Food Safety Arrangement

Food Safety Arrangement for production and sale of live Bivalve Molluscs (Shellfish)

Business Name



PIRSA Accreditation Number: 20/XXXX

***This is a Food Safety Arrangement template, developed by the Department of Primary Industries and Regions South Australia (PIRSA) for Bivalve molluscs (Shellfish).***

***It is the responsibility of the accredited producer to implement and maintain an approved Food Safety Arrangement.***

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# FOOD SAFETY ARRANGEMENT

OUTCOME

To produce safe and suitable bivalve molluscs (shellfish) safely and comply with regulation, legislation and standard.

Food Safety Arrangement

## DEFINITIONS

|  |  |
| --- | --- |
| **Accreditation body** | Minister for Primary Industries and Regional Development (Note: the Minister has delegated a number of functions to staff within PIRSA) |
| **Bivalve molluscs** | Includes cockles, clams, mussels, oysters, pipis and scallops; |
| **Critical Control Point (CCP)** | A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level. |
| **Cold Chain** | Controlling product temperature through each and every step to maintain the safety, shelf life and quality of foods |
| **Control Point (CP)** | Control point, step in the process at which a hazard can be controlled, |
| **Farm Management system** | A system used to identify farm mapping locations and stock management |
| **Hazard Analysis and Critical Control Point (HACCP**) **Plan** | A system which identifies, evaluates, and controls hazards which are significant for food safety. |
| **Harvest day** | Any day on which bivalve molluscs are removed from water for packing for human consumption. |
| **Lease requirements (AL)** | Leases required by the business |
| **Licence requirements (AQ/FM/FS)** | Aquaculture licence for farming (as defined Aquaculture Act 2001)  Fisheries licence for farming (as defined in Fisheries Management Act 2007) |
| **Spat** | means a mollusc that would pass through a screen with a mesh size of 10 millimetres by 10 millimetres |
| **Unsafe food** | As defined by the Food Act 2001, section 8 (1)a); For the purposes of this Act, food is unsafe at a particular time if it would be likely to cause physical harm to a person who might later consume it, assuming— (a) it was, after that particular time and before being consumed by the person, properly subjected to all processes (if any) that are relevant to its reasonable intended use; and b. nothing happened to it after that particular time and before being consumed by the person that would prevent it being used for its reasonable intended use; and it was consume by the person according to its reasonable intended use |
| **Unsuitable food** | as defined by the Food Act 2001, section 9 (1); food that— (a) is damaged, deteriorated or perished to an extent that affects its reasonable intended use; or (b) contains any damaged, deteriorated or perished substance that affects its reasonable intended use; or (c) is the product of a diseased animal, or an animal that has died otherwise than by slaughter, and has not been declared by or under another Act to be safe for human consumption; or (d) contains a biological or chemical agent, or other matter or substance, that is foreign to the nature of the food |

## POLICY AND DECLARATION

The aim of this business is to produce and sell live bivalve molluscs (shellfish) that are safe and suitable for human consumption.

The implementation of the food safety arrangement (incorporating the HACCP plan) will be understood and applied by all levels of staff. Management’s objective is to ensure that the business complies with this plan, and meets their obligations as an accredited producer under the *Primary Produce (Food Safety Schemes) Act 2004* including compliance with relevant Standards and Codes of Practice related to the production of a safe and suitable product as outlined in this Food Safety Arrangement.

This Food Safety Arrangement demonstrates management and staff commitment to food safety and the steps taken to protect the safety and suitability of bivalve molluscs (shellfish).

This Food Safety Arrangement covers the bivalve molluscs (shellfish) operation that directly related to product safety and suitability conducted at:

|  |  |
| --- | --- |
| **Company Name**  **Trading Name** |  |
| **Physical Site Address** |  |
| **Accreditation number** |  |

**Description of activities:** Produce bivalve molluscs (shellfish) and related productionactivities accredited documented in the Accreditation issued by the Minister or their delegate.

‘***Bivalve molluscs (shellfish)***’ will be identified as ‘***shellfish’*** throughout this Food Safety Arrangement.

