



Foodstuffs

**Compliance
Documentation
Package**

Version:

October 2015

APPENDIX

FOODSTUFFS COMPANY CONTACTS 3
FOOD SAFETY APPLICATION 4
DECLARATION OF PRODUCT TYPE TO BE SOLD TO FOODSTUFFS..... 5
DECLARATION OF PRODUCT SUPPLIED TO FOODSTUFFS 6
COMPLIANCE TO LABELLING STANDARDS..... 7
FRESH PRODUCE SUPPLY..... 8
NON FOOD COMPLIANCE 9
POLICY FOR RECEIVING PRODUCT 10
INWARDS GOODS TEMPERATURE LIMITS 11
RECALL REFERENCE 12
RECALL: FOODSTUFFS UPPER NORTH ISLAND – WELLINGTON & AUCKLAND REGION 13
RECALL: FOODSTUFFS SOUTH ISLAND LTD 14
PRODUCT RECALL AND WITHDRAWAL PROCESS- FOODSTUFFS OWN BRANDS LIMITED 15
FOODSTUFFS SUPPLIER MICRO REFERENCE CRITERIA..... 16

CHECKLIST OF FORMS TO BE COMPLETED

Page No.	Name of form to be completed
Packaged Product Only	
4	Food Safety Application
5	Declaration of Product Type to be sold to Foodstuffs
6	Declaration of Product Supplied to Foodstuffs Ltd
7	Compliance to Labelling Standards
10	Policy for Receiving Product
12	Declaration of Registration to GS1 ProductRecallnz - Foodstuffs North Island (Auckland & Wellington regions) & Foodstuffs South Island
Unpackaged Product Only	
4	Food Safety Application
5	Declaration of Product Type to be Sold to Foodstuffs
6	Declaration of Product Supplied to Foodstuffs Ltd
7	Compliance to Labelling Standards
8	Fresh Produce Supply
10	Policy for Receiving Product
12	Declaration of Registration to GS1 ProductRecallnz - Foodstuffs North Island (Auckland & Wellington regions) & Foodstuffs South Island
Packaged and Unpackaged Products	
4	Food Safety Application
5	Declaration of Product Type to be Sold to Foodstuffs
6	Declaration of Product Supplied to Foodstuffs Ltd
7	Compliance to Labelling Standards
10	Policy for Receiving Product
12	Declaration of Registration to GS1 ProductRecallnz - Foodstuffs North Island (Auckland & Wellington regions) & Foodstuffs South Island
Non Food Product Only	
5	Declaration of Product Type to be Sold to Foodstuffs
6	Declaration of Product Supplied to Foodstuffs Ltd
7	Compliance to Labelling Standards
9	Non Food Compliance
10	Policy for Receiving Product
12	Declaration of Registration to GS1 ProductRecallnz- Foodstuffs North Island (Auckland & Wellington regions) & Foodstuffs South Island

FOODSTUFFS COMPANY CONTACTS

FOODSTUFFS NORTH ISLAND LIMITED

Mark Casey
 Regulatory Services Manager
 Foodstuffs North Island
 DX Box CX 15021
 Auckland
 DDI 09 621 0633
 Mobile 021 512 362
 Email mark.casey@foodstuffs.co.nz



For approved supplier inquiries to Foodstuffs North Island Limited please contact:

Lauren Foreman (Regulatory Analyst)
 DDI 09 621-1222
 Fax 09 621-0615
 Email lauren.foreman@foodstuffs.co.nz

FOODSTUFFS SOUTH ISLAND LIMITED

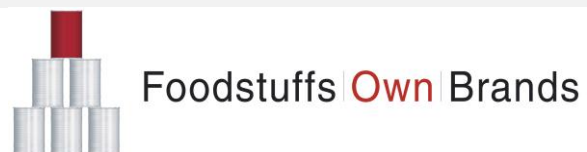
Jocelyn Thornley
 Food Safety Manager
 Foodstuffs South Island Limited
 Private Bag 4705
 Christchurch
 Phone 03 353 8700
 Fax 03 353 8195
 Mobile 021 957 537
 Email jocelyn.thornley@foodstuffs-si.co.nz



