seda

SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

FOOD SAFETY: A **STEP-BY STEP GUIDE** FOR SOUTH AFRICAN FOOD-PROCESSING SMMES

"An illustrated guide on compliance to food safety standards."

agriculture, land reform & rural development

Department: Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

EDSE

Funded by the European Union

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EDSE Ecosystem Development for Small Enterprises

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Glossary

Compliance - It is the state of being in accordance with established guidelines or specifications, or the process of becoming so.

Conformance - is how well something, such as a product, service or a system, meets a specified standard like HACCP or ISO 22000.

Contamination -The unintended presence of potentially harmful substances, including microorganisms in food.

Control Measures - Actions and activities that can be used to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

Critical Control Point [CCP] - A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

Food-borne Illness - A general term often used to describe any disease or illness caused by eating contaminated food or drink.

HACCP - A system, which identifies, evaluates, and controls hazards, which are significant for food safety.

Hazard - A biological, chemical or physical agent or factor with the potential to cause an adverse health effect.

Inspection - focuses on ensuring food safety compliance of food businesses with regulatory requirements.

Mold or Mould - is a type of fungus that breaks down the food and starts to rot.

Physical Hazards - foreign objects that can accidentally get into food and contaminate it. Some examples are hair, dirt, metal staples, broken glass, bones in fillets etc.

Pre-requisite Program [PRP]- These are the basic conditions and activities necessary to maintain a hygienic environment throughout the production, handling, and supplying of products and safe foods for human consumption.

Regulations - These are rules or directives that are made and maintained by an authority. Food safety regulations describe food handling, preparation, and storage in ways that prevent food-borne illness.

Acronyms

DALRRD:	Department of Agriculture, Land Reform and Rural Development
DFFE:	Department of Forestry Fisheries & Environment
DOH:	Department of Health
NCC:	The National Consumer Commission
FAO:	Food & Agriculture Organization
FSSC:	Food Safety Systems Certification
GAP:	Good Agricultural Practices
GFSI:	Global Food Safety Initiative
GMP:	Good Manufacturing Practices
ISO:	International Standards organization
SABS:	South African Bureau of Standards
SANS:	South African National Standard
SEDA:	Small Enterprise Development Agency
WHO:	World Health Organization
HACCP:	Hazard Analysis Critical Control Point
CCP:	Critical Control Point
COA:	Certificate of Acceptability
EHP:	Environmental Health Practitioners

Introduction to the Booklet

Small Enterprise Development Agency (Seda) in collaboration with The Department of Agriculture, Land Reform and Rural Development (DALRRD) with support of the Ecosystem Development for Small Enterprise (EDSE) Programme responded to the need of SMMEs in food processing for easily understandable information to guide them to produce food products that meet food safety regulatory requirements and standards.

Compliance to food safety regulations and conformity to food safety standards has great potential to expand existing markets as well as open new lucrative local, regional and international markets for SMMEs. Besides the fact that food safety compliance helps you as an SMME to access better markets for business, food safety compliance will ensure that you produce food that is fit for human consumption.

The aim of this booklet is to provide SMMEs in the food-processing with a step-by-step guide on the compliance journey to food safety regulatory requirements and conform with food safety standards. Below is a summary of that journey.

Introduction to Food Safety

1.1 What Is Food Safety?

FOOD SAFETY is about handling, preparing, and storing of food to reduce the risk of consumers becoming sick from food borne diseases. In other words, food safety practices will ensure that the food being processed by the SMME will not be contaminated by any food hazards.

In practicing food safety, there are different hazards that can be prevented. Food safety hazards are defined as biological, chemical (including allergens) or physical agent in food, or condition of food, with the potential to cause chronic or acute illness, and in a severe case may lead to hospitalization, absence from work and sometimes death. Below are some of the food safety hazards you need to be aware of:

Physical Hazards

Cigarette Buts

Stones

Bolts & Nuts

Jewellery

Matchsticks

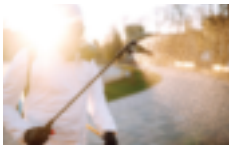
Glass

Physical hazards are either foreign materials unintentionally introduced to food products (e.g, stones, bolts, broken glass) or naturally occurring objects (e.g, bones in fish) that are hazardous to the consumer.

Chemical Hazards


Cleaning Chemicals


Lubricants


Pesticides Residue


Veterinary Residue


Colourants & Additives

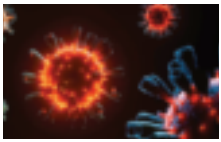
A chemical hazard is any substance that can cause a health problem when ingested. They include toxins, dangerous chemicals, residue of excess chemicals used in processing food products.

