1. **PROCEDURES**

# Section 2.1 Raw Materials Supply

**2.1.1 Supplier Specifications**

All suppliers of food raw materials, including suppliers of food raw materials through a broker must be approved.

To be approved, the suppliers must:

* If handling food in New Zealand have a current Food Act registration (i.e., Food Control Plan, National Programme, Risk Management Programme and/or Food Importer registration) covering the scope of products supplied
* If not handling the food (e.g., a broker) they have appropriate evidence to show the food is safe and suitable (e.g., original manufacturer current food safety registration or similar, covering the scope of products supplied)
* If not based in New Zealand have a current appropriate local government food safety registration, and/or independently audited risk-based food safety management programme, or similar, covering the scope of products supplied
* Must be able to supply product in accordance with the Product Specifications (Section 2.1.2).

Contracted Bottling/Canning Provider

* Must have a current Food Act registration (i.e., Food Control Plan, National Programme) or Risk Management Programme (including non-Animal Products)) covering the scope of products/services supplied
* Must operate using Good Operating Practices

Contracted Transportation Carrier

* Must have a current Food Act registration (e.g., National Programme 1) or Risk Management Programme (including non-Animal Products)) covering the scope of products/services supplied. Note that general carriers and couriers may be exempt – service provider to supply confirmation of exemption from local Council or MPI if applicable.
* The vehicle shall be clean and in good condition.
* Vehicles, trailers and load carrying areas are inspected before loading and, if necessary, cleaned/dried internally to remove any dust and debris.
* The vehicle shall not carry any material that may potentially contaminate the product.

Pest Control Contractor

Should management decide to contract out the Pest Control, any contracting company should adhere to the following:

* They shall be certified to a nationally recognised body/standard e.g., PMANZ
* They shall provide a pest control site map (showing the location of bait stations, monitoring devices, flying insect control units, residual barrier spray locations etc), and a service report following each visit
* Use pest control systems and products suitable for use in a food processing facility
* Current (5 years or less) Safety Data Sheets (SDS) to be supplied for all products used on site.
* The monitoring shall be carried out by qualified personnel e.g., PMANZ and hold appropriate qualifications (e.g., Certificate of Urban Pest Management)

Repairs and Maintenance Contractor

* Maintenance personnel shall be trained to nationally recognised methods and/or standards (where applicable)
* All repairs and maintenance shall be carried out by qualified personnel

**Supplier Approval Process**

1. The selection and approval of suppliers is the responsibility of the manager.
2. All suppliers are notified of the relevant service specifications.
3. The supplier shall supply product specifications (this may be a PIF (Product Information Form)) if requested by the manager.

**2.1.2 Raw Materials Specifications**

Fruit Juices, Pulps, Purees, Concentrate

* Products shall be adequately packaged to protect them from damage or contamination.
* Products shall be in good condition.
* Products shall meet microbiological limits in the specification
* If date marked, the product shall not have expired.

Ingredients (e.g., Grains, Hops, Malt, Yeast, Ginger, Honey)

* Products shall be adequately packaged to protect them from damage or contamination.
* Products shall be in good condition.
* If date marked, the product shall not have expired.

Brewing Adjuncts (e.g., ginger, honey, herbs, spices)

* Food grade.
* Products shall be adequately packaged to protect them from damage or contamination.
* Products shall be in good condition.
* If date marked, the product shall not have expired.

Processing Aids and Food Additives (e.g., clarifying chemicals, gas)

* Comply with relevant Food Standards.
* Products shall be adequately packaged to protect them from damage or contamination.
* Products shall be in good condition.
* Food grade statements to be provided by the supplier.

Fresh Fruit and Hops from local growers (including non-commercial growers)

* Products shall be in good condition and fresh.
* Accompanied by Produce Letter of Conformance (Form 21)

Packaging Materials

* The packaging materials shall be sufficiently covered to protect from damage or contamination.
* The outer packaging shall be clean and undamaged.
* Packaging materials shall be of food grade standard.
* Food contact suitability statement to be provided by the supplier.

Cleaning Chemicals and Maintenance Chemicals

* Non-food chemicals (e.g., cleaning and maintenance chemicals) that will be used in or on product contact equipment are suitable for use in food production facilities.
* Product Technical Sheet and current Safety Data Sheet (SDS) to be provided by the supplier.

Delivery Vehicle

* The vehicle shall be clean and in good condition.
* They shall not carry any products that may introduce hazards.

Records:

*Form 1: Approved Supplier List*

*Form 21: Produce Letter of Conformance*

# Section 2.2 Receipt and Storage of Raw Materials

**2.2.1 Receipt of Raw Materials**

1. Deliveries are made to the inwards/outwards warehouse.
2. All deliveries are made during operating hours.
3. All deliveries of incoming goods are visually inspected.
4. The inspection is carried out by a designated and trained staff member.
5. The inspection staff record delivery information onto the Inwards Goods Inspection Record (Form 2, this may be paper copy or electronic) or the packing slip / delivery docket / invoice supplied with the goods may be stamped or marked. Key information to note includes:

* Date raw material was received
* Raw material
* Raw material supplier
* Quantity of raw material received.
* Quality check on packaging and raw material (Visual, Temperature if applicable for chilled/frozen items), COA provided (if applicable))
* Raw material identification i.e., Batch or lot number, or expiry date
* Accepted by. Staff member to sign.
* Any non-conformance and corrective action.

1. Any damaged goods are returned to supplier on the delivery vehicles.
2. The non-conforming information is recorded on the Inwards Goods Inspection Record (Form 2), or other company non-conformance form (as applicable).
3. Delivery staff are not allowed in the processing area unless they have notified the company’s inspection personnel.

