1. **FSP OVERVIEW**

# Section 1.1 Business Details

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Trading As:** |  |
| **Physical Address:** |  |
| **Additional Address/es** **if more than one site:** |  |
| **Postal Address:** |  |
| **Telephone Number:** |  |
| **Website:** |  |
| **Name of Owner/Directors:** |  |
|  |
|  |
| **Registration Type/s** | 🞏 National Programme Level 3🞏 Food Control Plan🞏 Other e.g. MPI registered Food Importer |
| **Registration Authority and registration number/s** |  |
| **Verification agency** |  |
| **Operator of the FSP (National Progamme):**Phone:Email: | **Name:** |
|  |
|  |
| **Day-To-Day Manager of the FSP (National Progamme):**Phone:Email: | **Name:** |
|  |
|  |

**Background**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Brewery has been established since \_\_\_\_\_\_\_\_\_.

The company is managed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Company is a brewery and supplies:

🞏 Beer

🞏 Spirits

🞏 Non-alcoholic beverages

to the domestic market including

🞏 Retail - On premises

🞏 Retail - Supermarkets

🞏 Retail – Liquor Stores

🞏 Retail – Distributors

🞏 Food Service – Restaurants and/or Cafes

🞏 Food Service – Bars

🞏 Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

In addition, the company exports to the following overseas markets:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The company currently operates with approximately \_\_\_\_\_\_ permanent staff and up to \_\_\_\_\_\_\_\_ casual staff and operates \_\_\_\_\_ days a week.

This Food Safety Programme has been developed as a tool for ensuring regulatory and customer requirements are met, and to formally document the controls in place to manage the safety and suitability of the food products that are handled or produced.

**Business layout - External**

The design and physical location of your business must allow you to make safe and suitable food and/or beverages.

Map (*could be screen shot from Google maps*)

Insert here

**Business layout - Internal**

Premises Layout

(*This could be a hand drawn layout, a digital drawing, or a photo of the layout*)

Insert here

**Understanding and managing risks from near-by activities (immediate neighbours)**

|  |  |
| --- | --- |
| **Risk to food safety or suitability** | **How we manage the risk** |
|  |  |
|  |  |
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|  |  |

# Section 1.2 Scope of the Food Safety Programme

**Programme Scope**

The scope of the Food Safety Programme includes all activities from the sourcing and receipt of raw materials to the dispatch and transportation of the final product.

The types of processing activities include (tick all that apply):

🞏 Milling

🞏 Mashing / Kettle Boil

🞏 Fermentation

🞏 Distillation

🞏 Blending

🞏 Filtration / Centrifugation

🞏 Bottling 🞏 Canning 🞏 Kegging

🞏 Pasteurisation (in bottle / can)

🞏 On-site CO2 generation

🞏 Barrel aging

**Product Scope**

The company produces the following product categories:

🞏 Beer

🞏 Spirits

🞏 Non-Alcoholic soft drinks

Do we need to include mead, cider/perry, hard kombucha, RTDs etc??

**Trading Scope**

The company sells finished products in the following manner:

🞏 Retail (On-premises)

🞏 Retail (Off-premises)

🞏 Wholesale

🞏 Internet

🞏 Export

🞏 Transport (operate our own transport vehicle/s)

**Physical Scope**

The physical boundaries of the scope are as outlined in the premises diagrams (refer earlier).

**Compliance Scope**

The Food Safety Programme complies with the following:

* The Food Act 2014
* The Food Regulations 2015
* Relevant Food Notices
* Relevant Australia New Zealand Food Standards Code requirements

Refer to: <https://www.mpi.govt.nz/food-business/running-a-food-business/food-act-2014/food-act-2014-requirements/>

Manufacturers of alcoholic and/or non-alcoholic beverages in New Zealand need to register under the Food Act 2014. Typically, this registration will be in the form of a National Programme Level 3 but may also be a Custom Food Control Plan (particularly if other food types are processed by the business).

This manual has been designed to provide appropriate policies and procedures to meet the requirements of the Food Act and provide guidance for the business.

The National Programme is typically registered with the local council, but may be registered with the Ministry for Primary Industries (MPI) e.g., if the business has multiple sites across council boundaries.

National Programmes are subject to external verification audit every 2 years. Food Control Plans are typically subject to external verification audit on a 12-18 month frequency. The business may be on a different performance-based frequency (PBV) based on verification outcomes).

