Risk Management Programme (RMP) Template for Dual Operator Butchers

You can use this RMP template if your operation includes (at the same premises or place):

- **Operation of a retail butchery trading in regulated meat, poultry, and fish (including at a market stall)**
- **Processing homekill or recreational catch**

This RMP template is issued by the Ministry for Primary Industries in accordance with section 12 (3A) of the Animal Products Act 1999 for the purpose of making the determination that the **Risk Management Programme (RMP) Template for Dual Operator Butchers** is valid and appropriate for the business of this kind described in the Statement of Application.

Pages i to xix are not part of the RMP.

Statement of Application

The application of the **Risk Management Programme (RMP) Template for Dual Operator Butchers** is limited to business that operate the following at the same premises or place:

- Operation of a retail butchery; and
- Processing of homekill or recreational catch.

Dated at Wellington 13th day of November 2023.

Aaron Tangaroa

Manager Regulatory Delivery
Ministry for Primary Industries
(acting under delegated authority of the Director-General)

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Contents

What this template covers

(1) This RMP template applies to the secondary processing of red meat, poultry and fish, and associated storage by the RMP operator.

(2) This RMP template applies to operators that process and store:

a) Regulated meat, poultry and fish for human and/or animal consumption; and
b) Chilled or frozen pre-packaged foods; and
c) Homekill or recreational catch

(3) This RMP template does not apply to operators covered under a different RMP, Regulated Control Scheme or a risk-based measure under the Food Act 2014 (e.g. Food Control Plan or National Programme).

(4) This template does not cover hot holding of food, serving rare or raw animal products, sous vide, manufacture of **biltong**, uncooked fermented comminuted meat products (UFCM), wholesaling of smoked fish and bivalve molluscan shellfish or other such high-risk products and processes.

(5) This RMP template does not cover export requirements, as products from a Dual Operator Butcher premises are not eligible for export (unless exempt under section 50 of the Animal Products Act 1999).

(6) If your operations are not fully covered by this template, or you decide to deviate from the requirements and procedures given in this template, you can do so by modifying this template, or writing your own RMP. In most cases, these changes will need to be evaluated by an MPI recognised RMP evaluator. If you decide to make changes to this template after you have registered it, you will need to talk to your verifier first.

How to Complete the Template

General

(1) You need to provide complete and accurate information as the registered RMP is a legally binding document that must be complied with. Everything written down needs to accurately reflect or apply to your operation.

(2) You can complete this RMP template electronically as it is an editable PDF document, or you can print it off and manually complete it. If you are manually completing your RMP template, you must ensure that all information is clear and easy to read.

(3) The template should be completed by a person or group of people who have full knowledge of the whole operation covered by the RMP.

(4) You need to read each section of this guidance while completing the template.

(5) You must provide the required information by entering information into the empty boxes or blank lines; or ticking the appropriate answer or information.

(6) **Your final RMP will be the completed RMP template (Part 1: Required Information, Part 2: Supporting Systems and selected Modules) and all the additional documents you have written yourself and listed in the document list.**

(7) You must comply with all the requirements and procedures in the final RMP, including those in the supporting systems, selected modules, and all the additional documents you have written yourself and listed in the document list.

(8) If you need to make changes to this template to better suit your operation, you can do so by modifying this template or writing your own RMP. In most cases, these changes will need to be evaluated by an MPI recognised RMP evaluator. If you decide to make changes to this template after you have registered it, you will need to talk to your verifier first.

(9) By complying with the requirements and procedures given in this template, you will be meeting the requirements for the secondary processing of red meat, poultry and fish that are specified in the current versions of:

Animal Products Act 1999	www.legislation.govt.nz/act/public/1999/0093/latest/DLM33502.html	
Animal Products Regulations 2021	www.legislation.govt.nz/regulation/public/2021/0400/latest/LMS520972.html	

Animal Products Notice: Production, Supply and Processing	www.mpi.govt.nz/dmsdocument/50182	
Animal Products Notice: Homekill and Recreational Catch Service Provider Records	www.mpi.govt.nz/dmsdocument/10892	
Food Standards Code	www.foodstandards.govt.nz/code/Pages/default.aspx	

(10) You can refer to the Processed Meats Code of Practice (www.mpi.govt.nz/dmsdocument/1114) for additional useful information. 

(11) You can refer to the Further Processing: Good operating practice (www.mpi.govt.nz/dmsdocument/46255) for additional useful information. 

(12) You can refer the Further Processing: Guidance (www.mpi.govt.nz/dmsdocument/32007) for additional useful information. 

(13) Where you need to develop additional procedures and forms, you can use and adapt the examples of forms and procedures from the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566). 

Part 1. Required Information

1.3 Identifying Information

RMP ID – if you do not already have a RMP ID, you can nominate your own identifier when you complete the AP4 Application form (www.mpi.govt.nz/dmsdocument/71). Your identifier must be a number/letter combination of at least 3 and no more than 10 characters, with at least one character a number and no leading zeros.

If you have more than one RMP, assign a consecutive two-digit number (01-99) to each new RMP you have. Enter 01 if this is your first RMP.

For example: 100% ABC NZ Ltd could nominate an identifier of 100ABC/01 for their first RMP.

If you don't nominate an identifier, MPI will assign one for you. If the identifier you nominate is not in the appropriate format, or is already in use, MPI will suggest an alternative.

1.2 Day-to-day Manager

Day-to-day manager of the RMP – also referred to as the RMP Manager, you must nominate a day-to-day manager who will be responsible for implementing the RMP and ensuring that it is kept up-to-date. They will be the contact person for MPI and the verification agency when dealing with matters relating to the RMP.

It is recommended that the position be given instead of the name of the day-to-day manager to avoid the need for amending the template and notifying MPI when this person is replaced. You may also wish to identify a deputy to the day-to-day manager.

Email – you must enter the email address that can be used to contact the Day-to-day manager of the RMP.

Mobile phone number – you must enter a mobile phone number that can be used to contact the day-to-day manager of the RMP. If there is no mobile number, a landline number may be entered.

1.3 Operator Name, Business Address and Contact Details

NZBN – you must provide your NZBN here if you have one. If you want more information about NZBNs, see www.nzbn.govt.nz.

Full Legal Name – if the business is a registered company, then you must use the full legal name that matches the details given at the Companies Office exactly. If the business is a partnership or a sole trader operation then you must provide the name(s) of the business owner(s)/partners.

Trading Name – you must fill this in if the name the business trades under (i.e. the name used on a shop sign or letterhead) is different to the full legal name. If you don't have a trading name, then you can leave this blank.

Physical address of premises (fixed premises) – you must give the street address of the premises that the RMP applies to. If this RMP is for one business with multiple sites, include the addresses for the additional sites as a separate, clearly named, attachment.

Main address of premises (mobile premises) – you must give the address of the location that the mobile premise is parked when not in use.

Vehicle registration number (mobile premises) – you must give the vehicle registration number of the mobile premises that the RMP applies to. If you have a mobile premise and update your vehicle you need to update your RMP.

Postal Address – if the postal address is different to the physical address, you must give the address any correspondence should be sent to, including the postcode. If this RMP is for one business with multiple sites, include the addresses for the additional sites as a separate, clearly named, attachment.

Phone number – you must enter a phone number that can be used to contact the RMP operator. Enter a phone number even if this is the same as the phone number under *1.2 Day-to-day Manager*.

Mobile phone number – you must enter a mobile phone number that can be used to contact the RMP operator. Enter a mobile phone number even if this is the same as the mobile phone number under *1.2 Day-to-day Manager*.

Email – you must enter the email address that can be used to contact the RMP operator. Enter an email address even if this is the same as the email address under *1.2 Day-to-day Manager*.

1.4 Multi Business RMP

If any other businesses (additional to that business listed under *1.3 Operator Name, Business Address and Contact Details)* will be covered by this RMP, then you must complete this section. If there is more than one other business operating under this RMP, complete for each additional business, and attach as additional pages to the RMP.

1.5 Scope of the RMP

Physical Boundaries – you must include a site plan as part of the RMP. The site plan should be labelled to make it clear it is part of the RMP. If this RMP covers more than one site, you must attach a site plan for each site. Tick the box to indicate that you have a site plan, and be sure to attach it when submitting the RMP for registration.

Your site plan must show the buildings, facilities and external surroundings included under your RMP. The different rooms or areas within a building and the location of key pieces of processing and hygiene equipment should also be shown in the diagram(s). The physical boundary of the RMP will need to be clearly indicated on the site plan. Generally, the physical boundary of a fixed premises is the legal boundary or the fence line of the property. Areas and facilities within the boundary that are excluded in the RMP should also be clearly indicated on the site plan. See the RMP Manual (www.mpi.govt.nz/dmsdocument/183) for an example.

For a mobile premises (e.g. market stall): you must show the layout of the vehicle, including storage facilities, and the location of key pieces of equipment on the site plan. The physical boundaries of the RMP for a mobile premises are formed by the outer extremities of the mobile facility. Note: for a mobile premises, employee amenities do not need to be located within the RMP premises.

Processing – tick the box(es) to indicate what processing your RMP covers. At the time of registration, your operation must be capable of carrying out the processes that you indicate. For each process that your RMP will cover, you must complete the relevant module. (The modules are at the end of this template.)

If you modify the template with additional processes, these may need to be evaluated by an MPI recognised RMP evaluator before your RMP can be registered with MPI. If you write your own module, this must be evaluated before registration.

1.6 Other Activities, Risk-based Measures or Operators

You must fill out this table if there are any products or activities that occur on the same premises or within the physical boundaries of the RMP, but are not covered by this RMP template because:

- they are covered under a different risk-based measure (e.g. an RMP, a Regulated Control Scheme, a Food Control Plan, a National Programme or under the Wine Act 2003); or
- they are not covered under a different risk-based measure; or
- they are carried out by a different operator.

Examples of activities that you may wish to keep under the Food Act regime are: operating a café.

Note: you must have procedures that make sure that these excluded activities are not a source of contamination to any animal products processed or stored within the physical boundaries of the RMP.

Fill out the table as appropriate, listing:

- each activity (including processing of other products) occurring within the RMP physical boundary that is not covered by this RMP; and

- if the activity is covered under a different RMP, Regulated Control Scheme or risk-based measure (if yes, say which one it is covered under and include the ID if there is one); and
- how the activity is controlled, so operations are not adversely affected; and
- who is responsible for ensuring that the control measures are implemented and effective; and
- who is responsible for resolving any issues that occur between this RMP, and the other activity (use name or job title, include name of different operator if applicable).

For example:

Activity	**Covered under a Risk-Based Measure** (if Yes, include which one and ID)	**Control Measures**	**Responsibility** (Name or job title, include name of different operator if applicable)
Packaging of eggs	RMP ID BUS111/01	Kept separate from other product and activities	Packhouse Manager
Processing animal feed for sale	No	Kept separate from other product and activities	Feed Mill Supervisor
Subcontract space to store packed paper boxes	No	Boxes are only allowed to be stored in an ambient storage facility that is not used by this RMP. Storage facility has a separate entrance.	Lead Supervisor of the Pretty Paper Company

If necessary, use extra pages and attach to the RMP.

1.7 External Verification

This section states that you authorise the contracted verifier to have freedom and access to carry out verification activities. You must have a record of the name and contact details of the verification agency and ensure that a letter has been received from the verification agency confirming that they will verify your RMP. This letter must be provided to MPI when applying to register your RMP. An electronic letter or email is fine.

The verifier must have access to any and all places, things, procedures, records and staff that may reasonably be needed to complete the verification (e.g. lab test results, records of non-conformances and the corrective actions taken, etc.). Tick the box to indicate that you have

contracted a verifier and have received and attached the letter from the verification agency confirming that they will verify the RMP.

1.8 RMP Document List

Table 1: Documents from the RMP template. This gives the list of all the documents (e.g. procedures and record forms) from the RMP template that form part of your RMP. You must complete this table with the authorisation date and signature for each document. This will be the date that the RMP is authorised (section 1.9). For modules that will not be part of your RMP, fill the date space with 'n/a'.

Table 2: Procedures, water-use criteria and additional modules written by the operator. This table is for all the additional documents that you have developed to address aspects of your operation that are not covered be the template or to expand on the template procedures. You must fill in this section with the **name of the document** and include the name of the **person authorising the document and the date of authorisation** for each of the procedures you have written yourself or used from the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566). If you have written your own module(s), include them in this table.

Supporting systems of the RMP, and some modules, may require you to write procedures covering good operating practice (GOP) and process control that are specific to your operation and premises. Examples of the type of documents are: a cleaning programme, cleaning schedules, calibration programme, traceability/inventory control procedures, etc. The verifier will check that you operate in accordance with these procedures and that they are effective.

These documents **must be authorised by the day-to-day manager or a nominated person** (see 1.9 Authorisation of the RMP). The list of documents that make up your RMP may be all combined into a single Table or kept as a separate list to the documents from the RMP template (e.g. as Table 2).

Each document, whether part of the template, or developed by you must be re-authorised each time it is updated.

1.9 Authorisation of the RMP

The RMP must be authorised by either the day-to-day manager or a nominated person. Tick the boxes to indicate which person is authorising. This person must sign, date and give their job title. Authorising a document means that you have checked it and are confident that it reflects how the procedure operates on a day-to-day basis, that it is clear enough for staff to know what to do, and that when followed the resulting product is fit for its intended purpose.

If the person signing is a nominated person, check their name is on the list of nominated persons referred to in the 'Show' section of Supporting System A. Document Control and Record Keeping.

You must tick the boxes to confirm that you agree to the statements confirming that the RMP is valid and appropriate for the activities it is intended to cover.

Each time you make a minor or significant amendment to the RMP, the RMP needs to be re-authorised (signed and dated). See section 1.4 Keeping the Registered RMP up-to-date

If you are electronically completing the RMP template and are unable to electronically sign the table(s) showing the list of documents that make up your RMP, then print this page, physically sign, and include a scan of the signed page when sending to MPI.

Part 2. Supporting Systems

The supporting systems in Part 2 describe the good operating practices and procedures that you will comply with. They are part of your RMP and you will need to include them when submitting your application.

You will need to:

a) read each supporting system thoroughly; and
b) ensure that everything in each supporting system applies to your operation and that you will be able to comply with them. Delete or cross out any part of a supporting system that does not apply to your operation (e.g. you could cross out the Packaging Supporting System if you do not pack finished products, or cross out the Listeria supporting systems if you are not wholesaling ready-to-eat products. You cannot cross out things required by legislation e.g. the E. coli and turbidity requirements for water); and
c) provide information suggested in some supporting systems that's specific to your operation by:
    i) entering information into the empty boxes or blank lines; or
    ii) ticking the appropriate answer or information.
d) ensure that you have written any procedures that might be required and that these additional documents are listed in the Document List (Section 1.8 in Part 1 of the template).

Your contracted verifier will verify that you are operating in accordance with these procedures and that they are effectiveness. It is a good idea to store a copy of your procedures with your copy of the RMP.

Each supporting system is written in the Know/Do/Show format.

Know has general information about why this topic is important and gives ideas for how you can comply with food law.

Do outlines what you must do to comply with the food safety laws.

Show gives examples of records which your verifier might want to see as evidence that you've done something.

Show

The pencil icon indicates that you need to:

- enter further details or tick boxes as appropriate (e.g. monitoring frequency for compliance with procedures, etc.) directly in the supporting system; or
- write a procedure that covers the points listed in the supporting system.

You can find example forms and procedures in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566).

The document icon indicates that you need to keep a record of something.

Monitoring for Operator Verification

What is this?

Many of the supporting systems have a section called 'Monitoring for Operator Verification', where you write in a frequency for checking that you are meeting the procedures.

Making sure that procedures are being followed is part of the 'Operator Verification'. We have added the 'Monitoring for Operator Verification' sections to help you meet these requirements.

What timeframes should I put?

Operator Verification of procedures needs to be done at least once a year. For most supporting systems, reviewing every 1-3 months would be appropriate. However, for an activity that happens daily, a monthly review may be too infrequent. For an activity that happens every month (or less often), 3 monthly might be too frequent.

Choose timeframes that are both appropriate for what you are reviewing and are achievable.

Additional guidance for supporting system F. Water

Town supply water

If you are using town supply water without treating it yourself, whether you need to develop water-use criteria and perform initial water testing depends on if you have a reason to believe the town supply water will not meet the *E. coli* and turbidity requirements (the standard requirements for all water).

Generally, you can assume that town supply water will meet the standard requirements. In this situation, the completed Water supporting system is your water use plan. You do not need to create water-use criteria, do initial testing or ongoing routine monitoring.

If you think that the town supply water will NOT meet the standard requirements, then you need to document the reason you are unsure, and then develop water-use criteria and do initial water testing. Depending on the results of the initial water testing, you may need to do ongoing routine monitoring as well.

Own-source water (including seawater)

If you are using own-source water, you will need to develop water-use criteria and do initial water testing. Depending on the results of the initial testing, you may need to do ongoing routine monitoring as well.

You can complete the Own-source water checklist and template water-use plan (www.mpi.govt.nz/dmsdocument/56140). When this is completed, this, combined with the Water supporting system, will be your water use plan and will include the water-use criteria.

The Own-source water checklist and template water-use plan doesn't cover all possible sources of water. If your source is not covered (e.g. sourced from another RMP operator or water where additional treatment is applied by you), you will have to write your own water-use plan including any water-use criteria. You could use the checklist and the Water supporting system to help you do this. You will need to check that it meets the water requirements in Chapter C of the Animal Products Notice: Production, Supply and Processing (www.mpi.govt.nz/dmsdocument/50182).

Additional guidance for supporting system T. *Listeria* Testing Procedures for Wholesale Butchers Who Wholesale Ready-to-eat Meat Products to Vulnerable Populations

When you contract a laboratory to do your testing, you will need to check that they are recognised (note: recognition is not the same as accreditation) for testing *Listeria monocytogenes* in the product you are sending them.

Talk to the laboratory about what type of samples you will be sending them, and what tests you will need done on each type of sample. For example: an environmental sample or a roast meat sample that is to be tested for *Listeria monocytogenes*.

Modules

The hazard identification and controls that are documented in each module describe the procedures that you will comply with where appropriate. Each module that you select is part of your RMP and you will need to include them when submitting your application.

For each process that your RMP will cover, you must select the relevant module. To select a module, tick the box 'This module is included in the RMP'. Make sure that the modules selected are the same as the modules you ticked in *1.5 Scope of the RMP*. At least one module must be selected for the RMP to be registered.

The modules are:

- Module 1: Primal Cuts and Smallgoods
- Module 2: Hot Smoking of Bivalve Molluscan Shellfish (BMS)
- Module 3: Hot Smoking of Fish
- Module 4: Live Bivalve Molluscan Shellfish (BMS) in Wet Display Tanks
- Module 5: Meat at Stalls

Modules 2-5 must be selected with Module 1.

Each module contains information on:

- intended consumer
- intended use of product that leaves the RMP
- relevant regulatory limits
- operator defined limits (where applicable)
- the processes and activities that are covered by the module
- a generic process flow diagram (not in all modules)
- risk factor identification and controls for hazards relating to human and animal health, wholesomeness, and false and misleading labelling, including hazard analysis and critical control point (CCP) determination

The risk factor identification and controls are designed to ensure that you will consistently manufacture product that is safe and suitable for the intended purpose and that relevant regulatory requirements are met. Your verifier will verify you against these procedures.

You will need to:

- read each module you have selected thoroughly; and
- ensure that all written procedures apply to your operation and that you will comply with them.

Cross out any parts of the process that do not apply to your operation (e.g. smoking or packaging).

You can modify the generic process flow diagram to better reflect your operation, or you can replace it with your own version. (Cross out the generic diagram and attach your own version instead.)

Writing your own module

If you want to add a process to this RMP that is not covered by the existing modules (e.g. making biltong, making UCFM products) or if an existing module doesn't fully cover the processing you will be doing (e.g. your intended use or intended customer is different) you will need to write your own module. This will need to be evaluated by an MPI recognised RMP evaluator.

For UCFM products, you can use the guidance document Making Uncooked Salami (Uncooked Comminuted Fermented Meat or UCFM) (www.mpi.govt.nz/dmsdocument/15205) as the basis of your module.

Check that you have listed the name of the module(s) you have written in *1.5 Scope of the RMP* and *1.8 RMP Document List*.

How to Register the RMP

1.1 Complete the RMP template

You must complete all parts of the RMP template and write any additional procedures or other documents that you need.

If changes have been made to the template

If your operations are not fully covered by this template, or you decide to deviate from the requirements and procedures given in this template, you will need to modify this template with additional information (such as writing your own module) or write your own RMP. In most cases, these will need to be evaluated by an MPI recognised RMP evaluator.

If you decide to modify the template after you have registered it, talk to your verifier first.

1.2 Complete the Application forms

Fill in both of these application forms:

- Application Form AP4: Registration of Risk Management Programme (www.mpi.govt.nz/dmsdocument/71)

- Application Form AP49: Processing Categories Tables (www.mpi.govt.nz/dmsdocument/4562)

1.3 Apply for Registration

To apply for registration of your RMP, send the following information to **MPI Approvals** (approvals@mpi.govt.nz):

- completed RMP template, which is **Part 1: Required Information, Part 2: Supporting Systems, and selected Modules**
  - for multi business RMPs, include any additional copies of *1.4 Multi Business RMP* that were needed
  - include any modules you have created yourself and the evaluation report for these modules
  - check you have added the name and date of issue for each document you have created yourself to *1.8 RMP Document List*
- completed Application Form AP4: Registration of Risk Management Programme
  - check you have included all additional documents required by the AP4 form
- completed Application Form AP49: Processing Categories Tables

Note: Dual Operator Butchers must also be listed as a homekill or recreational catch service provider. Fill in the following application form and send to MPI Approvals (approvals@mpi.govt.nz):

- Application Form AP2: Homekill and recreational catch service provider listing (www.mpi.govt.nz/dmsdocument/15070)

MPI may ask for clarification or further information on any part of the RMP. There may be an additional assessment fee charged for the time of the MPI assessor so it is advisable to complete the RMP template and application forms as best as you can. Your RMP will be registered once MPI is satisfied with the RMP and all fees are paid.

1.4 Keeping the Registered RMP up-to-date

Updates to procedures in your RMP can be made. Amendments to contact details such as emails, phone numbers or postal addresses can be made by emailing the information to be changed to approvals@mpi.govt.nz.

Amendments to other details such as the trading name and the name of the day to day manager will be a minor amendment and an AP50: Registration of a Minor Amendment (www.mpi.govt.nz/document-vault/4567) form must be completed and emailed to approvals@mpi.govt.nz.

When making any amendment to your RMP, you have to determine whether the amendment is significant or minor. Detailed guidance on RMP amendments is in the RMP Manual. Appendix G of the RMP Manual provides examples of significant and minor amendments. You can also consult your verifier when deciding whether an amendment is significant or minor.

Some minor amendments may require notification to MPI (if so, you will need to submit an AP50: Registration of a Minor Amendment (www.mpi.govt.nz/document-vault/4567) form).

Adding a module to your RMP (either a module from the template, or a module you have written yourself) is a significant amendment.

Significant amendments are to be submitted using the AP6: Risk Management Programme Amendment Registration (www.mpi.govt.nz/dmsdocument/4573). If the amendment relates to an activity outside the scope of the RMP template, the amended RMP will require evaluation.

All amendments made to the RMP should be recorded in your Amendment Register (www.mpi.govt.nz/dmsdocument/26566). A sample register is included in this link to the RMP Operator Resource Toolkit.

Pages i to xix are not part of the RMP and DO NOT need to be submitted to MPI
The RMP starts on the next page, page 1

Risk Management Programme for Dual Operator Butchers

Part 1: Required Information

Please complete the tables as required.

1.1 Identifying Information

RMP ID	

1.2 Day-to-day Manager

Name, position or designation of the Day-to-day Manager of the RMP	
Email	
In entering this email, I consent to being sent information and notifications electronically.	
Mobile phone number	

1.3 Operator Name, Business Address and Contact Details

NZBN	
Full Legal Name	
Trading Name, if any (if different from legal name)	
Physical address of premises	
Postal address including postcode (if different from the physical address)	
Phone number	
Mobile phone number	
Email	

1.4 Multi Business RMP

Are other businesses covered by this RMP?	☐ **No**	Do not complete this section. Go to section 1.5. Scope of the RMP
	☐ **Yes**	Complete a copy of this section for each other business operating under this RMP. If needed, attach as additional pages to the RMP.
Business RMP or ID		
Full Legal Name		
Trading Name (if different from legal name)		
Physical address of premises		
Postal address including postcode (if different from the physical address)		
Phone number		
Mobile phone number		
Email		
Evidence of sufficient control of RMP operator over this business	☐	Yes, I have sufficient control, authority and accountability for all matters required under this programme.
	☐	Yes, I have made the business operator aware of the implications for their operations in the event of suspension or deregistration of the programme, or the RMP operator ceasing to operate for any other reason.
	☐	Yes, I have obtained the consent of the business operator covered by this programme. Contract or written correspondence between the two parties is attached, or indicated in the table directly below.

