**Countrywide Pet Foods**

**QUALITY ASSURANCE MANUAL**

**Index**

SECTION 1 1.1 QUALITY POLICY

* 1. MANAGEMENT DECLARATION
  2. PRODUCT MANUFACTURED

SECTION 2 2.0 COMPANY ORGANISATION

* 1. COMPANY ORGANISATION CHART
  2. MANAGEMENT REPRESENTATIVES
  3. PERSONNELS EXPERIENCE (qualifications)
  4. PERSONNEL DUTY STATEMENTS

SECTION 3 3.0 POLICY MANUAL

* 1. DISTRIBUTION
  2. MANUAL DEFINITIONS
  3. MANUAL REFERENCE MATERIALS
  4. MANUAL AMENDMENTS & REGISTER

SECTION 4 4.0 QUALITY POLICY REQUIREMENTS

* 1. CONSTRUCTION/EQUIPMENT/MAINTAINANCE
  2. PREOPERATIONAL HYGIENE
  3. OPERATIONAL HYGIENE
  4. DOCUMENTATION & CONTROL
  5. PROCESS CONTROL/AQL. MONOTORING
  6. AUDITING
  7. WATER QUALITY
  8. TRANSPORTATION OF ANIMAL/CADAVERS AND PET MEAT/PET FOOD
  9. STORAGE – COLD/DRY
  10. ESTABLISHMENT LAYOUT
  11. PEST CONTROL
  12. STAFF TRAINING
  13. MICROBIOLOGICAL MONITORING
  14. PURCHASING
  15. PORDUCT TRACEABILITY
  16. FACILITY CHEMICALS
  17. EQUIPMENT CALIBRATION MONITORING
  18. FACILITY LICENCING
  19. CUSTOMER COMPLAINTS
  20. **APPENDICES SECTION (Illustration of controlling Forms/Data)**

|  |  |  |
| --- | --- | --- |
| Countrywide Pet Foods | Index | AMEND No. |
| PREP. BY W. Hollingsworth | Auth. By. |
| Page 1 of 4 | Ref. Date |

**Form 16**

**CWPF Internal Testing on Competency and understanding by Kangaroo Contractors in meeting the National Code of Practice for the Humane shooting of Kangaroos and Wallabies for Commercial Purposes**

1. Firearm Type
   1. What is the minimum Calibre Firearm required for shooting of Eastern Grey Kangaroos>
   2. What is Minimum cartridge Size:
   3. Should the firearm be a Centrefire or Rimfire:
2. Shooting Procedures
   1. Can you shoot from a moving Vehicle:
   2. What is the primary goal when shooting Kangaroos:
   3. What is the maximum range at which you can take a shot:
   4. Does the Kangaroo have to be standing and/or stationary:
   5. Where is the Point of Aim for the correct shooting of Kangaroos:
   6. Show on supplied Picture.
3. Other
   1. Can you Shoot females?
   2. What should you check for if shooting females?
   3. If young are in pouch what actions do you take?
4. Target Results:
   1. Bullet Spread @ 50 Metres
   2. Bullet Spread @ 100Metres

Bullet Spread can be no greater than 4 cm at 50 Metres

|  |  |  |
| --- | --- | --- |
| Countrywide Pet Foods | SECTION 4.20 | AMEND No. |
| PREP. BY W. Hollingsworth | Auth. By. |
| Page 1 of 1 | Ref. Date |

**FORM 17 SUPPLIER REGISTRA**

**Contractor Kangaroo Shooters Registra**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contractor Name** | | **Address/Phone Number** | | **Quality Assured** | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
| Countrywide Pet Foods | SECTION 4.20 | | AMEND No. | |
| PREP. BY W. Hollingsworth | | Auth. By. | |
| Page 1 of 1 | | Ref. Date 18 June 2014 | |

