



RISK MANAGEMENT PROGRAMME TEMPLATE FOR DUAL OPERATOR BUTCHERS

Attachment U – *Listeria* Management Procedures

Part 15 of the **Animal Products Notice: Specifications for Products Intended for Human Consumption 2016** (HC Spec) introduced new requirements for operators of certain ready-to-eat animal products for the management of *Listeria monocytogenes* (*Listeria*). To assist dual operator butchers (DOBs) to comply with these requirements MPI has prepared **Attachment U** that can be added to the operator's existing Risk Management Programme Template for Dual Operator Butchers (DOB RMP template).

The implementation of Part 15 of the HC Spec has been phased in for DOBs:

- (1) Phase 1, comes into effect on 1st April 2017 and requires specific procedures for *Listeria* management, training and competency requirements for DOBs selling chilled ready-to-eat animal products with a shelf life of 5 days or more by wholesale.
- (2) Phase 2, comes into effect on 1st April 2018 and requires procedures for product and/or environment testing for DOBs who supply ready-to-eat product by wholesale to vulnerable populations.

Attachment U addresses Phase 1. Refer to MPI's guidance document: **How to Use Attachment U – *Listeria* Management Procedures** to help you fill in Attachment U.

Disclaimer

Considerable effort has been made to ensure that the information provided in the **Attachment U** is accurate, up to date, and otherwise adequate in all respects. Nevertheless, **Attachment U** is approved STRICTLY on the basis that the Crown, the Ministry for Primary Industries, its statutory officers, employees, agents, and all other persons involved with the writing, editing, approval or publication of, or any other kind of work in connection with **Attachment U**:

- (a) disclaim any and all responsibility for any inaccuracy, error, omission, or any other kind of inadequacy, deficiency, or flaw in, or in relation to, **Attachment U**; and
- (b) without limiting a) above, fully exclude any and all liability of any kind, on the part of any and all of them, to any person or entity that applies the **Attachment U**.

Updating your RMP

It is your responsibility as the owner to make sure you are meeting the current law at all times. This is particularly important for requirements that are subject to regular change such as those in the Food Standards Code. MPI will endeavour to update the DOB RMP template as soon as practicable after relevant changes in food law have been made but in some cases this may take time. In the meantime, you should keep abreast of developments and ensure you meet all requirements.

NB: This is a cover page only and is not to be used by the butcher as part of their RMP.



Attachment U: *Listeria* Management Procedures

Date: _____

Scope	
To ensure <i>Listeria monocytogenes</i> (<i>Listeria</i>) is managed in the butchery in order to minimise the risk of ready-to-eat products becoming contaminated by <i>Listeria</i> .	
Regulatory Requirements	
Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 15.	
Components	✓
Who is the person with overall responsibility for <i>Listeria</i> management in your butchery Name:	
Position:	
<p>The person listed above has knowledge of:</p> <ul style="list-style-type: none"> ✓ <i>Listeria</i>: the illness it causes, sources of contamination, harbourage sites and transmission routes; ✓ the specific procedures that eliminate, prevent or reduce the likelihood of <i>Listeria</i> contamination during processing, distribution, storage and use; ✓ the actions to be taken if <i>Listeria</i> has been found in your product or if there has been an illness linked with consumption of your product(s). <p>List the methods by which this knowledge has been obtained (e.g. attendance at MPI workshops):</p> <ul style="list-style-type: none"> - - <p>Refresher training of person identified above will be completed by (month) each year.</p>	
<p>List all the types of chilled ready-to-eat animal products you make with a shelf life of 5 days or more:</p> <ul style="list-style-type: none"> - - - 	
<p>Record Sheet U1 provides a list of references in the DOB RMP template to those procedures which specifically manage <i>Listeria</i> in the butchery.</p>	
<p>Using Record Sheet U3, describe the transfer sites and transmission routes for <i>Listeria</i> in your butchery (i.e. how <i>Listeria</i> could be moved into and within your butchery).</p>	
<p>The documented procedures are reviewed at least annually (you can do this more frequently). The review will be completed in (month) each year.</p>	



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Procedures related to *Listeria* management are covered within a number of attachments and sections of the DOB RMP template. Refer to **Record Sheet U1**.

