



How to Use Attachment U – *Listeria* Management Procedures for Wholesale Butchers Who Sell Ready- to-Eat Animal Products

24 April 2017

Title

Guidance Document: How to Use Attachment U – Listeria Management Procedures for Wholesale Butchers Who Sell Ready-to-Eat Animal Products

About this document

The Ministry for Primary Industries (MPI) has developed this guidance document to help dual operator butchers who sell ready-to-eat animal products to complete Attachment U - *Listeria* Management Procedures for Wholesale Butchers who Sell Ready-to-Eat Animal Products and to meet requirements for *Listeria* management under the Animal Products Notice: Specifications for Products Intended for Human Consumption issued on 1 April 2016 (HC Spec).

Related Requirements and Guidance

[Animal Products Notice: Specifications for Products Intended for Human Consumption \(HC Spec\)](#)

[Risk Management Programme Template for Dual Operator Butchers 2005 \(DOB RMP template\)](#)

Listeria guidance documents, e-learning, training resources and fact sheets:

<http://www.foodsafety.govt.nz/science-risk/programmes/hazard-risk-management/listeria.htm>

Document history

Version	Version Date	Section Changed	Change(s) Description
	April 2017	New document	

Contact Details

Ministry for Primary Industries (MPI)
Regulation & Assurance Branch
Animal and Animal Products Directorate
PO Box 2526
Wellington 6140
Email: animal.products@mpi.govt.nz

Disclaimer

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1 Purpose

This guidance document was written to assist dual operator butchers who process and sell certain chilled ready-to-eat (RTE) animal products by wholesale to:

- meet the requirements of Part 15 of the Animal Products Notice: Specifications for Products Intended for Human Consumption (HC Spec); and
- complete **Attachment U – Listeria Management Procedures for Wholesale Butchers Who Sell Ready-to-Eat Animal Products**.

Note that Attachment U is intended to be “added on” to the [Risk Management Programme Template for Dual Operator Butchers \(DOB RMP template\)](#).

2 Who should read this?

This guidance document is intended for dual operator butchers who sell certain chilled ready-to-eat (RTE) animal products by wholesale.

This guidance will also be useful for:

- dual operator butchers who sell chilled RTE animal products by retail only; and
- operators for whom *Listeria* management requirements are described elsewhere.

A butcher would be considered to be a wholesaler if he or she is trading RTE animal products to another business (e.g. shop, restaurant, food service provider, caterer, rest home etc.) for them to onward sell or serve to people for a reward.

3 What products does Part 15 requirements apply to?

The products covered by these requirements are chilled animal products that are ordinarily consumed in the same state as they are sold or distributed and are not subject to a listericidal process before consumption (e.g. they are not cooked by the consumer). This includes chilled RTE animal products with:

- a shelf life of 5 days or more; or
- a pH of more than 4.4; or
- a water activity (a_w) of more than 0.92; or
- a combination of pH more than 5 and water activity (a_w) more than 0.94.

The requirements do not apply to:

- raw animal product; or
- live bivalve molluscan shellfish; or
- product that receives a listericidal process after being sealed in the final packaging where that packaging ensures the prevention of recontamination until:
 - opened by the consumer; or
 - the packaging is otherwise compromised.

4 Why this is important?

Listeria monocytogenes is a bacterium that causes the foodborne illness listeriosis and is a hazard of concern for processors of RTE products.

5 Background

There are many different species of *Listeria*. Whilst all species of *Listeria* can be found in the same places within the processing area(s), only some will cause foodborne illness. Finding any species of *Listeria* in your butchery identifies the need to improve your practices and procedures. In this document the term '*Listeria*' is used to include all species of *Listeria*. Minimising contamination of RTE products with *Listeria* can be achieved by applying good operating practices.

The implementation of the requirements in Part 15 of the HC Spec for dual operator butchers is being introduced in two phases to aid the transition.

Phase 1, comes into effect on 1 April 2017 and requires specific procedures to be reviewed and put in place for *Listeria* management and to meet requirements for training and competency of staff.

