Australian Food and Grocery Council

PRODUCT INFORMATION FORM

PIF 5.0

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OVERVIEW

• INTRODUCTION TO PIF
• PIF CONVERT
• PIF 5 USER GUIDE
• MAJOR CHANGES WITH PIF5.0
• DISCUSSION AND ISSUES
• Launched in 2008 as an industry standardised ingredient questionnaire
• designed to replace the numerous company-specific information forms.
• acceptable to food companies and their suppliers
• consistent with regulatory and consumer information requirements
• comprehensive information about ingredients – more than simply allergens
• improved confidence in allergen statements and label compliance
• The Product Information Form [PIF 5.0] has been built to be compatible with Office 2007 and Office 2003 versions of Excel.

• Optimal performance in **Office 2007** or higher

• Limitations in Office 2003:
  - much more limited ability to control conditional functions and some functions will not work properly.
  - Limited colour palette means that some colour tones differ to Office 2007.

• **NOT compatible for earlier versions of Excel in Office 2000.**

• **Use of colour in form:**
  - **Blue** background boxes – indicate input required.
  - **Pink** background boxes – indicate drop-list selection
  - **Purple** background with white text – incomplete mandatory input box
  - **Green** background box – form calculation results
  - **RED** coloured boxes white text - an error with an answer that has been provided.
Product Information Form (PIF 5.0) comes in two formats:
- PIF 5.0 2011.xls, or PRINTONLY PIF 5.0 2011.xls.

PIF 5.0 2011 is designed to be **filled out electronically** after which it may printed, or you may wish to email the PIF as an attachment.

The form is designed to turn on or turn off certain questions depending on answers provided when filling out the form electronically. This helps to guide the user and minimises the amount of unnecessary text.

The form is **NOT** to be used by printing the blank Excel form and then attempting to fill in the questions in hard copy.

IF it is necessary to fill in a hard copy form then you must use the PRINTONLY PIF version of the form.
GENERAL INSTRUCTIONS

- **Navigate through the form** using the tab key, or use the left click on the mouse to activate an input box for data entry.

- **Click once** into each check box for a cross to appear or begin typing to insert text into the text fields or select the drop list.

- **DO NOT COPY and PASTE** from one set of field to another. Each cell in the form has unique properties associated with the cell which controls how other cells in the form will behave.

- **Large content in a cell** will not be visible and it needs to be resized manually by expanding the row that the cell is in.

- **Column width cannot be changed** as it will corrupt the page format for printing.
• The User Guide provides an explanation of what is required for questions in PIF 5.0 and includes:
  – guidance on use of the PIFconvert tool.
  – references to relevant sections in the ANZ Food Standards Code
  – other references to regulations, standards or codes
  – limited examples to illustrated the intent of certain questions
  – in the case of GM requirements, a decision tree that shows the process for arriving at a determination if GM labelling may be required, or may be exempt

• Information is presented consistent with the same layout in the form
• The User Guide is intended to be updated as industry queries identify a need for further details and clarification about requirements.
MIGRATING DATA TO VERSION 5.0

- Download zip file from AFGC or Allergen Bureau website
- EXTRACT files into a PIF5 folder and follow steps in User Guide
- A data migration tool to move data out of the previous version into the Version 5.0 blank form. Data migration maps are available for: PIF2.3; PIF3.0 (Sept 2010); PIF3.2, PIF4.3 and PIF5.0
- Designed to identify the specific location of data in cells that conform to the original template.
- Once data migrated to PIF5.0, there will be some blank fields where additional information is required.
- Data migration map for version 5.0 is provided to allow for ease of updating PIF5.0 to latest edition if needed.
Rename the Data Migration Map

Folder must contain the files for data migration map
PIF 5.0 2011
PIFconvert

Open the PIFconvert file and a Macro Security Alert pop-up needs you to then click on the “Enable the content” to run.
The first time the program is run it will state the Migration Map cannot be found. Click OK

On the next form click on PATH to find the file; click OPEN and then Save Settings.

