**RMP Operator Resource Toolkit**

This toolkit contains example forms and procedures designed as additional resources to use with your template or custom Risk Management Programme (RMP). The toolkit may be particularly useful for new RMP operators.

In this toolkit, you will find a set of Generic Forms which can be used across different animal product sectors, as well as a set of Sector Specific Forms (e.g. for Eggs, Bee Products, etc.). These are colour coded for easy reference. They are designed to be editable so you can adapt them to suit your operations.

The use of these forms and procedures is **optional, you do not need to use them.** You may already have your own record keeping processes and won’t need to make any changes provided you satisfy the requirements in your RMP and you are able to show them to your verifier.

There may be duplicate examples as well to provide you with some options.

**We are currently working on more resources to add to this toolkit and will be amending this toolkit from time to time**. If you have any suggestions for other forms or procedures that could be added, email us at animalproducts@mpi.govt.nz.

**Disclaimer**

This guidance does not constitute, and should not be regarded as, legal advice. While every effort has been made to ensure the information in this document is accurate, the Ministry for Primary Industries does not accept any responsibility or liability whatsoever for any error of fact, omission, interpretation or opinion that may be present, however it may have occurred

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			1. Maintaining Water Supply

Use this register to record water supply maintenance activities.

This applies to registered water supply, ground water and roof water supply.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date inspected** | **What has been inspected** | **Inspected by** | **Notes** |
| *24.7.18* | *Pipework, reservoir tank, test results* | *Day-to-day Manager* |  |
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* + - 1. Amendment Register

Use this register to record amendments to your RMP manual or procedures.

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| --- | --- | --- | --- | --- |
| **Date of Issue** | **Page/Section No./Name** | **New Version Number** | **Reason for change/issue** | **Signature** |
| 16 / 05 / 2017 | 3.4 Roles & responsibilities | 2.01 | Updated Day-to-day Manager’s name | TP |
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* + - 1. Corrective Action Register

Use this template to record your RMP corrective actions (or the Non-Compliance Register).

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| --- | --- | --- | --- | --- | --- | --- |
| **Date**  | **Key** | **Details of non-compliance** (e.g. customer complaint, audit finding, non-complying product, repairs & maintenance) | **Corrective action to be taken** | **Target date** | **Completed by** | **Checked by** |
| 14/02/17 | M | Complaint – product smelt funny | Batch retention sample checked – no funny smell.Checked other batches made at same time – no funny smell.Customer sent replacement.No other complaints.Monitored samples for 2 weeks and reviewed again. No issues. | ASAP | JP | JB |
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* + - 1. Non-Compliance Register

Use this template to record your RMP non-compliances (or the Corrective Action Register).

Key: C Critical requires attention immediately, interrupting operations

 M Major requires attention that day, not necessarily interrupting operations

 m minor requires timetabling

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Key** | **Details of Non Compliance** | **Corrective Action to be taken** | **Preventative Action to be taken** | **Target Date** | **Completed** **date/time?****fixed?** | **Checked By** |
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* + - 1. Cleaning Schedule

Use this template to write out your cleaning schedule.

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| --- | --- | --- | --- |
| **Items and areas to be cleaned** | **Frequency of cleaning (tick)** | **Method of cleaning** (including manufacturer’s instructions for dilution of chemicals) | **Who cleans it** |
| **After use** | **Every shift** | **Daily** | **Weekly** | **Other** |
| Benches and surfaces  | ✓ |  |  |  |  | Cleaner / Sanitizer  |  |
| Rubbish bins |  |  | ✓ |  |  | Empty daily |  |
| Floors |  |  |  |  | ✓ | Monthly or as required – bucket and mop, hot soapy water, sweep where necessary |  |
| Insect traps  |  |  |  |  | ✓ | Check and empty |  |
| Cooler and fridges |  |  |  |  | ✓ | Monthly or as required |  |
| Dry ingredients storage area |  |  |  |  | ✓ | Monthly or as required |  |
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* + - 1. Cleaning Form

Use this template to record your cleaning activities.

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| --- | --- | --- |
| **Date** | **Task** | **Cleaned by** |
| 16 / 05 /2017 | Walls, floors, tables, equipment cleaned | JP |
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* + - 1. Chemicals Register

Use this template to record the chemicals used in your RMP.

| **Chemical name** | **Manufacturer** | **Manufacturers Use and Safety Instructions** | **Used for** | **Chemical Description/ Criteria** |
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All chemicals can be checked for approval and their criteria on the following website:

<http://www.foodsafety.govt.nz/registers-lists/maintenance-compounds/index.htm>

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| **C31 – Cleaner*** + 1. This may be used in all areas.
		2. Before use, all edible product and packaging material must be removed from the room, unless the room can be divided into distinct areas, no edible product and packaging material is present in the area during cleaning and there can be do possibility of contamination of product and packaging material as a result of cleaning.
		3. After using this compound, food surfaces must be thoroughly rinsed with potable water before production starts.
 |  |
| **C41 – Sanitiser*** + - * 1. This may be used in all areas.
				2. Before use, all edible product and packaging material must be removed from the room or carefully protected.
				3. After use, surfaces must be thoroughly rinsed with potable water before production starts.
				4. This product must always be used at dilutions recommended by the manufacturer.
 | **C43 – Cleaner Sanitiser**1. This may be used as a no-rinse sanitiser on clean hard surfaces in licensed premises which are restricted only to the processing of fish.
2. Before use, all edible product and packaging material must be removed from the room or carefully protected.
3. After use, a rinse with potable water is not required but food contact surfaces must be thoroughly drained to minimise residues.
4. When used as a sanitiser in other licensed premises, surfaces must be thoroughly rinsed with potable water before production starts.
5. This product must always be used at the dilutions recommended by the manufacturer.
 |
| **C52 – Hand Sanitiser**1. This may be used as a barrier cream, dermatological cream, hand cleaner or body wash.
2. This compound cannot be used by persons employed in slaughter or handling edible product at any stage during dressing or processing.
3. This compound is not permitted in slaughter, dressing or processing areas.
 | **C51 – Hand Sanitiser*** 1. This may be used as a hand washing & sanitising compound in all areas.
	2. After using this compound, hands must be thoroughly rinsed with potable water.
	3. There must be no odour left on the hands.
 |
| **Type A - Insecticide**1. This insecticide may be used in all areas.
2. This insecticide may only be used in edible areas as a space spray provided that, before use, all edible products and packaging materials, except canned products, are removed from the room.
3. After using this insecticide the room must be adequately ventilated, and all food surfaces thoroughly washed with potable water before edible products and packaging material are returned to the room.
 | **Type C - Pesticide*** 1. This pesticide may only be used in premises according to the requirements of a pest control programme which has been documented to relevant MPI legislation.
	2. It may be used in food areas provided there is no exposed product or food ingredient present in the room.
	3. It must be removed from edible areas before processing operations commence.
 |

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* + - 1. Maintenance Schedule

Use this template to write out your maintenance schedule.

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment/item** | **Frequency** (e.g. daily, weekly, fortnightly, monthly, six monthly, annually) | **Who is responsible** | **Description of maintenance activity** |
| Pump 1 | Annually | Contractor | General service |
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* + - 1. Maintenance Form

Use this template to record your maintenance activities.

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| **Date** | **Task** | **Checked by** |
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* + - 1. Repairs and Maintenance Programme
	1. **PURPOSE**

To implement a standardised programme that provides solutions to and facilitates a consistent approach to the management of Repairs and Maintenance across all XXXX sites.

To ensure that plant, buildings, machinery and equipment is in a satisfactory working and hygienic condition, and if plant, buildings, machinery and/or equipment are found to be defective appropriate solutions are applied for the management or repair in a timely manner.

* 1. **OUTCOME**

To ensure that a consistent approach to the management of Repairs and Maintenance is applied XXXX will:

* Produce product that is safe and suitable in accordance with regulatory product hygiene requirements.
* Maintain establishments, facilities and equipment in an appropriate state of repair and condition to facilitate all sanitation procedures and prevent contamination of product.
* Have a documented maintenance programme in place listing/describing issues and time targets for their management.
* Monitor the maintenance programme for effectiveness.
* Ensure that defects requiring repairs/maintenance are considered in the context of the area(s), the defects frequency and distribution, their ‘visibility’ and whether or not they potentially might have a negative impact on SDG’s strategic goals for the wider export red product sector.
* That common sense is applied to setting time frames for the management of issues which may vary depending on the area usage (edible/inedible product handling), wet vs. dry processing, the establishments processing/usage patterns (e.g. is there a defined ‘off-season’) and the likely cost and its relationship to capital vs. operational expenditure.

Note:

Regardless of the nature of the defect requiring repair/maintenance or the packaged state of the product, XXXX accept that dirtiness and untidiness are unacceptable.

* 1. **SCOPE**

The management and application of solutions to Repairs and Maintenance across all of XXXX sites.

* 1. **REFERENCES & APPENDICES**

MPI Repairs and Maintenance Guidance document

Relevant legislation and OMARS.

* 1. **PROCEDURE**
	2. All issues are to be assessed by applying the following priorities:
		1. **Priority 1**

An issue(s) resulting from damage or failure that does or has the potential to prejudice food safety/suitability e.g. product in a wet or dry edible area that is exposed to extraneous contamination caused by the damage/failure, including contact surface(s) in any edible area that cannot be cleaned and sanitised appropriately

Resolution:

Product has to be protected immediately.

* + 1. **Priority 2**

An issue(s) resulting from damage or failure in edible product areas where product is exposed and the affected area cannot be cleaned and sanitised appropriately, however the edible products are not at immediate risk of contamination

Resolution:

Provide an interim (or permanent) solution at the end of the production day.

* + 1. **Priority 3**

An issue(s) resulting from damage or failure in ‘wet’ edible product areas where product is exposed and the affected area e.g. boning rooms, unprotected carcass thoroughfares, can be cleaned and sanitised appropriately so that product is not at immediate risk but the area no longer meets expected construction standards.

Resolution:

Provide an interim as soon as possible or a permanent solution when there is a sustained period of no production (e.g.in the ‘off-season’).

