
Guidance Document

Food Safety Management Statement

Seed Sprout Processors





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?

The Queensland *Food Production (Safety) Regulation 2014* Horticulture Scheme, administered by Safe Food Production Queensland (Safe Food), gives effect to the national Food Standards Code Primary Production and Processing Standard for Seed Sprouts (Standard 4.2.6) developed by Food Standards Australia New Zealand.

This document is to assist Queensland (QLD) seed sprout processors in preparing a Management Statement as part of meeting their requirements under the Horticulture Scheme.

A Management Statement is a description of your activities, the most significant food safety hazards likely to occur at each step of your process and the control methods you employ to ensure the safety of your products.

If you choose to submit this document as your Management Statement, all fields provided 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?

Mail it to Safe Food at **PO Box 221, Greenslopes, QLD 4120** or email it to info@safefood.qld.gov.au. If you have questions about completing this document, please email us or call 1800 300 815.



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

Please indicate below which seed sprout type(s) you process and how much of each type you produce per week.

| Seed-sprout types | Volume packed per week | Typical batch size (if different to volume packed per week) |
|-------------------|------------------------|---|
| | | |

Please indicate below the seed sprout processing activities you undertake (tick all that apply).

| | | | |
|--------------------------|--------------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Store seed | <input type="checkbox"/> | Rinse sprouts |
| <input type="checkbox"/> | Decontaminate/sanitise seed | <input type="checkbox"/> | Pack product |
| <input type="checkbox"/> | Produce germinated seed | <input type="checkbox"/> | Store product |
| <input type="checkbox"/> | Produce seed sprouts | <input type="checkbox"/> | Transport product |
| <input type="checkbox"/> | Decontaminate/sanitise sprouts | <input type="checkbox"/> | Other: |

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

| | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Own retail shop | <input type="checkbox"/> | Small retailers (e.g. fruit barns) |
| <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 (i.e. RSL) |
| <input type="checkbox"/> | Farmers markets | <input type="checkbox"/> | Restaurants/cafes |
| <input type="checkbox"/> | Other: | | |

What areas do you supply your product to? (tick all that apply)

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



SECTION 2: RECEIVING SEED

Describe how your business ensures that seed is of a nature or condition that would not make seed sprouts unacceptable. How is seed handled to ensure it is not contaminated through further activities (e.g. during storage)? How do you ensure seed is of sprouting grade? Include details of the evidence (any tests or evaluations) the business maintains to verify this.

| Control Point | Critical limit Specifications | Monitoring task | What is recorded |
|---------------|-------------------------------|-----------------|------------------|
| Seed receipt | | | |

SECTION 3: INPUTS

3.1 Water

Describe how your business ensures water, used at all stages of processing, is of potable quality and does not make seed sprouts unacceptable. Include details of the evidence the business maintains to verify this.

3.2 Other (e.g. soils, fertilisers, packaging, other ingredients)

Describe how your business ensures any other inputs used in the process do not make seed sprouts unacceptable. Include details of the evidence the business maintains to verify this.



SECTION 4: DECONTAMINATION

Describe the decontamination processes in place, prior to sale or supply of seed sprouts, to ensure their acceptability (e.g. decontamination of seed and/or sprouts). Include details of the tests or evaluations your business conducts and the records that are maintained to verify decontamination steps have been effective.

| Control Point | Critical limit specifications (e.g. time-temperature, chemical concentrations, water to product ratios etc.) | Monitoring task | What is recorded |
|-------------------------------|---|-----------------|------------------|
| Decontamination of seed | | | |
| Decontamination of sprouts | | | |

SECTION 5: TRACEABILITY

5.1 Skills and knowledge

Describe how you intend to trace product through each stage of processing and supply. Include the records you maintain to ensure all product can be identified from whom seed or seed sprouts were received, and to whom seed or seed sprouts were supplied. Also describe the information that is applied to the product label.



SECTION 6: GENERAL FOOD SAFETY REQUIREMENTS

6.1 Skills and knowledge

Describe the training systems employed by your business to ensure staff involved in the processing of seed sprouts are competently trained in food safety and hygiene practices? Include the evidence your business maintains to verify training and competencies.

6.2 Notification of non-conforming product

Describe how your business manages non-conforming and waste 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.

6.3 Recall procedure

Describe the recall procedure your business can implement to ensure product can be effectively recalled from market.



6.4 Health and hygiene

Describe the personal hygiene practices your business implements to manage potential contaminants being introduced by persons involved in processing and product handling activities.

6.5 Cleaning, sanitising and maintenance of specific equipment

Describe how your business manages the cleaning and sanitising of specific equipment used in all stages of sprout processing.

6.6 Premises, equipment and transportation vehicles

Describe how your premises (layout, fixtures, equipment and transportation vehicles) minimise the opportunities for contamination of seed sprouts.

| Control Point | Critical limit specifications | Monitoring task | What is recorded |
|----------------------------|-------------------------------|-----------------|------------------|
| Sprout storage temperature | | | |



6.7 Pest control

Describe the pest control measures employed by your business to prevent the entry of wild animals, pests and domestic animals into processing, storage and transportation areas. Include details of the evidence your business maintains to verify that its pest control measures are kept up to date.

SECTION 7: VERIFICATION

Describe what other activities or evaluations your business will undertake to verify the effectiveness of your nominated food safety controls.

Verification activities may include (but are not limited to);

- Management Statement or Food Safety Program review
- Review that procedures (e.g. maintenance, calibration, pest control, staff training etc.) are being conducted and records maintained
- Mock recall
- Internal audit
- Product testing *(please note that laboratories must be NATA accredited)*



SECTION 8: DECLARATION

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

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 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: ____/____/____