Food safety management statement

**A requirement of the Primary Production and Processing Standard for Eggs and Egg Product**

1. Your food safety management statement should form part of your overall business system. There is no need to duplicate systems and records that you already have in place. You must be able to produce evidence that you are complying with the standard if asked by an authorised officer. You do not need to complete this statement if you are a member of a recognised industry quality assurance program. Recognised industry and commercial quality assurance programs are listed on the Agriculture Victoria website ([www.agriculture.vic.gov.au/eggs](http://www.agriculture.vic.gov.au/eggs)).
2. It is recommended you review this statement either annually or if your business details or activities change.
3. Approved by the Secretary of the Department of Primary Industries 26 November 2012
4. Updated July 2015

**Your business details**

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| 1. Name of business |  | | | |
| 1. Address of business |  | | | |
| 1. Designated representative of business |  | | | |
| 1. Phone number/s |  | | | |
| 1. E-mail |  | | | |
| 1. Postal address  (if different to above) |  | | | |
| 1. Type of laying birds (please tick) | 1. Chicken | 1. Quail | 1. Duck | 1. Other 2. (please specify) |
| 1. Approximate number |  |  |  |  |
| 1. Property Identification Code (PIC) |  | | | |
| 1. Egg stamp code |  | | | |
| 1. Do you sell eggs to the public from the production site? | 1. Yes No | | | |
| 1. Do you receive eggs from other producers or other sites within your business that you clean, grade, pack or pulp on this site? | 1. Yes No | | | |

Signature/s of designated business representative/s Date

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## Your food safety plan

1. Use this plan to identify the activities that are applicable to your business and include the records and notes as part of your plan. If you already have a system in place, you do not need to duplicate this as long as you can provide your records if you are asked to do so.
2. The numbers in this plan refer to the numbers in the guidance section.

* Activity statements are identified in the first column.
* A guide to what you should record is in the second column.
* Your notes against the activity statement should be documented in the third column. If not applicable to your business then record N/A.
* A completed food safety management plan is provided as an example to assist you.
* Record keeping sheets (if you wish to use them) are provided in the following section.

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| 1. Inputs(a) Feed, water and litter management | | |
| 1. Activity statements | 1. Recording guide | 1. Your records and notes |
| 1. Feed and litter is purchased from reputable supplier/s. | 1. Record name and address of supplier/s or retain receipts. |  |
| 1. Feed is stored in clean, dry, vermin proof storage area. | 1. Record how often storage equipment is cleaned. 2. Record how you keep feed stores vermin proof. |  |
| 1. Water supply is clean and fresh. 2. Water is stored in a clean, enclosed tank (if stored). | 1. Record the type of water supply used (e.g. town, tank, pond). 2. Record your standard practice for ensuring a clean, fresh water supply, for example filtration, chlorination etc., if you don’t use town water. |  |
| 1. Broken eggs are removed from nesting material. | 1. Record how often you check nesting material for broken eggs. |  |
| 1. Nesting material is changed frequently. | 1. Record how often nesting material is changed. |  |
| 1. Any other activities relevant to your business? |  |  |

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| (b) Chemicals | | |
| 1. Activity statements | 1. Recording guide | 1. Your records and notes |
| 1. Agricultural chemicals are purchased from an accredited supplier. | 1. Record details of supplier/s and product/s or retain receipts. 2. An approved/accredited supplier record sheet is provided if you wish to use it. |  |
| 1. Veterinary chemicals are purchased from a veterinarian or vet supply shop. | 1. Record details of veterinarian/vet supplier and product/s or retain receipts. 2. An approved/accredited supplier record sheet is provided if you wish to use it. |  |
| 1. Use of agricultural and veterinary chemical does not contaminate eggs. | 1. You are already required to meet recording requirements for the use of agricultural and veterinary chemicals. 2. These records meet the needs for this standard and no additional record keeping is required. |  |
| 1. Any other activities relevant to your business? |  |  |

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| 2. Waste disposal | | |
| 1. Activity statements | 1. Recording guide | 1. Your records and notes |
| 1. Dead birds are collected and disposed of promptly. | 1. Record your standard practice for disposing of dead birds. |  |
| 1. Litter and/or poultry manure is disposed of. | 1. Record your standard practice for disposing of litter and/or poultry manure. |  |
| 1. Any other activities relevant to your business? |  |  |

