

Certificate of Registration

BSI Group ANZ Pty Ltd #0723 certifies that:

COTTEE JERSEY GROUP PTY LTD
Site code: 4508488
100 Railway Street, Bomaderry, NSW, 2541, Australia

Has achieved: **Grade A**
To the requirements of the: **BRC Global Standard for Food Safety Issue 8: August 2018**

Audit programme: Announced
Scope of certification: Blending and packing of dried milk powders into cans and flexible sachets
Including voluntary modules of: None
Exclusions from scope: None
Product categories: 15 - Dried food and ingredients

Certificate number: BRC 704012
Auditor number: 007007
Certificate issue date: 10 March 2020
Audit date(s): 06 February 2020
Re-audit date: From 11 January 2021 to 08 February 2021

Certificate expiry date: 21 March 2021

For and on behalf of BSI:

Todd Redwood
Global Food and Retail Supply Chain Operations and Compliance Director



Name Cottee Jersey Group Pty Ltd

Licence No. 49447

Start date: 16 Aug 2019

Expiry date: 15 Aug 2020

This licence is issued pursuant to Part 7 of the Food Regulation 2015 and authorises the Licence Holder using the following facility:

100 Railway St, Bomaderry, NSW 2541 - Facility number: 195108

Operate a dairy processing business

By carrying out the following activities:

- Process pasteurised dairy products

Subject to the following condition(s):

The Licence Holder must implement a food safety program which complies with Standard 3.2.1 of the Australia New Zealand Food Standards Code, (the 'Food Safety Program')

The Licence Holder must comply with:

- 1 the Food Safety Program itself, and
- 2 Standard 3.2.1 of the Australia New Zealand Food Standards Code in relation to maintenance of the Food Safety Program.

The licence holder must ensure that the provisions of the Food Act 2003, the Food Regulation 2015 and the Australia New Zealand Food Standards Code are complied with in relation to the carrying on of any activity authorised by this licence on or in any premises, vehicle or vessel to which this licence relates.

This licence is not transferable

← please turn over for licence information instructions

← please turn over for application instructions



Department of
Primary Industries
Food Authority

Helpline 1300 552 406

www.foodauthority.nsw.gov.au

Food Processing Plant

Licence No.

49447

Facility

Bomaderry

Expiry

15 Aug 2020

Licensed in accordance with Food Act 2003

apply the label on the outside of the surface on which you wish to display it

press here to remove the label
remove the coloured portion only

peel

هيئة ترخيص المنتجات الحلال
Halal Certification Authority

HALAL CERTIFICATE

This Authority hereby certifies:

Company: Cottee Jersey Group Pty Ltd
(A.B.N. 55 609 916 270)

Address: 100 Railway Street, Bomaderry, NSW, 2541

Scope: Fresh and Powdered Milk Category: L

Products: **Dairy milk powder**
Formulated Milk Powder
Infant Formula Steps 1, 2 & 3

This certificate remains the property of this Authority, is non-transferrable and shall only be displayed at the abovementioned premises.

Certification is subject to ongoing conformity. Scan the QR code with a smart phone camera for certificate verification. **If the revision date has lapsed, this certificate is no longer in force.**


Nadia El-Mouelhy
Director



Standard: GSO 2055-2:2015
MS1500
HAC, CICOT
KMFDS, WHC
HCA 6.2

Registration No: 39031
Certificate No: 39031/2/1
Issue Date: 01/01/2020
Revision Date: 31/12/2020
Expiry Date: 31/12/2022



**Food
Authority**

NSW Food Authority

ABN 47 080 404 416

1a Macquarie Street
Taree NSW 2430

PO Box 232
TAREE NSW 2430

Phone: 02 6552 3000

Fax: 02 6552 7239

Tax Invoice

Cottee Jersey Group Pty Ltd
100 Railway St
Bomaderry NSW 2541

| | |
|-----------------|----------------|
| Issued: | 08 Apr 2020 |
| Customer No: | 1015903 |
| Invoice No: | 7398380 |
| Payment due: | 08 May 2020 |
| Licence: | 49447 |

| Item Reference | Description | Amount due (ex GST) | GST |
|--|-------------------|---------------------|-----------------|
| Audit conducted on 07-Apr-2020, Licence 49447 | | | |
| 195108, Food Processing Plant, Bomaderry | | | |
| 744553 | Audit - Audit fee | \$2,271.00 | 227.10 |
| Total: | | \$2,271.00 | \$227.10 |
| Payment received: | | \$0.00 | |
| Amount due (Incl GST) | | \$2,498.10 | |