Microbiological Hazards


Yeast


Moulds


Protozoa


Viruses


Bacteria

Microbiological hazards include microorganisms' such as; bacteria, parasites, fungi and viruses. They can develop in poorly handled food or through contamination from an outside source.

Allergenic hazards are those that are caused by allergens in the foods we eat. Allergens are proteins that can cause severe and dangerous reactions in some people.

1.2 Why is Food Safety Important?

Food is key to ensuring that the people are maintaining good health and for this to happen, food must be accessible and safe. Anything less can increase the challenges to communities and individuals who seek to be healthy and well-nourished.

As an SMME in food-processing industry, it's important to then invest in systems and knowledge that ensure food-safety as this can be the difference between illness and health; in some cases, the difference between life and death. Below are 5 main reasons why you need to invest and comply to food safety regulations and requirements.

5 Main Reasons Food Safety is Important

Garbage The Food

If the food is unsafe, its not food at all so you will have to throw away all that produced food.

Vulnerable Group Affected

Unsafe food will affect and cause sickness easily to the elderly, young, pregnant and immune-compromised members of our society.

It Makes Business Sense

It makes business sense! When you as an SMME start receiving customer complaints because your product is causing people to be sick, you will lose clients and in turn lose revenue.

Fines & Penalties

Fines and penalties may be levelled against you if you do not comply. This can even include jail time.

Business Sustainability

There are some companies that did not comply with food safety and they closed down.

As a result of improper food safety measures, there are some companies that have actually been closed down and subsequent banning of their products in neighboring countries.

1.3 Factors that Affect Food Safety

Numerous factors influence the production of safe food, from inputs to processing and packaging. These factors encompass agricultural practices, worker conduct, the lack of implementation of preventive measures during food processing and preparation, the use of chemical materials, the closeness of raw ingredients to water, and storage methods.

Throughout each stage, hygiene plays a crucial role in maintaining appropriate standards. Below are some of the factors that may affect food safety:

- Inadequate storage
- Mingling of raw and cooked foods
- Education and training of staff
- Use of proper time allocation in food preparations
- Willingness of employees to follow procedures
- The improper handling of ingredients during preparation, cooking, and storage; all these can have adverse effects on the hygienic quality of the product.

From Farm to Fork

The food chain starts on the farm and ends on the fork. During every stage great care must be taken to ensure that the end product will be safe for human consumption. The integrity of clean and safe food has to be kept intact from the time its produced in the farm to the time its found on the table.

Below is a simple graphical presentation that explains the different stages of food processing where we need to ensure there is no contamination of the food from the farm right through to when it lands at the table of the consumer.

Food safety is relevant at different stages of supply, preparation or processing, distribution and serving.

It is then the responsibility and obligation of every food-processing SMME to ensure that regardless of the stage they are involved in on the Farm-To-Fork, the SMME must ensure that they play their part well in preserving food safety so that by the time the food is on the fork, it's still good and safe for consumption.

Understanding Food Control Systems

In South Africa, we have food control systems that guide how the SMME should comply to the different legal requirements. Below is a diagram that shows the various agencies that are responsible for Food Safety in South Africa.

2.1 National Departments Responsible for Food Legislation

The following national departments are the main parties responsible for food legislation.

2.1.1 The National Department of Health

The National Department of Health requires that all foodstuffs should be safe for human consumption in terms of the Foodstuffs, Cosmetics and Disinfectant Act,1972 (FCD Act). This Act addresses the manufacture, labelling, sale and importation of foodstuffs. Matters regarding the hygiene of foodstuffs are addressed by the National Health Act, 2003, and the hygiene requirements at ports and airports including vessels and aircraft are addressed by the International Health Regulations Act, 1974.

Below are some other regulatory aspects that an SMME has to be compliant with under the Foodstuffs, Cosmetics and Disinfectant Act,1972 (FCD Act)

The Foodstuffs, Cosmetics and Disinfectants Act and Regulations relating to the Act

There are many mandatory requirements a supplier must comply with when displaying information on a label. What is worthy for a consumer to note is the following:

i. Date Marking

Must be indicated on the label and in the following manner: "best before", "BB" and/or "use by" and/or "sell by". Any person is prohibited from removing or altering the date marking. However, it is important to note that when the "best before" dates have been reached, it does not mean that the food is unsafe, but that it may be past its best.

