
Guidance Document

Food Safety Management Statement





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) Egg Producers that grow and grade their own eggs in meeting their legal requirements. It is not intended for businesses that receive eggs from other producers for grading.

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 us at info@safefood.qld.gov.au.

Important notes for egg businesses in using this document:

- Completion of a Food Safety Management Statement is a **legal** requirement for all commercial egg producers and processors under the Primary Production Standard for Egg and Egg Products (the Egg Standard).
- This Food Safety Management Statement guidance document is an **aid** to assist businesses that grow and undertake grading activities on their own eggs, complete a Food Safety Management Statement.
- This guidance document in itself is **not** a legal document.
- The criterion described in this guidance document represents an **agreed** minimum against which food regulators will assess a business' Food Safety Management Statement.
- Businesses are referred to the reference materials listed at the end of this guidance document (Appendix 1) for advice on prescriptive details and methodologies that may be used in developing a Food Safety Management Statement.
- Businesses should construct their Food Safety Management Statements to reflect the size and complexity of their own operations – no two businesses will have identical Food Safety Management Statements.
- Businesses are also suggested to contact their state/territory food regulator for further detail concerning compliance requirements before submitting their Food Safety Management Statement for assessment.



FOOD SAFETY MANAGEMENT STATEMENT

Business Details

Name of Business:	
Trading Name (if applicable):	
Name of proprietor or designated representative:	
Address of Business:	
Business Phone/s:	
Email Address:	
Description of activities undertaken at this business:	
Approximate number of laying hens:	
Approximate number of eggs produced per week:	
Number of businesses supplied to:	



SECTION 1: MANAGEMENT RESPONSIBILITY

1.1 Scope of the Food Safety Management Statement (Activities undertaken at the business)

Please indicate in the table below the activities that your business undertakes? (*check all boxes that apply*)

<input type="checkbox"/>	Grow eggs	<input type="checkbox"/>	Sell eggs at farmers markets
<input type="checkbox"/>	Grow and grade your own eggs	<input type="checkbox"/>	Sell eggs at the farm gate
<input type="checkbox"/>	Grow and grade your own eggs, plus receive eggs from other egg producers for grading	<input type="checkbox"/>	Sell eggs to other businesses e.g. supermarket chains, local stores etc.

Describe below how you grade your eggs:

SECTION 2: EGG PRODUCTION OPERATIONS

2.1 Egg Collection

Describe how your business manages cracked eggs during egg collection? How frequently do you collect eggs? How do you separate cracked and dirty eggs during collection? (I.e. describe your egg collection process).



What do you do with cracked eggs? Do you supply them to a business that processes egg pulp and egg product? If so, describe how you collect, store and transport cracked eggs intended for sale and supply to a business that processes egg pulp and egg product?

Describe what evidence your business maintains to verify your above statement? (E.g. disposal logs).

2.2 Egg Storage

Does your business store eggs prior to grading? If so, describe how your business stores eggs. How do you keep your storage facilities clean? Do you apply time / temperature controls during storage?



Describe what evidence your business maintains to verify your egg storage statement/s? (I.e. describe your egg storage conditions).

2.3 Egg Transport

Does your business transport eggs to other premises for grading? If so, describe how your business transports eggs. Are cracked eggs transported with whole eggs?

Describe what evidence your business maintains to verify your above statement? (E.g. disposal logs, distribution logs).



2.4 Receipt of eggs from egg producer/s

Does your business receive eggs from other producers?

Yes

No

If yes, please provide details of other egg producers below:

2.5 Cleaning

Describe how your business cleans eggs as part of its grading process? (E.g. Does it use wet washing or dry cleaning?). Specific detail of the cleaning process should be included in your explanation:

- Wet washing – number of washing baths used, temperature and sanitiser concentration of washing baths, rinsing process.
- Dry cleaning – what material are cloths constructed from that are used for cleaning eggs? What is the cleaning process for those cloths?
- What does your business do with very dirty eggs that are not to be cleaned?
- How often does your business clean areas that are used in egg cleaning?

Describe what evidence your business will maintain to verify the above statement? (E.g. wet washing – temperature and sanitiser concentration logs, dry cleaning – cloth sanitisation log).



