



**BREWERS
GUILD
OF NEW ZEALAND**

FREQUENTLY ASKED QUESTIONS

Version 2 of the Food Safety Programme Template

1. What has changed since the last version?

Every section and form in the Food Safety Programme template has been reviewed and updated to reflect current Food Act requirements. This includes more detailed coverage of labelling (including Plain English Allergen Labelling (PEAL)), recall procedures, updating regulatory references, and including some new or amended forms (including a Monthly Good Operating Practices Assessment Checklist) to assist you meet Food Act requirements.

2. Do I need to use this new version of the template?

If you are registered with your local Council or MPI under a National Programme 3, then there is no strict legal requirement to have a fully documented food safety programme. However, the new template has been designed to meet current Food Act, Food Regulations, Food Notices and National Programme Guidance requirements. It has been tailored to brewing, distilling and non alcoholic beverage operations, and provides a structured approach to food safety management. Adopting the template will facilitate your external Food Act verification audits, and/or customer audits.

3. Can I change the template?

Yes, to some extent. For example, if you do not produce distilled spirits, or non alcoholic beverages, then it makes sense to remove the HACCP sections covering these products. If you don't pack products in glass (or have glass items on site), then it may be appropriate to remove the glass breakage record. However, great care should be taken in deleting information from the Food Safety Programme sections and forms, as they inter-relate, and are designed to meet regulatory requirements. You could ask your Food Act verifier about making changes to the template at your next verification.

4. Do I need to fill out any information in the template?

Yes, Section 1 (FSP Overview) needs to be completed, to reflect your business contacts, the products you make, and processes you follow, along with the inclusion of site plans and a risk assessment of nearby activities that may impact on food safety or suitability of your products.

5. Do I have to use the template forms, or can I use my own?

Every brewery business is different, and you may have developed your own workable forms (or electronic tools, including software) to demonstrate that you meet Food Act requirements. The template forms have been included to assist you meet the requirements, but it is ok to use your own. Please ensure that you review each template form against your own form, to make sure that what you use will work for you (and that it aligns with current best practice). Note that the “Production Records” (Forms 22-25) are the most likely forms that will need customising to suit your business.

6. There seems to be a lot of forms, do I need to use them all?

The template forms have been developed for all sections of the Food Safety Programme that require records to be kept. You will note at the end of each section that the associated forms are indicated e.g. for Section 3.11.2 Water

Records:

Form 15: Good Operating Practices Assessment

Form 17: Internal Audit Checklist

External laboratory water testing result reports

If the section of the programme is applicable to your business, then the forms (or your own document or software solution) will be too.

7. What if I have a question about the new template Food Safety Programme?

In the first instance please contact the Executive Director of the Brewers Guild (melanie@brewersguild.org.nz). The programme review has been conducted by Assured Food Safety Ltd, who are able to provide technical support on request (refer www.assuredfoodsafety.co.nz).