✂ Cut here for mail payment only and return lower portion with payment - see over for additional information



Bill Code: 334235

Ref: 1015903 7398380 6

Telephone & Internet Banking BPAY®

Contact your bank or financial institution to make this payment from your cheque or savings account.
More info: www.bpay.com.au



Payment by telephone 1300 738 070 to pay by Mastercard or Visa Card - 0.4% surcharge applies
Your reference 1015903 7398380 6



Payment by internet www.foodauthority.nsw.gov.au/payments to pay by Mastercard or Visa Card - 0.4% surcharge applies
Your reference 1015903 7398380 6



Mail money order or cheque (crossed 'Not negotiable' and made out to NSW Food Authority) and this section of the invoice to PO Box 232, TAREE NSW 2430

NSW Food Authority 1015903
Payment advice

Name Cottee Jersey Group Pty Ltd

Total amount due: \$2,498.10
Due date: 08 May 2020

Record details here from phone or internet payment

Amount paid: _____

Date paid: _____

Receipt number: _____

Important Information:

For licensed food businesses

You must notify the NSW Food Authority of any changes to details listed on your licence. This includes adding or removing licence permissions or facilities.

The Authority may refuse to renew licenses where, for example, a business has not paid an amount owed to the Authority. (Clauses 47 & 49 Food Regulation 2015)

For all food businesses

If you are experiencing financial difficulty you may contact the Authority in writing, before the due date of this invoice, to request an extension of time for payment of the account.

Any Questions ?

Contact Licensing via email: licensing@foodauthority.nsw.gov.au or by phone: 02 6552 3000. Information about payments and licensing, including license application forms, is also available from www.foodauthority.nsw.gov.au/industry



Name Cottee Jersey Group Pty Ltd

Licence No. 49447

Start date: 16 Aug 2019

Expiry date: 15 Aug 2020

This licence is issued pursuant to Part 7 of the Food Regulation 2015 and authorises the Licence Holder using the following facility:
100 Railway St, Bomaderry, NSW 2541 - Facility number: 195108

Effective From: 08 April 2020

Operate a dairy processing business holding Export Registration Certification

By carrying out the following activities:

- Process pasteurised dairy products

Subject to the following condition(s):

The Licence Holder must implement a food safety program which complies with Standard 3.2.1 of the Australia New Zealand Food Standards Code, (the 'Food Safety Program')

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Department of
Primary Industries
Food Authority

Helpline 1300 552 406

www.foodauthority.nsw.gov.au

Food Processing Plant

Licence No.

Facility

Expiry

49447

Bomaderry

15 Aug 2020

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IMPORTANT INFORMATION FOR LICENSEES

1. You must comply with the food safety scheme and only undertake the activities that are approved under your NSW Food Authority licence.
2. You must allow a NSW Food Authority authorised officer to enter your premises or vehicle of business to audit or inspect your food safety program.
3. You must, when requested, supply NSW Food Authority with information needed to monitor and manage your food safety issues relating to your produce.
4. All holders of a NSW Food Authority licence must review their approved food safety program annually to ensure compliance with the requirements of the food safety scheme. Changes identified during the review may effect your risk category. Any changes to your food safety program that affect a significant food safety risk, hazard or how often the program is reviewed must be approved by NSW Food Authority before implementation.
5. A NSW Food Authority licence is issued for a 12 month period and must be renewed prior to the expiry of the licence.
6. You will be sent a licence renewal invoice at least 42 days before this licence expires. If you wish to apply to renew this licence you will need to pay the invoice by the due date. The licence will expire on the expiry date if you do not pay the licence renewal invoice by the due date.
7. Failure to pay fees and levies owed to the NSW Food Authority may result in the cancellation of the licence.
8. If the NSW Food Authority does decide to cancel your licence, you may seek an Internal Review decision by a person who was not involved in the determination or, alternatively, you may appeal directly to the Administrative Decisions Tribunal for a review of the decision.
9. You must notify the NSW Food Authority of any changes to details listed on the licence.