* + 1. **Priority 4**

An issue(s) resulting from damage or failure in ‘dry’ edible support areas where the affected area e.g. carton storage/makeup/liners/wraps, does not pose a risk to product. This also applies to ‘dry’ edible areas where product is wrapped and protected e.g. cold stores, however the defect(s) has high visibility or the area cannot be adequately cleaned.

Resolution:

Provide an interim solution when realistically practical and a more permanent solution when there is a sustained period of no production (e.g.in the ‘off-season’)

* + 1. **Priority 5**

An issue(s) resulting from damage or failure in areas where the product is wrapped and protected e.g. blast freezers, ELA’s or cold stores, however the defect has lower visibility and permanent solutions are likely to involve significant capital expenditure.

Resolution:

Assess and record as to whether repair is required and if so provide, an interim solution when there is a sustained period of no production (e.g.in the ‘off-season’). Plan for a more permanent solution as a part of longer term capital expenditure.

* 1. **Management of Repairs and Maintenance**
		1. If repairs and/or maintenance is deemed to be priority 1, product must be protected immediately and engineers notified by Departmental Supervisors or leading hands and the fault corrected.
		2. If repairs and/or maintenance is deemed to be priority 2, provide an interim (or permanent) solution at the end of the production day. Engineers are to be notified by Departmental Supervisors or leading hands and the issue recorded for repair.
		3. If repairs and/or maintenance is deemed to be priority 3, provide an interim solution as soon as possible or a permanent solution when there is a sustained period of no production (e.g.in the ‘off-season’)If the fault cannot be rectified within 24 hours and needs to be target dated the Departmental Supervisors or leading hands are to discuss and agree to a target date with the engineering shift supervisor or Maintenance Manager.
		4. If repairs and/or maintenance is deemed to be priority 4, provide an interim solution when realistically practical and a more permanent solution when there is a sustained period of no production (e.g.in the ‘off-season’).The Departmental Supervisors or leading hands are to discuss and agree to a target date with the engineering shift supervisor or Maintenance Manager.
		5. If repairs and/or maintenance is deemed to be priority 5, assess and record as to whether repair is required and if so provide, an interim solution when there is a sustained period of no production (e.g.in the ‘off-season’). Plan for a more permanent solution as a part of longer term capital expenditure. This long term solution is to be agreed and signed off by the Maintenance Manager or designate with the target date being recorded. Note that all major capital expenditure projects are submitted for approval through the site manager and records are maintained.
		6. Once discussed and agreed all target dates are to recorded and maintained. Ongoing review of the target date register is to be carried out by the Maintenance Manager to ensure the agreed dates are met. While all efforts are to be made to meet the agreed time frames, if at any stage a target date cannot be met the Maintenance Manager is to discuss the reasons with the Production and Technical departments, record the reason why and notify MPI of the change.
	2. **Reporting of Repairs and Maintenance**
		1. Supervisors, leading hands and/or engineers are to enter issues into the plant specific Repairs and Maintenance program for each priority 2, 3, 4 or 5 issue found, (note that Priority 1 issues are recorded on the PCR records as to the interim solution).

This program will contain the following information:

* Date defect found
* Department in which defect found
* R&M Issue
* Priority importance ie: 2,3,4 or 5
	+ 1. It is expected that defects found by plant personnel eg: Pre/OP inspectors, QC’s, operators, and engineering staff will be reported to the respective Departmental Supervisor or leading hand for recording and management.
		2. For distribution, coldstorage and dry storage areas all issues listed under priorities 4 and 5 are to be recorded by management.
		3. R&M issues/defects may be raised at production meetings, where they are documented for further action.
		4. It is the responsibility of the Maintenance Manager or designates to monitor the “target dates” for repairs or maintenance issues.
	1. **Principles and Management of Repairs and Maintenance**
		1. Corrective plant maintenance that is necessary during processing shall not take place in the immediate vicinity of any food or packaging or processing equipment. It is the responsibility of the departmental supervisor to ensure that maintenance does not impact on food safety, this will require supervision of maintenance personal when there is potential for product/equipment cross contamination occurring.
		2. When equipment breakdown occurs during processing and corrective action cannot be carried out in a sanitary manner, then:
* Food or packaging shall be removed from the room and the equipment repaired or
* Processing shall cease in the affected area, and food and packaging shall be protected from contamination during repair of the equipment or,
* The defective equipment shall be removed from the processing environment to be repaired whilst production continues.
* If plant or equipment is repaired in place in a processing area and plant and equipment becomes contaminated as a result of the repairs, the area and/or equipment shall be cleaned and sanitised prior to recommencement of processing. After completion of cleaning and sanitising a pre-op inspection is to be carried out by the supervisor
	+ 1. Routine or programmed maintenance to the equipment or the construction of the food area, or by product facility, shall not occur during processing if food and or people safety is at risk.
		2. All maintenance personnel shall wear protective clothing appropriate to the area they are operating in e.g.: white protective overcoats to be worn in edible production areas, hair fully contained. Overcoats must be changed if they become excessively soiled.
		3. No tools and equipment used during corrective actions and plant maintenance shall come in contact with food or compromise the hygienic status of any food or packaging material.
		4. Any authorized chemical or production aid required during any corrective action or maintenance activities shall be used according to the conditions of its approval.
	1. **Monitoring**
		1. Monitoring of repairs and maintenance issues within departments will be ongoing by Departmental Supervisors and leading hands.
		2. Engineering staff shall check any issues recorded in R&M database daily. Faults found by engineering staff outside this inspection shall also be recorded in the R & M program and scheduled for repair.
		3. Supervisors will sign off on any jobs that they have entered. The XXXX technical team carries out scheduled internal verification to ensure that the R&M system is functioning effectively.
	2. **Preventative Maintenance Programme**
		1. When applying solutions and repairs to plant and equipment consideration around the design and/or construction are to be assessed with the view to minimising future damage.
		2. Each year a “shutdown” maintenance folder is set up for identified jobs needing to be done during the off-season. These jobs are put onto a spreadsheet by the Maintenance Manager under sub-headings. This list is then given to the Plant Manager for approval.
1. **CORRECTIVE ACTIONS**
	1. If repairs and maintenance items are not being rectified within an acceptable time frame, a meeting between the Maintenance Manager, Production Manager, Technical representatives and Supervisors (if necessary) must take place to ensure compliance is adequately addressed.
	2. Product disposition must be considered and recorded in all cases. All actions taken when considering product disposition are to be recorded on the relevant PCR record
2. **RECORDS**
	1. Insert relevant records for your site.
	2. Departmental PCR and XXXX records.
	3. Engineering schedules, target dates, MPI letters, Plan Approvals folder and relevant Omar’s.
3. **MANAGEMENT REVIEW**
	1. A review of this procedure will be carried out under the Internal Audit Procedure.
4. **RESPONSIBILITY/ACCOUNTABILITY**
	1. Responsibility – Departmental Supervisors/Leading Hands
	2. Accountability – Maintenance Manager/Engineering Manager
		* 1. Repairs and Maintenance Register

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Key** | **Details of Non Compliance** | **Corrective Action to be taken** | **Preventative Action to be taken** | **Target Date** | **Completed –****date/time?****fixed?** | **Checked By** |
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Use this to record the repairs and maintenance activities.

* + - 1. Calibration Methods and Frequencies

Use these example procedures and frequencies when developing your calibration programme.

**Calibration procedures**

Ice point and boiling point calibration methods

Hot point calibration is used when monitoring temperatures are higher than room temperature (e.g. hot room temperatures). A combination of the ice point and hot point methods is recommended for a more accurate calibration of thermometers used to monitor a wide range of temperatures.

Ice point method:

* + 1. use enough crushed ice in a container to allow immersion of most of the probe stem. Add just enough water to remove the air around the ice particles and to form a slush. Wait for the ice to appear clear;
		2. stir the mixture (do not use the probe for mixing), tip off excess water, insert the probe and leave it for about 2 minutes. Ensure that the tip of the probe is in good contact with the slush ice at the centre of the container;
		3. stir the mixture again and check the reading on the thermometer. Accept if the deviation from 0°C is within the declared limits of accuracy; and
		4. if the deviation from 0°C is greater than the limit of accuracy or greater than ± 1.0°C, adjust the thermometer accordingly or discard and replace the thermometer.

Boiling point method:

place the probe in a container with boiling water for about 2-3 minutes until the thermometer reading stabilises. The probe should be at the centre of the container;

accept if the deviation from 100°C, or appropriate temperature according to elevation, is within the declared limits of accuracy; and

if the deviation from 100°C is greater than the limit of accuracy, or greater than ± 1.0°C, adjust the thermometer accordingly or discard and replace the thermometer.

Calibration of thermocouples and data loggers method

create an ice water mixture in a container. Add one thermocouple, use this as reference temperature (°C);

fill a temperature controlled water bath, heat bath to 30°C. Turn on thermocouple device;

connect each lead of multi-meter to one end of thermocouple;

place one thermocouple to the water and allow the voltage to stabilise;

increase the water temperature by 5°C increments from 35°C-60°C;

measure the room temperature and look up the voltage for your thermocouple type at the room's temperature. For example, the voltage for a type K thermocouple at a temperature of 25°C is 1 mV. Add this value to each of the voltages you recorded in Steps 2 and 3; and

use the curve-fitting method of your choice to find the line that best fits your recorded data. The slope of this line provides the voltage increase for each degree of temperature increase. The voltage on a standard type K thermocouple should increase about 40 μV for every degree Celsius increase in temperature.