Consent of the business operator to being part of the Multi Business RMP	☐	Yes, I consent to being part of this Multi Business RMP and understand my responsibilities
Business Operator Name		
Signature		
Date		

1.5 Scope of the RMP

Physical Boundaries

Physical boundaries of the RMP:	
☐	The physical boundaries of the RMP are shown on the attached site plan(s)

Processing

The RMP covers the following: (tick all applicable)		
☐	Primal Cuts and Smallgoods	Complete Module 1
☐	Hot Smoking of Bivalve Molluscan Shellfish (BMS)	Complete Module 2
☐	Hot Smoking of Fish	Complete Module 3
☐	Live Bivalve Molluscan Shellfish (BMS) in Wet Display Tanks	Complete Module 4
☐	Meat at Stalls	Complete Module 5
☐	Additional Module Name: _____ Additional Module Name: _____	

Complete the appropriate module for each item you have selected. These modules will be part of your RMP.
If you have written your own module, it must be evaluated. List its name in the table above.

1.6 Other Activities, Risk-based Measures or Operators

These activities occur within the physical boundaries of the RMP, but are excluded from the RMP and:

- they are covered under a different risk-based measure (e.g. an RMP, a Regulated Control Scheme, a Food Control Plan, a National Programme or under the Wine Act 2003); or
- they are not covered under a different risk-based measure; or
- they are carried out by a different operator.

Procedures are in place for ensuring that these products are not a source of contamination to any products that are stored in the premises.

Activity	**Covered under a Risk-Based Measure** (if Yes, include which one and ID)	**Control Measures**	**Responsibility** (Name or job title, include name of different operator if applicable)

1.7 External Verification

(1) I give my contracted risk management programme verifier access to any and all places, things and information that may reasonably be needed to complete the verification, including:

a) freedom to access premises, places, or facilities covered by a risk management programme; and

b) access to documents, records, and information that relate to a risk management programme; and

c) access to things (including containers and packages) that are used in connection with processing animal material, animal products, non-animal product foods and non-food animal products under a risk management programme; and

d) access to animal material, animal product, equipment, packages, containers, and other associated things used in processing animal material, animal product, non-animal product foods, and non-food animal products under a risk management programme (noting that the verifier may identify and mark any of those things); and

e) such freedom to examine and take samples (for the purpose of analysis or retention) of animal material, animal product, non-animal product foods, non-food animal products, or any other outputs, substance, or associated thing which has been, is, or may be used in contact with, or in the vicinity of animal material, animal product, non-animal product foods, or non-food animal products being produced or processed under a risk management programme.

(2) I will provide my contracted risk management programme verifier with any reasonable assistance requested.

(3) By way of explanation, in the case of a significant risk to the fitness for intended purpose of animal product or suitability of animal material for processing, a recognised risk management programme verifier may recommend to an Animal Product Officer that the officer exercises their powers of interruption of operations under section 89 of the APA which (in the case only of the powers under section 89(b) and (c)) may be exercised by the Animal Product Officer over the phone if he or she considers that appropriate.

☐ A letter (e.g. hardcopy or electronic confirmation such as an email) has been received from the verification agency confirming they will verify the risk management programme at all sites covered by this risk management programme.

1.8 RMP Document List

Table 1: Documents from the RMP template

The date authorised will be the same as the date Section 1.9 is signed.

Title		**Date Authorised** (write n/a if module not used)
Part 1: Required Information		
Part 2: Supporting Systems		
Module 1	Primal Cuts and Smallgoods	
Module 2	Hot Smoking of Bivalve Molluscan Shellfish (BMS)	
Module 3	Hot Smoking of Fish	
Module 4	Live Bivalve Molluscan Shellfish (BMS) in Wet Display Tanks	
Module 5	Meat at Stalls	

Table 2: Additional documents written by the operator

These additional documents include: procedures; site plan; list of nominated persons; water checklist; additional modules; amendment record etc.

These documents **must be authorised by the day-to-day manager or a nominated person** and may be authorised individually and separately to the documents from the RMP template (Table 1).

Each document must be re-authorised each time it is updated.
Updating a procedure you have written yourself might be a minor or significant amendment.

Title	Authorisation
	Name:
	Date:
	Name:
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Title	Authorisation
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1.9 Authorisation of the RMP

I confirm that:

☐	All of the documents listed in Section 1.8 are appropriate for my operation.
☐	All building, facilities and equipment necessary to implement the RMP are available and ready to operate.
☐	Where applicable, multi business or multi-site operations are ready to operate. Note: this must be ticked if 'Yes' was selected to *Are other businesses covered by this RMP?* Under **1.4. Multi Business RMP**.
☐	The RMP, including all relevant legislation incorporated into the RMP, will be implemented as written.
☐ ☐	All documents that make up the RMP, including all Supporting Systems and the selected modules, have been authorised by: The day-to-day manager of the programme or A nominated person
Signature	Title: _____
Date	

The RMP must be re-authorised (signed and dated) each time a minor or significant amendment is made to the documents in the registered RMP (i.e. section 1.8 Table 1).

Part 2: Supporting Systems

A. Document Control and Record Keeping

Useful things to know

Know

- To ensure all RMP documents are authorised, controlled, kept up-to-date, and stored properly.
- To ensure records are generated and stored properly.

Rules you must follow

Do

Document control

- Every document that forms part of this RMP is dated and authorised (see RMP Document List (Tables 1 & 2) by:
  - the Day-to-day manager; or
  - a nominated person.
- All current RMP documents and their date of authorisation are listed in the RMP Document List (Tables 1 & 2).
- All RMP documents are:
  - able to be clearly read; and
  - indicate their version or date of authorisation.
- Details of all minor and significant amendments to the RMP are recorded in an Amendment Register. (The RMP Manual (www.mpi.govt.nz/dmsdocument/183) has guidance on determining if an amendment is minor or significant.)
- The most recent amendments made in a document are identified by highlighting or marking the amended part(s).
- Current versions of RMP documents are readily available, in hard copy or electronic form, to persons with key responsibilities in operating the RMP.

Record keeping

- A list of the nominated people (who can authorise RMP documents, as per above section) is kept.
- All record entries are clear and readable.
- All paper and electronic RMP records (e.g. monitoring, corrective action, operator verification and validation records) include:
  - the date and, where appropriate, the time of the activity or observation;
  - an accurate description of the results of the activity or observation; and
  - the identity of the person(s) who performed the activity (i.e. initials or signature of the person completing the record).
- Any alteration made to a record is made in a way that allows the original entry to remain readable (i.e. erasures, correction fluid or tape or other material to cover the original entry is not allowed) and is initialled by the person making the alteration.

Accessibility and retention of all RMP documents and records, including archived documents

- One copy of all RMP documents and all records, including those that are obsolete/out-dated/previous versions, are:
  - retained for 4 years, or for the duration of the shelf-life of the product (whichever is longest); and
  - stored in a location where they are protected from damage, deterioration or loss.
- Records of any validation information is kept for the life of the process/activity or until the process is revalidated and new records created (then the old validation information is archived and retained for 4 years).
- All electronic RMP documents and records are backed up regularly.
- All RMP documents and records, including archived documents, can be made available to the RMP verifier or any person authorised by MPI, within 2 working days of a request being made.

Amendments

- All amended parts of the RMP are replaced with the current versions without unnecessary delay after authorisation.
- An amendment register, which includes the following information, is maintained:
  - document and specific part being amended;
  - details of amendment;
  - reason for amendment;
  - date of change; and
  - person authorising the amendment.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, corrective actions are taken in the event that requirements are not met

Things to show your verifier

- Document list.
- List of authorised persons (if any)
- Obsolete documents are filed.

- Records are clear, complete and available upon request (e.g. a completed Amendment Register).
- Supporting System and process control records (including monitoring, corrective action and operator verification records).
- Record forms.

Examples of forms can be found in the RMP Operator Resource Toolkit

B. Personnel Health and Hygiene

K

Know

Useful things to know

- To ensure that all personnel are medically fit to perform their duties, and that they comply with good hygienic practices to prevent or minimise the contamination of product, packaging, equipment and the processing environment.
- Personnel include all workers, staff, contractors providing services and visitors (but not customers).

D

Do

Rules you must follow

Induction and ongoing supervision of personnel

- New personnel 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 personnel are adequately trained on their specific tasks as written in the RMP and 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.

Health and sickness policy

- The Day-to-day Manager ensures that all personnel understand and comply with the health and sickness requirements in this section.
- All personnel **(including visitors and contractors)** are required to inform the Day-to-day Manager or another responsible person if they are suffering from any of the health conditions listed in Table B.1.
- Personnel suffering from a health condition or illness listed in Table B.1 should not carry out tasks where animal products may be affected. The Day-to-day Manager or another responsible person needs to ensure the requirements given in columns 2 of the table are met before the personnel resumes processing work.

Table B.1. Health conditions

Condition or illness	Requirements for clearance to resume processing work
	Freedom from symptoms or illness
Diarrhoea or vomiting due to gastroenteritis or other infectious diseases including norovirus and rotovirus	Symptom-free for 48 hours.
Acute respiratory infection	Symptom-free for 48 hours.
Illness identified as caused by Nontyphoidal *Salmonella*, *Shigella* spp., *Campylobacter, Yersinia, Cryptosporidium, Giardia*, and *Vibrio cholerae*.	Symptom-free for 48 hours.
Illness identified as caused by VTEC or STEC (verocytotoxin-producing or shiga-toxin producing *E. coli*)	Symptom free for 48 hours.
Illness identified as caused by *Salmonella Typhi and Salmonella paratyphi*	If treated with antibiotics: Symptom-free for 48 hours and 2 negative stool tests at least 48 hours apart after completing the treatment. If not treated with antibiotics: No sooner than 1 month after the onset of symptoms.
Hepatitis A	Has been given clearance by a medical practitioner.
Skin infection (e.g. boils, sores, infected wounds, etc.)	Condition is assessed by the RMP Manager as no longer likely to contaminate product, or the infected area is adequately protected from being a source of contamination.

- Personnel must not handle products if wounds, particularly on the face, hands or other exposed areas of the body are infected. Clean wounds that are totally covered may be acceptable. Wounds on unexposed parts of the body are generally acceptable.
- Personnel with a superficial wound or cut may work as a product handler provided the wound or cut has been treated and dressed with a secure waterproof dressing. Wound dressings should be protected from becoming wet

(e.g. use of impervious gloves for wounds on the hands, and protective sleeves or clothing over wounds on other areas of the body).

Non-compliance with health and sickness requirements

- If these requirements are not complied with, the following corrective actions are taken:
  - affected equipment and product contact surfaces are cleaned and sanitised prior to reuse; and
  - affected product is managed as non-conforming product, refer to **N. Non-conforming Product and Recall**; and

Protective clothing

- All personnel whose presence or action within processing areas may result in contamination of animal products wear suitable, clean protective clothing and footwear.
- Ensure that protective clothing is visibly clean at the start of each day's operation.
- Outer protective clothing is changed after handling/processing of raw product and before handling/processing of cooked or ready-to-eat products. This does not apply in the retail area.
- Ensure protective clothing and footwear is:
  - maintained in a hygienic condition;
  - made of readily cleanable materials;
  - cleaned or changed if it becomes a source of contamination during processing; and
  - stored in a manner that protects it from contamination.
- Ensure disposable or damaged protective clothing and footwear is:
  - discarded after use, when damaged (e.g. torn), or if it cannot be effectively cleaned when required during use; or
  - repaired if it is still able to be returned to a hygienic state.
- Everyday clothes are not worn over protective clothing.

Washing of hands and arms

- All personnel thoroughly wash hands and exposed portions of the arms with approved liquid soap and water, and then dry them using disposable paper towels (or a suitable alternative):
  - after using the toilet;
  - after handling or coming into contact with waste and contaminated surfaces or material; and
  - after contaminating the hand from coughing, sneezing or blowing the nose.

Note: *If water (that meets the requirements in E. Water) is not readily available for hand washing in certain areas (for example for you operate a stall at a farmers market), alternative options for sanitising personnel hands will need to be considered.*

Jewellery and other personal items

- Personnel in processing areas are not permitted to wear watches, rings and other jewellery except for plain wedding bands (e.g. no stone). Plain wedding bands may be worn only when they cannot be easily dislodged, and they can be effectively cleaned in the same manner as hands.
- False eyelashes, false fingernails, nail polish and other nail art are not permitted in processing areas, unless they can be worn under gloves (without piercing the gloves).
- Devices (e.g. medic alerts) and cultural jewellery (e.g. taonga necklace, wedding jewellery) may be worn in processing areas provided they cannot be easily dislodged, and they are able to be securely worn under clothing or gloves.
- Personnel are not permitted to take personal items (e.g. cigarettes, small loose items) into processing areas that may result in contamination of products and processing areas.
  ***Note**: A processing area in this part means areas where ingredients, materials and products are exposed, or food contact surfaces may be contaminated.*

Visitors and contractors within processing areas

- All visitors and contractors are required to report to the responsible person on arrival.
- Visitors and contractors who enter processing or storage areas are required to confirm that to the best of their knowledge they have no medical condition that may pose a risk to food safety. Records of this should be kept (e.g. signing a logbook).
- If a visitor or contractor is visibly ill, the responsible person can deny them access to processing or storage areas.
- Prior to entering the processing or storage areas visitors and contractors should wear clean, suitable clothing and footwear that are provided or approved by the Day-to-day Manager.
- Where appropriate, 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.

Hygienic practices

- Personnel behave in a manner that prevents the contamination of product and the environment.
- Eating, drinking, smoking, vaping or spitting are not allowed inside the processing areas.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- A record of all timesheets and any medical certificates e.g. Staff Sickness form.
- Visitors logbook.
- Personnel training records.
- Any problems detected and corrective actions taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit

C. Personnel Competencies and Training

Useful things to know

- To ensure that all personnel have the necessary knowledge, skills, and training to perform their assigned tasks in a competent and hygienic manner.
- For additional useful information, refer to Operator Verification Guidance (www.mpi.govt.nz/dmsdocument/40898)

Rules you must follow

Competencies of key personnel

- Dual operator butchers must have on-site, or readily available during processing, at least one person who has:
  - completed NZQA Unit Standard 167 or 168; or
  - completed NZQA Unit Standard 2505; or
  - attended a basic food hygiene course; or
  - evidence of receiving appropriate food hygiene training.
- All personnel (other than the Day-to-day Manager) who have been nominated to authorise RMP documents are identified (either by position, or by name and position).
- Personnel responsible for the following key tasks are identified (either by position, or by name and position).
  - process control,
  - operator verification,
  - corrective action,
  - undertaking recalls,
  - monitoring at Critical Control Points,
  - handling meat and fish on the premises,
  - designing and implementing the procedures for managing *Listeria monocytogenes* within the premises.
- Personnel performing key tasks have the following competencies:
  - knowledge and skills in executing the particular task; and
  - an overall understanding of the area they are working in.
- The skills or competencies are documented on the Personnel Training Form.

Day-to day Manager

- The Day-to-day Manager is responsible for:
  - ensuring proper implementation of the RMP procedures, including monitoring and taking corrective actions for any non-compliances;
  - keeping RMP documents up-to-date;
  - operator verification of the effectiveness of the RMP;
  - communicating with the RMP verifier, as needed; and
  - ensuring all personnel are adequately trained.
- The Day-to-day Manager has a good understanding of the RMP, including legal requirements and supporting systems.

- The Day-to-day Manager is identified (either by position, or by name and position) in the RMP.
- The RMP is amended if the Day-to-day Manager changes. Refer to **D. Operator Verification**.

Induction and supervision

- New personnel are informed of the following before they start working:
  - the company's health and sickness requirements;
  - hygienic practices;
  - movement of personnel and materials;
  - cleaning and sanitation;
  - handling of approved maintenance compounds, and any other chemicals;
  - hygienic handling of materials and products; and
  - operational procedures for their assigned tasks.
- Ongoing supervision and/or skills maintenance is provided to ensure that personnel are adequately trained in their specific tasks, and in hygienic practices and procedures.
- The training procedures include:
  - identification of competencies required for key tasks; and
  - identification of skills required for other tasks required to be done by a suitably skilled person; and
  - training schedules (including refresher training); and

Visitors and contractors

- Where appropriate, visitors and contractors are supervised by assigned staff while within the premises.
- It is the responsibility of the assigned staff to ensure that hygienic practices and procedures are followed by the visitor or contractor.

Monitoring for Operator verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S
Show

Things to show your verifier

- Training records and qualification certificates.
- Completed e.g. Training Procedures
- Completed e.g. Personnel Training Form.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

D. Operator Verification

K
Know

Useful things to know

- Operator verification is a system of internal checks that confirms the effectiveness of the RMP by:
  - checking procedures are being followed and records are completed
  - corrective actions and preventative actions are taken
  - reporting requirements are met
  - other operational requirements are met (i.e. notification of changes, amendments)
  - establishing frequencies for checks, what is being checked, how and by whom
  - ensuring checks (including periodic monitoring and internal audits) are done at the required frequencies.
- For additional useful information, refer to Operator Verification Guidance (www.mpi.govt.nz/dmsdocument/40898)

D
Do

Rules you must follow

Operator verification

- The Day-to-day Manager ensures that the RMP is effective by making sure that the following are done:
  - all activities that contribute to operator verification are transparent and traceable, and undertaken by suitably skilled persons nominated by the Day-to-day Manager.
  - persons carrying out operator verification activities are (if possible) independent of the activities being verified (e.g. process or operation monitoring and corrective action activities). They are familiar with the contents of the RMP, including its expected outcomes.

Table D.1: Operator verification activities and frequencies

Activity	Details	Frequency
Record checks	• Collect all records and check they are complete, correctly filled out, and that all results are acceptable or the appropriate corrective action has been taken and documented. • Review to identify any trends, new hazards or recurring problems.	• When completed.
Personnel supervision	• Ensure that all personnel are following correct practices and procedures.	• As required.

Review of RMP	• Read through the RMP and amend it where necessary. • Perform a reality check to ensure documented procedures are followed. • Test the recall plan by conducting mock recalls annually. • Significant amendments have been evaluated and registered.	• At least annually. • When procedures or premises change. • When RMP is not working effectively.

Internal audits

- Internal audits are an example of operator verification.
- Internal audits are about performing checks to ensure:
  - the RMP is up to date and covers all activities;
  - there are no uncontrolled food safety risks;
  - the products are fit for intended purpose; and
  - staff know, understand and are correctly applying the procedures in the RMP.
- The person responsible for undertaking internal audits has:
  - a good understanding of the operations, processes and GOP covered by the RMP; and
  - a good understanding of the regulatory requirements.
- The person performing the internal audit does a reality check, which includes observing staff, equipment and premises to make sure that:
  - staff are following hygienic procedures and operating procedures;
  - staff are following operating parameters (e.g. temperatures); and
  - hygienic status of the premises, internal and external environment and equipment is maintained.
- A sample of records are checked during the internal audit to make sure the correct things are being recorded.
- All findings from previous internal audits and external verification visits are followed up to make sure they have been fixed.
- Any new issues found during the internal audit are identified and corrected. Records are kept of this.
- When ongoing or recurring non-compliances occur, the following actions are taken:
  - investigate to determine possible causes of non-compliance;
  - take appropriate corrective actions to regain control and prevent recurrence of the problem;
  - more frequent checks are carried out to confirm the problem has been fixed.; and
  - review the RMP and make necessary changes to stop the problem recurring.
- Indications that the RMP or parts of it are not working effectively include:
  - repeated non-compliance or out of specification product test results;
  - customer complaints;

- multiple or repeated issues raised by the RMP verifier; or
- unacceptable outcomes from external verification visits.

Significant Amendments

- After any significant amendment to the RMP has come into effect, all parts of the RMP that may be affected by the amendment are checked to ensure they are still effective and properly implemented.

HACCP plan review

- The HACCP plan is reviewed annually to check for any changes (e.g. to process flow, inputs or outputs, new hazards, products etc.).

Recording issues and findings

- The completed audits are recorded e.g. in the Annual Internal Audit Check Sheets.
- Issues or findings requiring action and corrective action taken, are recorded e.g. in the Corrective Action Register.

Notification

- The Day-to-day Manager will send an email to Food.Compliance@mpi.govt.nz and their RMP verifier notifying of any product that is recalled because it is not or may not be fit for its intended purpose. Refer to **N. Non-conforming Product and Recall**.
- The Day-to-day Manager will send an email to MPI.Approvals@mpi.govt.nz or a letter to the Manager, Approvals Operations, MPI, PO Box 2526, Wellington 6140 notifying of any (it is recommended to inform the RMP verifier):
  - change to the name, position or designation of the Day-to-day Manager of the RMP; and
  - change in RMP verifier.
- The Day-to-day Manager will send an email to info@mpi.govt.nz or call 0800 80 99 66 (for biological hazards only) notifying of any emerging, new or exotic biological hazards or new chemical hazards that have been discovered.
- The Day-to-day Manager will contact the verifier without unnecessary delay on discovering:
  - significant concerns about the fitness for intended purpose of any product;
  - that the cumulative effect of minor amendments necessitates the registration of a significant amendment to the RMP;
  - that the RMP is no longer effective;
  - that the premises are no longer suitable for their use;
  - that 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;
  - merging two or more registered RMPs; or
  - splitting a registered RMP into two or more RMPs.

Who's responsible?

Record the name or position of the person(s) responsible for undertaking/organising Operator Verifications _____

_____

_____

S

Show

Things to show your verifier

- Internal audit documentation and findings.
- Completed e.g. Annual Internal Audit Check Sheets.
- Any problems detected and any corrective action taken. Refer to **O. Corrective Action**.
- Copies of any emails or letters sent to MPI or the RMP verifying agency.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

E. Design, Construction and Maintenance of Buildings, Facilities and Equipment

K
Know

Useful things to know

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

D
Do

Rules you must follow

Buildings and facilities

- Internal structures of buildings, including floors, ceilings and walls, are designed and constructed to:
  - minimise contamination and cross-contamination of products;
  - be durable and capable of withstanding repeated exposure to normal cleaning and sanitising;
  - resist corrosion;
  - minimise the entrance and harbourage of pests;
  - minimise the accumulation of condensation;
  - minimise the entry of environmental contaminants; and
  - be free from cracks and crevices that may harbour contaminants.
- Facilities are available and kept in a satisfactory condition for:
  - hygienic processing, packing and storage of products;
  - storage of chemicals, cleaning compounds and other materials;
  - storage and reticulation of water;
  - cleaning and sanitation of facilities and equipment;
  - personnel hygiene (e.g. toilets, hand washing units, showering facilities, storage lockers); and
  - drainage and disposal of wastes.
- Facility and equipment layout (e.g. working space) allows for good hygienic practices, access by personnel and effective cleaning.
- Essential services (e.g. lighting, ventilation, process gases) are sourced, used and maintained in a way that enables effective operation.
  - Lighting is sufficient to enable effective operations.
- All site and building entrances to food processing areas are clearly marked to deter unauthorised entry.
- Buildings and facilities are managed in a way that protects product, packaging and other inputs from adulteration.
- Vehicle access and parking areas are designed and constructed to prevent contamination of processing areas.
- Any glass, including light fixtures, is safety glass, or otherwise protected to prevent contamination of the products, materials or packaging.
- Windows are fitted with screens that are kept open during operations.

Mobile stalls

- Mobile stalls will follow the requirements for buildings (as appropriate).

Equipment

- Equipment that comes into contact with products 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.
- Suitable cleaning equipment (maintained in a hygienic condition) is available for cleaning and sanitising of equipment and facilities. Refer to **G. Cleaning and Sanitation**.
- Any equipment designed to cool products is operated within its design and capacity, and consistently delivers the required temperature.
- Measuring equipment (whether stand alone or forming part of a piece of equipment), has the accuracy, precision, and conditions of use appropriate to the task performed. Refer to **K. Calibration**.
- Air that is used for processing (e.g. compressed air, drying air) and comes in direct contact with products is filtered (if generated on site) and comes from a source that is clean.

Repairs and maintenance

- Alterations, repairs and maintenance are done when necessary to ensure that facilities and equipment are in a suitable condition.
- Processing stops if the facilities and equipment are in a condition that will affect the product and make it not suitable for its intended use.
- There are procedures that set out:
  - which areas and equipment are regularly checked for any issues that could lead to damage or deterioration of product or packaging, and when or how often checking is done;
  - any other checking or inspection for maintenance that must be done;
  - how the impact that maintenance work will have on processing is assessed and managed; and
  - what corrective actions must be taken if product or packaging is affected by maintenance.
- All alterations, repairs and maintenance work on facilities and equipment (including refrigeration and freezing units) are done in a manner that minimises the exposure of product or packaging to hazards introduced by this work. Corrective actions are taken if needed. Refer to **O. Corrective Action**.
- If any maintenance activity affects the fitness for intended use of the product, then action is taken to stop more product being affected, including (if required) stopping processing.
- Before using facilities and equipment after maintenance has been carried out, a suitably skilled person checks that:
  - maintenance is sufficiently complete so that when processing re-starts, product will not be adversely affected; and

- areas and surfaces have been appropriately cleaned and, where appropriate, sanitised; and

Changes

- When planning major alterations to facilities, equipment or processes, determine if these are (or are likely to be) a significant amendment and, if so, discuss with MPI or the verifier. Significant amendments require evaluation.

Refrigeration facilities and equipment

- Refrigeration facilities are designed, constructed and equipped to ensure that the required temperatures are maintained.
- If equipment is installed for the control and accurate monitoring of temperatures and any other required refrigeration or frozen parameters (e.g. humidity, air-flow, etc.), they are operated at an appropriate frequency at all times that refrigeration and frozen facilities are in use.