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| 3. Bird health | | |
| 1. Activity statements | 1. Recording guide | 1. Your records and notes |
| 1. Birds are purchased from a source that provides assurance of bird disease and vaccination status. | 1. Record details of supplier/s. |  |
| 1. Sick or injured birds are culled promptly. | 1. Record details of flock mortalities. |  |
| 1. Eggs are discarded if birds appear sick. | 1. Record your standard practice for dealing with eggs collected from sick birds e.g. buried/composted/other. |  |
| 1. Any other activities relevant to your business? |  |  |

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| 4. Maintenance/cleaning of sheds | | |
| 1. Activity statements | 1. Recording guide | 1. Your records and notes |
| 1. Sheds are cleaned and disinfected after batch depletion. | 1. Record what method you use for cleaning sheds. |  |
| 1. Systems are in place to reduce the risk of wild birds, rodents and pets from entering the shed. | 1. Record how you reduce the risk of birds, rodents and pets from entering shed/s. 2. Record how often bait stations are checked. |  |
| 1. Any other activities relevant to your business? |  |  |

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| 5. Human health and hygiene | | |
| 1. Activity statements | 1. Recording guide | 1. Your records and notes |
| 1. Hand washing and toilet facilities are available. | 1. Record the hygiene facilities you provide e.g. hot and cold running water provided. |  |
| 1. Good hygiene practices are carried out. | 1. Record your standard practices for educating staff and visitors on health and hygiene matters (includes on the job training). |  |
| 1. Any other activities relevant to your business? |  |  |

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| 6. Skills and knowledge | |  |  |
| 1. Activity statements | 1. Recording guide | | 1. Your records and notes |
| 1. Staff are trained to recognise and manage food safety hazards (anything that could cause harm to a consumer). | 1. Record your standard practice for staff training in recognising and preventing food safety hazards. | |  |
| 1. Any other activities relevant to your business? |  | |  |

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| 7. Collection and checking of eggs | | |
| 1. Activity statements | 1. Recording guide | 1. Your records and notes |
| 1. Eggs are collected daily at a minimum. | 1. Record your standard practice for how often you collect eggs. |  |
| 1. Cracked and/or dirty eggs are discarded. | 1. Record your standard practice for discarding eggs e.g. buried/composted/ other. |  |
| 1. Dirty eggs are cleaned or discarded. | 1. Record your standard practice for managing dirty eggs. |  |
| 1. Egg handling equipment is cleaned frequently. | 1. Record your standard practice for cleaning equipment. |  |
| 1. Any other activities relevant to your business? |  |  |

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| 8. Storage and temperature control | | |
| 1. Activity statements | 1. Recording guide | 1. Your records and notes |
| 1. Eggs are kept cool (below 20˚C is best). | 1. Record how you keep your eggs cool during storage and transport. |  |
| 1. Egg pulp is refrigerated or frozen. | 1. Record your standard practice for storing and transporting egg pulp. |  |
| 1. Any other activities relevant to your business? |  |  |

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| 9. Traceability and 10. Sale or supply | | |
| 1. Activity statements | 1. Recording guide | 1. Your records and notes |
| 1. Sale or supply of your eggs for human consumption. | 1. Record details of purchaser, date, lot identification and quantity to whom eggs have been sold or supplied. 2. A record sheet is provided, or you can keep invoices or delivery dockets. You must have a means of linking egg sales to a lot ID. |  |
| 1. Receipt of eggs from another producer for grading/washing/packing. | 1. Record how you identify the farm where the eggs were laid and to whom they were sold or supplied. 2. A record sheet is provided, or you can keep receipts. You should be able to identify where these eggs were sold. |  |
| 1. Sale or supply of cracked eggs/unpasteurised egg pulp to a processor for pasteurisation or similar treatment. | 1. Record details of purchaser, date, lot identification and quantity to whom cracked eggs or unpasteurised egg pulp has been sold or supplied. 2. Record if pulp sold includes eggs from another producer. 3. Record how you label containers of unpasteurised egg pulp. 4. A record sheet is provided, or you can keep invoices or delivery dockets. |  |
| 1. Cartons or trays are labelled so that eggs can be traced back to the farm where they were laid. | 1. Record your labelling system for your cartons or trays. |  |
| 1. Any other activities relevant to your business? |  |  |

Sample food safety plan

The following is an example to help you complete your food safety management statement and is based on a fictional egg production business. In some cases more than one example response is given to illustrate different scenarios. Your records and notes should reflect your specific business activities (they may not be the same as in this example).