Position of label

This label must be displayed in a position able to be clearly seen by the public.

Application of label

- The label is a sticker. Do not place it in water.
- Remove existing label (if applicable) being careful to remove any adhesive residue.
- Wash the surface to which the label is being applied with water and dry thoroughly. Do not use chemical solvents.
- Apply the label to a cool surface to ensure optimum adhesion.
- Carefully peel the label from the bottom right hand corner of the sheet and apply it to the outside of the surface on which you wish to display it (e.g. shop window, display cabinet, vehicle) firmly from the centre to the edges.

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Licence No. 49447

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08 April 2020

The Proprietor
Cottee Jersey Group Pty Ltd
100 Railway St
Bomaderry NSW 2541

Dear Proprietor,

Re: Licence and notice of priority classification
Name: Cottee Jersey Group Pty Ltd
Licence number: 49447

You are receiving this letter because you have recently applied for one of the following:

1. a NSW Food Authority (Food Authority) Licence to operate your food business; or,
2. an existing Food Authority Licence to be altered.

Your application has been approved and your Food Authority Licence is enclosed with this letter. This licence permits you to conduct the permitted activities at the facility/ies listed in the following table:

| Facility address | Facility ref: | Priority Classification | Permitted activity |
|-----------------------------|---------------|-------------------------|------------------------------------|
| 100 Railway St Bomaderry | 195108 | P1 | Dairy Processing Export Registrati |

Notice of priority classification

The Food Authority uses its Priority Classification System (PCS) to classify food businesses. The PCS groups food businesses according to food safety risk and is used to decide how frequently the business will be audited.

Details of the PCS are available on our website at [foodauthority.nsw.gov.au/science/risk framework & studies](http://foodauthority.nsw.gov.au/science/risk-framework-studies).

The priority classification of your business is listed in the table above.

Audits

It is a condition of your licence that you comply with the Food Regulation 2015 (NSW) and the Australia New Zealand Food Standards Code. This includes ensuring that any food safety program operated by your business identifies and manages food safety risks. Audits and inspections are one way that the Food Authority monitors your compliance with the conditions of licence.

The Food Authority operates a number of different audit models to ensure that ongoing compliance with food safety requirements are met and that food is safe in NSW.

New licensees and existing licensed low risk businesses that apply for a high risk licence permission to produce ready-to-eat foods are subject to an increased audit frequency under the **licensing audit model**. Once these businesses can demonstrate long term compliance, they then move to the **compliance audit model** where routine audits will be undertaken.

More information regarding both audit models, including audit frequencies, can be found on the Food Authority fact sheet *Audits in the Food Industry*.

Further information

More information and resources can be found on the Food Authority website at www.foodauthority.nsw.gov.au or by phoning the Industry Helpline on 1300 552 406.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P. Day', written in a cursive style.

Peter Day
Director, Compliance & Integrity Systems
(Delegate of Chief Executive Officer)

LICENCE

Licence holder Cottee Jersey Group Pty Ltd
Address: 100 Railway St
Bomaderry NSW 2541

Licence No: 49447
Start date: 16 August 2019
Expiry date: 15 August 2020

This licence is issued pursuant to Part 7 of the Food Regulation 2015 and authorises the License Holder to:
Operate a dairy processing business holding Export Registration Certification, by carrying out the following activities:
- Process pasteurised dairy products

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- The licence holder must ensure that the provisions of the Food Act 2003, the Food Regulation 2015 and the Australia New Zealand Food Standards Code are complied with in relation to the carrying on of any activity authorised by this licence on or in any premises, vehicle or vessel to which this licence relates.