  Note: *Temperature measuring devices for critical measurements should be calibrated at a frequency necessary for maintaining its required accuracy. Operators should refer to the equipment supplier's recommendation for guidance.*

Recording issues and findings

- Issues or findings requiring action and the corrective actions that are taken are recorded e.g. in the Repairs and Maintenance Register.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- Completed e.g. Repairs and Maintenance Register, Maintenance Schedule, Maintenance Form.
- Any equipment specifications, manufacturers' or suppliers' instructions (e.g. any specifications or manuals related to refrigeration units).
- Any building reports.
- Any problems detected and any corrective action taken. Refer to **O. Corrective Action**.
- Calibration records.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

F. Water

Useful things to know

- To ensure that water is fit for its intended purpose at the point of use and maintains the fitness for intended purpose of product.
- Where the water used can't affect the animal products, this Water Supporting System doesn't apply (e.g. if water used for toilets is from a separate source)

Rules you must follow

Water supply

- The source of water used within the premises is (tick all applicable):
  - ☐ **town supply water** (a reticulated water supply that provides drinking water to the public with no further treatment applied by the RMP operator)
  - ☐ **own-source water** (water other than town-supply water, or reused or recovered water; e.g. water sourced from a bore, river, stream, roof; water sourced from another RMP operator; water where additional treatment is applied by this operator)
  - ☐ **sea water**
  - ☐ **reused or recovered water**

Water use

- Water is used for:
  - cleaning of facilities and equipment;
  - personal hygiene activities;
  - production of steam;
  - an ingredient;
  - other activities where water comes into direct or indirect contact with product.

Design and management of reticulation system

- The on-site water reticulation system is designed, installed and operated in a manner that ensure water is delivered for the purpose for which it is intended; and:
  - minimises dead ends and backflow; and
  - prevents the contamination of water and unintentional mixing between water intended for different purposes.
- Water lines, including flexible hoses, in processing areas that contain water of different standards (such as water that is unsuitable for direct or indirect contact with animal material or animal product) must be labelled or otherwise identified.
- 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 water is not used for an extended period and after any repairs to the system, to ensure that stagnant water, rust, scale or other material is flushed out of the system.

Standard requirements for all water

Table F.1: Standard requirements for all water

Measurement	Criteria
E. coli	Not Detected per 100 ml
Turbidity	Must not exceed 5 NTU (Nephelometric turbidity units)

- In the case of seawater, must also be free of excessive turbidity and colour, offensive odours, and contaminants.

Water use criteria

Table F.2: Water-use criteria

Water source	Water-use criteria
Town supply water (without additional treatment)	☐ Water-use criteria is not required (assume the water meets Table F.1 Standard Requirements for All Water) or ☐ Water-use criteria is required (there are reasons to believe the water will not meet Table F.1 Standard Requirements for All Water)
Own-source water	Water-use criteria is required.
Sea water	Water-use criteria is required. Water must be harvested from areas free of known contamination sources, and not subject to any restrictions that may affect its suitability for use.
Reused or recovered water	Water-use criteria is required.

- If water-use criteria is required under Table F.2, water-use criteria is developed e.g. using Own-source water checklist and template water-use plan
- The water-use criteria must:
  - reflect the source of the water and the purpose for which it is used; and
  - be developed by a suitably skilled person; and
  - be based on an assessment of any chemical, biological, physical, or radiological hazards or other risk factors.
- The suitably skilled person who developed the water use criteria is

_____

Name or position. Complete only if water use criteria is required.

Sampling and Testing

Table F.3: Initial testing and routine monitoring

Water source	Initial testing	Routine monitoring
Town supply water (without additional treatment)	☐ Initial testing is not required (assume the water meets Table F.1 Standard Requirements for All Water) or	No routine monitoring is required.
	☐ Initial testing is required (there are reasons to believe the water will not meet Table F.1 Standard Requirements for All Water)	☐ No routine monitoring is required as initial testing meets Table F.1 Standard Requirements for All Water. Or ☐ Routine monitoring is done as per Table F.4 Frequency of Testing and any additional testing required under the water-use criteria.
Own-source water	Initial testing is required.	☐ No routine monitoring is required as initial testing meets Table F.1 Standard Requirements for All Water and the water-use criteria does not require additional testing. Or ☐ Routine monitoring as per Table F.4 Frequency of Testing and any additional testing required under the water-use criteria.
Sea water	Initial testing is required	Routine monitoring as per Table F.5 Frequency of Testing for Seawater on Land-based Premises and any additional testing required under the water-use criteria.

Reused or recovered water	Initial testing is required.	Routine monitoring as per Table F.4 Frequency of Testing and any additional testing required under the water-use criteria.

- If testing is required under Table F.3, initial testing is done before processing begins.
- Samples are obtained and handled in a manner that ensures they are:
  - representative of the water being tested; and
  - appropriate to the type of test.
- Water testing to ensure that the water meets the standard water requirements (see Table F.1: Standard Requirements for All Water) and any relevant water-use criteria is performed by a laboratory accredited for those tests.
  The accredited laboratory used is

_____

Complete only if water testing is required.

- Water testing to monitor parameters relating to water treatment (e.g. chlorine, pH, turbidity) is performed by a suitably skilled person using methods documented in the water-use plan, and if appropriate, calibrated equipment.
  The suitably skilled person(s) who perform the water testing are

_____

Name or position. Complete only if water testing relating to water treatment is required.

Table F.4: Frequency of testing (excluding seawater)

Microbiological testing (*E. coli* or total coliforms)	**Turbidity testing**	**pH testing (for water chlorinated on site)**	**Chlorine testing (for water chlorinated on site)**
1 per year	1 per year	1 per year	Daily when staff present and premises operating

Table F.5: Frequency of testing for seawater on land-based premises

Average daily water use while processing	**Minimum sampling frequency**
<2,000 m^3 per day	1 test per month
2,000-10,000 m^3 per day	1 test per 2 weeks
>10,000 m^3 per day	1 test per week

Additional requirements for water treated by the operator

- When water is treated by the operator (e.g. chlorination, boiling, filtration, UV treatment, etc.), the water-use plan includes:
  - information about the treatment applied, including the type of treatment, operating procedures and parameters, monitoring procedures, and any acceptable limits;
  - a water sampling and testing programme for verifying the effectiveness of the water treatment applied (frequency as indicated in Table F.4 Frequency of Testing or as necessary for the effective monitoring of any specific water treatment applied); and
  - corrective action procedures when the water is found to be unsatisfactory based on the results of any test done.
- All equipment used for treating water is installed, maintained and operated as per the manufacturer's instructions.
- The water treatment system is developed and operated by a suitably skilled person.

Reassessment

- The water supply is reassessed:
  - at least once every 3 years;
  - prior to using a new supply of water (that is, the supply changes, or a new supply is added); and
  - within 1 month after any change (that may adversely affect the water's fitness for intended purpose) to the water source (excluding town supply water); the environment in or around the water source (excluding town supply water); the reticulation system; the intended purpose of the water; and any aspect of the treatment system (if relevant).
- The reassessment is documented.
- Reassessment is done by considering the information that has gone into the water-use plan, water-use criteria and updating.
- When using town supply water, the 3 yearly or new supply of water reassessment also considers whether need to change from 'assume the water meets Table F.1 Standard Requirements for All Water' to 'there are reasons to believe the water will not meet Table F.1 Standard Requirements for All Water' (or the reverse).

Corrective Actions

- When water is not fit for purpose, corrective action is taken (see Table F.6 Examples of Corrective Actions).
- Affected products are managed as non-conforming product, refer to **N. Non-conforming Product and Recall**.

Table F.6: Examples of corrective actions

Example Scenarios	Actions
The **town water supplier** advises that the water is not fit for drinking without additional treatment	The following actions are taken as appropriate to the scenario: **Immediate control and investigation of problem** • all operations requiring the use of water are stopped; • the cause of the problem is investigated; and • appropriate corrective actions are taken to rectify the problem (e.g. through further treatment). **Disposition or handling of affected products and equipment** • any affected product is not used for human consumption unless assessment by a suitably skilled person indicates that an alternative action will render the product safe and suitable for human consumption; • any affected product may be used for animal consumption (e.g. petfood, stockfood, etc.) if it meets the applicable requirements; • any affected food contact surfaces are cleaned and sanitised prior to reuse; and • any affected packaging materials and containers that cannot be effectively cleaned and sanitised, are not used for packaging of any product. Records of the assessment and corrective actions taken are kept.
Water fails to comply with any of the requirements of the water use plan (including corrective actions) and there are no other means in the RMP to ensure the water meets the original standard at the point of use	
For water supplied by another RMP or FCP, the other RMP or FCP operator advises the operator that the water does not meet the relevant water standard	
Water supply is **contaminated by non-complying water**	
The RMP operator or Day-to-day Manager has **reason to believe that the water is not fit for use** and there are no procedures included in the RMP to ensure the water is fit for purpose at the point of use	

S

Show

Things to show your verifier

- Water reticulation plan (e.g. site plan).
- Water-use plan
- Own-source water checklist (if applicable) e.g. Own-source water checklist and template water-use plan
- Results of any initial and routine water testing (if applicable).
- Results of ongoing monitoring of any water treatment activities (if applicable).
- Water use criteria (if applicable).

- Documentation of any reassessments.
- Any problems notified or detected (e.g. from water supplier, failure of water treatment plant).
- Any corrective action taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

G. Cleaning and Sanitation

K
Know

Useful things to know

- To ensure the effective cleaning and sanitation of premises, facilities and equipment to prevent or minimise the contamination of products.
- Cleaning means the physical removal of material from surfaces, including fat, protein and mineral deposits.
- Sanitising means the inactivation of bacteria on cleaned surfaces and the protection of cleaned surfaces until processing starts.

D
Do

Rules you must follow

Cleaning

- There is a cleaning procedure or schedule that covers all the different areas of the premises and contains the following information:
  - area, facility and/or equipment to be cleaned;
  - procedures for cleaning the area, facility and/or equipment;
  - type or method of cleaning;
  - chemicals that are used;
  - frequency of cleaning;
  - frequency of cleaning checks or inspections;
  - person/position responsible for cleaning;
  - what corrective actions to take if cleaning not effective; and
  - records to be kept.
- All relevant equipment, containers and food-contact surfaces (e.g. tables, cutting boards, hooks, knives, saws, bins, mincers) are cleaned and sanitised at changeovers, e.g. from red meat to poultry or fish, from the processing of unregulated to regulated products, from processing of uncooked to cooked or ready-to-eat products, and from pet food to products for human consumption.
- Cleaning activities are carried out in a way that minimises contamination of ingredients, products, previously cleaned areas, etc.

- Dry areas are cleaned by appropriate dry cleaning methods (e.g. brushing, sweeping, vacuuming, etc.).

Equipment for cleaning

- Cleaning equipment does not contaminate ingredients, products or packaging.
- Cleaning equipment is:
  - used for cleaning purposes only;
  - stored in a hygienic manner when not in use; and
  - maintained in a good state of repair.
- Hose nozzles are kept off the floor at all times to prevent back-siphonage and contamination of staff hands.

Wet cleaning

- Wet cleaning (e.g. water, steam, etc.) should be contained within the immediate area that is being wet cleaned to prevent wetting dry ingredients, packaging, products, and dry product areas.
- Wet cleaning of equipment is not conducted in the presence of exposed finished product.
- High pressure cleaning is avoided during processing to prevent aerosols from contacting product, product contact surfaces or packaging materials.
- Floor drains are cleaned and sanitised daily but not during processing. Splashing during cleaning is avoided.
- All equipment and product contact surfaces that are wet cleaned should be free from residues and moisture before processing restarts.

Chemicals

- Cleaning chemicals (maintenance compounds) are used in accordance with the procedures given in **L. Chemical Control**.
- Chemicals used for cleaning and maintenance are handled and used:
  - according to the directions of the manufacturer; and
  - in a manner that minimises contamination of product.

Management of allergen cross-contamination

- Where allergens are processed, the cleaning procedure minimises the possibility of cross-contamination of products that are not intended to contain the allergen.
- If equipment or product contact surfaces are (or are suspected to be) contaminated with an allergen, the affected equipment and product contact surfaces are cleaned and sanitised prior to reuse.
  - allergen swabs may be used to determine if contamination has occurred.
- If product is (or is suspected to be) contaminated with an allergen, the affected product is managed as non-conforming product, refer to **N. Non-conforming Product and Recall**.

Management of cleaning chemical contamination

- If equipment or product contact surfaces are (or are suspected to be) contaminated with residues, the affected equipment and product contact surfaces are cleaned and sanitised prior to reuse.
- If product or packaging is (or is suspected to be) contaminated with residues:
  - affected products are managed as non-conforming product, refer to **N. Non-conforming Product and Recall**;
  - affected packaging materials are either washed and sanitised (where practicable) prior to use or are not used for packing any product for human or animal consumption.

Collection and removal of waste

- Waste (including waste water) is not allowed to accumulate in or around processing areas.
- Solid wastes are:

- collected in clearly identified waste containers, which are cleaned when necessary;
- collected using clearly identified equipment that is stored in an identified area when not in use;
- kept under controlled conditions to ensure that they are not mistakenly or fraudulently released as suitable for processing for human consumption; and
- regularly disposed of in a way that ensures that they do not become a source of contamination to products, the work area and the processing or storage environment.

- Outside waste bins (where used) are covered, maintained in a tidy condition, and collected regularly so that they do not attract pests and create objectionable odours.

Cleaning inspection

- Cleaning checks or inspections are undertaken on a regular basis to:
  - ensure compliance with the cleaning and sanitation procedures; and
  - check the effectiveness of cleaning.
- Checks of facilities and equipment are done prior to use (including after maintenance) to ensure that operations begin only after sanitation requirements have been met:
  - all observations made during the check are recorded.
- If a problem is found, then:
  - the problem and the corrective actions are recorded;
  - the source of the contamination is fixed (immediately if there is a food safety risk); and
  - the frequency of cleaning and sanitising is reviewed.

Monitoring for Operator Verification

- Compliance with these procedures and the effectiveness of cleaning is checked at least _____ by the responsible person. For poor results, increase the frequency of checks. Once good results are achieved, decrease the frequency of checks back to standard.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- Cleaning schedules and procedures.
- Cleaning and pre-operational records, forms or check sheets.
- Completed e.g. Chemical Register.
- Any problems detected and any corrective action taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

H. Receipt of Incoming Materials

Useful things to know

- To ensure that all incoming materials (including ingredients and packaging) are fit for purpose, and sourced, handled and stored according to requirements.

Rules you must follow

Receipt of incoming materials

- Suppliers are asked to provide evidence that their materials meet the regulatory requirements (for example providing a certificate of analysis or specification).
- The Day-to-day Manager will contact the verifier if they believe that a supplier has supplied materially false information about an animal material.
- Materials are checked (on arrival or prior to use) to ensure they are clearly labelled and are fit for purpose.
- All consignments are entered in the inventory control system for traceability (including their unique identification and/or label information).
- Also refer to Module 1: Primal Cuts and Smallgoods – Receiving regulated food products and **R. Separation of Regulated and Unregulated Meat**.

Handling and storage

- All incoming materials are transferred without unnecessary delay to appropriate storage areas (including chiller, freezer or cold store) so that appropriate temperatures are maintained.
- All materials are handled and stored in a manner that minimises potential contamination or deterioration.
- Materials are used before any “use by” dates.
- Materials with damaged packaging are handled in a manner that minimises:
  - contamination or deterioration of the material; and
  - contamination of other materials or the processing or storage environment.
- Materials and ingredients containing allergens (including fish and shellfish) must be handled and stored in a way that prevents contamination with other foods.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

Things to show your verifier

- Records of products received under the RMP (e.g. certificates of analysis, specifications etc.).
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

I. Traceability, Inventory and Labelling

K
Know

Useful things to know

- To ensure that products are correctly identified sufficiently at receipt, processing, storage and sale to allow for traceability in the event of a recall.
- For additional useful information, refer to A Guide to Retail Food Labelling (www.mpi.govt.nz/dmsdocument/2965)

D
Do

Rules you must follow

Inventory control

- Inventories are maintained for all raw materials (e.g. regulated and unregulated meat), ingredients and products.
- Non-conforming materials and products are clearly identified and the reasons for non-conformance are in the inventory.
- Delivery dockets or invoices and labels are checked for accuracy against products received.

Traceability

- A tracking system is maintained that:
  - allows for the identification of all animal product (including raw materials, ingredients and products) throughout the production chain (i.e. from reception of incoming materials, through processing to dispatch of products); and
  - can trace animal material and animal product from the supplier to the operator; and from the operator to the next recipient in the supply chain (other than the final consumer).
- Upon request by MPI, traceability information can be provided within 24 hours.
- Rework can be identified and tracked to finished product.
- All outgoing wholesale meat products are clearly labelled and accompanied by appropriate documentation to ensure traceability of the batch.
- There are procedures to track inputs through processing so that products can be quickly and effectively identified and isolated if a problem occurs.

Records

- Records include, as appropriate:
  - name and address of suppliers of raw materials and ingredients;
  - details about the supplied item, including the batch number, quantity and delivery date;
  - supplier status of any approved suppliers;
  - production records indicating the type, formulation and quantity of the finished products, processing dates and batch numbers, the use of any reworked products, and any repacking done;
  - an inventory system (either electronic or hard copy) that allows finished products to be traced;

- load in and load out checks; and
- the name and address of the person or company to which the batch of products are delivered to.

Labelling of product

- Food does not need to be labelled for retail sale if the food is:
  - not packaged;
  - made, packaged and sold on our premises (e.g. sausages),
  - packaged in front of the customer (e.g. from deli cabinet).
  - provided to customer from an assisted display cabinet (e.g. not self-serve)
- If food is not labelled, the following information is given (or told) to customers, or is on display with or close to the food:
  - what the food is;
  - what the ingredients are;
  - any warning statements (need to be displayed), advisory statements and allergy declarations;
  - if the food is made from or contains irradiated ingredients (needs to be displayed) or genetically modified ingredients.

- There are procedures to ensure that:
  - if labels are applied, they meet regulatory requirements in the Food Standards Code www.foodstandards.govt.nz/code/Pages/default.aspx
  - the correct label is applied to each product unit (including when re-labelling and re-packing);
  - labels are stored in a manner that maintains them in good condition; and
  - damaged or obsolete labels are disposed of appropriately.

Note: Once a date mark has been applied, changes to the date mark may require approval by MPI. See How to Determine the Shelf Life of Food (www.mpi.govt.nz/dmsdocument/12540).

Labelling of transportation outers (e.g. cartons)

- There are procedures to ensure that labelling of transportation outers (where used):
  - meets the regulatory requirements in the Animal Products Notice: Production, Supply and Processing (www.mpi.govt.nz/dmsdocument/50182); and
  - is correct and accurate.

- Any false or misleading labelling on reused or recycled packaging resulting from previous uses will be removed or defaced.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- Records showing materials or products received (e.g. consignment notes, delivery dockets, etc.).
- Records e.g. a traceability or inventory system (electronic or hard copy) that allows inputs and finished products to be traced to point of sale.
- Copies of labels.
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

J. Packaging, Packing and Re-packing

Useful things to know

- To ensure that packaging materials are fit for intended purpose, and that all animal products remain fit for intended purpose during packing and re-packing.

Rules you must follow

Packaging materials

- All packaging and product contact materials are suitable for food contact use.
- Opened cartons of packaging are re-closed and covered during storage to prevent dust and other contamination.
- Packaging materials and other food contact materials are:
  - checked on delivery to ensure they are fit for their intended use (i.e. clean, undamaged) and properly labelled;
  - protected against contamination or damage during storage; and
  - kept separate from chemicals and other hazardous materials.

Use of packaging materials

- Packaging is clean and undamaged at point of use.
- Dirty or damaged packaging is disposed of appropriately.
- Packaging materials adequately protect the product.

Packing and Re-packing

- Packing or re-packing of products is done under hygienic conditions, in a manner that ensures that any product not enclosed in packaging is protected from contamination and maintains its fitness for intended purpose by:
  - the area being clean;
  - personnel being suitably clothed;
  - ensuring that products designed for re-packing are being managed via the inventory system; and
  - ensuring that all re-packaged products are appropriately labelled.
- All products remain identifiable at all times.
- Damaged packaging is disposed of appropriately.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

Things to show your verifier

- Evidence of packaging suitability provided by suppliers.
- Inventory records.
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

K. Calibration

Useful things to know

- To ensure that measuring equipment that is used to carry out critical measurement functions as intended.

Rules you must follow

Measuring Equipment

- Measuring equipment (such as temperature probes, ingredient scales etc) that is used to provide critical measurements are:
  - accurate and fit for their intended use;
  - calibrated regularly against a reference standard (i.e. shows traceability of calibration to a national or international standard of measurement); or
  - if no such standard exists, calibrated by a suitably skilled person using the documented method (e.g. those in the RMP Resource Toolkit); and
  - are uniquely identified (e.g. by using serial numbers, indelible tags or other permanent means of identification) to enable traceability of the calibrations to a reference standard and to identify the calibration status.
- A calibration procedure is in place that covers the following:
  - how to calibrate each piece of measuring equipment that requires calibration;
  - whether each piece of measuring equipment is used for taking critical measurements or not;
  - minimum frequencies of calibration for each piece of measuring equipment used to provide critical measurements, or used as reference standards;
  - safeguards for prevention of unauthorised adjustments to the calibration of measuring equipment; and
  - the corrective actions to be taken when a measuring device is damaged or provides inconsistent or inaccurate readings and identification and disposition of any product produced when the device was out of order.

Note: Retail scales are checked under the Weights and Measures Act and so are outside the scope of the RMP.

Non-critical measuring equipment (e.g. pH meters, ingredient weighing equipment)

- Equipment is calibrated in accordance with manufacturer's instructions.

Faulty equipment

- Equipment that is faulty or inaccurate is not used. It is repaired and recalibrated or replaced as soon as possible.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- List of measuring devices used for critical measurements.
- Calibration certificates and other calibration records.
- Identification, location and calibration status of equipment.
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

L. Chemical Control

K
Know

Useful things to know

- To ensure the proper use and storage of chemicals to prevent or minimise the contamination of products, packaging, equipment and the processing and storage environment.
- Chemicals include maintenance compounds used for cleaning, sanitation, fumigation, pest control and repair and maintenance of equipment.

D
Do

Rules you must follow

Chemicals (including maintenance compounds)

- There are procedures for the storage, handling and use of chemicals.
- Only MPI approved maintenance compounds, as listed in the MPI Approved Maintenance Compounds (Non-dairy) Register (www.foodsafety.govt.nz/registers-lists/maintenance-compounds/index.htm), are used:
  - during processing operations;
  - in the maintenance of processing areas; and
  - on equipment.
- A list (register) of all chemicals used and held on the premises is kept and up-to-date.

Storage of chemicals

- Chemicals are stored in a designated area, away from products, ingredients and processing aids.
- Chemicals are clearly labelled. If it is an approved maintenance compound, must be labelled with the name as it appears on the list of approved maintenance compounds.
- Chemicals are kept in sealed containers when not in use.

Use of chemicals

- Maintenance compounds are used according to the directions of the manufacturer and the conditions of the approval.
- Directions for use (such as the detergent/sanitiser to be used in an area or on a piece of equipment, their concentration, application method and contact time required) are readily available to the user (e.g. given on the label, product information data sheets, etc.).
- Chemicals are handled and used by, or under, the supervision of suitably trained or experienced personnel.
- All containers or implements used for measuring or pouring of hazardous chemicals are labelled 'For Chemicals Only' (or similar), to ensure they are not used for any other purpose.
- Products and unprotected packaging are removed or kept protected (e.g. covered) prior to the use of chemicals (e.g. insecticide sprays) to prevent contamination.

- Equipment and other food contact surfaces are cleaned by thorough washing after exposure to chemicals that are not approved for food contact (e.g. after spraying with insecticide is completed).

Handling and disposal of chemicals

- Empty chemical containers are disposed of and are not re-used in a way that may contaminate product.
- When contamination by a hazardous chemical occurs, the following actions are carried out:
  - affected food contact surfaces are cleaned and sanitised prior to reuse;
  - affected products are considered unfit for human or animal consumption and are disposed of as per **N. Non-conforming Product and Recall**; and
  - affected packaging that cannot be effectively cleaned and sanitised is disposed of properly.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- Approved chemicals used (e.g. Chemical Register, consignment notes, etc.).
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

M. Pest Control

Useful things to know

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

Rules you must follow

Responsibility

- Pest control and monitoring activities within the RMP premises is carried out by (tick applicable box):
  - ☐ **the RMP operator**
  - ☐ **a contracted pest control person or agency**
- Where pest control and monitoring activities are contracted out, the Day-to-day Manager, prior to signing the contract or services agreement, ensures that:
  - the person or agency to be contracted is competent to perform the task and is familiar with the requirements of this Supporting System; and
  - the written contract or services agreement clearly defines the services to be provided by the contracted person or agency.

Controls to prevent entry of pests

- Buildings and facilities are designed and constructed in a manner that minimises the entry of pests.
- External doors that are not screened are kept closed when not in use.
- Animals and pets (e.g. cats and dogs) are not allowed to enter processing, packaging or storage areas.
- Drains are fitted with screens.
- Insect screens are fitted on windows and external doors that are kept open during operations.