Page 1 of 2

**Calibration frequencies for various critical measuring equipment**

| Measuring equipment | Method | Frequency | Person / agency responsible |
| --- | --- | --- | --- |
| Standardised thermometer (reference thermometer) | Standardised against a national or international standard | Once every 1- 5 years | Accredited / approved laboratory |
| Working thermometers | Calibrated against a reference thermometer | Annually | Accredited person or agency |
| Ice point and/or boiling point method, as appropriate. (Refer to methods in following guidance box) | Those used daily for monitoring critical limits – weekly or fortnightly.Other working thermometers - monthly | Suitably skilled person |
| Continuous temperature reading devices used in refrigeration rooms  | Calibrated against a reference thermometer | Annually | Accredited person or agency |
| Thermocouples and data loggers | Refer to methods in following box |
| Heat exchanger or hot room probe and temperature recorder (e.g. data logger) | Calibrated against a reference thermometer | Data logger and probe - annually | Accredited person or agency |
| Calibrated against a reference thermometer (in-house check)  | Probe – monthly, if used to determine the final product temperature and the cooking schedule | Suitably skilled person |
| Weighing scales (ingredient and product scales, platform scales) | Check against test weights | Daily | Suitably skilled person |
| Weighing scales (e.g. final product scales) | Certify for accuracy as per the Weights and Measurement Act 1987 | Annually | Accredited person or agency |
| Test weights | Standardised against a national standard | Annually | Accredited / approved laboratory |
| pH meter | Check against standard solutions; manufacturer’s instructions | Before each day’s use, or as recommended by manufacturer | Suitably skilled person |
| Moisture meter | Check against standards; manufacturer’s instructions | Before each day’s use, or as recommended by manufacturer | Suitably skilled person |
| Metal detector | Test against metal test pieces | At least daily | Suitably skilled person |
| Servicing and calibration | Annually | Instrument specialist |

Page 2 of 2

* + - 1. Calibration Form

Use this template to record calibrations of critical equipment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Equipment Calibrated** | **External Company Calibrating** | **Company Temp.** | **Referenced Calibrated Equipment Temp** | **Deviation** | **Initials** |
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* + - 1. Automatic Temperature Recorder Checks

Use this template to record ATR checks.

***Example***

Sensor 1: Reception chiller Sensor 2: Reception Chiller

Sensor 3: Dispatch Chiller Sensor 3: Dispatch Chiller

Sensor 5: Cold store/blast freezer Sensor 6: Cold store/blast freezer

Manual checking of all sensors will be done \_\_\_ hourly or \_\_\_ times during the processing day.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Sensor** | **Time** | **Temp** | **Initials** | **Comments/corrective actions** |
|  03 / 02 / 17 | 1 | 07:30 | 3◦C | TW |  |
|  | 2 |  |  |  |  |
|  | 3 |  |  |  |  |
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* + - 1. Staff Sickness

Use this form to record staff sicknesses.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Symptoms** | **Date of symptoms/date notified** | **Action taken** |
| Joe Adventure | Fever and vomiting | 01 / 03 / 2018 | Stayed home, symptoms stopped 02 / 03 / 2018.Back to work 03 /03 / 2018. |
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* + - 1. Personnel Training Form

Use this template to record training for each individual person.

|  |  |
| --- | --- |
| Date 12 / 04/ 17 |  |
| Name Tom Pagent | Signature |

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** (Part of the plan that has been covered) | **Employee signed** | **Supervisor signed** | **Date Completed** |
| Company induction | TP | JB | 12 / 04 / 17 |
| Allergen awareness | TP | JB | 12 / 04 / 17 |
| Cleaning and sanitising | TP | JB | 12 / 04 / 17 |
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* + - 1. Personnel Training Form 2

Use this template to record training for each individual person.

**Staff member:** Tom Pagent

**Date commenced employment:** 12 April 2017

|  |  |
| --- | --- |
| **Induction Training** | **Date given:** |
| 1. Role (e.g. job description)
2. Induction Programme
3. RMP
4. Personnel Hygiene Requirements
5. Hand Washing Requirements
6. Clean Gear Policy
7. Other Policies
8. Health and Safety Requirements
9. Company and Employment Requirements (including times)
10. Personal Health Requirements
 | 12 / 04 / 201712 / 04 / 201712 / 04 / 201712 / 04 / 201712 / 04 / 201712 / 04 / 201712 / 04 / 201712 / 04 / 201712 / 04 / 201712 / 04 / 201712 / 04 / 201712 / 04 / 201712 / 04 / 2017 |

**Employee signature:** TP

|  |  |  |
| --- | --- | --- |
| **Other Training** | **Date**  | **Certificates** |
| Allergen awareness | 14 / 04 / 2017 |  |
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Page 1 of 2

**Team Leaders Miscellaneous Training**

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| --- | --- | --- | --- | --- |
| **Training Area** | **A** | **B** | **C** | **Trainers Comments** |
| **Document Control** | 🗸 | 🗸 |  |  |
| **Technical Information** | 🗸 |  |  |  |
| **Cleaning & Sanitation** | 🗸 | 🗸 | 🗸 | Competent |
| **Pest Control** |  |  |  |  |
| **Certification** |  |  |  |  |
| **Repairs and Maintenance** |  |  |  |  |
| **Waste management/Condemned material** |  |  |  |  |
| **Labelling** |  |  |  |  |
| **Managing Non-compliance** |  |  |  |  |
| **Inventory Control** |  |  |  |  |
| **Personnel Hygiene** |  |  |  |  |
| **Process Control** |  |  |  |  |
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**A = Has read the procedure and requirements.**

**B = Works under supervision.**

**C = Knows the subject and requirements well enough to work unsupervised.**

|  |
| --- |
| **General Comments:** |

Page 2 of 2

* + - 1. Training Programme

Use this example training programme to train new (or retrain existing) employees on procedures.

**Induction Training**

**Objective:**

To introduce new employees to basic procedures within the premises.

**Areas Covered:**

* Induction Programme
* Personal hygiene requirements
* Personal health requirements
* Hand Washing Policy
* Other company requirements

**How Achieved:**

When a new employee commences work they are taken through the induction programme by the manager or a company checker, this takes about an hour.

* Show the person around the premises and all areas where they may be working.
* Outline break times and normal procedures for breaks and lunch times plus other relevant company information.
* Explain the health and hygiene rules, including health and hand washing policy and go through them, explaining why they are needed i.e. for food safety and to meet the regulations.

Records of the training completed by each employee will be kept on a Personnel Training Form.

**Regular Training**

**Objective:**

To ensure all employees receive regular training regarding food handling, personal hygiene and sanitary practices.

**Areas Covered:**

* Processing and handling products
* Personal hygiene and hygienic work practices
* Cleaning and sanitation
* Other company requirements

**How Achieved:**

Regular training be carried out using a number of methods and may include skills learnt on the job, attendance at training courses (external or in-house), assessment to unit standards, staff meetings, etc.

All staff will receive some form of regular training (as described above) every \_\_\_\_\_\_\_\_\_, due to the fact that the rate of staff turnover is relatively low and the process relatively simple.

Records of individual training completed by each employee will be held on the individual’s training record. Group training will be recorded on the \_\_\_\_\_\_\_\_\_\_\_\_.

**Minimum Training Requirements**

It is necessary to ensure that there is someone on the premises at all times who has completed the training requirements

Equivalent Competency

Those staff who have been in ‘employment in a supervisory or higher operational role within a premise for 6 months or longer and have received on the job or in-house training in the following aspects:’

* Food safety and the spoilage of food
* Personal hygiene
* Sanitary practices

Page 1 of 5

**Induction Programme**

All staff members must read these policies at the start of their employment with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Once they have read this document they will sign on the appropriate column in the personnel training form to show they completely and correctly understand these policies.

* All new staff will be selected with care as to the extent of their knowledge and experience in working with food production and packaging.
* New staff will not be allowed to work in the production and/or packaging areas until they have been fully trained with the Risk Management Program and have read and understood this Induction Programme.
* Staff will be clearly informed about protective clothing, personal hygiene and general working patterns that are expected of them.
* All staff will be trained to use the equipment related to their daily tasks.
* Each staff member who is trained and inducted to any position is recorded in the training records as having received the appropriate information concerning the roles and responsibilities within it. Copies of staff qualifications will also be filed with these records.
* An Induction Checklist is to be completed with every new staff who is inducted into their positions. Copy of this checklist is kept with the training records.
* A copy of all training certificates are to be filed with training records as verification of competency.
* Success of staff training is evaluated through ongoing performance monitoring.
* Performance appraisals are carried out annually. Ongoing performance monitoring is done by the on duty supervisors and retraining requirements are identified during this monitoring process.

**Personal Hygiene Requirements**

It is our company policy that all employees and visitors to our facility follow this policy to enable us to control the hazard of food contamination. The hazards include air borne illness, food borne illnesses, or any other forms of contamination caused due to an unhygienic environment.

* **General hygienic behaviour** - should be maintained at all times by anyone in the production and packaging areas.
* This means no scratching, nose picking, smoking, spitting, eating, sneezing or coughing over food, drinking or tasting food.
* Smoking, eating and drinking to be only done in the designated areas. No gum.
* Wash hands/gloves if they become contaminated.
* Always wash hands after going to the toilet.
* **All raw material,** finished product and cleaning procedures will be separated from one another and persons.
* **First aid** - any dressings used for minor first aid must be brightly coloured so they are easily identified if they were to fall into any cooked or raw food product. Any food handler using an adhesive dressing must wear a disposable glove to avoid it falling into the food. Any item used from the first aid box/bag must be documented in the little book provided inside the bag/box.

**Before Starting Work**

* Put on clean protective clothing (overalls, gumboots, hats)
* All “street clothes” to be covered
* Hair to be tied back and/or covered
* Jewellery removed (except plain rings)
* Hands washed

Page 2 of 5

**When you go into the Processing Area**

* Check boots, aprons and gloves are clean
* If not, clean them before handling product
* Don’t cough or sneeze over product
* No food, drink or gum. NO SMOKING
* Wash hands/gloves if they become contaminated
* Wash hands after going to the toilet

**At Breaks**

* Wash boots, aprons and gloves before leaving the processing area
* Keep protective clothing clean during breaks
* Remove protective clothing if leaving the premises
* Wash hands before going back to work

**Hand Washing Requirements**

The following policy applies to all personnel entering the processing plant, including product handlers, support staff and visitors.