You are now ready to Browse PIF and start converting files
FORM STRUCTURE

• SECTION 1 - CONTACT DETAILS & DECLARATION
• SECTION 2 - PRODUCT INFORMATION & INGREDIENTS
• SECTION 3 - COMPOSITIONAL INFORMATION
• SECTION 4 - FOODS REQUIRING PRE-MARKET CLEARANCE
• SECTION 5 - NUTRIENTS & CONSUMER INFORMATION CLAIMS
• SECTION 6 - DURABILITY, PACKAGING & SUPPLY CHAIN
• SECTION 7 - ORGANOLEPTIC, PHYSICAL, MICROBIAL & CHEMICAL SPECIFICATIONS
• SECTION 8 - COMMENTS / ADDITIONAL INFORMATION
SECTION 1 – CONTACT DETAILS & DECLARATION

• Supplier Logo and product identification
  – The supplier’s company logo can be inserted into the top left-hand corner
  – The logo image should be in gif or jpg format and should be no larger than 10-20 KB in size and not bigger than 2.5cm X 2.5 cm.
  – Product identification – the suppliers name and code number for the product
  – The GTIN / EAN if relevant
  – Import / Export countries
  – Inclusion of question on import to AUS/NZ and Tariff Code – this may be of use particularly for agreements for use of PIF with importing inspection authorities
SECTION 1 – CONTACT DETAILS & DECLARATION

• Contact details
  – Business name / ABN / Trading Name
  – Business address and postal address have separated fields
  – Contact details for person for supplying company.
  – Manufacturer details where the product is manufactured by another company or at various manufacturing sites. Up to 3 sites provided under Section 1.
  – Contact details for technical and allergen information. This may be the relevant technical person at the manufacturing site or it may be the key contact person at the supplier.
• Supply declaration and warranty
  – The supplier declaration and warranty is an acknowledgement of the obligations in providing correct and accurate information, and an undertaking that any changes to the information provided will notified to the customer in an appropriate and timely manner to minimise the flow-on impacts on the customer.
  – **Clause 6: suppliers should advise their customer in advance of any changes to the information.**
  – Changes to the information provided in the PIF has the potential to impact further down the supply chain, such as changes on product labelling.
  – Advance warning of changes is necessary to ensure that changes to labelling will be able to be accommodated by their customer.
  – The authorised person can insert a digital signature, similar process as with logo.

    | COMPANY NAME |       |
    | Signed for and on behalf of |       |
    | NAME (Please print) |       |
    | JOB TITLE (Please print) |       |
    | AUTHORISED SIGNATURE | Insert signature here |
    | DATE OF AUTHORISATION |       |
When to re-issue a PIF

- When there are significant changes to product specifications
- If customer verification testing were to detect significant deviation from the specification provided in the PIF then it may need re-validation and re-issuing.
- Periodically, as agreed between the customer and supplier, as part of validation and verification requirements.
  - As a rule of thumb this should be at least every two years.
  - If highly ingredients are highly stable this may be extended or if subject to seasonal or environmental variation may be reduced to annually.
- PIFs should NOT be re-issued simply because the supplier has been subject to an audit and there is a more updated report if the report is essentially unchanged.
SECTION 1 – CONTACT DETAILS & DECLARATION

• Check list
  – Automated to detect when sections have not been completed
  – Supplier must still indicate that additional material has been attached

• Status of sections
  – Indicate if all mandatory sections of form are complete.
  – Mandatory questions depend on product and answers. For example, follow-on questions may be mandatory if “Yes”, but not required if “No”.
  – Option to identify mandatory Questions not completed by ticking check box

1.8 Status of completion for each section:

- COMPLETED
- PARTIAL
- NOT DONE
- PARTIAL
- NOT DONE
- NOT DONE
- NOT DONE
- COMPLETED

Check Box if help is needed identify mandatory sections of form which have NOT been completed:
MANDATORY input boxes which are not complete will now be coloured dark purple.
SECTION 2 – DESCRIPTION & INGREDIENTS

• 2.1 Product description and 2.2 Legal description
  – A description of the physical and / or technological attributes:
    • E.g. An aqueous, clear solution of food grade acetic acid 75% w/w
  – The legal description or name of the product, which can be used for
    • E.g. Acetic Acid, Food Acid (260), Acidity Regulator (260)

