ No
A law of the Commonwealth or any State or Territory of the Commonwealth that corresponds to any of the above Acts	☐ Yes	☐ No
an offence of dishonesty	☐ Yes	☐ No
Have you /any director of the body corporate or entity which you/ they operate or have operated ever been the subject of any investigation/disciplinary/regulatory or legal process under a regulatory scheme relating to food or food production in South Australia or any other State or Territory of the Commonwealth?	☐ Yes	☐ No

If the answer is YES to any of the above questions, please provide details of the offence and any penalties imposed. Please attach any relevant supporting documentation.

Have you, or the company, previously held accreditation under the <i>Primary Produce (Food Safety Schemes) Act</i> ?	Yes	No
If yes, what was the name of the business or operation accredited?		

3. Activities

Please indicate all the applicable types of operations carried out by the business. Unless otherwise stated all processing is deemed to be for human consumption.

Type of Operation	Definition
☐ Animal Processing (slaughtering)	An operation where livestock is killed, flayed and dressed for human consumption.
☐ Poultry Processing	An operation where birds are slaughtered for human consumption
☐ Pet Meat Processing (slaughtering)	An operation where animals or birds are slaughtered and/or flayed for consumption by pets.
☐ Pet Meat Processing	An operation where meat is further processed for consumption by pets where the nature of the meat is altered by cutting, dicing, mincing etc., is mixed with another substance or is repackaged. Includes the cooking of pet meat.
☐ Manufacturing of Smallgoods	An operation where meat products are manufactured for wholesale or retail sale. Includes raw smallgoods such as sausages.
☐ Further Processing of Meat and Poultry	An operation where meat (including poultry) is boned out and/or further processed for resale.
☐ Cold Storage	- An operation where meat or meat products are stored in chillers or freezers prior to distribution. <i>NOTE – this is for standalone cold storage facilities, not retail butchers as this is captured under Further Processing of Meat and Poultry.</i>
☐ Transport	Applies to all commercial operations moving meat, including those involved in transporting mixed loads that includes meat.
☐ Game Meat Processing	An operation where animals or birds that have lived in a wild state and not under any artificial confinement are processed for human consumption.

4. Food Safety Arrangement

All producers are required to propose a Food Safety Arrangement. A Food Safety Arrangement is a set of processes adopted by a producer to apply to the production of primary produce for the safety and suitability of the produce.

Generic Food Safety Arrangement and HACCP plans for activities of (Raw and further processing of raw meat and poultry; Cooked, Heat Treated, Salted and Cured Meats; In-pack surface pasteurisation; Dry Cured Meats; Dried Meats; Cold Storage and Distribution; Transporting Meat and Meat products) are available on the PIRSA website, [Meat - PIRSA](#).

The details of your proposed Food Safety Arrangement will be reviewed at time of assessment.

Proposed Food Safety Arrangement		
Utilise the PIRSA templates. <i>If you choose to utilise these templates confirm all steps listed are applicable to your operations and all processes proposed to be undertaken are included.</i>	Yes	No
Alternative Food Safety Arrangement (examples include Approved Arrangement (Export); BRC; SQF; ISO 22000) <i>If yes, provide details:</i>	Yes	No

EXPORTING		
Is the company registered with the Commonwealth Department of Agriculture Fisheries and Forestry under the Commonwealth <i>Export Control Act 2020</i> .	Yes	No
If you answered Yes to the above question; Does your company trade meat or meat products on the domestic market (i.e. locally or interstate)?		

5. Skills and Knowledge

For some activities such as Animal Processing and the manufacture of ready to eat foods (e.g. Ham), evidence of skills and knowledge obtained by a person employed by the accredited producer is requested.

Where relevant, PIRSA Food Safety will ask for copies of relevant qualifications (these may include Meat Safety Officer (MSO); Certificate III in Butchery; Certificate III in Smallgoods).