Amanda Butler
 Food Safety Advisor
 Foodstuffs South Island Limited
 Private Bag 4705
 Christchurch
 Phone 03 353 8700
 Fax 03 353 8195
 Mobile 021 713380
 Email amanda.butler@foodstuffs-si.co.nz

FOODSTUFFS OWN BRANDS LTD

Andrea McAuley
 Compliance Manager
 DX Box CX 15021
 Auckland
 DDI 09 621 0967
 Fax 09 621 0987
 Mobile 021 589379
 Email Andrea.McAuley@foodstuffs.co.nz



NB: THE CURRENT FOODSTUFFS COMPLIANCE PACK MUST BE RE-SUBMITTED EVERY TWO YEARS, SEE LINK:
[HTTP://SUPPLIERS.FOODSTUFFS.CO.NZ/NATIONAL-GUIDELINES/TRADE-REQUIREMENTS.ASPX](http://suppliers.foodstuffs.co.nz/national-guidelines/trade-requirements.aspx)
EMAIL: REGULATORY.SUPPORT@FOODSTUFFS.CO.NZ (NORTH ISLAND); AMANDA/JOCELYN (SOUTH ISLAND)

FOOD SAFETY APPLICATION

In completing this form the Supplier agrees to abide by all legislative requirements appropriate to the business and product to inform Foodstuffs if and when their Food Safety standards or compliance status change.

Company name			
Your postal address <i>(if different to above)</i>	PO Box/Private Bag no.		
	Suburb		
	Town/City	Postal code	
Contact details	Contact name		
	Phone number	Fax number	
	Email or web address		
Additional Production sites or contact Manufacturers			

_____ (Company name)

Has an APPROVED Ministry of Primary Industries (MPI) FOOD SAFETY or RISK MANAGEMENT PROGRAMME covering the scope of the food operation.

Yes	(Name of the approved MPI Food Safety Program and copy of certification must be included in the application pack). NB: The food safety audit certification must be current at all times and made available to Foodstuffs on renewal.
No	Agree to implement an approved MPI Food Safety Programme covering the scope of the Food Operation or to be certificated against the Foodstuffs Importer/Broker Standard. The program will be audited by an Approved MPI Auditor on completion of the implementation.

Foodstuffs require all suppliers to implement one of the following to obtain FULL Supplier Approval (that is most appropriate for your business):

- HACCP (Hazard Analysis & Critical Control Point) Audited by external third party auditor *NB: approval of this option required by & granted at the discretion of Foodstuffs food safety personnel, (South Island only)*
- MPI Food Safety Programme/Risk Management Programme/Food Control Plan (scope acceptable for retail supply chain and copy of scope provided)
- Horticulture New Zealand (NZ GAP)* or GlobalGAP (EuroGAP)
- MPI Wine Standards Management Plan (WSMP)
- Codex or Global standards other than EuroGAP - for international certifications/imports
- Foodstuffs Importer / Broker Standard* (also required for suppliers making use of a contract manufacturer)
- Importer Standard Registration (MPI);

Foodstuffs will grant six months interim approval from the date of application to become an approved supplier. After six months you are required to have implemented an appropriate Food Safety programme and have had an independent audit from the named company in this application. Once exemption has been granted a copy of your exemption certificate is to be sent to the Foodstuffs sister company to whom you applied for Approved Supplier status.

Certificates issued by your Third Party Auditor must be provided to Foodstuffs on an Annual basis.

***NO INTERIM APPROVAL GRANTED FOR:-**

- New Zealand GAP – A full approval will be given on receipt of the GAP certificate issued by Hort NZ
- Foodstuffs Importer / Broker Standard - Full approval granted once certificated by Assured Food Safety contact Shane Hopgood 09 846-8492 or mobile 0274 726 657 or shanehopgood@xtra.co.nz

RISK MANAGEMENT PROGRAM

These Internet sites may assist you with implementing your risk management programme:

- General <http://www.foodsafety.govt.nz/index.htm>

- Produce grower <http://www.newzealandgap.co.nz/>
www.globalgap.org

- Food Act 2014 www.foodsafety.govt.nz/industry/sectors/wine/

- Wine Producer <http://www.nzfsa.govt.nz/wine/index.htm>

- MPI Approved auditors <http://www.foodsafety.govt.nz/industry/general/fsp/fsp-auditing.htm>

DECLARATION OF PRODUCT TYPE TO BE SOLD TO FOODSTUFFS

Please note that for each Foodstuffs sister company the supplier must obtain approval from the Category Manager/Food Safety manager to supply product to that company. Each company may approve different products or specification. Where products vary for each sister company the supplier must fill in the form below for each company and send to the appropriate Foodstuffs Company.