Controls to prevent infestation of pests

- Buildings, external surroundings and waste bins are kept clean and tidy to prevent potential breeding sites. Waste bins are regularly collected and emptied.
- Buildings are kept in good repair and condition to prevent pest access and potential breeding sites.
- Regular inspections of the premises, including external surroundings, are carried out to check for evidence of possible infestation.
- If present, electric insect traps are not installed above unprotected product or packaging. The insect tray is emptied when necessary and any UV light bulb changed as recommended by the manufacturer.

Use of pesticides (e.g. fly sprays, rat baits, etc.) and pest traps

- Pesticides are approved, handled, used and stored according to chemical control requirements. Refer to **L. Chemical Control**.

- Pesticides are used according to the manufacturer's directions and the MPI conditions of the approval. Refer to the MPI website Approved Maintenance Compounds (www.mpi.govt.nz/processing/maintenance-compounds/non-dairy-maintenance-compounds/).
- Bait stations are:
  - identified (e.g. numbered); and
  - located and installed so they cannot contaminate product or packaging (it is preferred that bait stations are external, and not placed in manufacturing areas).
- A record is kept of bait station locations.
- Bait stations and traps are checked at least _____ for evidence of pest activity (e.g. nibbled bait, bait missing, droppings, etc.) and to confirm they are in good working order.
- Increased monitoring and appropriate corrective actions are undertaken when increased rodent activity is observed.
- Any pests are regularly removed from the pest stations and the bait replaced if required. This is recorded on a Vermin Control Register.

Handling and disposition

- Where there is evidence of contamination by pests, the following actions are carried out:
  - affected food contact surfaces are cleaned and sanitised prior to reuse;
  - affected products are managed as non-conforming product, refer to **N. Non-conforming Product and Recall**;

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- A contract or service agreement with the contracted pest control person or agency, if applicable.
- A record of the location of the bait stations (may be shown on site plan used to show physical boundaries).
- A record of all Approved Maintenance Compounds (pesticides) used (including name, amount and point of use) (Refer to **L. Chemical Control**).
- Completed e.g. Vermin Control Register of pest sighting and monitoring.
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

N. Non-conforming Product and Recall

K
Know

Useful things to know

- To ensure the correct handling and disposition of non-conforming products, including the recall of products from distribution and sale.

D
Do

Rules you must follow

Non-conforming product

- Non-conforming product is any product that:
  - has not been processed in accordance with relevant regulatory requirements, and procedures written in the RMP, or
  - is not safe or suitable for its intended use.

Suspected non-conforming product

- Product that is suspected of being non-conforming is managed as if it is non-conforming.
- A suitably skilled person may determine that product that is suspected of being non-conforming is actually conforming by considering various factors, such as:
  - what the incident was
  - the risk of breaching a regulatory or operator defined limit
  - has the limit actually been breached (may require testing to be done)
  - discussion with verifier
- If product is determined to be conforming records are kept that cover:
  - identification of the suspected non-conforming product; and
  - a description of the event or circumstance that led to the product being suspected non-conforming; and
  - the justification for the product being determined as conforming.

Managing non-conforming product

- Non-conforming products are handled and stored in a manner that prevents:
  - contamination and deterioration of other products or inputs; and
  - contamination of the processing and storage environment that could lead to contamination of other products or inputs.
- Non-conforming products are:
  - clearly identified;
  - separated from other products;
  - identified in inventory (unavailable for load-out); and
  - held until disposition is determined by a suitably skilled person or, in certain cases, by the RMP verifier or MPI.
- The RMP verifier is notified as soon as possible when there is significant concern about fitness for intended purpose of any products.
- The disposition of any non-conforming product is determined by a suitably skilled person considering various factors, such as:
  - product safety and suitability;
  - the amount of product affected;

- options for disposing of the product (such as reprocessing, downgrading, or disposing of it as waste);
- whether the products have been released for distribution or not; and
- any instructions from MPI or the RMP verifier.

- Records are kept that cover:
  - identification of the affected animal material or animal product; and
  - a description of the event or circumstance that led to the product being non-conforming; and
  - the products disposal, including confirmation of actual disposal.

Unforeseen Events

- During any unforeseen events (such as floods earthquakes, pandemic, unavailability of contractors, power failure, etc.), appropriate steps will be taken by the day-to-day manager to manage any risks to products, and to identify any non-conforming or suspected non-conforming product.
- Where product may be affected, the RMP verifier is notified with an incident report including:
  - a description of the problem and any affected product;
  - a summary of the assessment made; and
  - any corrective actions taken to prevent the recurrence of the non-conformance.

Corrective actions

- Corrective actions will be taken to minimise the occurrence of non-conformance.
- The corrective actions may include:
  - amending procedures to correct deficiencies;
  - increasing the frequency of inspections or internal audits;
  - revising supervision or training procedures when staff, visitors or contractors are not following GOP as required;
  - managing repeat non-conformances; and
  - a series of escalating responses for repeated non-conformances.

Determining if a recall is required

- A recall is considered when the Day-to-day Manager believes that products have been released that have a food safety problem or are not fit for their intended purpose. Examples of food safety problems include: a breach of a regulatory limit; presence of foreign matter that could cause harm; levels of a chemical that could cause harm; presence of a microorganism that could make someone sick etc.
- A risk assessment is done to determine if a recall is needed:
  - information is gathered to assist in understanding the source and extent of the problem;
  - refer to MPI Recall Guidance Material (www.mpi.govt.nz/food-safety/food-recalls/);
  - the RMP verifier is contacted for assistance.

- Identification of affected product will be started. Any stock still on hand will be held until a decision has been made on whether to recall product.

Recall

- If it is determined that a recall is likely, the Day-to-day Manager is responsible for the recall and will:
  - refer to MPI Recall Guidance Material;
  - **Investigate -** gather information, understand the problem, identify all affected products, hold any stock still on hand;
  - **Inform –** tell the verifier (if you can't make contact, tell New Zealand Food Safety);
  - **Assess** – assess the risk, decide if a recall is needed, and at what level (trade or consumer);
  - **Check** – notify New Zealand Food Safety within 24 hours of a decision to recall and check that they agree with your risk assessment and decision;
  - **Communicate** – communicate your decision to recall with impacted businesses, and consumers (for a consumer level recall);
  - **Audit** – audit how much product was returned, review and identify corrective actions.
- You can contact New Zealand Food Safety on 0800 00 83 33 or at Food.Recalls@mpi.govt.nz

Simulated Recall

- A simulated, mock, or trial recall is done at least every 12 months to demonstrate the effectiveness of the traceability and recall process.
- Refer to MPI Simulated Food Recall Guidance (www.mpi.govt.nz/food-business/food-recalls/doing-food-recall/).
- Effectiveness is measured by:
  - the time taken to trace affected product;
  - the time taken to complete the mock recall of affected product; and
  - the proportion of product that would have been successfully recalled.

Who's responsible?

Record the name or position of the person(s) responsible for co-ordinating recalls

_____

_____

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- Load-out dockets or consignment notes for products.
- Diary detailing all communication about the recall and copies of all written correspondence.
- Recall review notes.
- Inventory records.
- Records of assessment and disposition of non-conforming products.
- Records of recall activities, including mock recall.
- Any correspondence with the RMP verifier or MPI.

O. Corrective Action

K
Know

Useful things to know

- To ensure that if problems occur, they are managed appropriately (e.g. restoration of control, product disposition and prevention of recurrence).
- Problems are normally identified by persons as they carry out, monitor or verify the effectiveness of the tasks documented in the RMP. They may also be detected through customer complaints.

D
Do

Rules you must follow

Corrective action

- Problems are normally identified by persons as they carry out, monitor or verify the effectiveness of the tasks documented in the RMP. They may also be detected through customer complaints.
- When problems occur, corrective actions are carried out in an effective and timely manner.
- Details of corrective actions are recorded (e.g. in a register). This includes any follow-up checks used to make sure the corrective actions are working (e.g. internal audits, external audits).
- Problems detected through the normal day-to-day operation of the RMP are addressed by a suitably skilled person who will:
  - assess the problem;
  - restore control;
  - identify and retain any suspect product, and determine the product disposition appropriate to the nature of the problem and the intended use of the product (e.g. reject, or release as is);
  - take action to stop the problem from recurring (e.g. increase surveillance of the system, make changes to the system, etc.); and
  - record the corrective actions (including restoration of control, product disposition and prevention of recurrence) in the e.g. Corrective Action Register.

Corrective action for unforeseen circumstances

- The RMP is not written to cover unusual events such as floods, fires or earthquakes. If such an event happens, appropriate corrective actions are determined on a case-by-case basis and taken.
- When problems occur due to unforeseen circumstances, the Day-to-day Manager nominates a suitably skilled person to carry out the “normal” corrective actions (see above) and to be responsible for:
  - completing an in-depth assessment of the suspect product by reviewing relevant processing records, analyses undertaken, inspecting the product, advice from experts, literature review etc.;
  - ensuring product disposition 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, etc.); and

- reporting the following to the RMP verifier:
    - a description of the problem and the affected product;
    - a summary of the assessment made;
    - the decision on the disposition of the product; and
    - any actions taken to prevent recurrence of the non-compliance.

Who's responsible?

Record the name or position of the person(s) responsible for completing Corrective Action reports _____

_____

_____

Things to show your verifier

- Any problems detected and any corrective action taken.
- Any reports given to the RMP verifier.

P. Storage

K
Know

Useful things to know

- To ensure the storage environment will maintain the intended state of preservation and prevent contamination so that products and materials remain fit for purpose.

D
Do

Rules you must follow

General requirements

- People hygienically handle product.
- People with any condition or illness of public health concern do not handle any unprotected product. Refer to **B. Personnel Health and Hygiene**.

Storage and handling

- All products and materials remain identifiable at all times.
- Regulated and unregulated meat are stored separately. Refer to **R. Separation of Regulated and Unregulated Meat**.
- Products and materials are stored in a manner that:
  - minimises contamination and deterioration (e.g. by separation);
  - minimises damage to packaging;
  - facilitates effective cleaning; and
  - facilitates effective inventory control.
- Raw product is stored in a manner that will prevent cross contamination of cooked / ready-to-eat products.
- Raw pet food is stored in a manner that will prevent cross contamination of other products.
- Containers stored on the floor shall not contaminate hands, product or food contact surfaces.
- Containers are not stacked on top of each other if the bottom of one container is able to touch product in the container below.
- Spills are cleaned within a reasonable timeframe.
- Chemicals and maintenance compounds are stored in a way that minimises contamination.
- Stored raw materials or ingredients are disposed of appropriately when it is no longer safe or suitable for use (e.g. past its use-by date).
- Materials and ingredients containing allergens (including fish and shellfish) must be handled and stored in a way that prevents contamination with other foods.

Refrigerated or frozen storage

- Chilled or frozen product is moved to suitable storage without unnecessary delay and in a manner that minimises deterioration.
- Any defined temperature is reached as quickly as necessary to ensure the product remains fit for purpose and does not deteriorate.
- Perishable ingredients and products are kept:

  - refrigerated (raw products at 7°C or colder, ready-to-eat products at 5°C or colder) or
  - frozen (-12°C or colder) when not being thawed or processed.
- If the surface temperature of raw chilled product is above 7°C or ready-to-eat product is above 5°C, then:
  - if not more than 10°C, product is used immediately or rechilled to correct temperature.
  - if warmer than 10°C, product is used for pet food, rendering or dumped as appropriate.
- If frozen products are not hard frozen or there is evidence of thawing or refreezing, e.g. soft, fluid present, soggy container the surface temperature of the product is checked.
  - If the surface temperature of frozen product is above -12°C the product is refrozen, chilled until use, or if it has been higher than 10°C for 2 hours or more it is used for pet food, rendering or dumped as appropriate.
- Live bivalve molluscan shellfish are stored between 5-10°C.
- Cooked cooled unwrapped products are covered with suitable protection when stored in a chiller.
- Entry to refrigerated areas is minimised and doors are not left open for extended periods.

Storage of waste materials

- All waste materials are covered in a pest-proof containers, regularly collected and disposed of. Refer to **G. Cleaning and Sanitation**.

Controlling non-conforming product

- Refer to **N. Non-conforming Product and Recall**.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- Inventory records.
- Temperature records.
- Completed e.g. Vermin Control Register.
- Completed e.g. Cleaning and Maintenance Records.
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

Q. Product Formulation and Shelf Life

Useful things to know

Know

- Product formulation and recipes are important to produce a safe and suitable product every time.
- Product needs to be fit for purpose throughout the stated shelf-life.
- For useful information on determining shelf life, refer to How to Determine the Shelf Life of Food (www.mpi.govt.nz/dmsdocument/12540).

Rules you must follow

Do

Product formulation

- A suitably skilled person develops the product formulations and understands the following:
  - how to develop formulations
  - permitted levels of additives and ingredients
  - risk of allergens
  - how a change in formulation affects the product.
- Changes to an established product formulation are assessed before using in case it affects a regulatory or operator defined limit. For example, a different proportion of meat and cereals in emulsion cooked sausage formulations may require changing the cooking cycle.
- The maximum level of rework that is allowed in each product is documented, as re-using product can affect the safety, functionality and additive levels (e.g. nitrite, sulphites, cooking parameters) in the finished product.

Validation

- If cooking or cooling parameters are used that are outside those documented in this RMP, they will be validated to demonstrate the process is capable to consistently achieve the relevant regulatory and/or operator defined limits.
- Records are kept of all factors considered as part of the validation (e.g. temperature records, reference documents).
- Validation is undertaken by a suitably skilled person.
- Cooking or cooling parameters are re-validated when there is a change that could impact product safety or intended use.

Shelf life determination

- The appropriate shelf-life is determined for each product and records are kept to justify the shelf life applied.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- Inventory records.
- Completed e.g. Vermin Control Register.
- Completed e.g. Cleaning and Maintenance Records.
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

R. Separation of Regulated and Unregulated Meat

K
Know

Useful things to know

- To identify and separate unregulated (homekill or recreational catch) from regulated products at all times.
- To ensure that unregulated products are not sold to the public.

D
Do

Rules you must follow

General requirements

- No homekill or recreational catch is killed on the premises where regulated meat is processed or sold.
- All butchery staff are aware of the unique risks unregulated meat, including that harmful bacteria may be present in higher numbers in unregulated meat due to:
  - contamination from the slaughter environment or equipment;
  - unhygienic slaughter and handling techniques;
  - lack of protection from the environment during handling and transportation; and
  - unhealthy animals being slaughtered (e.g. septicaemic).
- All butchery staff are aware that there may be chemical hazards present in unregulated meat as supplier declarations aren't required for these animals.
- A notice has been clearly displayed in the public area of the butchery making it clear that products that are not intended for sale are also processed at these premises. The font size should measure at least 25mm in height.

Receipt of unregulated meat

- Unregulated meat is clearly identified.
- Records are kept of all unregulated meat returned to owner, and any non-edible products are disposed of.

Storage

- Regulated and unregulated meat is separated throughout the butchery.
- Unregulated meat and meat products are stored in (tick which applies):

☐ Separate chiller

☐ Chiller shared with regulated products but in separate area of chiller

☐ Separate freezer

☐ Freezer shared with unregulated products but in separate area of freezer

Processing

- Products are labelled or otherwise identified as unregulated throughout processing.
- Separation during processing is achieved by (tick which applies):

☐ Using separate rooms for processing regulated and unregulated meat.

☐ Using separate equipment and utensils for processing regulated and unregulated meat.

☐ Sharing rooms or equipment and utensils but processing regulated meat before any unregulated meat.

☐ Sharing rooms or equipment and utensils but if unregulated meat is processed first, it is followed by a full clean of the room, equipment, and utensils, and changing protective clothing before regulated meat is processed.

Loadout

- Unregulated products are returned to the animal owner.
- By-products from processing of unregulated products may be sent for rendering or for other uses where products are not intended for human or animal consumption (see Records below).

Records

- The following records are kept as required by the Animal Products Notice: Homekill and Recreational Catch Service Provider Records (www.mpi.govt.nz/dmsdocument/10892)
  - the name, physical address, and contact details of the animal owner;
  - the name, physical address, and contact details of the person presenting the animal (if not the owner);
  - the date/s the service was provided;
  - a description of the service provided;
  - the number and species of each animal;
  - what animal material and products were returned to the animal owner (including any non-edible parts);
  - the number of hides or skins disposed of, or supplied to another person (e.g. tannery, agent or transporter) and the name and address of that person. Also, the dates the hides or skins were disposed of or supplied;
  - what other non-edible animal material or product was:
    - disposed of as waste and the location or name and address of waste disposal facility (if applicable); and
    - supplied to another person (e.g. renderer, agent or transporter) and the name and address of that person.
- These records must be kept up to date and retained for 4 years.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- Inventory records for regulated and unregulated products.
- Training and qualification certificates.
- Completed e.g. Training Programme
- Completed e.g. Personnel Training Form.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

S. *Listeria* Management Procedures for Wholesale Butchers Who Sell Ready-to-eat Meat Products

K
Know

Useful things to know

- Additional procedures to ensure *Listeria monocytogenes* (*Listeria*) is managed in the butchery to minimise the risk of ready-to-eat meat products becoming contaminated by *Listeria.*
- *Listeria* can grow at refrigeration temperatures which makes it a bacteria of concern for ready-to-eat meat products

D
Do

Rules you must follow

General requirements

- There are procedures in place to manage and control *Listeria* in the butchery for dual-operator butchers that wholesale ready-to-eat meat products to other businesses.
- There is a description of possible transmission routes for *Listeria* into and within the processing areas (e.g. a site plan with arrows/drawing).

Person with overall responsibility for *Listeria* management

- The person responsible for making and implementing *Listeria* procedures has knowledge of;
  - *Listeria*: the illness it causes, sources of contamination, harbourage sites and transmission routes;
  - the specific procedures that eliminate, prevent or reduce the likelihood of *Listeria* contamination during processing, distribution, storage and use;
  - the actions to be taken if *Listeria* has been found in product or if there has been an illness linked with consumption of product(s).
- The person responsible for developing and implementing the procedures for L. monocytogenes management is

_____

Name or position.

- Training records show how they obtained this knowledge (refer to **C. Personnel Competencies and Training**).

List of chilled RTE products with shelf life > 5 days

- The following chilled ready-to-eat products have a shelf life of greater than 5 days (attach as separate document if required):

Product description	Shelf life (days)

Personnel Health and Hygiene

- There are procedures which explain how protective clothing is worn and managed to minimise contamination between raw and ready-to-eat meat products.
- There are procedures in place to restrict access into processing area(s) by people not involved with processing read-to-at product (including maintenance personnel, delivery drivers, cleaners and visitors.
- Also refer to **B. Personnel Health and Hygiene.**

Personnel Competencies and Training

- 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:
  - *Listeria*, the illness it causes, and sources of contamination; and
  - the risks of *Listeria* in the butchery, harbourage sites and transmission routes.
- Training is recorded (refer to **C. Personnel Competencies and Training**).

Design, Construction and Maintenance of Buildings and Equipment

- The layout of the butchery and equipment is designed to help prevent the contamination of ready-to-eat meat products.
- Equipment, sites and product contact surfaces are systematically checked every _____ (*state frequency e.g. Wednesday*) to ensure they are not a source of *Listeria* contamination. If problems are identified, corrective actions are taken to fix them.
- There are records of what equipment, sites and product contact surfaces are checked, how to check them, what was found, and any corrective actions taken.
- Refer to **E. Design, Construction and Maintenance of Buildings and Equipment**.

Cleaning and Sanitation

- Ready-to-eat processing area(s) are cleaned, sanitised and pre-operational checks are made before ready-to-eat products are handled.
- Unpackaged product(s) in processing areas are removed or covered before cleaning and sanitation occurs.
- The name(s) of the sanitiser used for control of *Listeria* are:

_____

_____

- There are specific procedures on how to clean equipment used to process ready-to-eat product including disassembly where required (e.g. chopping boards, vacuum packers, knives, slicers, scales).
- There is dedicated cleaning equipment for use in ready-to-eat processing areas.
- There are procedures in place on how this cleaning equipment is managed to minimise contamination between raw and ready-to-eat meat product.
- Refer to **G. Cleaning and Sanitation.**

Process Control Procedures

- There is separation between raw and ready-to-eat products by (tick the applicable approach and describe how this is done (include as a separate document 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 meat 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 products 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) are kept off the floor during processing and storage. It is assumed that anything that has been in contact with the floor is contaminated including hands and gloves.
- Anything that falls on the floor and needs to be re-used is cleaned and sanitised first (e.g. dropped knives) and gloves are cleaned or changed.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.

- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

Things to show your verifier

- Staff training records specific to *Listeria* e.g. Staff *Listeria* training
- Description of possible transmission routes for *Listeria* into and within the processing areas.
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

T. *Listeria* Testing Procedures for Wholesale Butchers Who Wholesale Ready-to-eat Meat Products to Vulnerable Populations

K
Know

Useful things to know

- Additional procedures to ensure that any necessary environmental and/or product testing for *Listeria monocytogenes* (*Listeria*) is implemented in the butchery.
- Vulnerable populations include the young, elderly, pregnant and immunocompromised.

D
Do

Rules you must follow

General requirements

- There are procedures in place to manage and control *Listeria* in the butchery for dual-operator butchers that wholesale ready-to-eat meat products to other businesses.
- These procedures are reviewed at least annually, and as a response to any change that may affect the presence or growth of Listeria monocytogenes in product or environment (e.g. new product, new equipment, change in layout).

Person with overall responsibility for environmental and/or product sampling

- The person responsible for environmental and/or product sampling has knowledge of:
  - *Listeria*: the illness it causes, sources of contamination, harbourage sites and transmission routes;
  - the specific procedures that eliminate, prevent or reduce the likelihood of *Listeria* contamination during processing, distribution, storage and use;
  - the actions to be taken if *Listeria* has been found in product or if there has been an illness linked with consumption of product(s);
  - how to develop and implement environmental and product testing procedures if required;
  - sampling (if required) including the identification of sampling sites, and how and when samples may be composited;
  - how to analyse and interpret test results; and
  - the actions to be taken following a detection of Listeria species or Listeria monocytogenes.
- The person responsible for environmental and/or product sampling is

_____

Name or position.

- Training records show how they obtained this knowledge (refer to **C. Personnel Competencies and Training**).

Laboratory details

Laboratory name:	
Address for samples:	
Contact person name (if applicable):	
Phone:	
Email:	

The laboratory is recognised by MPI for testing *Listeria monocytogenes* in meat products.	☐
Procedures have been agreed with the laboratory for sampling, sample handling and sample delivery to the laboratory.	☐
The laboratory will immediately contact the responsible person if *Listeria monocytogenes* is detected in environmental or product samples.	☐
Procedures are in place for the immediate notification to the verifier if *Listeria monocytogenes* is detected in the product(s) or on product contact surfaces.	☐

Environmental testing for *Listeria monocytogenes*

- There is a map of the premises showing the location of each environmental sample location (including product contact and non-product contact sites).
- Each location has a unique identifier (e.g. E1, E2).
- The frequency of testing at each location is recorded.
- All the test results received are recorded in a suitable way for easy reviewing.
- The responsible person reviews the test results each time they are received, and every 6 months to look for trends.
- Also refer to **C. Personnel Competencies and Training**.

Environmental testing corrective actions

- If *Listeria monocytogenes* is detected in any environmental samples, the area/equipment is immediately cleaned and sanitised. Any equipment is dismantled as necessary for deep cleaning.
- Visually check the equipment to confirm that the cleaning and sanitising were effective. Update procedures in the RMP whenever there is a change in the cleaning and sanitising process.
- Consider any actions to prevent recurrence of such events and update them in the RMP.

Product testing

- For each type of chilled, ready-to-eat meat product listed in **S. Listeria Management Procedures for Wholesale Butchers Who Sell Ready-to-eat Meat Product**, each product is tested (select which applies):

☐ once every month; or

☐ the first three consecutive batches, then one batch in every 10; or

☐ at a different frequency agreed with the verifier

- All the test results received are recorded in a suitable way for easy reviewing.
- The responsible person reviews the test results each time they are received, and every 6 months to see if there are any trends occurring.

Product testing corrective actions

- If *Listeria monocytogenes* is detected in RTE meat products which have already left the premises, the responsible person will notify the verifier immediately and initiate a product recall if necessary. Refer to **N. Non-conforming Product and Recall.**
- If *Listeria monocytogenes* is detected in RTE meat products which have not left the premises, notify the verifier, and put products on hold for subsequent rework or destruction as per the process control procedures under **N. Non-conforming Product and Recall** in the RMP. Consider any actions to prevent recurrence of such events. Refer to **O. Corrective Action**.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- Staff training records specific to *Listeria* e.g. Staff *Listeria* training
- Diagram showing environmental sampling sites
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

U. Selling Other Foods

Useful things to know

- The sale of manufacturer pre-packaged, shelf stable foods (e.g. sauces, spice mixes, eggs, honey) does not require a registered risk-based measure under the Food Act 2014, but the requirements of the Food Act 2014 in relation to selling safe and suitable food still apply (e.g. traceability, supplier specifications).
- The sale of manufacturer pre-packaged chilled or frozen product (e.g. milk, pre-packaged cheese) does require additional measures/records and so the supporting systems apply to these foods too.
- Handling or preparing other foods (e.g. café foods, serving ice cream, cutting portions of cheese) is not covered under the scope of this RMP.

