



**Title: Microbiological Testing**

**Objective And Scope**

**WHAT**

This Procedure shall be followed to ensure that the tests scheduled within the company Microbiological Testing Program are carried out in a timely manner and that the results of these tests are reviewed and actioned where necessary.

**WHEN**

This Procedure shall be followed monthly and at any other time deemed appropriate.

**WHERE**

This Procedure shall be followed by all testing personnel in all storage, handling and processing areas of the facility.

**WHY**

This procedure shall be followed in order to verify that products supplied by the company meet company specifications, customer expectations and the microbiological criteria specified within the Food Standards Code. To verify the effectiveness of the company cleaning procedures. By providing evidence that the cleaning procedures specified by the HACCP plan are working, to prove that a hygienic and clean working environment has been achieved. To verify that the growth of bacteria in storage, handling and processing areas has been prevented, to demonstrate that the company has complied with the cleaning requirements of Standard 3.2.2 of the Food Standards Code and to verify that the company has complied with the microbiological testing requirements of the standards to which the company is certified.

**VERIFICATION**

Compliance with this procedure shall be verified as part of the company Internal Audit Program.

**PROCEDURE DETAILS**

**STEP    ACTIVITY OUTLINE**

**RESPONSIBLE  
OFFICER**

- |                      |   |                   |
|----------------------|---|-------------------|
| 1                    | Ensure that all tests required by the microbiological testing program approved by the Management Review Committee and summarised on Form No 430-01 are completed within the timeframes allocated.   | Quality Manager . |
| 2                    | Review test results. If test results are not within specified limits raise Non Conformance Report (NCR) in accordance with Proc No 015 and ensure that Product Recall Procedure No 720 is followed if a product withdrawal may be prudent or a product recall may be necessary. | Quality Manager . |
| 3                    | File all test results in the quality records file and sign Form No 430-01 to verify that tests have been completed, reviewed and actioned where necessary.  | Quality Manager . |
| <b>Water Testing</b> |   |                   |
| 4                    | Ensure that the Company Micro Testing Calendar provides for testing of Water used within the Manufacturing Facility at six monthly Intervals.   | Quality Manager   |

**Forms attached to this procedure**

Form No.	Form Name (Consult Master Document Register for Issue and Revision status)
430-01	Microbiological Testing Calendar