Circle product type your company proposes to supply:

	Food	Alcohol	Non-Food	Packaging	Chemicals	Other
Product description	Packaging Format					

- The supplier will inform Foodstuffs of non-conformance standards.
- The supplier has read and understands the policy for receiving products and will adhere to the requirements of the policy.
- All required temperatures, appropriate shelf life and weights and measures will be adhered to.

Failure to inform Foodstuffs of the supply of product outside the scope of approval will result in immediate suspension.

Company name			
Authorised Representative’s name			
Position			
Signature		Date	

Foodstuffs will hold the supplier responsible for non-compliant products.

DECLARATION OF PRODUCT SUPPLIED TO FOODSTUFFS

Product Packaging Declarations (✓ tick where appropriate)	
	I hereby declare that all products supplied into Foodstuffs Ltd Warehouses and Member Stores by the Company named below, are PACKAGED and ready for immediate trade. No further packaging or re-labeling of the products supplied is required in the retail stores.
	I hereby declare that all products supplied into Foodstuffs Ltd Warehouses and Member Stores by the Company named below, are PACKAGED . However further packaging or re-labeling of the products supplied is required in the retail stores.
	I hereby declare that all products supplied into Foodstuffs Ltd Warehouses and Member Stores by the Company named below, are UNPACKAGED and will require labels to be applied by Retailers prior to trade.
	I hereby declare that products supplied into Foodstuffs Ltd Warehouses and Member Stores by the Company named below, are PACKAGED and ready for immediate trade AND UNPACKAGED and will require labels to be applied by Retailers prior to trade.

Non Food Declaration (✓ if applicable)	
	I hereby declare that all products supplied into Foodstuffs Ltd Warehouses and Member Stores by the Company named below, are NON FOOD and/or NOT intended for human consumption and are exempt labeling requirements under the Food Standards Code.

Product Approval Declarations (✓ both required fields)	
	I hereby declare that all products supplied into Foodstuffs Ltd Warehouses and Member Stores by the Company named below have been approved by the appropriate regional Foodstuffs Category Manager/Food Safety Manager . Supply of any other product will mean immediate suspension of supply to Foodstuffs NZ.
	I hereby confirm that the Company Audit Certificate pertains to the scope of the product that the company proposes to supply to Foodstuffs NZ.

Company Name			
Authorised Representative's name			
Position			
Signature		Date	

COMPLIANCE TO LABELLING STANDARDS

<http://www.nzfsa.govt.nz/policy-law/legislation/food-standards>

You must comply with the following, where applicable

- Food Standards Code
- Gene Technology (as below)
- Weights and Measures Act 1987 and Amendments 2001
- ANZA Liquor Promotion Code Prevetting System (LPPS) & ASA Code for Naming, Labelling, Packaging & Promotion of Liquor

Food Standard Code Declarations (✓ tick where appropriate)	
	I hereby certify the Company named below will be fully compliant with Chapter 1 of the ASNZ Food Standards Code for all products supplied.
	I hereby certify the Company named below will be fully compliant with the Food requiring pre market clearances-Product Produced Using Gene Technology as prescribed in Standard 1.5.2 of the Food Standards Code.
	I hereby certify the Company named below will be fully compliant with the Microbiological Limits for Foods as detailed in the Food Standards Code and as prescribed by the Regulator with specific reference to Standard 1.6.1 Microbiological Limits for Food.
	I hereby certify the Company named below will be fully compliant with the Food Products Standards as prescribed in Chapter 2 of the Food Standards Code from 20 December 2002, for all products supplied.
	I hereby certify the Company named below will be fully compliant with the Weights and Measures requirements as detailed in the Weights and Measures Act 1987, for all packaged products supplied.