Rules you must follow

Storage

- Manufacturer recommendations for storage are followed where necessary.
- Monitoring of chilled and frozen storage of other foods is undertaken as per **P. Storage**.

Traceability and recall

- Traceability records and inventory are maintained so that product can be traced to point of sale in the event of a recall. See **I. Traceability, Inventory and Labelling** and **N. Non-conforming Product and Recall**.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, and corrective actions are taken in the event that requirements are not met.

Things to show your verifier

- Inventory and traceability records.
- Temperature records.
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

Module 1: Primal Cuts and Smallgoods

This module is included in the RMP	☐ Yes

1. Additional Scope of the RMP

Intended Consumer

Intended consumer	• Humans (general public) • Animals

Intended Use

Intended use of product that leaves RMP	• Ready-to-eat (e.g. ham, pastrami, sliced roast meats) • Further cooking (e.g. bacon, sausages, patties, steaks)

Regulatory Limits

Regulatory limits

- Food Standards Code – Microbiological limits in food (1.6.1 and Schedule 27)[1]

Column 1	*Column 2 (n)*	*Column 3 (c)*	*Column 4 (m)*	*Column 5 (M)*
Packaged cooked cured/salted meat				
Coagulase-positive staphylococci	5	1	10^2/g	10^3/g
Salmonella	5	0	not detected in 25 g	
Packaged heat treated meat paste and packaged heat treated pâté				
Salmonella	5	0	not detected in 25 g	
Ready-to-eat food in which growth of *Listeria monocytogenes* can occur				
Listeria monocytogenes	5	0	not detected in 25 g	
Ready-to-eat food in which growth of *Listeria monocytogenes* will not occur				
Listeria monocytogenes	5	0	10^2cfu/g	-

1. (n) = the number of samples that must be tested from a lot/batch
   (c) = the number of samples allowed to exceed 'm'
   (m) = the acceptable microbiological limit
   (M) = the limit which must not be exceeded

Other regulatory requirements specific to product	• Food Standards Code - Food additives (1.3.1) • Food Standards Code – Meat and Meat Products (2.2.1) – Food sold as sausage must contain no less than 500g/kg of fat free meat flesh; and the proportion of fat in the fat free meat flesh must not exceed 50% (500g/kg). – A food that is sold as a dried meat must be dried to a water activity of no more than 0.85. – A food that is sold as cured and/or dried meat flesh in whole cuts or pieces must contain not less than 160 g/kg of meat protein on a fat free basis. – A food that is sold as manufactured meat must contain not less than 660 g/kg of meat. – A food that is sold as processed meat must contain not less than 300 g/kg of meat.
Labelling requirements	• Labelling of retail packs (where applied) as specified in the Food Standards Code Part 1.2 • Specific meat and meat product labelling requirements as specified in the Food Standards Code 2.2.1

Processes and Activities

The RMP covers the following processes and activities for primal cuts and smallgoods:			
1	Receive regulated food products	13	Dry
2	Store / release to processing	14	Smoke
3	Thaw / temper	15	Low heat treat/blanch/partially cook
4	Carcass break-up (bone, cut, trim, dice, and slice)	16	Fully cook
5	Grind / bowl chop	17	Post-cook handling
6	Prepare and add ingredients	18	Cool
7	Marinate / cure / soak in brine	19	Slice / shred
8	Inject	20	Package
9	Massage / tumble	21	Weigh / label
10	Fill casings	22	Store final product
11	Form (patties etc)	23	Display / retail sale
12	Fermentation / maturation	24	Load out / delivery of wholesale products

Inputs and Outputs

Inputs	• Regulated meat products • Food additives (e.g. nitrate) • Food ingredients (e.g. sugar, salt) • Packaging • Labels
Outputs	• Primal cuts and smallgoods for human consumption • Food for animal consumption (e.g. pet rolls) • Offcuts/waste not for human or animal consumption

Products[1]

Product name (e.g. ham, sausages, raw meat, pet rolls)	**Description** (e.g. raw, pre-cooked, ready to eat)	**Inputs** (meat type, ingredients, and packaging)	**Process steps** (enter steps in order done for each product e.g. burger patties might be 1, 2, 4, 11, 22, 23)

[1] Additional pages can be attached to the RMP if required.

2. Process Control

K
Know

Useful things to know

- To ensure that products are processed in a way that follows good operating practice and meets regulatory requirements so that products are fit for their intended purpose

D
Do

Rules you must follow

1. Receive regulated food products

- Regulated products are purchased from businesses with a:
  - registered RMP; or
  - registered risk based measure under the Food Act 2014.
- The following checks and actions are done whenever practicable. If night deliveries prevent routine checks being done, random checks are made periodically, or the delivery company is asked to sign a statement agreeing to meet the following requirements:
  - delivery vehicles are inspected to ensure that they are clean, do not contain other goods that could have contaminated the goods being delivered and that no unwrapped meat is in contact with the floor of the vehicle during delivery or unloading. If delivery vehicles are not acceptable, the product may be returned to the supplier; and
  - badly damaged or very dirty cartons of meat are rejected and returned to the supplier and all details recorded.
- Product temperature checks at time of delivery are only done when there is reason to believe that they are too high. If so, the delivery person is asked to make regular checks of subsequent deliveries until the problem is resolved.
  Note: For poultry, mammals, ostriches and emus, chilled products should be at 7°C or colder on arrival, and frozen products should be at -12°C or colder on arrival.

2. Store / release to processing

- Refer to **P. Storage**.

3. Thaw / temper

- The temperature and time combination used for thawing ensures that no part of the product exceeds 7°C.
- Thawing in water is done by fully immersing the product in fresh, potable water that is flowing.
- If unwrapped product is thawed in water and then sold raw, the absorbed water is declared as an ingredient (if greater than 5%) where required by the Food Standards Code.
- Tempering is done by removing frozen meat from freezer until it is suitable for processing but not completely thawed. This should be done in a chiller to promote even tempering.

- Care is taken to remove any plastic that has become trapped in a fold of the tempered / thawed product.

4. Carcass break-up (bone, cut, trim, dice and slice)

- Meat is visually inspected, and any visible contamination is trimmed.
- Meat is handled hygienically at all times and product contact surfaces are clean at the start of processing and are cleaned and sanitised regularly during processing without contaminating any product.
- Only the raw meat that is currently being worked on is taken out of the chiller.
- All processing steps are carried out without unnecessary delay so that the surface temperature of product is less than or equal to 10°C during processing (except for heat treating).
- If the surface temperature of the product is above 10°C then bring it down to the correct temperature within 1 hour by placing it in a chiller, discard, or use for pet food or rendering.

5. Grind / bowl chop

- Meat warms during mincing and is returned to the chiller if not used immediately after mincing.
- If the equipment is not used for more than 2 hours, it is cleaned and sanitised before re-use.
- Operation is halted and any suspect product is visually inspected for metal if:
  - a high-pitched “ping” is heard during operation of equipment, or
  - it is noticed that metal is missing from equipment.
- Any suspect product that cannot be cleared is dumped.

6. Prepare and add ingredients

- Any raw vegetable ingredients are washed prior to use (unless they are received pre-washed).
- Any use by dates or expiry dates for materials including ingredients are checked and complied with.
- Ingredients are added in accordance with recipes that clearly describe the correct amounts to be used.
- Any premixes are used at the strength recommended by the manufacturer, i.e. there is no dilution of ingredients that have a technical effect.
- Where an additive has a maximum permitted level stipulated in the Food Standards Code (e.g. nitrite), then both the additive and the meat are weighed on calibrated scales to ensure the correct formulation is achieved. Where pre-weighed additives are available at the correct weight for the batch weight, then the above weighing of the additive is unnecessary.

- Details are recorded for each batch.
- Particular attention is given to ensuring that all ingredients are identified in a product and that cross contamination from other ingredients or additives, particularly those that may cause allergic reactions is prevented. This may include procedures requiring dedicated containers and utensils for storage and weighing.

7. Marinate / cure / soak in brine

- Brine/marinade is made according to instructions so that the required ingredient concentrations are achieved. Brine/marinade is not diluted where concentrations are specified to achieve a technical effect.
- Made up brines and marinades are stored in the chiller if not used immediately.
- Brine or marinade is checked to ensure that the temperature is 7°C or cooler before and during use.
- Equipment is cleaned between each batch.
- Where possible brining and marinating occurs in the chiller.
- Used brine or marinade is discarded at the end of the soaking / immersion period or processing day (as appropriate).
- The content of salt and other curing agents in the final product is determined through the use of premixes according to the manufacturer's instructions.

- Length of curing period: *(enter time used for each product)*

8. Inject

- The first 3 points under 7. Marinate / cure / soak in brine above are followed.
- Used brine/marinade is discarded at the end of the batch or processing day (as appropriate).
- Injection needles are inspected prior to use to ensure that there have been no breakages. If so, the previous batch of product is visually examined for metal and any suspect product is discarded.
- Injector machines are cleaned after each day's operation.

9. Massage / tumble

- The first 4 points under 7. Marinate / cure / soak in brine above are followed.
- Fresh brine/marinade is used for every batch.
- Massaging and tumbling are carried out in accordance with equipment manufacturer's instructions.

10. Fill casings

- Only food grade casings are used.
- If casings are pre-soaked, they are soaked in fresh potable water.
- Casings are filled in a hygienic manner without unnecessary delay. If there is a break or delay the filling is stored at 7°C or cooler until use.
- Full casings are stored at 7°C or cooler unless they are immediately further processed.

- Fillers are emptied and cleaned between batches, or filler lines are cleared using product which is discarded if necessary to prevent contamination of the next batch.
- Fillers are emptied and cleaned at the end of daily operations.
- Any metal clips are handled in a manner that ensures that they are not inadvertently dropped into the filling.

11. Form (patties etc)

- Hygienic practices are used when forming product.
- Meat is stored at 7°C or cooler during delays, breaks and after forming unless it is immediately further processed.

12. Fermentation (not UCFM)

- This step is normally necessary for cooked fermented meats (e.g. cooked fermented sausages like Summer Sausage or Thuringer).
- There is no backslopping of starter cultures as this may adversely affect fermentation.
- pH is monitored to ensure adequate pH drop.
- Product must be cooked following fermentation.

Note: Information on fermentation is given in the Processed Meat Code of Practice Part 3: GMP – Process Control (www.mpi.govt.nz/dmsdocument/20990).

13. Drying (not Biltong) (Critical)

- Drying is in accordance with Table 1.1 (fill in the details):

Table 1.1: Drying Parameters

	Product 1	Product 2	Product 3	Product 4
Product type and weight, e.g. Jerky 100g				
Drying Time				
Drying Temperature (°C)				
Weight Loss (g) or Final Moisture Content (if known)				

Note: The procedure for determining weight loss is given in the Processed Meat Code of Practice Part 3: GMP – Process Control (www.mpi.govt.nz/dmsdocument/20990).

- The drying parameters and weight loss, moisture content or water activity are recorded for each batch.

- For salamis, the relative humidity is controlled during fermentation and maturation (ripening) by checking:
  - that there is no water on the product surface at the beginning of drying. If so, drying the surface with new clean paper towels; and
  - that case hardening (dry edge) is not occurring as this will reduce water loss during drying.

14. Smoke

- Where smoking is done by the addition of "smoke flavourings", this is carried out in accordance with the flavouring manufacturer's instructions. These are considered additives and must comply with the Food Standards Code standard 1.3.1.
- Wood or other plant material used for smoking doesn't contain any chemicals that could contaminate the product (e.g. tanalised timber, paint) and is free from visible fungal and microbial growth.
- Where a smokehouse is used, product is evenly distributed throughout the smokehouse to help air circulation and even smoking.
- Where hot smoking is done the time / temperature combination used and post-cook handling is the same as listed under fully cook (see 2- Fully cook).
- Uncooked / cold smoked products are handled as if they are raw and labelled to show that they need further cooking prior to consumption.

15. Low heat treat, blanch, partially cook

- These products are handled as if they are raw products and labelled to show that they need further cooking.
- These products are subject to cooling requirements given 18. Cool.

16. Fully cook (Critical)

- After initial processing, the products to be cooked are stored at 7°C or cooler until ready to be cooked.
- Product to be cooked is loaded into the vat, smokehouse or oven and cooking started without delay.
- All cooked meat products are cooked to one of the time and temperature combinations shown in the following table (measured at the centre of the thickest part of the meat located in the coolest part of cooker):
- Cooking is not finished until the product has reached the internal temperature in the table and is held at that temperature for the time given in Table 1.2.

Table 1.2: Primal cuts and smallgood cooking time/temperature combinations

Minimum internal product temperature (°C)	Minimum time at internal temperature (minutes) for red meat and poultry	Tick those combinations used
63	31	☐
64	21	☐
65	15	☐
66	11	☐
67	8	☐
68	5	☐
69	4	☐
70	3	☐
71-72	2	☐
73 and above	1	☐

- A clean and sanitised thermometer probe is used to check the internal temperature of at least one cooked product per batch (measured at the centre of the thickest part of the meat located in the coolest part of the cooker, oven or vat).
- The internal product temperature and cooking time are recorded.

17. Post-cook handling

Critical – applies to all following steps until product is protected from external contamination

- Refer to **B. Personnel Health and Hygiene**.
- Personnel use inverted bags or gloves which are:
  - changed regularly whenever handling ready-to-eat product; and
  - changed when swapping from handling raw to ready-to-eat product.
- Traffic flow patterns for personnel, food products, and equipment are controlled between raw processing and storage area(s) and post–cook (finished goods) areas to minimise pathogen transfer.

- Separation between raw and cooked / ready-to-eat products is done by (tick one):
  - ☐ separation by time (i.e. cooked / ready-to-eat products are not processed until a full clean and sanitisation of relevant product contact equipment and utensils and surrounding areas used for raw products)
  - ☐ separation by distance to prevent contamination by aerosols or splashing
  - ☐ physical separation (i.e. separate rooms, equipment and utensils are used for processing, packing, storing, weighing and displaying)

18. Cool

- Heat treated product that cannot be cooled immediately is held at greater than 60°C until cooling can begin.
- As soon as possible after any heat treatment, the product is cooled by cold water sprays, ice water vat or by placing the product into a cool room to reduce the product temperature as follows:
  - uncured product to 12°C in 6 hours and to 5°C in maximum of 8 hours; or
  - cured product to 12°C in 7.5 hours and to 5°C in maximum of 10 hours.
- The product is arranged to maximise cooling rate.
- The temperature of the slowest cooling point of the slowest cooling product from each batch is checked with a clean probe thermometer and recorded.

19. Slice / shred

- Cooked or ready-to-eat products that need slicing/shredding are processed on dedicated equipment if possible.
- Slicing or shredding equipment used for uncooked products is cleaned and sanitised before using for cooked products.

20. Package

- Raw product is handled in separate areas using different utensils and equipment to those used for cooked products. Refer to step 17. Post-cook handling.
- Staff wash their hands prior to handling cooked products.

21. Weigh / label

- Labelling is done in accordance with section **I. Traceability, Inventory and Labelling.**
- Products that could be mistaken for ready-to-eat products but require cooking before consumption are clearly labelled with this information, or have this information otherwise accompany the food (e.g. recipe card).
- Products that could be mistaken for human consumption but are intended as pet food are labelled as “pet food” or “not for human consumption”.
- Where products contain (or could contain) ingredients that may cause allergic reactions, this is included on the label.

22. Store final product

- Final products are stored in chiller or freezer until ready for sale.
- Refer to **P. Storage**.

23. Display / retail sale

- Meat held for display to retail customers is held at 5°C or colder. The temperatures are checked in the morning, and the afternoon.
- Hot products (e.g. cooked ready-to-eat chickens) are kept at 60°C or warmer.
  - When food is being kept hot for more than 2 hours, check the temperature every 2 hours to confirm it is above 60°C.
  - If the 2 hour check shows that the food temperature has dropped below 60°C, reheat food to above 75°C and increase the temperature of hot cabinet. If food is below 60°C at the next check, throw it out.
- Where products are unpacked (e.g. displayed in trays), there is a sign clearly describing the product to the customer.
- Preventing cross contamination is done by (tick which applies):

- ☐ Storing raw product so that cross contamination with cooked product cannot occur e.g. never storing raw product above cooked product.
- ☐ Storing petfood so that cross contamination with other products cannot occur e.g. never storing raw petfood above other products.
- ☐ Making sure that signs or other decorations that contact product are used in a manner that prevents cross contamination and are cleaned and sanitised daily.
- ☐ Using separate utensils for cooked and raw meat.
- ☐ Washing and sanitising utensils before using on cooked meat or food.
- ☐ Using separate storage contains for cooked and raw meat or food.
- ☐ Staff washing their hands or changing gloves after handling raw meat and before handling cooked meat or food.
- ☐ Taking care to avoid cross contamination of other surfaces e.g. cash till
- ☐ Handling unwrapped raw meat intended for cooking in a way that prevents cross contamination.

24. Load out / delivery of wholesale products

- Loaders check that the delivery vehicle is clean and does not contain materials that may contaminate product, before any product is loaded onto the vehicle.
- All products are checked before loading to ensure that they are in good condition and colder than 5°C for chilled products or -12°C for frozen products.

25. Handling of products only suitable for animal consumption

- Products that are not suitable for human consumption but are suitable for pet food are kept separate and clearly labelled as pet food.

26. Dropped meat procedure

- In the event that any meat is dropped on the floor or comes into contact with any unclean surface, the product is considered unfit for human consumption unless the following is done:
  - raw unwrapped meat is trimmed to remove the contaminated area taking care to minimise cross contamination (but is not washed, wiped or scraped); and
  - knives and any other equipment used for trimming are washed prior to use on other tasks.

  Note: Trimmings, offal or very small pieces of dropped meat are not used for products for human consumption.
- Wrapped meat is washed (if the wrapping is sealed and watertight) or has the wrapping replaced hygienically.

27. Rework

- If a product has visible defects this product may be:
  - downgraded for an alternative use, e.g. pet food; or
  - reworked to make it fit for intended purpose. This usually involves trimming of the defect in a hygienic manner.
- If a product has not been processed according to the correct procedures, it may be reprocessed to make it fit for intended purpose so long as any hazards are adequately controlled during the reprocessing.
- Rework must be held under suitable conditions that minimise deterioration and prevent contamination prior to reuse e.g. stored covered and chilled.

28. Returned products

- All returned products are dumped or sent for rendering.

29. Controlling non-conforming product

- Refer to **N. Non-conforming Product and Recall**.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, corrective actions are taken in the event that requirements are not met

S

Show

Things to show your verifier

- Records showing temperature/time
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

3. Risk Factor Identification and Control

K
Know

Useful things to know

- To identify the risk factors (from hazards to human health, wholesomeness, false and misleading labelling) that are reasonably likely to occur at each process step (including all inputs).
- To ensure that appropriate controls are included in the RMP so that products are fit for their intended purpose.

D
Do

Rules you must follow

Risks from hazards to human health

- A hazard analysis and critical control point (CCP) determination has been conducted (see Table 1.3)
- CCP's have been identified (see Table 1.4)
- Good operating practices (GOP) are followed as outlined in the RMP Part 2: Supporting Systems and in Module 1: Primal Cuts and Smallgoods
- All identified hazards are expected to be adequately controlled by the control measures listed in Tables 1.3 and 1.4.

Risks to wholesomeness

- Risk factors have been identified (see Table 1.5)
- All identified risk factors are expected to be adequately controlled by following good operating practices (GOP) as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table 1.5.

Risks from false and misleading labelling

- Risk factors have been identified (see Table 1.6)
- All identified risk factors are expected to be adequately controlled by following good operating practices (GOP) as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table 1.6.

S
Show

Things to show your verifier

- Records showing monitoring of control measures at each step
- Records showing monitoring of CCP's
- Records of validation of CCP's

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
1. Receive regulated food products	Raw product	B – Bacterial pathogens	Growth of harmful bacteria if product temperature gets too high during delivery	Yes - Supplier trading under appropriate regulatory requirements. Delivery requirements, product temperature checks.	No	
		B – Parasites of mammals	Parasites (e.g. *Toxoplasma gondii*) may be present in incoming raw product	Cooking or freezing.	No	
2. Store/ release to processing	Raw product	B – Bacterial pathogens	Hazard carried over from previous step. Growth of harmful bacteria if product temperature gets too high during storage	Yes – effective temperature control	No	
3. Thaw/ temper	Raw product	B – Bacterial pathogens	Hazard carried over from previous step. Growth of harmful bacteria if product	Yes - Hygienic processing.	No	

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
			temperature gets too high during thawing / tempering.	Thawing times and temperatures. Tempering should be done in the chiller.		
4. Carcass break-up (bone, cut, trim dice and slice)	Raw product	B – Bacterial pathogens	Growth of harmful bacteria if product temperature gets too high during processing. Cuts will spread surface contamination onto cut surfaces. Micro contamination of dropped meat.	Yes – Effective temperature control. Hygienic boning, cutting, trimming, dicing and slicing. Dropped meat procedure.	No	
5. Grind/ bowl chop	Raw product	B – Bacterial pathogens	Size reduction will spread surface contamination throughout product. Equipment generates heat during use which could	Yes - Hygienic processing. Effective temperature control. Cleaning of equipment.	No	

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
			result in growth of harmful bacterial.			
		P – Metal pieces	Metal from faulty equipment, new blades	Yes - Equipment maintenance. Pre-start up checks. Visual inspection of suspect product after metal breakage.	No	
6. Prepare and add ingredients	Raw product	B – Bacterial pathogens	Hazard carried over from previous step	Yes – Hygienic processing	No	
	Ingredients	B – Spore forming bacteria, bacterial pathogens	From ingredients (e.g. dry spices, raw vegetables) and non-potable water	Yes - Ingredients purchased from reputable suppliers. Washable ingredients are washed prior to use.	No	

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
				Ingredients used prior to expiry dates. Ingredients used as per recipe. Water use assessment.		
		C - Allergens	Allergens may inadvertently be added to product if incorrect recipe used, or through cross contamination of other ingredients or product contact surfaces.	Yes - Ingredients used as per recipe. Procedures to prevent cross contamination. Cleaning of equipment.		
		C – Chemical hazards from excess additives	Incorrect weighing procedures may result in excess level of additive (e.g. nitrite).	Yes - Correct weighing of ingredients and meat. Use of calibrated scales.	Yes - Critical for addition of nitrate without using a premix.	CCP1

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
7. Marinate/ cure/ soak in brine	Raw product	B – Bacterial pathogens	Cross contamination if brines are reused. Growth of harmful bacteria if product temperature gets too high during marinading / brining.	Yes – Use of fresh marinades / brines for each batch. Equipment is cleaned between batches. Refrigeration, temperature checks of marinade / brine. Brining / marinading done in chiller.	No	
8. Inject	Raw product	B – Bacterial pathogens	Cross contamination between batches. Growth of harmful bacteria if product temperature gets too high during injection	Yes – Use of fresh brine for each batch. Equipment cleaning. Refrigeration, temperature checks of brine.	No	

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
9. Massage/ tumble	Raw product	B – Bacterial pathogens	Cross contamination between batches. Growth of harmful bacteria if product temperature gets too high during injection.	Yes – GOP: Use of fresh brine for each batch. Refrigeration, temperature checks of brine. Equipment cleaning.	No	
10. Fill casings	Raw product	B – Bacterial pathogens	Growth of harmful bacteria if product temperature gets too high during filling.	Yes – GOP: Hygienic processing Casings filled without delay. Filling refrigerated in breaks. Full casings refrigerated until further processing.	No	
	Clips	P – Metal clips	Metal clips may fall in to filling.	Yes – GOP: Handling of clips to prevent product contamination.	No	

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
11. Form (patties etc)	Raw product	B – Bacterial pathogens	Growth of harmful bacteria if product temperature gets too high during filling.	Yes – GOP: Hygienic processing. Effective temperature control.	No	
12. Fermentation (not UCFM)	Raw product	B – Bacterial pathogens	Growth of harmful bacteria if product pH doesn't drop quickly enough	Yes – Process parameters are stipulated for each product type including starter preparation and required pH levels during fermentation. Product will be fully cooked	No	
13. Dry	Raw product	B – Bacterial pathogens	Moisture content remains at a level that allows pathogens to grow.	Yes - Process parameters are stipulated for each product type and weight for drying time, temperature, weight	Yes	CCP2

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
				loss or final moisture content and water activity.		
14. Smoke	Raw product	B – Bacterial pathogens	Cold smoking may allow growth of harmful bacteria and may result in products that appear to be cooked. Hot smoking (fully cooking) results in a reduction of harmful bacteria and parasites.	Yes - Even distribution of product through smokehouse. Not critical for cold-smoked although product is labelled to show it needs further cooking. Cook temperature and time critical for hot smoked (cooked). See step 16.		
	Smoke	C – Chemical hazard	Arsenic from tanalised timber sawdust	Yes – GOP: Use un-tanalised wood chips, or	No	

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
			Presence of polycyclic aromatic hydrocarbons (PAH) from smoke.	approved smoke additives according to manufacturer's instructions. No	No	
15. Low heat treat, blanch, partially-cook	Raw product	B – Bacterial pathogens	Presence of harmful bacteria may remain after partial cooking	Yes – GOP: Labelling to show that further cooking is needed.	No	
16. Fully cook	Raw product	B – Bacterial pathogens	Proper cooking reduces harmful bacteria. Harmful bacteria could survive due to inadequate cooking.	Yes - Critical for all cooked products: Compliance to established cooking parameters for time and internal product temperature.	Yes	CCP3

