



D&D Milk P/L
Food Safety Program

Trading Name: D&D Milk P/L
ACN 073 612 218

Proprietors: Steve Doherty & Terry Dyson

Contact Person(s): Steve Doherty or Terry Dyson

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We are a distribution business delivering Fresh Milk and packaged dairy foods to retail outlets, office blocks, restaurants and childcare centres in the Melbourne suburbs.

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Friday, 7 June 2002

Training Plan

Part A: Food Safety Responsibility

Cool room Operator responsible for:

- Monitoring and maintain temperature of cool room & off road vehicles at 40.
- Ensure cool room floors are kept clean.
- Rotate all products.

Drivers responsible for:

- Monitoring & maintain delivery vehicle at 40.
- Ensure vehicle floor is kept clean.
- Rotate all products.

Part B: Food Safety Instructor

Food Safety Instructor: **Mr.Terry Dyson.**

Position Held: **Director/Manager.**

Food hygiene qualifications and/or experience.

Involvement in the Dairy Industry since 1987 with a thorough knowledge of the cold chain requirements. Also vast staff training facilitation experience of over 20 years.

Part C: Staff Training Schedule

Name: **COOLROOM/DRIVER: Anthony Doherty.**

Training Needs: **Basic temperature & stock control and hygiene for packaged milk products.**

Position: **Milk Delivery Driver.**

Type and amount of training: **as above.**

When and where the training will occur: **November 2008. On site.**

Are there special training needs? **No.**

Name: **DRIVER: Christian Doherty.**

Training Needs: **Basic temperature & stock control and hygiene for packaged milk products.**

Position: **Milk Delivery Driver.**

Type and amount of training: **as above.**

When and where the training will occur: **July 2007. On site.**

Are there special training needs? **No.**

Name: **DRIVER :Lee Sleep.**

Training Needs: **Basic temperature & stock control and hygiene for packaged milk products.**

Position: **Milk Delivery Drivers.**

Type and amount of training: **as above.**

When and where the training will occur: **September 2007. On site.**

Are there special training needs? **No.**

Name: **DRIVER :Trevor Collery.**

Training Needs: **Basic temperature & stock control and hygiene for packaged milk products.**

Position: **Milk Delivery Drivers.**

Type and amount of training: **as above.**

When and where the training will occur: **July 1999. On site.**

Are there special training needs? **No.**

Name: **DRIVER :Robert Sleep.**

Training Needs: **Basic temperature & stock control and hygiene for packaged milk products.**

Position: **Milk Delivery Drivers.**

Type and amount of training: **as above.**

When and where the training will occur: **August 2002. On site.**

Are there special training needs? **No.**

Name: **DRIVER :George Pearson.**

Training Needs: **Basic temperature & stock control and hygiene for packaged milk products.**

Position: **Milk Delivery Drivers.**

Type and amount of training: **as above.**

When and where the training will occur: **August 2003. On site.**

Are there special training needs? **No**

Name: **DRIVER :Trevor Hudson.**

Training Needs: **Basic temperature & stock control and hygiene for packaged milk products.**

Position: **Milk Delivery Drivers.**

Type and amount of training: **as above.**

When and where the training will occur: **August 2003. On site.**

Are there special training needs? **No**

Section 3: Hazard Work Sheet

Part A: Food Operations Flow Chart



Driver of wholesale (supplier) vehicle delivering product into milk depot is to ensure delivered temperature of products is at or below 4o and is recorded in product received log book or suppliers to provide proof of delivery vehicle temperature, daily.

All refrigerated products are immediately placed in coolroom storage.

Cool room operator checks and records coolroom temperature on arrival and maintains a check during the working day.

Product is loaded onto retail delivery vehicle and is immediately placed on off road electric refrigeration to maintain the temperature between 1deg & 4deg until truck leaves depot. At this point the driver must switch to "off engine" refrigeration to maintain temperature between 1deg & 7deg during delivery times and until return to depot.

Driver ensures ALL products are delivered and placed directly into the retailer cool room.

Part C: Records

- Use By Date of products delivered from processor/suppliers.
- Product type, sizes and temperature of deliveries from processor/suppliers.
- Date of delivery to each retail customer.
- Quantities, product types sizes delivered to each retail customer.
- Daily temperature of cool room. Temperature control log book
 - a) Receivable log sheet.
 - b) Storage ... Cool room log sheet.
 - c) Distribution ... Truck log sheet.

Part D: Good Hygienic Practices (Standard Operating Procedures)

1. Clean clothes to be worn.
2. Gloves to be worn where appropriate.
3. Truck floors to be washed daily.
4. Floors in coolroom to be kept clean at all times.
5. All staff to wash hands regularly.
6. Continual stock rotation.

Food Recall Procedure

The key to successful product recall is the completeness and reliability of the product records mentioned in Section 3 Part C above.

The prime objectives of a product recall plan is, as soon as possible, to:

- stop distribution and sale of the affected item(s); **Cool room Manager to isolate all products identified in recall from cool room and place in quarantine zone.**
- effectively and efficiently retrieve from the marketplace any product which is potentially unsafe; **All drivers to be notified and collect from retail outlets, all product identified in recall and return product to depot to be placed in quarantine zone.**
- in the case of a potential public health risk, notify the public and the appropriate authorities. **If required, Manager will notify all retail customers of potential health risk.**

Section 5: Food Safety Audits

Part A: Internal Review

ANNUALLY.

Part B: Food Safety Auditor

Name: **The Warrnambool Cheese and Butter Factory Co Ltd.**

Address: 11 Mohr Street Tullamarine. Victoria. 3043

Certification Licence Number: **10638**

Contact Phone Number: 55632101

Part C: Date of Food Safety Program Audit/s

Annually on inspection of Milk Depot premises by **WC&BF** quality assurance officer & Dairy Food Safety Victoria.