Phase 2, comes into effect on 1 April 2018 and requires microbiological testing of product and/or the environment for operators selling RTE animal products by wholesale to vulnerable populations.

Attachment U – *Listeria* Management Procedures for Wholesale Butchers Who Sell Ready-to-Eat Animal Products (Attachment U) supports the implementation of Phase 1. Using Attachment U with the [DOB RMP template](#) will help butchers to:

- follow acceptable industry practices and procedures; and
- meet the relevant regulatory requirements.

Attachment U is an “add on” to the [DOB RMP template](#) and is approved as meeting the requirements of the HC Spec. If **Attachment U** is completed in full, an evaluation of **Attachment U** is not required. When **Attachment U** is added to the RMP template, these become mandatory and legally enforceable procedures that you must follow.

6 Guideline for completing Attachment U

6.1 General instructions

Read this guidance document when you are completing and implementing the *Listeria* management procedures in **Attachment U**. **Attachment U** includes additional procedures and record sheets to help you demonstrate that you have met the requirements of Part 15 of the HC Spec for your butchery.

You should:

- provide the required information about your butchery and the procedures that you use by:
 - ticking the tick-box next to the procedure; or
 - writing down what you do where a space is provided. If there is insufficient space to document your procedures, you can add more pages. Record where these pages can be found in the Document List (refer to [Appendix 1](#));
- ensure that all information provided is clearly written and legible;
- ensure that your procedures accurately show how your butchery operates.

6.2 Guidance and instructions for specific sections

Attachment U page 1	Guide to completing Attachment U page 1
Who is the person with overall responsibility for <i>Listeria</i> management in your butchery	Fill in the name(s) and position(s) of the person(s) responsible for: <ul style="list-style-type: none"> • developing and implementing the procedures for <i>Listeria</i> management within the butchery; and • ensuring procedures are effective and up-to-date. He/she is the contact person for MPI and recognised verifiers when dealing with matters related to the <i>Listeria</i> management procedures.
List the methods by which this knowledge has been obtained.	Examples of relevant <i>Listeria</i> training include: <ul style="list-style-type: none"> • completing MPI <i>Listeria</i> e-learning resources; • attending MPI <i>Listeria</i> workshops; • attending NZIFST Food Industry Training Programme; • attending <i>Listeria</i> specific training courses.
Refresher training of person identified above will be completed by (month) each year.	It is important to keep your knowledge of <i>Listeria</i> up-to-date and add to it as the opportunities arise. Fill in when <i>Listeria</i> refresher training for this person will be completed each year, e.g. by June.
List all the types of chilled ready-to-eat animal products you make with a shelf life of 5 days or more:	Examples of chilled, ready-to-eat animal products with a shelf life of 5 days or more include: <ul style="list-style-type: none"> • cooked and uncooked fermented comminuted meats; • slow cured hams; • roast meats; • sliced hams; • pâté and terrines;

Attachment U page 1	Guide to completing Attachment U page 1
	<ul style="list-style-type: none"> • sliced vacuum packed hams. <p>The following types of products do not need to be included:</p> <ul style="list-style-type: none"> • raw meat; • live bivalve molluscan shellfish; • frozen products; • products that receive a listericidal process (e.g. cooked) in the final packaging; • products with a shelf life of less than 5 days.
<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>Record Sheet U1 has been completed for you. Add in any extra specific procedures that your butchery uses to manage <i>Listeria</i>.</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>Refer to section 7.3 of this document for an example of a completed Record Sheet U3.</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>	<p>Fill in when the annual review of the documented <i>Listeria</i> management procedures will be completed e.g. by June each year. You may wish to do this at the same time as you do your annual review of the DOB RMP template.</p> <p>It is expected that you will regularly review the documented procedures to check that these are still working well and are being followed. This should take place:</p> <ol style="list-style-type: none"> at least annually; and in response to anything that could affect the effectiveness of your controls for <i>Listeria</i>, including changes to: <ol style="list-style-type: none"> your product; your process; your butchery, facilities or equipment; your risk management programme; the person with responsibility for <i>Listeria</i> management; if you get information indicating there may have been a problem with your product (e.g. someone got sick); after the detection of <i>Listeria</i> on product contact surface samples or in a ready-to-eat product (testing is not yet mandatory).