• 2.3 Product application and intended use
  – Selection of questions related to how the product is supplied for use -
    further manufacturing and use – select from drop list.
  – Depending on selection, certain questions further on will be available or
    modified
2.4 Country of origin

- Declare the overarching country of origin declaration.
  - Select from Product of, Made in, Made in with…, Grown in, or other

- Estimate the local content over the course of the production cycle.
  - Production cycle is based on reasonable forecast contracts for supply and generally would be applicable over 12 month period,
  - Reflects the average local / imported content over period, not the batch to batch

- Identify if source materials are imported, and if those materials are imported from more than one country (subject to seasonable availability, cost, etc)

- Nominate up to six countries that product may come from and select from a pick list for countries.

- Assess the product processes in respect of substantial transformation, costs, and the essential characteristics as a result of processing conditions
SECTION 2 – DESCRIPTION & INGREDIENTS

2.4 COUNTRY OF ORIGIN

2.4.1 Specify the most appropriate overarching country of origin declaration which applies to this product:

Declaration: Made in

Country: China or New Zealand

2.4.2 Indicate if the local content of ingredients/components originating from China on average exceeds 95%:

No

Yes/No

Indicate if the local content of ingredients/components originating from China on average exceeds 51%:

Yes

Yes/No

2.4.3 Are the primary components, from which this product is made or derived, sourced from more than one country?

Yes

Yes/No

If YES, nominate the countries the primary components used to make the product come from:

Zimbabwe

China

Bangladesh

Vietnam

2.4.4 Indicate if the following apply in determining country of origin declaration in 2.4.1:

- The IMPORTED COMPONENTS have undergone substantial transformation:

  Yes

  Yes/No

- The PRODUCT has undergone substantial transformation:

  Yes

  Yes/No

- 50% or more of total product costs are incurred in the country stated:

  Yes

  Yes/No

- Essential characteristic of the product is the result of local processing conditions:

  No

  Yes/No
SECTION 2 – DESCRIPTION & INGREDIENTS

• 2.5 Component Type
  – Single component (e.g. honey or salt)
  – Compound substances (made from two or more ingredients, e.g. breadcrumbs)
  – Multiple ingredients, not compound substances

• 2.6 Ingredient declaration
  – Specify the number of components in product. This will highlight the number of rows to be completed.
  – Maximum of 40 rows for components
  – Specify % component (specifically required for characterising ingredient)
  – Compound substance requires percent characterising component
    • 5% or more in a food, MUST declare all the food additives present.
    • less than 5% in a food, a compound ingredient must declare only those food additives that are still performing a technological function in the food.
    • IF this is an allergen, then it must be declared irrespective of whether it performs a technological function.
## SECTION 2 – DESCRIPTION & INGREDIENTS

<table>
<thead>
<tr>
<th>COMPONENT NAME</th>
<th>PERCENT OF TOTAL %</th>
<th>COMPOUND SUBSTANCE INGREDIENTS</th>
<th>Characterising component %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sugar</td>
<td>55 - 60%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetable Fat</td>
<td>15 - 20%</td>
<td>Vegetable Fat (Emulsifiers [492, Soy Lecithin])</td>
<td>97.30%</td>
</tr>
<tr>
<td>Cocoa</td>
<td>15 - 20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citrus peel</td>
<td>2 - 3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whey Powder</td>
<td>0 - 5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>55.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peanut Butter</td>
<td>30.0%</td>
<td>[Roasted Peanuts, vegetable oil, salt, antioxidant (306) ]</td>
<td>80%</td>
</tr>
<tr>
<td>Desiccated Coconut</td>
<td>5.0%</td>
<td>Coconut, Preservative                          220</td>
<td></td>
</tr>
<tr>
<td>Food Acid (260)</td>
<td>4.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salt</td>
<td>3.5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spices</td>
<td>2.5%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.1 Mandatory advisory or warning statements and declarations