**Sampling**: In accordance with a request of the Minister, the business will supply shellfish and water samples for testing and facilitate the taking of shellfish or water samples on behalf of the Minister.

|  |
| --- |
| **Declaration**  I/We [ ]  of [ ]  understand that this declaration forms part of our Food Safety Arrangement in accordance with the provisions of the ***Primary Produce (Food Safety Schemes) Act 2004*** (“the Act”) for the purpose of production of bivalve molluscs (shellfish).  The business is committed to complying with the requirements of the following:   1. [*Primary Produce (Food Safety Schemes) Act 2004*](https://www.legislation.sa.gov.au/LZ/C/A/PRIMARY%20PRODUCE%20(FOOD%20SAFETY%20SCHEMES)%20ACT%202004/CURRENT/2004.20.AUTH.PDF)*;* 2. Primary Produce (Food Safety Schemes) (Seafood) Regulations 2017; 3. *Food Act 2001;* 4. Foods Standards Australia New Zealand, [*Food Standards Code*](https://www.foodstandards.gov.au/code/Pages/default.aspx): 5. [*Standard 1.6.1 Microbial Limits in Food*](https://www.legislation.gov.au/Details/F2018C00939)*, with* [*Schedule 27*](https://www.legislation.gov.au/Details/F2016C00507) 6. [*Standard 3.2.2 Division 4, Subdivision 1*](https://www.legislation.gov.au/Details/F2014C01204) 7. [*Standard 4.2.1 Primary production and processing standard for seafood*](https://www.legislation.gov.au/Details/F2012C00775) 8. Conditions of accreditation granted by the Minister and any other requests or directions by auditors or other authorised persons.   **Each page of this Food Safety Arrangement has been reviewed and remains current to accurately reflect approved activities.**  Accredited Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: [ / / ]  Accredited Operator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## DOCUMENT AND RECORD CONTROL

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| --- | --- | --- | --- |
| **Objective** | ***Documenting the Food Safety Arrangement, identifying how risks with the food will be controlled will be maintained, implemented and monitored.*** | | |
| The Food Safety Arrangement and associated monitoring records will be available on site when the business is operating. The Food Safety Arrangement reflects all procedures and practices and support programs implemented by the business and accurately reflect the products made and sold by the business.  PIRSA FOOD STANDARDS PROGRAM will communicate with accredited operators on a range of matters, mostly through a system of numbered *Fact-Sheets*. These could include transport arrangements and vehicles, product labelling, operation of retail shops, conditional variations for toilet facilities, branding, notices of works, fees and charges, etc. The Accredited Operator will circulate details of PIRSA FOOD STANDARDS PROGRAM policy statements, notices and/or letters to all staff where appropriate.  The Accredited Operator retains inwards correspondence as evidence that it has been read and if necessary, incorporated into the relevant section of the Food Safety Arrangement. This will be reviewed as part of the internal audit.  If the business wishes to amend the Food Safety Arrangement, it must seek approval from the Minister or the Minister’s delegate under the Act. Any amendments to the Food Safety Arrangement are documented on the Amendment Register. For example, if a procedure is changed, the corresponding work instruction would be altered to reflect the new practice. The revised work instruction would replace the existing one and the change recorded on the Amendment Register. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Reviewed annually (via internal audit) or as necessary based on communication received or any changes to products and processes. | | Amendment Register and approvals of FSA by Minister’s delegate. | Amend and update as necessary and remove old versions to prevent confusion. |

# GMP & GHP

Product is handled and manufactured using safe and hygienic practices to minimise contamination and maintain the safety and suitability of the product to protect food safety.

OUTCOME

Good Manufacturing Practices (GMP) and Good Hygiene Practices (GHP) are implemented to control the environment, equipment, utensils and personal are operating in a clean and hygienic matter to minimise to risk of cross contamination to the products.

## PERSONAL HYGIENE

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | All staff adhere to good personal hygiene practices | | |
| All staff are given information on good personal hygiene practice and must know how to wash their hands properly as well as good food handling practices relevant to their job. All staff on site must wash their hands whenever they are likely to be a source of contamination of food, immediately before working with ready to eat foods and immediate after using the toilet. If gloves are used, they must be maintained intact, clean, and sanitary.  The business shall ensure that they are familiar with the requirements of the *[Food Standards Code, Standard 3.2.2 Division 4, Subdivision 1](https://www.legislation.gov.au/Details/F2014C01204)* . The business will ensure that those who come directly or indirectly in contact with the product are not likely to contaminate product by maintaining an appropriate degree of personal cleanliness and behaving and operating in an appropriate manner. All personnel handling product known to be suffering from infectious diseases or skin conditions, which may be transmitted through the handling of products shall not engage in direct product handling practices. Any personnel suffering from a transmittable condition or symptoms of food borne disease (such as diarrhoea or vomiting) shall not engage in food handling if there is any possibility of them contaminating the products.  All staff on site must take all reasonably practicable measures to ensure that his or her body, anything from his or her body, and anything they are wearing (including clothing and jewellery) does not contaminate product or surfaces likely to come into contact with product. All staff must notify the supervisor if they suspects the product may have been contaminated. All potentially affected products must be isolated and reviewed for fitness for sale. Product must be disposed of appropriately. Smoking, chewing gum, eating or spitting is not permitted in product processing or handling areas in which exposed product is handled. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Continuously monitored throughout operations by visual observation  Prior to commencing product handling. | | Nil  Staff training in Personal Hygiene requirements | Immediately rectify with staff and complete refresher training.  Complete training. |

