1. Purpose / Scope

To ensure the effective control of pests to prevent or minimise the contamination of eggs, other inputs, packaging, equipment, and the processing environment. Pests include rodents, wild birds, insects, dogs and cats.

2. Regulatory Requirements

(*AP Reg 9, 10, 11*)
The operator must carry out effective procedures for the control of pests.

3. Procedures

3.1 Controls to prevent entry of pests

- Buildings, feed storage facilities, and water storage facilities are designed and constructed in a manner that prevents the entry of pests.
- Doors are kept closed when not in use.
- Animals (e.g. cats and dogs) are not allowed to enter production, packaging, storage and processing areas.
- Sufficient other controls from the following list will be used to keep pest out of packhouses:

  Self closing doors
  Drain screens
  Insect screens on windows
  Insect screens on doors
  Insectocutors
  Sticky papers
  Wild bird deterrents (e.g. scarecrows).

3.2 Controls to prevent infestation of pests

- Buildings and external surroundings are kept clean and tidy, and free of any food source and breeding sites (e.g. waste, rubbish, discarded equipment, long grass).
- Buildings are kept in good repair and condition to prevent pest access and potential breeding sites.
- Feed is contained in pest-proof containers when not in use, and spillages are cleaned up as soon as possible.
- Broken eggs are cleaned up as soon as possible.
- Dead birds, reject eggs and other waste are removed daily and placed in pest-proof containers until disposal.
- Regular inspections of the premises, including external surroundings, are carried out to check for evidence of possible infestation.

3.3 Use of pesticide

- All pesticides used are approved by the NZFSA. See Approved Maintenance Compounds at http://www.nzfsa.govt.nz/animalproducts/legislation/notices/index.htm
- Pesticides are used according to the manufacturer's directions and the conditions of the approval.
- Bait stations are located and installed in a manner that makes them inaccessible to birds. A record of the location of the bait stations, frequency of monitoring and outcome of monitoring is kept.
- Pesticides are used by or under the supervision of suitably trained or experienced personnel.

- Eggs and packaging are removed from the area or protected (e.g. covered) prior to pesticide use that may result to the contamination of eggs.

3.4 Handling and disposition of contaminated materials

Where there is evidence of egg contamination by pests, the following actions are carried out:

- affected eggs are considered unfit for human consumption,
- affected food contact surfaces are cleaned and sanitised prior to reuse, and
- affected packaging materials are not be used for packing eggs.

3.5 Monitoring

Compliance with the pest control procedures is regularly checked by the responsible person (see RMP document list).

1. Purpose / Scope

To ensure that chemicals are approved, handled, stored and used in a manner that prevents or minimises the contamination of eggs, other inputs, packaging, equipment, and the processing environment. Chemicals include maintenance compounds used for cleaning, sanitation, fumigation, pest control, and repairs and maintenance of equipment at the layer farm or packhouse.

2. Regulatory Requirements

(AP Reg 11; HC Spec 21)

2.1 The operator must ensure that maintenance compounds are stored, handled, and used in a manner that minimises contamination of eggs, other inputs, packaging, equipment, and the processing environment.

2.2 Only approved maintenance compounds may be used during processing operations or in the maintenance of processing areas, facilities and equipment.

2.3 All containers of chemicals must be labelled with the name or names as they appear in the list of NZFSA Approved Maintenance Compounds.

3. Procedures

3.1 Purchase and receipt

- All chemicals used as described above and held in the premises are approved for intended use as listed as NZFSA Approved Maintenance Compounds. See http://www.nzfsa.govt.nz/animalproducts/legislation/notices/index.htm .
- All chemicals are checked upon receipt to confirm that they are correct as ordered.

3.2 Storage

- Chemicals are stored in a designated area (e.g. cupboard, room) away from ingredients and processing aids. This area is kept clean and tidy.
- Chemicals are kept in sealed containers when not in use.
- Chemicals are clearly labelled with the name and manufacturer of the chemical.
- All containers and implements used for measuring or pouring chemicals are labelled as 'For Chemicals Only', to ensure no secondary use of these containers.
- A list of all chemicals used and held in the premises is maintained.

3.3 Use

- All chemicals are used according to the directions of the manufacturer and the conditions of the approval.
- Directions for use are readily available to the user (e.g. given in the label or product information data sheets).
- Chemicals are handled and used by or under the supervision of suitably trained or experienced personnel.
- Eggs are removed from the area or kept protected (e.g. covered) prior to the use of chemicals that may result to the contamination of eggs.

3.4 Handling and disposition of contaminated materials

- Empty chemical containers are disposed of in accordance with manufacturer's instructions. They are not re-used for any other purpose within the premises.

- When chemical contamination occurs, the following actions are carried out:
  - affected eggs are considered unfit for human or animal consumption,
  - affected food contact surfaces are cleaned and sanitised prior to reuse, and
  - affected packaging materials are not used for packing of eggs.

3.5 Monitoring

Compliance with these chemical control procedures is regularly checked by the responsible person (see RMP document list).

1. Purpose / Scope

To ensure that all buildings, facilities and equipment are designed, constructed, installed and operated in a sanitary manner that prevents or minimises contamination of eggs, packaging, equipment, and the processing environment.

2. Regulatory Requirements

(AP Reg 10, 14; HC Spec 5, 6, 7, 16, 19, 28)

All operators must ensure that the premises, places, facilities, equipment and essential services are designed, constructed, located and operated to minimise exposure of egg, packaging, equipment, and the processing environment from contaminants that may adversely affect the product's fitness for intended purpose.