"Use by" is somewhat more instructive and often applies to refrigerated items where the risk of microbiological spoilage can be expected to increase after a given date. "Sell by" is a store guideline to ensure that goods still have a reasonable shelf life after sale.

ii. Nutritional information

If there are claims made on a label, such as "High in fibre" it is mandatory to have a nutritional table on the label. If the nutritional table has been indicated on the label, whether voluntarily by the manufacturer or due to the fact that a claim has been made on the label, the Regulations relating to the Foodstuffs Act (R146) prescribes a very specific format in which the nutritional information must be presented. Amongst other requirements, the nutritional information must be presented in the tabular format, energy content must be declared in "kilojoules" or "kJ", and the amount of each nutrient present in the foodstuff must be expressed per 100 g/ml and per single serving.

IMPORTANT PRODUCT INFORMATION

Our organic peanut butter contains no stabilisers and, therefore, natural separation of the peanut oil will occur. Please stir well before each use.

INGREDIENTS

Organic peanuts.

ALLERGENS

Peanuts.

Made in a factory that uses cow's milk, soya and tree nuts.

STORAGE

STORE IN A COOL, DRY PLACE. REFRIGERATE AFTER OPENING AND USE WITHIN 4 WEEKS.

TYPICAL NUTRITIONAL INFORMATION

Average values	Per 100 g	Per 15 g portion
Energy	2698 kJ	404 kJ
Protein	26,9 g	4,0 g
Carbohydrate	7 g	1 g
of which total sugar	6,1 g	0,9 g
Total fat	56,2 g	8,4 g
of which:		
Saturated fat	4,6 g	0,7 g
Trans fat	<0,1 g	<0,1 g
Monounsaturated fat	43,2 g	6,5 g
Polyunsaturated fat	8,3 g	1,2 g
Cholesterol	<1 mg	<1 mg
Dietary fibre*	5,0 g	0,8 g
Total sodium	<1 mg	<1 mg

Information for packed product. *AOAC 985.29

NO ADDED SUGAR
LOW IN SODIUM

www.woolworths.co.za
Specially produced for Woolworths (Pty) Ltd., 93 Longmarket Street, Cape Town, South Africa
Consumer Helpline: 0860 022 002
PRODUCED IN THE REPUBLIC OF SOUTH AFRICA
OPA180162

JAR CAP
PLASTIC RECYCLE PLASTIC RECYCLE

ECO CERT
Certified Organic by ECOCERT ZA-BIO-134

500 g

Source: Woolworths Food - Organic Crunchy Peanut Butter 500g

iii. Allergens

Common allergens must be declared on a label and the manner in which allergens must be declared is regulated by R146.

iv. Statements and Claims

It is important for a consumer to note that certain statements and claims are prohibited or only allowed if certain requirements have been complied with. Words such as "fresh", "natural", "pure", "premium", "quality" etc., shall only be permitted if the product complies with criteria stipulated in the Guidelines to Regulation R146 (Labeling and Advertising of Foodstuffs).

Further nutrient content claims, for example claims such as "low in sodium" are also regulated and therefore as it is so strictly controlled by the Regulations, it is important to understand when such descriptors and claims can be used.

2.1.2 The Department of Agriculture, Land Reform and Rural Development

Their purpose is to regulate the quality and food safety of certain agricultural products in terms of Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), and to control the production, sale, import and export of certain products.

The Agricultural Product Standards Act (APS Act) and Regulations relating to the Act

The purpose of the APS Act is to provide control over the sale and export of certain agricultural products, control over the sale of certain imported agricultural products; and control over other related products. Products such as fruit, vegetables, grains, poultry, meat and dairy to name a few, are all regulated under the APS Act.

The APS Act falls under the Department of Agriculture, Forestry and Fisheries and the purpose of the Department is to regulate the quality and food safety of certain agricultural products.

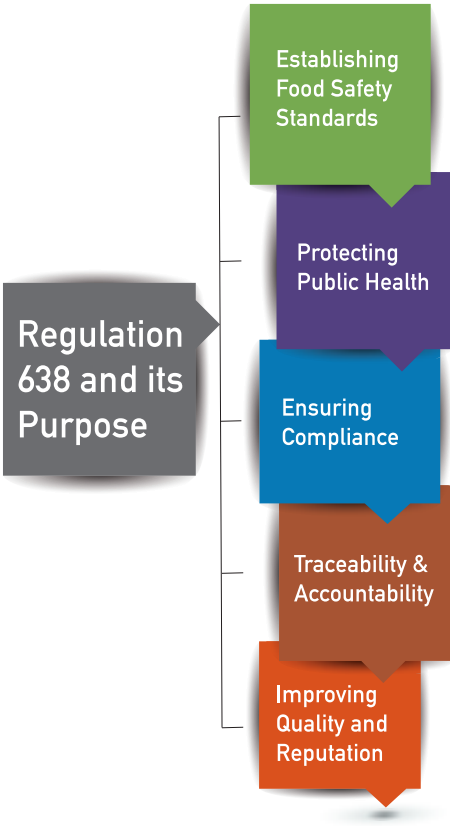
How To Comply With Food Safety Requirements