The procedures below are additional to the existing DOB RMP template, identified to improve the control of *Listeria* in your butchery. If there is insufficient space provided in the Attachment to document your procedures, you can add more pages. Record where these pages can be found in the Document List.

Personnel, Health and Hygiene Procedures in Addition to Attachment D

Provide ongoing supervision and/or training to ensure that staff are adequately trained on their specific roles and tasks to minimise the contamination of the processing area(s) and products with *Listeria*.

Staff involved in processing ready-to-eat product or entering areas used to process ready-to-eat product, have an understanding appropriate to their roles and tasks of:

- ✓ the risks of *Listeria* to the butchery;
- ✓ the risks of *Listeria* to the consumers;
- ✓ *Listeria*: the illness it causes, sources of contamination, harbourage sites and transmission routes;
- ✓ the specific procedures for the roles or tasks for which they are responsible.

(Use **Record Sheet U2** to record staff training).

Refresher training of staff will be completed by (month) each year.

Protective Clothing

Protective clothing is worn and managed in a manner that minimises contamination between raw and ready-to-eat products (*fill in details below on how protective clothing is managed, e.g. colour code*)

Protective Clothing	Procedures	Colour Code, if applicable

Access Procedures

Specific procedures are in place to restrict access into the processing area(s) by personnel not involved with processing ready-to-eat product. (*Describe or reference specific procedures you have in place to manage entry for different personnel e.g. maintenance engineers, delivery drivers, cleaners and visitors*):

.....

.....

.....

Design, Construction and Maintenance of Facilities and Equipment Procedures in Addition to Attachment A

The butchery and equipment layout helps to minimise the contamination of ready-to-eat products. The layout takes account of the movement of people and the flow raw materials and ingredients to the finished product to prevent back tracking and contamination of ready-to-eat product.

Equipment, sites and product contact surfaces known to harbour *Listeria* are systematically checked every (*state frequency, e.g. Wednesday*) to ensure they are not contaminated. If problems are identified, actions are taken to fix them.

(*Fill in details below of sites and equipment routinely inspected, add in extra sites if necessary. Equipment used to process ready-to-eat products needs to be given extra attention for repairs and maintenance.*)



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Design, Construction and Maintenance of Facilities and Equipment Procedures in Addition to Attachment A (Continued)

Areas to Check	Procedure	Corrective Action

Cleaning / Housekeeping Procedures in Addition to Attachment E

Ready-to-eat processing area(s) is cleaned, sanitised and pre-operational checks are made before ready-to-eat products are handled.

Unpackaged product(s) in processing areas is removed or covered before cleaning and sanitation occurs. *(removal recommended)*.

List the name(s) of sanitiser(s) used for control of *Listeria*:

Equipment that is used to process ready-to-eat product (e.g. chopping boards, vacuum packers, knives, slicers, scales) has specific cleaning instructions *(fill in the details)*:

Processing Equipment	Cleaning Instructions

Dedicated cleaning equipment used in ready-to-eat processing areas is managed to minimise contamination between raw and ready-to-eat products *(fill in the details below on how dedicated cleaning equipment is managed, e.g. colour code, hung and dried)*.

Cleaning Equipment	Cleaning and Storage Instructions	Colour code, if applicable



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Process Control Procedures in Addition to Attachment P

Separation of raw and ready-to-eat products is achieved by (*tick applicable approach and describe how this is done, add more lines if necessary*):

physical separation (e.g. separate room):

.....

.....

separation by distance (e.g. a dedicated area within the same processing room):

.....

.....

separation by time (e.g. ready-to-eat products are processed and packaged before raw meat handling):

.....

.....

Raw and ready-to-eat products are stored in separate chillers or in a manner that minimises contamination (e.g. in covered containers with the ready-to-eat product stored above raw product).

Ready-to-eat product displayed for sale should be packaged or in a physically separate part of the display cabinet.

Contact with the floor

Nothing is moved from the floor to product contact surfaces.

Packaging, containers, bins and equipment used in processing area(s) is kept off the floor during processing and storage. It is assumed that anything that has been on the floor is contaminated, including hands/gloves.

Anything that falls on the floor and that is to be reused is cleaned and sanitised before reuse (e.g. dropped knives) and gloves are cleaned or changed.

Operator Verification Procedures in Addition to Attachment L

The person with overall responsibility for *Listeria* management will verify that the procedures are effective by ensuring that the following checks are done.

Activity	Details	Frequency
Record checks	Collect all records and check they are correctly filled out. Check that all results are acceptable and that appropriate corrective action has been taken if required.	(a) At the end of each processing day.
Staff training	Ensure that staff are trained and following correct practices and procedures, especially if these have been updated or changed. Check that refresher training has been completed.	(a) Before starts working in your butchery. (b) When a procedure is introduced or changed. (c) Refresher training is completed by (month) each year.
Review	Read through the documented processes and amend where necessary ¹ .	(a) Processes are reviewed by (month) each year. (b) When process, product or premises change. (c) When there is evidence that the controls are not working.

¹ If amendments are significant get these evaluated and registered.



Attachment U: *Listeria* Management Procedures

Date: _____

Record Sheet U1: *Listeria* Management Procedures Document List

Specific Procedures Relating to Product / Process	DOB RMP template reference
Formulation Process control Drying Smoking Cooking Dropped meat procedure Post-cook handling Product contact packaging Storage of finished product	Section 6 Attachment P Attachment P – 3.13 Attachment P – 3.14 Attachment P – 3.16 Attachment P – 3.25 Attachment P – 3.16a Attachment H Attachment I
Specific Procedures Relating to People	DOB RMP template reference
Hygiene practices Protective clothing Access between processing areas	Attachment D Attachment D – 3.3 Attachment P – 3.16a
Specific Procedures Relating to Butchery	DOB RMP template reference
Cleaning and sanitation Separation of raw and finished product Post-cook handling Buildings and facilities Separation of unregulated and regulated meat Maintenance of product contact surfaces and critical equipment Equipment and Repairs and maintenance Chemical Control Cleaning Storage of packaging and ingredients	Attachment E Attachment P – 3.16a Attachment 1 – 3.1 Attachment T Attachment A – 3.2 and 3.3 Attachment C Attachment E – 3.3 Attachment G

- ✓ I confirm that all of the above documents are attached, up to date and are appropriate for my butchery.
- ✓ I confirm that all facilities and equipment necessary to implement the *Listeria* management procedures are available and ready to operate.
- ✓ I confirm that the *Listeria* management procedures, including all attachments, has been authorised by me.
- ✓ I confirm that the *Listeria* management procedures has been, or will be, implemented as written.

Signature of Operator or person with overall responsibility for *Listeria* management:

Date _____



Date: _____

Record Sheet U2: Staff *Listeria* training

I understand that it is important to follow these food safety procedures in my daily roles and/or tasks.

I have completed the company's induction programme, and understand the:

Initial / Date

- rules for entering processing area;
- personal hygiene procedures;
- separation procedures for handling raw and ready-to-eat product;
- transmission routes for contamination and how to prevent these;
- cleaning and sanitising procedures relevant to my role and/or tasks.

E-learning

I have completed the **applicable** training modules and I understand how it applies to my roles and/or tasks:

Initial / Date

Part 1. *Listeria*

Part 2. Risk foods

Part 3. Sources of contamination

Part 4. How *Listeria* gets into RTE?

Part 5. Cleaning and sanitation to prevent contamination with *Listeria*

MPI factsheets

I have read the **applicable** MPI *Listeria* factsheets and I understand how it applies to my roles and/or tasks:

Initial / Date

Listeria monocytogenes and ready-to-eat foods

Listeria control measures

Cleaning and sanitising

Environmental testing for *Listeria*

Testing product for *Listeria monocytogenes*

Employee's name _____ Signature _____ Date _____

LMP manager _____ Signature _____ Date _____



Record Sheet U3: Transfer Sites and Transmission Routes for *Listeria*

Use this box to describe or draw a site plan to show (e.g. colour code or outline) the transfer sites and transmission routes for *Listeria* in your butchery, including:

- movement of staff, equipment, packaging; and
- raw and ready-to-eat processing areas.

See example in section 6.3 of How to Use Attachment U guidance or in [Guidance for the Control of *Listeria monocytogenes* in Ready-to-Eat Foods Part 3: Monitoring Activities](#)

A large empty rectangular box intended for drawing a site plan. The box is currently blank, except for a large, light grey, diagonal watermark that reads 'DRAFT' across the center.