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
				Post cook handling to prevent recontamination		
17. Cool	Low heat-treated product	B – Bacterial pathogens	If meat is not cooled quickly after heat treatment then harmful bacteria may grow	Yes - Product is held hot until cooling can begin. Cooling is done in accordance with specified time / temperature parameters. Product temperature checks.	Yes	
	Cooked product	B – Bacterial pathogens	If meat is not cooled quickly after heat treatment then harmful spore-forming bacteria e.g. *Bacillus cereus*, *Clostridium* spp may germinate and multiply.	Yes - Product is held hot until cooling can begin. Cooling is done in accordance with specified time /	Yes	

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
			Recontamination after cooking by environmental bacteria, e.g. *L. monocytogenes.*	temperature parameters. Product temperature checks. Post cook handling to prevent recontamination.		
18. Slice/ shred	Raw product	B – Bacterial pathogens	Growth of harmful bacteria if product temperature gets too high during shredding.	Yes – GOP: Hygienic handling of product. Effective temperature control. Labelling to show that further cooking is needed.	No	
	Cooked or ready-to-eat products	B – Bacterial pathogens	Recontamination from personnel, by environmental bacteria (e.g.	Yes – GOP: Hygienic handling of exposed product	No	

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
			L. monocytogenes), from other products.	Post cook handling to prevent recontamination Effective separation of raw and cooked product		
19. Package	Raw product	B – Bacterial pathogens	Growth of harmful bacteria if product temperature gets too high during packing.	Yes – GOP: Hygienic handling of product. Effective temperature control.	No	
	Cooked or ready-to-eat products	B – Bacterial pathogens	Recontamination from personnel, by environmental bacteria (e.g. *L. monocytogenes*), from other products.	Yes – GOP: Hygienic handling of exposed product Post cook handling to prevent recontamination Effective separation of raw and cooked product	No	

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
20. Weigh/ label	Raw product	B – Bacterial pathogens	Growth of harmful bacteria if product temperature gets too high during weighing / labelling.	Yes – GOP: Effective temperature control. Hygienic handling of product. Labelling to show that further cooking is needed for products that may be mistaken as ready-to-eat.	No	
	Cooked or ready-to-eat products	B – Bacterial pathogens	Recontamination from personnel, by environmental bacteria (e.g. *L. monocytogenes*), from other products.	Yes – GOP: Hygienic handling of exposed product Post cook handling to prevent recontamination Effective separation of raw and cooked product	No	

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
	Products with non-meat ingredients	C - Allergens	Some ingredients may contain allergens that cause reactions in some people	Yes – GOP: Labelling of products that may contain allergens	No	
21. Store final product	Raw product	B – Bacterial pathogens	Growth of harmful bacteria if product temperature gets too high during storage	Yes – GOP: Store in chiller or freezer at correct temperatures	No	
	Cooked or ready-to-eat products	B – Bacterial pathogens	Recontamination from personnel, by environmental bacteria (e.g. *L. monocytogenes*), from other products.	Yes – GOP: Hygienic handling of exposed product Post cook handling to prevent recontamination Effective separation of raw and cooked product	No	
22. Display/ retail sale	Raw product	B – Bacterial pathogens	Temperature abuse may cause harmful bacteria to multiply.	Yes – GOP: Effective refrigeration.	No	

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
				Post cook handling to prevent recontamination.		
	Cooked or ready-to-eat products	B – Bacterial pathogens	Recontamination from personnel, by environmental bacteria (e.g. *L. monocytogenes*), from other products.	Yes – GOP: Hygienic handling of exposed product Post cook handling to prevent recontamination Effective separation of raw and cooked product	No	
23. Loadout/ delivery of wholesale products	Raw product	B – Bacterial pathogens	Temperature abuse may cause harmful bacteria to multiply.	Yes – GOP: Cleanliness of vehicle. Correct load-out temperatures. Effective refrigeration	No	

Table 1.3: Hazard analysis and CCP determination for the processing of primal cuts and smallgoods

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
	Cooked or ready-to-eat products	B – Bacterial pathogens	Temperature abuse may cause harmful bacteria to multiply.	Yes – GOP: Cleanliness of vehicle. Correct load-out temperatures. Effective refrigeration	No	

Table 1.4: CCP summary for primal cuts and smallgoods

CCP No.	Process step	Hazard	Critical limits	Monitoring procedures / tools	Corrective actions	Verification procedures	Validation	Records
1	6. Prepare and add ingredients	Chemical hazards from excess additives e.g. nitrite, sulphite	As per Food Standards Code 1.3.1. Varies by product	For each batch the following is checked and recorded: – weight of additive – Weight of meat – resulting additive level	(a) Recheck available product, (b) Rework or dump product, and (c) Retrain staff if necessary.	Reality checks of CCP monitoring and corrective action taking. Review of records. Review calibration. Review of RMP.	Record calculations used to determine correct additive levels.	Record amount of additives added to each batch.
2	13. Dry	Bacterial pathogens e.g. Salmonella spp., *E. coli* O157:H7, *Campylobacter jejuni*	A_w <0.85 (equivalent weight loss/moisture content calculation)	For each batch the following is checked and recorded: – product type – product weight – drying time and temp – weight loss or final moisture content	(a) Extend drying time until correct weight loss, moisture content and water activity are achieved. (b) undertake investigation into cause (c) Review drying times and	Reality checks of CCP monitoring and corrective action taking. Review of records. Review calibration. Review of RMP.	Records justifying use of chosen A_w (references to documents, published studies etc) Meat and Livestock Australia (MLA) model for *E. coli* inactivation.	Records of weight loss/moisture content for each batch.

Table 1.4: CCP summary for primal cuts and smallgoods

CCP No.	Process step	Hazard	Critical limits	Monitoring procedures / tools	Corrective actions	Verification procedures	Validation	Records
					temperatures in the RMP, and (d) Retrain staff if necessary.			
3	16. Fully cook	Bacterial pathogens e.g. Salmonella spp., *E. coli* O157:H7, *Campylobacter jejuni* Parasites, e.g. *Toxoplasma gondii*	One of combinations of deep meat temperature (°C) and cook time (minutes) in Table 1.2.	For each batch the following is checked and recorded: – the internal temperature of at least one cooked product per batch (choose the thickest product in the coolest part of the oven or vat) – the cooking time	(a) If product still in cook stage - extend cooking time until correct time and temperature combination is achieved. (b) If product has left cook stage, hold as non-conforming product, assess disposition options (e.g. re-work, disposal) (c) Review cooking times and	Reality checks of CCP monitoring and corrective action taking. Review of records. Review calibration. Review of RMP.	Standardising D and Z values for cooking raw meat Final Report MPI Technical Paper No: 2016/05	Cook and temperature records for each batch.

Table 1.4: CCP summary for primal cuts and smallgoods

CCP No.	Process step	Hazard	Critical limits	Monitoring procedures / tools	Corrective actions	Verification procedures	Validation	Records
					temperatures in the RMP. (d) Check oven / cooker / vat / smoker for cold spots; and (e) Retrain staff if necessary.			

Table 1.5: Summary of identified risk factor and controls related to wholesomeness of primal cuts and smallgoods

Risk factor	Source or cause of risk factor	Control measures for preventing/ minimising the risk factor
Spoiled product	Incorrect temperature control	Temperature control (H. Receipt of Incoming Materials. P. Storage, Module 1 Process Control)
	Extended storage time	Stock rotation (P. Storage, Module 1 Process Control)
Pest damaged or contaminated product	Insects and other pests	Pest Control (M. Pest Control)

Table 1.6: Summary of identified risk factor and controls from false or misleading labelling of primal cuts and smallgoods

Risk factor	Source or cause of risk factor	Control measures for preventing/ minimising the risk factor
Incorrect claims, for example: • species • meat cut Incorrect dates	Incorrect label design	Procedures for ensuring correct label design and compliance with regulatory requirements (I. Traceability, Inventory and Labelling, Module 1 Process Control)
	Processing errors, for example: • wrong identification of retail packs • wrong product put in a pre-labelled container • wrong label or information put on product, (e.g. date, batch number)	Procedures for ensuring correct packaging and labelling of products (I. Traceability, Inventory and Labelling, Module 1 Process Control)

Module 2: Hot Smoking of Bivalve Molluscan Shellfish (BMS)

This module is included in the RMP	☐ Yes

1. Additional Scope of the RMP

Product Description

Product Description	• Packaged, hot-smoked bivalve molluscan shellfish – includes oysters, clams, mussels, pipis, cockles, scallops – excludes kina, pāua, and seasnails

Intended Consumer

Intended consumer	• Humans (general public). • Not to be sold by wholesale

Intended Use

Intended use of product that leaves RMP	• Ready-to-eat

Regulatory Limits

Regulatory limits	• Food Standards Code – Microbiological limits in food (1.6.1 and Schedule 27)[1]

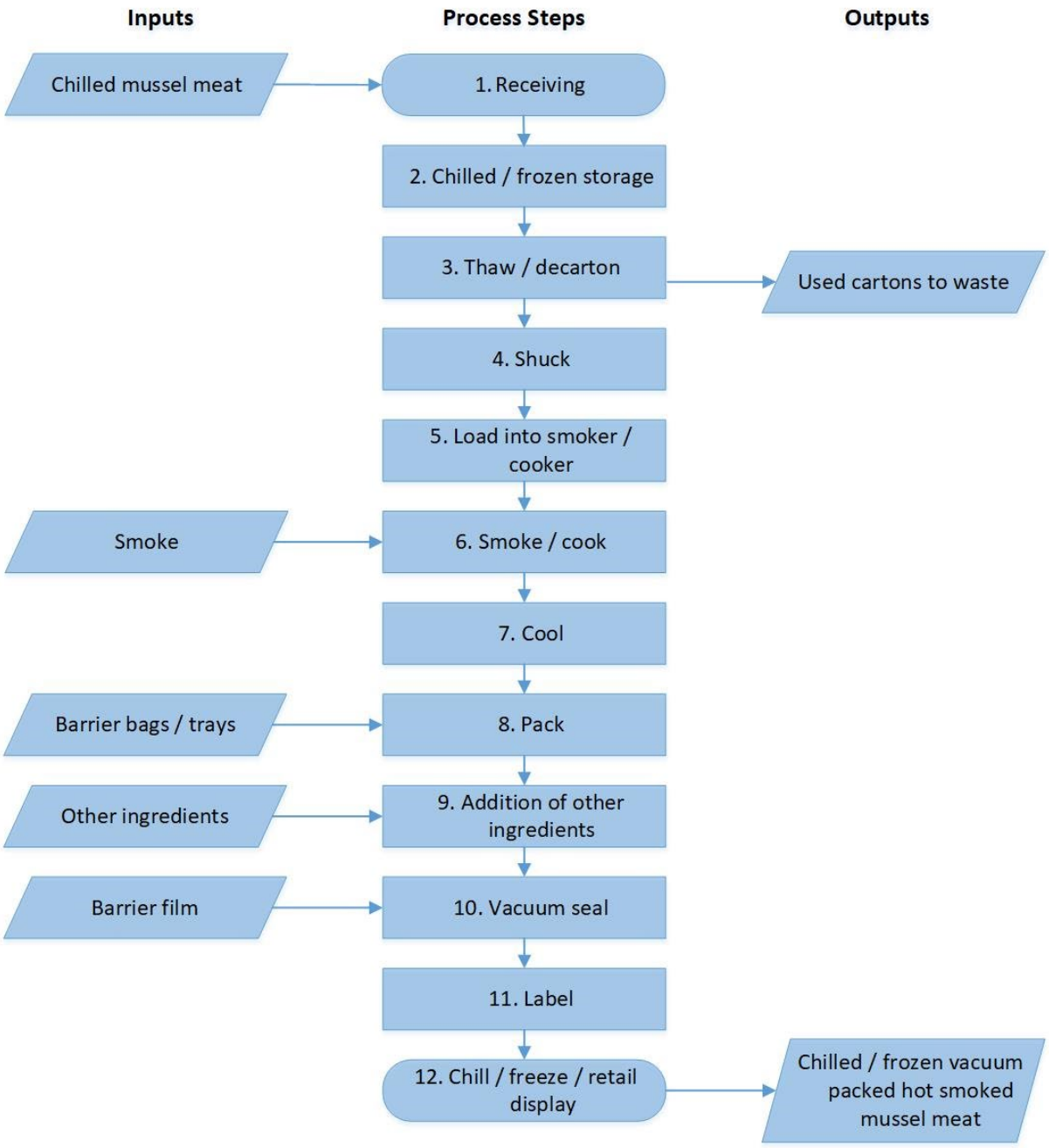
Column 1	*Column 2 (n)*	*Column 3 (c)*	*Column 4 (m)*	*Column 5 (M)*
Ready-to-eat food in which growth of Listeria monocytogenes will not occur				
Listeria monocytogenes	5	0	10^2cfu/g	-
Bivalve molluscs, other than scallops				
Escherichia coli	5	1	2.3/g	7/g

1. (n) = the number of samples that must be tested from a lot/batch
(c) = the number of samples allowed to exceed 'm'
(m) = the acceptable microbiological limit
(M) = the limit which must not be exceeded

	• Food Standards Code - Food additives (1.3.1)
	• Animal Products Notice: Regulated Control Scheme – Bivalve Molluscan Shellfish for Human Consumption maximum permissible levels for marine biotoxins in the edible portion

	– Paralytic Shellfish Poison (PSP); 0.8 mg saxitoxin dihydrochloride equivalent per kg – Amnesic Shellfish Poison (ASP); 20 mg domoic acid per kg – Neurotoxic Shellfish Poison (NSP); 0.8 mg brevetoxin-2 equivalent per kg – Diarrhetic Shellfish Poison (DSP); 0.16 mg of okadaic acid equivalent per kg – Azaspiracid Shellfish Poison (AZP); 0.16 mg of azaspiracid equivalent per kg
Labelling requirements	• Labelling of retail packs (where applied) in the Food Standards Code Part 1.2

Generic Process Flow – Hot smoked BMS



2. Process Control

Useful things to know

- To ensure that BMS is smoked hygienically, using materials that won't impart toxic substances to food, and in ways that prevent the growth of harmful organisms.
- To ensure that correct procedures are followed so that RTE smoked BMS is safe to consume.
- *Listeria monocytogenes* can grow at refrigeration temperatures and is a bacterial pathogen of concern in ready-to-eat BMS.

Rules you must follow

1. Receiving regulated BMS

- If BMS are received live, directly from a harvester operating under the regulated control scheme for growing and harvesting BMS, a copy of the harvest declaration is received, and the declaration is:
  - checked to ensure that the growing area was open at time of harvest;
  - checked to ensure the BMS have been or will be placed under refrigeration within 24 hours of harvest; and
  - kept to allow traceback of the lot to the growing area if there is a problem with the BMS (refer Part **H. Traceability, Inventory and Labelling**).
- Live BMS are checked to ensure:
  - the containers are in a hygienic condition;
  - that they are alive and not damaged; and
  - that they are reasonably free of mud, marine flora, bottom sediment and other foreign matter.
- Live BMS are not accepted if:
  - there is no BMS harvest declaration (if received direct from the BMS harvester) or the information in the declaration or the declaration itself cannot be relied upon;
  - the chilling parameters cannot be met;
  - there is gross contamination;
  - there has been contamination during transport; or
  - there is a high proportion of dead or damaged BMS.
- If the BMS harvest declaration appears to be false or misleading, our verifier is notified.
- If BMS is received from an RMP or business operating under the Food Act, a harvest declaration is not required, as checking this is the responsibility of the supplier.
- Records are kept of each delivery to ensure traceability back to the supplier.
- Temperature checks of shucked BMS meat at time of delivery are only done when there is reason to believe that they are too high. BMS meat should be at the following temperatures on arrival:

- Chilled: -1°C to + 4°C:
- Frozen: -18°C or colder.

2. Storage

- Live BMS are:
  - stored between 5°C and 10°C;
  - protected from drying out (e.g. kept away from high air-flow areas);
  - stored so that they do not come into contact with fresh water/ice;
  - stored so that any fluids or liquids can drain away; and
  - handled carefully to prevent damage to shells.
- Chilled shucked BMS meat is stored between -1°C to + 4°C.
- Frozen BMS is stored at -18°C or colder.

Discarding BMS

- BMS shellstock will be thrown away if:
  - they are dead or damaged;
  - they do not comply with the temperature requirements for reception or storage; or
  - there are any other reasons to suspect that they should not be eaten.

3. Thawing

- The temperature and time combination used for thawing aims for a final temperature of -1°C to 1°C, and ensures that no part of the BMS exceeds 7°C.
- Thawed BMS is held in the chiller until it is ready to be used.

5/6. Hot smoking/cooking (Critical)

- Wood or other material used for smoking doesn't contain any chemicals that could contaminate the BMS (e.g. tanalised timber, paint), and is free from visible fungal and microbial growth.
- BMS is loaded into the cooker/smoker and cooking started without delay.
- BMS is evenly distributed throughout the cooker/smokehouse to help air circulation and even cooking and smoking.
- BMS is cooked to one of the time and temperature combinations in Table 2.1.
- The temperature of the BMS is measured during cooking using a clean and sanitised thermometer probe located at the centre of the thickest part of the BMS located in the coolest part of cooker;
- Cooking is finished when the BMS has reached the internal temperature in the table and is held at that temperature for the time given in Table 2.1.
- The internal BMS temperature and cooking time are recorded for each batch.

Table 2.1 – Cooking time/temperature combinations[1]

Internal temp	Mussels	Other shellfish (worst case)
63°C	6 min	13 min
65°C	2 min 12 sec	6 min
68°C	30 sec	2 min 15 sec
70°C	9 sec	1 min 30 sec
76°C	1 sec	12 sec

- Where smoking is done by the addition of "smoke flavourings", this is carried out in accordance with the flavouring supplier's instructions. These are considered additives and comply with the Food Standards Code standard 1.3.1.

7. Cooling

- The smoked BMS is cooled to 5°C (or below) in less than 6 hours.
  - to achieve this the smoked BMS is cooled from 60°C to 21°C (or room temperature) in less than 2 hours. Then from 21°C (or room temperature) to 5°C (or below) in less than 4 hours.
  - timing the cooling process starts when the BMS gets to 60°C.

- Records are kept of time taken to cool for each batch.
- After cooling, RTE smoked BMS is stored at or below 5°C.

8. Packing ready-to-eat (RTE) smoked BMS

- Personnel carry out an appropriate hygiene routine, including washing their hands prior to handling RTE smoked BMS. Refer to **B. Personnel Health and Hygiene**.
- Personnel use inverted bags or gloves which are changed regularly whenever handling RTE smoked BMS.

- When handling or packing RTE smoked BMS, separation is maintained between raw and RTE BMS by (tick one):

☐ separation by time, ensuring that RTE smoked BMS are not processed until a full clean and sanitisation of product contact surfaces, equipment, utensils and surrounding areas that have been used for raw products has been completed; or

☐ using separation by distance within the processing area, with sufficient distance between raw and RTE smoked BMS processing to ensure no cross contamination, including from splash or aerosols; or

☐ physical separation (i.e. using physically separate processing rooms, equipment and utensils for processing, packing, storing, weighing and displaying raw and RTE smoked BMS).

[1] Bremer and Osborne, 1997

9. Prepare and add ingredients

- Any use-by dates are checked and the ingredient is not used if outside the use by date.
- Ingredients are added following recipes that clearly describe the correct amounts to be used.
- Any ingredients that are allergens are managed to ensure there is no cross contamination to other products or ingredients that do not contain the same allergen.
- There are procedures used to prevent cross contamination between allergenic and non-allergenic ingredients and products (e.g. dedicated containers and utensils for storage and weighing) are:

_____

_____

_____

_____

10. Vacuum sealing and labelling of ready-to-eat, flavoured (RTE) smoked BMS

- Chilled RTE smoked BMS is marked with the date and time it was smoked.
- Chilled RTE smoked BMS is labelled or identified with a use-by date of **5 days or less**, measured from the completion of cooling.
- See also **Q. Product formulation and shelf life** and **I. Traceability, Inventory and Labelling**.

11. Chilling or freezing of packaged product (including retail display)

- RTE smoked BMS on display to retail customers is held at 5°C or colder. The temperatures are checked in the morning and the afternoon.
- RTE smoked BMS is not sold if it is passed its use-by-date.

Dropped BMS

- Every effort is made to avoid dropping BMS.
- If raw BMS in the shell is dropped, it is immediately picked up and assessed to see whether it can be made safe for consumption. If appropriate, it may be washed to achieve this taking care to minimise cross contamination.
- If raw BMS in the shell is dropped in a more highly contaminated area (such in or near drains, high traffic areas or outside of processing areas) it will be downgraded as not fit for human consumption or discarded.
- Dropped raw, shucked BMS meat is not used for human consumption.
- The staff member that handled the dropped BMS will wash their hands before continuing with their duties.
- Any dropped RTE BMS is **not** used for human consumption.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, corrective actions are taken in the event that requirements are not met.

Things to show your verifier

- Name and contact details of the BMS suppliers
- Harvest declarations for BMS received direct from the harvester
- Reception check records
- Batch recipe records
- Temperature control records
- Allergen management records
- Records showing monitoring of control measures at each step
- Records showing monitoring of critical limits at CCP (cooking time and temperature) for each batch
- Corrective actions taken (e.g. if cooking parameters (critical limits) are not met)
- Calibration records
- Traceability records including supplier, lot/batch number, for BMS from a BMS harvester; harvest date and growing area number for each consignment.

Examples of these forms can be found in the RMP Operator Resource Toolkit

3. Risk Factor Identification and Control

K
Know

Useful things to know

- To identify the risk factors (from hazards to human health, wholesomeness, false and misleading labelling) that are reasonably likely to occur at each process step (including all inputs).
- To ensure that appropriate controls are included in the RMP so that products are fit for their intended purpose.

D
Do

Rules you must follow

Risks from hazards to human health

- A hazard analysis and critical control point (CCP) determination has been conducted (see Table 2.2).
- A CCP has been identified (see Table 2.3).
- Good operating practices (GOP) are followed as outlined in the RMP Part 2: Supporting Systems and in Module 2: Hot Smoking of BMS
- All identified hazards are expected to be adequately controlled by the control measures listed in the supporting systems and Tables 2.2 and 2.3.

Risks to wholesomeness

- Risk factors have been identified (see Table 2.4).
- All identified risk factors are expected to be adequately controlled by following good operating practices (GOP) as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table 2.4.

Risks from false and misleading labelling

- Risk factors have been identified (see Table 2.5).
- All identified risk factors are expected to be adequately controlled by following good operating practices (GOP) as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table 2.5.

S
Show

Things to show your verifier

- Completed records of good operating procedures.
- Records showing monitoring of control measures at each step
- Records showing monitoring of CCP's
- Records of validation of CCP's
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

Table 2.2: Hazard analysis and CCP determination for hot smoked BMS

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
1a. Receiving	Live BMS	B – Bacterial or viral pathogens	Pathogens from the marine environment (e.g. *Vibrio* spp., *Salmonella* spp., Norovirus) Pathogens due to contamination of BMS during harvest or transport (e.g. *Salmonella* spp., *Campylobacter jejuni*, *Listeria monocytogenes*)[1]	Yes – Supplier under appropriate regulatory requirement: RMP, RCS or Food Act; BMS Harvest Declaration if received from RCS harvester, confirming BMS taken from an open area/compliant with RCS; BMS refrigerated within 24 hours of harvest.	No	

[1] Cross-contamination during processing is considered to be the major source of *Listeria* in processed seafood product rather than the natural marine environment (Bremmer and Osborne, 1996).