6. Staffing

	Staff
Please indicate the number of people involved in the processing, handling or packing of meat and meat products, including people in a supervisory role	

7. Slaughtering of Animals or Birds

Please complete this section if your operation involves the killing, flaying and dressing of animals or the killing and dressing of poultry either for human consumption or for pet food. Also includes the processing of wild game animals. **You may tick more than one box.**

☐ Cattle / Calves	☐ Chickens
☐ Sheep / Lambs	☐ Hens
☐ Pigs	☐ Quail
☐ Goats	☐ Turkey
☐ Deer	☐ Duck
☐ Buffalo	☐ Geese
☐ Kangaroo	☐ Pheasant
☐ Emu/Ostrich	☐ Pigeon
☐ Other (please state)	

8. Further processing of meat (including game meat) and poultry

Please complete this section if you further process meat and/or poultry either for human consumption or pet food by carrying out any of the activities listed below. Please disregard this section if these activities are carried out in the course of making smallgoods. **You may tick more than one box.**

Is your business involved in the processing of raw meats, including value adding (eg schnitzels)?	Yes	No
Is your business involved in the cooking of meats (eg roast meats)?	Yes	No
Is your business involved in the packing of non ready to eat meats?	Yes	No
Does your business supply meat or meat products to the vulnerable population (eg nursing homes etc.)?	Yes	No
Is your business involved in the retail sale of meat and meat products?	Yes	No
Is the majority of your business involved in the processing of meat or meat products for wholesale?	Yes	No
Does your business wholesale more than 4 tonnes of meat and meat products a month?	Yes	No

9. Manufacturing of Smallgoods

Please complete this section if you manufacture smallgoods, whether for retail sale through your own butcher shop or for wholesale to other outlets, or to the catering or hospitality industry. **You may tick more than one box.**

Process	Definition
☐ Salted/Cured Meats	Salted meat includes meat that has undergone such treatment as pumping with brine, soaking in brine or coating with salt crystals. Cured meat is meat that has been prepared by treating with salt, potassium chloride or a mixture thereof.
☐ Raw Smallgoods	Includes raw product such as sausages, patties rissoles, etc.
☐ Heat Treated Smallgoods	A meat product that has been core heated at 55°C for at least 20 minutes.
☐ Cooked Smallgoods	A meat product that has been core heated at 65°C for at least 10 minutes.
☐ Dried Meat Products	A meat with low moisture content that has been heat or air dried (jerky).
☐ Fermented Uncooked Smallgoods	A fermented meat product that has undergone a chemical reaction to reduce microorganisms in uncooked product to a level that is safe for human consumption.
☐ Fermented Heat-Treated Smallgoods	A fermented meat product that has been core heated at 55°C for at least 20 minutes.
☐ Fermented Cooked Smallgoods	A fermented meat product that has been core heated at 65°C for at least 10 minutes.
☐ Vacuum packing of ready to eat meats	Such as cooked ready to eat meats, sliced deli meats, smallgoods, etc
☐ In-pack surface pasteurisation of vacuum packaged portioned meats	Heat treatment applied to surface of vacuum-packed portioned meats for validated time and temperature to achieve 6D log reduction for <i>Listeria monocytogenes</i> at surface

10. Transportation of meat and Meat products

Please complete this section if you transport meat and meat products to another location. Includes the transport of product to farmer's markets or direct to the consumer.

Meat Transport Vehicles		
How many refrigerated meat transport vehicles or semi trailers are operated by the business		
Are these vehicles or semi trailers registered or licensed by another State Meat Authority	Yes	No
If Yes, in which State or Territory are the vehicles or semi-trailers registered or licensed		

Type of Meat Transported					
Carcase Meat (includes quarters)		Boxed Red Meat		Boxed Offal	
Poultry Carcasses		Boxed Poultry Meat		Smallgoods	
Game (kangaroo) Carcasses		Boxed Game Meat		Pet Meat	

Make and type of meat transport vehicle or semi-trailer	Registration number

11. Cold Storage of meat and Meat products

Please complete this section if you store meat or meat products in chillers or freezers.