All chemicals (hand soaps, sanitisers etc) used in conjunction with this policy shall be:

* MPI approved
* appropriately identified by way of labels or other suitable method of identification
* used in accordance with manufacturer’s instructions

 **Hand Washing Procedure**

When required hands shall be washed in the following manner:

**Hands shall be thoroughly washed using warm potable water and hand soap. The soap shall then be rinsed off and hands dried with a disposable paper towel.**

**Hand Washing Situations**

Hands are required to be washed in the following situations:

* When entering the factory and before starting work
* After breaks and before re-starting work
* After visiting the toilet
* After handling rubbish or contaminated materials or surfaces
* At anytime if they become contaminated
* When changing from one task to another

**Clean Gear Requirements**

Staff must at all times wear appropriate gear to avoid any foreign matter from their self-falling into the food. This will include wearing:

**Gloves** - when handling any food; separate for raw and cooked food. They should be worn for one task only and discarded changed for the next task. They can also be worn to protect minor first aid problems of the hand. Only wear gloves when they are needed and otherwise practise safe hygiene practices (ie. hand washing). Gloves can be used to cover minor wound/dressings, when handling chemicals or when handling especially strong spices such as chilli powder. They should also be worn during packaging of meals to ensure the food handling is as hygienic as possible.

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**Protective clothing: Overalls, aprons, gumboots, hats, gloves and beard nets** - must be worn whenever in the production or packaging area to keep hair and air borne contaminants out of the food. Hair must be kept tidily inside the cap or hat and not allowed to hang out. Hats, caps and safety masks must be worn before any staff enters the production or packaging area.

**Jewellery** - No jewellery are to be worn by any food handler. Well fitted wedding bands only may be worn but should be protected with disposable gloves. Ear studs or any other exposed body studs are not to be worn as they may fall into the food without knowledge.

**Other Requirements**

**Cell Phones**

Personal cell phones are not to be attended while on duty in the processing and/or packaging rooms. This includes use of cell phones to make or receive calls, send or receive text messages or gaming use. Cell phones should be switched off during duty shifts if practical. Employees may give the factory landline to their family if they need to be contacted in an emergency.

**Finish times**

It is common curtsey between team members in any work environment to help out other team members if your own work has finished at the end of the day’s shift. The goal at our plant is for all team members on duty to finish work together and leave at the same time.

**Health and Safety Requirements**

All staff will be inducted into the company Health and Safety policies.

The areas to cover are:

**Personal Health Requirements**

**Regulatory Requirements**

As per the Human Consumption Specs, if any employee, visitor or contractor to our premises are:
*(a) infected with, or a carrier of, an infectious disease in a communicable form as described in Section A, Part 1, of the First Schedule of the Health Act 1956, and that is likely to be transmitted through animal material, product or associated things; or*

*(b) suffering from acute respiratory infection; or*

*(c) suffering from boils, sores, infected wounds, or any other condition that cannot be adequately prevented from becoming a source of contamination; —*

**No person shall work as a product handler, or in an area in which contamination could occur (whether or not as a product handler), who –**

1. **Is infected with or a carrier of an infectious disease in a communicable form; or**
2. **Is suffering from boils, sores, infected wounds, or a cut respiratory infection or gastroenteritis or any other condition likely to place product at risk of contamination**

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**Procedures for Staff**

1. Personnel may not work with product or in a product area if they are suffering from vomiting or diarrhoea.
2. Personnel may not work with product or in a product area if they are infected with or a carrier of a notifiable disease.
3. Personnel may not work with product or in product areas if they have infected cuts, boils or sores.
4. Personal who are suffering from an open wound or a bleeding injury (ie a cut) that is not infected as described in point 3, may only continue to work if the cut or wound is treated (cleaned) and covered with a waterproof dressing. If the cut is on the hand or forearm then a glove should also be worn.
5. If you are found to be suffering from any of the conditions listed above you must report it to your Supervisor. A medical clearance from the Doctor must be presented before you return to work after suffering any of the conditions listed in points 1-3.
6. If you are unsure about any of the above or your status of health, speak to your Supervisor

**Explanation**

Any employee with any of these conditions is not to be allowed to enter any areas where food is being processed, packed or handled.

Any employee that may have suffered from any of the above listed conditions may only return to work when he/she can provide a medical certificate from a registered medical practitioner that clears them and confirms that they no longer pose any contamination threat to the animal product they will handle or even any of the other employees at the premises.

If a person goes to the doctor and is found to have a notifiable disease, the doctor is obliged to *notify* the local health authority. The employee is also required to tell the employer. Notifiable diseases can be transferred through cross contamination to food. Therefore the person must be prevented from working with food in order to stop any transfer of the disease to product, otherwise the product will become unsafe to eat.

Infected cuts, sores or boils also contain bacteria, which if transferred to food, cause food poisoning. This is why people suffering from these must not work with food.

Other cuts or sores must be treated straight away, for the benefit of both the worker and product safety. Once treated, the cuts must be well covered with waterproof dressings and gloves for hands, before the worker is allowed to handle product.

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* + - 1. Loadout Check Sheet

Use this template to check and record details for loadout consignments.

|  |  |
| --- | --- |
| **Departure date:** | **Time:** |
| **Order number:** | **Carrier Docket:** |
| **Transfer to premises:** |  |
| **Destination:** |  |
| **Approved transporter:** |  |
| **Raised ED:** |  |
| **Raised export certificate:** |  |
| **Shipping Container:** | **MPI Seal:** |
| **Product Description:** | **Best before date:** |
| **Product ID Batch Nos:** | **Product count:** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Labelling complies** | Yes | No | N/A |
| **Packaging is OK** | Yes | No | N/A |
| **Container/truck clean** | Yes | No | N/A |
| **OMAR Reviewed** | Yes | No | N/A |
| **Comments:** |
| **I have reviewed the associated Export Country OMAR and this loadout complies with the OMAR:****EU:****AU:****HK:****AU:****Operator signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

* + - 1. Pest Control Register

Use this register to record pest control actions for bait stations.

**A = Nil activity**

**B = Activity and % Bait taken**

**C = Bait replaced**

**D = Pest present: Mice, rats, flies, cats etc.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bait Station No** | **Date** | **Findings** | **Corrective actions taken**(e.g. eradication, increased surveillance, prevention etc.) | **Initial** |
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* + - 1. Pest Control Checklist

Use this checklist to record monthly pest control checks of bait boxes, environs, etc.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **Bait** **Boxes** | **Bird Check** | **Other Pest** | **Windows Doors** | **Environs** | **Drains** | **Checker’s Signature** |
| **January** |  |  |  |  |  |  |  |
| **February** |  |  |  |  |  |  |  |
| **March** |  |  |  |  |  |  |  |
| **April** |  |  |  |  |  |  |  |
| **May** |  |  |  |  |  |  |  |
| **June** |  |  |  |  |  |  |  |
| **July** |  |  |  |  |  |  |  |
| **August** |  |  |  |  |  |  |  |
| **September** |  |  |  |  |  |  |  |
| **October** |  |  |  |  |  |  |  |
| **November** |  |  |  |  |  |  |  |
| **December** |  |  |  |  |  |  |  |

**Pest Station Number and checks:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **6** | **7** | **8** | **9** | **10** |

**Corrective Actions:**

|  |
| --- |
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* + - 1. Internal Audit

Use this template to for your internal audit and review of systems and records.

|  |
| --- |
| **Annual Template Review Check sheet**  |
| **Business Name** | **Date of Review** |
| **RMP Identifier** | **Review done by:** |

|  |
| --- |
| **The annual review is to cover all systems and records. Are they still current? Have there been any changes? Have any new products or processes been added? Has there been any issues? Are you getting technical updates from MPI such as email alerts from the website?** |

|  |
| --- |
| **Overall annual review outcome. Write any important findings, next year’s plan for improvements. Is the RMP up to date. Any further comments?** |
|  |

Page 1 of 5

|  |  |
| --- | --- |
| **Customer Complaints** | **Write your for comments each question below** |
| Has there been any customer complaints or product recalled? What was the result of this? |  |
| **Non-Compliance** |  |
| Have all the previous audits issues (including verification audits) been documented, resolved and closed out?Are we managing our own compliance?Are we identifying issues, defects? e.g Repairs and Maintenance, Cleaning and sanitation Are all records being done?  |  |
| **RMP Processes / Product / Layout / Site plan** |  |
| Have there been changes to the processes or are there any new products being processed? This includes processing and their records?Has the RMP document been updated to show these changes?Has there been any change to premise layout / process flows?Have the changes been documented into the RMP Amendment Register? |  |
|  **Pest** |  |
| Have the buildings, storage areas been designed that minimises entry of pests. Are there additional controls to prevent pest entry? Are the pesticides used approved and used in accordance with manufacturer recommendations? Are bait stations are identified on a pest control site plan and are monitored for activity? Are pest control checks recorded? |  |
| **Chemicals** |  |
| Is the chemicals register you use up to date?Have any new chemicals been added?Are they being stored and labelled correctly?Are they being used correctly – correct strength?Are approved maintenance compounds used when required? | Page 2 of 5 |
| **Design and Construction – Repairs and Maintenance** |  |
| Have you recorded any areas needing fixing in your buildings into a Repairs and Maintenance Register?Is worked planned for any areas of improvement?Are repairs and maintenance undertaken in a way that minimizes exposure of raw materials or products to hazards introduced by this work.Have there been any major alterations to facilities or equipment which impacted on the products? If so, has this been notified to MPI? |  |
| **Personnel** |  |
| Have all personnel been trained in their job description, health requirements, and hygienic practices and procedures?Are all personnel aware of the health of workers requirements? E.g. personnel are required to inform the Manager if they have diarrhoea, acute respiratory infection; or are diagnosed with illness caused by *Salmonella, Shigella spp., E. coli spp., Campylobacter*, *Listeria*, Norovirus, rotovirus and *Hepatitis A* virus infection.Are all visitors and contractors required to report to the Manager on arrival and sign the Visitor’s Logbook? |  |
| **Cleaning and Sanitation** |  |
| Has cleaning been carried out at the correct frequency and records have been made when required by the RMP or cleaning schedule? | Page 3 of 5 |

|  |  |
| --- | --- |
| **Water** |  |
| Has the water supply been reassessed at least once every 3 years?If there are identified issues, is the management plan adhered to e.g. treatment, water testing completed?Have water tests been done for *E. coli*, chlorine (when chlorinated), pH (when chlorinated) and turbidity at the appropriate frequency of testing?Is the lab used an accredited lab with the required tests in the laboratory’s scope of accreditation, and the results comply with the criteria? (Excludes monitoring of parameters for water treatment, such as chlorine and pH.)Are the records available? |  |
| **Packaging** |  |
| Is packaging is stored correctly and kept in an area that is tidy and clean?Is packaging protected from contamination when not in use (e.g. for bulk packaging)?Is reused packaging clean and correctly labelled at time of use, and is any labelling from a previous use that is not truthful for the new use removed or defaced? | Page 4 of 5 |
| **Labelling** |  |
| Does the labelling have mandatory labelling for direct retail and bulk sale (attached to retail trays or retail packs): * The name of the food
* Lot or batch identification
* Name and address of supplier
* Best Before or Use By date
* Directions for use and storage
* Ingredients list
* Nutrition Information Panel
* Advisory or warning statements (if required)

Do bulk packs not for retail sale have at least one document provided, that covers the above labelling requirements? |  |
| **Traceability/Inventory** |  |
| Is traceability maintained for suppliers of raw material?Is traceability maintained for customer orders completed and what quantities were sent? |  |
| **Mock Recall** |  |
| Has a mock, trial or simulated recall been done at least every 12 months?Has the effectiveness of the mock recall been measured? |  |
| **Record Control** |  |
| Are all records being made as per the RMP? |  |
| **Other comments on processing or other issues identified from Annual Review?** |
|  |

Page 5 of 5

* + - 1. Customer Complaint Form

Use this template to record customer complaints.

