

This is the Food Safety Program For

Company Name:



(Right Click to change picture)

Address for notices:	<input type="text"/>
Owner / Director:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

Contents

1. Company Policy:.....	1
2. Management and Staff responsibilities	2
3. Staff Training	3
4. Process Flow Chart	4
5. Cleaning and Maintenance Schedule	5
6. Process Control Procedures	6
GMP 1: Maintain Personal Hygiene	6
GMP 2: Wash Down Procedure.....	7
GMP 3: Waste Control and Disposal program	7
GMP 4: Animal and Pest control	7
SOP 1: Harvesting Abalone	8
SOP 2: Abalone Sorting, Packing and Storage	8
SOP 3: Abalone Landing and Distribution	9
7. Product Traceability, Customer Complaint and Recall Procedure	10
Product Traceability - Abalone:.....	10
Customer Complaints.....	10
Product Recall	10
8. Management Review and Corrective Action	11
Annual Review.....	11
Periodic Review	11
Appendix A: Revisions and Annual Review Page.....	12
Appendix B: Vessel Log	17
Appendix C: Abalone Docket	19
Appendix E: Industry Harvest Code Of Practice and Bio-security procedures.....	20
Appendix F: PrimeSafe Licence	21

1. Company Policy:

This company provides live whole Abalone to Licensed Fish Receivers.

The policy of this company is to comply with Australian Food Safety Regulations and take all practical steps to provide safe and healthy seafood. In order to achieve this, the owner and company shall abide by the procedures set out in this Food Safety Program.

Owner's name:	
Owner's Signature:	
Date signed:	

2. Management and Staff responsibilities

There is a need for Management and Staff (Crew) to understand their individual roles and responsibilities when it comes to food safety as described below:

Owner:

- Ensure that the company's PrimeSafe Licence is current.
- Ensure that all crew members have received adequate training in the food safety procedures contained in this program.
- Handle customer complaints and product recall if required.
- Conduct Periodic and Annual review of this Food Safety Program and record the outcomes in the Revisions and Annual review Page (Appendix A).

Master /Skipper

- Plan and conduct daily fishing operations.
- Ensure compliance with the procedures contained in this Food Safety Program.
- Ensure compliance with the Industry Harvesting Code of Practice including the Bio-security provisions.
- Record details of the days fishing activity in the "Vessel Log".
- Complete all relevant details in the "Abalone Docket Book".
- Fulfil all reporting obligations to Fisheries Victoria (F.V.).
- Report any food safety or bio-security incident or concern to the company owner.

Crew

- Maintain personal hygiene in accordance with this food safety program.
- Maintain a clean and safe workplace.
- Carry out food safety procedures in accordance with this program as directed by the Master.
- Report any food safety or bio-security incident or concern to the Master.

4. Process Flow Chart

Pre Fishing	
Hazard:	Dirt / Pests / Hygiene
Controls:	GMPs 1-4
Frequency:	Prior to fishing operations
Documentation:	Vessel Log



Harvesting	
Hazard:	Damage, Contamination, Foreign Objects, Hygiene
Controls:	GMP 1,3 & SOP 1
Frequency:	Continuously during fishing
Documentation:	Vessel Log



Sorting, Packing & Storage	
Hazard:	Contamination, Hygiene, Foreign Objects.
Controls:	GMP 1,3 SOP 2
Frequency:	Continuously during fishing
Documentation:	Vessel Log



Landing & Consignment	
Hazard:	Contamination, Product condition.
Controls:	SOP 3
Frequency:	Upon landing at boat ramp
Documentation:	Abalone Docket book



Post Fishing	
Hazard:	Microbial growth, Chemicals,
Controls:	GMP2 & 3.
Frequency:	Once product has been unloaded.
Documentation:	Vessel Log

Discard Rejects	
Hazard:	Undersize, Physical damage
Controls:	SOP 1
Frequency:	Continuously during fishing
Documentation:	Vessel Log

Bio-Security	
Hazard:	AVG Virus, Disease.
Controls:	SOP 1 & Harvest Code of Practice bio-security protocols
Frequency:	Continuously during fishing
Documentation:	Vessel Log

Product Recall	
Hazard:	Product Condition, Disease.
Controls:	Product Traceability, Customer complaint & Recall Procedure
Frequency:	At any time post consignment
Documentation:	Vessel Log

5. Cleaning and Maintenance Schedule

The Vessel, sorting table, tools, catch bags, fish bins and any surface that comes into contact with the abalone shall be kept clean and clear of garbage, waste, dirt, grease and biological matter. These areas and equipment shall be maintained in a good state of repair and working order suitable for their use.