On or in the following premises, vehicles or vessels (Facilities):
100 Railway St, Bomaderry, NSW 2541



Manager Licensing & Accreditation Services
as delegate for the NSW Food Authority



Department of
Primary Industries
Food Authority

Licensing Unit
1 Macquarie Street, Taree NSW 2430 | PO Box 232, Taree NSW 2430
T 02 6552 3000 or 1300 552 406 | food.contact@dpi.nsw.gov.au

foodauthority.nsw.gov.au

 [nswfoodauthority](https://www.facebook.com/nswfoodauthority)  [nswfoodauth](https://twitter.com/nswfoodauth)

| Audit Details | | | |
|---------------------|---|---------------------------|------------|
| License number | 49447 | Audit reference Number | 125528 |
| License permission | Dairy Processing Export Registration Certified NSWFA Audited | | |
| Approved activities | Process pasteurised dairy products | | |
| Processes | Cow Milk, Goats Milk, Infant formula, Milk Powder, 100 - 250 tonne of dairy products produced per month | | |
| FTE | 10 | Update FTE Count | |
| Audit date | 07-04-2020 | Audit type | Compliance |
| Audit category | License | Audit status | COMPLETE |
| Lead Auditor | Cecelia Jessup | Duration (Hours) | 3.75 |
| Other Auditors | Lead Auditor: Patrick Phillips | | |
| Outcome | Acceptable | Audit Level | A |
| Audit Score | 14 | No. of Corrective Actions | 9 |

| Facility | | | |
|---------------------|---------------------------------|---------------|---------------|
| Reference number | 195108 | Trading name | |
| Registration number | | LFB number | |
| Facility LGA | Shoalhaven | Facility type | Fixed Premise |
| Facility address | 100 Railway St Bomaderry2541 | | |

| Company Details | | | |
|---------------------------------|---------------------------------|---------------------|----------------|
| Company name | Cottee Jersey Group Pty Ltd | ABN | 55 609 916 270 |
| Food Notify Notification Number | | ACN | 609 916 270 |
| Business type | | Business type other | |
| Company address | 100 Railway St Bomaderry2541 | | |

| Notes |
|---|
| <p>Unannounced audit carried out at export Registered Establishment 2876 producing packaged powdered milk products including infant formula. Audit covered approved arrangement, monitoring records, test results, supporting programs and a site tour of the facility.</p> <p>Stick production line assessed at time of last audit has now been decommissioned. Sachets and canning packaging lines still in operation.</p> <p>HACCP documentation and extra controls and systems associated with this process fully assessed. Business has exported product to China and Hong Kong since last audit however export licence does not specify export to Hong Kong.</p> <p>Business employs 8 full time staff.</p> |

| Results Summary | |
|---------------------|-------|
| Food safety program | Major |

| Results Summary | |
|------------------------------|------------|
| Construction and maintenance | Minor |
| Hygiene and sanitation | Acceptable |
| Process control | Minor |
| Product ID and traceability | Acceptable |
| Analytical and testing | Acceptable |
| Pre-requisite programs | Minor |
| Corrective action | Acceptable |


| Results | | | |
|--|--------------|---|-----------|
| Food safety program | <i>Major</i> | | |
| Audit Item | Compliant | Findings | Timeframe |
| Is the businesses licence on display and correct for activities undertaken? | No | <p><i>Defect: The licence permission does not accurately reflect businesses activities.</i></p> <ul style="list-style-type: none"> Business exported to Hong Kong 19/12/19 and 14/8/19. Business not listed for this country. | 1 Month |
| Is the Food Safety Program documented and available for audit? | Yes | | |
| Does the Food Safety Program reflect all the procedures and practices of the business? | Yes | | |
| Does the Food Safety Program outline appropriate corrective actions to be taken when the identified hazards are found not to be under control? | Yes | | |
| Is the business correctly documenting and implementing an Export approved arrangement? | Yes | | |
| Does the approved arrangement include a mechanism for notification of significant changes to the relevant authority? | Yes | | |
| Does the facility comply with all EU requirements for export of dairy product? | N/A | | |
| Construction and maintenance | <i>Minor</i> | | |
| Audit Item | Compliant | Findings | Timeframe |
| Do the equipment, fixtures, fittings and utensils comply with maintenance and construction requirements? | No | <p><i>Defect: Equipment does not comply with construction and maintenance requirements.</i></p> <ul style="list-style-type: none"> Unidentified leak with puddles of water on floor in plant room. Ensure all equipment complies with construction and maintenance requirements. | 1 Week |
| Do the walls, floors and ceilings of the facility comply with the construction and maintenance requirements? | No | <p><i>Defect: Floors were observed to be damaged, flaking paint, cracked tiles, with exposed aggregate or pooling water.</i></p> <ul style="list-style-type: none"> Cracked/missing floor tile sighted in store room. Maintain all floors free from cracked tiles. | 1 Month |
| Does the construction and maintenance program and procedures ensure that the facility complies with requirements? | Yes | | |