3. Procedures

3.1 Buildings and facilities

- Internal structures of buildings, including floors, ceilings and walls, are designed and constructed in such a manner that:
  - minimises contamination of eggs;
  - facilitates cleaning and maintenance;
  - minimises the entrance and harbourage of pests; and
  - minimises the entry of environmental contaminants.
- All egg collection, packing, storage, and processing facilities are constructed of materials that are fit for purpose, can be effectively cleaned and sanitised, and are durable.
- Floors that are subject to wet cleaning are constructed of impervious material, are easy to clean and facilitate the drainage or removal of water.
- Adequate working space is provided to allow for the hygienic performance of all operations, access by personnel, installation of equipment, effective cleaning, and storage and access of materials.
- Adequate facilities are available and kept in a satisfactory condition for:
  - hygienic collection, packing and processing of eggs;
  - storage of eggs, feed, chemicals, cleaning materials and other materials;
  - storage and distribution of water;
  - cleaning and sanitation of facilities and equipment;
  - personnel hygiene (e.g. toilets, hand washing units, showering facilities and storage lockers); and
  - containment of wastes.
- Adequate drainage and waste disposal systems and facilities are provided.
- Sufficient lighting is provided to enable effective operations.
- All site and building entrances are clearly marked to deter unauthorised entry.

3.2 Equipment

- All equipment that comes into contact with eggs is designed, constructed, installed and operated in a manner that:
  - ensures the effective performance of the intended task;
  - facilitates cleaning and sanitising; and

- minimises the contamination of the product.

- All processing equipment is constructed of materials that are fit for purpose, inert, easily cleaned and sanitised, and durable.
- Nest boxes, cages, and conveyors are designed, installed and maintained in a manner that does not damage eggs.
- Suitable cleaning equipment that is maintained in a hygienic condition is available for cleaning and sanitising of equipment and facilities.
- Any equipment designed to cool eggs is operated within its design and capacity, and consistently delivers the required temperature.
- Measuring equipment, such as scales, thermometers, pH meters (whether stand alone or forming part of a piece of equipment) have the accuracy, precision, and conditions of use appropriate to the task performed.
- Air that is used for the purpose of processing (e.g. compressed air, drying air) and comes in direct contact with eggs is filtered and comes from a source that is clean.

3.3 Repairs and maintenance

All alterations, repairs and maintenance work on buildings, facilities and equipment are done in a manner that minimises exposure of the eggs to hazards introduced by this work. Once the work is completed the affected areas and surfaces are cleaned effectively.

3.4 Monitoring

Compliance with these procedures is regularly checked by the responsible person (see RMP document list).

1. Purpose / Scope

To ensure that all personnel are medically fit to perform their duties and that they comply with good hygienic practices so as to prevent or minimise the contamination of eggs, other inputs, packaging, equipment, and the processing environment. Personnel include all workers, contractors providing services, and visitors.

2. Regulatory Requirements

(AP Reg 12, 13; HC Spec 23)

Persons infected by or carriers of disease or illness of public health concern that may be transmitted through food must be excluded from handling eggs, packaging materials, and egg contact equipment.

3. Procedures

3.1 Induction and on-going supervision of workers

- New workers are informed of their job description, health requirements, and hygienic practices and procedures before starting work.
- Ongoing supervision and/or training is provided to ensure that new workers are adequately trained on their specific tasks and the documented hygienic practices and procedures.
- Where appropriate, clear instructions on hand washing, use of protective clothing, and other hygienic practices are posted in the premises to reinforce the procedures.

3.2 Health of workers

- Workers are required to inform the Manager if they have diarrhoea, acute respiratory infection; or are diagnosed with illness caused by *Salmonella*, *Shigella* spp., *E. coli* spp., *Campylobacter*, Hepatitis A virus infection.
- Personnel suffering from an illness described above will be excluded from work involving the handling of eggs, packaging, and egg contact equipment. Prior to resuming work that involves handling of eggs and food contact materials, an infected worker is required to provide a certificate from a registered medical practitioner confirming that he/she is no longer likely to be a source of contamination.
- A worker suffering from boils, sores or infected wounds is assessed to confirm that the worker is adequately protected from being a source of contamination before being allowed to handle eggs, packaging, and egg contact equipment.
- Any injury, wound, or cut is treated immediately and dressed with a secure waterproof dressing to prevent the contamination of eggs, packaging or equipment with blood or other fluid discharge. The dressing is maintained in a sanitary condition and is adequately secured to avoid dislodgement.

3.3 Protective clothing

- All personnel who enter egg production, packing and processing areas wear suitable clean protective clothing and foot wear.
- Outer protective clothing is changed, and foot wear is changed or cleaned
  - daily or when they become visibly contaminated, and
  - as necessary for biosecurity reasons.

3.4 Washing of hands and arms

All personnel must wash hands and exposed portions of the arms with detergent and water, and dry them thoroughly:

- before entering any production, packing or processing areas;
- before handling eggs or packaging;
- after using the toilet;
- after handling or coming into contact with waste and contaminated surfaces or material; or
- after hand contamination from coughing, sneezing, and blowing the nose.

3.5 Behaviour

- Personnel must behave in a manner that prevents the contamination of eggs, packaging, equipment and the processing environment.
- The following activities are not allowed inside the production, packing or processing areas:
  - eating and drinking of any food;
  - smoking or spitting.

3.6 Movement of personnel

- If there are *Salmonella* positive or potentially positive flocks on site, movement of workers between sheds is from negative to positive except when decontamination steps are undertaken, including change of footwear and outer clothing.
- All personnel are required to go through any sanitising foot baths located in appropriate locations in the premises.

