



TITLE: **STANDARD FOR DAIRY
PRODUCTS**

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FOREWORD

Recommendations for corrections, additions or deletions should be addressed to the:

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2016

1. INTRODUCTION

The purpose of this document is to detail the scope of work, incorporating the tasks and responsibilities of the Service Provider required by City Power for Canteen Services.

2. SCOPE

This specification covers City Power's requirements for Dairy Products in accordance with applicable Acts, Regulations and National Standards.

3. NORMATIVE REFERENCES

The following document contains provisions that, through reference in the text, constitute requirements of this specification. At the time of publication, the editions indicated were valid. All standards and specifications are subject to revision, and parties to agreements based on this specification are encouraged to investigate the possibility of applying the most recent editions of the documents listed below.

3.1 Acts and Regulations

- Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972), as amended
- Regulation R.638 of June 2018 under the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972), as amended
- Labelling Regulations under Foodstuffs, Cosmetics and Disinfectants Act 1972 (Act 54 of 1972), as amended
- Agricultural Product Standard Act, 1990 (Act 119 of 1990), as amended
- Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended
- Meat Safety Act, 2000 (Act 40 of 2000), as amended
- National Water Act, 1998 (Act 36 of 1998), as amended
- Animal Disease Act, 1984 (Act 35 of 1984), as amended
- Certificate of Acceptability Regulation R638

3.2 National Standards

- ISO: 9001:2015/SANS 9001:2015 "Requirement for Quality Management Systems"
- ISO 14001:2015 / SANS 14001:2015 "Requirements for Environmental Management Systems"
- SANS 10330:2007 "Requirements for HACCP System"
- ISO 22000:2005 in a 3-year transition to ISO 22000: 2018 "Food Safety Management Systems – Requirements for any organisation in the food chain"
- FSSC 22000: "Food Safety Management System certification"
- SANS 10049: 2012 "Code of Practice Food Hygiene Management"

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- SANS 10133: "The application of pesticides in food handling, food processing and catering establishment"

4. DEFINITIONS AND ABBREVIATIONS

As per relevant national legislation and standards.

5. REQUIREMENTS

5.1 General

- 5.1.1 The supplier is to ensure that products shall be of good quality as indicated in this specification.
- 5.1.2 The supplier shall ensure that the products supplied complies with all the relevant South African legislation and National Standards.
- 5.1.3 All products supplied shall be produced in South Africa.
- 5.1.4 Any changes in product or change in delivery date and time should be communicated to City Power, in advance, telephonically and in writing.
- 5.1.5 Letter of intent must be signed by both parties

5.2 Packaging requirements

5.2.1 Milk

- 5.2.1.1 The product shall be packed in a suitable container as specified by the company and should be free from any leakage, must be clean and protect the content.
- 5.2.1.2 The company/manufacturer name, product name and production date, as well as best before date should be visible on the package for storage and rotation purpose.
- 5.2.1.3 All products should be A Grade.

5.2.2 Cheese

- 5.2.2.1 The label should reflect the name of the product, weight, nutritional information and expiry date.
- 5.2.2.2 Cheese can either be circular, cylindrical loaf, slices, cubes shredded or grated.
- 5.2.2.3 All products should be A Grade.

5.2.3 Yoghurt

5.2.3.1 Yoghurt should be packaged in strong plastic tubs and be packed in single layers in boxes

5.2.3.2 The tub should contain the product name, nutritional information, sell-by date, production date, and details of the company.

5.2.3.3 All products should be A Grade.

5.3 Shelf Life

5.3.1 Upon delivery, all products must have a minimum of 3 month's shelf life before the date of expiry. Service Providers may make written applications to deliver a product with a shorter shelf life, provided such applications are accompanied by an undertaking that such short-dated stock will be unconditionally replaced before or after expiry.

5.3.2 All Dairy products shall be from a certified dairy supplier.

5.4 Return conditions

5.4.1 All products qualify to be returned if the quality of the product is not completely satisfactory as long as the product is within the expiry date.

