

### 1. PURPOSE:

The purpose of this procedure is to describe the method of product identification and traceability through all stages of the process at this establishment.

### 2. SCOPE:

The scope of this procedure is to identify the method of trace back from the retailer to the point of harvest at all stages of the process.

### 3. REFERENCES:

DA Approved Arrangements Guidelines  
Australian Standard for Hygienic Production of Wild Game Meat for Human Consumption AS4464:2007  
Australian Standard for the Hygienic Production and transportation of Meat and Meat Products for Human Consumption AS4696:2007  
Australian Standard for the Hygienic Production of Pet Meat AS4841:2006  
Export Control (WGM / WGMP) Orders 2010 and Amendment Orders 2014  
DA Meat Notice 2014/01  
DA Meat Notice 2013/02  
DA Meat Notice 2010/07  
DA Meat Notice 2009/18  
WQA Standard Version 8  
WQA Pet Food Standard  
MICOR  
ELMER 3

### 4. DEFINITIONS:

<b>EU</b>	European Union
<b>AAO</b>	Australian Government Authorised Officer
<b>CU</b>	Customs Union
<b>OPV</b>	Department of Agriculture on Plant Veterinary officer
<b>QC</b>	Quality Coordinator
<b>MICOR</b>	Manual of importing country requirements
<b>LOT</b>	defined as a batch from an independent field processor.
<b>RUN</b>	defined as a period of production, as follows: <ul style="list-style-type: none"><li>- <u>Dayshift</u><ul style="list-style-type: none"><li>o Run 1 from start to smoko break</li><li>o Run 2 from smoko to lunchtime</li><li>o Run 3 from lunchtime to end of shift</li></ul></li> <li>- <u>Afternoon shift</u><ul style="list-style-type: none"><li>o Run 4 from start to afternoon tea</li><li>o Run 5 from afternoon tea to dinner time</li><li>o Run 6 from dinner time to end of shift</li></ul></li></ul>
<b>HC</b>	Human Consumption
<b>DA*</b>	The Department

<b>UBD</b>	Use by Date
<b>WQA</b>	Woolworths Quality Assurance
<b>WGM/WGMP</b>	Wild Game Meat/Products
<b>NPWS</b>	National Parks and Wildlife Service
<b>PF</b>	Pet Food
<b>AS</b>	Australian Standards
<b>MAP</b>	Modified Atmosphere Packaging
<b>OFFAL</b>	Lungs, Liver, Heart and Kidneys
<b>MTC's</b>	Meat Transfer Certificates
<b>PIC</b>	Property Identification Code
<b>MBL</b>	Master Butcher's Co-operative Ltd
<b>CEO</b>	Chief Executive Officer
<b>PLU</b>	Price Look Up Code
<b>Julienne Date</b>	A continuous count of the days of the year
<b>ELMER</b>	Electronic Legislation, Manuals and Essential References

## 5. RESPONSIBILITIES:

- CEO, Operations Manager, Group Technical Manager and Quality Coordinator have the overall responsibility for this procedure.
- QA Officers are required to monitor this procedure, with the assistance of Production Supervisors.
- Compliance Officer responsible for verifying information recorded on driver's sheet and QA70 via data loggers.
- Production workers have responsibility to record all relevant details outlined in this procedure.
- AAO is responsible to ensure the correct identification of abnormal defects on inspection.
- National Field Harvester and Logistics Coordinator responsible for any notifications to and liaising with the Field Harvesters.

## 6. METHODOLOGY:

### 6.1 Product Identification:

#### Conforming Product:

- Kangaroos received, or waiting in holding chiller to be processed, are identified by:
  - Relevant state controlling authority tag (NPWS).
  - Company tag, detailing harvester name, date and time of harvest, harvest location (either full property name or PIC number related to that property), field chiller name & number, harvesters declaration (signed by harvester), and unique carcass number.

- During processing, by the same tagging system as outlined above, until post-mortem inspection except the relevant state controlling authority tag which is removed with the skin after legging.
- Skins are transferred outside through chute and are collected in bins, and shipped daily.

**Non-Conforming Product:**

- Applies to any carcass identified by an incomplete or defective tag.
- Carcasses retained in roo chiller using retain tags, marked with date retained, reason why retained, retain tag unique number, and placed on separate rail for further disposition. Retain tags are to be documented on the register for reconciliation.