6.3 *Listeria* management procedures (Pages 2 - 4)

This section provides procedures that are additional to those in the current [DOB RMP template](#). Space has been left for you to fill in details and/or your procedures relevant to your butchery. If there is not enough space to record everything you can add extra pages to the template (make sure you give them a page number and include them in your Document List).

Personnel, Health and Hygiene Procedures in Addition to Attachment D

Staff training

All staff entering the butchery (retail and processing areas) are likely to have roles and/or tasks that will have an impact on the overall management of *Listeria*. They will need to show you that they understand **how** and **what** they do to minimise *Listeria* contamination.

Staff should:

- follow any access restrictions to certain areas of the butchery;
- follow your butchery's hygiene procedures;
- don't bring anything into the processing area that isn't needed for processing, e.g. mobile phones, newspapers, bags etc.;
- be observant. Encourage staff to tell a supervisor if they see someone not following the procedures.

You should train staff:

- before they start working in your butchery;
- when a procedure is introduced or changed; and
- from time-to-time to refresh their knowledge.

When giving staff refresher training, you should aim to complete this by a certain month each year, e.g. by June.

There are many different ways that your staff can be trained, see Figure 1. This may include:

- sending them on formal training courses;
- showing them how to do certain tasks properly, e.g. hygienically slice ham, then observe them performing the tasks and ask questions;
- making quizzes for them;
- giving them training materials to read;
- setting them up to complete online e-learning courses (e.g. MPI's *Listeria* e-learning modules).

Keep a record of how and when staff were trained to follow the *Listeria* management procedures, and include:

- who was trained;
- when;
- what parts of the *Listeria* management procedures were covered; and
- signatures from the trainer and trainee.

(Refer to [Record Sheet U2](#) for an example of a staff training record sheet).

Quiz

e-learning

MPI factsheets

Read this to find out why *Listeria* management procedures are important in your business.

Factsheet 2 of 7

Listeria Control Measures

Processors of some ready-to-eat (RTE) foods must have procedures in place that manage *Listeria*. This factsheet provides simple tips to help keep *Listeria* out of RTE foods.

The below tips apply to chilled ready-to-eat foods that are either:

- minimally processed or are not heat processed, e.g. cold smoked seafood and deli salads; or
- handled, sliced or packed, after they've been cooked or processed to kill *Listeria*.

Cleaning and sanitising

If *Listeria* contaminates your food, it can make people sick. Effective cleaning and sanitation is key to managing *Listeria* in the processing area.

Cleaning and sanitising procedure

- Preparation**
 - Remove or cover all product in the processing area.
 - Brush or sweep area.
 - Remove visible dirt, product scraps and residue.
 - Dismantle equipment (where necessary) before cleaning.
- Cleaning**
 - Wash down and scrub work areas and surfaces.
 - Clean equipment and utensils with hot water and detergent.
 - Remember to clean hard-to-reach places in the processing areas and equipment, e.g. behind clear blazes.
- Sanitise**
 - Apply sanitiser to equipment and product contact surfaces.
 - Equipment may be soaked in or sprayed with sanitiser.
 - Sanitise items that staff routinely handle, e.g. on/off switches, fridge handles.
 - In some cases additional steps may be needed, such as heating some hard-to-clean equipment or parts.

Note: Make sure the surfaces to be sanitised are clean. Sanitising is not effective on unclean surfaces.
- Post-clean**
 - Air dry and store cleaned equipment properly.

Which ready-to-eat foods are the most risky?

Chilled foods with long shelf life	Cooked foods that have been further handled	Foods that are minimally processed

How does *Listeria* get into food processing areas?

People's shoes, clothes, lunches, and bags. Packaging materials. Pallets, fork lifts, boxes, tools, ladders - anything brought in from outside. Raw foods and ingredients. Drips, aerosols and condensate from chillers, air conditioners and hoses.

