

coles

Dairy Farmers



Dairy Diary

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Farm Information

Year	2021-2022		
Farm Name			
Farm Address			
Dairy Licence No.		Expiry Date	
Business Entity Name			
PIC No.			
ABN			
Dairy Type			
Size Peak Milking Herd			
Total no. Acres		Acres for Fodder	
Acres for Feed Crops		Acres for Calve Rearing	
Key Contact Details			
	Name		
	Mobile		
	Email		
Farm Manager			
	Name		
	Mobile		
	Email		
Emergency Contact Persons			
Plant Breakdown	Company		
	Key Contact Name		
	Email		
	AH phone number		
	Mobile Phone		
Refrigeration	Name		
	Mobile		
	Email		
	Role		
Milk Department 24 hours	Name	Simone Ross	
	Mobile	0417506084	
	Email	simone.ross@milkdepartment.com.au	
	Role	Manager Farm Business Development	
	Name	Chris Aucote	
	Mobile	0417597689	
	Email	chris.aucote@milkdepartment.com.au	
	Role	Manager Operations	
Food Safety Plan			
Name of the plan			
Scheduled Audit	Regulator	Milk Department (Coles)	
Auditor Name			
Mobile			
Email			
Date Visit			
Dated Audit Passed			
Other			
Coles Induction Handbook	Handbook	https://www.milkdepartment.com.au/induction-for-suppliers	

Pre-Audit Checklist

Section	Number	Requirement	Details Required	Evidence Required	Check	Comments
Licencing, Food Safety Program Implementation and Review	1	Dairy Licence	Must be available in dairy premises	Provide a copy		
		Annual Review and/or Pre-Audit checklist	Provide a date and list of annual review	Documented evidence		
Audits	2	Non-Conformances Actions must be taken to prevent or correct non-conformances	Records must be kept of any non-conformances including:	Documented evidence if applicable or list name of person responsible for each area of dairy		
			· date the non-conformance was identified			
			· action taken to control/prevent the non-conformance			
· proposed date non-conformance will be cleared						
· date of completion						
· person responsible						
Audit Documentation	Previous audit report	Documented evidence				
Staff Competency and Training	3.1.	Staff Illnesses	Staff illness register and/or Doctors reports	Documented evidence		
	3.2.	Employees and Relief Staff	Training and competency records of all staff must be recorded and maintained:	Documented evidence		
			· hygienic milking practices (including personal hygiene)			
			· administration of agricultural chemicals			
· administration of veterinary drugs						
· if appropriate rosters for staff						

Section	Number	Requirement	Details Required	Evidence Required	Check	Comments	
Chemicals	4	Chemical Storage Area	When not in use, farm agricultural chemicals must be contained and stored in a manner whereby the chemicals do not pose a risk to the food safety of the milk or accessible to the herd	Photo evidence			
		Storage Facility	When not in use, farm veterinary drugs must be contained and stored in a manner whereby the drugs do not pose a risk to the food safety of the milk.	Photo Evidence			
		Agricultural Chemical Register	These records must be permanent, notes on a whiteboard or scrap paper that can easily be removed or lost are not considered sufficient evidence	Documented evidence			
			· date of use				
			· who applied or administered the chemical				
· chemical used							
· rate of application or administration							
· what was treated (paddock number, silo number, site)							
· withholding period and clearance date							
· farm staff competency in chemical handling							
· weather conditions if sprayed (including wind speed and direction)							
If using spray contractor (including pilot)	A report containing:	Documented evidence					
	· copy of instructions						
	· weather conditions (including wind speed and direction)						
	· treatment						
	· dosage rates						
	· paddock details						
· applicator name & chemical handlers certificate number							