**6.2 Product Traceability:**

Traceability of product is controlled from harvest to dispatch. Both forward and backward shall be traceable to 100 %.

**At the time of harvest:**

- Field processors are required to apply the relevant state government authority tag on the carcass, as well as a company tag marked with:
  - Field processor number and name
  - Date, place and time of harvest. (Place of harvest must be either the full property name, or preferably the relevant PIC number)
  - Field chiller name and number
  - A unique tag numbers
  - Harvesters declaration, sign
    - If the field harvesters have not signed the declaration on the back of the leg tag the carcass shall be retained until a declaration is received from the harvester.

**At the time of pick up from field chillers**

- Truck drivers are required to download the temperature data of each field depot using a downloading device, and to collect manual temperature sheets ([QA70](#)) from each field depot operator which may be sent to the National Field Harvester and Logistics Coordinator via fax or email.
- Truck drivers are required to identify the following details on form [QA 03](#) (Truck Plans), which accompanies each load.
  - Transport Company and driver
  - Date and time of loading at each site
  - Box Operators Name
  - Chiller location
  - Number and species of carcasses
  - Pick up deep muscle temperatures (2 at front, 2 in middle, 2 at back)
  - Signature of box operator

**At the time of arrival at Factory:**

- The pre-dressing operator\* (AAO) conducts 100% inspection of carcasses as described in [W1128](#)
- Compliance Officer downloads deep-muscle data loggers, and air temperature data from field depots and from truck; he then correlates logger data, harvest date and manual data, and presents all information to Quality Coordinator, Group Technical Manager or the Chief Executive Officer\* for review and analysis.
  
- Pre-Dressing Inspector operator\*(AAO) completes form [QA02](#) MHA Pre-Dressing Carcase Inspection and records:
  - Date and time of receipt
  - Truck details
  - Field processor name
  - Chiller site
  - Harvest date
  - Total number of carcasses
  - Retained carcasses for defects\*
  - Retained carcass tag numbers for swabbing
  
- Unloading supervisor records on form [QA04](#) Carcase Check at Receipt, the following information:
  - Chiller site/operator
  - Number of carcasses
  - Temperature of carcasses (4% of the load at least)
  - Carcase tag numbers
  
- The AAO completes the Form Post Mortem Carcase Inspection recording the following information:
  - Date processed
  - Species
  - Total carcasses processed
  - Shooter number and name
  - Chiller box
  - The reason and number of condemned or downgraded carcasses or forequarters

**During the skinning process:**

- Each carcass is documented on [Carcase Inventory QA 24](#) for traceability prior to entering the skinning room. This form must contain:
  - Harvester name and number
  - Number of carcasses per harvester processed
  - Date, shift and run of production
  - Species processed.

The Company tag remains on the carcass for AAO to inspect. The AAO then retains the tag if the carcass is condemned or downgraded. This is then recorded on the Post Mortem Downgrade Form.

#### **7. MONITORING:**

Monitoring of the entire procedure is performed by QA operators, Quality Coordinator or Group Technical Manager via verification of documentation on a daily basis. EU traceability exercises conducted six monthly by a trained delegate.

#### **8. CORRECTIVE ACTION:**

Where a deviation from documented procedures is observed during monitoring, immediate corrective action shall occur. Corrective action will include, but may not necessarily be limited to:

- Correct: Regain control and prevent continued non-conformance with procedure.
- Isolate: Deal with the deviation to bring the product under control.
- Determine the Cause: Review cause of the deviation to prevent it from recurring.
- Record: the deviation to assist in future action to be taken to prevent and assist operational procedures.
- Follow up: to establish the corrective action has been effective.
- Non-Conformance: Where non-conformance is found in any area check corrective action on Work Instructions.
- Non-Conformances must be logged and subjected to trend analysis to identify on going issues.
- QA19 Internal CAR to be raised if required