- Refers to requirements of Standard 1.2.3 of the Food Standards Code.
- Requires Yes/No declaration for specific ingredients listed
- In most cases the presence of these ingredients will require specific mandatory warning statements which is specified in Standard 1.2.3
- The presence of polyol, isomalt, polydextrose requires the type and level

### 3.1 MANDATORY ADVISORY OR WARNING STATEMENTS & DECLARATIONS

(“Yes” response triggers a mandatory advisory or warning statement. Refer Standard 1.2.3 of the Code)

<table>
<thead>
<tr>
<th>FOOD / COMPONENT</th>
<th>PRESENT YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bee pollen presented as a food or ingredient</td>
<td></td>
</tr>
<tr>
<td>Propolis presented as a food or ingredient</td>
<td></td>
</tr>
<tr>
<td>Unpasteurised milk and unpasteurised liquid milk products</td>
<td></td>
</tr>
<tr>
<td>Aspartame or aspartame-acesulphame salt (or phenylalanine)</td>
<td></td>
</tr>
<tr>
<td>Unpasteurised egg products</td>
<td></td>
</tr>
<tr>
<td>Quinine</td>
<td></td>
</tr>
<tr>
<td>Kola beverages containing added caffeine</td>
<td></td>
</tr>
<tr>
<td>Guarana or extracts of guarana</td>
<td></td>
</tr>
<tr>
<td>Phytosterol esters</td>
<td></td>
</tr>
<tr>
<td>Tall oil phytosterols</td>
<td></td>
</tr>
<tr>
<td>Cereal-based beverages, where these foods contain no more than 2.5% m/m fat and less than 3% m/m protein, or less than 3% m/m protein only.</td>
<td></td>
</tr>
<tr>
<td>Frequent, but not dried products, made from cereals where these foods contain no more than 2.5% m/m fat and less than 3% m/m protein, or less than 3% m/m protein only.</td>
<td></td>
</tr>
</tbody>
</table>
3.2 Allergen Management and conditions

- Is there an allergen management program and is it part of the Food Safety plan?
  - The AFGC Allergen Management and Labelling Guide outlines the elements that should be included, such as training, separation of ingredients, scheduling, etc.

- Is it audited and what processes are applied to minimise cross contact allergens in the facility.

<table>
<thead>
<tr>
<th>3.2 ALLERGEN MANAGEMENT &amp; CONTROL</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2.1 Does the facility have a Food Safety Program?</td>
<td>Yes</td>
</tr>
<tr>
<td>3.2.2 Does the facility have a documented allergen management plan?</td>
<td>Yes</td>
</tr>
<tr>
<td>IF YES, does this include the management of cross contact allergens?</td>
<td>Yes</td>
</tr>
<tr>
<td>3.2.3 Has the Food Safety Program been independently audited and certified?</td>
<td>Yes</td>
</tr>
<tr>
<td>If Yes</td>
<td>provide name of Certifying Body</td>
</tr>
<tr>
<td>Date of most recent audit / inspection</td>
<td></td>
</tr>
<tr>
<td>Provide copy of certificate</td>
<td></td>
</tr>
</tbody>
</table>

3.2.4 Indicate if any of the following is applied in order to manage allergens and minimise allergen cross contact within the manufacturing facility: (Select all appropriate checkboxes)
- [X] validated cleaning procedures
- [X] control of personnel movement in factory
- [ ] documented procedures and controls
- [ ] raw material sourcing & tracing
- [ ] production scheduling
- [ ] staff training
- [ ] isolated storage of allergens
- [ ] dedicated equipment
- [ ] other
3.3 Allergens in ingredients

- Allergens will change declaration boxes
- Cereal containing gluten “yes” response adds further questions at the end of list
- Lupins not mandatory requirement.
- Sulphite declare naturally occurring, carry-over and added sulphite (note LOQ)
- Allergenic protein to indicate % in derivative, % derivative in final product and if removed by processing
- If raw material/additive are allergen listed in the table a substrate or feedstock in a metabolic process
- **If so, and all the allergenic proteins is removed or metabolised, then declaration is not required.**
3.4 Cross contact allergens

- Cross contact allergens are those that are unintentionally included in a product.
- Initial question to establish if cross contact allergen may be present on site.
- Include Lupin consistent with other mandatory allergen declarations.
- Cross contact allergens highlighted when "yes" – line or facility.
- A facility refers to enclosed vicinity in which a product is manufactured. Separate, fully enclosed areas within the same site may be considered separate facilities. It is possible to have the allergen on a site, but still answer NO to allergen present in the same facility.