Table 2.2: Hazard analysis and CCP determination for hot smoked BMS

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
		B – Marine biotoxins	Marine biotoxins associated with the marine environment.	Yes – Supplier under appropriate regulatory requirement: RMP, RCS or Food Act; BMS Harvest Declaration if received from RCS harvester, confirming BMS taken from an open area/compliant with RCS.	No	
		C – Chemical residues	Chemical pollutants from harvest areas (e.g. heavy metals)	Yes – Supplier under appropriate regulatory requirement: RMP, RCS or Food Act; BMS Harvest Declaration if received	No	

Table 2.2: Hazard analysis and CCP determination for hot smoked BMS

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
				from RCS harvester, confirming BMS taken from an open area/compliant with RCS.		
1b. Receiving	Chilled or frozen heat shocked BMS meat	B- Bacterial pathogens	Growth of harmful bacteria (e.g *Listeria monocytogenes*) if temperature control not applied.	Supplier under appropriate regulatory requirement: RMP, RCS or Food Act.	No	
2. Chiller or frozen storage	Live BMS/heat shocked BMS meat	B – Bacterial pathogens	Hazard carried over from previous step. Growth of harmful bacteria due to temperature abuse.	Yes – correct storage will minimise microbial growth; hygienic techniques will minimise contamination.	No	

Table 2.2: Hazard analysis and CCP determination for hot smoked BMS

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
3. Thaw/decarton	Frozen heat shocked BMS meat	B – Bacterial pathogens	Hazard carried over from previous step. Growth of harmful bacteria if product temperature gets too high during thawing.	Yes – hygienic processing. Thawing times and temperatures.	No	
4. Shuck	Live BMS	B – Bacterial pathogens	Hazard carried over from previous step.	Yes – hygienic techniques will minimise contamination.	No	
5. Load into smoker/cooker	Raw or heat shocked BMS meat	B – Bacterial pathogens	Hazard carried over from previous step.	Yes – loading without delay and proper temperature control will minimise the growth of microorganisms.	No	

Table 2.2: Hazard analysis and CCP determination for hot smoked BMS

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
6. Smoke/cook	Raw or heat shocked BMS	B – Bacterial pathogens	Hazard carried over from previous step.	Yes – full cook in accordance with Table 2.1 will kill vegetative forms of pathogens e.g. *Salmonella* spp., *L. monocytogenes, Vibrio* spp.	Yes	CCP1
	Smoke	C – Chemical contaminants	e.g. arsenic from tanalised timber sawdust.	Yes – use un-tanalised wood chips, or approved smoke additives according to manufacturer's instructions.	No	
			Presence of polycyclic aromatic hydrocarbons (PAH) from smoke.	No	No	

Table 2.2: Hazard analysis and CCP determination for hot smoked BMS

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
7. Cool	Hot smoked BMS	B – Bacterial pathogens (e.g. *L. monocytogenes*)	Product may be recontaminated after cooking/smoking.	Yes – cooling in accordance with the specified time / temperature parameters. Hygienic post cook handling to prevent recontamination.	No	
8. Pack	Hot smoked BMS	B – Bacterial pathogens	Recontamination from personnel, by environmental bacteria (e.g. *L. monocytogenes*), from other products.	Yes – hygienic practices will prevent contamination of exposed product.	No	
	Oil mixture	B- Bacterial Pathogens	Introduction of pathogens from ingredients (e.g. *Salmonella, B. cereus)*	Yes –Ingredients sourced from a registered supplier;		

Table 2.2: Hazard analysis and CCP determination for hot smoked BMS

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
				H: Receipt of incoming materials.		
12. Chill/freeze/ retail display	Packed product	B – Bacterial pathogens	Growth of pathogens could occur due to temperature abuse.	Yes – correct storage will minimise microbial growth O: Storage.	No	

Table 2.3 – CCP Summary for Hot-smoked BMS

CCP No.	Process step	Hazard	Critical limits	Monitoring procedures / tools	Corrective actions	Verification procedures	Records
1	Smoking and cooking	Bacterial pathogens	Product time /temperatures that will achieve a 6D reduction of *L. monocytogenes* from Table 2.1	Monitor time and temperature at the slowest heating point of the BMS located at the point that is slowest to heat in the cooker. Hold BMS at the required temperature for the required time.	(a) If product still in cook stage - extend cooking time until correct time and temperature combination is achieved. (b) If product has left cook stage, hold as non-conforming product, assess disposition options (e.g. re-work, disposal) Adjust smoker settings.	Reality checks of CCP monitoring and corrective action taking. Review of cooking records. Final product micro testing. Calibration of measuring devices. Internal audits.	Daily CCP monitoring worksheet. Corrective action report. Micro test results. Calibration records. Internal audit reports. External verification reports.

Table 2.4: Summary of identified risk factor and controls related to wholesomeness of hot smoked BMS

Risk factor	Source or cause of risk factor	Control measures for preventing/ minimising the risk factor
Spoilage	Incorrect temperature control.	Temperature control (H: Receipt of Incoming Materials, P: Storage, Module 2 Process Control)
Small shell pieces (e.g. <5mm)	Poor shucking techniques and inspection by supplier.	Inspection and removal of shell pieces during packing, training of staff (C: Personnel competencies and training)
Other foreign objects (e.g. hair, plaster)	Contaminants from personnel.	B: Personnel health and hygiene practices

Table 2.5: Summary of identified risk factor and controls from false or misleading labelling of hot smoked BMS

Risk factor	Source or cause of risk factor	Control measures for preventing/ minimising the risk factor
Incorrect details on labels e.g. • Type of product • Product description • Batch details • Storage and use directions • Warnings	Incorrect label design.	Procedures for ensuring correct label design and compliance with regulatory requirements (I: Traceability, Inventory and Labelling)
	Processing errors, for example: • wrong identification of retail packs • wrong product put in a pre-labelled container. • wrong label or information put on product, (e.g. date, batch number)	Procedures for ensuring correct packaging and labelling of products (I: Traceability, Inventory and Labelling)

Module 3: Hot Smoking of Fish (excluding BMS)

This module is included in the RMP	☐ Yes

1. Additional Scope of the RMP

Intended Consumer

Intended consumer	• Humans (general public). • Not to be sold by wholesale

Intended Use

Intended use of product that leaves RMP	• Ready-to-eat

Regulatory Limits

Regulatory limits	• Food Standards Code – Microbiological limits in food (1.6.1 and Schedule 27)[1]

Column 1	*Column 2 (n)*	*Column 3 (c)*	*Column 4 (m)*	*Column 5 (M)*
Ready-to-eat food in which growth of Listeria monocytogenes will not occur				
Listeria monocytogenes	5	0	10^2cfu/g	-

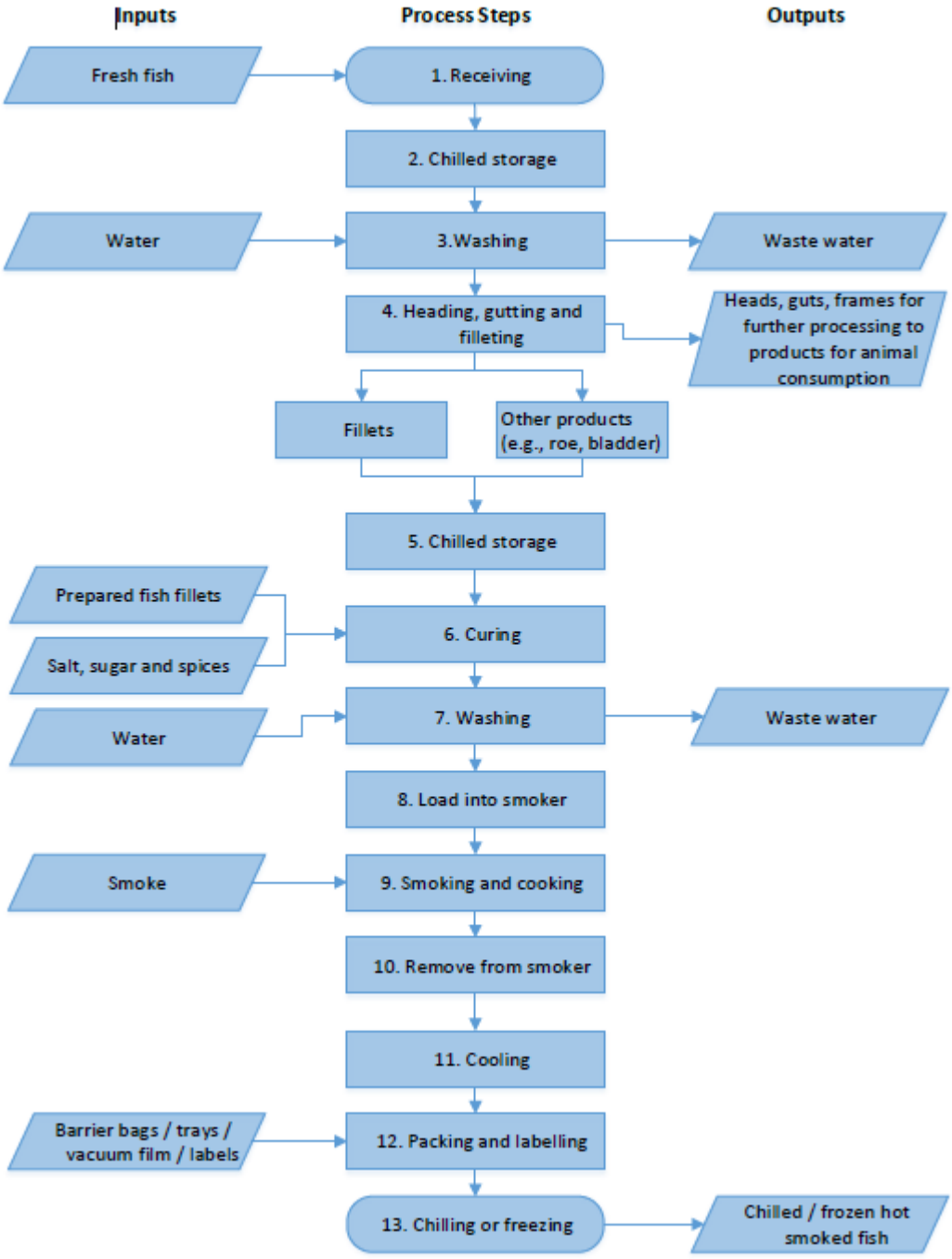
1. (n) = the number of samples that must be tested from a lot/batch
(c) = the number of samples allowed to exceed 'm'
(m) = the acceptable microbiological limit
(M) = the limit which must not be exceeded

	• Food Standards Code – Food additives (1.3.1)
	• Food Standards Code – Contaminants and natural toxicants (1.4.1 and Schedule 19)
Labelling requirements	• Labelling of retail packs (where applied) as specified in the Food Standards Code Part 1.2 • Accompanying information if fish is sold unwrapped or made and packed at the premises as per Food Standards Code 1.2.1—9 • Specific fish and fish labelling requirements as specified in the Food Standards Code 2.2.3

Operator Defined Limits

Operator defined limits	• No viable pathogenic parasites (Anisakis spp) in susceptible species

Generic Process Flow – Hot smoking of fish



2. Process control

Useful things to know

- To ensure that fish is smoked hygienically, using materials that won't impart toxic substances to food, and in ways that prevent the growth of harmful organisms.
- *Listeria monocytogenes* can grow at refrigeration temperatures and is a bacterial pathogen of concern in ready-to-eat fish.
- Scombroid fish species include kahawai, tuna species, kingfish and mackerel.
- To ensure that correct procedures are followed so that RTE smoked fish is safe to consume.

Rules you must follow

1. Receiving regulated fish

- Fish is received from businesses:
  - that are a licensed fish receiver; or
  - with a registered RMP; or
  - with a registered risk-based measure under the Food Act 2014.
- Records are kept of each delivery to ensure traceability back to the supplier.
- Fish are checked on reception to ensure they are properly iced, chilled or frozen with no signs of contamination or deterioration, such as:
  - discolouration;
  - concave, opaque, sunken or discoloured eyes;
  - odour (e.g. putrid, rancid);
  - texture; or
  - gases formed by spoilage bacteria.
- Temperature checks at time of delivery are only done when there is reason to believe that they are too high. If so, the delivery person is asked to make regular checks of subsequent deliveries until the problem is resolved.
- Chilled fish should be at the following temperatures on arrival:
  - chilled fish and fish product: -1°C to + 4°C; and
  - frozen fish: -18°C or colder.

2. Storage

- Chilled fish are stored between -1 and 4°C.
- Products are stored so that cross contamination between raw and cooked/ready-to-eat products is prevented.

3. Washing/Icing

- Water and ice that meets the requirements of E. Water is used for washing fish and any other activities that require the use of water.

4. Heading, gutting and filleting etc

- Gutting, skinning, tailing and filleting is carried out in a way that minimises contamination of the fish flesh.

- Processing waste intended for animal consumption or bait (e.g. fish heads) is handled so that it cannot contaminate food for sale.

7. Curing

- Where possible curing/salting occurs in the chiller.
- Additives and ingredients comply with Food Standards Code - Food additives (1.3.1).
- Any use-by-dates are checked and the ingredient is not used if outside the use-by-date.
- Ingredients are added following the recipes that clearly describe the correct amounts to be used.
- Any ingredients that are allergens are managed to ensure there is no cross contamination to other products or ingredients that do not contain the same allergen.
- The procedures used to prevent cross contamination between allergenic and non-allergenic ingredients and products (e.g. dedicated containers and utensils for storage and weighing) are:

_____

_____

_____

_____

- Length of curing period and maximum acceptable fish temperature during curing: *(enter time and temperature used for each product)*

_____

_____

_____

_____

9. Hot smoking/cooking (Critical)

- Wood or other material used for smoking doesn't contain any chemicals that could contaminate the fish (e.g. tanalised timber, paint) and is free from visible fungal and microbial growth.
- Fish is loaded into the cooker/smoker and cooking started without delay.
- Fish is evenly distributed throughout the cooker/smokehouse to help air circulation and even cooking and smoking.
- Fish is cooked to one of the time and temperature combinations in Table 3.1.
- The temperature of the fish is measured during cooking using a clean and sanitised thermometer probe located at the centre of the thickest part of the fish located in the coolest part of cooker.
- Cooking is finished when the fish has reached the internal temperature in the table and is held at that temperature for the time given in Table 3.1.
- The internal fish temperature and cooking time are recorded for each batch.

Table 3.1: Cooking time/temperature combinations

Internal temp	Salmon/oily fish	Hoki/lean fish
63°C	8 mins 30 sec	4 min 15 sec
65°C	4 mins 30 sec	2min 15 sec
68°C	2 min	1 min
70°C	35 sec	10 sec
75°C	5 sec	2 sec

- Where smoking is done by the addition of "smoke flavourings", this is carried out in accordance with the flavouring supplier's instructions. These are considered additives and must comply with the Food Standards Code standard 1.3.1.

10. Cooling

- The smoked fish is cooled to 5°C (or below) in less than 6 hours.
  - To achieve this the smoked fish is cooled from 60°C to 21°C (or room temperature) in less than 2 hours. Then from 21°C (or room temperature) to 5°C (or below) in less than 4 hours.
- Timing the cooling process starts when the fish gets to 60°C.
- Records are kept of time taken to cool for each batch.
- After cooling, smoked RTE fish is stored at or below 5°C.

Handling ready-to-eat (RTE) smoked fish

- Personnel carry out an appropriate hygiene routine, including washing their hands prior to handling RTE smoked fish. Refer to **B. Personnel Health and Hygiene**.
- Personnel use inverted bags or gloves which are changed regularly whenever handling RTE smoked fish.
- When handling or packing RTE fish, separation is maintained between raw and RTE products by (tick one):

☐ separation by time, ensuring that RTE smoked fish are not processed until a full clean and sanitisation of product contact surfaces, equipment, utensils and surrounding areas that have been used for raw products has been completed

☐ using separation by distance within the processing area, with sufficient distance between raw and RTE smoked fish processing to ensure no cross contamination, including from splash or aerosols

☐ physical separation (i.e. using physically separate processing rooms, equipment and utensils for processing, packing, storing, weighing and displaying raw and RTE smoked fish)

12. Packing and labelling ready-to-eat (RTE) smoked fish

- Chilled RTE fish is labelled or identified with the date and time it was smoked.
- Chilled RTE fish is labelled or identified with a use-by date of **5 days or less**, measured from the completion of cooling.

- See also **Q. Product formulation and shelf life** and **I. Traceability, Inventory and Labelling**.

13. Chilling/Freezing ready-to-eat (RTE) smoked fish (including retail display)

- Fish on display to retail customers is held at 5°C or colder. The temperatures are checked in the morning, and the afternoon.
- Marketing devices, signs or other decorations that contact product are used in a way that prevents cross contamination of products and are cleaned and sanitised daily.
- RTE smoked fish that is not packaged (e.g. is displayed in trays), has a sign clearly describing the product to the customer. See also **I. Traceability, Inventory and Labelling.**
- When handling RTE smoked fish, care is taken to avoid cross contamination from other products, surfaces, and the cash till or EFTPOS unit.
- RTE smoked fish is not sold if it is passed its use-by-date.
- Preventing cross contamination is done by (tick which applies):

☐ Storing raw product so that cross contamination with cooked product cannot occur e.g. never storing raw product above cooked product.

☐ Using separate utensils for cooked and raw product.

☐ Washing and sanitising utensils before using on cooked product.

☐ Staff washing their hands or changing gloves between handling raw and cooked product.

Dropped fish

- Every effort is made to avoid dropping fish.
- If raw fish is dropped, it is immediately picked up and assessed to see whether it can be made safe for consumption. If appropriate, it may be washed and trimmed to achieve this taking care to minimise cross contamination.
- If raw fish is dropped in a more highly contaminated area (such in or near drains, high traffic areas or outside of processing areas) it will be downgraded as not fit for human consumption or discarded.
- Small pieces of dropped raw fish are not used for human consumption.
- The staff member that handled the dropped fish will wash their hands before continuing with their duties.
- Knives and any other equipment used for trimming dropped fish are washed prior to use on other tasks.
- Any dropped RTE smoked fish is **not** used for human consumption.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, corrective actions are taken if the requirements are not met.

S

Show

Things to show your verifier

- Name and contact details of the raw material suppliers
- Reception check records
- Batch recipe records
- Temperature control records
- Allergen management records
- Records showing monitoring of control measures at each step
- Records showing monitoring of critical limits at CCP (cooking time and temperature) for each batch
- Corrective actions taken (e.g. if cooking parameters (critical limits) are not met)
- Calibration records
- Traceability records.

Examples of these forms can be found in the RMP Operator Resource Toolkit

3. Risk Factor Identification and Control

K
Know

Useful things to know

- To identify the risk factors (from hazards to human health, wholesomeness, false and misleading labelling) that are reasonably likely to occur at each process step (including all inputs).
- To ensure that appropriate controls are included in the RMP so that products are fit for their intended purpose.

D
Do

Rules you must follow

Risks from hazards to human health

- A hazard analysis and critical control point (CCP) determination has been conducted (see Table 3.2).
- A CCP has been identified (see Table 3.3).
- Good operating practices (GOP) are followed as outlined in the RMP Part 2: Supporting Systems and in Module 3: Hot Smoking of Fish
- All identified hazards are expected to be adequately controlled by the control measures listed in the supporting systems and Tables 3.2 and 3.3.

Risks to wholesomeness

- Risk factors have been identified (see Table 3.4).
- All identified risk factors are expected to be adequately controlled by following good operating practices (GOP) as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table 3.4.

Risks from false and misleading labelling

- Risk factors have been identified (see Table 3.5).
- All identified risk factors are expected to be adequately controlled by following good operating practices (GOP) as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table 3.5.

S
Show

Things to show your verifier

- Completed records of good operating procedures.
- Records showing monitoring of control measures at each step
- Records showing monitoring of CCP's
- Records of validation of CCP's
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

Table 3.2: Hazard analysis and CCP determination for hot smoked fish

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
1. Receiving	Chilled or frozen fish	B – Bacterial pathogens (e.g. *Salmonella* spp., *Listeria monocytogenes*)	Associated with contamination after catching[1].	Yes - Supplier under appropriate regulatory requirement: RMP, RCS or Food Act; Checking for visible ice, product temperatures and for visible contamination, and rejection of non-complying fish will minimise contamination.	No	

[1] Fish may be contaminated after catching through the use of unclean equipment and containers, and through exposure to environmental contaminants such as dust, dirt, and bird droppings.

Table 3.2: Hazard analysis and CCP determination for hot smoked fish

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
		B – Pathogenic parasites (e.g. Anisakis)	May be present in susceptible species[1].	No	No	
		C – Histamine in scombroid species (e.g. jack mackerel, kahawai, tuna species)	May be present due to improper handling and temperature control[2].	Yes – checking of product temperatures and for deterioration, and rejection of non-complying fish will minimise the occurrence of fish with high levels of histamine being processed.		

[1] Anisakid nematodes are known to occur in New Zealand fish such as barracouta and jack mackerel, and there has been at least one reported case of illness in New Zealand due to this parasite (Fletcher, 1996)

[2] Histamine is the toxin responsible for this type of poisoning. When fish are improperly handled and temperature abused certain bacteria breakdown histidine in fish tissue to histamine. Most New Zealand incidents of scombroid poisoning are due to the consumption of smoked fish.

Table 3.2: Hazard analysis and CCP determination for hot smoked fish

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
2. Chilled or frozen storage	Fish	B – Bacterial pathogens	Hazard carried over from previous step	Yes – correct storage will minimise microbial growth; hygienic techniques will minimise contamination.	No	
		B – Pathogenic parasites (e.g. Anisakis)	Hazard carried over from previous step.	No		
3. Wash	Chilled fish	B – Bacterial pathogens	Hazard carried over from previous step.	Yes – correct storage will minimise microbial growth; hygienic techniques will minimise contamination.	No	
		B – Pathogenic parasites (e.g. Anisakis)	Hazard carried over from previous step.	No		
4. Gut/fillet	Chilled fish	B – Bacterial pathogens	Hazard carried over from previous step.	Yes – hygienic techniques will minimise contamination.	No	

Table 3.2: Hazard analysis and CCP determination for hot smoked fish

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
		B – Pathogenic parasites (e.g. Anisakis)	Hazard carried over from previous step.	Yes – quick and hygienic removal of the gut will remove most of the Anisakis that may be present in the fish.	No	
5. Chilled storage	Raw fish	B – Pathogenic bacteria	Hazard carried over from previous step. Growth of harmful bacteria if fish temperature gets too high.	Yes – proper temperature control will prevent or minimise the growth of microorganisms.	No	

Table 3.2: Hazard analysis and CCP determination for hot smoked fish

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
6. Cure	Raw product	B – Bacterial pathogens	Hazard carried over from previous step. Growth of harmful bacteria if fish temperature gets too high.	Yes – proper temperature control will prevent or minimise the growth of microorganisms.	No	
		B – Pathogenic parasites (e.g. Anisakis)	Hazard carried over from previous step.	No		
	Ingredients	B – Spore forming bacteria, bacterial pathogens	Introduced from spices.	Yes - ingredients purchased from reputable suppliers; G: Receipt of Incoming Materials	No	
8. Load into cooker/smoker	Raw product	B – Bacterial pathogens	Hazard carried over from previous step.	Yes – loading without delay and proper temperature	No	

Table 3.2: Hazard analysis and CCP determination for hot smoked fish

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
				control will prevent or minimise the growth of microorganisms.		
		B – Pathogenic parasites	Hazard carried over from previous step.	No.		
9. Smoke/cook	Raw product	B – Bacterial pathogens	Hazard carried over from previous step.	Yes, full cook in accordance with Table 3.1 will kill vegetative forms of pathogens e.g. *Salmonella* spp. and *L. monocytogenes*.	Yes	CCP1
		B – Pathogenic parasites	Hazard carried over from previous step.	Yes, full cook will kill Anisakis.		
	Smoke	C – Chemical contaminants	e.g. arsenic from tanalised timber sawdust.	Yes – use un-tanalised wood chips, or approved smoke additives according to manufacturer's instructions.	No	

Table 3.2: Hazard analysis and CCP determination for hot smoked fish

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
			Presence of polycyclic aromatic hydrocarbons (PAH) from smoke.	No	No	
11. Cool	Hot smoked fish	B – Bacterial pathogens (e.g. *L. monocytogenes, Bacillus cereus*, *Clostridium* spp)	Product may be recontaminated after cooking/smoking. Spore formers may germinate and multiply if cooling too slow.	Yes – cooling in accordance with specified time / temperature parameters. Hygienic post cook handling to prevent recontamination.	No	
12. Packing	Hot smoked fish	B – Bacterial pathogens	Recontamination from personnel, by environmental bacteria (e.g. *L. monocytogenes*), from other products.	Yes –hygienic practices of exposed product. Effective separation of raw and cooked product, equipment, surfaces, personnel.	No	

Table 3.2: Hazard analysis and CCP determination for hot smoked fish

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
	Packaging	None identified	Suitable for food contact.	Yes - I: Packaging, Packing and Re-packing.		
12. Label	Packaged product	None		Yes - RTE fish is labelled or identified with a use-by date of **5 days or less**, measured from the completion of cooling.	No	
13. Chill/freeze/ retail display	Packaged product	None		Yes –temperature control during storage and display will minimise the growth of any microorganisms; Yes – hygienic handling of exposed product to prevent recontamination; Effective separation of raw and cooked product.	No	

Table 3.3: CCP summary for Hot-smoked Fish

CCP No.	Process step	Hazard	Critical limits	Monitoring procedures / tools	Corrective actions	Operator Verification	Records
1	Smoking and cooking	Bacterial pathogens Parasites	Product time /temperatures that will achieve a 6D reduction of *L. monocytogenes* from Table 3.1	Monitor time and temperature at the slowest heating point of the fish located at the point that is slowest to heat in the cooker. Hold fish at the required temperature for the required time.	(a) If product still in cook stage - extend cooking time until correct time and temperature combination is achieved. (b) If product has left cook stage, hold as non-conforming product, assess disposition options (e.g. re-work, disposal) Adjust smoker settings.	Reality checks of CCP monitoring and corrective action taking. Review of cooking records. Final product micro testing. Calibration of measuring devices. Internal audits.	Daily CCP monitoring worksheet. Corrective action report. Micro test results. Calibration records. Internal audit report. External verification reports.