## CLEANING AND SANITATION

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| **Objective** | ***The work environment and equipment are maintained at a high standard of cleanliness so that risk of contamination is low. The cleaning and sanitising chemicals used must be approved food safe, applied and stored appropriately.*** | | |
| ***Cleaning*** Removes physical visual contaminates, (e.g., waste, dirt and grease) from equipment, premises, vessels and vehicles.  Food handling areas are to be cleaned before and after every use.  ***Sanitation*** Reduces the number of microorganisms. Food contact surfaces, equipment and utensils are sanitised.  All staff involved in cleaning and sanitation are trained on how to clean and sanitise the equipment they use. This includes:   * correct storage and handling of chemicals * correct dilution of the chemicals * procedure for cleaning and sanitation   A hygiene check of the premises is carried out on every harvest day to confirm all surfaces are clean prior to use. Checks will cover baskets, vessels, toilet and hand wash facilities, floors, walls, chiller and non-food areas and other non-food contact equipment, fixtures and fittings.  Chemicals shall be suitable, identified and stored in a manner that prevents their misuse and the contamination of shellfish, including food packaging and food contact surfaces. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Observe and noted on harvest days, Document daily checks at least monthly. | | Harvest Monitoring Record | Clean and sanitise items as required.  Retrain staff. |

# PREMISES, PLANT & EQUIPMENT

Premises, equipment and transportation vehicles are constructed and maintained to facilitate the production of products that are safe and suitable and that do not jeopardise their safety and suitability.

OUTCOME

## PREMISES

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| **Objective** | ***Premises shall be constructed and maintained to facilitate cleaning and sanitation and is not a source of contamination.*** | | |
| Buildings are maintained to prevent the entry and harbourage of pests, reduce physical food safety risks and reduce the harbourage of micro-organisms.  Where deficiencies are identified, these must be documented on a [works program](#_PROGRAM_OF_WORKS) where they prioritised. Refer to [Program of Works](#_PROGRAM_OF_WORKS) for details.  A review of the premises should occur on day of harvest as operators work in the space. Formal review of the condition of the premises should be conducted annually as part of the internal audit. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| As need  Reviewed annually | | Program of Works  Internal audit | As identified on Program of works. |

## GROWING AND HARVESTING AREAS

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| **Objective** | ***Growing and harvesting of Shellfish shall only Be undertaken in classified and approved/conditionally approved areas.*** | | |
| A list of all licences (**Licence requirements (AQ/FM/FS):** and leases **Lease requirements (AL):** is maintained and available for review.  **Growing:** Grow from within SASQAP classified area.  **Harvesting:** Harvest from SASQAP approved or conditionally approved area for harvesting.  Under no circumstances are shellfish for harvest placed in water outside of the approved or conditionally approved area or hosed down with non-approved water sources.  Shellfish for harvest are not placed at or returned to convenient locations close to shore or on the seabed.  Farm management system is implemented for the identification of shellfish and stock movement. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Each harvest | | Harvest monitoring records | Return stock to approved areas for 48 hours prior to harvesting. |

## PACKAGING STORAGE

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| **Objective** | ***Packaging is stored so that risk of contamination is low. The ingredients and packaging are approved for use in food and applied and stored appropriately.*** | | |
| Clean food grade packaging is used.  Packaging is stored in way that reduces the risk of contamination and harbourage of pests. Storage should be:  - off the ground - in clean, resealable, pest proof containers - in a way that prevents contamination (i.e. not underneath something that has the potential to fall on it). | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Observe on harvest days, Document monthly  Annual review | | Harvest Monitoring Record  Internal audit | Correct storage as required.  Retrain staff.  Correct as required. Retrain Staff. |

## PROGRAM OF WORKS

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| --- | --- | --- | --- |
| **Objective** | ***The premises and equipment are constructed and maintained to not be a source of contamination and maintain product safety and suitability.*** | | |
| Regular inspections of the premises and all equipment are conducted. Issues identified that require repair to ensure product safety is not affected are documented. Any issues that directly affect food safety are repaired or rectified In accordance with the table below.  Maintenance activities or repairs that are identified and corrected are documented in the program of works.  Program of works includes:   * description of maintenance/repair required * description of what will be done to correct the problem or control the risk * a date in which works are expected to be completed * the date that the works were actually completed and the maintenance is closed off   Works are prioritised based on food safety risk with scheduled dates for completion identified.   |  |  |  | | --- | --- | --- | | **Food Safety Risk** | **Priority Risk Rating** | **Timing** | | Immediate impact on food safety | P1 | Stop work immediately, make food safe. Do not recommence production until works have been completed to make area safe. | | Potential future impact to food safety but no immediate impact. | P2 | Schedule to rectify as soon as practicably possible. | | No direct impact on food safety | P3 | Add to program of works, monitor and review. | | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Maintained as need.  Reviewed annually. | | Program of Works  Internal audit | Document items as identified on Program of works.  Correct as required. |