Figure 1: There are many different ways to train your staff.

Protective clothing

Use the table provided to write down how you manage the use of protective clothing in your butchery. You can add other procedures or types of protective clothing that are applicable to your butchery. An example is provided in Table 1 below.

Table 1: Example of Procedures for Handling Protective Clothing

Protective Clothing	Procedures	Colour Code, if applicable
Apron	<ul style="list-style-type: none"> White aprons are worn when handling RTE products; and Cleaned and sanitised between use 	RTE area – white Raw processing area – red
Hair net	<ul style="list-style-type: none"> Hair nets are worn when entering the processing area. 	
Gloves	<ul style="list-style-type: none"> Hands are washed and sanitised before putting on gloves. Disposable gloves are replaced: <ul style="list-style-type: none"> between handling raw and RTE products; after touching things that could contaminate an RTE product e.g. floor, money, raw materials, waste product; whenever they become visibly contaminated 	RTE area – white Raw processing area – blue
Footwear / boots	<ul style="list-style-type: none"> Footwear is clean and is not a source of contamination Where possible, footwear is cleaned and sanitised upon entry and exit of the processing area 	

Access procedures

If you restrict who can go into the processing area(s) and how people enter, this can help to limit *Listeria* from getting in. Use the space provided to write down procedures for different groups of people (e.g. maintenance staff, delivery drivers, cleaners, visitors, people bringing in homekill etc.).

Here is an example of a procedure for maintenance staff who enter a processing area:

Maintenance staff are briefed and/or trained on:

- d) *how to minimise contamination of equipment and the processing area while doing their job;*
- e) *appropriate personal hygiene practices within the butchery:*
 - i) *the use of clean protective clothing and a change of footwear;*
 - ii) *handwashing;*
 - iii) *changing into a clean protective clothing before entering RTE processing area(s);*
- f) *waste removal and full clean-down at the end of the task;*
- g) *how to sanitise tools before entering the processing area to minimise contamination;*
- h) *scheduling their jobs and tasks (e.g. scheduling maintenance at the end of processing day).*

Here is an example of a procedure for reception of homekill and recreational catch into the butchery:

- a) *People delivering an animal are to let butchery staff know they have an animal to be brought into the butchery.*
- b) *They are not permitted to walk through the butchery without permission. They must either:*
 - i) *come to the shopfront; or*
 - ii) *knock at the back door to let the butcher know they're there.*
- c) *This prevents the person trudging any potential contamination through the butchery, especially when processing RTE products.*
- d) *Butcher will assess the carcass and decide if it needs trimming or if it's too dirty to bring in to the butchery.*

- e) *Animal is hung up to be railed into the butchery, any gross contamination is removed prior to railing into the chiller. Meat is labelled as per Attachment T procedure.*
- f) *Separation is maintained from regulated meat as per Attachment T, well away from RTE products.*

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

When processing RTE product, you need to consider:

- the process and product flows;
- the movement of people, incoming materials, ingredients, equipment and packaging.

Use a one-way-flow of product from incoming materials and ingredients through to finished products to help minimise the chance of contamination wherever possible. This means thinking about how things enter the butchery through the processing area and leave via the retail area or dispatch chiller.

In the butchery, have a system in place to check sites and surfaces that may harbour *Listeria* that need repairs and maintenance. Write down how you will do this and how often. This can be by:

- recording issues on a pre-operational checklist; and/or
- using the table provided in **Attachment U** add in any additional equipment or harbourage sites to check as applicable to your butchery.

Table 2 below provides examples of sites to routinely check.