Health and Safety Obligation Declarations (✓ tick where appropriate)	
	I hereby certify the Company named above will be fully compliant with all obligations under the Health and Safety in Employment Act 1992, and will ensure that all Company Representatives and / or Merchandisers will complete the Safe In Store Pass programme (see link below), will complete an induction at each of the Foodstuffs stores that they will be conducting work in and will sign the visitors log book noting the Safe In Store Pass number. The Safe In Store Pass will be worn and visible at all time when working in store. R:\Sourcing & Supply\Supplier Documentation\Safe In-Store Pass.htm

Alcohol Declarations (✓ tick where appropriate)	
	I hereby certify that the company named below complies and subscribes to the ANZA Liquor Promotion Code Prevetting System (LPPS) and have appointed Delegated Authorities to manage promotions and / or the naming, packaging and labeling of product prior to supply to Foodstuffs / Members.
	I hereby certify that the company named below complies with the Advertising Standards Authority (ASA) Code for the Naming, Labeling and Promotion of Liquor.
	Alcohol demonstrators must comply with the Sale and Supplies of Alcohol Act -Demonstrator Responsibilities

I hereby declare that the Company named below will notify Foodstuffs (Auckland, Wellington and Christchurch) of any product that does not comply with the standards as prescribed in the Food Standards Code, the Weights and Measure Act 1987, the Liquor Promotion Code Prevetting System or any other legislative requirements and relevant industry standards.

Company Name			
Authorised Representative's name			
Position			
Signature		Date	

FRESH PRODUCE SUPPLY

Foodstuffs require produce suppliers to implement one of the following to obtain FULL Supplier Approval:

- Horticulture New Zealand (NZ GAP)
- GlobalGAP(EuroGAP)
- NZ/Global Gap as well as MPI Food Safety Programme/ Food Control Plan (scope acceptable for retail supply chain and copy of scope provided) for ready to eat/ processed product

In addition to the above should the product be delivered to DC a traceability docket must be applied on each crate.

Traceability Docket Example

<h2 style="margin: 0;">Foodstuffs</h2>	
Product	Item Number
Count / Weight	Grower
Size	Supplier Details
Dispatch Date	NZ Gap No

Accepted By;

Authorised Representative's name			
Position			
Signature		Date	

NON-FOOD COMPLIANCE

Company trading name				
Company legal name				
Your physical address	Street number and name		Level	
	Suburb / RD number			
	Town/City		Postal code	
	Country			
Your postal address <i>(if different to above)</i>	PO Box/Private Bag no.			
	Suburb			
	Town/City		Postal code	
	Country			
Contact details	Contact name			
	Phone number		Fax number	
	Email or web address			

Foodstuffs is committed to trading products compliant with all legislative requirements. The following declaration relies on the Supplier’s honesty and integrity.

Foodstuffs will not be responsible for any false or misleading information supplied / declared by the Supplier.

The following information is included in the application pack:

- Certification of packaging
- MSDS for chemicals
- Relevant Local and/or International Industry Standard Certification. (Must be provided)**
- I hereby certify the Company named above is fully compliant with all legislative requirements, and that all non-food products supplied to Foodstuffs Ltd are manufactured, labeled and handled accordingly*

Authorised Representative’s name			
Position			
Signature		Date	

POLICY FOR RECEIVING PRODUCT

Please make sure you understand and sign the following form:

1. All goods to be of the correct size, quantity and quality.
2. The presentation / packaging is to be acceptable – no damaged or dirty stock. Boxes must not be recycled or second hand.
3. Goods must be appropriately segregated to prevent cross-contamination and tainting.
4. Goods have and are within acceptable Use-by dates / Best before dates.
5. Temperature sensitive products will be temperature checked on arrival to the store.
6. Temperature sensitive products will not be accepted if they are do not meet the target or critical temperature limits (see page 12).
7. All temperatures will be documented at the time of delivery and any products that do not meet the required standard will be rejected.
8. Should product not meet the stores required standard, the supplier will be notified by telephone and in writing with Foodstuffs Ltd copied in.
9. Rejected product will be marked accordingly and sent back to the Supplier.