As a SMME in the food-processing industry, you have no choice but to comply to Food Safety Regulations and also conform to Food Safety Standards imposed on certain products that you may produce. Below is a summary illustration that informs you of the compliance and conformance requirements we will guide you in. Then afterwards, we will go into the details of each.

3.1 Compliance with Regulation 638

Compliance with food safety in South Africa starts with Regulation 638. Regulation 638 of 2018 is a comprehensive legal framework in South Africa that serves to establish and maintain high standards of food safety and hygiene. Its purpose is to protect public health, ensure compliance, enhance traceability and strengthen the overall quality and reputation of the food industry in the country.

Below is a breakdown of Regulation 638 and its purpose:



Regulation 638 sets forth detailed standards and requirements for various aspects of the food industry, including food premises, transportation, storage, and handling. It defines strict hygiene and safety standards that must be adhered to by all stakeholders involved in the food sector.

One of the primary objectives of Regulation 638 is to safeguard public health by preventing food-borne illnesses. It accomplishes this by mandating that food businesses maintain high levels of hygiene and safety throughout their operations, thus reducing the risk of food contamination and the spread of food-borne diseases.

The regulation outlines specific legal obligations that food businesses and individuals must meet. Compliance is vital for businesses in South Africa, as non-compliance can lead to legal consequences, including fines and closures.

Regulation 638 emphasizes the importance of traceability in the food supply chain. It requires businesses to maintain records that allow for the tracing of food products back to their sources. This traceability helps identify the origin of any potential contamination, enabling prompt and effective recall measures if necessary.

By enforcing stringent food safety standards, Regulation 638 enhances the quality and reputation of South Africa's food industry. Compliance with these regulations not only protects consumers but also instills trust in the food sector, both nationally and internationally.

Below is a summary of the different aspects that will enable you to comply with Regulation 638.

3.1.1 Design of Food Preparation Areas

The design of food preparation areas must allow good food hygiene practices and processes. The condition and design of:

Floors should be constructed of a material that is easy to clean and safe to walk on and maintained in sound condition

Walls should be made of durable impervious materials that are washable, non-toxic, easy to clean and maintain.

Ceilings and overhead fittings should be designed to prevent the accumulation of dirt, mold, condensation
Windows must be constructed to prevent dirt accumulation and have insect screens where necessary.

3.1.2 Equipment Used

All equipment that comes into contact with food must be made of appropriate materials, kept in good condition, cleaned effectively, and fitted appropriately to allow cleaning around it.

3.1.3 Water Supply

Water that is used as a food ingredient or comes into contact with food for cleaning, heating, steaming, cooling must be of drinking quality.
Ice that may come into contact with food or drink, must be made with potable water and must be produced, handled and stored hygienically.
Steam that comes into contact with food must not contain any contaminants that could affect food safety.
Water that is used for non-food purposes, such as fire control, heating, refrigeration, must be kept in isolated systems so that it cannot contaminate food, drink, surfaces or equipment.

3.1.4 Staff Hygiene

Staff working in food handling areas must keep good personal hygiene and be aware of practices and factors that can cause contamination of food and cross contamination.

3.1.5 Food

All raw materials and ingredients used and any material used in processing products must be safe and not contaminated with anything that would make the final product unfit for human consumption.

Storage, processing and distribution systems must protect food from contamination and cross-contamination that makes it harmful to health or makes it become unfit to be eaten. This includes pest control and having processes and procedures that limit bacterial levels to within specified criteria.

3.1.6 Food Waste

Food waste must be removed from the food preparation area as soon as possible and stored in containers that are suitable for waste disposal services to handle. The containers must be designed to be easy to clean, prevent contamination, prevent access to pests and kept in good condition. Waste disposal must also comply with hygiene and environmental regulations.

3.1.7 Staff Training

Staff handling food must be instructed or trained in food hygiene so they have an understanding of the requirements for their work as well as in relation to the premises.

3.1.8 Transport

Vehicles and containers used to transport food must meet the same standards of hygiene, good condition, protection from contamination, and storage at suitable temperature. They must be kept clean and maintained in good condition.