Table 2: Common areas where *Listeria* can be found and possible repairs and maintenance solutions

Areas to check	Why this is a problem	Corrective action
Floors and linings	Damaged linings provide harbourage sites/areas for <i>Listeria</i> to live and grow	<ul style="list-style-type: none"> • Fill gaps, pits, cracks and crevices • Seal cracks/damage in floors, coving and wall linings • Make sure repairs have smooth and impervious finish
Tables / benches	Poorly constructed and located, product contact surfaces (e.g. benches and tables) can harbour <i>Listeria</i>	<ul style="list-style-type: none"> • Fix cracks and crevices in metal framework • Fill gaps, pits, cracks and crevices
Hoses and spray nozzles	Worn or frayed hoses can harbour <i>Listeria</i>	<ul style="list-style-type: none"> • Replace worn or frayed hoses and spray nozzles
Drains	Potential for <i>Listeria</i> in drains to contaminate in RTE processing areas	<ul style="list-style-type: none"> • Drains covers and traps are cleared at regular intervals • Drains should be sealed, especially if drains move through areas where water is not used, and located away from the processing line where possible
Air conditioning and refrigeration units	<i>Listeria</i> can live in, and be spread from, refrigeration units and air cooling ducts through water and condensate	<ul style="list-style-type: none"> • Schedule changing filters on air conditioning units • All condensate is piped directly into drains • Ensure no pooling of water in drip trays under refrigeration units

Examples of records of repairs and maintenance activities include:

- a) *maintenance records or job sheets including:*
 - i) *when and how the defect or breakdown was repaired;*
 - ii) *details of affected product if applicable;*
 - iii) *who conducted the work;*
 - iv) *who has signed-off that work was completed;*
 - v) *that appropriate procedures are followed when returning equipment for use, e.g. cleaning and sanitising procedures followed.*

Cleaning / Housekeeping Procedures in Addition to Attachment E

Pre-operational check

The pre-operational check is an inspection of equipment and the butchery prior to the start of processing. The purpose of a pre-operational check is to have a good look to see that surfaces and equipment are clean. If they aren't, re-clean and sanitise and find out why it wasn't done properly first time around.

MPI approved chemicals that are effective for the control of *Listeria* include peroxyacetic acid and quaternary ammonium compounds (QUATS). These are effective as sanitisers when used at the correct concentrations and contact times.

Processing equipment

Use the table provided in the **Attachment U** to describe how your butchery cleans and sanitises equipment and surfaces used to process RTE product. Add in any extra equipment that is applicable to your butchery. Examples are provided in Table 3 below.

Note if you have detailed instructions in Attachment E, it does not need to be repeated here. In that case, refer to Attachment E. If that is not the case, add details to this table.

Table 3: Example of specific cleaning instructions for equipment used to process RTE product

Processing Equipment	Cleaning Instructions
Slicers	<p>At the end of the day:</p> <ul style="list-style-type: none"> i) Remove food scraps ii) Dismantle equipment iii) Rinse with hot water iv) Apply detergent and leave for the required contact time (specify chemical and contact time) v) Rinse the detergent with water, then allow to drain vi) Apply sanitiser and leave for the required contact time (specify chemical and contact time) vii) Rinse if required viii) Reassemble and leave equipment so it's dry at production start-up <p>Spray with a non-rinse sanitiser before slicing at the start of each day and at regular intervals during the day</p>
Parts of equipment, e.g. slicers parts, trolley, knives, cogs, scissors	<ul style="list-style-type: none"> i) Remove food scraps ii) Dismantle equipment iii) Rinse with hot water iv) Place it in water at 85°C, allow the water temperature to recover to 85°C.

Processing Equipment	Cleaning Instructions
	v) Apply detergent and keep it at 85°C for the required contact time (specify chemical and contact time) vi) Remove from water and leave to dry vii) Reassemble
Utensils, e.g. chopping boards, knives, tongs etc.	i) Remove food scraps ii) Rinse with hot water iii) Put through a dishwasher on a full cycle with detergent
Tables / benches	i) All surfaces of benches, tables, racks and frame should be cleaned and sanitised at least daily

Cleaning equipment

Cleaning equipment can spread *Listeria*. It is best practice to use dedicated cleaning equipment in RTE processing areas. Make sure that the cleaning equipment is in good condition and is regularly replaced as required. The cleaning equipment should be cleaned, disinfected and dried after use.

Use the table in the Attachment to describe how your butchery manages the cleaning equipment. Add in extra equipment as needed and applicable to your butchery. An example of specific procedures for dedicated cleaning equipment is provided in Table 4.