**Customer complaint contact details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Contact details**  |  |
| **Email**  |  |

**Details of the Complaint:**

|  |  |
| --- | --- |
| **Hazard** | **Description of issue** |
| **□ Microbiological contamination** |  |
| **□ Chemical contamination** |  |
| **□ Foreign matter contamination** |  |
| **□ Undeclared allergen** |  |
| **□ Labelling incorrect** |  |
| **□ Other** |  |

**Product information**

|  |  |
| --- | --- |
| **Batch code** |  |
| **Date produced** |  |
| **Product weight/volume**  |  |
| **Other batches before or after suspected?** |  |
| **Has any testing been done?** |  |
| **Does the product contravene a regulatory limit or standard?** |  |

**Action taken**

|  |  |
| --- | --- |
| **Describe how the customer complaint was handled**  |  |
| **Corrective action taken to prevent recurrence** |  |
| **Employee name and signature** |  |
| **Date** |  |

* + - 1. Maintenance Compounds Procedure

Use this example for a maintenance compound procedure.

**Objective:**

To manage maintenance compounds within the premises.

**Areas Covered:**

* Receipt and maintaining a list of maintenance compounds
* Storage of maintenance compounds
* Use of maintenance compounds
* Handling and disposition of maintenance compounds
* maintenance compound contamination.

**Receipt and maintaining a list of maintenance compounds**

* all chemicals are checked upon purchase or receipt to confirm that they are approved or have been determined by the operator as being acceptable;
* actions to be taken when maintenance compounds do not meet specifications; and
* a list of all maintenance compounds that are used and held in the premises is updated with any changes to ensure the list is maintained as current.

**Storage of maintenance compounds**

* chemicals are stored away from products, ingredients and processing aids;
* the chemical storage area is kept clean and tidy;
* chemicals are kept in sealed containers when not in use;
* chemicals are clearly labelled with the name and manufacturer of the chemical; and
* all containers/implements used for measuring or pouring of hazardous chemicals are labelled ‘For Chemicals Only’, to ensure they are not used for any other purpose.

**Use of maintenance compounds**

* all chemicals are used according to the directions of the manufacturer and the conditions of the approval;
* directions for use are readily available to the user (e.g. given on the label or product information data sheets);
* chemicals are handled and used by, or under, the supervision of suitably trained or experienced personnel;
* products and exposed packaging are removed from the processing area or kept protected (e.g. covered) prior to the use of chemicals (e.g. insecticide sprays) to prevent contamination;
* equipment and other 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);
* all containers or utensils used for measuring, mixing or transferring maintenance compounds are clearly identified and only used for the identified purpose; and
* after the use of chemicals during routine or programmed maintenance, the affected parts of the room, equipment and packaging materials must assessed by the operator as being suitable for processing.

**Handling and disposition of maintenance compounds**

* empty chemical containers are disposed of and are not re-used in a way that could contaminate product;
* disposal of containers should be in accordance with any manufacturer’s instructions; and
* when contamination by a hazardous chemical occurs, the following actions are carried out:
* affected inputs and products are considered unfit for human or animal consumption and are dumped;
* affected food contact surfaces are cleaned and sanitised prior to reuse; and
* affected packaging is disposed of properly.

**Maintenance compound contamination**

When contamination occurs the following actions are taken:

* dispose of all contaminated material or product;
* clean affected product contact surfaces; and
* dispose of contaminated packaging materials that cannot be effectively cleaned.
1. Weekly farm and packhouse inspection

Use this template to record your weekly farm and packhouse inspection activities.

|  |  |
| --- | --- |
| Date | Week |
| Name | Signature |

|  |
| --- |
| **Sheds** |
| * Dead birds removed from sheds daily, and stored in ‘dead-bird’ waste for weekly removal
 |  |
| * Dead birds not available to domestic pets or pests
 |  |
| * Applicable personnel, equipment and vehicles shall follow documented cleaning and sanitisation procedures after disposal of dead birds and/or rubbish
 |  |
| * Staff employ appropriate hygiene practices e.g. staff handling eggs have washed hands first
 |  |
| * Personnel handling eggs are wearing clean protective clothing
 |  |
| * All very dirty/cracked without intact membrane eggs/soft shells are rejected at collection
 |  |
| * All dirty eggs are separated from other eggs at collection
 |  |
| * All cracked (non-leaky eggs are separated from other eggs at collection
 |  |
| * Feeders correctly positioned i.e. timer and proximity switches operational
 |  |
| * Average time between collection: 24 hours
 |  |
| **Packhouse** |
| * Visual inspection of equipment and tools show all visually clean
 |  |
| * Reject eggs disposed of daily
 |  |
| * Staff employ appropriate hygiene practices e.g. staff handling eggs have washed hands first
 |  |
| * Processing only ‘one farm – one type of egg’ at a time
 |  |
| * All soiled and cracked eggs removed from A grade shell eggs
 |  |
| * All A-grade, commercial, and cracked eggs stored at or below 15°C
 |  |
| * Hourly removal of smashed eggs
 |  |
| * Dates on packaging checked
 |  |
| * All downgraded eggs separated from other eggs
 |  |
| * Immediate clean-up of smashed eggs
 |  |
| * Candling removes cracked and unwholesome eggs
 |  |

1. Eggs Monthly Check Sheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date/Month** | **Egg Wash Temp** | **Egg Rinse****Temp** | **Chiller Temp** | **Cleaning****Completed** | **Mortalities****Cull** |
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| 31 |  |  |  |  |  |

1. Cleaning Programme for layer sheds and equipment

Use this template for your cleaning programme for layer sheds and equipment**.**

|  |  |  |
| --- | --- | --- |
| **Cleaning activity** | **Cleaning method, procedure, any chemicals used** | **Frequency** |
| Removal of culled or dead birds | Removed from sheds and disposed of (e.g. stored in a sealed container until they can be incinerated, buried composted, or removed from the farm) | Daily |
| Disposal method: |
| Removal of manure |  |  |
| Removal of spent litter |  |  |
| Sweeping of sheds |  |  |
| Cleaning of floors, ceilings, walls |  |  |
| Cleaning cages |  |  |
| Changing nest box material |  |  |
| Cleaning of egg collection and pre-grading conveyor belts |  |  |
| Removal of reject eggs |  | Daily |
| Removal of feed spillages |  | Immediately after occurrence.  |
| Equipment (specify type) | Complete cleaning and disinfection | Before being moved from one shed to another. |
| Other: |  |  |
| Other: |  |  |

1. Cleaning and Disinfection of sheds during depopulation

Use this template for your programme for cleaning and disinfection of the sheds during depopulation.

|  |  |
| --- | --- |
| **Area / item to be cleaned** | **Cleaning method, procedure, any chemicals used** |
| Removal of manure, litter  |  |
| Floor |  |
| Ceiling |  |
| Walls |  |
| Doors |  |
| Fan shafts, ducts, vents |  |
| Silos |  |
| Cages/nest boxes |  |
| Conveyors, egg belts |  |
| Feeders |  |
| Drinkers |  |
| Service room |  |
| Tractor |  |
| Waste containers |  |
| Other: |  |

1. Cleaning Programme for packhouse and equipment

Use this template for your cleaning programme for packhouse and equipment**.**

|  |  |  |
| --- | --- | --- |
| **Cleaning activity** | **Cleaning method, procedure, any chemicals used** | **Frequency** |
| Processing room floor |  |  |
| Processing room ceiling |  |  |
| Processing room walls |  |  |
| Storeroom |  |  |
| Chiller |  |  |
| Amenities |  |  |
| Conveyors |  |  |
| Candler |  |  |
| Egg stamping machine |  |  |
| Grading machine |  |  |
| Egg washing equipment |  | At least daily, and more frequently if necessary to ensure that it is not a source of contamination |
| Egg drier and oiling equipment |  |  |
| Egg trays and trolleys |  | Before returning to the farm site |
| Waste containers |  |  |
| Egg spillages during operations |  |  |
| Other: |  |  |
| Other: |  |  |

1. Veterinary medicines and agricultural compounds used under the RMP

Use this template for listing all the veterinary medicines and agricultural compounds used under your RMP.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  **Drug used**  | **Manufacturer** | **ACVM Reg Number** | **Veterinary Medicine**  | **Used for**  | **Withholding period**  | **Application** |
|  |  |  |  |  |  |  |
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**Veterinary medicine**

**On-label use:** The vet med is registered specifically for the intended use (preferred approach). None registered under this category. Some registered vet meds may be appropriate for this purpose but registration has not been sought.
**Off-label use:** the vet med is registered but not specifically for the managed of mites/insects on poultry. Assessment by an expert (vet) required. The assessment can be for individual clients only. Prevents sector wide approval of a vet med for off-label use. If it thought that this may be the category that chemicals are being used for under currently, e.g. ripcord.
**Compounded vet meds:** these are medicines that are compounded by a vet. The vet assigns any required withholding period. This is done for individuals clients only and not on a sector basis.
**Own use chemicals:** exemption from registration for own use chemicals. This person is entirely responsible for all aspects of use, including ensuring that all MRLs are met, but these chemicals cannot be sold. Chemicals maybe being used under this category with no assessment of residue risk.
**Registered vet meds with restricted use:** these vet meds cannot be used off-label and therefore cannot be used unless specifically registered for the intended purpose. Category not being used.

