
Guidance Document

Food Safety Management Statement

Cold Store

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 cold stores or storage facilities 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

Please indicate below the types of products your business handles (tick and circle all that apply).

- | | |
|--|--|
| <input type="checkbox"/> 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"/> High risk businesses (child or aged care etc.) | <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 |
| <input type="checkbox"/> Other: _____ | |

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: PREMISE AND EQUIPMENT

- 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.

SECTION 3: CONTROL OF PRODUCT

- Do you have approved suppliers in place for products, cleaning chemicals etc? Please include who your suppliers are (wholesalers, manufacturers 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?

SECTION 4: HYGIENE AND SANITATION

- Describe the cleaning procedure for premise and equipment. This should include the cleaning schedule, chemicals used and responsible person(s).

- **This question is only applicable if you store hanging meat.** Describe what hygiene and sanitation procedures staff follow (i.e. protective clothing, illness, hand washing).



SECTION 5: MANAGING RISK

- What temperature monitoring activities does your business undertake during storage of product? This includes acceptable temperature ranges (frozen and chilled), how often temperatures are monitored, who monitors temperatures and what information is recorded.

- Describe the procedure for maintaining product wholesomeness in the event of a refrigeration breakdown or power outage. This should include how you manage product affected by temperature abuse or damage.

- What controls do you have in place to prevent product in storage becoming contaminated? How do you manage the storage of meats (raw and cooked) and other non-meat products?



- How does your business identify unsuitable product at the earliest opportunity? Please include your receivals processes (inspection and transfer into storage).

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

- How does your business manage essential services such as waste (unsuitable products, 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?



SECTION 6: TRACEABILITY

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

- What is your recall procedure?

SECTION 7: 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 8: CLEANING AND MAINTENANCE

8.1 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 including drying).

- 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 premise or equipment is found not to have been not cleaned effectively?

SECTION 9: GENERAL FOOD SAFETY REQUIREMENTS

9.1 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.



9.2 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 10: 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: _____