**FORM 20 Contractor/Kangaroo Delivery Run Sheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Countrywide Pet Foods Pty Ltd | | |  |  |  |
|  | ABN : 20 055 282 997 | |  | Tel: 03 5857 2683 |  |  |
|  | PO Box 82, Stanhope, VIC, 3623 | |  | Fax: 03 5857 2884 |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Contractor/Shooter Delivery SHEET |  |  |  |
|  |  |  |  |  |  |  |
|  | **Contractor Name:** | |  |  |  |  |
|  | **Vehicle Registration:** | |  |  |  |  |
|  |  |  |  |  |  |  |
| **Date** | **ATCW #** | **# Delivered/ Supplied** | **Farm Name** | **Farm Address** | **PIC #** | **CWPF Tag #** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Countrywide Pet Foods | SECTION 4.2 Appendix 1 | AMEND No. |
| PREP. BY W. Hollingsworth | Auth. By. |
| Page 1 of 1 | Ref. Date 18 June 2014 |

**APPENDIX 3**

**Requirements for the Euthanising and Collection of Wildlife (Kangaroo)Cadavers**

For the collection and processing of Wildlife cadavers (Kangaroo), at Countrywide Pet Foods P/L facility Stanhope, the following procedures and guidelines will be adhered to by all suppliers, in meeting the requirements of the PISC Tech Report 88, and the National Code of Practice for the Humane Shooting of Kangaroos and Wallabies for Commercial Purposes:

**A3.1- Requirements for Contract Shooters to CWPF**

**A3.1.1** All contractors/Shooters will be approved by Countrywide Pet Foods management prior to acceptance of any product, and will have to be registered onto our Supplier list (Form #17)

**A3.1.2** For approval all contractors will have to prove that they are conversant with the requirements of the Australian Governments – National Code of Practice for the Humane Shooting of Kangaroos and Wallabies for Commercial Purposes. If they have a certificate issued by relevant State authorities this is to be registered on Form #17, and a copy retained on file. If not then the Contractor will have to display firearm competency, and ability to shoot within the guidelines of the Code of Practice, as per A3.1.3.

**A3.1.3** Internal certification for the Shooting of Kangaroos, will follow the guidelines of the National Code of Practice for the Humane Shooting of Kangaroos and Wallabies for Commercial purposes, where the contractor has to demonstrate the ability to place 5 shots within a 4 cm spread target from a range of 50 metres. They will also be required to answer a test paper (Form #16), testing understanding of the codes minimum requirements.

|  |  |  |
| --- | --- | --- |
| Countrywide Pet Foods | SECTION 4.2 – Appendix 3 | AMEND No. |
| PREP. BY W. Hollingsworth | Auth. By. |
| Page 1 of 4 | Ref. Date 25 June 2014 |

**A3.1.4** Contractors vehicles will have to meet the construction and harvesting requirements as specified in PISC Tech Report 88 Clause 6.13. Prior to acceptance all Contractors will be given a copy, of both the National Code of Practice and PISC Tech Report 88 clause 6.13 to 6.17.

(h)The hanging frame, floor and equipment of a vehicle used in field harvesting shall be:

-durable

-non-toxic

-smooth surfaced

-corrosion resistant (Mild steel that does not come in contact with exposed meat is acceptable if maintained rust free. Contact surfaces like pelvic racks, spikes and hooks shall be corrosion resistant.)

-impervious

-resistant to, or protected from impact

-easily cleaned and drained to prevent ponding of water and blood, and where necessary, capable of being dismantled for cleaning

-resistant to chipping, flaking or fraying

-of a finish that makes contamination clearly visible.

