



OzCook Catering

Policies and Procedures Library

Updated: 02-01-2026 Review period: Every two (2) years Location: OzCook Catering document library

PACKAGING AND LABELLING PROCEDURE

About this procedure

Purpose

OzCook Catering is committed to safe packaging and accurate food labelling during catering preparation and transportation.

This procedure aims to:

- maintain food safety standards
- support allergen management
- reduce contamination risks
- support safe transportation of food products.

Application

This procedure applies to all packaged food items prepared by OzCook Catering.

Authorisation and review

This procedure is authorised by the Food Safety Supervisor and business owner and will be reviewed every two (2) years or as required.

Location

This procedure is maintained within the OzCook Catering document library.

Related procedures

Packaging requirements

- Food-grade packaging materials must be used.
- Packaging should protect products during transport.
- Damaged packaging must not be used.

Labelling requirements

Labels should include:

- product name
- preparation date
- allergen information where required.

Vacuum sealing

- Vacuum sealed products must be checked before transport.
- Damaged vacuum packaging should not be distributed.

Storage and transportation

- Packaged food products must be stored at safe temperatures.
- Cold chain procedures must be maintained during transport.

Incorrect labelling

Incorrectly labelled products must be removed immediately and corrected before use.

Responsibilities

Food Safety Supervisor

The Food Safety Supervisor is responsible for:

- monitoring packaging procedures
- reviewing labelling standards
- maintaining food safety compliance.

Workers and contractors

Workers and contractors are responsible for:

- following packaging procedures
 - checking labels carefully
 - reporting packaging or labelling concerns.
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