1. Layer Feed Specifications

The feed used on the RMP premise are listed in below. *Salmonella* testing must be conducted if there are no *Salmonella* control methods used.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of feed** (Specify pellet or mash) | **Feed handling** (bulked or packaged)  | ***Salmonella* control method in feed**(Tick which apply and/or state any other controls used) | ***Salmonella* testing performed (Yes/No)** If yes please state frequency |
| **Salmonella inhibitor** | **Heat treatment**  | **Other** (please state) | **Not used** (you must test for *Salmonella*)  |
|  |  | e.g. Sal CURBTM |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Salmonella testing frequency**

Salmonella testing of feed should be conducted minimum annually, more frequent if required.

1. Commercial table egg weights

Minimum layer hen table egg weights, as advised by the Egg Producers Federation (EPF).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Jumbo** | **Large 7** | **Standard 6** | **Mixed Grade** | **Medium 5** | **Pullet** |
| g/egg | 68 | 62 | 53 | N/A | 44 | 35 |
| g/dozen | 816 | 744 | 636 | 582 | 528 | 420 |

1. Pre-season Checklist

This checklist should be completed by the operator before the start of each honey extraction season. Refer to appropriate parts of the [Operational Code: Processing of Bee Products](http://www.mpi.govt.nz/processing/honey-and-bee-products/honey-and-bee-product-processing/documents-for-honey-and-bee-products/) for details about the requirements.

Page 1 of 7

|  | **Requirement** | **Okay (✔)****Not okay (X)** **Not applicable (NA)** | **Date checked** | **Corrective action required** | **Target date for action** | **Date rechecked** | **Checked by (initial)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Applicability of RMP**  |  |  |  |  |  |  |
| 1.1 | MPI has been notified of any change in the day-to-day manager of the RMP. |  |  |  |  |  |  |
| 1.2 | Amendments to the RMP due to significant changes have been registered. |  |  |  |  |  |  |
| **2** | **Water** |  |  |  |  |  |  |
| 2.1 | Water tests (if required) were done before cleaning, and results are acceptable |  |  |  |  |  |  |
| 2.2 | Reticulation system was flushed before cleaning |  |  |  |  |  |  |
| 2.3 | Pipes, storage tanks, and taps are in good condition ( no leaks, corroded parts) |  |  |  |  |  |  |
| **3** | **Facilities and Equipment** |  |  |  |  |  |  |
| 3.1 | All unnecessary materials have been removed from processing and storage rooms |  |  |  |  |  |  |
| 3.2 | Holes, drains, and other places where pests are likely to gain access are sealed, or covered with screens or similar material |  |  |  |  |  |  |
| 3.3 | Floors are in good condition (no big cracks, moulds) and properly sealed |  |  |  |  |  |  |
| 3.4 | Walls are in good condition (no big cracks, moulds) and properly sealed |  |  |  |  |  |  |
| 3.5  | Sufficient lighting is provided. Lights are of safety type or protected |  |  |  |  |  | Page 2 of 7 |
| 3.6 | Hand washing facility is in an accessible location, in good working condition and provided with soap/cleaner & paper towels. |  |  |  |  |  |  |
| 3.7 | Processing equipment are constructed of materials that comply with this Code |  |  |  |  |  |  |
| 3.8 | All processing equipment are in good working condition. |  |  |  |  |  |  |
| 3.9 | Equipment layout allows for effective and hygienic operation, cleaning and personnel movement. |  |  |  |  |  |  |
| 3.10 | Reusable containers (e.g. plastic buckets) are properly identified as to their use (e.g. by colour coding or labelling). |  |  |  |  |  |  |
| 3.11 | Waste bins that are properly labelled are provided. |  |  |  |  |  | Page 3 of 7 |
| 3.12 | Work instructions and signs (e.g. cleaning instructions, operating instructions for equipment, hygiene requirements) are clearly posted at appropriate locations. |  |  |  |  |  |  |
| **4**  | **Cleaning and sanitation** |  |  |  |  |  |  |
| 4.1 | Walls, floor, ceiling, windows, doors, lights, sinks, fans and other fixtures have been washed/wiped and are visibly clean[[1]](#footnote-2). |  |  |  |  |  |  |
| 4.2 | All processing equipment, containers & implements disassembled, as necessary, washed clean and dried. |  |  |  |  |  |  |
| 4.3 | External areas are clean and tidy (no pest infestation, long grass, accumulated waste materials and other junk). Drums stacked in a tidy manner. |  |  |  |  |  |  |
| **5** | **Pest control** |  |  |  |  |  | Page 4 of 7 |
| 5.1 | Pest traps and bait boxes are located in appropriate areas (not in processing rooms). |  |  |  |  |  |  |
| 5.2 | Pesticides are in the approved chemicals list. |  |  |  |  |  |  |
| **6** | **Personnel competency and health** |  |  |  |  |  |  |
| 6.1  | Workers are medically fit to handle honey and other edible bee products. |  |  |  |  |  |  |
| 6.2 | Workers are trained to do assigned task. |  |  |  |  |  |  |
| 6.3 | Workers are familiar with required hygienic procedures and practices, and cleaning procedures. |  |  |  |  |  |  |
| 6.4 | Clean work gear (e.g. overall, aprons, caps, boots) are available. |  |  |  |  |  | Page 5 of 5 |
| **7** | **Chemicals** |  |  |  |  |  | Page 5 of 7 |
| 7.1 | There is an up to date list of all approved chemicals that are used and held in the premises. |  |  |  |  |  |  |
| 7.2 | Chemicals are stored in a designated area (e.g. shelf, cupboard, room). |  |  |  |  |  |  |
| 7.3 | Chemicals are properly labelled. |  |  |  |  |  |  |
| **8** | **Document/ record & inventory control** |  |  |  |  |  |  |
| 8.1  | The current version of the Code, RMP and other documents are readily accessible. |  |  |  |  |  |  |
| 8.2 | Record forms or logbooks for recording monitoring observations, inventory etc are available and ready for use. |  |  |  |  |  |  |
| 8.3 | A system for collection and storage of records (e.g. harvest declarations, purchase orders, test results, inventories, checklists, etc) is in place. |  |  |  |  |  | Page 6 of 7 |
| 8.4 | A system for inventory control, identification of products, and traceability is in place. |  |  |  |  |  |  |

Page 7 of 7

1. Drum Label

Use this label template to label your bulk liquid honey drums.

|  |
| --- |
| **BULK LIQUID HONEY** |
| **Species:** | *E.g. Apis Mellifera* |
| **Lot number:** |  |
| **Packed by:**  |  |
| **Packed on (Date):** |  |
| **Address:**  |  |
| **Net Weight:**  |  |
| **Official RMP Identifier:**  |  |
| **PRODUCT OF NEW ZEALAND** |

1. Super Pallet Card

Use this pallet card template to accompany your honey super pallets.

|  |
| --- |
| **SUPER PALLET CARD NUMBER:**  |
| **Harvest date** |  |
| **Apiarist name and number** |  |
| **Apiary site name and number** |  |
| **Number of supers** |  |

1. Generic Process Flow Diagrams
2. **Generic process flow diagram for the extraction and mobile extraction of honey**

 **Inputs Process steps Outputs3**

15 Dispatch

1 Receiving

Bulk honey

Labels

14 Storage

13 Labelling/marking of drums

12 Filling of honey into drums and weighing

Drums

Testing

Dilution or homogenisation for Tutin

11 Holding in tanks

Foreign objects to waste

(E.g. insect parts, wax)

10 Pumping into tanks and straining

Wax and other debris to further processing

9 Spinning

8 Heating using heat exchanger

Honey separated from cappings

Wax and other debris to further processing

7 Transfer of honey through sump

Empty frames

Cappings for honey separation

6 Extraction

5 Pricking/looseing4

4 Uncapping

3 Deboxing and inspection

2 Holding in hot room3 storeroom

Honey supers

Rejects

(E.g., infested combs, brood comb, and dirty combs).

1. **Generic process flow diagram for processing of liquid and creamed honey**

 **Inputs Process steps Outputs**

Bulk honey from outside source

1 Receiving

10 Storage

9 Packing and labelling

8 Holding liquid or creamed

Honey in tanks

Starter honey

7 Creaming

Testing

Empty drums

6 Straining

5 Heating using heat exchanger

4 Pouring of honey into vats/

Tanks and straining

3 Heating of drums

2 Cleaning of drum external source

Packed liquid or

creamed honey

11 Dispatch

Containers and labels

Dilution or homogenisation for tutin

Bulk honey from own source

1. **Generic process flow diagram for processing of comb honey**

 **Inputs Process steps Outputs**

Honey supers

1 Receiving

10 Storage/freezing1

9 Packing and labelling3

8 Inspection of cut combs

7 Cutting of combs

6 Inspection of combs

5 Removal of wires

4 Deboxing and inspection2

3 Transfer to cutting room

2 Freezing1/storage

Packed liquid or

creamed honey

11 Dispatch

Wires to waste

Packing

(e.g. plastic containers, lids, carton box)

Containers and labels

Rejects

e.g. poorly cut, other quality defects)

Frames, cutting scraps and comb dripping

Rejects

(e.g. combs with foreign matter, dirty with reaming wire

Rejects

(e.g. dirty combs, dark wax, rusty wire

1. **Generic process flow diagram for processing of dried pollen**

 **Inputs Process steps Outputs**

Fresh or frozen pollen

1 Receiving

7 Retail packing and labelling

6 Storage in freezer

5 Bulk packing

4 Clearing and sorting

3 Drying

2 Holding in freezer3

Packed dried pollen

8 Dispatch

Packaging and labels

Packaging

Foreign matter to waste

1. **Generic process flow diagram for the processing of proplis**

 **Inputs Process steps Outputs**

Propolis mats

1 Receiving

5 Storage

4 Packing and labelling1

3 Refrigerated storage

2 Trasfer of propolis and packing

Packing

Packaging and labels

Foreign matter to waste

Packed propolis

6 Dispatch

1. **Generic process flow diagram for the collection and processing of royal jelly**