#### **9. DOCUMENTATION:**

- QA02 MHA Pre- Dressing Carcase Inspection
- QA 03 Drivers trip worksheet
- QA 04 Carcase check at receipt
- QA04a Product Receipt
- QA 09 Daily Production and Temperature Records.
- QA 11 Process Monitoring.
- QA 24 Carcase inventory.
- QA 26 Carton and seal inventory.
- QA 70 Manual temperatures in the field
- QA75 Incoming Inspection
- PIC Verification
- MTCs
- Export Production file (computerised)
- Hard and soft copy of scanned reports from load outs for CU product
- DA Carton seal reconciliation.
- Health Certificates
- Request for Permits

#### **10. VERIFICATION:**

- Internal / External audits
- Traceability exercises conducted every 6 months
- Mock Recall
- Approved Supplier Program

**ATTACHMENT A**

The declaration is carried on the back of every tag and must be signed by the harvester

Shooter name and chiller site is pre-printed and is linked to the unique number directly on its left. The number to the right of the name is the registration number for the appropriate food authority

- \* NO ABNORMAL BEHAVIOUR WAS OBSERVED DURING KILLING
- \* NO ABNORMAL CHARACTERISTICS WERE OBSERVED DURING THE EXAMINATION OF THE BODY AND ANY REMOVED VISCERA
- \* THERE IS NO SUSPICION OF ENVIRONMENTAL CONTAMINATION
- \* IF KILLED DURING DAYLIGHT, THE CARCASS WAS TRANSPORTED TO A FIELD DEPOT OR WILD GAME MEAT PROCESSING ESTABLISHMENT WITHIN 2 HOURS OF HARVEST.
- \* IF KILLED BETWEEN SUNSET AND SUNRISE IT WAS TRANSPORTED TO A FIELD DEPOT OR WILD GAME MEAT PROCESSING ESTABLISHMENT NO LATER THAN 2 HOURS AFTER SUNRISE WITH A MAXIMUM OF 12 HOURS BETWEEN KILLING AND PLACING INTO A FIELD DEPOT.

SIGNED \_\_\_\_\_

Harvest location must be either a PIC number, or the full property name where the carcass was harvested. Any other codes or abbreviations are unacceptable.

In order to print tags for harvesters this unique number is called up on the tag machine (GP4000) and is linked to the harvester's name. This is also the case with the chiller number.

Shooter #: 1243 MORGAN R - Blackall 103071  
Chiller #: 62 Blackall  
State: QLD  
Carcass Weight: 22 kg  
Harvest Location: PT AUGUSTIN  
Harvest Date: 15/2/10  
Harvest Time: 3.16 am/pm

Tag Number : 127382



This is a unique number so that every carcass can be recognised individually regardless of species or type of animal.

Barcode is used to reconcile the carcasses loaded in at plant. Notice the number at the bottom of the barcode directly reflect the shooter no. and chiller no.

Carcass weight is not a requirement but most shooters will include it. Harvest Location is the particular property the carcass was shot, can also use number if appropriate. Harvest Date and Harvest Time are the exact date and time the carcass is harvested.

Document title: **PRODUCT IDENTIFICATION AND TRACEABILITY**

Document number: **SOP 013**

**ATTACHMENT B**

**ACCEPTABLE TAGS**

Shooter #: 316 CRAGG L - Bathurst 44471  
Chiller #: 29 Bathurst  
State: NSW  
Carcas Weight: 32.4 kg  
Harvest Location: N204728  
Harvest Date: 17.11.19  
Harvest Time: 2:24 am/pm



0290316

Shooter #: 1010 LANGANKE L- Ivanhoe 20969(F)  
Chiller #: 152 Ivanhoe  
State: NSW  
Carcas Weight: kg  
Harvest Location: NC31019  
Harvest Date: 27.8.20  
Harvest Time: 1:20 am/pm



1521010

Shooter #: 181 PHELAN S - Tallywalka 54327(F)  
Chiller #: 54 Tallywalka  
State: NSW  
Carcas Weight: kg  
Harvest Location: N1605005  
Harvest Date: 21.8.20  
Harvest Time: 9.55 am/pm



0540181

Shooter #: 7 JAMIESON R - Cooma 52677  
Chiller #: 43 Cooma  
State: NSW  
Carcass Weight: 17 kg  
Harvest Location: N17130326  
Harvest Date: 21/08  
Harvest Time: 9.55 am/pm



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