Please note: All stores report any of the listed rejections to Foodstuffs Ltd.

Company trading name				
Company legal name				
Your physical address	Street number and name		Level	
	Suburb / RD number			
	Town/City		Postal code	
	Country			
Your postal address <i>(if different to above)</i>	PO Box/Private Bag no.			
	Suburb			
	Town/City		Postal code	
	Country			

Authorised Representative's name			
Position			
Signature		Date	

Acknowledges the required standard and will endeavor to supply Foodstuffs with safe food.

INWARDS GOODS TEMPERATURE LIMITS

The following reference criteria have been derived from a scientific investigation where microbiological levels were accessed in the various types of food at varying temperatures. Depending on the pathogens of concern, temperatures have been set according to the type of category the product falls in.

The following criteria have been approved by the Ministry of Health:

- Where temperatures are at the Reject Temperature product is rejected immediately.
- Where temperatures are below the Target Temperature product is rejected immediately.
- Notification of rejection will be given to the supplier in writing and copied to Foodstuffs (Upper North Island- Auckland Region, Lower North Island- Wellington Region or South Island as appropriate) Food Safety Department. An explanation regarding the action taken to prevent future temperature abuse must be provided to the store and Foodstuffs in writing.
- Where goods are between the Temperature Range Requiring Corrective Action and the Reject Temperature, the supplier is notified that rejection will occur if temperatures are not reduced to meet the Target Temperature for future deliveries. An explanation regarding these relatively high temperatures must be provided to the store and Foodstuffs in writing.

INWARD GOODS MUST ADHERE TO THESE STRICT GUIDELINES

All inwards goods			
Product group	Target Temperature	Temperature Range requiring Corrective Action	Reject Temperature
Chilled Products			
All Products	0°C - 4.9°C	5.0°C - 6.9°C	7°C
Fresh Prepared Produce	2°C - 4.9°C North Island Only 0°C - 4.9°C South Island Only	5.0°C - 6.9°C	7°C
Carcass Meat	1°C to 7°C surface temperature (will achieve deep meat temperature of 10oC)	7.1°C – 10.9°C 7.1°C – 9.9°C (South Island Only)	11°C 10°C (South Island Only)
Fish (fillets and whole)	0°C - 4°C	4.1°C – 4.9°C 4.1°C – 6.9°C (South Island Only)	7°C 5°C (North Island Only)
Live Shellfish i.e. Mussels	6°C - 10°C	10.1°C - 15.9°C 10.1°C – 11.9°C (South Island Only)	16°C 12°C (South Island Only)
Frozen Products			
All Products (Except Ice-Cream)	< -18°C	-17.9°C - 12.1°C -17.9°C – -13.1°C (South Island Only)	-12°C -13°C (South Island Only)
Ice-Cream	< -18°C	-17.9°C – 15.1°C	-15°C

RECALL REFERENCE

In the event of a product recall all Suppliers, i.e. the company, individual, partnership, corporation, manufacturer or importer or any other entity primarily responsible for the supply of product to Foodstuffs Ltd and/or its Member stores have to notify the following:

- Statutory authorities
- The public (consumer recalls only)
- Foodstuffs Ltd specifically:

Further details are attached in the Foodstuffs Ltd region specific criteria.

- Foodstuffs Upper North Island – Auckland Region Page 13
- Foodstuffs Lower North Island – Wellington Region Page 13
- Foodstuffs South Island Ltd: Page 14
- Foodstuffs Own Brands Ltd: Page 15

NB: Direct person to person contact conversation needs to be established and will be by landline telephone in the first instance

Recall details shall include:

- Product name and description, including package size and type lot identification (batch or serial number).
- Foodstuffs Product Code & Barcode
- “Use-by” date, “packed on” date, or “best before” date where relevant (may also be the lot identification).
- Reason for recall – Full transparency required
- Strategy for the return of stock/credits.

