

HACCP <i>Europa.com</i>	QUALITY SYSTEMS MANUAL	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	Organic Products Management	<i>Approved by:</i>	
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PURPOSE: To ensure all precautions are taken to prevent contamination products that are determined as organics.

RESPONSIBILITY: It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements.

The Commercial Manager is responsible for ensuring the procurement procedure with regard to organic products is adhered to. The Technical Manager is responsible for ensuring any necessary risk assessments etc are carried out.

INSTRUCTIONS:

Operational Requirements

1. Operators must establish and maintain operational procedures and practices, supported by documented control systems and records, to ensure the organic integrity of the products is maintained, from intake of raw materials through to the packaging and dispatch stage, including the sourcing of raw materials and adequate separation from foodstuffs which are not products of organic agriculture, during storage, processing and transport.
2. The operational procedures and practices must be supported by effective documented control systems and records to provide an audit trail to enable the inspectorate to trace:
 - a. The origin, nature and quantities of organically produced agricultural products which have been delivered to the unit.
 - b. The nature, quantities and consignees of products produced in accordance with these standards which have left the unit.
 - c. Any other information such as origin, nature and quantities of ingredients, additives and processing aids delivered to the unit and the composition of processed products that may be required for the purposes of proper inspection of the operation.

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3. All processing operations must be carried out in accordance with good practice and with proper regard to the need for high standards of hygiene in the premises and on the part of personnel.
4. Care must be taken that there is no contamination of the food from cleaning preparations, adverse manufacturing processes, biological intrusions or packaging materials.
5. Products must be packed and transported to the point of retail sale in closed packaging so as to prevent substitution of the contents. Each consignment must be accompanied by appropriate documentation enabling the origin of the product to be traced. **(Note:** The label/documentation must include the name/address of the producer/processor (or a statement which enables unequivocal identification of the responsible producer/processor for example supplier code or licence number), and the name of the product including a reference to organic production. The label/documentation should also identify the OCB responsible for inspecting the last stage of production/processing.
6. On receipt of the organic products, the operator must check the closing of the packaging or container and must verify the origin and nature of the products from the information contained in the label/documentation, and, for imported products, the import certificate and the correspondence of the identification lot numbers. The result of this verification must be explicitly noted in the records. Where the check leaves any doubt as to the product's organic status (either because of inadequate, incomplete or misleading information on its nature or origin, including the exporter in the third country not being accepted in accordance with these standards), it may only be put into processing or packaging after elimination of that doubt unless it is marketed as nonorganic without any indication reference to organic production

Plant and Equipment

1. Throughout the production cycle, organic products must be kept completely separate from non-organic products.
2. All contact surfaces should be readily accessible for manual cleaning. If not readily disassembled for manual cleaning and cleaning in place (CIP) methods are used, it should be demonstrated that the results achieved are equivalent to those obtained by disassembly and manual cleaning.
3. Equipment in contact with food must be of such construction and materials that:
 - a) Contact surfaces are made from nonporous food grade materials.

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- b) They are smooth and free from cracks and crevices to prevent matter being absorbed by them, to enable them to be thoroughly cleaned and to avoid, as far as possible, food being contaminated.

4. **Restricted**

- a) Aluminium equipment
- b) Epoxy lined vats and containers
- c) Nonstick equipment.

Operating Procedures for No Dedicated Plant

1. From intake of raw materials through to the packaging and dispatch stage, effective procedures and practices, supported by documented control systems and records, must be established and maintained to ensure that:
 - The Inspector can trace an audit trail for each product from the supplier to the customer;
 - Throughout the production cycle, organically produced products are kept completely separate from non-organic products.
2. Where non-organically produced products are also processed or packaged in the unit concerned, the following operational requirements must be observed:
 - The operations must be separated in time from similar operations performed on non-organic products;
 - Prior to use for organic production the plant and equipment used, particularly product contact surfaces, must be effectively cleaned in accordance with these standards;
 - Prior to the organic production run, the plant and equipment must be inspected and passed by Quality Control personnel or by a responsible person as being clean and free from residues which may contaminate or impair the integrity of the products;
 - The organic production should normally be the first operation of the day following the overnight cleaning programme;
 - Operation on organic products must be carried out continuously until the whole production run has been completed;
 - If such processing operations are not carried out frequently (i.e. on predetermined days) but are carried out on an 'as required' basis, they must be announced **in advance** and the **Organic Certification Body must be given notice** of a production run. Such notice may be by way of a fax/email to the OCB.

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- All necessary measures must be taken to ensure identification of lots and to avoid mixtures with non-organic products.
3. Where non-dedicated plant and equipment cannot be disassembled for a thorough manual clean down, a bleed run will be required to purge the system of non-organic residues. Applies to non-cleaning in place equipment only.
 4. Additional operating procedures, including cleaning procedures, inspection, documentation and the amount of bleed run will be determined by the Organic Certification Body as necessary
 5. Where applicable, a separate operating protocol must be established by the Quality Control Department or management for the organic production runs and be issued to the shift supervisors in order to ensure that the above procedures are met.