3.7 Visitors and contractors

- All visitors and contractors are required to report to the Manager on arrival and sign the Visitor's Logbook.
- Visitors and contractors who will enter a production, packing or processing area are required to confirm, by signing a declaration in the Logbook, that to the best of their knowledge they have no medical condition that may pose a risk of communicating foodborne disease. In addition, any visitor or contractor entering a poultry shed may be required to list all the poultry farms or premises (e.g. poultry hatcheries, egg packhouses or processing plants) visited in the past 24 hours. This may mean that for biosecurity reasons the person may not enter the facility unless decontamination steps are undertaken, including change of footwear and outer clothing.
- Prior to entering egg production, packing, storage and processing areas, visitors and contractors are required to wear clean protective clothing and footwear that are provided or approved by the operator.
- Visitors and contractors are supervised by assigned staff while within the premises. The assigned staff are responsible for ensuring that visitors and contractors follow hygienic practices and procedures.

3.8 Handling and disposition of contaminated materials

When contamination from blood or any body discharge occurs:

- affected eggs are considered unfit for human or animal consumption;
- affected food contact surfaces are cleaned and sanitised prior to reuse; and
- affected packaging materials are not used for packing of eggs.

3.9 Monitoring

Compliance with these procedures is regularly checked by the responsible person (see RMP document list).

1. Purpose / Scope

To ensure the effective maintenance, cleaning and sanitation of layer sheds, packhouse, and equipment so as to prevent and minimise the contamination of eggs.

2. Regulatory Requirements

(AP Reg 9, 10, 11; HC Spec 19, 20, 21)

All operators must establish and carry out procedures to:

- ensure appropriate and adequate maintenance, cleaning, and sanitation of processing premises, facilities, essential services, and equipment (including conveyances); and
- manage waste.

3. Procedures

3.1 Routine cleaning of layer sheds and equipment during lay *(See Pg 10 of business specific part of RMP)*

3.2 Depopulation and clean out of layer sheds *(See Pg 11 of business specific part of RMP)*

3.3 Cleaning of packhouse and equipment *(See Pg 12 of business specific part of RMP)*

3.4 Waste disposal

- Waste is not allowed to accumulate where it has the potential to contaminate eggs, other inputs, equipment and the processing environment.
- Dead birds are removed from sheds daily, and then disposed of in a suitable manner (e.g. buried, incinerated or composted, or removed from the farm).
- Reject eggs are removed and disposed of daily.
- All solid waste and rubbish are contained in covered containers that are clearly identified, suitably constructed and, where appropriate, made of impervious material.
- Waste containers are cleaned and sanitised when necessary.

3.5 Monitoring

Compliance with the cleaning schedule and procedures is regularly checked by the responsible person (see RMP document list).

1. Purpose / Scope

To ensure that hazards such as *Salmonella* are minimised in the feed and that feed is not responsible for wholesomeness issues such as off odours and flavours in the eggs.

2. Regulatory Requirements

Requirements for the quality and composition of feed supplied to layer hens are given under the Agricultural Compounds and Veterinary Medicines Act 1997. These requirements can be met by complying with the MAF Director General approved New Zealand Code of Good Manufacturing Practice for Compound Feeds, Premixes and Dietary Supplements.

3. Procedures:

3.1 Feed manufacture (See Pg 4 of business-specific section of RMP)

3.2 Storing and using feed

- Feed is stored in a manner which protects it from contamination.
- When feed storage containers are empty they are cleaned and then refilled.
- Non-treated crops or human food scraps may be fed to hens providing the risk of contamination is minimised.

3.3 Action if notified by supplier of a *Salmonella* positive test result:

- Sample the remaining feed on site and send for *Salmonella* testing.
- If the test is confirmed positive then either remove and return all remaining contaminated feed, clean and sanitise the silos and order replacement feed; or use feed but send eggs from those layers for further processing.
- Record the actions taken on the shed record and file the completed record in the farm office.

3.4 Monitoring

Compliance with these procedures is regularly checked by the responsible person (see RMP document list).

1. Purpose / Scope

To ensure that layers are in good health and to minimise the chance that they are contaminated with *Salmonella*.
To prevent unacceptable levels of chemical residues in eggs due to incorrect use of agricultural compounds and veterinary medicines or failure to comply with withholding periods[1].

2. Regulatory Requirements

(Human Consumption Specifications, 106).

2.1 Layers must be subject to a whole flock health scheme.

2.2 Whole flock health scheme, in relation to a flock of farmed birds means a documented programme of health surveillance and includes, where applicable disease control or eradication; and the management of agricultural compounds and veterinary medicines according to any general or specific conditions of use (ACVMA, s8).

2.3 No person may use any veterinary medicine unless that agricultural compound is a registered trade name product, is exempt from registration by regulations made under section 75, or the provisions of Part 8 apply.

3. Procedures:

3.1 Competent person

The egg producer must ensure that a competent person is responsible for ensuring that this system is followed and for obtaining veterinary advice as necessary. This person has:

- the ability to recognise the specific diseases and conditions affecting layer hens, and the ability to take appropriate action;
- an understanding of the use, dosages, broad effects, and withholding periods for the veterinary medicines registered for use with poultry, and the ability to administer the veterinary medicines as required under the supervision of the veterinarian or as stipulated on the registered veterinary medicine's label;
- the ability to develop, maintain, implement and monitor systems for the production farm.

3.2 Bird supplier / vaccination details *(See Pg 5 of business specific section of RMP)*

3.3 Receipt of birds

- The birds are checked on arrival to ensure that they are apparently healthy.
- Any sick birds are culled and details of these and any dead on arrivals are recorded.
- If numbers of these chicks are higher than normal the competent person will, if necessary, seek veterinary advice.
- Healthy birds are placed onto the rearing or laying farm.

3.4 Bird checks

- Sufficient lighting is provided to allow inspection of the birds, and to enable the birds to feed and drink.
- The flocks are walked through at least daily to check that water and feed is available as required and inspecting the birds for any signs of illness.
- Any sick birds are culled.

[1] Withholding period = the time period between the last administration of the medicine or compound and entry of the animal or its product (e.g. eggs) into the food or other processing chain. Unlike live animals, residues remain in eggs for extended periods or even permanently. Eggs are therefore not acceptable for consumption during the withholding period.

- Culled or dead birds are stored in a sealed container until they can be incinerated, buried or removed from site.
- If numbers of culled and dead birds are greater than normal the farm manager will check the birds and, if necessary, seek veterinary advice.
- If hens display symptoms of a notifiable or exotic disease, the farm manager must contact MAF's Outbreak Response Services (0800-809-966) as soon as possible. Eggs from the affected layer hens will be withheld from trade.

3.5 Medication

- All veterinary medicines used are:
  - registered for this use by NZFSA's Agricultural Compounds and Veterinary Medicines Group; or
  - registered for another use or exempted from registration but used "off-label"[2] after seeking veterinary advice.
- The farm manager must ensure that the medication programme is administered as per the manufacturer's recommendations or veterinary advice and that eggs are dumped (withdrawn from consumption) during any withholding periods.

3.6 Treatment of external parasites

- All agricultural compounds used for control of external parasites (e.g. red mites) are
  - registered for this use by NZFSA's Agricultural Compounds and Veterinary Medicines Group; or
  - registered for another use or exempted from registration but used "off-label" after seeking veterinary advice.
- This applies to agricultural compounds used:
  - directly on the birds[3];
  - on the premises, buildings, equipments and nest boxes when the birds are present; and
  - on the premises, buildings, equipment, nest boxes when the birds are NOT present.
- Other compounds may be suitable for use only on the buildings and equipment and these must be used according to the manufacturer's recommendations and only when birds have been removed from the area.
- The farm manager must ensure that all treatments for external parasites are administered according to the manufacturer's recommendations or veterinary advice and that eggs are dumped (withdrawn from consumption) during any withholding periods.

3.7 Monitoring

Compliance with these procedures is regularly checked by the responsible person (see RMP document list).

[2] "Off-label" or discretionary use is the administration of a medicine or compound to a species of animal in a manner not specified in the conditions of registration of a compound, or a compound specifically formulated and used as specified by a veterinarian.
[3] The only agricultural compound currently registered with NZFSA for spraying directly on the birds is Neguvon 98% (contains Trichlorphon), a Bayer product.

1. Purpose / Scope

To ensure that potable water, with appropriate facilities for its storage and distribution, is available whenever necessary to ensure the hygienic operation of the premises and the safety and suitability of eggs.

2. Regulatory Requirements

(HC Spec 8, 9, 10, 11, 12, Schedule 1)

2.1 Water that comes into direct contact or indirect contact with eggs must be potable water at the point of use. This does not apply to water used for drinking water of live birds.

2.2. The operator must implement a reticulation management plan for potable water used within a premises or place.

2.3 In addition to 2.2, operators must implement a water management plan if:

- water is supplied by an independent supplier and is subjected to any treatment by the operator; or
- water is supplied by the operator solely for the operator's use.

2.4 In addition to 2.2 and 2.3, operators that supply their own water must comply with the requirements of Schedule 1 of the Animal Products (Specifications for Products Intended for Human Consumption) Notice 2004, including the completion of the Assessment of Water Supply Status checklist for water that comes into direct or indirect contact with eggs.

3. Procedures

3.1 Supply

- An adequate supply of potable water is available and used for:
  - cleaning of egg contact equipment and surfaces in the packhouse and processing area;
  - cleaning and sanitation of re-usable packaging and egg containers;
  - washing of hands of personnel involved in the handling of eggs, packaging, and egg contact equipment;
  - washing of eggs; and
  - any other activity wherein water comes into direct or indirect contact with eggs.
- Drinking water for live birds is not required to be potable.

3.2 Source *(See Pg 9 of business specific sections of RMP)*

3.3 Requirements for each type of supply

The following table (next page) summarises the requirements for each water supply. See Pg 9 of the RMP for Eggs for examples of additional treatments and explanation of how to work out when an “own supply” is secure / insecure or satisfactory / unsatisfactory.

Requirements	Independent supply		Own supply	
	With no additional treatment by operator	**With additional treatment by operator**	**From a secure source or assessed as satisfactory**	**From an unsecure source or assessed as not satisfactory**
Reticulation management plan	Yes – see 3.4	Yes – see 3.4	Yes – see 3.4	Yes – see 3.4
Water management plan	No	Yes – see 3.5	Yes – see 3.5	Yes – with appropriate corrective plan. See 3.5
Water sampling and analysis	No	Yes – but test only to confirm effectiveness of treatment – see 3.6	No	Yes – see 3.6
Reassessment of water supply status using checklist from schedule 1	No	No	Yes – see 3.7	Yes – see 3.7

3.4 The reticulation management plan

- The water reticulation system within the premises is designed, installed and operated to prevent:
  - cross connections between potable and non-potable water;
  - stagnant water (i.e. no dead ends and unused pipes); and
  - back flow that may cause contamination of the water supply.
- Water pipes, storage tanks and other parts of the reticulation system are maintained in good condition.
- The reticulation system is flushed (i.e. taps are opened at point-of-use to allow a significant flow of water to occur) when processing is suspended or water is not used for an extended period, and after any repairs to the system, to ensure that stagnant water, rust, scale and other material is flushed out of the system.

3.5 Water management plan

A water management plan is documented and implemented that includes the following:

- completed Assessment of Water Supply Status checklist for operator supplied water (See section D1 of Record 1);
- a water sampling and testing programme (See 3.6) as necessary for the effective monitoring of the specific water treatment applied, or the additional treatment applied to independent supply);
- an action plan in the event that non-compliance with the water management plan occurs.

3.6 Water sampling and testing

- Potable water must meet the criteria at the point of use set out in Table 1. The minimum testing frequency required is given in Table 2.
- Microbiological testing is done by or under the supervision of a recognised signatory of a LAS laboratory registered for the required analysis, or a laboratory with persons who are accredited as signatories for the required analysis.
- Microbiological samplers are trained by the laboratory selected.
- Chlorine, pH and turbidity measurements are performed by a suitably skilled person using documented methodologies (including calibration procedures) and/or calibrated equipment.

Table 1: Quality of Potable Water

Measurement	Criteria
E. coli or Faecal coliforms	Must not be detectable in any 100 ml sample
Chlorine (when chlorinated)	Not less than 0.2mg/l (ppm) free available chlorine with a minimum of 20 minutes contact time
pH (when chlorinated)	6.5 to 8
Turbidity	Should not routinely exceed 1 NTU, must not exceed 5 NTU

Table 2: Frequency of Testing

Type of Operation	Microbiological testing	Turbidity testing[1]	pH testing [2]	Chlorine testing[2]
Unsecured or unsatisfactory water source water[3]	1 test per year	1 test per year	1 test per year	Daily

1. *The frequency of turbidity testing will depend on the degree of protection of the water source and whether the operator elects to filter the water. Alternative frequencies may be used where validated in the RMP.*
2. *Chlorine and pH testing applies only if the water is chlorinated.*
3. *Based on the outcome of the completed Assessment of Water Supply Status Checklist (See Record 1).*

3.7 Reassessment of the water supply status

The potable water supply is reassessed by operators who supply their own water by completing the Assessment of Water Supply Status checklist at least once every 3 years and within the time specified as follows:

- in the case of a new source of water being used (that is, the source changes or a new source is added), the checklist is completed prior to use of the water; and
- in the case of any changes to the environment on or around the water source that may affect the water quality, the checklist is completed within 1 month.

3.8 Non-complying water

All operations requiring the use of potable water will cease if:

- the independent supplier advises, or the egg producer has reason to believe, that the water is not fit for drinking; or
- water is supplied by the egg producer, and they fail to comply with any of the requirements of their water management plan (including corrective actions) as described in Record 1,
- and the egg producer has no other means described in the RMP to ensure the water meets the original standard at the point of use.

3.9 Handling and disposition of contaminated materials

If contamination with non-potable water occurs, the following actions are carried out:

- affected eggs are considered unfit for human or animal consumption;
- affected food contact surfaces are cleaned and sanitised prior to reuse; and
- affected packaging materials are not used for packing of eggs.

3.10 Monitoring

Compliance with these procedures is regularly checked by the responsible person (see RMP document list).

1. Purpose / Scope

To ensure that processing aids are suitable for egg contact. Processing aids are substances used in the processing of raw materials, foods or ingredients, to fulfil a technological purpose relating to treatment or processing, but do not perform a technological function in the final food. E.g. egg wash water chemicals, oil for sealing shell.

2. Regulatory Requirements

(Human Consumption Specifications, 17). The identity and purity of processing aids must comply with the current Australia New Zealand Food Standards Code, Part 1.3

3. Procedures:

3.1 Purchase and receipt:

- Suppliers are asked to provide evidence that their chemicals meet the regulatory requirements.
- Chemicals are visually checked on arrival to ensure they are clearly labelled and match the order.

3.2 Storage:

- Chemicals are stored in a designated area (e.g. cupboard, room) away from maintenance chemicals. This area is kept tidy and clean.
- Chemicals are kept in sealed containers when not in use.
- Chemicals are clearly labelled with the name and manufacturer of the chemical.
- All containers and implements used for measuring or pouring of chemicals are labelled as 'For Chemicals Only', to ensure no secondary use of these containers.
- A list of all chemicals used and held in the premises is maintained.

3.3 Use:

- Chemicals are used in accordance with manufacturer's instructions.
- Chemicals are used in accordance with the Food Standards Code requirements.
- Directions for use are readily available to the user (e.g. given in the label or product information data sheets).
- Chemicals are handled and used by or under the supervision of suitably trained or experienced personnel.

3.4 Monitoring:

Compliance with these procedures is regularly checked by the responsible person (see RMP document list).

1. Purpose / Scope

To minimise the risk of bacterial contamination of eggs by ensuring that product contact packaging is of an appropriate standard.

2. Regulatory Requirements

(Human Consumption Specifications, 30)

Packaging must —

a. comply with the current US Code of Federal Regulations, Title 21, Parts 170–199 (21 CFR 170–199); or

b. comply with the current "Australian Standard for Plastics Materials for Food Contact Use, Australian Standard AS2070–1999"; or

c. be determined by the operator to be suitable for use, based on an analysis of hazards and other risk factors from the packaging.

If the packaging is damaged such that the fitness for intended purpose of the eggs may be affected, the eggs must be appropriately disposed of or handled in a manner that minimises contamination until the damage to the packaging is fixed.

Reused and recycled packaging must not be a source of contamination to the animal material or product.

3. Procedures:

3.1 Compliance with regulatory requirements

- Suppliers of new packaging are required to provide evidence that packaging meets regulatory requirements.

3.2 Receipt and storage

- Packaging is visually checked on arrival to ensure it is intact, clean, clearly labelled and matches the order.
- Packaging is stored in a designated area away from all chemicals. This area is kept tidy and clean.
- Packaging is protected from contamination when not in use.

3.3 Use:

- Packaging is visually clean and undamaged at point of use.
- Reused packaging is cleaned and sanitised, where possible before reuse.
- Reused packaging is visually clean and correctly labelled at the time of reuse.
- Dirty or damaged packaging is discarded.
- Packaging adequately protects the product.

3.4 Monitoring:

Compliance with these procedures is regularly checked by the responsible person (see RMP document list).

1. Purpose / Scope

To ensure that eggs are identified sufficiently at the layer farm(s), in holding areas, during transfer and at the packhouse for inventory control purposes, so that they can be accurately labelled and to facilitate traceability in the event of a recall.

2. Regulatory Requirements

2.1 (APA s 4, 5 and 12)
RMP must identify; control, manage, and eliminate or minimise risk factors in relation to production and processing to ensure that the resulting eggs are fit for the purpose for which the product is specifically stated or could reasonably be presumed to be intended having regard to its nature, packaging, and identification. Risk factors include risks from false or misleading labeling.

2.2 Food Standards Code, Standard 1.2. See http://www.foodstandards.gov.au/thecode/foodstandardscode.cfm
(Human Consumption Specifications, 32, 32A, 32B)

2.3 Labelling must be provided on transportation outers, except bulk transportation units. and must state —
(a) the animal material or animal product name or description; and
(b) storage directions, where necessary to maintain the eggs as fit for intended purpose; and
(c) lot identification (except that this requirement is optional if the application of lot identification to the retail packaging is a mandatory requirement under other legislation and that legislation is complied with).

2.4 Mandatory labelling must be clear, legible, indelible, and in English.

2.5 The label of the transportation outer, or accompanying documentation, of eggs not intended for human consumption, must clearly indicate that it is not intended for human consumption.

2.6 Transportation units used for the transportation of unpackaged bulk animal material or product that cannot practicably be labelled, must have the information provided on the accompanying documentation.

2.7 If the status of an animal material's suitability for processing, or animal product's fitness for intended purpose changes, and the animal material or product has been identified, all affected labelling or the accompanying documentation (where there is no label) must be amended to reflect its new status prior to its release for trade, or the packaging (including labelling) must be replaced.

2.8 If animal material or product is downgraded and is no longer intended to be traded for human consumption, any labelling on the transportation outer, accompanying documentation, inspection legends and any other identification of product as being suitable for processing for human consumption or as being fit for human consumption must be removed or defaced at the consigning premises.

2.9 Any false or misleading labelling on reused or recycled packaging resulting from previous uses must be removed or defaced at the consigning premises.

3. Procedures:

3.1 Inventory control
When eggs are transferred from any collection equipment, trays or containers to other equipment, trays or containers the following checks are done (where practicable):

- any labels or records are checked to ensure that the information accurately describes the eggs; and
- a count is kept of the number of eggs transferred.

3.2 Accuracy of claims and other information on labels

- Eggs from different farm regimes, e.g. barn, free-range, cages, are kept separate at all times. Separation may be

managed by space, time or labelling.

- Final product labels for eggs in packages for retail sale or for catering purposes will contain the following information:
  - Prescribed name or a name or description of the food sufficient to indicate the true nature of the food;
  - Lot identification;
  - Name and business address in Australia or New Zealand of the supplier;
  - Mandatory warning and advisory statements and declarations;
  - Date Marking;
  - Directions for use or storage;
  - Nutrition information panel; and
  - Other specific labelling requirements.
- If egg products are being sold in unpasteurised form which may be mistaken for pasteurised, an advisory statement stating that the product is "unpasteurised" is displayed on or in connection with the display of the egg products or provided to the purchaser upon request either verbally or in writing.
- Wording of any claims is checked for accuracy when new packaging is ordered.
- A visual inspection is done of packaging on arrival to confirm that any destroyed.
- Best before dates are specified (as appropriate) from date of lay. *(See Pg 3 of business specific section of RMP)*
- Accuracy of weights is covered in the process control attachment.

3.3 Traceability

Traceability is maintained by recording:

- Which farms supplied what quantity of eggs packed each day.
- Which customers received load outs of eggs each day, and what quantities were sent.

3.4 Monitoring:

Compliance with these procedures is regularly checked by the responsible person (see RMP document list).

1. Purpose / Scope

To ensure that if unexpected problems occur, they are managed appropriately.

2. Regulatory Requirements

(RMP Specifications 2003, clause 11)

The operator must document any corrective action procedures that are to be applied in the event of loss of control, including where the loss of control is due to unforeseen circumstances and there is no specific corrective action already documented, nomination of a suitably skilled person to manage the corrective action, recording of the issue and corrective actions taken, and reporting of such matters to the accredited RMP verifier without unnecessary delay.

3. Procedures:

- The day-to-day manager of the RMP is responsible for nominating a suitably skilled person to manage the corrective action.
- This suitably skilled person is responsible for:
  - identifying and retaining suspect product
  - assessing suspect product (by reviewing relevant processing records, analyses undertaken, inspecting the eggs, getting advice from experts, literature review etc);
  - product disposition as appropriate to the nature of the problem and the intended use of the product (e.g. rework, reject, release under restricted conditions, regrade for alternative use where permitted under the RMP); and
  - reporting to the accredited verifier including:
    - a description of the problem and the affected animal material or animal product;
    - a summary of the assessment made; and
    - the decision on the disposition of the animal material or animal product; and
    - any actions taken to prevent recurrence of the non-compliance.

3.1 Monitoring:

Compliance with these procedures is regularly checked by the responsible person (see RMP document list).

1. Purpose / Scope

To ensure that eggs can be recalled quickly if they have been released but are not fit for intended purpose.

2. Regulatory Requirements

(RMP Specifications 2003, clause 12).

2.1 The egg producer must document a recall procedure, including the criteria for deciding when a recall will be initiated; and how retrieval and disposition of the relevant animal material or animal product will be managed.

2.2 The egg producer must document a system for notifying the Director-General and the accredited RMP verifier as soon as possible of recalls where products are not fit for their intended purpose.

3. Procedures:

- Where the operator or recall manager believes that products that are not fit for intended purpose have been released a recall will be initiated. It may be necessary to obtain guidance from the NZFSA.
- The operator or the day-to-day manager of the RMP will be the "Recall Manager".
- The Recall Manager has the authority to co-opt staff from normal duties for recall activities.
- The recall manager is responsible for the recall and will:
  - establish how much product is affected, how it is labelled and where it has been sent.
  - put any affected product that has not been released on hold.
  - send an email or letter to the accredited RMP verifier and the NZFSA notifying of the recall, the reasons for it, the products that are affected and the actions being taken.
  - coordinate all recall communications. No one else is to contact ANYONE outside of the company about the recall without agreement. Media statements are only to be made by the Recall Manager.
  - record all communications including the date, time, contact person, discussion, agreed actions, due dates etc.
  - contact known customers directly by phone to notify them of the recall. All verbal correspondence will be confirmed in writing as soon as possible.
  - if necessary, place a newspaper advertisement in accordance with NZFSA guidelines advising of the recall.
  - hold recovered product in a clearly labelled area to prevent inadvertent release.
  - decide on the disposition of any recovered product. This may be by dumping, further processing, regrading etc as appropriate. Advice may be sought from the NZFSA or the accredited verifier as appropriate.
  - investigate the cause of the problem and ensure that appropriate corrective actions are taken.
  - review and improve the recall procedures based on the experience gained.
  - report on all of the above to the NZFSA and the accredited verifier.

3.1 Monitoring:

Compliance with these procedures is checked for each recall by the responsible person (see RMP document list).

Risk Management Programme Attachment N

OPERATOR VERIFICATION / NOTIFICATION **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To ensure that the RMP continues to be effective and to notify the NZFSA or recognised RMP verifier of issues as required.

2. Regulatory Requirements

(RMP Specifications 2003, clauses 14, 25, 26 and 27)

2.1 The operator must document an operator verification system including —

- the activities to be performed, and their frequency; and
- any actions to be taken when all or part of the RMP is not effective; and
- any recording and reporting requirements.

2.2 The operator must notify the Director-General in writing without unnecessary delay of any:

- change to the name or position or designation of the day-to-day manager of the RMP.
- emerging, new or exotic biological hazards or new chemical hazards.

2.3 The operator must document procedures for notifying the recognised RMP verifying agency in writing, without unnecessary delay, of the following issues relating to the operation of the RMP —

- any significant concern about suitability for processing of animal material or fitness for intended purpose of animal product.
- where the cumulative effect of minor amendments necessitates the registration of a significant amendment to the RMP:
- where the RMP is considered to be no longer effective:
- where the premises are not or no longer suitable for their use:
- where anything within the physical boundaries of the RMP is used for additional purposes or by other operators and the RMP has not adequately considered relevant hazards or other risk factors.

3. Procedures:

3.1 Operator verification

The egg producer will review the RMP at least annually and when significant changes are made to the operation to ensure that:

- the RMP is appropriate to the operation;
- the egg producer is complying with the RMP as documented; and
- the records, as specified in Attachment P are being kept by the egg producer.

3.2 Notification

- The day-to-day manager of the RMP will send an email to NZFSA or a letter to the Director, New Zealand Standards, NZFSA, PO Box 2835, Wellington notifying of any:
  - change to the name or position or designation of the day-to-day manager of the RMP; or
  - any emerging, new or exotic biological hazards or new chemical hazards that have been discovered.
- The day-to-day manager of the RMP will send an email or letter to the recognised RMP verifying agency on discovering any other matter required to be notified.

Risk Management Programme Attachment O

1. Purpose / Scope

To ensure that all RMP documents are managed under a document control system so they are current, authorised and where necessary registered with the NZFSA, and that obsolete documents are removed from use.

2. Regulatory Requirements

(RMP Specifications 2003, clause 16)

2.1 Every document that forms part of a RMP must be legible; dated; authorised prior to use, by the operator, or the day-to-day manager of the programme, and available when required to any person with responsibilities under the programme.

2.2 The operator must document the procedures for effective document control of RMP documents including how —

- significant and minor amendments are made so that the programme is current and reflects the actual operation;
- the amendments, or the nature of the amendments to the programme are identified or described; and
- documents are authorised prior to issue and use; and
- all amended parts of the programme are replaced with the current versions at all distribution points without unnecessary delay after authorisation and, where necessary, registration in accordance with section 25 of the Act.

2.3 The operator must retain for four years, one copy of all obsolete documents from a registered RMP in a manner that protects the documents from damage, deterioration or loss, and prevents confusion with current documents.

2.4 The registered RMP, all reference material relating to the RMP, and any archived documents must be readily accessible, or can be retrieved and made available within two working days of any request to:

- accredited persons; and
- animal product officers; and
- the Director-General; and
- persons authorised by the Director-General.

3. Procedures:

- RMP documents are numbered and dated at time of issue.
- RMP documents are authorised prior to use by the operator or the day-to-day manager of the RMP by signing the document list and initialling all attachments.
- RMP documents are available to any person with responsibilities under the programme.
- Amended pages are given a new date then initialled on the bottom by the authoriser. The relevant dates on the document list are updated and the new list is signed by the authoriser.
- If amendments are significant and depart from the template then the RMP will be evaluated and registered prior to making the change.
- All copies of the RMP are updated immediately after authorisation (and if necessary, registration).
- Old pages are removed, crossed diagonally to show they are obsolete and filed.
- All RMP documents, including a copy of obsolete documents are kept for at least four years in the Manager's office.
- All RMP documents, all reference material, and any archived documents are readily accessible, or can be retrieved and made available to relevant persons within two working days of any request.

Risk Management Programme Attachment P

RECORD CONTROL **PAGE:** 1 OF 3 **DATE:** / /

1. Purpose / Scope

To ensure that records are kept to demonstrate compliance to the RMP. This includes monitoring, corrective action and operator verification records for all controls.

2. Regulatory Requirements

(RMP Specifications 2003, clause 17)

2.1 Procedures in the RMP must ensure that all records necessary to demonstrate compliance with the documented programme are legible, stored for four years in a manner which protects the records from damage, deterioration or loss and can be retrieved and made available within 2 working days of any request.

2.2 Monitoring, corrective action and operator verification records must include —

- the date and time of the activity; and
- a description of the results of the activity; and
- a means to identify the person(s) who performed the activity.

2.3 All RMP records must be made available to the following persons as required —

- accredited persons; and
- animal product officers; and
- the Director-General; and
- persons authorised by the Director-General.

3. Procedures:

- All records identified in the main RMP and attachments are completed as required in a legible manner.
- All RMP records are stored for at least 4 years as follows:
  - hard copies of records in clearly labelled files in the office.
  - electronic records on clearly labelled floppy disks or CDs in the office.
- Electronic records are backed-up at least monthly and the back-up is held at the Manager's home.
- The following information is recorded on monitoring, corrective action and operator verification records—
  - the date and time of the activity; and
  - a description of the results of the activity; and
  -the signature or initials of the person(s) who performed the activity, or in the case of electronic records the name of the person entering the data unless access to the record is password protected.
- All RMP records are made available to the required persons within 2 working days of any request.

4. Records:

Egg producers must keep the following records where relevant to their operation.

These may be written in a diary or kept in some other form.

4.1 Corrective Action Records: (Any part of RMP)

- Any problems they find.
- The actions they have taken to deal with each problem including:
  - what they did to restore control,
  - what they did with any affected eggs or other things such as packaging, and
  - what they did to stop the problem from happening again.

4.2 Processing records: (Pages 3 and 7 of business-specific section of RMP)

- Where a 35 day shelf life is claimed, daily check on chiller temperature, demonstrating chiller is < 15°C,
- Where egg washing occurs, at least a daily check on water temperature, and other parameters

4.3 Pest Control Records: (Attachment A)

- location of pest control bait stations;
- pest activity that has been noticed.

4.4 Chemical Records: (Attachment B)

- chemicals used or held at the premises, including those for pest control, cleaning, repairs and maintenance, water treatment, processing aids (this may be met by keeping delivery dockets or invoices or a separate list of chemicals).

4.5 Maintenance Records: (Attachment C)

- maintenance or repairs identified, scheduled and completed.

4.6 Personnel Records: (Attachment D)

- sickness log and any medical certificates;
- names of visitors or contractors and reason for visit;
- induction / training records.

4.7 Farm Records: (Attachment G)

- the numbers of culled and dead birds;
- any symptoms or evidence of disease noticed;
- the medication, vaccinations, immunizations or other treatment (e.g. to remove mites or parasites) given to flocks or individual birds (whether internally or externally, in feed, water or by other means) including:
  - Date of treatment
  - Name of consulting technical/veterinary advisor
  - Name of treatment, approval details
  - Reason the birds have been treated
  - Withholding period for eggs, if any;

- any veterinary advice, name of the vet and the results of any inspections.
- results of any blood tests or other individual or flock diagnostic tests that establish and verify the health status of the individual/flock
- results of any microbiological testing of the flock e.g. for *Salmonella*;
- any other findings that help establish and verify the health status of the flock;
- confirmation that feed has been treated or tested for *Salmonella,* where appropriate.

4.8 Water Records (Attachment H) – necessary for egg producers with own water supply (not those on town supply):

- any completed Assessment of Water Supply Status checklists – see Record 1.
- water management plan, if applicable – see Record 1.
- water testing results, if applicable (chlorine, pH, turbidity, e coli) – see Record 1.

4.9 Packaging Records: (Attachment J)

- evidence that new packaging meets regulatory requirements (usually provided by suppliers).

4.10 Inventory records: (Attachment K)

- eggs received by and despatched from the packhouse (with separate details for each different claim made e.g. free range versus caged).

4.11 Recall records: (Attachment M)

- loadout dockets and sales receipts;
- recall communication log, copies of all written correspondence;
- details of any product recovered and its disposition;
- recall review notes.

4.12 Management records: (Attachments N & O)

- information or evidence relating to operator verification activities, including the annual review.
- copies of any emails or letters sent to NZFSA or the recognised RMP verifying agency.
- obsolete documents and document lists are filed.