## VEHICLE and VESSEL

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| **Objective** | ***Any vehicle shall be constructed and maintained to; facilitate cleaning and sanitisation; not be a source of contamination; maintain product safety and suitability.*** | | |
| Vehicles and vessels that are used to transport shellfish are maintained to ensure that it does not contaminate shellfish.  The following shall be maintained and verified:   * Cleanliness * Construction * Condition   **For vessels:**  Check fuel lines and equipment for leakages prior to each harvest. Animals (including dogs or cats) are not permitted on the vessel. Shellfish must not sit in bilge or other water after harvest. Vessels have self-draining decks otherwise shellfish must be elevated.  **For refrigerated vehicles:**  The vehicle condition should be monitored to demonstrate cold chain compliance. Immediate action to be taken if active refrigeration cannot be maintained.  Where the condition of the vehicle or vessel does not support the safety and suitability of the product, correction should be made to reduce the risk of contamination. Where immediate correction is not possible, actions required are recorded on the program of works including any action taken with product impacted. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Observe on harvest days, Document at least monthly  Reviewed Annual | | Harvest monitoring Record  Internal audit | Clean and sanitise as required.  Maintain cold chain compliance.  Correct as required. |

# SUPPORT PROGRAMS

Implement effective programs to assist in controlling food safety hazards

OUTOCME

## PRODUCT TRACEABILITY (IDENTIFICATION AND LABELLING)

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| **Objective** | ***All shellfish is correctly labelled, identifiable and traceable.*** | | |
| All shellfish must be labelled as per the requirements of ***Primary Produce (Food Safety Schemes) (Seafood) Regulations 2017***. A label with the following information is placed on the packaging used to transport the oysters to the customer (brokers, processors, direct to consumers).   * Species of Oyster (Pacific Oysters) * Food Safety Accreditation Number * Aquaculture Licence number / Fishery Licence number * Name and address (optional) of this business * Date of harvest (Mandatory Invoice Requirement) * Name of the Area as specified by SASQAP from where shellfish were harvested * Quantity of shellfish in the shipment e.g., dozen or bag, (optional, as may appear on sales invoice) * Storage/transit temperature control requirements for storage (no more than 10°C).   Records (invoices, transport dockets etc) are maintained for traceability of shellfish to customer for a period of four years. Customer contact details for wholesale sales are retained to assist in the event of recall. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Annually  When artwork for label/printed bag is changed.  Every sale | | Internal audit  Artwork Proof  Invoice, transport docket, etc. | Correct error and discard inaccurate labels  Reissue invoice with correct details |

## PRODUCT RECALL AND WITHDRAWAL

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| --- | --- | --- | --- |
| **Objective** | ***To implement a system to recall unsafe or unsuitable foods from the market.*** | | |
| If there is reason to believe that shellfish are unsafe or unsuitable as food within the meaning of the Food Act 2001, the producer must **immediately** notify the Minister in accordance with the details published on the relevant PIRSA website.  [Seafood - PIRSA](https://pir.sa.gov.au/biosecurity/food_safety/seafood)  Unsafe or unsuitable product that has been distributed to other businesses and/or the consumer must be immediately recalled from sale to protect the consumer. A list of customers is maintained that details customer name, key contact person, telephone number and email (if available).  Examples of why product may need to be recalled:   * contaminated with harmful microorganisms; chemicals; physical matter * produced without accreditation for the operation * harvested from closed approved area * harvested from a non-approved area * or as directed by regulatory authority   In the event of a product recall, the program will be managed by the owner or delegated staff of the business. The system as defined in the [Food Recall Protocol](https://www.foodstandards.gov.au/industry/foodrecalls/firp/SiteAssets/Pages/default/Food%20Industry%20Food%20Recall%20Protocol%20May%202023%20edition.pdf) prepared by Food Standards Australia New Zealand (FSANZ) will be used. Additional information is available on the FSANZ website; [Food Industry Recall Protocol – Information on Recalling Food in Australia and Writing a Food Recall Plan (foodstandards.gov.au)](https://www.foodstandards.gov.au/publications/Documents/FSANZFoodRecallProtocol2014.pdf)  **For recall PIRSA is to be contacted as soon as possible (within 24 hours) from the identification of an issue that may result in a recall. They can be contacted on 08 8429 0837; email** [**pirsa.foodsafety@sa.gov.au**](mailto:pirsa.foodsafety@sa.gov.au).  FSANZ is to be contacted in the event of a recall. They can be contacted on 02 6271 2610 during normal business hours or on weekends / after hours on 0412 166 965.  Once the decision to recall has been made, there are three main objectives:   1. stop the distribution and sale of the product as soon as possible 2. inform PIRSA, SA Health, FSANZ and customers 3. effectively and efficiently remove the product from the marketplace   In the event of a recall, a written record of events and actions is maintained.  To test the system a mock recall will be conducted on an annual basis to verify the effectiveness of the recall and traceability practices.  **RETURNING OYSTERS**  In the event of a recall or withdrawal, growers may wish to return the live oysters to the South Australia and their lease. This can only occur if the outer and internal packaging of theoyster has remained intact, they have remained within the control of the transport company and have not been delivered to the customer. Prior to returning the oysters to South Australia, approval is obtained from the Chief Veterinary Officer. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Annually  Reviewed annually | | Mock Recall Checklist: Harvest and sales records; customer details.  Internal audit | Implement improvements in system traceability as identified while testing recall processes or as otherwise identified?  Correct as necessary. |