Schedule

When	Actions	Documentation
Pre Fishing	<ul style="list-style-type: none"> • Check that the Vessel & Equipment is clean prior to commencing fishing operations. • If required, carry out GMP 2: Wash Down Procedure. 	Record that the Vessel and equipment is clean and any corrective action that was taken in the Vessel Log .
During Fishing	<ul style="list-style-type: none"> • Remove all garbage and waste material; wash down sorting table & equipment at regular intervals. 	Record standard operating procedures have been followed on the Vessel Log .
Post Fishing	<ul style="list-style-type: none"> • Carry out GMP2 Wash down Procedure at the end of each days fishing, soon after product has been unloaded. • Inspect sorting table and equipment for any damage, carry out repairs and maintenance as required 	<p>Record wash down has been completed and any corrective actions taken on the Vessel Log.</p> <p>Record any maintenance required and/ or carried out, in the Vessel Log.</p>

6. Process Control Procedures

The product handling area is considered to be where abalone is being brought on board the fishing vessel, the sorting table and open fish bins.

GMP 1: Maintain Personal Hygiene

1. Wash hands and dry using a single use paper towel after going to toilet before and after meal breaks, before handling abalone or sea urchins and as required to maintain good hygiene while working.
2. Clothing and personal protective gear is to be kept clean reduce cross contamination risks.
3. Caps or hats to be worn where appropriate in product handling area
4. .No smoking, coughing, spitting or eating in product handling area.
5. No jewellery to be worn in product handling area.
6. Minimise unnecessary contact with product.
7. Cover exposed sores with bandages, dressings or with a waterproof glove.
8. Anyone with a food borne disease, or a condition that may compromise the safety of the food, must report this condition to the Master. All practical measures must be taken to minimise the risk of food being contaminated.

GMP 2: Wash Down Procedure

1. Only use bio-degradable detergents or Virukill and clean sea water or potable town water for the following wash down procedure. Do NOT allow chemicals to come into contact with abalone at any time.
2. Remove Bung
3. Unload and dispose of any waste as per GMP 3.
4. Hose down and remove visible matter from product handling areas, storage area, hull, decks, Matts, fish bins, trailer and all tools and equipment.
5. Apply detergent or Virukill disinfectant, allow for contact time as per directions and scrub if necessary.
6. Hose/Rinse.
7. Visually inspect for complete clean, repeat steps 5, 6 & 7 as required.
8. Allow to air dry.
9. Soak Dive equipment in wetsuit wash detergent, rinse with fresh water and hang up to dry.
10. Record that Wash down procedure has been completed in the Vessel Log.

GMP 3: Waste Control and Disposal program

1. Wash hands after handling waste and before resuming product handling
2. All waste is to be placed in the marked container
3. Waste Container is to be kept sealed
4. Container to be marked Waste only
5. Container is to be kept as far as practical from product handling area
6. Unload waste to proper shore based facility on return to port.
7. Clean and Sanitize container, if reusable.

GMP 4: Animal and Pest control

1. No domestic animals are to be aboard the Vessel at any time.
2. Keep all areas clear of food scraps.
3. Keep all areas tidy to deny shelter for pests.
4. Check for rodent activity in the boat storage area, set traps or bait if present.
5. Check for snakes in boat storage area, call snake handler or Parks Victoria if present.
6. Check for spiders in storage areas and on the vessel, spray for spiders & other insects if present.
7. No pest control chemicals to be used directly on product handling surfaces.
8. Record any indication of Pest activity and corrective actions on the **Vessel Log**.