# Section 1.3 Change of Ownership

The registered Food Act risk-based measure (Food Control Plan or National Programme) requires notification of any significant changes, including:

* Change of physical address
* Adding a new location
* Significantly altering a location (premises renovations, installation of new equipment)
* New business owner or a change of ownership
* New Operator and/or Day-To-Day Manager
* Change to a sector/product (making new types of products, adding other food handling activities e.g., provision of food with sale of alcohol)

The changes must be notified to the registration authority (Council or MPI) prior to being implemented.

Any new owners of the business must be suitably trained in the use and application of this food safety programme.

# Section 1.4 Responsibilities and Authorities

The management of the food safety programme is the responsibility of the Operator and/or Day to Day Manager.

The responsibilities include the following:

* Advise MPI / Council and Verifier of any significant changes.
* Ensure product recalls (unsafe food) are notified immediately to MPI.
* Notify the verification agency (auditors) as soon as practicable of any breach of the programme that results in products that are not safe or suitable, and could cause injury or a public health issue
* Ensure all new products and processes are included in the manual.
* Ensure the food safety programme is up to date.
* Ensure all staff are appropriately trained
* Ensure the annual internal verification is carried out.
* Ensure an annual simulation (mock) recall exercise is carried out
* Facilitate the verification audit.
* Ensure procedures are carried out correctly.
* Ensure all packaged finished products are labelled according to current ANZ Food Standards Code requirements
* Ensure all records are completed and correctly filed.

All staff are responsible for carrying out the following:

* Completing operating duties as set out by company management.
* Completing cleaning duties as set out by company management.
* Completing training as required by company management.
* Adhering to all company policies and procedures as set out in the Induction Training.
* Adhering to the company’s food safety programme, including Personal Hygiene polices.
* Notifying company management of all non-conformances identified during the working day.

# Section 1.5 Document Control & Record Keeping

All documents relating to the Food Safety Programme shall to traceable to the manual. The following document control information ensures the manual is correctly ordered and up to date.

* Section number and title on top of page
* File name on footer
* Issue number and date on footer
* Page number on footer

**Storage of Documents**

All procedures and record forms shall be retained for a period of four years in a secure area.

The hard copy manual may also be retained and if so, is stored in the Manager's office on designated shelving.

Completed records are to be held on-site and be accessible to the verifiers. Records may be in hard copy or electronic format. The completed hard copy record forms are stored in the designated folders in the Manager's office.

**Records**

Records must be easily identifiable

* Records must be:
* legible
* dated
* signed by the person who made the record or contain a unique identifier that allows identification of who made the record.

Records must be easily accessible

* Records need to be easy to access at any time.
* If requested, we must be able to provide the records to a verifier or food safety officer as soon as practicable.
* If a food safety officer or a verifier asks for our records and the records are not in English, we might need to pay to have them translated.

Stored safely

You must store your records in a manner that:

* protects them, so they can be trusted
* prevents any loss or damage
* allows them to be easily accessed when necessary.

For electronic records, our system should:

* ensure files cannot be changed without authorisation
* keep a record of any changes that are made
* make a regular backup of data.

**Amendments**

All documents and amended documents shall be authorised by the Food Safety Programme Coordinator (typically they will also be the Food Act registration (e.g., National Programme Level 3) Day-To-Day Manager or Operator) before becoming part of this manual.

It is the responsibility of the Day-to-Day Manager to:

* Issue each new or amended copy of this programme
* Ensure each new or amended document has an updated issue number and issue date
* Ensure the issue number is changed on the updated file.
* Transfer the old electronic file into the archive folder.
* Maintain the hard copy manual in an up-to-date condition
* Remove all superseded documents from the hard copy manual and those copies in circulation.
* The obsolete hard copies shall be defaced on both sides of the page and discarded in the shredding machine.
* Notify relevant staff of the amendments and provide access to the current copies. Train relevant staff in the changes (as appropriate).

**Manual Holders**

All manuals must be safe and secure to prevent accidental loss or unauthorised alterations. The electronic copy must be secured using means to prevent unauthorised alterations, for example the use of passwords and/or limit manual to one computer. Also maintain back-up copies that should be carried out on a regular (e.g., weekly) basis.

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| **Copy #** | **Holder** | **Location** |
| Hard Copy | Manager | Company premises |
| Electronic Copy | Drop Box /Sharepoint/ One Drive etc | Company premises |