Table 3.4: Summary of identified risk factor and controls related to wholesomeness of hot smoked fish

Risk factor	Source or cause of risk factor	Control measures for preventing/ minimising the risk factor
Spoilage	Incorrect temperature control.	Temperature control (H: Receipt of Incoming Materials, P: Storage, Module 3 Process Control)
Bones in fillets, scales in fish.	Poor filleting and scaling techniques.	Training of staff (C: Personnel competencies and training)
Other foreign objects (e.g. hair, plaster)	Contaminants from personnel.	B: Personnel health and hygiene practices
Pest damaged or contaminated product	Insects and other pests.	M: Pest Control

Table 3.5: Summary of identified risk factor and controls from false or misleading labelling of hot smoked fish

Risk factor	Source or cause of risk factor	Control measures for preventing/ minimising the risk factor
Incorrect or missing details on labels or accompanying information e.g. • Type of product • Product description • Lot ID • Directions for use • Storage directions • Use-by-date • Allergens	Incorrect label design	Procedures for ensuring correct label or accompanying information content and compliance with regulatory requirements (I: Traceability, inventory and labelling)
	Label application errors, for example: • wrong identification of retail packs • wrong product put in a pre-labelled container • wrong label or information put on product, (e.g. date, batch number)	Procedures for ensuring correct packaging and labelling of products (I: Traceability, inventory and labelling)

Module 4: Live Bivalve Molluscan Shellfish (BMS) in Wet Display Units

This module is included in the RMP	☐ Yes

1. Additional Scope of the RMP

Intended Consumer

Intended consumer	• Humans (general public)

Intended Use

Intended use of product that leaves RMP	• For further cooking

Regulatory Limits

Regulatory limits	• Food Standards Code – Microbiological limits in food (1.6.1)

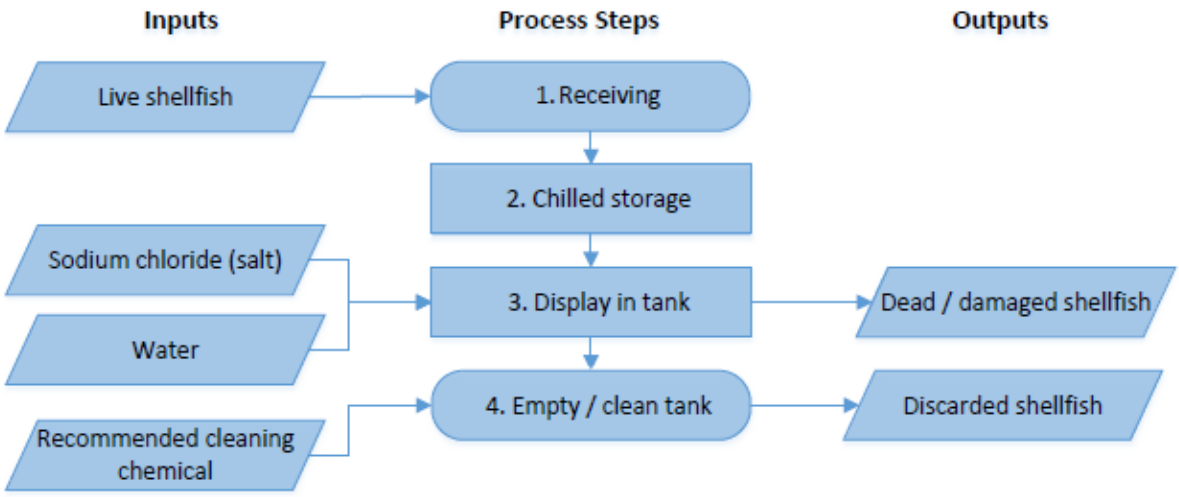
Column 1	*Column 2 (n)*	*Column 3 (c)*	*Column 4 (m)*	*Column 5 (M)*
Bivalve molluscs, other than scallops				
Escherichia coli	5	1	2.3/g	7/g

1. (n) = the number of samples that must be tested from a lot/batch
   (c) = the number of samples allowed to exceed 'm'
   (m) = the acceptable microbiological limit
   (M) = the limit which must not be exceeded

- Animal Products Notice: Regulated Control Scheme – Bivalve Molluscan Shellfish for Human Consumption maximum permissible levels for marine biotoxins in the edible portion
  - Paralytic Shellfish Poison (PSP); 0.8 mg saxitoxin dihydrochloride equivalent per kg
  - Amnesic Shellfish Poison (ASP); 20 mg domoic acid per kg
  - Neurotoxic Shellfish Poison (NSP); 0.8 mg brevetoxin-2 equivalent per kg
  - Diarrhetic Shellfish Poison (DSP); 0.16 mg of okadaic acid equivalent per kg
  - Azaspiracid Shellfish Poison (AZP); 0.16 mg of azaspiracid equivalent per kg

Labelling requirements	• Labelling of retail packs (where applied) in the Food Standards Code Part 1.2 • Accompanying information if BMS is sold unwrapped or made and packed at the shop in Food Standards Code Part 1.2.1 – 9

Generic Process Flow – Live BMS



2. Process Control

Useful things to know

- To ensure that live BMS (e.g. mussels, clams) are handled in a safe and hygienic way.
- Live BMS need to be stored at a temperature of between 5°C and 10°C and kept moist.
- Temperatures below 5°C can kill live BMS.
- Contact with fresh water (including ice) and damaging their shells can kill BMS.
- There is signage available on the MPI website that can be used to advise consumers to thoroughly cook their shellfish:
  - Poster (www.mpi.govt.nz/dmsdocument/54772)
  - Point of sale notice (www.mpi.govt.nz/dmsdocument/54769)

Rules you must follow

1. Receiving regulated live BMS

- If BMS are received directly from a harvester operating under the regulated control scheme for the growing and harvesting of BMS, a copy of the harvest declaration is received, and the declaration is:
  - checked to ensure that the growing area was open at time of harvest;
  - checked to ensure the BMS have been or will be placed under refrigeration within 24 hours of harvest; and
  - kept to allow traceback of the lot to the growing area if there is a problem with the BMS (refer **I. Traceability, Inventory and Labelling**).
- If BMS is received from an RMP or business operating under the Food Act, a harvest declaration is not required, as checking this is the responsibility of the supplier.
- Live BMS are checked to ensure:
  - the containers are in a hygienic condition;
  - that they are alive and not damaged;
  - that they are reasonably free of mud, marine flora, bottom sediment and other foreign matter.
- Live BMS are not accepted from a BMS harvester if:
  - there is no BMS harvest declaration (if received direct from the BMS harvester) or the information in the declaration or the declaration itself cannot be relied upon; or
  - there is gross contamination; or
  - there has been contamination during transport; or
  - there is a high proportion of dead or damaged BMS.

- If the BMS harvest declaration appears to be false or misleading, our verifier is notified.

2. Storage and handling of live BMS

- Live BMS are:
  - stored between 5°C and 10°C;
  - protected from drying out (e.g. kept away from high air-flow areas);
  - stored so that they do not come into contact with fresh water/ice;
  - stored so that any fluids or liquids can drain away; and
  - handled carefully to prevent damage to shells.

3. Display units for live BMS

- The display unit for live BMS:
  - is operated following the manufacturer's instructions; and
  - is cleaned at the frequency and only using chemicals recommended by the unit manufacturer; and
  - has the water changed regularly to remove material flushed from BMS and to maintain water quality; and
  - has the water salinity maintained at 3.3%, using a solution prepared with 33g of salt per litre (1000mL) of water. (Seawater is not used unless it is covered under F: Water).

- Records are kept of dates cleaned and amount of salt added.
- Signage is displayed to inform customers to cook before eating.
- The cleaning procedures and cleaning frequencies for the display unit are:

_____

_____

_____

4. Discarding BMS

- BMS will be thrown away if:
  - they are dead or damaged;
  - they do not comply with the temperature requirements for reception, storage or display;
  - the display water has not been changed regularly; or
  - there are any other reasons to suspect that they should not be eaten.

Monitoring for Operator Verification

- Live BMS display units are monitored regularly to:
  - ensure the water temperature is kept between 5°C and 10°C;
  - remove any dead or damaged BMS;

- Compliance with these procedures is checked at least _____ by the responsible person.

- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- Name and contact details of the BMS suppliers
- Harvest declarations for BMS received direct from the harvester
- Reception check records
- Temperature control records
- Records showing monitoring of control measures at each step
- Corrective actions taken (e.g. if temperatures too warm)
- Traceability records including supplier, lot/batch number, harvest date and growing area number for each consignment
- Signage for BMS that needs cooking.
- Cleaning records for the display unit

Examples of these forms can be found in the RMP Operator Resource Toolkit

3. Risk Factor Identification and Control

K

Know

Useful things to know

- To identify the risk factors (from hazards to human health, wholesomeness, false and misleading labelling) that are reasonably likely to occur at each process step (including all inputs).
- To ensure that appropriate controls are included in the RMP so that products are fit for their intended purpose.

D

Do

Rules you must follow

Risks from hazards to human health

- A hazard analysis and critical control point (CCP) determination has been conducted (see Table 4.1).
- No CCP's have been identified.
- Good operating practices (GOP) are followed as outlined in the RMP Part 2: Supporting Systems and in Module 4: Live BMS in Wet Display Tanks
- All identified hazards are expected to be adequately controlled by the control measures listed in the supporting systems and Tables 4.1.

Risks to wholesomeness

- Risk factors have been identified (see Table 4.2).
- All identified risk factors are expected to be adequately controlled by following good operating practices (GOP) as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table 4.2.

Risks from false and misleading labelling

- Risk factors have been identified (see Table 4.3).
- All identified risk factors are expected to be adequately controlled by following good operating practices (GOP) as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table 4.3.

S

Show

Things to show your verifier

- Completed records of good operating procedures.
- Records showing monitoring of control measures at each step
- Records showing monitoring of CCP's
- Records of validation of CCP's
- Any problems detected and corrective action taken. Refer to **O. Corrective Action**.

Table 4.1: Hazard analysis and CCP determination for live BMS

Process step	Input	Hazard reasonably likely to be introduced by input	Impact of process step on existing hazards or introduction of new hazards	Control measures to prevent, minimise or eliminate hazard	CCP No.
1. Receiving	Live BMS	B – Bacterial or viral pathogens	Pathogens from the marine environment (e.g. *Vibrio* spp., *Salmonella* spp., Norovirus) Pathogens due to contamination of BMS during harvest or transport (e.g. *Salmonella* spp., *Campylobacter jejuni*, *Listeria monocytogenes*)[1]	Yes – Supplier under appropriate regulatory requirement: RMP, RCS or Food Act; BMS Harvest Declaration if received from RCS harvester, confirming BMS taken from an open area/compliant with RCS; BMS under refrigeration within 24 hours of harvest.	No
		B – Marine biotoxins	Marine biotoxins associated with the marine environment.	Yes – Supplier under appropriate regulatory requirement: RMP, RCS or Food Act; BMS Harvest Declaration if received from RCS harvester, confirming BMS taken from an open area/compliant with RCS.	No

[1] Cross-contamination during processing is considered to be the major source of *Listeria* in processed seafood product rather than the natural marine environment (Bremmer and Osborne, 1996).

Table 4.1: Hazard analysis and CCP determination for live BMS

Process step	Input	Hazard reasonably likely to be introduced by input	Impact of process step on existing hazards or introduction of new hazards	Control measures to prevent, minimise or eliminate hazard	CCP No.
		C – Chemical residues	Chemical pollutants from harvest areas (e.g. heavy metals)	Yes – Supplier under appropriate regulatory requirement: RMP, RCS or Food Act; BMS Harvest Declaration if received from RCS harvester, confirming BMS taken from an open area/compliant with RCS.	No
2. Chilled storage	Live BMS	B- Bacterial pathogens	Growth of harmful bacteria due to temperature abuse	Yes - Stored between 5-10°C.	
3. Display	Live BMS	B – Bacterial pathogens	Growth of harmful bacteria due to temperature abuse	Yes - Water temperature kept between 5-10°C.	
			Presence of dead or damaged BMS	Checking harvest date prior to display. Regular emptying and cleaning of tanks. Daily checks to remove damaged or dead BMS.	

Table 4.2: Summary of identified risk factor and controls related to wholesomeness of live BMS

Risk factor	Source or cause of risk factor	Control measures for preventing/ minimising the risk factor
Spoilage	Incorrect temperature control.	Temperature control (G: Receipt of Incoming Materials, O: Storage, Module 4 Process Control)
Other foreign objects (e.g. hair, plaster, pests)	Contaminants from personnel.	B: Procedures for personnel health and hygiene practices M: Pest control

Table 4.3: Summary of identified risk factor and controls from false or misleading labelling of live BMS

Risk factor	Source or cause of risk factor	Control measures for preventing/ minimising the risk factor
Incorrect details on any accompanying signage e.g. • Type of product • Storage and directions of use (e.g. required to be cooked before consumption) • Batch details	Incorrect label or signage content (e.g. date, batch identification.	Procedures for ensuring correct signage content or label design and compliance with regulatory requirements. Signage to inform customers to cook before eating.

Module 5: Meat at Stalls

This module is included in the RMP	☐ Yes

1. Additional Scope of the RMP

Intended Consumer

Intended consumer	• General public

Intended Use

Intended use of product that leaves RMP	• Ready to eat • As an ingredient for further cooking

Regulatory Limits

Regulatory limits

- Food Standards Code – Microbiological limits in food (1.6.1)

Column 1	*Column 2 (n)*	*Column 3 (c)*	*Column 4 (m)*	*Column 5 (M)*
Packaged cooked cured/salted meat				
Coagulase-positive staphylococci	5	1	10^2/g	10^3/g
Salmonella	5	0	not detected in 25 g	-
All comminuted fermented meat which has not been cooked during the production process				
Coagulase-positive staphylococci	5	1	10^3/g	10^4/g
Escherichia coli	5	1	3.6/g	9.2/g
Salmonella	5	0	not detected in 25 g	-
Ready-to-eat food in which growth of *Listeria monocytogenes* can occur				
Listeria monocytogenes	5	0	not detected in 25 g	-
Ready-to-eat food in which growth of *Listeria monocytogenes* will not occur				
Listeria monocytogenes	5	0	10^2cfu/g	

1. (n) = the number of samples that must be tested from a lot/batch
   (c) = the number of samples allowed to exceed 'm'
   (m) = the acceptable microbiological limit
   (M) = the limit which must not be exceeded

Other regulatory requirements specific to product	• Food Standards Code – Food additives (1.3.1) • Food Standards Code – Meat and Meat Products (2.2.1) – Food sold as sausage must contain no less than 500g/kg of fat free meat flesh; and The fat-free meat flesh must have no more than 500g/kg fat content. – A food that is sold as a dried meat must be dried to a water activity of no more than 0.85. – A food that is sold as cured and/or dried meat flesh in whole cuts or pieces must contain not less than 160 g/kg of meat protein on a fat free basis. – A food that is sold as manufactured meat must contain not less than 660 g/kg of meat. – A food that is sold as processed meat must contain not less than 300 g/kg of meat.
Labelling requirements	• Labelling of retail packs as specified in the Food Standards Code Part 1.2 • Specific meat and meat product labelling requirements as specified in the Food Standards Code (2.2.1)

Processes and Activities

The RMP covers the following processes and activities for meat at a stall: (tick all applicable processes or activities)	
☐	Transport of pre-packaged meat and raw meat intended for cooking at a stall
☐	Storage of pre-packaged meat and raw meat intended for cooking at a stall
☐	Display and sale of pre-packaged meat at a stall
☐	Cooking of raw meat and selling cooked product at a stall.

Inputs and Outputs

Inputs	• Primal cuts and smallgoods for human consumption • Packaging
Outputs	• Cooked meat products for immediate consumption • Meat products for further cooking • Ready-to-eat meat products

2. Process Control

Useful things to know

Know

- To enable dual operator butchers to sell pre-packaged raw, processed and ready-to-eat regulated meat products from stalls.

Rules you must follow

Do

Design and construction of facilities and equipment

- Stall facilities and equipment are designed, constructed and maintained as per **E. Design, Construction and Maintenance of Buildings, Facilities and Equipment** including:
  - being used exclusively for the purpose of the food business (this includes any chillers and freezers where meat is stored at the home base);
  - not being used to store food or other meat not associated with the business (e.g. homekill, recreational catch or food for personal use); and
  - not being used for any purpose which is likely to contaminate or adversely affect the meat.

Trading location

- The trading location does not provide a source of contamination.
- A record of all trading locations and times is kept

Water

- The water source is suitable for cleaning, personnel hygiene and if necessary, ice during storage, transport and at the stall.

Cleaning and sanitation

- There is a specific cleaning and sanitation procedure for the stall and equipment. Refer **G. Cleaning and sanitation**.

Sourcing meat

- All regulated meat not own-sourced comes from a business that operates a current RMP.
- All suppliers of meat are recorded. See **H. Receipt of incoming materials**.

Transporting meat

- Containers used to store/transport meat have not previously, and do not currently, contain, anything that could contaminate the packaged meat (e.g. petrol or other chemicals).
- All foods (meat and non-meat) are stored in a way that prevents contamination (e.g. securely wrapped/covered).
- Parts of the vehicle and containers used to transport meat are kept clean.
- Animals are prevented from coming into contact with packaged meat.

- Products not requiring temperature control are transported in accordance with manufacturers' instructions.
- Temperatures are taken before and after transport.
- Chilled meat is transported at or below 5°C by using (tick which applies):

☐ portable temperature-controlled equipment

☐ chilly bins and ice packs/ice to maintain temperature

☐ another method (describe below):

_____

- Frozen meat is transported hard frozen by using (tick which applies):

☐ portable temperature-controlled equipment

☐ chilly bins and ice packs/ice to maintain temperature

☐ another method (describe below):

_____

Chilled meat storage and display

- Storage and display units at stalls hold chilled meat at or below 5°C.
- Meat is not stored with food that is not part of the business.
- Chilled meat in display units is not stacked above the load line indicated on the unit by the manufacturer.
- Chilled meat on display is shielded from the sun.
- A thermometer is used to measure the temperature of chilled meat. This is done by (tick which applies):

☐ placing the probe between packs of meat

☐ placing the probe in a container of water stored with the meat.

☐ placing the probe in a cube of jelly stored with the meat

☐ using an infra-red thermometer on the pack surface

☐ another method (describe below):

_____

- Temperatures of chilled meat are taken and recorded during display (e.g. at lunchtime and before packing up).

Frozen meat storage and display

- Storage and display units at stalls hold frozen meat at or below -12°C.
- Frozen meat remains frozen solid (e.g. at or below -6°C).
- Meat is not stored with food that is not part of the business.
- Frozen meat in display units is not stacked above the load line indicated on the unit by the manufacturer.
- Frozen meat on display is shielded from the sun.
- Temperatures or condition of frozen meat is checked and recorded during display (e.g. at lunchtime and before packing up).
- Frozen meat that is thawed should not be re-frozen.
- Staff have access to ingredients lists (where applicable) to answer any questions about allergens in the meat products.

Ready to eat product storage and display

- Ready-to-eat/cooked products must be kept separate from uncooked product to prevent contamination.
- Separation should consider containers, display, equipment, and handling.

Stock rotation

- Old stock is used before new stock.
- Meat is regularly checked to make sure it is within its 'best before' or 'use by' dates.
- Chilled meat is not frozen after its 'best before' or 'use by' dates.

Cooking meat at a market stall

- Meat needs to be cooked because:
  - heating meat to a specific temperature and holding it at that temperature long enough to kill the harmful microbes that can make people sick;
  - heating meat evenly (preventing cold spots) to make sure all active/growing microbes are killed.
- Higher-risk meats (e.g. minced meats, poultry, and liver) need to be thoroughly cooked right through, because the manufacturing process can distribute microbes throughout the product.
- Ways of checking that higher-risk meats are cooked are:
  - checking periodically through the day that product is cooked by cutting products open;
  - establishing temperature and time combinations as illustrated in Table 5.1: Time/temperature combinations for cooking high risk meats at stalls. Ensure the thermometer is cleaned between measurements (e.g. alcohol wipe) especially if using the same thermometer for raw and cooked temperature measurements.

Table 5.1: Time/temperature combinations for cooking high risk meats at stalls

Minimum internal product temperature °C	Minimum time at internal temperature (minutes)
65	10
66	7
67	6
68	4
69	3
70 - 72	2
73 and above	1

- Products that are cooked at the stall (tick which applies):

☐ sausages and burgers (e.g. minced meat or comminuted meat products)

☐ whole muscle cuts (e.g. steak, chops)

☐ processed meats (e.g. bacon)

☐ other (describe below):

_____

- Other pre-prepared food served with cooked products (tick which applies):

☐ bread/rolls

☐ salad (e.g. lettuce, tomatoes, beetroot etc)

☐ condiments/sauces

☐ other (describe below):

_____

Preventing cross contamination at the stall is done by (tick which applies):

☐ using separate utensils for cooked and raw meat

☐ washing and sanitising utensils before using on cooked meat or food

☐ using separate storage contains for cooked and raw meat or food

☐ staff washing their hands after handling raw meat and before handling cooked meat or food

☐ any raw non-meat ingredients are handled to prevent cross contamination

☐ unwrapped raw meat intended for cooking is handled in a way that prevents cross contamination

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____ by the responsible person.
- Records are reviewed at least _____by the responsible person to ensure the requirements are met, all records have been kept and are clear to read, corrective actions are taken in the event that requirements are not met.

S

Show

Things to show your verifier

- Completed training forms.
- Completed cleaning schedules.
- Completed temperature records.
- Demonstrate how staff cook higher-risk foods.
- Demonstrate how staff prevent cross contamination.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

3. Risk Factor Identification and Control

K
Know

Useful things to know

- To identify the risk factors (from hazards to human health, wholesomeness, false and misleading labelling) that are reasonably likely to occur at each process step (including all inputs).
- To ensure that appropriate controls are included in the RMP so that products are fit for their intended purpose.

D
Do

Rules you must follow

Risks from hazards to human health

- A hazard analysis and critical control point (CCP) determination has been conducted (see Table 5.2).
- No CCP's have been identified.
- Good operating practices (GOP) are followed as outlined in the RMP Part 2: Supporting Systems and in Module 5: Meat at Stalls.
- All identified hazards are expected to be adequately controlled by the control measures listed in the supporting systems and Tables 5.2.

Risks to wholesomeness

- Risk factors have been identified (see Table 5.3).
- All identified risk factors are expected to be adequately controlled by following good operating practices (GOP) as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table 5.3.

Risks from false and misleading labelling

- Risk factors have been identified (see Table 5.4).
- All identified risk factors are expected to be adequately controlled by following good operating practices (GOP) as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table 5.4.

S
Show

Things to show your verifier

- Completed records of good operating procedures.
- Records showing monitoring of control measures at each step.

Table 5.2: Hazard analysis and CCP determination for meat at stalls

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
1. Transport	All products	B – Bacterial pathogens	Temperature abuse may cause harmful bacteria to multiply.	Yes – GOP: Cleanliness of vehicle. Correct load-out temperatures. Effective refrigeration	No	
2. Storage	All products	B – Bacterial pathogens	Temperature abuse may cause harmful bacteria to multiply.	Yes – GOP: Effective refrigeration.	No	
3. Fully cook	Raw high-risk meat products	B – Bacterial pathogens	Proper cooking reduces harmful bacteria. Harmful bacteria could survive due to inadequate cooking.	Yes - Critical for all cooked products: Compliance to established cooking parameters for time and internal product temperature. Post cook handling to prevent recontamination	No	

Table 5.2: Hazard analysis and CCP determination for meat at stalls

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
4. Display/ retail sale	Cooked or ready-to-eat products	B – Bacterial pathogens	Recontamination from personnel, by environmental bacteria (e.g. *L. monocytogenes*), from other products.	Yes – GOP: Hygienic handling of exposed product Post cook handling to prevent recontamination Effective separation of raw and cooked product	No	
	All products	B – Bacterial pathogens	Temperature abuse may cause harmful bacteria to multiply.	Yes – GOP: Effective refrigeration.	No	
5. Slice/ portion	Cooked or ready-to-eat products	B – Bacterial pathogens	Recontamination from personnel, by environmental bacteria (e.g. *L. monocytogenes*), from other products.	Yes – GOP: Hygienic handling of exposed product Post cook handling to prevent recontamination Effective separation of raw and cooked product	No	

Table 5.2: Hazard analysis and CCP determination for meat at stalls

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
6. Weigh/ label	Cooked or ready-to-eat products	B – Bacterial pathogens	Recontamination from personnel, by environmental bacteria (e.g. *L. monocytogenes*), from other products.	Yes – GOP: Hygienic handling of exposed product Post cook handling to prevent recontamination Effective separation of raw and cooked product	No	
	Products with non-meat ingredients	C - Allergens	Some ingredients may contain allergens that cause reactions in some people	Yes – GOP: Labelling of products that may contain allergens	No	
	Raw product		Temperature abuse may cause harmful bacteria to multiply.	Yes – GOP: Cleanliness of vehicle. Correct load-out temperatures. Effective refrigeration	No	

Table 5.3: Summary of identified risk factor and controls related to wholesomeness of meat at stalls

Risk factor	Source or cause of risk factor	Control measures for preventing/ minimising the risk factor
Spoiled product	Incorrect temperature control	Temperature control
	Extended storage time	Stock rotation
Pest damaged or contaminated product	Insects and other pests	Pest control

Table 5.4: Summary of identified risk factor and controls from false or misleading labelling of meat at stalls

Risk factor	Source or cause of risk factor	Control measures for preventing/ minimising the risk factor
Incorrect claims, for example: • species • meat cut Incorrect dates	Incorrect label design	Procedures for ensuring correct label design and compliance with regulatory requirements
	Processing errors, for example: • wrong identification of retail packs • wrong product put in a pre-labelled container • wrong label or information put on product, (e.g. date, batch number)	Procedures for ensuring correct packaging and labelling of products