Chillers and Freezers		
Is meat and/or meat product (including poultry and pet meat) stored overnight at your premises either in chillers or freezers	Yes	No

12. DECLARATION OF APPLICANT

NOTE: *For Partnership, EACH partner must sign the declaration.*

For Company, a director must sign the declaration.

For Trust, a trustee must sign the declaration.

By signing, I (*name(s)*).....
of (*Legal entity to be accredited*).....
located at (*site location*)

declare I am the applicant, or I am authorised to complete this application on behalf of the
Partnership/Company/Trust and all information provided in this application is true and correct.

I make this declaration with the understanding that it is an offence under Section 38 of the *Primary Produce (Food Safety Schemes) Act 2004* to provide false or misleading statements in connection with information provided under the Act.

Signature of Director/Trustee/Partner..... **Date**

Signature of Partner(s) **Date**

13. FEES AND CHARGES TO ACCOMPANY THIS APPLICATION

If you require further clarification or assistance in completing the application form please contact the Administrative Officer, Food Safety Program at pirsa.foodsafety@sa.gov.au or on 8429 0867.

The completed application, together with the relevant fee is to be returned to:

Administrative Officer, Food Safety Program, G.P.O. Box 1671, ADELAIDE, SA, 5001

An assessment of premises is normally carried out prior to approval of accreditation. The assessment and other audits and/or inspections carried out by the Food Safety Program are charged at **\$350.20 hour**.

Fees and charges to accompany this application.

Application Fee	6 or less employees	\$212.00
Application Fee	more than 6 employees	\$484.00

The application fee is to accompany this application. This application does not operate as accreditation. You are reminded that in South Australia it is an offence to carry on the applied for activity without approved accreditation.

Only when the Food Safety Program has received all the relevant fees will the application be processed. The applicant will be invoiced separately for the annual fee based on the information contained in the application.

PIRSA BANKING DETAILS

The applicant can use their bank's facilities to make an electronic funds transfer (EFT) from their bank account directly into the PIRSA bank account.

Various bank's electronic funds transfer facilities offer one or two short description fields to convey information from the customer to PIRSA. If the applicant provides insufficient or ambiguous descriptive information with their EFT payment, then PIRSA will have difficulty in allocating the money correctly. Please quote enough information to match the EFT with this application.

Bank	Australia and New Zealand Banking Group (ANZ)
BSB	015-101
Account	838531884
Account Name	PIRSA Collection Account
In Reference	Please include your name and "Application Fee"

Privacy Statement

PIRSA Food Safety collects personal information relating to accredited operators to fulfill its requirements under the Primary Produce (Food Safety Schemes) Act 2004. Personal information collected may include but is not limited to, information such as:

- Name, address, and contact details
- Information regarding the operations of your business

PIRSA Food Safety is committed to protecting personal information. Information provided by the applicant will be used to provide accreditation and monitoring services, administer, and manage administrative systems, and provide information to accredited businesses.

Information will be managed per the Privacy Act 1988 and the Freedom of Information Act 1991. For public health and safety reasons and for managing food safety generally, PIRSA Food Safety may disclose personal information to other agencies or entities. Information may also be used for statistical research or related purposes.

Additionally, section 40 of the Primary Produce (Food Safety Schemes) Act 2004 addresses confidentiality and requires:

A person must not divulge any information relating to business processes or financial information obtained (whether by that person or some other person) in the administration or enforcement of this Act except—

- a) as authorised by or under this Act; or
- b) with the consent of the person from whom the information was obtained or to whom the information relates; or
- c) as reasonably required in connection with the administration or enforcement of this Act; or
- d) for the purpose of any legal proceedings arising out of the administration or enforcement of this Act.

Maximum penalty: \$10,000