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| 1. Inputs  1. **(a) Feed, water and litter management** | | |
| Activity statements | Recording guide | Your records and notes |
| Feed and litter is purchased from reputable supplier/s. | Record name and address of supplier/s or retain receipts. | 1. We purchase all our feed and litter from xx (name address of supplier). 2. Receipts are kept in the tax file. |
| Feed is stored in clean, dry, vermin proof storage area. | Record how often storage equipment is cleaned.  Record how you keep feed stores vermin proof. | 1. We clean our silos x (number) times a year. All silos have covers and vermin proof seals. |
| Water supply is clean and fresh.  Water is stored in a clean, enclosed tank (if stored). | Record the type of water supply used (e.g. town, tank, pond).  Record your standard practice for ensuring a clean, fresh water supply, for example filtration, chlorination etc., if you don’t use town water. | 1. Example – Town water supply is used. No further treatment is undertaken. 2. Example – Bore water is used and lab tested twice a year then chlorinated if required. |
| Broken eggs are removed from nesting material. | Record how often you check nesting material for broken eggs. | 1. Example – N/A. No nesting material used. 2. Example – Checked daily during egg collection and broken eggs are removed. |
| Nesting material is changed frequently. | Record how often nesting material is changed. | 1. Example – N/A. No nesting material used. 2. Example – Nesting material replaced every 2 to 3 weeks or immediately if broken eggs are found. |
| Any other activities relevant to your business? |  | 1. None identified. |

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| **(b) Chemicals** | | |
| Activity statements | Recording guide | Your records and notes |
| Agricultural chemicals are purchased from an accredited supplier. | Record details of supplier/s and product/s or retain receipts.  An approved/accredited supplier record sheet is provided if you wish to use. | 1. All receipts are retained and filed. |
| Veterinary chemicals are purchased from a veterinarian or vet supply shop. | Record details of veterinarian/vet supplier and product/s or retain receipts.  An approved/accredited supplier record sheet is provided if you wish to use. | 1. All receipts are retained and filed. |
| Use of agricultural and veterinary chemical does not contaminate eggs. | You are already required to meet recording requirements for the use of agriculture and veterinary chemicals.  These records meet the needs for this standard and no additional record keeping is required. | 1. Records are kept according to the Agriculture Victoria requirements for recording chemical use. |
| Any other activities relevant to your business? |  | 1. None identified. |

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| 1. 2. Waste disposal | | |
| Activity statements | Recording guide | Your records and notes |
| Dead birds are collected and disposed of promptly. | Record your standard practice for disposing of dead birds. | 1. Dead birds are collected daily (at a minimum) and composted immediately. |
| Litter and/or poultry manure is disposed of. | Record your standard practice for disposing of litter and/or poultry manure. | 1. Example – Manure is collected and composted then spread on paddocks as fertiliser. 2. Example – Sheds are cleaned twice a year and litter and manure is composted and re-used as fertiliser. |
| Any other activities relevant to your business?  YES  Poultry manure is collected and sold |  | 1. Manure is collected fortnightly, composted then bagged and sold on roadside. |

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| 1. 3. Bird health | | |
| Activity statements | Recording guide | Your records and notes |
| Birds are purchased from a source that provides assurance of bird disease and vaccination status. | Record details of supplier/s. | 1. All birds are purchased from xx (name and address). Xx provides health records and vaccination certificates with every purchase. Health records and certificates are filed in the filing cabinet. |
| Sick or injured birds are culled promptly. | Record details of flock mortalities. | 1. Mortalities are recorded daily on a husbandry sheet for each shed and flock. |
| Eggs are discarded if birds appear sick. | Record your standard practice for dealing with eggs collected from sick birds e.g. buried/composted/other. | 1. Sick birds are removed from flock immediately and eggs from these birds are discarded. |
| Any other activities relevant to your business? |  | 1. None identified. |

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| 1. 4. Maintenance/cleaning of sheds | | |
| Activity statements | Recording guide | Your records and notes |
| Sheds are cleaned and disinfected after batch depletion. | Record what method you use for cleaning sheds. | 1. When birds are out of shed (every 12 months), the manure is scraped and the entire shed is high pressure cleaned with hot water and detergent. Sheds are then left empty for 4 weeks and opened to the sun. |
| Systems are in place to reduce the risk of wild birds, rodents and pets from entering the shed. | Record how you reduce the risk of birds, rodents and pets from entering shed/s.  Record how often bait stations are checked. | 1. Traps are set regularly for wild birds. 2. Waste feed is kept to a minimum to discourage vermin. 3. Gates and fences are used to keep larger animals out of the production area. 4. Bait stations are checked daily. |
| Any other activities relevant to your business? |  | 1. None identified. |