## APPROVED SUPPLIER

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***Sourcing of inputs from an accredited food business*** | | |
| Receiving goods or services from a reputable, trusted supplier provides peace of mind that your incoming goods have been handled and processed in a way that does not create or contribute to food safety risks.  List suppliers who provide products / services. Shellfish (including on-grows) must be sourced from an accredited producer. Shellfish of a particular species (other than spat) must not be brought into an approved area unless, immediately before being brought into the area, they were taken from:   1. another approved area; or 2. (ii) a part of a restricted area that is open in respect of the species;  |  |  |  | | --- | --- | --- | | **Product supplied** | **Approved supplier** | **Contact details** | | Spat |  |  | |  |  |  | | On-growns |  |  | |  |  |  | | Packaging (e.g. bags, esky, labels) |  |  | |  |  |  | |  |  |  | | Water |  |  | |  |  |  | | Transporter |  |  | |  |  |  | |  |  |  | | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Each delivery | | Receival records and invoices | Reject items delivered from non-accredited producers / non-approved suppliers. |

## Relay Authorisation

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| **Objective** | ***Shellfish are only moved from a restricted or closed harvest areas with the written authorisation (relaying authorisation) from the Minister or Minister’s delegate..*** | | |
| Shellfish of a particular species taken from a part of an approved area that is closed in respect of the species, or from a part of a restricted area that is open in respect of the species, must not be brought into an approved area except in accordance with a written authorisation (a relaying authorisation) granted to the producer by the Minister or delegate and must comply with the regulations whilst in the approved area.   1. must be kept in an area that is clearly marked as a relaying area; and 2. must be adequately separated from other shellfish so as to avoid cross contamination; and 3. must be subjected to a process for the reduction of pathogenic organisms or contaminants, in accordance with the relaying authorisation;   Relay request form will be completed for the movement of farmed shellfish from a closed approved harvesting area to an open approved harvesting. Form is located on the PIRSA biosecurity, SASQAP website: ‘Request to relay farmed bivalve molluscs from a closed approved harvesting area’.  <https://pir.sa.gov.au/biosecurity/food_safety/shellfish_sasqap>  Submission of the relay request form will be completed as outlined on the form.  Farm management system (capturing farm mapping and stock management) and records will be maintained for identification of relayed stock. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Every movement from a closed or restricted area | | Relay request form for relaying authorisation and Farm management system. | If stock is moved in contravention of the conditions outlined on the relaying authorisation, stock is to be returned to the assigned area for the timeframe as identified on the relaying authorisation |

## CALIBRATION

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| **Objective** | ***Any measuring device can be calibrated to confirm accuracy in the measurements.*** | | |
| Measuring devices used for the measurement of critical limits used at in the process are calibrated and maintained in working order. Equipment (such as thermometers, dataloggers and chillers), will be calibrated internally (6 monthly) in accordance with the procedure set out below or externally (annually) with records maintained.  **Internal Calibration**  **Temperature Measuring Devices (e.g. Thermometers, Data Loggers etc.)** Thermometer calibration procedure:   1. Mix ice and a dash of water in a container and let it sit for a few minutes. This will chill the water to 0°C. 2. Insert the thermometer into the ice water for at least 10 seconds until the reading is stable and record the result.   Temperatures should read ±1°C of the expected value (0°C for ice water). If thermometer reads outside of this range, repeat this process and if results are the same, thermometer should be serviced or replaced and calibrated to confirm accuracy.  **Gauges** **– chiller and vehicles**  Once the handheld thermometer is calibrated it can also be used to check the accuracy of any temperature gauges on equipment such as chiller. This should be done 6 monthly and can be done by:   1. Placing the thermometer in the chiller for at least 5 minutes (making sure not to open the door during this period). 2. After this period, read the temperature on the thermometer (taking into account any difference noted during the calibration of the handheld thermometer). 3. Read the temperature on the gauge and determine any difference between the handheld thermometer reading and the gauge, as above. Record results on Calibration Record. 4. If the difference is greater than 1°C, the gauge should be replaced or serviced and calibrated to confirm accuracy   **Other measuring devices -** Refer to manufacturer instructions for calibration.  **External Calibration**  Calibration completed via recognised third party with calibration certificate supplied. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| 6 Monthly (internally).  Annually (externally) | | Calibration Form  Certificate of calibration. | Immediately service or replace device. |