- Same line – refers to use of same equipment irrespective of scheduling or cleaning.
- Row heading colour change if either YES to facility or line.

<table>
<thead>
<tr>
<th>ALLERGENIC SUBSTANCE</th>
<th>PRESENT IN SAME FACILITY</th>
<th>PRESENT ON SAME LINE</th>
<th>SOURCE FOOD</th>
<th>DERIVATIVE NAME</th>
<th>TOTAL PROTEIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cereals containing gluten &amp; their products</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crustacea &amp; crustacea products</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egg &amp; egg products</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SUMMARY OF ALLERGENS PRESENT

• Where the PIF is for a raw material
  – the allergen declaration exempts allergenic substrates/feedstock that has been used in a metabolic process in the production of the ingredient and where the allergenic proteins have been fully removed or metabolised.
  – For example, the use of soy for the production of xanthine gum.

• The summary of allergens present as ingredients
  – declared consistent with the AFGC recommendations on allergen labelling
  – the use of an allergen-free statement for product labelling must have regard to ACCC restrictions on the use of the term „free“ and provisions for „false, misleading and deceptive‟ under Australian Consumer Law.
Cross contact allergens are inadvertent, sporadic, intermittent and uncontrollable. If consistently present (i.e. not sporadic) but unintended, highly variable and uncontrollable, then also cross contact allergen and reported in Section 3.4.

A facility refers to enclosed vicinity in which a product is manufactured. Separate, fully enclosed areas within the one site may be considered separate facilities.

Allergens lists as ingredients may not be listed as a cross-contact allergen, with exception of tree nuts and gluten, where there may be multiple types.
– **Particulate cross contact allergens:**
  - Generally small fragments from ingredients or from hang-ups in machinery
  - Particulate cross contacts are unlikely to be distributed through a product. If particulates are present, then a VITAL calculation is not appropriate.
  - However, it is necessary to provide an appropriate precautionary statement, such as “May contain pieces of peanut”.

– **Additional cross contact allergen questions:**
  - Are cross contact allergens present in particulate form in the facility or line?
  - Does the potential for particulate cross contact allergen remain after all steps taken in allergen management?
  - If Yes, then questions relating to VITAL are removed and request to provide the appropriate cross contact statement to be used.

  - Have cross contact allergens been assessed using the VITAL procedure?
  - IF VITAL action levels used - specify the cross contact statement.
  - If VITAL not used, then specify appropriate cross contact statement and advise the basis on which this is applied.
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is cross contact allergen present in <strong>particulate form</strong> in the facility or on same lines?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Is particulate cross contact allergenic material still likely to be present in the product above despite having undertaking all specified allergen control actions in 3.2.4?</td>
<td>Yes/No</td>
</tr>
<tr>
<td><strong>IF YES</strong>, what precautionary statement is appropriate?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is cross contact allergen present in <strong>particulate form</strong> in the facility or on same lines?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is particulate cross contact allergenic material still likely to be present in the product above despite having undertaken all specified allergen control actions in 3.2.4?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Have cross contact allergen levels been assessed using the VITAL procedure?</td>
<td>Yes/No</td>
</tr>
<tr>
<td><strong>IF YES</strong>, were VITAL ACTION levels used to determine precautionary statement?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Where ACTION LEVEL 2 is indicated, please provide appropriate precautionary statement</td>
<td></td>
</tr>
</tbody>
</table>
3.5 INTERNATIONAL DECLARATIONS & INFORMATION

- Beef gelatine will disqualify vegetarian claims, and may disqualify kosher/halal. Imported beef gelatine is also an issue for potential BSE risk and entry permits. Gelatine can be sourced from other materials, such as fish.