Table 4: Example of specific procedures for dedicated cleaning equipment used in RTE processing areas.

Cleaning equipment	Cleaning and Storage Instructions	Colour code, if applicable
Mops / brooms	Soak in sanitiser overnight. Mops and brooms are hung up and off the floor when not in use.	RTE area – red Raw processing area - blue
Cloths / brushes	Disposable single use cloths are used in RTE areas. Cloths and brushes are regularly cleaned and disinfected or replaced as appropriate. Put in a dishwasher on a full cycle to sterilise them.	

Process Control Procedures in Addition to Attachment P

Separation

Raw foods may contain *Listeria* which may be transferred to RTE products either by:

- direct contact through poor hygienic practices during handling, packing and storage; or
- indirect contact through:
 - staff movement;
 - poor personal hygiene;
 - unsafe use of equipment and utensils;
 - product contact surfaces.

Separation of processing activities and areas, product contact surfaces, equipment and utensils for raw and RTE products is one of the most effective ways to manage contamination. RTE products should be processed and packaged before any raw meat processing occurs. Identify products most at risk of *Listeria*

contamination and arrange your day so that these can be sliced and packed first (e.g. hams, roast beefs, etc.). Write down how you manage separation between different products.

Separation of activities can be achieved by:

(1) Physical separation (best choice/highly recommended)

Where practicable, use a permanent separate room (including separate drains, chillers, equipment etc.) that only processes RTE products.

(2) Separation by distance

Having dedicated areas within the same processing room – a “RTE processing area”. The area must be big enough to ensure that RTE product can be effectively protected from any potential contamination. For example:

- process flow moves from raw processing area to RTE processing areas;
- dedicated personnel and separate equipment;
- sufficient space so splashing will not contaminate RTE product.

(3) Separation by time

Separation by time means processes occur in the same room at different times. Examples of separating processing by time include:

- process RTE products first, e.g. slicing and packing before handling raw product and ingredients;
- schedule similar tasks at similar times;
- wash hands and use clean clothing, e.g. clean aprons and gloves when handling RTE products;
- clean and sanitise the product contact surfaces in between processing different products and different tasks;
- staff follow hygiene procedures between handling raw and RTE products.

Contact with the floor

Any product or surfaces of processing equipment that falls on the floor should be considered contaminated. Products and things that come into contact with product contact surfaces (e.g. equipment, containers, and packaging) must be stored off the floor.

Dropped product should be discarded (refer to Attachment P - 3.25 Dropped meat procedure in the [DOB RMP template](#)).

Operator Verification Procedures in Addition to Attachment L (Page 4)

These are activities that you should do to ensure that your *Listeria* management procedures are working. Attachment L covers the operator verification and the types of records that are to be kept.

Indications that procedures are working include:

- your required procedures are being followed correctly;
- staff, when questioned can correctly recall the requirements for *Listeria* management;
- staff are observed following the documented procedures (e.g. separation of raw and RTE products, equipment, hand washing, dropped product);
- records are being filled in correctly and completely;
- equipment and processing areas are cleaned and maintained as expected;
- raw and RTE products are kept separated at all stages of processing and sale; or
- acceptable external verification audits.

The person who performed the record checks should sign and date the record.

7 Records

Attachment U includes record sheets that might be useful to your butchery. The use of these record sheets is completely optional. As long as you capture the same information detailed in these record sheets, you can:

- use all of the record sheets, some of them, or none of them;
- make your own records;
- record in a different way (e.g. on a whiteboard in your butchery and then take a photograph).

All records must be kept for at least four years and made available on request (e.g. by a verifier).

7.1 Record Sheet U1: *Listeria* Management Procedures Document List

Record U1 lists all parts of the [existing DOB RMP template](#) that include procedures for *Listeria* management. Check to make sure that you and your staff are already following these procedures in your butchery.

7.2 Record Sheet U2: Staff *Listeria* training

You must keep records that show how and when your staff receive training and refresher training on the butchery's *Listeria* management procedures. Record sheet U2 is an example of a training record sheet that can be used to record training for staff involved in the processing and sale of RTE product.