Declaration of Registration to GS1 ProductRecallnz

Foodstuffs actively support the efficient management of Product Recalls & Withdrawals as this assists in minimising any further risk to the customer. Suppliers are therefore **required to register with GS1 ProductRecallnz** by logging onto www.productrecallnz.co.nz or by calling 0800 10 23 56.

To confirm this, a copy of your registration certificate needs to be provided before your compliance can be accepted.

I hereby declare that the Company named below has registered with GS1 ProductRecallnz and will support Foodstuffs in the event of a Product Recall or Withdrawal from Sale by using this industry supported tool.

Company name			
Authorised Representative’s name			
Your position			
Signature		Date	

Please see the attached brochure.

RECALL: FOODSTUFFS UPPER NORTH ISLAND – AUCKLAND AND WELLINGTON REGION

Regulatory Services Manager mark.casey@foodstuffs.co.nz	Mark Casey	09 621 0633 021 512 362
Regulatory Analyst lauren.foreman@foodstuffs.co.nz	Lauren Foreman	09 621 1222
Regulatory Advisor tatiana.valdes@foodstuffs.co.nz	Tatiana Valdes	09 621 1262 021 516573
Regulatory Advisor caroline.roberts@foodstuffs.co.nz	Caroline Roberts	09 621 0624 021 959 693
Regulatory Advisor elmarie.rootman@foodstuffs.co.nz	Elmarie Rootman	09 621 0856 021 315 568
General Manager, Retail	Doug Cochrane	09 621 0600

Communication to the above Foodstuffs (Upper North Island- Auckland Region) personnel will be in the order listed **until direct person to person contact conversation is established and will be by landline telephone in the first instance.**

Should both FSNI Regions (Auckland and Wellington) be involved in the Withdrawal/Recall, please tick both boxes as shown on the screenshot below:

Search Results

Recipient Name	GLN	Region	City/Town	Postcode	
Foodstuffs Upper North Island - Auckland	942900001267	Auckland	Auckland	1041	<input type="checkbox"/>
Nestle New Zealand Ltd	942900001786	Auckland	Parnell, Auckland	1140	<input type="checkbox"/>
Pernod Ricard New Zealand Ltd	942900002752	Auckland	Auckland	1010	<input type="checkbox"/>
DB Breweries Ltd	942900004039	Auckland	Auckland	1640	<input type="checkbox"/>
Villa Maria Estate Ltd	942900004251	Auckland	Auckland	2022	<input type="checkbox"/>
Foodstuffs Lower North Island - Wellington	942900005074	Wellington	Lower Hutt	5045	<input type="checkbox"/>
Raw Energy Ltd	942900008709	Auckland	Auckland	1062	<input type="checkbox"/>
Foodstuffs South Island	942900008990	Canterbury	Christchurch	8140	<input type="checkbox"/>

In addition to the above, Product Recall NZ (<http://www.gs1nz.org/productrecallnz.php>) is Foodstuffs ONLY method of communication for withdrawals & recalls in New Zealand. This system has been rolled out to all stores and is the only tool used to conduct recalls and withdrawals.

RECALL: FOODSTUFFS SOUTH ISLAND LTD

We wish to remind you that our members and Foodstuffs South Island Limited have an obligation to comply with the New Zealand Food Amendment Act 1996, the Food Standards Code Australia New Zealand and the New Zealand Health and Safety in Employment Act 1992. In order to do so we have to be assured that product(s) supplied either direct to our Members or via our Warehouses comply with this legislation.

Foodstuffs actively support the efficient management of Product Recalls & Withdrawals as this assists in minimising any further risk to the customer. Suppliers are therefore **required to register with GS1 ProductRecallnz** by logging onto www.productrecallnz.co.nz or by calling 0800 10 23 56.

In the event of a food & health safety issue resulting in either a public product recall or trade product recall, in addition to this information being communicated via ProductRecallNZ – we also request that the following communication lines to Foodstuffs South Island Limited be followed:

Order of contact	Title and position	Day time number (8am – 5pm)	After hours contact numbers
1	Jocelyn Thornley Food Safety Manager	03 353 8700	021 957 537
2	Amanda Butler Food Safety Advisor		021 713 380
3	David MacKenzie Retail Merchandise Manager		021 713 264
4	David Pawson Wholesale Merchandise Manager		021 906 204

In conjunction with the use of ProductRecallNZ - **contact by telephone must also be made with one of the above listed Foodstuffs South Island Limited employees.**

Foodstuffs South Island Limited will then advise our branch managers and members via our internal systems. Obviously, if suppliers and retailers work in tandem, we will minimise any effects that defective product may have on our customer base.

