
Guidance Document

Food Safety Management Statement

Meat Retail

Date: 8 January 2021





INTRODUCTION

What is a Management Statement?

A Management Statement is a concise way of documenting your intended business activities. It should provide a description of your activities and outline how your business intends to operate including how you will prevent or minimise the food safety risks that are likely to occur at each step of your process.

What is the purpose of this document?

This document has been developed as a guide to assist Queensland (Qld) meat retailers in meeting their legal requirements. If you choose to submit this document as your Management Statement, all fields must be completed.

Please note that other formats (e.g. Food Safety Program or developing your own Management Statement), are acceptable.

HOW DO I SUBMIT MY MANAGEMENT STATEMENT?

Submit your completed Management Statement along with all other application documentation to us at info@safefood.qld.gov.au.

If you have any questions about completing this form, please call us on 1800 300 815 or email info@safefood.qld.gov.au.

Electronic Signature capabilities are available for this document.

Please open the document in Adobe Acrobat Reader DC to enable this functionality. If you don't have Acrobat Reader DC, you can still complete this form digitally, but will need to print and sign it by hand.



FOOD SAFETY MANAGEMENT STATEMENT

Business Details

Name of business: _____

Trading name (if applicable): _____

Name of proprietor or designated representative: _____

Address of business: _____

Business phone: _____

Email: _____

SECTION 1: BUSINESS PARTICULARS

What **processing** activities does your business undertake? (tick all that apply)

<input type="checkbox"/>	Breakdown of whole carcass / sides / quarters	<input type="checkbox"/>	Value adding (e.g. crumbing, marinating, sausage making etc.)
<input type="checkbox"/>	Curing (e.g. pickling / corning)	<input type="checkbox"/>	Packing / vacuum packing
<input type="checkbox"/>	Slicing and repackaging of RTE meats	<input type="checkbox"/>	Other: _____

NOTE: If you are undertaking cooking or drying activities this Food Safety Management Statement is not suitable. You will need to supply a Food Safety Program. Please visit the Safe Food website for more information (<https://www.safefood.qld.gov.au>)

What types of products does your business **handle**? (tick all that apply)

<input type="checkbox"/>	Red meat	<input type="checkbox"/>	Bacon
<input type="checkbox"/>	Uncooked Comminuted Fermented Meat (UCFM)	<input type="checkbox"/>	Poultry meat
<input type="checkbox"/>	Game meat	<input type="checkbox"/>	Pre-prepared meals (pies, lasagne etc.)
<input type="checkbox"/>	Ready to Eat (RTE) / Smallgoods	<input type="checkbox"/>	Grocery items (fruit, vegetables etc.)
<input type="checkbox"/>	Other (pet meat etc.): _____	<input type="checkbox"/>	Eggs

Who do you **supply** your product to? (tick all that apply)

<input type="checkbox"/>	General public	<input type="checkbox"/>	High Risk Businesses (child or aged care, hospitals etc.)
<input type="checkbox"/>	Wholesalers	<input type="checkbox"/>	Large retailers (e.g. Coles / Woolworths)
<input type="checkbox"/>	Secondary processors (e.g. food manufacturers)	<input type="checkbox"/>	Local pubs/clubs (e.g. RSL)
<input type="checkbox"/>	Farmers markets	<input type="checkbox"/>	Restaurants/cafes
<input type="checkbox"/>	Other: _____		



SECTION 2: MANAGING RISK

2.1 Control of Product

- What controls does your business have in place to ensure product is suitable for supply? This includes your receivals processes (inspection and transfer into storage).

- Do you have approved suppliers in place for meat, packaging and ingredients? Please include who your suppliers are (wholesalers, abattoirs etc.) and how you choose them?

- If your product is delivered please address how this is managed, is a staff member always present to accept deliveries? If not, please include how you ensure product received is suitable for use. How do you choose a reliable transport company?