(i)To facilitate hygienic processing, each vehicle used in field harvesting shall have:

-a supply of suitable water sufficient to wash hands and equipment throughout operations each day and/or night

-a hand wash facility equipped with taps and located near the normal processing area

-an adequate supply of a suitable agent for sanitising hands

-if hands require drying during harvesting, hand drying facilities of a type that do not contaminate the washed hands

-facilities for cleaning and sanitising equipment used during processing operations

(j)To facilitate hygienic processing, the field processor shall ensure:

-hanging frames, floors and equipment used in processing are cleaned and sanitised at the end of each day and/or night’s operations;

(k)The hanging frame used on a field harvesting vehicle shall be constructed to ensure:

-sufficient space is provided between carcases to allow effective cooling

-carcases are hung in a manner that does not jeopardise the acceptability of the product

-contamination of exposed meat surfaces by other carcases is minimised

sufficient racks are provided to enable all eviscerated carcases to be transported within the hanging frame

|  |  |  |
| --- | --- | --- |
| Countrywide Pet Foods | SECTION 4.2 – Appendix 3 | AMEND No. |
| PREP. BY W. Hollingsworth | Auth. By. |
| Page 2 of 4 | Ref. Date 25 June 2014 |

**A3.1.5** Harvesting of Kangaroos will only be from the designated controlled areas specified by the Department of Environment and Primary Industries (DEPI), where DEPI have issued Authoriy To Cull Wildlife (ATCW’s) licences. Contractors will be required to supply a company supplied document (Form # 20) with each consignment, specifying the relevant Authority to Cull wildlife (ATCW) licence number, the Farm identification Number (PIC), the number culled against the ATCW, and date and time.

**A3.1.6 Contractors** will meet the following requirements in the supply of Kangaroos to CWPF:

(a)At the commencement of harvesting, the field processor’s vehicle, equipment and clothing shall be clean.

(b) Pouch young including foetuses shall be killed humanely and not processed

(c) A person who harvests wild animals shall not:

(1) remove any serous membrane

1. remove, modify or obliterate any evidence of disease or defect in any carcase
2. remove any mark or identification from the carcase.

(d)Trimming of minor contamination may be performed when it does not impede subsequent inspection or jeopardise the hygiene of pet meat.

(e)After shooting, the wild animal carcase shall be hung, bled and field dressed without undue delay. Bleeding shall be as complete as possible. With the consent of the controlling authority and subject to such conditions as it may approve, wild animal carcases may be conveyed to a pet food processing establishment without having been bled and/or field dressed.

(f)The skin shall be retained on the wild animal carcase until processing.

(g)The wild animal carcase shall be:

(1)placed under refrigeration within two hours of being harvested, except where it is harvested between sunset and sunrise in which case it shall be placed under refrigeration within two hours of sunrise; and

(2)reduced to a deep muscle temperature of 7°C as soon as possible, but no later than 24 hours after being placed under refrigeration.

|  |  |  |
| --- | --- | --- |
| Countrywide Pet Foods | SECTION 4.2 – Appendix 3 | AMEND No. |
| PREP. BY W. Hollingsworth | Auth. By. |
| Page 3 of 4 | Ref. Date 25 June 2014 |

**A3.2- Requirements for Documentation and Recording**

**A3.2.1** All Wildlife cadavers will be recorded in Log books supplied by the Dept of Environmemnt and Primary Industries (DEPI), when received, and these log books will be maintained and available to random audit by relevant authorities at any time.

**A3.2.2** Contractors will be required to supply a company supplied document (Form # 20) with each consignment, specifying the relevant Authority to Control wildlife (ATCW) licence number, the Farm identification Number (PIC), the number controlled against the ATCW, and date and time. This document will be used to record to the supplied Log Book.

**A3.2.3** All incoming carcasses will be tagged with an internal company generated Tag, identifying the carcasses against the ATCW logged licence number, to allow for traceability.

**A3.3- Processing of Kangaroos for Pet Meat**

A3.3.1 The processing of Kangaroos for pet meat will be consistent with the requirements as specified in PISC Tech Report 88 section 6.14 to 6.15. The processing will be as per the current controls operated by CWPF as detailed in this manual (Section 4).

|  |  |  |
| --- | --- | --- |
| Countrywide Pet Foods | SECTION 4.2 – Appendix 3 | AMEND No. |
| PREP. BY W. Hollingsworth | Auth. By. |
| Page 4 of 4 | Ref. Date 25 June 2014 |