- Fruits – some identified as broad grouping to class related ingredients, such as Pome fruit, berry fruit, citrus fruit etc. and some examples provided.

- Additions of Avocado / banana – associated with latex allergy.

- Intense sweetener and preservative include three rows with columns for name, additive number and amount present (mg/kg) as opposed to single input box.
3.6 ADDITIONAL LABELLING AND INFORMATION REQUIREMENTS

- The information is required to enable the customer to:
  - meet the needs of export markets
  - ensure that additional labelling requirements are met
  - answer consumer enquiries related to ingredients

- Key new questions:
  - RSPO palm oil
  - Changes to definitions of added flavours:
    - International Organisation of the Flavour Industry (IOFI) recognise several categories of flavours. Compliance with these categorise ensures exported product meets EU requirements.
SECTION 4 – REQUIRE PREMARKET CLEARANCE

• 4.1 Novel foods
  – Novel foods/ingredients as per Food Standards Code
  – Inclusion of question as to whether the food or a component of the food includes any engineered nanoparticles
  – Option to list relevant food components expanded to three

• 4.2 Irradiation / Sterilisation
  – Determine what processes are used to satisfy quarantine fumigation requirements by heat / irradiation / gas or other means.

<table>
<thead>
<tr>
<th>FOODS REQUIRING PRE-MARKET CLEARANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 NOVEL FOODS</td>
</tr>
<tr>
<td>(Refer Standard 1.5.1 of the Code)</td>
</tr>
<tr>
<td>4.1.1 Is this product (or any of its components) listed as a novel food in the standard?</td>
</tr>
<tr>
<td>IF YES, complete the following table:</td>
</tr>
<tr>
<td>SPECIFY COMPONENT</td>
</tr>
<tr>
<td>--------------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

4.2 QUARANTINE TREATMENTS
Specify if this product (or any of its components) has been treated with the following:

<table>
<thead>
<tr>
<th>TREATMENT METHOD</th>
<th>USED ON ANY COMPONENT</th>
<th>SPECIFY TREATED INGREDIENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steam sterilisation</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Ionising (gamma) irradiation</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Ethylene oxide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other fumigants or sterilants</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Specify substance used</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 4 – REQUIRE PREMARKET CLEARANCE

4.3 Food produced using gene technology

- If there are several GM-derived ingredients, the questions should be read in the context that affirmative answers to questions concerning the presence of GM material from one GM ingredient taking precedence over claims that GM material is not present in other ingredients.
- Are any GM ingredients, or ingredients derived from GM organisms.
- Substrate used by micro-organisms in the synthesis of new products do not need to be declared provided there is no novel DNA and no novel protein from the feed stock which is present in the final synthesized product.
- If NO, then need to state how this can be assured.
- If Yes, then a variety of questions to determine if labelling will be required.
- As questions are answered a statement at the bottom of section will automatically be revised to determine if GM labelling required, or if it is normally exempt from GM labelling.

4.3.12 on food from animals fed GM feed (OPTIONAL)

- EU Regulation (EC) No 1829/2003
- GM micro-organisms used in fermentation not removed during the production and not used as processing aids and require labelling.
• Nutrition table preceded by a series of checkbox questions
• Which check boxes are presented is determined by intended use in 2.3.1
• If a liquid then specific gravity required and if a liquid concentrate then also specify which is diluted before analysis, dissolution per 100mL liquid
• If rehydrated solid then rehydration rate for added liquid per 100g product
• If product is declared to be a finished product ready for retail sale then the nutritional information section will request the serve size
• Nutritional information will automatically calculate the %DI if serve size is provided then the table will autocalculate the %DI based FSC data
• Mandatory nutrients are highlighted in bold and with blue background
• Front of pack labelling elements (1+6) auto calculated
• Use text “Less than” and not the symbol “<“
• Use text “unavailable”; or in the case of gluten “not detected”
• Option to specify NIP in grams for a liquid product
For ingredients or raw materials only average quantity values required as serve size is not relevant.