Storage and Warehousing

1. Stocks of organic raw materials, work in progress and finished products must be clearly labelled and kept separate from non-organic products, so as to avoid any possible contamination or accidental mixing of materials.
2. Storage areas, bins and containers for organic raw materials and products must be:
 - Clean and free from non-organic material. Ideally, they should be left clean and empty for a period of time before use to break the reproductive cycle of any pest or disease present.
 - Dedicated to organic produce or products only;
 - In an area separated from non-organic raw materials by sufficient space or physical barriers to prevent cross contamination
 - Labelled clearly enough to prevent mistakes being made between organic and non-organic produce.
 - Constructed of suitable materials for food use when in contact with the raw materials;
 - Protected from access and contamination by birds, insects and vermin;
 - Subject to a regular cleaning programme to ensure that they are maintained in a generally clean state and they are free from visible residues or any material that may contaminate or impair the organic integrity of the products held therein;

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- Regularly inspected for cleanliness, good housekeeping and to ensure proper stock control and rotation.

Transport

1. Organically produced products may be transported to other units, including wholesalers and retailers, only in appropriate packaging or containers closed in a manner which would prevent substitution of the content and provided with a label stating, without prejudice to any other indications required by law:
 - The name, address and licence number of the person responsible for the production or preparation of the product, or where another seller is mentioned a statement which enables the receiving unit and the Inspector to identify unequivocally the person responsible for the production of the product;
 - The name of the product including an indication of whether organic or inconversion in accordance with the relevant Section of these Standards.
2. Products intended for retail sales must be packed and transported to the point of sale in closed packaging. Each consignment must be accompanied by appropriate documentation enabling the origin of the product to be traced.
3. All vehicles used for transporting organically produced products should be subjected to a regular cleaning programme to ensure they are maintained in a generally clean state with no build up of materials or residues. If they are used for the carriage of other goods or materials, they must be thoroughly cleaned and dry before being used to transport organically produced products.
4. Before loading, vehicles and all handling equipment must be inspected to ensure they are clean and free from visible residues and any materials that may contaminate or impair the integrity of the organically produced products to be transported.
5. If containers are used they should be of food grade quality, in a state of good repair, clean and free from visible residues or any materials that may contaminate or impair the organic integrity of the products contained therein.
6. Chilled and frozen products must be transported in vehicles that are suitable for the purpose, maintained in a clean and sanitary condition and which are capable of maintaining, throughout the period of transport, the appropriate temperature.

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Hygiene & Cleaning Procedures

1. An effective cleaning programme must be established and maintained. Product and other debris must not be allowed to accumulate in production areas or on the site as a whole.
 2. Frequent and regular cleaning by scraping, brushing, aspirating and washing should be employed in storage areas, cleaning and drying equipment, conveyors and other accessible equipment, to avoid the build up of problem areas and residues. Where a problem does arise steam cleaning is recommended.
 3. All product contact surfaces must be clean before work begins and cleaned as frequently as necessary throughout work periods to prevent the build up of undesirable microorganisms which could contaminate the product.
 4. Wet cleaning routines and the use of disinfectants and sanitisers must be followed by a thorough rinsing with potable water to prevent residues remaining on surfaces where they might contaminate the food products.
 5. Detergents, disinfectants and sanitisers must be properly labelled and stored safely when not in use to avoid the risk of contaminating the products.
 6. The following materials may be used for cleaning purposes provided they are approved for use in food processing establishments and effective steps are taken to ensure that residues do not remain on contact surfaces:
 - Detergents, disinfectants and sanitising agents approved for use in food processing establishments
 - Terminal sanitisers
 - Washing in or with a controlled hypochlorite solution
- (Note:** All the above requires a rinse with potable water after use).

7. Permitted

- Washing and rinsing with potable water
- Dry cleaning methods where practicable and providing product safety is not put at risk.

Packaging

1. Operators must ensure that all packaging complies with current packaging legislation.
2. Products intended for retail sales must be packed and transported to the point of sale in closed packaging. Each consignment must be accompanied by appropriate documentation enabling the origin of the product to be traced.