 **Inputs Process steps Outputs**

Frames of queen cells/cell bars

1 Receiving

10 Storage

9 Labelling1

8 Weighing

7 Packaging

6 Freeze dry

5 Filter

4 Remove royal jelly

e.g. vacuum

3 Remove queen larvae

e.g. using forceps

2 Uncap cells

Packed royal jelly

11 Dispatch

Foreign matter to waste

Foreign matter to waste

Labels

Vacuum pump

Filter

Packaging

1. **Generic process flow diagram for processing bee venom**

 **Inputs Process steps Outputs**

Containers of bee venom

1 Receiving

5 Labelling

4 Weighing

3 Freeze dry with nitrogen

2 Pack into amber bottles and lable1

Nitrogen

Packaging and labels

Labels

6 Storage

Packed bee venom

7 Dispatch

1. Inventory Ledger

Use this inventory ledger to record your honey harvest, extraction, packing, tutin testing and dispatch details.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Harvest Date** | **Apiary site** | **Pallet #** | **Number of pails/supers** | **Extract. date** | **Pack date & batch #** | **Drum #**  | **Dispatch****Date and qty** | **Tutin Test?** | **ED #** |
|  |  |  |  |  |  |  |  |  |  |
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1. Business Details for Inedible Material Disposal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Business name** | **Business address and contact details** | **Materials supplied****(e.g. hides, skins, offal)** | **Day usually supplied****(if routine)** | **Assigned business reference number** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

1. Client Details

Use this register to record client details for whom you provide Homekill services for.

|  |  |  |  |
| --- | --- | --- | --- |
| **Animal owner name** | **Animal owner address and contact details** | **Confirmation that the person is involved in the day to day maintenance of farmed animals (✓)** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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1. Service Record

You can use this table for details of the services you provide. As you complete each row, check that all the materials received for a particular client tally with the products and waste materials returned to the animal owner or disposed of elsewhere.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| **Animal owner** | **Confirmed owner meets 28 day rule?** | **Date service provided** | **Description of service provided** | **Location service provided** | **Animals slaughtered or processed** | **Description of materials transferred to/received from another service provider** | **Parts/products returned to the animal owner** | **Hides and skins** | **Waste disposal** |
| *Name, address and contact details or Client ref* |  |  | *S=slaughter**P=processing* | *AOP = Animal owner property**SSP = Service provider property**Other – provide details* | *Number and Species (e.g. cattle, sheep, goat, pig)* | *Name or listing ID of other service provider and Date of transfer* | *Description and number of any hides/skins and Any other non-edible material* | *Business name and address, or business ref and Number of hides/skins and date of disposal* | *Description of waste location or business name and address or business ref and Date of disposal* |
| *C123* | (✓) | *30.3.15* | *S&P* | *S = AOP**P = SSP* | *5 cattle* | *2 gutted sheep**carcasses**received from**service provider**Jane Jones**30.03.15* | *All edible cattle**and sheep**products,**3 hides, offal**from cattle left**with owner* | *2 hides, 2 skins**to T123 on 2.04.15* | *Waste from 5 cattle to R123* |
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1. All Trading Site Locations

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| --- | --- | --- |
| **Location Address** | **Operating Dates** | **Operating Times** |
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1. Storage, Transport and Display Temperature Checks

Assign a unit number to each refrigeration/freezer unit used to store, transport and display meat for sale at a stall:

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| --- | --- |
| **Unit Number** | **Description (including normal operating temperature)** |
|  |  |
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Use this register to record Temperature Checks for Meat stored in storage, transport and display units:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date/Time** | **Unit Number** | **Meat Temperature (oC)** | **Action Taken if Problem Found** | **Date/Time** | **Unit Number** | **Meat Temperature (oC)** | **Action Taken if Problem Found** |
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1. Meat Inventory Records

You can use this table for details of the services you provide. As you complete each row, check that all the materials received for a particular client tally with the products and waste materials returned to the animal owner or disposed of elsewhere.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Supplier** | **Reference** | **Date received** | **Cut** | **Temperature on receipt (oC)** | **Date Code** | **Date Sold** | **Location Sold** | **Meat Gifted** | **Meat Destroyed** | **Total Day/Week** | **Balance** |
| *EXAMPLE:**Joe Bloggs* | *Case 1* | *19/11/2020* | *Rib Eye (6 packs)* | *7* | *BB4: 26/11/2020* | *20/11/2020**3 packs* | *Town Market* | *19/11/2020**1 Pack* | *Nil* | *4 days* | *2 Left Over* |
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1. Approved Suppliers Records

Meat can only be sold if it comes from our Approved Suppliers (also see ‘Meat Sourcing’ and ‘Meat Inventory’). Businesses that slaughter and dress the meat, cut and pack it must be registered food businesses:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier Business Name** |  |  | **Supplier Business Name** |  |
| **Risk Management Programme for Slaughter and Dressing of Meat Registration Number** |  |  | **Risk Management Programme for Slaughter and Dressing of Meat Registration Number** |  |
| **Contact Person** |  |  | **Contact Person** |  |
| **Phone** |  |  | **Phone** |  |
| **Email** |  |  | **Email** |  |
| **Address** |  |  | **Address** |  |
| **Delivery Date** |  |  | **Delivery Date** |  |
| **Goods Supplied** |  |  | **Goods Supplied** |  |

1. Staff *Listeria* training

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

I have completed the company’s induction programme, and understand the: **Initial / Date**

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

E-learning

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

Part 1. *Listeria*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part 2. Risk foods \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part 3. Sources of contamination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part 4. How *Listeria* gets into RTE? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

MPI factsheets

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

 **Initial / Date**

[*Listeria* monocytogenes and ready-to-eat foods](http://www.mpi.govt.nz/document-vault/14119) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Listeria* control measures](http://www.mpi.govt.nz/document-vault/15166) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Cleaning and sanitising](http://www.mpi.govt.nz/document-vault/14116) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Environmental testing for *Listeria*](http://www.mpi.govt.nz/document-vault/14113)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Testing product for *Listeria monocytogenes*](http://www.mpi.govt.nz/document-vault/14122) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LMP manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Pre-operational checklist

✓ if satisfactory ***Week Commencing: ……/…../…..***

X if unsatisfactory and complete corrective action column

|  |  |  |
| --- | --- | --- |
| PRE\_OPERATIONAL CHECK | Day |  |
| The following are clean and in good repair | M | T | W | T | F | S | S | Corrective Action |
| Processing room ceilings and walls |  |  |  |  |  |  |  |  |
| Processing room floors and drains |  |  |  |  |  |  |  |  |
| Work benches |  |  |  |  |  |  |  |  |
| Tubs and other containers |  |  |  |  |  |  |  |  |
| Racks, rails |  |  |  |  |  |  |  |  |
| Smokehouse |  |  |  |  |  |  |  |  |
| Knives and other utensils |  |  |  |  |  |  |  |  |
| Saws |  |  |  |  |  |  |  |  |
| Processing equipment |  |  |  |  |  |  |  |  |
| Chopping block |  |  |  |  |  |  |  |  |
| Hand basins (with soap and clean towels) |  |  |  |  |  |  |  |  |
| Freezers |  |  |  |  |  |  |  |  |
| Chillers |  |  |  |  |  |  |  |  |
| Retail area |  |  |  |  |  |  |  |  |
| Storage areas |  |  |  |  |  |  |  |  |
| Amenities  |  |  |  |  |  |  |  |  |
| Delivery vehicles  |  |  |  |  |  |  |  |  |
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| The following are operating at correct temperature | M | T | W | T | F | S | S | Corrective Action |
| Freezers (-12***˚***C or cooler) |  |  |  |  |  |  |  |  |
| Chillers (+ 5***˚***C or cooler) |  |  |  |  |  |  |  |  |
| Display cabinets (+ 5***˚***C or cooler) |  |  |  |  |  |  |  |  |
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1. Additive control record

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| --- | --- | --- | --- | --- | --- | --- |
| Date | Batch no. | i) Product typeii) Additive type | Weight of additive (g) | Weight of meat (g) | Resulting additive level | Corrective action |
|  |  | i) ii)  |  |  |  |  |
|  |  | i) ii)  |  |  |  |  |
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1. Drying record

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| --- | --- | --- | --- | --- | --- | --- |
| Date | Batch no. | Product type | Product weight (g) | i) Drying time ii) Temp (˚c) | i) Weight loss ii) Moisture contentiii) Water activity | Corrective action |
|  |  |  |  | i) ii) | i) ii)iii) |  |
|  |  |  |  | i) ii) | i) ii)iii) |  |
|  |  |  |  | i) ii) | i) ii)iii) |  |
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1. Cooking record

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| --- | --- | --- | --- | --- | --- |
| Date | Batch no: | Product | Time at internal temp (mins) | Internal temp (˚c) | Corrective action |
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1. Cooling record

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| --- | --- | --- | --- | --- | --- |
| Date | Batch no: | Product | Internal temp (˚c) | Cooling time (hours) | Corrective action |
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1. Unregulated Meat record

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| --- | --- |
| **Information Required - General** | **Details** |
| Date the service was provided |  |
| Approximate amount/type/quantity and origin of the animal material received (No. of carcasses is adequate) |  |
| Animal material/product returned to the animal owner or hunter |  |
| What has happened to the non-edible parts of the animal, such as the hide, that is permitted to be traded |  |
| **Information Required - Slaughterers** | **Details** |
| Date the service was provided |  |
| Name, address and phone number of the animal owner |  |
| Animal species, sex and approximate age |  |
| Any distinguishing marks |  |
| What homekill material/product (including the hide) was delivered and to whom |  |
| **Information Required – Humane Slaughterers** | **Details** |
| Date the service was provided |  |
| Location |  |
| Reason for slaughter |  |
| Distribution of the animal material |  |
| Name and address of the animal owner (if known) |  |
| **Information Required - Processors** | **Details** |
| Date the service was provided |  |
| Name, address and phone number of the animal owner |  |
| A description of the homekill or recreational catch received including animal species |  |
| What homekill material/product (including the hide) was delivered and to whom |  |
| Identification used for this animal (to distinguish from that belonging to another owner) |  |
| **Information Required – Hides and Skins** | **Details** |
| Hides and skins received / Animal Species / Date |  |
| Hides and skins sold / Date |  |
| Name and address of the purchaser |  |

NB: Where data is provided by other persons, the butcher records the information if he/she believes it is accurate to the best of their knowledge, but is not otherwise liable for the accuracy of the information.