<table>
<thead>
<tr>
<th>NUTRIENT</th>
<th>AVG QUANTITY per 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy</td>
<td></td>
</tr>
<tr>
<td>Protein, total</td>
<td></td>
</tr>
<tr>
<td>- Gluten</td>
<td></td>
</tr>
<tr>
<td>Fat, total</td>
<td></td>
</tr>
<tr>
<td>- saturated</td>
<td></td>
</tr>
<tr>
<td>- transfat</td>
<td></td>
</tr>
<tr>
<td>- polyunsaturated</td>
<td></td>
</tr>
<tr>
<td>- monounsaturated</td>
<td></td>
</tr>
<tr>
<td>Cholesterol</td>
<td></td>
</tr>
<tr>
<td>Carbohydrate</td>
<td></td>
</tr>
<tr>
<td>- sugars</td>
<td></td>
</tr>
<tr>
<td>Dietary fibre, total</td>
<td></td>
</tr>
<tr>
<td>Sodium</td>
<td></td>
</tr>
<tr>
<td>Potassium</td>
<td></td>
</tr>
</tbody>
</table>

Nutrient information is relevant to product AS SUPPLIED.

DO NOT leave bolded NIP fields blank. Use numbers, or text "less than" with value; or "unavailable" or "not detected" for gluten.

Nutrient information table INCOMPLETE.
Warning if sum of component and total vary
When providing vitamin/mineral data it is important to nominate the intended population group as the reference values differ for adult / children / infant.

- Vitamins and minerals selected from drop down list (pink)
- Relevant units provided depending on selection
- If a finished product then %RDI is automatically calculated based on FSANZ data
- Other biologically active substance – for example, phytosterols

5.1.3 Additional nutrients - vitamins, minerals and other nutritive substances

Specify only one target population for product (selection ONLY ONE check box):

<table>
<thead>
<tr>
<th>VITAMINS</th>
<th>MINERALS</th>
<th>AVG QUANTITY per 100 g</th>
<th>% RDI / serve</th>
<th>AVG QUANTITY per 100 g</th>
<th>% RDI / serve</th>
</tr>
</thead>
<tbody>
<tr>
<td>folate @women</td>
<td>calcium</td>
<td>200.0 µg</td>
<td>50%</td>
<td>150.0 mg</td>
<td>19%</td>
</tr>
<tr>
<td>vitamin D</td>
<td></td>
<td>5.0 µg</td>
<td>50%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: There is no permission to FORTIFY foods with this substance indicated with **

Insert any other nutrient or biologically active substance

<table>
<thead>
<tr>
<th>NAME OF SUBSTANCE</th>
<th>AVG QUANTITY per 100 g</th>
<th>%RDI / serve</th>
</tr>
</thead>
</table>
• **Estimation of content:**
  – Calculation based on the addition of the quantity of protein, fat, carbohydrate, ash and moisture to give an estimate of quantity, which should be reasonably close to 100.
  – Where values are either unavailable or not detected, the calculation will use a zero value.
  – Where the value is stated as less than X value, then the calculation will be based on the X value rather than a lower level, and therefore over estimate the level.

• **Determination of NIP values:**
  – Must declare how carbohydrate has been determined and whether the values reported in the NIP are from laboratory analysis or estimates from calculations.
5.2 Suitability to make certain claims

- Nominate if suitable to claim for Halal / Kosher / Organic / Vegan etc.
- Free-from claims: e.g. Gluten free, fat free, sugar free, lactose free, etc.
- Sustainability / Eco-friendly claims – environmentally friendly or renewable
- Humane treatment claims (e.g. free range, barn laid, dolphin friendly, etc.)

Validation

- Many claims in this section are not able to be „certified”.
- Requirement to be able to validate via testing, COP, audit etc.
- Invalidation rules for Vegan based on previous responses.
## 6.1 Shelf life

- Duration of shelf life – as supplied and in use.
- Temperature conditions required in storage and transport
- What type of date marking is applicable
- Secondary storage may have different conditions on handling and storage post.
- For products which do not have resealable package guarantees are not provided for expected shelf life as this is outside the manufacturer’s control.