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3. Materials used for product packaging must be of food grade quality, unused and be strong enough to protect the product during handling, transit and display.
4. The materials used must not affect the organoleptic character of the product or transmit to it any substances in quantities that may be harmful to human health.
5. If returnable outer containers are used they must be made from nonabsorbent repair and must be clean and free from contamination.
6. All packaging materials must be stored off the floor, away from walls and ceilings in clean, dry hygiene conditions.
7. **Permitted**
 - Glass
 - Paper and Cardboard
 - Cellophane Films
 - Modified Atmosphere/Controlled Atmosphere Packaging Films
 - Polyethylene and Polypropylene Films
 - Plastic Containers
 - Plastic and Hessian Nets and Sacks
 - Wax Coatings
 - Greaseproof and Tissue Paper
 - Wooden sticks for ice lollies
8. **Restricted**
 - PVC Films free from additional plasticisers for nonfat foods only see
 - 2.15.09 for exact requirements
 - ii) Aluminium Foils

STANDARDS FOR SPECIFIC PRODUCTS

Fresh Fruit & Vegetables

1. Ideally dedicated plant and equipment in separate areas is required for fresh produce packing operations for the period of the production run.
2. Loose fruit and vegetables must not be transported or packed in the same containers with other produce which has been treated with any prohibited substances.
3. During sorting, washing and grading etc, symbol quality products must not come into contact with non-symbol goods. The same washing water must not be used

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for symbol and non-symbol goods, and washed produce must receive a final rinse in clean water.

4. Prepared fresh produce must only be washed in potable water.
5. **Permitted**
 - Fresh produce washing in potable water or natural acid washes
6. **Restricted**
 - Ethylene for controlled ripening of bananas (degreening); kiwis and kakis; flower induction of pineapple.

Wine, Cider & Beers

1. Equipment and bottles should be copiously washed or heat and steam cleaned prior to use.
2. Maximum residues of sulphur dioxide in the wine must not exceed:

WINE SO2 Total (mg/1) SO2 Free (mg/1)

Red 90 25
White/Rose/
Cider 100 30
Sparkling 100 10
Dessert 250 70

Honey

Permitted

- Liquefaction temperatures for the liquefaction of honey must not exceed 46 o C and may only be held at such levels for a maximum of six hours

Milk and Dairy Products

1. If organic milk is transported the vehicles must be designated and the milk must be collected from farms and delivered to the nominated dairy without transshipment.
2. If transparent synthetic coatings are used on cheese, the nonorganic nature of the coating must be clearly stated on the label.

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Flour, Milling and Baking

1. If non-dedicated tins/trays are used, fully trained staff must visually check that the tins are free from any foreign bodies or residue carryover from previous non-organic runs prior to being filled with organic product.
2. A record of the number of rejected tins removed from use during this tin cleanliness status check must be retained for review at the annual OCB inspection.
3. The addition and chemical names of permitted self-raising agents must be clearly labelled on packaging
4. Where non-dedicated processing equipment is used (e.g. prover pockets, tins and trays), organic dusting flours and release agents approved by the OCB must be used also for the non-organic production.
5. **Permitted**
 - Cutting and releasing vegetable oils.
 - Emulsifiers, if used, must be only those listed in these standards

Food Service & Catering

Specific Dishes Food Service & Catering

1. Operators may apply for organic certification for specific dishes or menu items and other foods and beverages that are prepared and presented for sale on the premises as 'organic' or containing organic ingredients. To be eligible for organic certification, such menu items, foods and beverages and the premises in which they are produced, must conform to all relevant sections of these standards.
2. Where menu items, foods or beverages have been prepared in accordance with these standards, the symbol of the appropriate OCB may be used and any organic description used for the items concerned (and only these items) to identify their organic status on menus and promotional literature.

Ingredients and Processes Food Service & Catering

1. When a product or ingredient is sourced as organic, then the operation as a whole (i.e. where production of conventional products takes place on the same site) must use that organic product or ingredient. The product or ingredient must not be sourced as non-organic and organic at the same time.
2. Operators must take all reasonable precautions to ensure that they do not run out of stock of approved organic products or ingredients. In such situations substitution of approved organic ingredients with alternative organic ingredients

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may be carried out without permission of the OCB provided usage is fully and separately recorded.

3. Any use of microwaves in the preparation, heating or cooking of organic menu items or those containing organic ingredients must be clearly identified or labelled.
4. **Permitted**
 - Wild caught fish, shellfish and wild game and other identified products gathered locally from the wild may be used in organic menu items provided they are clearly labelled as to their identity, status (i.e. wild caught, not organic) and origin. Reared game may not be used in organic menu items.

Record Keeping Food Service & Catering

Records must be maintained sufficient to identify the organic and non-organic ingredients and foods purchased and used, both the overall quantities and those used for each specific recipe or menu item.

Labelling Food Service & Catering

The following information must be displayed clearly in the licensed operation:

1. The annual certificate of registration/licence/symbol certificate
2. A statement describing the nature and scope of the certification (**Note:** This should identify whether the whole operation is certified or whether certification is limited to specific dishes/part of dishes and in what specific areas).
3. A statement describing the organic purchasing policy of the operation.
4. A complete and up to date list of the organic ingredients and products used.
5. A complete and up to date list of the non-organic ingredients used.

MONITORING:

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

VERIFICATION AND RECORD KEEPING:

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

Internal audits records must be completed, which will include:

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- non-conformances
- corrective action
- responsibility
- date of completion

RECORDS APPLIED TO THIS PROCEDURE:

- Internal Audit records
- Organics risk assessment
- Hygiene and Housekeeping records

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.