
Guidance Document

Food Safety Management Statement

Meat Transport

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 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 to? (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.

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

- How often are your vehicle(s) serviced and who is responsible for this? This includes door seal checks and servicing of the vehicle itself. Please include the process for calibration of the refrigeration unit (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, please include how this is done and how often.



2.2 Fleet Management

This section is only applicable if you have 2 or more vehicles.

- How does your business manage the fleet of vehicles (remote monitoring, GPS tracking or other)? Please provide details.

- How does your business ensure individual vehicles do not miss routine services such as cleaning and servicing?



SECTION 3: HYGIENE AND SANITATION

3.1 Cleaning Schedule and Chemicals

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

- **This question is only applicable if you transport hanging meat.** Describe 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 maintaining product wholesomeness in the event of a breakdown or accident. This should include how you manage product affected by temperature abuse or damage.



4.2 Control of product

- How does your business manage cross contamination? This includes contamination between different species and non-meat products.

- How does your business maintain product temperature during transport and delivery? This includes during multi-stop transport trips.

- What records does your business maintain in relation to transport and delivery? This includes transportation time, temperature checks and vehicle or refrigeration breakdowns.

- **This section is only applicable if you transport carcasses or carcass parts.** How does your business manage the transportation and delivery of carcasses or carcass parts?



- **This section is only applicable if your business backloads products.** How does your business manage the backloading of products? This includes non-food items or partially dressed wild game.

- **This section is only applicable if your business transports red banded product.** How does your business manage the transportation of red banded product?

SECTION 5: GENERAL FOOD SAFETY REQUIREMENTS

5.1 Skills and knowledge

- What training systems does your business use to ensure staff involved in the transportation of products are competently trained in food safety and hygiene practices. This includes what records are kept to verify training and competencies.

- What pre-transport checks do drivers undertake. This includes precooling and cleanliness.

- 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. Include 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. This includes how your business keeps track of products that you transport and ensures product can be effectively recalled from market.

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: _____