Records:

*Form 2: Inwards Goods Inspection*, and/or

Delivery Informatione.g., Packing Slip, Delivery Docket, Invoice etc

Certificates of Analysis / Certificates or Conformance

**Non-Conforming Incoming Goods**

1. If the inspection personnel are uncertain of any quality or food safety deviations, the manager shall be notified and shall be responsible for the acceptance / rejection decision.
2. All non-conforming product shall be either returned to supplier on same delivery vehicle or marked as “non-conforming” and stored in an area away from all other products to ensure it does not re-enter the processing system.
3. The non-conforming product shall be returned to the supplier as soon as possible.
4. Staff shall notify the Management of the non-conforming product. Management shall notify the supplier.
5. If the reason for rejection is related to an ongoing or systemic issue, a When Something Goes Wrong form (Form 8) may be raised initiating further investigation to resolve the issue.

Records:

*Form 8: When Something Goes Wrong*

**2.2.2 Storage of Raw Materials**

Storage Standard

The storage method must ensure the integrity of the raw materials until time of use. The storage procedures must include the following:

* Raw materials are store immediately after inspection
* Separate areas for different products to reduce cross-contamination
* Allergen containing products segregated where practicable
* Stock-rotation system is ‘first in - first out’
* Out of date material shall not be used if marked with a ‘Use-By’ date mark. Materials that have exceeded their ‘Best Before’ date need to be assessed (or may have a shelf-life extension by supplier e.g., flavours) and may be used if deemed appropriate (the justification for this should be recorded on the When Something Goes Wrong form (Form 8)
* Enclose all stored raw materials to protect from contamination.
* Separate storage area for any non-conforming raw materials.
* Kept clean and in good condition.
* Be free from pests.
* Routine temperature checks (with records) may be conducted on chilled and frozen products in storage, where this is important from a food safety perspective. If cold storage is for maintenance of product quality, then this is not required.

Storage Procedures

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| **Item** | **Storage Procedure** |
| Hops, Yeast | Stored in the chiller or other appropriate area. |
| Grain | Stored in bulk silo or in bags in dry goods area |
| Fruit Juice / Pulp | Stored in the chiller or freezer (as required). |
| Fruit Concentrate (aseptic packed) | The drums shall be stored either in the warehouse or the brewery. The drums shall not be stored in direct sunlight.  The concentrate is ordered as required to ensure stock-rotation. All opened drums shall be stored in the chiller. |
| Other ingredients, processing aids | Stored in the chiller, freezer or at ambient (as applicable). |
| Packaging Materials, Bottles, Cans and Kegs | Stored covered, in the warehouse. |
| Cleaning / maintenance chemicals | Chemical storage room. |
| Maintenance chemicals | Designated areas include chemical storage room, boiler room and secured storage areas in factory. |

# Section 2.3 Manufacturing Procedures (Brewing and Packing)

It is important to ensure the following manufacturing information is recorded. Some template forms have been created that can be customised to your requirements (Production Record Forms – 22 - Fermentation, 23 - Brewhouse Analysis, 24 - Filter & Bright Beer, and 25 – Bottling & Canning & Kegging). The information may be stored on your own customised records (paper or electronic, e.g. in systems such as Beersmith 3).

Brewing Records:

* Brew dates
* Product name
* Brew Batch numbers
* Brew quantities
* Raw Materials quantities and batch numbers
* Fermentation / Conditioning monitoring e.g., specific gravity, temperature, taste, pH etc
* Yeast type / batch number / generation
* Tank identification and transfer information

Distillation Records:

* Distillation dates
* Product name
* Product Batch details
* Botanical details
* Product quantities
* Alcohol percentage monitoring
* Blending information

Filtering, and Bright Beer/Cider Records:

* Filtering information e.g., dates, volume
* Final alcohol percentage
* Final C02 level

Canning/Bottling Records:

* Filling date
* Product type/name
* Brew Batch number
* Product volume packed
* Can/Bottle sizes
* Can/Bottle quantities
* Product quality check e.g., clarity, colour, aroma, flavour
* Volume check
* Date and lot/batch marking applied to products (physical copy or ink jet coding)
* Packaging batch numbers
* Glass breakage
* Stoppages, issues etc

Kegging Records:

* Keg Filling date
* Product name
* Brew Batch number
* Product volume filled/Keg sizes
* Keg quantities (number filled by type)
* Keg label information applied
* Alcohol by Volume
* Records of keg cleaning prior to filling

Pasteurisation (in bottle/can) Records:

* Process (time/temperature) validation records – for discussion

Aging of Beer (in Barrel) Records:

* Traceability records e.g., barrel label

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| Records:  *Form 22: Production Record - Fermentation*  *Form 23: Production Record – Brewhouse Analysis*  *Form 24: Production Record - Filter & Bright Beer*  *Form 25: Production Record –Bottling & Canning & Kegging* |

# Section 2.4 Storage, Dispatch & Transportation

**2.4.1 Storage**

Finished products (in cartons, kegs, on pallets) are transferred to the storage area until time of dispatch.

The storage method and environment shall ensure the integrity of the final product.

The storage environment must be kept clean and in good condition and be free of pests.

**2.4.2 Dispatch and Transportation**

Cartons, kegs or pallets are loaded directly on to the dispatch vehicle.

Contract carriers are used to all out-of-town deliveries.

The final product shall be:

* labelled clearly and correctly
* packaged to ensure product is protected during transit
* packaging shall be clean and not damaged

Packing slips/consignment notes accompany dispatched product to the customer.

Outgoing traceability (i.e., recording lot/batch or Best Before date information for each item ordered) may be maintained on a copy of the packing slip, or electronic inventory management system.

Records:

Delivery Informatione.g., Packing Slip, Invoice, Dispatch book, Inventory Control system