## PEST CONTROL

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| **Objective** | ***The operation is free of insects and pests*** | | |
| Animals and pests including insects and rodents are always excluded from the premises. No domestic animals permitted on the premises or vessels. Pest activity is checked prior to sales day(s). Action is taken to eliminate pests.  A contractor may be engaged to conduct pest control activities.  If bait and insect stations are used, bait and insect stations will be regularly checked and monitored for activity. Baits and chemicals will be stored away from product and packaging.  When using chemicals ensure that:   * All chemicals are used as per the instructions included with them * Chemicals are not used near shellfish or primary packaging * Chemicals are not applied to shellfish contact surfaces (e.g. grading equipment). If chemicals contaminate shellfish contact surfaces and equipment, affected areas must be washed well before use.   If premises are treated by a pest control company, the accredited business will:   * ensure chemicals are not applied during processing * obtain a report from the pest control company and retain for audit. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Observe on harvest days, Document at least monthly | | Hygiene and Maintenance Record  Pest inspection Report (if a contractor is engaged) | Increase monitoring  Apply effective and appropriate control measures (e.g. bait stations, traps). |

## WASTE MANAGEMENT

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***An effective waste disposal program is in place for the storage, handling and removal of waste that does not jeopardise the safety and suitability of shellfish*** | | |
| Waste will be stored and contained on site in a way that does not pose a threat to food safety, allow harbourage of pests or growth of bacteria. Shellfish may need to be disposed of as a result of:   * A product recall * Identification of Product does not comply with the food safety Arrangement.   Waste shall be:   * held in a container that is cleaned regularly * stored in conditions that do not attract pests * stored in conditions that do not affect the safety and suitability of the premises or product * collected by an external service at a frequency that prevents build-up or disposed by operator in a controlled manner. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Observe on harvest days, Document at least monthly. | | Harvest monitoring form | Immediately apply effective and appropriate control measures (e.g. contain waste; clean as required). |

## TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***All staff to be trained to enable them to perform their job safely and competently.*** | | |
| All staffshall be adequately trained to enable them to perform their job safely and competently. Training can be conducted internally or externally.  All staffare trained for their expected and actual work activity, which may include:   * Good personal hygiene * Work Instructions relevant to critical control points * Food handling procedures; and * Cleaning and sanitation. * Product recall/traceability   Training is recorded on the staffTraining Record.  All new staff are instructed on how to perform their duties to ensure good food handling procedures are followed. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Conduct training as needed | | Staff training record | Train staff as required including retraining |

# VERIFICATION

To confirm Food Safety Arrangement and Processes are Effective

OUTCOME

Refer to individual HACCP plans for specific verification and process validation requirements.

## WATER SAMPLING

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***Water used shall not contaminate the product.*** | | |
| Only water from the approved harvest area or potable water is permitted for use when producing shellfish.  Potable water, as per [Australian Drinking Water Guidelines](C://UserData/Downloads/Australian_Drinking_Water_Guidelines_ADWG_V3-8_Sep2022.pdf), E. coli should be <1 organism in 100mL sample. Mains (town) water is considered potable.  If water is not mains supplied, the water quality should be tested once a year to verify it is potable and record of analysis maintained  The use and treatment of a non-potable water source must be approved by the Accreditation body prior to use. Frequency of testing treated non-mains water will need to consider environmental factors that may impact the water quality. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Annually  (Not required for mains supply) | | NATA accredited Laboratory Report | If water does not meet potability limits, immediately treat to correct the deficiency. If potable water cannot be achieved, no water to be used on shellfish when harvesting for sale. |

## INTERNAL AUDIT AND REVIEW

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***Review system to confirm Food Safety Arrangement, Process and Practices ae effective.*** | | |
| An annual review of the effectiveness of this system will be completed. This is to confirm the procedures and practices used at the business are being controlled adequately according to what is document in this arrangement and the associated records are maintained. Records of internal audits will be kept, [Internal Audit Form](https://objectivep.pirsa.sa.gov.au:8643/id:A5062439). The Internal audit is an opportunity to review the business performance and will include a review of any customer complaints or correspondence from the regulator (PIRSA FSP). | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Annually | | Internal Audit form | Document corrective action(s) taken. |

# Hazard Analysis Critical Control Points (HACCP) PROCESS

OUTCOME

To produce shellfish safely, producing safe shellfish which complies with relevant legislation, regulations and standards.