SOP 1: Harvesting Abalone

Abalone harvesting is governed by the Victorian Fisheries Act 1995, The Victorian Wild Harvest Abalone Management Plan and the Eastern Zone Abalone Industry Association “Abalone Harvesting Code of Practice November 2000 and all of its revisions

- .Ensure that catch bags, and abalone iron are clean and sharpened.
- Prior to removing abalone from the reef, the diver should assess the likelihood of the abalone exceeding the legal minimum length. This will help to reduce the unnecessary handling of undersize abalone.
- If the diver is harvesting Greenlip, ensure that the species is in season.
- Remove abalone carefully from the reef, minimising any cuts or broken shells.
- Check legal minimum length.
- When there is sufficient abalone in the catch bag, send to the surface for packing.

SOP 2: Abalone Sorting, Packing and Storage

- Ensure sorting table, chipping tools and fish bins are clean.
- Ensure deck and product handling area is free from any items that may contaminate catch.
- Retrieve catch bag from the diver.
- Carefully empty catch bag into a sorting bin or directly onto the sorting table.
- On the sorting table, visually inspect each abalone; segregate any under size or damaged or cut abalone into next catch bag to be returned to the diver for placement on the reef.
- Remove excess growths, weed, stones, shell grit and other foreign material.
- Check legal minimum length.
- If there are any signs of diseased abalone or other species, cease fishing immediately and follow the “Bio-security Control Measures” contained in the Industry Harvesting Code Of Practice. Record details of the incident in the **Vessel Log**.
- Pack abalone into clean bins, with the blunt side of the abalone facing upwards. Abalone are packed foot to shell.
- Secure bin lids with serial numbered tags as per fisheries regulations, store bins in the shade and / or covered with wet hessian.
- Abalone are to be kept alive until the point of landing and consignment.

SOP 3: Abalone Landing and Distribution

Fisheries regulations require that abalone be weighed and at the point of landing and relevant details be recorded in the Abalone Docket Book. Abalone must be consigned to a processor that holds an Abalone Receivers Licence.

- Abalone must be weighed and reported within 60 minutes of the time of landing.
- Abalones are consigned to a licensed processor at the point of landing.
- Bins are weighed on scales in or next to the transport vehicle, or in the case of landing at Bastion Point, directly on the factory scales.
- Do NOT take on board fuel or cleaning chemicals until all products have been unloaded.
- Record details in the Abalone Docket Book including:
 - Reef Code
 - Estimated Diving Time per Reef Code,
 - Number of bins of Abalone and Actual Net Weight per Reef Code,
 - Divers Name, Divers Personal File Number and Name of Crew,
 - Time of landing, Date of landing and Vessel Registration number,
 - Total number of bins being landed and Tare weight of those bins,
 - Serial numbers of bin tags affixed to the bins,
 - Name of the person transporting the abalone
 - Name of the licensed processor that the abalone are being consigned to,
 - Time of weighing and Total net weight.
- Report the catch details to Fisheries Victoria and record the confirmation number, signature and date in the Abalone Docket Book.
- Duplicate and Triplicate copies of the Abalone Docket are attached to the abalone bin with the highest serial numbered tag.

7. Product Traceability, Customer Complaint and Recall Procedure

Product Traceability - Abalone:

1. The Abalone is consigned to a licensed fish receiver (Abalone) (Purchaser) at the Point of Landing.
2. The Abalone Docket is completed at the point of landing.
3. The Duplicate and Triplicate of the Abalone Docket must accompany the catch.
4. The Original of the Abalone Docket is sent by mail to Fisheries Victoria.
5. The Quadruplicate of the Abalone Docket is retained in the Docket Book by the operator.
6. Details recorded in the Abalone Docket include:
 - Date, Location and quantity and species of abalone harvested.
 - Diver's name, Crew name, Place of landing, Time of Landing, Vessel Registration,
 - Serial numbers of tags used on bins, person transporting the abalone,
 - Name of the licensed receiver (purchaser) and F.V. confirmation number.