3.1.9 Pest Control

There must be adequate measures to prevent pests from contaminating food both in storage and preparation. These include:

Building design and maintenance to prevent means of access by pests.
Adequate storage of ingredients and prepared food that prevents access to pests.
Hygiene measures to prevent access to food spills and waste that attracts pests and allows them to survive in the food environment.

3.2 How to Get a Certificate of Acceptability (COA)

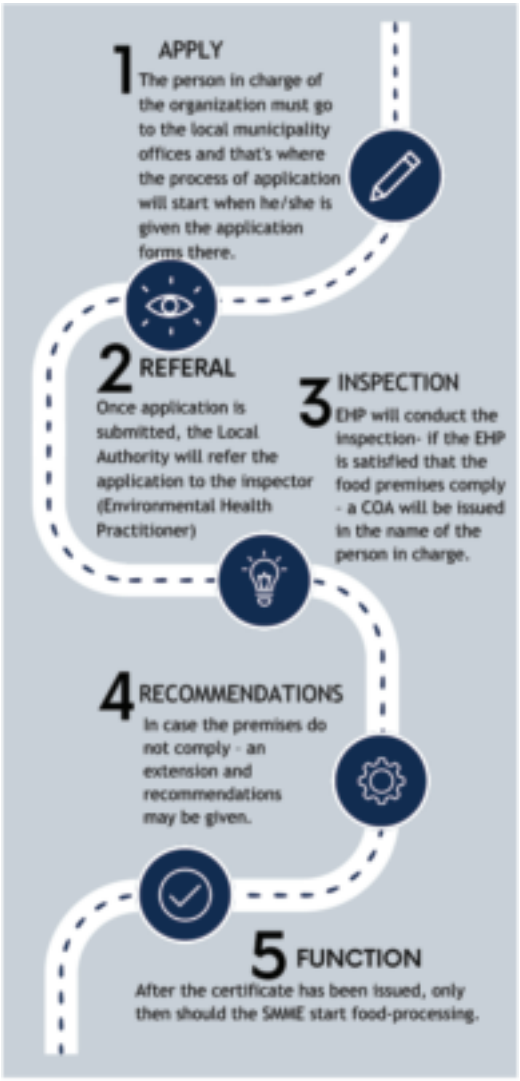
A COA is a certificate that is issued out by the local health authority whereby an inspector will carry out an inspection to ensure the food establishment meets the requirements set out. A COA proves or verifies that your premises have met the legal requirements to be able to process food safely.

This regulation (R638) defined the basic hygiene requirements that EVERY food handling business should have in place to ensure minimum legal compliance. This is what we refer to as the entry level regulation. Your Certificate of Acceptability (COA) is issued under this regulation. This regulation defines the legal physical must-haves for a hygienic environment.

Once you comply with Regulation 638 and you apply for the COA, it will be issued to you and the requirements are that you must then display it in your facility at all times.

The Application Process of the Certificate of Acceptability
The application process of COA is easy and very achievable. in the following pages, we share with you:

The step-by-step guide on how the application process goes along.
The list of documents that you will be requested of you in the application of the Certificate of Acceptability.



1. OBTAIN FORM
COA application form to be obtained from your local authority/municipality.

2. ID COPY
ID Copy of person in charge must be available

3. ZONING CERTIFICATE
Make sure you have the zoning certificate for the place where your food-processing activities will be done.

4. REGISTRATION NUMBERS
Vehicle registration number for all delivery vehicles that are used for delivery of foodstuffs to and from the premises.

5. DESIGN
Building plan or layout plan of the premises you will make use of.

6. REPORTS
Have a copy of the cleaning time table as well as the pest control report from a reputable organization.

7. TRAINING
Proof of basic training of food handlers and their personal information

8. INPUTS DOCS
List of raw material suppliers for traceability purposes and copy of current menu.

Validity of the COA

The Certificate of Acceptability will have to be renewed every 2 years.
It shall be displayed in a place where it is visible to the public.
It's not transferable and its issued once.
Shall be valid only in respect of the nature of food handling set out in the application of COA.
Shall be revoked if the requirements are not complied with.
If the person in charge of the food premise is replaced by another person, the local authority must be informed in writing, of the replacement within 30 days.
May expire temporarily for the period which a prohibition order issued under the regulation is still effective.
May expire permanently if a prohibition order is not removed within that period.

3.3 How to Conform to HACCP

From Regulation 638, the next conformance system is HACCP. Below are the aspects that an SMME has to familiarise themselves with concepts of HACCP.