### Table: Durability, Packaging and Supply Chain

<table>
<thead>
<tr>
<th>Specification</th>
<th>Product as Supplied</th>
<th>Product - Once in Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify shelf life</td>
<td>7 Days</td>
<td>2 Days</td>
</tr>
<tr>
<td>Temperature control during storage</td>
<td>Is required?</td>
<td>Yes</td>
</tr>
<tr>
<td>Specify range:</td>
<td>2 to 4 °C</td>
<td>2 to 4 °C</td>
</tr>
<tr>
<td>Temperature control during transport</td>
<td>Is required?</td>
<td>Yes</td>
</tr>
<tr>
<td>Specify range:</td>
<td>2 to 8 °C</td>
<td></td>
</tr>
<tr>
<td>Specify any OTHER storage requirements:</td>
<td>protect from sunlight</td>
<td></td>
</tr>
</tbody>
</table>

6.1.2 Specify the type of date mark to be used: Use by

Refer to AFGC Date Marking Guide
• 6.2 Potential hazards
  – Identify any potential hazards associated with the product
  – If hazards exist, provide copy of material safety data sheet.
  – Dangerous goods are substances or articles that present an immediate hazard to people, property or the environment. They are often highly concentrated substances like acids or contain large amounts of embodied energy such as flammable liquids.

6.2 POTENTIAL HAZARDS
6.2.1 Are there any potential hazards associated with the product during handling? Yes/No
6.2.2 Specify if hazards occur during: X transport X handling X storage ☑ disposal
6.2.2 Is the product classified as either a Dangerous Good or a Hazardous Good? Yes/No
If YES, select class of dangerous good for transport purposes: Class 4 Flammable solid
If MSDS data on internet, specify website:
Otherwise: ATTACH MATERIAL SAFETY DATA SHEET

6.3 TRANSPORT
How is the product transported and packaged?
Bulk/wholesale package, not individually packaged
• 6.3 Transport
  – Declare how the product is transported – tanker, bulk wholesale, individual pack
  – If tanker then skip remainder and go to Section 7

• 6.4 Trade measurement
  – Declare whether trade measurement is net weight or average quantity
  – Select from gram, kg, mL or Litre
  – If AQS is used then specify the statistical variance in fill measurement
6.5 Traceability

- Primary Code: date code, lot code, batch code, production code used for the purpose of traceability in the event of having to undertake a product recall/withdrawal.
- If date marking is use, what type of date mark (best before, use by etc), what type of date (Julian).
- Method of Coding: How has the code been applied to the package? Sticker, embossed, inject, stamped, etc?
- Example of Coding Format
- Insert an example of the coding format applied to the product for both the unit package.
6.6 Packaging

- Tamper evident seals
- Signatory to the Packaging Covenant
- If so, have reporting requirements been met
- Type of packaging used and if the packaging includes recycled content
- Are engineered nanoparticles included in packaging
- Type of packaging materials
- Plastic coding number - the number designation for the type of plastic polymer (1 - 7).
SECTION 7 – SPECIFICATIONS

• SPECIFICATIONS
  – Four sections: organoleptic, physical, microbiological, chemical
  – Test parameters: relevant to above section (e.g. Physical – specific gravity)
  – Advise availability of Certificate of Analysis and Certificate of Conformance
  – Chemicals section allows for more specifications than other sections

• Analysis
  – Recommend use of certified laboratory undertaking proficiency testing.
  – Results should display certification stamp to show accredited for the specific test.
8.1 Additional comments / info
   - Specify the section number to which the comment is relevant, the comment number and the line number on the form

8.2 Additional manufacturing sites
   - Specify the site details if more than three sites are required from Section 1

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Comment Number</th>
<th>Line Number</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.2 ADDITIONAL MANUFACTURING SITE INFORMATION (if required)

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>SITE: #4 NUMBER / STREET / SUBURB</th>
<th>STATE / COUNTRY / POST CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>SITE: #5 NUMBER / STREET / SUBURB</th>
<th>STATE / COUNTRY / POST CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Australian Food and Grocery Council

REPRESENTING AUSTRALIA’S FOOD, BEVERAGE AND GROCERY MANUFACTURING INDUSTRY.

one voice - adding value