5.4.2 All products will be returned should it be defective.

5.4.3 The supplier must have an accredited certificate that is approved by SANHA and the Muslim Council to supply products classified as Halaal.

5.5 Health & Safety requirements

5.5.1 All employees to adhere to hygiene and safety standards, personnel safety and should be trained accordingly.

5.5.2 Pest control should be monitored.

5.6 Administration Compliance

5.6.1 Certificate of Acceptability (R638) must be submitted

5.6.2 If the supplier is an independent Distributor (sourcing the products from another company), a letter of commitment from the Principal Company formalising the Distribution Agreement including specific responsibilities and accountabilities between the two companies should be included in the letter of commitment.

6. LABELLING

- 6.1 The products shall be labelled in accordance with Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972), as amended)
- 6.2 The following information is required: name of the product, class, size, weight, use-by date, batch identification and the address of the manufacturer or person on whose behalf the product is prepacked
- 6.3 Milk should be classified as full cream, low fat or fat free milk.

7. Transportation

- 7.1 Dairy products shall be handled and transported in a hygienic way and covered suitably so that it is protected against dust and contamination.
- 7.2 Personnel hygiene, PPE and cleanliness should also be strictly adhered to by the delivery and Dairy product handlers.
- 7.3 A refrigerated vehicle shall be used for the transportation of Dairy product only.
- 7.4 The refrigerated vehicle shall be fitted with a temperature recorder. Records of the temperature of the vehicle during transportation should be kept.
- 7.5 The refrigerated vehicle shall be inspected daily before loading to ensure that the vehicle is clean and weatherproof. Records of daily checks and maintenance shall be kept and inspection by end user will be done from time to time
- 7.6 All Dairy products shall be transported and stored at a temperature between 0 - 5°C
- 7.7 Transportation meaning all delivery vehicles must be cooled and not only insulated.
- 7.8 Dairy products transported in a vehicle should be separated in different containers, to avoid cross contamination.
- 7.9 A truck with a canopy is therefore unsuitable.
- 7.10 All products shall be delivered according to delivery schedule
 - 7.1.1 Monday to Thursday: 06:00 am to 08:00 am and 13:00 pm to 15:00 pm.
 - 7.1.2 Friday: 06:00 am to 08:00 am and 12:00 pm to 14:00 pm.
 - 7.1.3 For Emergency/Lead Time will be as and when required (maximum 6 hours after receiving PO.)

8. DOCUMENTATION

The Service Provider shall keep records of each product and provide such to City Power with the warranty/ guarantee clearly indicated as and when required. These records must contain details of the products, dates and guarantee periods.

9. QUALITY MANAGEMENT

A quality management plan shall be set up in order to assure the proper quality management of the civil work during design, development, production, installation and servicing phases. Guidance on the requirements for a quality management plan may be found in the ISO 9001:2015. The details shall be subject to agreement between City Power and the Supplier.

10. HEALTH AND SAFETY

A health and safety plan shall be set up in order to ensure proper management and compliance during the manufacture, installation, removal, transportation, and disposal of scrap material/Waste/E-waste. Guidance on the requirements of a health and safety plan shall be found in ISO 45001:2018 standards. The details shall be subject to an agreement between City Power and the Supplier.

11. ENVIRONMENTAL MANAGEMENT

An environmental management plan shall be set up in order to ensure the proper environmental management and compliance is adhered to during the manufacture, installation, removal, transportation, and disposal of scrap material/Waste/E-waste. Guidance on the requirements for an environmental management system shall be found in ISO 14001:2015 standards. The details shall be subject to an agreement between City Power and the Supplier. This is to ensure that the asset created conforms to environmental standards and City Power SHERQ Policy.

ANNEXURE A - BIBLIOGRAPHY

- Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972), as amended
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ANNEXURE B - REVISION INFORMATION

Date	Rev.	Remarks
January 2025	0	Initial Document