Customer Complaints

If a customer complaint is received, details are recorded in the Vessel Log. Possible causes for the complaint must be investigated and a Periodic Review of this Food Safety Program must be conducted.

Product Recall

If the operator becomes aware at any stage the product may be unfit for processing or suspected of being unsafe for human consumption they must immediately contact the purchaser and recall the product.

The purchaser may also determine at any time that product is unfit for processing or not safe for human consumption and recall the product.

Any product recalled shall be kept separate until either destroyed or disposed of as directed by Fisheries Victoria.

Details of any product recalls are recorded in the Vessel Log, possible causes that may have lead to the recall must be investigated and a Periodic Review of the Food Safety Program conducted.

8. Management Review and Corrective Action

Annual Review

- At the end of each fishing season, the Owner shall conduct a review of the fishing operations for compliance with the procedures in this Food Safety Program.
- Any recurring non compliance and corrective actions must be recorded in the Revisions and Annual Review Page (Appendix A).
- If any of the procedures in this Food Safety Program change, the corresponding section in this manual must be amended and the details recorded in the Revisions and Annual Review Page (Appendix A).

Periodic Review

- In the event of a Customer complaint, the Vessel Log, Catch Records and the procedures in this manual must be reviewed and any deficiencies rectified.
- In the event of a Product recall: the Vessel Log, Catch Records and the procedures in this Food Safety Program must be reviewed and any deficiencies rectified.
- At any time if the Owner deems this Food Safety Program requires change for any reason, a review may be conducted.
- The outcomes of any Periodic Review must be recorded in the “Revisions and Annual Review Page (Appendix A).

Appendix A: Revisions and Annual Review Page

Procedure Reviewed	Inclusions	Pass/Fail	Corrective Action / Comments
Training	Each crew has received training in Food Safety Procedures		
Cleaning & Maintenance	The schedule is being carried out in accordance with GMP 1,2&3.		
Animal & Pest Control	GMP 4 is being followed & effective?.		
Standard Operating Procedures	SOP 1-3 are being followed?		
Customer Complaint & Product recall	Customer Complaint & Product recall process being followed?		
Harvesting Code of Practice	Harvesting Code of Practise been followed?		
Bio-security Protocols	Bio-security protocols being followed?		
Training Records	Has each crew member signed the Staff Training Record?		
Vessel Log	Is the Vessel Log up to date?		
Abalone Docket Book	Are abalone docket books being completed correctly?		
PrimeSafe Licence	Is the PrimeSafe Licence current and carried on board the vessel?		
Food Safety Program	Record any amendments to the procedures of this Food Safety Program.		
Date Reviewed:	Reviewed by:	Signature:	

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Vessel Log	Is the Vessel Log up to date?		
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Date Reviewed:	Reviewed by:	Signature:	

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Training Records	Has each crew member signed the Staff Training Record?		
Vessel Log	Is the Vessel Log up to date?		
Abalone Docket Book	Are abalone docketts being completed correctly?		
PrimeSafe Licence	Is the PrimeSafe Licence current and carried on board the vessel?		
Food Safety Program	Record any amendments to the procedures of this Food Safety Program.		
Date Reviewed:	Reviewed by:	Signature:	

Appendix B: Vessel Log

VESSEL LOG	Details (or ref: Ab Docket)		Weather / Sea (Optional)		Engine Hours (Optional)
Date:					
Vessel I.D.:					
Master / Diver:					
Crew 1, Dive Supervisor:					
Crew 2:					
Activity:	Abalone				
PRE – FISHING CHECKS		YES	NO	CORRECTIVE ACTION	
Pre-Tow Checks completed?					
Pre-Trip Checks completed?					
Pre-Dive Checks completed?					
Vessel & equipment clean (PrimeSafe)?					
Any signs of Pest Activity (PrimeSafe)?					
HEIGHTEN RISK ASSESSMENT		YES	NO	COMMENTS	
Bar crossing?					
Restricted Visibility?					
Is there a Medium or High risk of grounding, capsize, flooding or P.O.B.?					
DON PFDs & PLBs?					
FISHING & POST FISHING OPERATION		YES	NO	N/A	CORRECTIVE ACTION
Industry Standard for Abalone Diving followed?					
Standard Operating Procedures followed?					
Abalone Harvesting Code of Practice followed?					
Wash down complete (PrimeSafe)?					
ACA Q.A. Program followed?					
DIVE LOG	DETAILS				
GPS / Site Description					
Profile					
Remarks					

Appendix C: Abalone Docket

Serial Number 107007

ACCESS LICENCE NUMBER A 63

ABALONE DOCKET (eastern zone)

PART A- RESOURCE MANAGEMENT - TO BE COMPLETED BY AN ABALONE FISHERY ACCESS LICENCE HOLDER OR ANY PERSON AUTHORISED TO ACT UNDER THAT LICENCE

IF AN AIRPORT DAY PLEASE TICK THE BOX

REEF CODE	ESTIMATED DIVING TIME per reef code		NUMBER OF BINS of BLACKLIP per reef code	ACTUAL NET WEIGHT OF BLACKLIP ABALONE IN KILOGRAMS per reef code
	HOURS	MINUTES		

PART B - QUOTA MANAGEMENT - TO BE COMPLETED BY AN ABALONE FISHERY ACCESS LICENCE HOLDER OR ANY PERSON AUTHORISED TO ACT UNDER THAT LICENCE

NOMINATED DIVER'S NAME _____ NOMINATED DIVER'S PERSONAL FILE NUMBER _____

TIME OF LANDING _____ (24 HOURS); DATE OF LANDING _____ BOAT REGISTRATION _____

PLACE OF LANDING _____ FULL NAME OF DECKHAND'S _____

NUMBER OF BINS OR BAGS OF ABALONE LANDED _____ FIGURES _____ WORDS _____

TOTAL TARE WEIGHT (IN KILOGRAMS) OF BINS OR BAGS (INCLUDING BIN LIDS & INSERTS) _____ FIGURES _____ WORDS _____

SERIAL NUMBERS OF BIN TAGS AFFIXED TO BINS OR BAGS OF ABALONE LANDED _____

FULL NAME OF PERSON OR CARRIER TRANSPORTING ABALONE _____

ABALONE IS TO BE DELIVERED TO _____
Full name of licensed fish receiver (abalone) to whom abalone is being delivered

TIME OF WEIGHING _____ (24 HOURS); TOTAL NET WEIGHT OF UNSHUCKED ABALONE (IN KILOGRAMS) _____ FIGURES _____ WORDS _____

NOTIFICATION SERVICE DETAILS: CONFIRMATION NUMBER _____

I CERTIFY THAT THE INFORMATION PROVIDED IN PARTS A & B OF THIS DOCKET IS TRUE AND CORRECT IN EVERY DETAIL.

SIGNED _____ DATED _____

PART C - TO BE COMPLETED BY LICENSED FISH RECEIVER (ABALONE)

NOTIFICATION SERVICE DETAILS: CONFIRMATION NUMBER _____

ABALONE FIRST RECEIVED BY _____ TRADER NUMBER _____

AT _____ TIME OF RECEIPT _____ (24 HOURS); DATE OF RECEIPT _____
To be completed if abalone not received at licensed premises

TIME & DATE ABALONE ENTERED LICENSED PREMISES _____ (24 HOURS); ON _____

TOTAL NET WEIGHT OF UNSHUCKED ABALONE (IN KILOGRAMS) _____ FIGURES _____ WORDS _____

I CERTIFY THAT THE INFORMATION PROVIDED IN PART C OF THIS DOCKET IS TRUE AND CORRECT IN EVERY DETAIL.

SIGNED _____ (print full name) _____ DATED _____

INSPECTION DETAILS: LICENCE NUMBER OF ENTITY INSPECTED _____ DATE OF INSPECTION _____

NAME OF SUPERVISOR OFFICER _____ SIGNATURE _____

Appendix E: Industry Harvest Code Of Practice and Bio-security procedures

Appendix F: PrimeSafe Licence