HACCP

Process

## HACCP TEAM

This team is responsible for maintaining the HACCP plan, analysing and improving procedures and implementing effective controls to manage food safety risks.

The HACCP team members for this business:

|  |  |  |
| --- | --- | --- |
| **HACCP Role** | **Name** | **Position within the business** |
| Team Leader |  |  |
| Team Member |  |  |
| Team Member |  |  |
| Team Member |  |  |
| Team Member |  |  |

Each process undertaken by the business is covered by a HACCP plan.

Examples of HACCP plans specific to the following processes have been developed and can be used as a guide for the HACCP team.

## PRODUCT DESCRIPTION AND INTENDED USE

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | ***Define product characteristics and intended use of product by customer.*** | | |
| A document listing details about each product. A product description template has been developed as part of the business HACCP plan, outlining information to include.  All products produced and sold by the business have a product description and intended use statement outlining the composition, method of preservation, packaging, storage conditions, distribution method, shelf life, intended use including sensitive customers and any preparation required by the customer. | | | |
| **Frequency** | | **Records** | **Corrective Action** |
| Update for each product or change in product composition, preservation method or packaging format. | | Product Specification | Update/Create new Product Specification. |

## FLOW CHART

|  |  |
| --- | --- |
| **Objective** | ***A step-by-step diagram of the flow of the operation/process with all inputs and outputs identified. Key steps in the process that are critical to food safety are referred to as Critical Control Points, CCP. These are highlighted on the Flow Chart.*** |
| Refer to individual HACCP plans for Flow Chart specific to each process. | |

## HAZARD ANALYSIS

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| --- | --- |
| **Objective** | ***To review and assess all possible hazards to the safety of the food and identify and implement controls to reduce or eliminate the hazard.*** |
| In the analysis and assessments completed for the generic HACCP plans associated with this food safety arrangement, hazards are classified as either Biological (B), Chemical (C) or Physical (P). Other Hazards may be considered include regulatory points such as weights and labelling requirements – this is not mandatory.  **Biological** hazards of most concern are pathogens. Pathogens can cause illness if consumed. Biological hazards can be introduced by people (e.g., poor hygiene practices), environment (e.g., inadequate cleaning; contamination from soil).  Specific organisms that are of concern in shellfish production are *E. coli,* and *Vibrio Parahaemolyticus.* All these organisms can be introduced by the vectors mentioned above.  **Chemical** hazards can be classified as naturally occurring chemicals such as toxins, allergens and added chemicals such as pesticides, heavy metals or food additives.Chemical hazards that may be considered include:   |  |  | | --- | --- | | Chemical contamination of ingredients | Non-food grade packaging materials | | Allergen contamination from other ingredients | Non-food grade lubricants |   **Physical** hazards to consumer safety can include:   |  |  | | --- | --- | | * Glass pieces | * Wood e.g., splinters from pallets | | * Metal pieces or shavings | * Plastic (brittle plastic, packaging) | | * Stones, sand or dirt | * Flaking paint/rust | | * Insects | * Personal items e.g., jewellery | | |

## AUDIT TABLE

|  |  |
| --- | --- |
| **Objective** | ***A documented review of each step identified in the flow chart and with the importance of each step in the safety of the finished product assessed.*** |
| Refer HACCP plans for the audit table specific to each process. | |

## Critical Control Point WORK INSTRUCTIONS

|  |  |
| --- | --- |
| **Objective** | ***Documented step by step instructions for consistent application of critical processes and activities required to achieve the critical limits.*** |
| Refer to individual HACCP plans for Critical Control Point (CCP) Work Instructions specific to each process. | |

## MONITORING FORMS

|  |  |
| --- | --- |
| **Objective** | ***Maintain objective evidence for verification and validation of processes and practices*** |
| Monitoring forms related to the process are captured in the HACCP plan.  For areas identified in the Food Safety Arrangement, refer to Appendices:   1. Amendment Register 2. Program of Works 3. Mock Recall Checklist 4. Calibration 5. Training 6. Internal Audit | |

## PROCESS VALIDATION

|  |  |
| --- | --- |
| **Objective** | ***Confirm the process followed will control the hazards identified, making the product safe for consumption.*** |
| Refer to individual HACCP plans for validation requirements specific to each process. | |