Implementing a food safety management system such as HACCP (Hazard Analysis and Critical Control Points) is a valuable step for an SMME. HACCP enables you to systematically identify and control hazards that could compromise the production of safe food. It assists you in several key ways:

In summary, HACCP provides a structured and proactive approach to food safety, helps SMMEs identify potential risks, develop preventive measures, and ensure ongoing compliance with these measures to produce safe food consistently.

3.3.1 Seven (7) HACCP Principles and how to Implement them:

Principle	Description
Principle 1: Conduct a Hazard Analysis	The application of this principle involves listing the steps in the process of food processing and identifying where significant hazards are likely to occur. The HACCP team, which can be made of different people from different departments in your company, will focus on hazards that can be prevented, eliminated or controlled.
Principle 2: Determine Critical Control Points (CCPs)	A critical control point (CCP) is a point, step or procedure at which control can be applied and a food safety hazard can be prevented, eliminated or reduced to acceptable levels. The HACCP team will use a CCP decision tree to help identify the critical control points in the process. A critical control point may control more than one food safety hazard or in some cases more than one CCP is needed to control a single hazard. The number of CCP's needed depends on the processing steps and the control needed to assure food safety.
Principle 3: Establish Critical Limits	A critical limit (CL) is the maximum and/or minimum value to which a biological, chemical, or physical parameter must be controlled at a CCP to prevent, eliminate, or reduce to an acceptable level the occurrence of a food safety hazard. The critical limit is usually a measure such as time, temperature, water activity (aw), pH, weight, or some other measure that is based on scientific literature and/or regulatory standards.
Principle 4: Establish Monitoring Procedures	The HACCP team will describe monitoring procedures for the measurement of the critical limit at each critical control point. Monitoring procedures should describe how the measurement will be taken, when the measurement is taken, who is responsible for the measurement and how frequently the measurement is taken during production.

Principle	Description
Principle 5: Corrective Actions	Corrective actions are the procedures that are followed when a deviation in a critical limit occurs. The HACCP team will identify the steps that will be taken to prevent potentially hazardous food from entering the food chain and the steps that are needed to correct the process. This usually includes identification of the problems and the steps taken to assure that the problem will not occur again.
Principle 6: Establish Verification Procedures	Those activities, other than monitoring, that determine the validity of the HACCP plan and that the system is operating according to the plan. The HACCP team may identify activities such as auditing of CCP's, record review, prior shipment review, instrument calibration and product testing as part of the verification activities.
Principle 7: Establish Record-keeping and Documentation Procedures	A key component of the HACCP plan is recording information that can be used to prove that the food was produced safely. The records also need to include information about the HACCP plan. Record should include information on the HACCP Team, product description, flow diagrams, the hazard analysis, the CCP's identified, Critical Limits, Monitoring System, Corrective Actions, Recordkeeping Procedures, and Verification Procedures.

In summary, the implementation of HACCP follows this process:

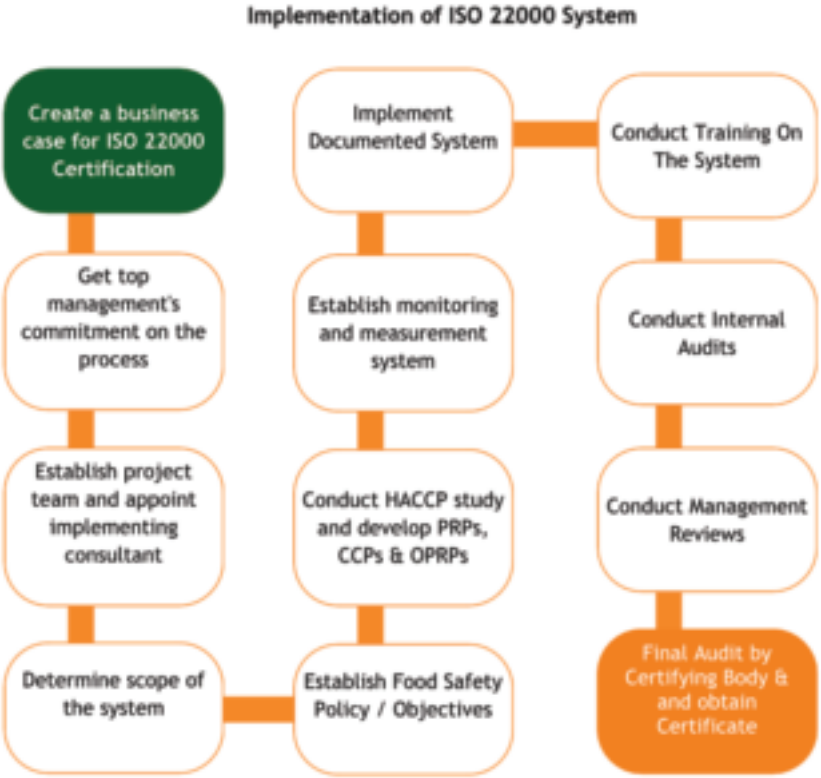
3.4 How To Implement ISO 22000

Implementing ISO 22000 will benefit an SMME working in the South African context and wants to break into supplying big retailers in South Africa and also export their product.

ISO 22000 helps organizations minimize food risks and improve performance as it relates to food safety. It does so by providing a framework they can use to develop an FSMS, a systematic approach to addressing food safety issues.

Below are some of the many benefits of implementing this system.

The below process flow shows the implementation of ISO 22000 system, and Annexure 1 gives further detail on the process:



It Is important to note that not all SMMEs have an obligation to conform with or implement ISO 22000 or HACCP. There are specific products that require these kind of systems in place and if they are required, your client will make mention of that requirement to conform.

Be that as it may, all food-processing SMMEs have a legal obligation to comply with Regulation 638 regardless of their scale in business.

HOW TO BE A SUPPLIER TO LEADING SA RETAILERS

Becoming a supplier to one of South Africa's leading retailers is a significant milestone that can elevate a company's operations to the next level. However, achieving this goal requires a clear understanding of the unique requirements set forth by these retailers, which are often guided by their company policies and procedures.

It's important to recognize that retailers maintain specific processes for engaging with suppliers, and these processes are typically outlined and made available on their official websites. These guidelines serve as comprehensive resources, providing valuable insights into what is expected from new supplier applicants.

The following (page 29) graphical presentation summarises the key points to keep in mind:

5 Important points to keep in mind when working with leading retailers.

1 Retailer-Specific Requirements

Each leading retailer in South Africa may have distinct requirements, quality standards, and expectations for their suppliers. Familiarizing yourself with these unique criteria is essential to align your business with their needs.

2 Quality and Consistency:

Retailers prioritize product quality, safety, and consistency. Meeting and exceeding these standards is essential to secure and maintain a supplier relationship with leading retailers.

3 Timely Response

Retailers often have structured deadlines and timelines for supplier evaluations and approvals. Ensuring that your business can meet these timeframes demonstrates professionalism and reliability.

4 Online Resources

Retailers frequently make their supplier application and onboarding processes available online. These resources typically provide step-by-step instructions, necessary documentation, and contact details for inquiries. It's imperative to thoroughly review and follow these guidelines.

5 Transparency and Communication

Establishing clear lines of communication with the retailer is crucial. Be prepared to engage with their procurement and compliance teams to discuss your capabilities, product offerings, and how you can meet their requirements.

Becoming a supplier to a leading retailer in South Africa can open up significant opportunities for business growth and expansion. Understanding and meeting their specific requirements, as outlined in their company policies and procedures, is a crucial step in achieving this goal. It's essential to approach this process with dedication, attention to detail, and a commitment to delivering quality products and services. The below shows a step by step process in becoming one:

Guide for Supplier Applicants:

Annexures

Annexure 1

Step-By-Step Guide on how to implement the ISO 22000 system:

Clause	Compliance Requirements
4. Context of the Organisation	
4.3	Determining the scope of the food safety management system i.e., what do you want the system to cover and not to cover.
5. Leadership	
5.2.2	Your company must develop a Food Safety Policy and have it signed by the director of the business
6. Planning	
6.2.2	FSMS Objectives - the SMME must develop target and goals on how to achieve food safety at the processing plant and how you will achieve them.
7. Support	
7.1.2	People - your company must ensure it employs the right people and those that will ensure food safety.
7.1.5	Externally developed elements of the food safety management system
7.1.6	Control of externally provided processes, products or services
7.2	Competence - make sure training is done and only competent people are employed.
7.4.2	External communication - have a proper system and method of communicating with the external companies like suppliers.
8. Operation	
8.1	Operational planning and control - you must have proper systems to ensure that there are controls in your organisation.
8.2	PRPs - there must be prerequisite programs in place like the one we discussed under HACCP.
8.3	Traceability - there must be a system of being able to trace location of products in the event that we need to recall them.

Annexure 1 cont.