| Results | | | |
|---|------------------|--|------------------|
| Hygiene and sanitation | Acceptable | | |
| Audit Item | Compliant | Findings | Timeframe |
| Do equipment, fixtures, fittings and utensils comply with hygiene requirements? | Yes | | |
| Do walls, floors and ceilings comply with hygiene requirements? | Yes | | |
| Does the hygiene program and procedures ensure the facility complies with hygiene requirements? | Yes | | |
| Does the hygiene program and procedures ensure that vehicles are fit for purpose? | Yes | | |
| Process control | <i>Minor</i> | | |
| Audit Item | Compliant | Findings | Timeframe |
| Has the business correctly completed monitoring records? | Yes | | |
| Does the business have all monitoring records completed since last audit available? | Yes | | |
| Is the facility complying with temperature control requirements? | Yes | | |
| Is all food and ingredients fit for intended use? | Yes | | |
| Is the facility ensuring that food is protected from contamination? | Yes | | |
| Has the business taken sufficient corrective action against issues identified in CCP/CP monitoring? | No | <p><i>Defect: Business has not sufficiently documented corrective action taken against issues identified on CCP/CP monitoring records.</i></p> <ul style="list-style-type: none"> - Refrigeration Storage temp form 6.58: 10, 11, 12, 13, 17, 18, Dec 2019 -temps recorded above 5 deg c with no corrective actions recorded. - issues raised on GMP Audits are not always documented as being closed out as there is no form to document close out of all issues in all areas raised in GMP audit. <p>Ensure all corrective actions documented on monitoring forms.</p> | 1 Month |
| Is the business correctly receiving raw milk? | N/A | | |
| Is the business correctly conducting heat treatment of milk or cream (continuous flow pasteurisers)? | N/A | | |
| Is the business correctly conducting continuous flow pasteurisation? | N/A | | |
| Has the business correctly conducted annual pressure checks? (conventional plates only) | N/A | | |
| Has the business correctly conducted heat exchanger checks? (duo plate / double skinned heat exchangers only) | N/A | | |
| Is the business correctly conducting batch pasteurisation? (raw milk & cream only) | N/A | | |
| Is the business correctly conducting batch heat treatment correctly? | N/A | | |
| Is the pH of cultured products below pH 4.5? | N/A | | |