Section	Number	Requirement	Details Required	Evidence Required	Check	Comments
Veterinary Medicines/Chemicals	4.1.	Animal Treatment Register	Recorded evidence including:	Documented evidence		
			· date of use			
			· drug used			
			· reason for treatment			
			· rate and dosage of application or administration			
			· who applied or administered the drug			
			· identification of cow/s treated			
· withholding period and clearance date						
		· farm staff competency in administration of veterinary drugs				
		Diseased Animals and Animals Treated with Veterinary Drugs	A system for segregation of animals if required	Documented or photo evidence		
		Cow Identification	Identification methods for treated animals must be documented and on display for all staff. This should include details of:	Photo evidence		
	· how a cow is marked after treatment					
	· how a cow is milked during treatment					
	· how the milk is kept separate					
		· who is trained in treating animals				
		Veterinary Drug Register	List of veterinary drugs held on premises including:	Documented evidence		
	· drug name					
	· batch number					
		· expiry date				
		Off-Label Veterinary Drug Usage	Any off-label use of veterinary medicines must be documented, and have written advice from a registered Veterinarian including instructions for usage and dosage rates stored	Documented evidence		
		Review of Health Status	A record of stock sales/disposal and animal health records should be reviewed	List person responsible for animal welfare and reporting		

Section	Number	Requirement	Details Required	Evidence Required	Check	Comments
Pest Control	4.2.	Animal Treatments (any fly repellent)	Records must be kept of treatment including: <ul style="list-style-type: none"> · date treated · cow/s treated · treatment used 	Documented evidence		
		Pest Control Map	If pesticides are used in the dairy premises a detailed map/plan must be developed including: <ul style="list-style-type: none"> · area being treated/controlled · position of treatment/s · date of treatment/s · type of activity being addressed · pesticide used · rate of application · follow up inspection dates · person responsible 	Photo evidence of map/plan or documented evidence		
Premises & Equipment	5	The Dairy premises must be kept clean and free from undesirable animals	<ul style="list-style-type: none"> · walls and ceiling must be kept clean · floors should be kept clean and be well drained · vat openings must ensure protection of the milk 	Photo evidence		
		Dairy Shed Maintenance	A record of all testing and shed maintenance must be available including: <ul style="list-style-type: none"> · annual machine testing · rubber ware replacement log 	Documented evidence		
		Repairs, Servicing & Maintenance	Records of repairs, replacements, servicing and maintenance of the milking plant, milk cooling system and storage equipment must be kept	Documented evidence		

Section	Number	Requirement	Details Required	Evidence Required	Check	Comments
Cleaning & Sanisation	5.1.	Cleaning and Sanitising Program	A cleaning and sanitising program must be documented and on display for all staff.	Photo evidence		
		Cleaning Chemicals Labelling	All cleaning chemicals must be registered and have an appropriate APVMA or NRA approval number	Documented evidence and/or photo evidence		
		Verification Program	An ongoing verification program must be implemented to prevent the risk of contamination of milk. Provide evidence including:	Documented evidence		
			· date of temperature check and results			
			· chemical dosage verification date and results			
			· date of thermometer calibration and results			
	· and/or a report from refrigeration mechanic doing annual service					
Dairy Hygiene Check	Every three months the condition and hygiene of the plant must be monitored to assess efficiency of the cleaning program and the outcome recorded	Documented evidence				
Quality Results Review	List the person or persons responsible for reviewing quality results and for correcting any results out of specification	List responsible person and note who results are checked				
Calibration	5.2.	Annual Thermometer Calibration	Records of calibration performed and/or report from service technician who performed calibration	Photo evidence of thermometer used is self-calibrating and/or documented report from technician		
			· date performed			
· results						
	· date of purchase of new thermometer documented					
Annual Vat Temperature Calibration/Verification	Calibrate vat temperature against another calibrated thermometer, tanker thermometer or auditor's thermometer	Documented evidence				

Section	Number	Requirement	Details Required	Evidence Required	Check	Comments
Purchased Feed/Supplements	6.1.	Vendor Declarations	Stockfeed includes fodder, additives and feed supplements Declarations should include: · name of supplier · description of stockfeed · chemical residue status · any applicable withholding periods · amount supplied · signature of person making declaration · date	Documented evidence		
		Rations	The details (recipe) of any feed ration mixed on farm must be documented, and any additives/supplements used, with records maintained	Documented evidence		
Pasture	6.2.	Treated Paddocks	Treated paddocks should be identified on the gate or on the map to assist in observance of withholding periods and must be recorded	Documented evidence		