**Schedule of Requirements**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Minimum Frequency** | **Evidence** |
| Product Recall – Traceability exercise | Annual | Evidence of product traceability completed with details of quantity of stock harvested and details of distribution of the batch. |
| Calibration | Internally - 6 Monthly  or  Externally - Annually | Within tolerance (e.g. ±1°C for temperature measuring devices)  or  Certificate of calibration |
| If applicable - Water microbiological testing | Annually | Potable water: *E. coli* <1 organism per 100mL |
| Internal System Audit | Annually | Completed internal audit |
| HACCP review and validation | Annually | As per HACCP plan |

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| --- | --- | --- | --- | --- |
| **Date** | **Section/Page** | **Details of amendment** | **Authorised by** | **Initials** |
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| **DATE** | **IDENTIFIED DEFICIENCY** | **CORRECTIVE ACTION**  **TO BE TAKEN** | **PRIORITY**  P1; P2; P3 | **Proposed**  **Completion Date** | **COMPLETED**  **(sign and date)** |
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***P1:*** *Immediate impact on food safety****; P2:*** *Potential impact to food safety****; P3:*** *No direct impact on food safety*

Select a harvest date to trace. Capture the following information to demonstrate product traceability;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Harvest/packing date** | |  | | |
| **Total Quantity Harvest**  *Attach copy of harvest record.* | |  | | |
| **Where did it go? *Identifying distribution of affected product(s)***  *Attach copy of invoices and complete summary table below.* | | | | |
| **Name of business** | **Contact details (phone/email)** | **Name of contact person** | **Quantity (dispatched)** | **Quantity verified with customer**  *Only complete in the event of actual recall.* |
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| **TOTAL** | | |  |  |
| **Notifying government, business-stakeholders and consumers of a recall** | | | | |
| Confirm details for PIRSA | |  | | |
| Confirm contact details for FSANZ | |  | | |

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| **Date Mock Recall Completed** |  | **Completed By** |  |
| **Comments / Improvement opportunities** |  | | |

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| **Acceptable Limits:** | |
| **Handheld thermometer (probe/gun)**  Ice point calibration; Aim = 0°C ±1°C | **Coolroom gauge**  Difference between handheld thermometer and gauge: ±1°C |

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Item tested** | **Ice | Reference Temperature**  **(°C)** | **Result of Equipment**  **(°C)** | **Difference**  **(±1°C)** | **Corrective Action** | **Signed** |
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*Add name of trainee and record date training completed.*

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| **Area 🡪** | **CCP 1a; 2; 3; 4a; 4b**  **(Harvest Monitoring Record)** | **Calibration** | **GMP & GHP** | **Cleaning and Sanitation** | **Program of Works** | **Recall/traceability process** | **Relay Authorisation** | **HACCP team & Hazard Analysis** |  |  |
| **Name**  **🡫** |
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Assess compliance to each task as Satisfactory (🗸) or Unsatisfactory (🗴).

For any Unsatisfactory areas record and complete corrective action.

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| --- | --- | --- |
| **Tasks** | 🗸**/**🗴 | **Comments & Corrective Action** |
| **1. Closures**   * Are closure notices received & checked on days of harvest? * Is system in place for notification when away? * Any Relay Requests applied? |  |  |
| **2.** **Quality Manual**   * Any changes to the Food Safety Arrangement? * Food Safety Arrangement Declaration signed? Date |  |  |
| **3.** **HACCP Plan**   * Is the product specification current? * Are all activities covered by HACCP plan? * HACCP Validation (as per Oyster Chilling Validation Table) completed x 3/year |  |  |
| **4.** **Premises and Equipment**   * Vehicle/Vessels / premises cleaned? records maintained? * Premises and Equipment maintained with any defects noted on Program of Works and actioned? |  |  |
| **5. Packaging**   * Bags/ Eskies & Packaging stored appropriately as per section 3.3. |  |  |
| **6.** **Testing and Calibration**   * Potable water test completed (if applicable) * Have all thermometers and temperature gauges been calibrated as per FSA? |  |  |
| **7.** **Pest Control**   * Managed Inhouse / External contractor * Inspections & Corrective Actions documented? |  |  |
| **8.** **Staff**   * Any new staff? * Is the Staff Training records up to date? * New staff been briefed on personal hygiene? |  |  |
| **9.** **Product Identification and Traceability**   * Are invoices for each sale available? * Are all label requirements as per FSA? * Approved Transporter in place? Who? |  | *Attach label to audit.* |
| **10.** **Food Recall**   * Is there a copy of the FSANZ Food Recall Protocol available? (via the internet) * Mock recall/traceability exercise completed in the last 12 months? |  |  |
| **11.** **Records**   * Harvest records maintained capturing GMP and CCPs? * Supply of inputs recorded? |  |  |

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| --- | --- |
| **Completed By:** | **Date Completed:** |