2.6 Assessment for cracks

Describe how your business conducts crack detection assessments? (E.g. does your business candle eggs, or does it use another type of test for crack detection?). What does your business do with cracked eggs? Does your business store egg pulp? Who does your business supply cracked eggs and egg pulp to? How do you keep your crack detection area clean?

Describe what evidence your business will maintain to verify the above statement? (E.g. disposal logs, distribution logs for cracked eggs and egg pulp).

2.7 Packing and storing

Describe how your business packs and stores eggs that are intended for sale and supply to the shell egg market? Who supplies your business with its packaging materials? Where are they stored prior to use? Do you apply time/temperature control to packed eggs during storage? Where are your packed eggs stored prior to further distribution for sale and supply? How does your business keep its storage area clean?

Describe what evidence your business will maintain to verify the above statement? (E.g. receipt of packaging material supply)



SECTION 3: INPUTS

3.1 Stockfeed

Describe how your business obtains stockfeed for its laying hens, e.g. what vendor declarations do you obtain from the supplier or do you prepare your own stockfeed?

Describe what evidence your business maintains to verify your above statement? (E.g. how long does your business keep vendor declarations?)

3.2 Pesticides and veterinary medicines

Describe what evidence your business maintains to verify that veterinary chemicals administered to laying hens do not adversely affect egg safety? (E.g. hen treatment log specifying withholding periods for treated hens).



3.3 Water supply

Describe the water source your business uses to supply laying hens with drinking water and what water supply is used for cleaning?

Describe what evidence your business maintains to verify your above statement? (E.g. certificate of pathogen status of water supply).

Describe the water source your business uses for grading activities? (E.g. potable water, municipal water supplied by Government, own water source).

Describe what evidence your business maintains to verify your above statement? (E.g. certification of pathogen free status if own water source used).



3.4 Sourced birds

Describe what evidence your business will maintain to verify that chicks purchased for laying hen stock do not adversely affect egg safety? (E.g. do you need a declaration from the supplier that the chicks are free from Salmonella Enteritidis?)

3.5 Litter and nesting box material

Describe what evidence your business maintains to verify that your nesting box material is free from contaminants? (E.g. pathogen declaration from supplier).

SECTION 4: WASTE DISPOSAL

Describe how your business intends to manage waste generated during egg production. This includes the disposal of cracked and dirty eggs and egg pulp. For example, are you selling or supplying cracked and dirty eggs and egg pulp to another business, or are you going to dispose of it? If you sell cracked and dirty eggs and egg pulp to another business, who do you sell it to? What do you do about dead birds? What do you do about other waste material? (E.g. manure, litter).

Describe what evidence your business maintains to verify your above statement? (E.g. distribution logs, disposal logs).



SECTION 5: HEALTH AND HYGIENE

5.1 Egg handler health and hygiene

Describe what personal hygiene practices your business intends to implement to manage potential contaminants to egg safety being introduced by persons involved in egg and egg pulp handling activities?

Describe the procedures your business will implement to prevent illnesses or other health associated ailments from adversely affecting egg safety?

Describe what clothing requirements/dress standards your business will introduce to prevent staff, from their clothing or personal effects, introducing contaminants to eggs and egg pulp that may adversely affect egg safety?



SECTION 6: SKILLS AND KNOWLEDGE

Describe what training system is employed by your business to ensure that staff involved in egg and egg pulp handling activities are competently trained in food safety and hygiene practices.

Describe what evidence (records) your business maintains to verify your above statements?

SECTION 7: DESIGN, CONSTRUCTION AND MAINTENANCE OF PREMISES, EQUIPMENT AND TRANSPORTATION VEHICLES

7.1 Premises, equipment and transportation vehicles

Describe what practices are employed by your business to ensure that all premises, equipment and transportation vehicles used in, or associated with, egg production or egg grading operations are constructed and maintained in such a way as to minimise contamination to eggs? (E.g. cleaning and maintenance programs).



Describe what evidence (records) your business maintains to verify your statement? (E.g. maintenance and cleaning registers).