Staff should sign and date each time they have received any relevant *Listeria* training for their role and/or tasks.

Training resources and *Listeria* fact sheets are available on the MPI website at:

<http://www.foodsafety.govt.nz/science-risk/programmes/hazard-risk-management/listeria.htm>

7.3 Record Sheet U3: Transfer sites and transmission routes for *Listeria*

Transfer sites or transmission routes are areas where there is a high potential for *Listeria* to be move from one location to another. To help you identify the **transfer sites or transmission routes**, map where people, equipment, ingredients and unfinished products move within the butchery and identify high traffic areas on your site plan.

Transfer sites or transmission routes include:

- floors in high traffic areas;
- pallet jacks and trolleys;
- tools and handles, seals and pull cords for doors;
- water – either liquid or aerosol (high pressure cleaners are a well-known problem);
- equipment that rotates, spins or moves;
- gloves;
- any difficult to clean surface.

Common harbourage sites include:

- damaged surfaces;

- pierced or hollow components;
- seams and small gaps in equipment that are difficult or impossible to take apart;
- areas with poor drainage where water accumulates/pools.

Describe or draw a site plan your butchery showing how:

- raw and RTE products are separated to help prevent contamination; and
- staff processing with RTE products are separated from other staff and visitors.

Note if you have a detailed description or site plan showing transfer sites and transmission routes in [Section 5: Physical Boundaries of your DOB RMP template](#), it does not need to be repeated here. In that case, refer to Section 5: Physical Boundaries. If that is not the case, add details to the box provided.

An example of site layout with colour coded transmission routes for *Listeria* is shown in Figure 2.

