
Guidance Document

Food Safety Management Statement

Meat Transport





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 meat transporters 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 types of products are transported (select all that apply):

- | | |
|--------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Carcasses | <input type="checkbox"/> Partially dressed wild game carcasses |
| <input type="checkbox"/> Fresh or frozen meat | <input type="checkbox"/> Fresh or frozen offal |
| <input type="checkbox"/> Fresh or frozen poultry | <input type="checkbox"/> Fresh or frozen seafood |
| <input type="checkbox"/> Smallgoods | <input type="checkbox"/> Dairy Products |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Grocery items (rice, vegetables etc.) |
| <input type="checkbox"/> Other (pet meat etc.) | |

Where is product supplied to (select all that apply):

- | | |
|-------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Own retail shop | <input type="checkbox"/> Small retailers (e.g. corner stores) |
| <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 |

What areas are product supplied (select all that apply):

- | | |
|-------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Local area | <input type="checkbox"/> Interstate |
| <input type="checkbox"/> Around the State | <input type="checkbox"/> Export |



SECTION 2: VEHICLE AND EQUIPMENT

2.1 Vehicle and Equipment Management

All meat transport vehicles must have active refrigeration equipment. Describe how your business ensures the vehicle(s) and equipment involved in the transportation of meat do not affect the wholesomeness of product. Please include;

- Vehicle specifications (acceptable temperature ranges for chilled and frozen products, temperature monitoring - how often, how is this done etc.)
- Maintenance/servicing schedule for the vehicle (including door seal checks), refrigeration unit and any other equipment (handheld probes, guns etc.)
- Who is responsible for ensuring these steps are completed and what records are kept?

2.2 Fleet Management

This section is only applicable if you have 2 or more vehicles. Describe how your business manages the fleet of vehicles involved in the transportation of meat products. Please include;

- Is your fleet fitted with GPS tracking capabilities? Please provide details
- Is your fleet monitored remotely (temperature, breakdowns etc.)? Please provide details
- How do you ensure individual vehicles do not miss routine services (cleaning, maintenance etc.)?



SECTION 3: HYGIENE AND SANITATION

3.1 Cleaning Schedule and Chemicals

Describe the cleaning procedure for vehicles and equipment. Please include the cleaning schedule and chemicals used. If hanging meat is transported please also include what hygiene and sanitation procedures staff follow (i.e. protective clothing, illness, hand washing).

SECTION 4: MANAGING RISK

4.1 Vehicle Breakdown

Describe the procedure for ensuring product wholesomeness is maintained in the event of a breakdown or accident. Please include how you manage affected product (temperature abuse, damaged product etc.).



4.2 Control of product

Describe the controls you have in place to ensure that the wholesomeness of meat products is maintained during transport. Please include;

- How you manage cross contamination (between different species and non-meat products)
- If you transport carcasses or carcase parts, specify how this is managed
- How you maintain product temperature during transport and delivery
- If you transport red banded product, please specify how this is managed
- If you backload products on transport routes, please specify how this is managed. Do you backload non-food items or partially dressed wild game?
- What records do you maintain in relation to transport and delivery (e.g. time, temperature)



SECTION 5: GENERAL FOOD SAFETY REQUIREMENTS

5.1 Skills and knowledge

Describe the training systems used by your business to ensure staff involved in the transportation of products are competently trained in food safety and hygiene practices. Include what evidence your business maintains to verify training and competencies. Please include;

- What pre-transport checks your drivers undertake (cleaning, precooling etc.)
- How do drivers manage the refrigeration unit and temperature during multiple drop offs to prevent the unit icing up?

5.2 Notification of non-conforming product

Describe how your business manages non-conforming products. Give specific details of the actions in place to identify, isolate and manage non-conforming product and notify Safe Food and/or suppliers and customers.



5.3 Traceability

Describe how product in transport can be identified in the event of a recall. How does your business ensure product can be effectively recalled from market? Please include how you keep track of products that you transport (invoice, delivery logs etc).

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: