



Tracking System Template for Further Petfood Processors

9 October 2014

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- (a) disclaim any and all responsibility for any inaccuracy, error, omission, or any other kind of inadequacy, deficiency, or flaw in, or in relation to, the Tracking System Template for Further Petfood Processors; and
- (b) without limiting (a) above, fully exclude any and all liability of any kind, on the part of any and all of them, to any person or entity that applies the Tracking System for Further (Petfood) Processors.

Are you a ‘further (petfood) processor’?

‘Further (petfood) processor’ is defined in clause 1.2 of the Animal Products Specifications for Products Intended for Animal Consumption) Notice issued 9 October 2014. ‘Further (petfood) processor’ means an operator who processes (other than transports or stores) petfood that is raw meat or other animal material or animal product that results from the death of the source animal (for example red meat, offal, poultry or fish) but **this does not apply** to processing of petfood:

- (a) under a risk management programme, which covers all processing of that animal material or product; or
- (b) where the raw meat or animal material or product:
 - i. has already been rendered;
 - ii. is only acquired in a ready-for-sale state (and which has been subject to primary processing under a registered risk management programme by an earlier processor).

Requirements on 'further (petfood) processors'

'Further (petfood) processors' must comply with a number of legal requirements under the Animal Products Act regime. These requirements are outlined in the 'Guidance for the Use of the Tracking System Template for Further Petfood Processors'. The key requirements are that further (petfood) processors:

- only procure animal material for further petfood processing from regulated sources; and
- have a documented tracking system to be able to show compliance with this.

To comply with these legal requirements you may either develop:

- (a) your tracking system using this template; or

If you comply with the requirements and procedures given in this template you will meet the legal requirements on 'further (petfood) processors'.

- (b) your own tracking system using your current documented procedures, amended where necessary.

Application and Use of this template:

1. This Tracking System Template applies to operators that are 'further (petfood) processors'.
2. The 'Guidance Document Tracking System Template for Further Petfood Processors' explains the application and use of the Tracking System Template. It also provides instructions on how to complete this Tracking System Template. If you are the person completing this template you must read these instructions while completing the form to ensure that correct information is provided.
3. Further petfood processors who wish to use this template must comply with all the requirements and procedures given, including those in the attachments. The notes provided in boxes are not mandatory requirements - they are just explanatory notes or recommendations.
4. This Tracking System Template is also available as a Word document so that the form can easily be used by further petfood processors.
5. The Tracking System Template starts on the next page.

Note: The cover page and this page are not part of the Tracking System Template.

1. Further (petfood) processor name, address and contact details	
<p>1.1 Full legal name (Company, sole trader, partnership):</p> <p>1.2 Trading name (if different):</p> 	
<p>1.3 Physical address of premises:</p> 	<p>1.5 Contact details:</p> <p>Phone No:</p> <p>Fax No:</p> <p>E-mail:</p>
<p>1.4 Postal address (for communication):</p> 	
2. Person responsible for this Tracking System	
Name or position or designation	Contact details (if different from above)
3. General processing categories	
<p>The operation covers the following processing of petfood that is raw meat or other animal material or animal product that results from the death of the source animal (e.g. red meat, offal, poultry or fish):</p> <p>[] processing is limited to size reduction (e.g. dicing, mincing, milling and grinding) and/or packing;</p> <p>[] undertake processes other than size reduction and/or packing such as: boning, drying, heat treatment (e.g. cooking, baking, dog roll manufacture);</p> <p>[] sell animal product by retail sale;</p> <p>[] sell animal material or animal product by wholesale.</p>	
<p>Note: in the remainder of this tracking system 'animal material' means raw meat or other animal material or animal product that results from the death of the source animal (e.g. red meat, offal, poultry or fish).</p>	

4. Document list and responsibilities			
Document	Location (section / page no.)	Version no. or date issued	Person responsible for implementation
Main part of Tracking System (this document)	N/A	Completed Tracking System template	
Supporting systems:			
Traceability and Inventory Control	Attachment A		
<u>Record forms</u> (strike out and/or list as appropriate)			
Suppliers of Regulated Product			
Inwards Good Checksheet			
Production Checksheet			
Loadout Checksheet			

5. Confirmation	
<p>[] I confirm that the Tracking System, including the supporting systems, has been authorised by me.</p> <p>[] I confirm that the Tracking System will be implemented as written, including all requirements and procedures given in the Attachments.</p>	
<p>Person with overall responsibility for this Tracking System:</p>	
<p>Name:</p>	<p>Date:</p>
<p>Designation:</p>	<p>Signature:</p>

Attachment A: Traceability and Inventory Control

1 Procedures

1.1 Ordering

1.1.1 Animal material must only be ordered from regulated sources.

A regulated source is a source of regulated animal products and includes processors who are:

- operating under a registered risk management programme (RMP); or
- operating under the Food Act 1981 / 2014 regime, under an approved food safety programme (FSP) or the Food Hygiene Regulations 1974 / Food Control Plan (FCP);
- other 'further (petfood) processors'.

1.1.2 Prior to ordering animal material from a supplier you must confirm that they are a regulated source.

Where you receive animal material from a number of sources you may confirm suppliers are acceptable by maintaining a list of all your regulated sources (refer 'Suppliers of regulated product' record form).

1.2 Receipt

1.2.1 On receipt of the animal material an inwards goods checksheet is filled out. Information recorded includes:

- a. date and time of the receipt
- b. description and quantity of animal material received
- c. name and address of the source of the animal material
- d. carrier and consignment note number.

An example inwards goods checksheet is provided in this template. You can use your own forms but they need be sufficient to enable traceability of animal material.

1.2.2 When received, the consignment is assigned an Inwards Goods Number. The Inwards Goods Number is marked on the consignment so that all of the consignment at all times can be identified as being part of that receipt.

1.2.3 Packing slips, consignment notes, any other incoming documentation is filed with the Inwards Goods Sheets in chronological order.

1.2.4 The animal material is promptly moved to appropriate storage and stored until required for processing.

Processing includes size reduction (e.g. dicing, mincing, milling and grinding), packing, boning, drying, heat treatment (e.g. cooking, baking, dog roll manufacture).

1.3 Processing

1.3.1 Animal material is removed from storage and processed into a finished product as required.

1.3.2 As the finished product is produced a manufacturer's code is applied.

A manufacturer's code specifically identifies the product to production and it may be a batch number, date code, use-by date or other code.

1.3.3 As the finished product is produced a production checksheet is filled out. Information recorded includes the:

- a. date of production
- b. manufacturer's code applied to the product
- c. description and quantity of finished product produced
- d. Inwards Goods Numbers of all animal products used in the production of that product.

An example production checksheet is provided in this template. You can use your own forms but they need be sufficient to enable traceability of animal product.

1.3.4 Production checksheets are filed chronologically.

1.3.5 The finished goods are promptly removed to appropriate storage and stored until either loaded out or placed on display for retail sale.

1.3.6 As required by loadout the finished goods are removed from storage and assembled for dispatch.

1.3.7 For finished goods sold by direct retail sale a loadout checksheet is filled out. Information recorded includes:

- a. date of sale
- b. product description and quantity of each finished good
- c. manufacturers code applied.

- 1.3.8 For all other finished goods, prior to dispatch a loadout checksheet is filled out. Information recorded includes:
- a. date and time of dispatch
 - b. name and address of consignee
 - c. product description and quantity of each finished good
 - d. manufacturers code applied.

An example loadout checksheet is provided in this template. You can use your own forms but they need be sufficient to enable traceability of animal product.

- 1.3.9 Loadout Checksheets are filed chronologically.

1.4 Actions when animal material from non-regulated sources found

- 1.4.1 If animal material delivered to the premises is:
- a. found to be from a non-regulated source; or
 - b. the source is unable to be confirmed as regulated;

then that animal material must not be accepted.

- 1.4.2 If animal material on the premises is:
- a. found to be from a non-regulated source; or
 - b. the source is unable to be confirmed as regulated;

then that animal material must immediately be removed from the site.

1.5 Records

- 1.5.1 All records must clearly identify who recorded the information.

Where more than one person is involved in recording information, relating to the tracking system, then the initials or signature of the person(s) should be entered alongside the information they have recorded.

In the case of electronic records the name of the person entering the data should be recorded unless access to the record is password protected.

- 1.5.2 All records are to be held for at least four years and be available within two working days of any request from the MPI Verification Services.

Further Petfood Processor – Tracking System

Suppliers of Regulated Products

Starting date: / /

Name	Address	Type of regulated source <i>(tick one)</i>				Supplier status	Initial
		Registered risk management programme (RMP)	Food Act – FSP or FCP	Food Act - Food Hygiene Regulations 1974	Other 'further (petfood) processor'	- active; or - no longer used, with date used (e.g. Oct 09 – Dec 09)	

Inwards Goods Checksheet

Starting date: / /

Date (if different)	Time of receipt	Inwards goods number	Product description	Quantity received	Supplier	Consignment note number	Initial

Production Checksheet

Starting Date: / /

Date (if different)	Manufacturing code	Product description	Quantity produced	Inwards goods number (of animal material ingredients)						Initial

Loadout Checksheet

Starting Date: / /

Date (if different)	Time of dispatch	Product description	Manufacturing code(s)	Quantity dispatched	Consignee	Consignment note number	Initial