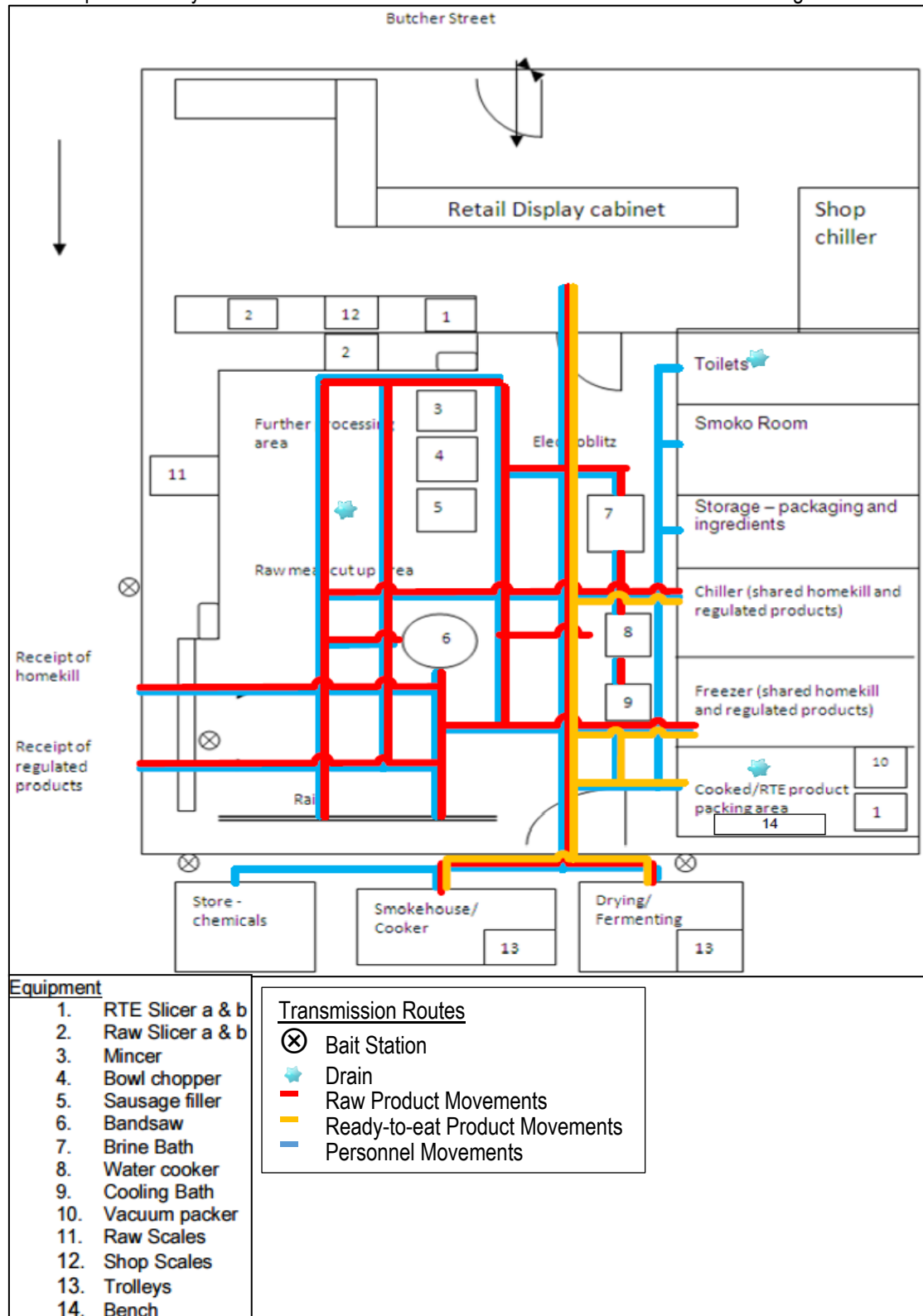


Figure 2: Example of pathway mapping on site plan.

8 Other information

More resources and guidance on *Listeria* management is available on the MPI website:
<http://www.foodsafety.govt.nz/science-risk/programmes/hazard-risk-management/listeria.htm>

Appendix 1: DOB RMP template Document List

Section 4: RMP Document List, Responsibilities For and Authorisation of RMP Information required by Animal Products (Risk Management Programme Specifications) Notice 2008, clauses 12, 15 and 19.			
Document	Page	Date on Current Document	Person Responsible for Implementation
General RMP Sections			
Business Identification	1		
Operator Name, Business Address and Contact Details	2		
Training and Experience of Responsible Persons	3		
Table of Contents: RMP Document List/Authorisation	4		
Physical Boundaries – Site Plan	5		
Special Requirements for DOBs	6		
Other Activities at Same Place	7		
Sharing with Other Operators	8		
Regulated Product Entering Butchery	9		
Final Product and Process Description - Regulated Products	10		
Attachment: Supporting Systems			
Design, Construction and Maintenance of Facilities and Equipment	A		
Pest Control	B		
Chemical Control	C		
Personnel Health and Hygiene	D		
Cleaning/Housekeeping	E		
Water – All Supplies	F		
Water – Own Supply	F1		
Water – Treated (Own or Independent Supply)	F2		
Purchase, Handling And Storage Of, Non-Meat Ingredients And Processing Aids	G		
Product Contact Packaging	H		
Traceability/Inventory/Labelling	I		
Corrective Action	J		
Recall Procedure	K		
Operator Verification and External Verification	L		

Document Control	M		
Record Control	N		
Calibration	O		
Process Control			
Process Control	P		
HACCP Application			
Hazard Identification and Control	Q		-
Other Risk factor Identification and Control	R		-
Dual Operator Butcher Requirements			
Unique Risks from Homekill	S		
Separation of Unregulated and Regulated Meat	T		
Listeria management procedures	U		
Records			
Assessment of Water Supply Status (Only necessary for own supply)	1		

- [] I confirm that all of the above documents are attached and are appropriate for my operation.
- [] I confirm that all facilities and equipment necessary to implement the RMP are available and ready to operate.
- [] I confirm that the RMP, including all attachments, has been authorised by me.
- [] I confirm that the RMP has been, or will be, implemented as written.

Signature of Operator or Day-to-day Manager of RMP: _____

Date: _____ / _____ / _____