Any queries please contact the undersigned

Jocelyn Thornley
Food Safety Manager
 Foodstuffs South Island Limited.
 Private Bag 4705
 Christchurch, Fax: 03 353 8195
 Email: jocelyn.thornley@foodstuffs-si.co.nz

PRODUCT RECALL AND WITHDRAWAL PROCESS – FOODSTUFFS OWN BRANDS LIMITED

Responsibility	Logical sequence	Comments / details
Supplier	Private label product issue identified (Through manufacture, industry and/or customer feedback)	Through manufacture, industry and/or customer feedback
↓		
Supplier	Details obtained	Batch codes Best before dates Quantity of product affected Regions where the product was sent
↓		
Supplier to Foodstuffs Own Brands	Foodstuff Own Brand Contacted with details of the issue within 24 hours of issue being identified	First Contact: Andrea McAuley DDI: (09) 621 0967, Mob: (021) 589 379 Second Contact: Rebecca Soares DDI: (09) 621 0346, Mob: (021) 112 5205 Third Contact: Jocelyn McCallum DDI: (09) 621 0970, Mob: (021) 349 011
↓		
Supplier & Foodstuffs Own Brands	Issue discussed and decision made as to whether a withdrawal or full media recall is needed. Supplier to complete A&NZ PRODUCT RECALL / WITHDRAWAL FORM and return to Foodstuffs Own brands	
↓		
Foodstuffs Own Brands	Foodstuffs Own brands will contact the three regions regarding the issue and send out the Recall/withdrawal notification using GS1 ProductrecallNZ system	
↓		
Supplier	If the issue requires a media recall, supplier will notify the appropriate authorities and organize recall notices for the newspapers. Recall notices must be approved by Foodstuffs Own Brands before print. Supplier to notify Foodstuffs Own Brands with details of the newspapers the notice will be in as well as print dates.	
↓		
Supplier	Supplier to complete forms for each affected region and return them to Foodstuffs Own Brands and appropriate contacts for the regions	
↓		
Supplier	Supplier to conduct a full investigation into the issue and issue Foodstuffs Own Brands with the report outlining the issue and corrective actions	

Foodstuffs Supplier Micro Reference Criteria

The Following levels are set as a guideline.

Levels (counts) are unless otherwise stated per gram of product.

Product	Total Plate Count (APC)	E coli	Staph aureus	Listeria /25g	Salmonella/ 25g
Bakery					
1 Custard products	<10,000 Max 100,000	<10	<100 Max 1000	Negative or Not detected	Not applicable
2 Fresh Cream					
3 Store Made	Not applicable	<10	<100 Max 1000	Negative or Not detected	Not applicable
Butchery					
4 Raw Mince	<500,000 Max 5,000,000	<100 Max 1000	<100 Max 1000	Not applicable	Not applicable
5 Raw Cuts					
Delicatessen					
6 Heat and Eat/Ready Meals	<10,000 Max 100,000	<10	<100 Max 1000	Negative or Not detected	Not applicable
7 Cooked Chicken					
8 Cold Cuts					
9 Store Made or Supplier products	Not applicable	<10	<100 Max 1000	Negative or Not detected	Not applicable
Seafood					
10 Raw Fillets	<500,000 Max 5,000,000	<100 Max 1000	<100 Max 1000	Not applicable	Negative or Not detected
11 Cooked / Smoked	<10,000 Max 100,000	<10	<100 Max 1000	Negative or Not detected	Not applicable
12 Salad	Not applicable	<10	<100 Max 1000	Negative or Not detected	Not applicable

Note: Salmonella and Listeria are per 25g of sample

A result of <1, <3, <10 or <100 means none of the organism has been detected.

A result of 5, 10, and 100 and so on indicates the presence of the specific organism in the stated amount.