Clause	Compliance Requirements
8. Operations continued..	
8.4	Emergency preparedness and response - there must be a system in place so as to ensure that you company is prepared in case of an emergency
8.5.1.1	Preliminary steps to enable hazard analysis must be in place
8.5.1.2	Characteristics of raw materials, ingredients and product contact materials
8.5.1.3	On-site confirmation of flow diagrams and drawings
8.5.1.4	Description of processes and process environment
8.5.1.5.2	Hazard identification and determination of acceptable levels
8.5.1.5.3	Description of processes and process environment
8.5.2.2	Hazard identification and determination of acceptable levels
8.5.2.3	Hazard assessment
8.5.2.4.2	Selection and categorisation of control measures in place
8.5.3	Validation of control measure(s) and combinations of control measures
8.5.4.1	Hazard control plan must be in place
8.5.4.2	Determination of critical limits and action criteria
8.5.4.3	Monitoring systems at CCPs and for OPRPs
8.5.4.5	Implementation of the hazard control plan
8.7	Control of monitoring and measuring
8.8	Verification related to PRPs and the hazard control plan
8.9.2	Corrections of mistakes and customer complaints
8.9.3	Corrective actions
8.9.4.1	Handling of potentially unsafe products
8.9.4.2	Evaluation for release
8.9.4.3	Disposition of nonconforming products

Annexure 1 cont.

Clause	Compliance Requirements
8. Operations *continued*..	
8.9.5	Withdrawal/ recall
9. Performance Evaluation	
9.1	Monitoring, measurement, analysis and evaluation
9.2	Internal Audit
9.3	Management review
10. Improvement	
10.1	Non-conformity and corrective actions
10.3	Update of the FSMS

Annexure 2

Business Development Services offered by Seda:

Food Safety compliance is an area that any food-processing SMME cannot avoid. As mentioned earlier, any food that is not safe is no food at all hence it's to the advantage of the SMME to ensure that compliance with Food Safety Regulations like Regulation 638 is not just a burden but actually makes business sense.

We conclude this booklet by sharing different Business Development Services that Seda offers that can be relevant to any SMME, to ensure they comply with Food Safety Regulations as well as conform with any other product-specific standard:

Training - Seda conducts training on Food Safety Management System (SANS 10330, SANS 10049 and Requirements of Regulation 638).

Incubation - The Incubation program is designed to nurture businesses from idea generation to start-up companies, through comprehensive tailor-made business support. They assist SMMEs in mitigating the risk of early-stage failures through sector specific training and technical support. Some of the support given includes product development with emphasis on food safety, preservation and packaging as well as provision of food safety/R638 compliant premises to be utilized at an affordable rate.

TTA - This programme provides technology support to acquire innovative, production-enhancing technology, which aims to assist small and micro enterprises to grow and propel them to compete in the mainstream economy. Grant funding up to R1.2m for acquisition of equipment, machinery, IP and technology which can assist SMMEs in the food or Agro-processing space to meet food safety standards.

Innovation - This is a non-financial support, which aims to promote the use of innovation to enhance the local, national and international competitive ability of small and micro enterprises. Opportunities are created for innovation dissemination, sharing sector-specific knowledge and skills for entrepreneurs, facilitating awareness and introduction to appropriate technology and intellectual

property, peer-networking and forming of productive partnerships which could assist SMMEs with the journey to food safety compliance.

Quality and Standards – the unit assists SMMEs with quality and conformity assessment activities in order enable them to meet regulatory and industry standards, manage and operate their businesses effectively and efficiently resulting in sustainable businesses. These are done through funding SMMEs for product testing, product certification, food safety management systems gap assessments, development, implementation, and certification. They also host webinars in partnership with various stakeholders aimed at educating and bringing awareness on various issues including food safety.

Other Business Development Services that SMMEs can benefit from are available at Seda, use the URL below to view these services.

www.seda.org.za

Annexure 3

Business Support Services offered by DALRRD:

DALRRD provides the following support services to SMMEs in order to enhance their capacity to comply with food safety requirements:

- Training of agro-processing SMMEs in food safety management systems (e.g. R638, HACCP, ISO 22 000, FSCC 22 000, etc).
- Facilitating implementation of locally and internationally recognized and accepted food safety management systems (e.g. R638, HACCP, ISO 22 000, FSCC 22 000, etc).
- Facilitation of accredited certification of food safety systems.
- Facilitating testing services supporting food safety management system such as microbiological, nutritional, chemical, shelf life, etc.

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agriculture, land reform & rural development

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REPUBLIC OF SOUTH AFRICA

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SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

Food Safety Booklet