- What controls do you have in place to prevent product in storage becoming unsuitable? How do you manage the storage of raw vs RTE meats? Where are packaging and ingredients stored?

- How often are your cool rooms serviced and who is responsible for this? This includes the process for calibration of the refrigeration units (e.g. how this is done and how often).

- How often is other equipment checked and serviced and who is responsible for this? This includes calibration of handheld temperature probes and guns, how this is done and how often.



2.2 Control of Contaminated Product

- How do you ensure that contaminated product is not a source of contamination to other acceptable product?

- What actions do you take if products are not what you expected (isolate and return, rework etc.)?

2.3 Control of Processing Operations

How does your business control each step of daily production to ensure that food safety hazards (microbiological, physical & chemical) are kept to safe levels? Please include your procedure for work in progress inspections and how you manage unsuitable product.



- Do you slice and repackage RTE products? What shelf life do these products have?

- How do you maintain product at required temperature from receipt through to supply?

- How do you maintain separation between raw and RTE meats, processing areas and equipment?

- How do you control the use of allergens in your operations (dairy, egg, gluten, soy etc.)?



2.3.1 Control of Essential Services

- How does your business manage essential services such as waste (liquid, fat and bone, packaging etc.)?

- What is your pest control schedule and what does it cover? What records are kept in relation to pest control and pest sightings?

- What is your water supply (town, rain, bore etc.)? Is your water tested and/or treated?

2.4 Traceability of Product

- What controls does your business have for ensuring that product and ingredients can be traced from receipt and through all stages of production in the event of a product recall?



- What information do you include on your labels?

- What is your recall procedure? How will you notify customers if you become aware of product that is unsuitable?

SECTION 3: RECORD MANAGEMENT

- How do you identify where products are supplied to? Please outline what records are kept in relation to incoming goods, maintenance and servicing and cleaning.



SECTION 4: CLEANING AND MAINTENANCE

4.1 Cleaning and chemicals

- What is your cleaning and sanitising program? Please include how all parts of your premise and equipment are cleaned i.e. what areas are to be cleaned and how this is done (step-by-step procedure).

- What chemicals do you use, at what water temperature, concentration and contact time?

- Where are cleaning chemicals stored and how do you ensure they are always appropriately labelled?



- What corrective actions are taken if your premise or equipment is found not to have been cleaned effectively?

4.2 Maintenance of premise and equipment

- How does your business maintain the premise and equipment to support hygienic processing?
What is the internal maintenance and servicing schedule for premise and equipment?

- What immediate actions are taken in the event of a breakdown or power outage?



SECTION 5: GENERAL FOOD SAFETY REQUIREMENTS

5.1 Skills and knowledge

- Please detail the skills and knowledge of people involved in your business (qualifications, industry experience, etc.).

- What hygiene practices do you and your employees follow to ensure appropriate hygiene standards are met? Please include management of uniforms and PPE and any personal health and hygiene policies your business has in place.

5.2 Notification of non-conforming product

- How does your business manage non-conforming products? How do you identify, isolate and manage non-conforming product and notify Safe Food and/or suppliers and customers?



SECTION 6: DECLARATION

I will review my Management Statement at least once every 12 months to ensure that it continues to accurately reflect my operations. I will also review and update my Management Statement if my business activities change.

If I identify a proposed amendment which affects a significant food safety matter, I will apply to Safe Food to have the amendment to my Management Statement reviewed for approval.

I will provide Safe Food with monitoring results and/or records if requested.

I will inform Safe Food immediately where there are instances of serious food safety concern; for example, the receipt of unsafe primary produce or breakdowns that have the potential to impact on food safety and any proposal to withdraw or recall product from the marketplace. I will also inform Safe Food immediately if my contact details change.

I am aware that a compliance audit or assessment is required during each accreditation period (calendar year).

I declare that the information provided in this document is complete, true and correct in every detail.

Accreditation holder's name: _____

Accreditation holder's signature: _____ Date: _____