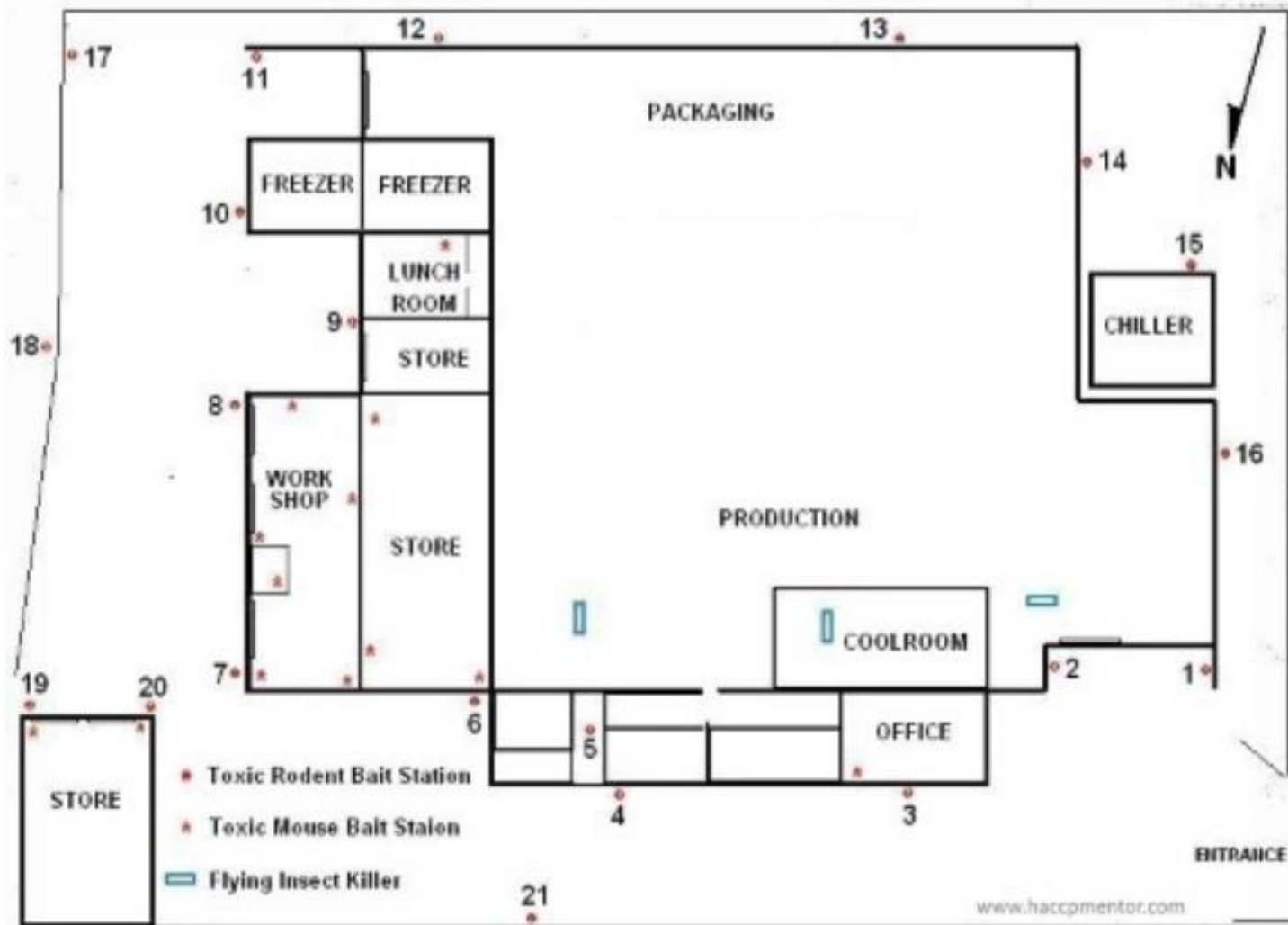
Section	Number	Requirement	Details Required	Evidence Required	Check	Comments
Water	7	Water Sources	All water sources and their uses must be documented	Documented evidence		
		Water Treatment (if applicable)	If water used in the dairy needs to be treated before use provide evidence	Documented evidence or report from water treatment professional		
			· date treated			
			· treatment administered			
		· volume of water treated				
		Reclaimed and Treated Water Management Plan		Documented evidence		
Re-use Water Plan (Any water that has been collected after use in the dairy plant and reused in the dairy or on the farm)	Re-use water, if used, must be used in accordance with EPA guidelines and the plan recorded	Documented evidence				
Water Testing	If water has been tested for quality or if water sources have had to be changed and testing was required	Provide report				
Effluent (Waste) Management	7.1.	Effluent Treatment	Effluent treatments on paddocks for crops and grazing must be recorded	Documented evidence		
		Effluent Management Program	Details including:	Photo evidence of effluent pond or system and documented evidence of usage		
			· date effluent was used			
			· area covered			
· withholding period						