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| 1. 5. Human health and hygiene | | |
| Activity statements | Recording guide | Your records and notes |
| Hand washing and toilet facilities are available. | Record the hygiene facilities you provide e.g. hot and cold running water provided. | 1. Hot and cold running water and hand sanitisers are available and used in the grading shed. Only disposable paper towelling is used. |
| Good hygiene practices are carried out. | Record your standard practices for educating staff and visitors on health and hygiene matters (includes on the job training). | 1. All staff receive on the job training. We have signage on good hygienic practices posted on walls of shed. 2. Staff are not allowed on site if they have gastroenteritis or are generally unwell. |
| Any other activities relevant to your business? |  | 1. None identified. |

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| 1. 6. Skills and knowledge |  |  |
| Activity statements | Recording guide | Your records and notes |
| Staff are trained to recognise and manage food safety hazards (anything that could cause harm to a consumer). | Record your standard practice for staff training in recognising and preventing food safety hazards. | 1. Any new staff go through training and induction on the farm management practices (standard operating procedures). 2. Wall posters show unsafe eggs and what to look for. 3. There are standard operating procedures for staff to follow for checking and recording cool room temperature. |
| Any other activities relevant to your business? |  | 1. None identified. |

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| 1. 7. Collection and checking of eggs | | |
| Activity statements | Recording guide | Your records and notes |
| Eggs are collected daily at a minimum. | Record your standard practice for how often you collect eggs. | 1. Eggs are collected daily in the mornings. |
| Cracked and/or dirty eggs are discarded. | Record your standard practice for discarding eggs e.g. buried/composted/ other. | 1. Composted. |
| Dirty eggs are cleaned or discarded. | Record your standard practice for managing dirty eggs. | 1. Lightly soiled eggs are dry cleaned. Heavily soiled eggs are composted. |
| Egg handling equipment is cleaned frequently. | Record your standard practice for cleaning equipment. | 1. Grading equipment is covered between grading. Once a week the equipment is washed with warm soapy water or more frequently if needed. |
| Any other activities relevant to your business? |  | 1. None identified. |

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| 1. 8. Storage and temperature control | | |
| Activity statements | Recording guide | Your records and notes |
| Eggs are kept cool (below 20˚C is best) | Record how you keep your eggs cool during storage and transport. | 1. Cool room is set at xx˚C and checked daily. 2. Eggs are sold locally and delivered in the mornings in an air conditioned car. 3. Eggs are transported and stored in eskies when selling at markets. |
| Egg pulp is refrigerated or frozen | Record your standard practice for storing and transporting egg pulp. | 1. N/A. No eggs are pulped. |
| Any other activities relevant to your business? |  | 1. None identified. |

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| 1. 9. Traceability and 10. Sale or supply | | |
| Activity statements | Recording guide | Your records and notes |
| Sale or supply of your eggs for human consumption. | Record details of purchaser, date, lot identification and quantity to whom eggs have been sold or supplied.  A record sheet is provided or you can keep invoices or delivery dockets. You must have a means of linking egg sales to a lot ID. | 1. All sales are recorded in a diary with name of purchaser (wholesale) or place of sale (if market or farm gate), date of sale, quantity sold, lot ID and best before date. 2. All delivery dockets are kept and filed. |
| Receipt of eggs from another producer for grading/washing/packing. | Record how you identify the farm where the eggs were laid and to whom they were sold or supplied.  A record sheet is provided or you can keep receipts. You should be able to identify where these eggs were sold. | 1. All eggs received are recorded in a diary with name and address of seller, date received, quantity purchased and lot ID that links back to the farm where the eggs were produced. 2. All receipts are kept and filed. |
| Sale or supply of cracked eggs/unpasteurised egg pulp to a processor for pasteurisation or similar treatment. | Record details of purchaser, date, lot identification and quantity to whom cracked eggs or unpasteurised egg pulp has been sold or supplied.  Record if pulp sold includes eggs from another producer.  Record how you label containers of unpasteurised egg pulp.  A record sheet is provided or you can keep invoices or delivery dockets. | 1. N/A. We do not sell cracked eggs or unpasteurised pulp. |
| Cartons or trays are labelled so that eggs can be traced back to the farm where they were laid. | Record your labelling system for your cartons or trays. | 1. Cartons come from the manufacturer with our labels printed on them. A date stamp is added at the time of grading/packing. 2. For catering sales, 6 trays are packed into a sealed box. A label is put on top of box with all labelling requirements. The box is date stamped at the time of grading/packing. |
| Any other activities relevant to your business? |  | 1. None identified. |