| Results | | | |
|--|------------------|-----------------|------------------|
| Is the business correctly segregating export products and ingredients? | Yes | | |
| Product ID and traceability | Acceptable | | |
| Audit Item | Compliant | Findings | Timeframe |
| Do product labelling policies and procedures comply with requirements? | Yes | | |
| Are products and ingredients labelled correctly? | Yes | | |
| Does the business have a system to trace all inputs and products within their business? | Yes | | |
| Has business complied with traceability requirements? | Yes | | |
| Does the business have a documented recall program? | Yes | | |
| Is the recall program effective and accurate? | Yes | | |
| Has business complied with traceability requirements? | Yes | | |
| Does the business comply with export documentation requirements? | Yes | | |
| Analytical and testing | Acceptable | | |
| Audit Item | Compliant | Findings | Timeframe |
| Is the testing program adequately documented? | Yes | | |
| Has the business carried out testing as outlined in their Food Safety Program? (shelf life testing/hygiene swabbing) | Yes | | |
| Has the business carried out testing as required by the Food Safety Schemes Manual? | Yes | | |
| Has the facility carried out appropriate corrective action in the case of a failed test? | Yes | | |
| Has the business notified the NSW Food Authority in the case of a failed product test? | Yes | | |
| Has the business carried out verification testing as outlined in their Food Safety Program? (shelf life testing/hygiene swabbing) | Yes | | |
| Has the business carried out testing as required by the FSSM/Export requirements? | Yes | | |
| Does the facility comply with all EU testing requirements for export of dairy product? | Yes | | |
| Has the business carried out appropriate corrective action in the case of a failed test (Including testing for EU requirements)? | Yes | | |
| Has the business notified the NSW Food Authority and Export in the case of a failed test? | Yes | | |
| Pre-requisite programs | <i>Minor</i> | | |
| Audit Item | Compliant | Findings | Timeframe |
| Does the calibration program and procedures ensure all equipment used to monitor temperatures of potentially hazardous food is accurate? | Yes | | |

| Results | | | |
|---|-----|---|---------|
| Is the calibration program adequately documented /implemented and all measuring devices and equipment are accurate? | Yes | | |
| Has the business conducted an annual review of their food safety systems? | Yes | | |
| Has the internal audit been effective in identifying deficiencies in the system? | Yes | | |
| Does the pest control program and procedures adequately control pests at the facility? | No | <p>Defect: The pest control program has not controlled the entry or harbourage of pests within the facility.</p> <ul style="list-style-type: none"> Dead insects sighted on floor of store room. Ensure pest control adequately controls entry of pests into facility. | 1 Week |
| Is the pest control program adequately documented, implemented and monitored? | No | <p>Defect: The facility has not correctly implemented, monitored or documented a pest control program.</p> <ul style="list-style-type: none"> Pest control recommendations report from external pest controller for 19/2/20, not all items have had corrective actions documented. | 1 Month |
| Does the GMP program and procedures ensure all GMP hazards are identified and controlled? | Yes | | |
| Does the business have a training program to ensure staff have sufficient skills and knowledge for their work activities? | No | <p>Defect: Business had not documented training of all staff.</p> <ul style="list-style-type: none"> Training matrix form 6.12 has not been maintained up to date. | 1 Month |
| | | <p>Defect: The staff training program does not adequately identify training needs and ensure staff are trained to complete their duties.</p> <ul style="list-style-type: none"> Training procedure states induction recorded on form 6.15 however this is only carried out for specific staff. Eg, QA. Other staff receive a modified version of this form, procedure to be updated to reflect this change. | 1 Month |
| Is the staff training program effective? | Yes | | |
| Does the business have a system to identify and approve suppliers? | Yes | | |
| Does the business have a program to identify/ prevent/ control allergen contamination? | Yes | | |
| Does the allergen management program effectively control allergens within the facility? | Yes | | |
| Are all chemicals suitable for use in a food processing environment? | No | <p>Defect: The facility could not provide sufficient information to demonstrate chemicals are suitable for use in a food processing environment.</p> <ul style="list-style-type: none"> Unknown chemical being stored at back of plant room (under stairs). | 1 Month |
| Is the calibration program adequately documented and implemented? | Yes | | |
| Has the business conducted an annual review of their food safety systems and approved arrangement? | Yes | | |
| Has the review been effective in identifying deficiencies in the system? | Yes | | |

| Results | | | |
|---|------------|----------|-----------|
| Corrective action | Acceptable | | |
| Audit Item | Compliant | Findings | Timeframe |
| Has the business sufficiently addressed all CARs from previous audits within the rectified dates? | Yes | | |

| | |
|--|---|
| I am of the opinion that the food business is being operated in compliance with the regulations relating to food safety programs and in compliance with the food safety standards. | I have read and understood the above findings of this report and acknowledge that any issues of noncompliance with the requirements need to be rectified. |
| Officer Name: Cecelia Jessup | Facility Representative: Mitchell Beauchamp |
| Signature:  | Signature: <i>Audit signed not saved.</i> |