Section	Number	Requirement	Details Required	Evidence Required	Check	Comments
Milk Cooling & Storage	8.2.	Milk Cooling Checks Cooling checks must be done a minimum of twice per year, once mid-summer and once during peak milking capacity.	<p>A record of the calibration and/verification of the cooling ability of the plant (twice yearly at a minimum):</p> <ul style="list-style-type: none"> · peak milk volume cooling report · peak summer cooling report <p>temperature report</p> <p>The report must outline:</p> <ul style="list-style-type: none"> · time taken to milk · temperature of the milk after 3.5 hours from start of milking · time taken to reach 5 degrees Celsius or less · an alternatively validated time/temperature equivalent for those cooling systems must be identified and approved by the relevant State Regulatory Body 	Documented evidence		
Milk Quality Issues	8.3.	Milk Quality Issues (as per the Milk Purchase Agreement)	<p>Records include</p> <ul style="list-style-type: none"> · cause of quality issue(s) · corrective actions 	Documented evidence		
Traceability	9.1.	Milking Stock including heifers	All milking stock must be permanently identified	Photo evidence		
		Treated animals	A system must be in place to identify the ID of treated animals	<ul style="list-style-type: none"> · documented evidence including dairy software and printed report of last 30 days 		
		Milk not supplied to a licenced entity	If milk is supplied, sold or delivered to anyone other than a milk company	Evidence of written approval by licenced authority		
		Livestock purchases	<p>Details of livestock purchases and sales must be recorded</p> <ul style="list-style-type: none"> · vendor's name · property identification code (PIC) · any vendor declarations of purchased milking stock · ID records of all animals in the milking herd •Records of agistment must be kept including any records relating to stock treatment. 	Documented evidence		

4.2.b. Pest Control Map

A map detailing the location of pest control must be developed and retained for 2 years

Example Pest Control Map



Reference: HACCP Mentor (<https://haccpmentor.com/food-safety-haccp-challenge-week-1/>)

8.2. Milk Cooling Check

Milk Cooling Checks must be conducted at a minimum of twice annually during peak summer and peak volume

DATE:		
Please circle AM / PM		
Milking Start Time		
Vat Volume		
Vat Temperature		
Milking End Time		
Vat Volume		
Vat Temperature		
Vat temperature 3.5 Hrs post Milking Start Time:		
Time at Vat temperature 4 degrees or below:		

DATE:		
Please circle AM / PM		
Milking Start Time		
Vat Volume		
Vat Temperature		
Milking End Time		
Vat Volume		
Vat Temperature		
Vat temperature 3.5 Hrs post Milking Start Time:		
Time at Vat temperature 4 degrees or below:		

DATE:		
Please circle AM / PM		
Milking Start Time		
Vat Volume		
Vat Temperature		
Milking End Time		
Vat Volume		
Vat Temperature		
Vat temperature 3.5 Hrs post Milking Start Time:		
Time at Vat temperature 4 degrees or below:		

DATE:		
Please circle AM / PM		
Milking Start Time		
Vat Volume		
Vat Temperature		
Milking End Time		
Vat Volume		
Vat Temperature		
Vat temperature 3.5 Hrs post Milking Start Time:		
Time at Vat temperature 4 degrees or below:		