7.2 Pest Control

Describe what pest control measures will be employed by the business to prevent the entry of wild animals and birds, rodents, and domestic animals into egg collection, egg grading, egg and egg pulp storage and transportation areas? (E.g. pest control program).

Describe what evidence your business will maintain to verify that its pest control measures are kept up to date. (E.g. treatment log for pest control measures applied).

SECTION 8: BIRD HEALTH

Describe how your business will manage issues concerning bird health (e.g. active surveillance of flock, removal of dead birds from flock). What veterinary medicines have been administered to hens? How do you identify treated hens? How do you ensure that withholding periods associated with veterinary medicines are complied with?



Describe what evidence your business will maintain to verify the above requirement? (E.g. hen treatment log with withholding periods marked).

SECTION 9: TRACEABILITY

9.1 Unique Identifier

All eggs produced for sale, or supply, in Queensland must be individually stamped with the producer's unique identifier for traceability purposes. This unique identifier is usually a number or code that is unique to the producer.

Egg stamping helps food safety authorities trace eggs back to the farm. It provides a safeguard in the event of a food poisoning incident or outbreak.

Eggs can be stamped at the farm where they are produced, or at a grading facility.

Please advise the number, or code, you would like to apply for. Once your unique identifier has been approved, you will then need to source a stamp/s, and food grade ink, for this stamping process.

9.2 Marking each individual egg with the correct producers' unique identification

Describe how your business will ensure that each egg handled is marked with your unique identifier?
Describe how your business will manage a break down in its marking equipment?

Describe what evidence (records) your business maintains to verify your above statement? (E.g. internal register of producers' unique identifier maintained to identify all eggs handled by the business, identification logs for linking eggs marked with unique identifier to a name and address).



9.3 Labelling of unpasteurised egg pulp sold or supplied to a business that processes egg product

Describe how your business labels containers/other forms of packaging used to transport unpasteurised egg pulp to a business that processes egg product? (E.g. Standard 1.2.3 of the Food Standards Code requires that all such containers are labelled with the statement 'unpasteurised egg pulp').

9.4 Labelling of cartons/packages of eggs intended for sale and supply to the shell egg market

Describe how your business will ensure that egg cartons comply with the labelling requirements of Chapter 1 of the Food Standards Code. (Standard 1.2.2 Food identification – name and address of business on the label of the package).

Describe what evidence (records) your business maintains to verify your above statement. (E.g. distribution logs).



SECTION 10: SALE AND SUPPLY

10.1 Sale and supply of shell eggs

Form 1: Eggs Sales Record (Appendix 2) is a sample distribution log that includes:

- name and address of the person or business to whom the eggs are sold,
- the date on which the eggs are sold,
- the lot identification numbers of the eggs (i.e. date eggs produced), and
- the quantity of eggs sold.

Describe what evidence your business will maintain to verify the sale and supply of eggs for the shell egg market? (E.g. distribution log).

Describe what evidence your business will maintain to verify the sale and supply of eggs of cracked and dirty eggs and unpasteurised egg pulp. (E.g. distribution log) Who do you sell and supply such materials to?



SECTION 11: 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: _____

APPENDIX 1: References

1. FSANZ (2011), Primary Production and Processing Standard for Eggs and Egg Product
<https://www.legislation.gov.au/F2011L00860/latest/text>
2. Australian Egg Corporation Limited (2008), Code of Practice For Shell Egg, Production, Grading, packing and Distribution
<https://www.australianeggs.org.au/assets/dms-documents/Code-of-Practice-for-Shell-egg-production-grading-packing-and-distribution-2009.pdf>
3. Codex (2007), Code of Hygienic Practice for Eggs and Egg Products
<http://www.fao.org/docrep/012/i1111e/i1111e01.pdf>
4. Guidance tool for the Primary Production and Processing Standard for Eggs and Egg Products.
<https://www.foodregulation.gov.au/sites/default/files/2023-08/guidance-tool-for-the-eggs-and-egg-products-primary-production-and-processing-standard.pdf>

APPENDIX 2: Distribution logs

Date Supplied	Customer	Delivery Address	Total number of eggs	Producer unique ID no.	Lot / identity no.