* + 1. Transportation Units (Trucks, Trailers etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identifier**(e.g. fleet number, registration (number) plate) |  **Category**(e.g. truck, trailer) | **Comment** (if any) | **Status** | **Initial** |
| – **active**; or– **no longer used**, with date used ( e.g. Oct 09 – Feb 10) |
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* + 1. Vehicle Docking Facilities, Depots

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| **Vehicle docking facilities (VDFs)** |
| **Physical address** | **Identifier** *(VDF(s) operated by a transport service operator won’t have any unique business identifier)* | **Comment***(if any)* | **Status** | **Site plan attached?** | **Initial** |
| – **active**; or– **no longer used**, with date used ( e.g. Oct 09 – Feb 10) |
| **Business ID** | **In-house ID***(if any, in the absence of a business ID)* |
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| **Other depots***(this is to assist your verifier by providing a complete list of where trucks, trailers etc may be located)* |
| **Physical address** |  **Comment** (if any) | **Status** | **Initial** |
| – **active**; or– **no longer used**, with date used ( e.g. Oct 09 – Feb 10) |
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| --- | --- | --- | --- | --- | --- | --- |
| **Date of transfer** | **Time of transfer** | **Transportation unit** (truck, trailer) **identifier***(e.g. fleet number, registration (number) plate)* | **Consignor** | **Consignee** | **Product** | **Initial** |
| **Arriving** | **Departing** |  |  | **Description** | **Quantity** | **Reference***(Transfer Statement reference / Consignment Note Reference / ED Reference)* |
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* + 1. Other Operators Carrying Out Required Activities

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| --- | --- | --- | --- | --- |
| **Activity** | **Name** | **Address** | **Status** | **Initial** |
| - **active**; or- **no longer used**, with date used (e.g. Jan 10 – March 10) |
| **Example:**Pest control (non-containerised area) | Bug and Pest Control Co. | Willis Street, Wellington | active |  |
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* + 1. Transport agreement between RMP operator and transport provider

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the transporter) hereby agree to ensure that goods transported on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the RMP operator)

are carried in accordance with the relevant requirements of the Animal Products Act 1999, specifically:

That no incompatible loads will be carried without the appropriate segregation in accordance with the Land Transport (Dangerous Goods) Rule 2005 or International Air Transport Association (IATA) Rules.

* That I will check my vehicle is clean before use for transport of animal products.
* That I will clean the load contact surfaces of my vehicle if required before transport of animal products.
* That I will keep a written record of vehicle checks made and any cleaning done.
* That I will only offload animal products for export at a premises with:
* a registered RMP; or
* registered as a vehicle docking facility under the Transport RCS.

That I will keep a record of goods shipped between RMP premises including the quantities of goods moved, date and time of dispatch and date and time of delivery.

That I will report any issues that could compromise animal product suitability or eligibility for official assurances to the RMP operator and I will supply completed check sheets to the RMP operator.

An example transportation check sheet is provided in Appendix 3 of this template. You can use your own forms but they need be sufficient to record all the details required by this transport agreement.

Records must be:

* accessible to the Animal Products Act verifier; and
* retained for at least 4 years; and
* retrievable within 2 working days.

|  |
| --- |
| **Transporter** [Person responsible for transport of Animal Products] |
| Name: | Date: |
| Signature: |
| **RMP operator** [Day-to-day manager of the RMP] |
| Name: | Date: |
| Signature: |

1. Transport Operators Covered by the RMP

**Starting date: / /**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Address** | **Date of Transport Agreement** | **Supplier Status** | **Initial** |
| - **active**; or- **no longer used**, with date used (e.g. Oct 09 – Dec 09) |
| ***Example:****Mack’s Transport* | *Willis Street, Wellington* | *7/12/09* | *No longer used**(Dec 09 – Jan 10)* |  |
| ***Example:****Pete’s Transport* | *Lambton Quay, Wellington* | *11/12/09* | *active* |  |
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1. Transporter Check sheet

**Starting date: / /**

**Transport Operator/ID Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date and time of collection** | **Collected from** | **Is the animal product adequately segregated from the rest of the load?** | **Vehicle clean?** | **Delivered to**  | **Delivery Date and Time** | **Product Description: (Transfer Statement reference/ Consignment Note Reference/ ED Reference)** | **Initial** |
| **If yes**, tick | **If no**, record cleaning undertaken and post cleaning check  |
| ***Example:****07/12/09**7am* | *Jim’s Honey Emporium* | *yes* | *no* | *Fish scales washed off deck, rechecked and ok*  | *Sim’s South Sea Exports* | *7/12/09**3pm* | *JME1* |  |
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1. Certification/Business Continuity Plan

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| --- |
| 1. **Purpose/Scope**
 |
| The Certification procedure covers the raising and authorising of electronic certificates (E-certs).This Business Continuity Plan procedure is in the event of the “E-cert” not being available and the business may be able to continue to operate and export product without undue delay. |
| **2. Regulatory Requirements** |
| **Animal Products (Official Assurance Specifications) Notice 2017****Part 2: General Requirements and** **Part 3: Transfer Document- General and** **Part 7: Transfer Documents Bee Products.****Part 14: Transfer Documentation – Business Continuity Plan****Animal Products (Official Assurance Specifications) Amendment Notice 2003** **Guidance on the use of Eligibility Declarations for Bee Products** |
| **3. Definitions** |
| * **Authorised person** means a person designated by the Director-General under section 65 of the Act as an authorised person for the purpose of issuing official assurances and for withdrawing and reissuing official assurances under section 64 of the Act.
* **Authorised user** means a person that has met specified competency criteria and has been given authority to access E-cert or live animal export certificate templates to enable the raising of eligibility declarations
* **Country eligibility** when applied to an identified lot of animal material or product means that all export requirements appropriate to the intended country(ies) of export, have been met; and eligibility status has a corresponding meaning
* **E-cert** means the electronic programme provided by the Director-General for the processing of eligibility declarations, eligibility documents and electronic export certificates, and includes the E-cert help file in that electronic programme
* **Eligibility declaration** means a document raised by an operator that confirms the eligibility for export of any fish material, fish product, honey and apicultural products, live poultry, or germplasm that requires an official assurance
* **Eligibility document (ED)** means a document issued by an official assurance verifier, or raised by an operator and issued by an official assurance verifier, which confirms the eligibility for export of any animal material or product that requires an official assurance
* **Eligibility documents (EDs) are largely the same as eligibility declarations (EDecs), except a verifier needs to approve an ED, whereas EDecs are automatically approved.**
* **Exhaust** means an action taken by an authorised person, official assurance verifier or operator, on a transfer document, to indicate that the product or product item is no longer represented by that transfer document
* **Export certificate** is the form of an official assurance determined by the Director-General pursuant to section 62 of the Act
* **Overseas market access requirements (OMAR)** means an export requirement specific to an identified overseas market or markets.
* **shoulder number** means the unique number of the eligibility document, eligibility declaration or export certificate allocated by E-cert when a document is raised, or applied at or before signature of a paper document is raised, or applied at or before signature of a paper document
 |
| * **transfer document** means any form of document under this Notice that is able to support the issuing of an export certificate, or the preparation and, where applicable, issuing of another transfer document and includes an eligibility document, eligibility declaration, and exporter and operator declarations
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| **4. Procedures** |
| **4.1 Certification Procedures** **4.1.1 Electronic Certification: Issuing eligibility documents**1. Electronic certification (E-cert) is the method of certification used. The equipment required is a computer with internet access.
2. The person raising the ECert is an approved ECert user. The person raising the company’s ED’s is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Verification of first-hand knowledge of the RMP from the Ecert user is required. 1. When an export load out of animal products occurs the certification person accesses the MPIVS E-cert System with his/her own password and raises an electronic eligibility document. Password sharing is not allowed. **All information on raising ED’s is on the MPI training website and ECert Help files.**

<http://www.foodsafety.govt.nz/industry/exporting/e-cert/animal-products>[**http://www.foodsafety.govt.nz/elibrary/industry/e-cert-help-files/index.htm**](http://www.foodsafety.govt.nz/elibrary/industry/e-cert-help-files/index.htm)**.**1. If internet access is problematic then a 24 hour window is given to raise the ED otherwise the E-cert is to be raised after the product is packed and before the product leaves the premise.

**4.1.2 Requirements on transfer of animal material and product**1. All eligibility documents (ED’s) being transferred to another premises, or being exported from that premises, is raised before that animal material or product leaves the premises.
2. An inventory is maintained for any movement of animal material or product from the incoming eligibility document to the outgoing eligibility document.
3. A loadout check is completed and filed.
4. Once all information has been entered into the E-cert system, the E-cert is then submitted to the MPI verifier for authorisation.
5. All information entered into the ECert system is deemed to be correct.
6. The E-cert is then printed and filed with the loadout check sheet and inventory.

**4.1.3 Notification of a raised ED:** 1. The verifier is to be notified of any intent to loadout or receive any consignment of product or material intended for export so loadout verification can be completed. This can be actioned by phone or email as agreed with the verifier: wellington.loadoutnotification@mpi.giovt.nz

**4.1.4 Receipt of Eligibility Declarations:**1. The issued eligibility document is accessible before the product is received.
2. Any product received without an issued eligibility document, must be identified and segregated.
3. All product received is checked off against the ED to ensure all elements are correct which includes country eligibility.

**4.2 Business Continuity Plan Procedures****4.2.1 Reasons for the Use of the Business Continuity Plan**E-cert may become unavailable as a result of any of the following:1. MPIVS E-cert servers are off line for an extended period of time

nt or eligibility declarations (ED).  |
| 1. Loss of access to the internet – ISP failure, line failure, power failure or other.
2. Loss of competent person to prepare E-certs– e.g. sudden departure of employee.

**4.2.2 Notification of a BCP**MPIVS is to be contacted prior to the use of a paper eligibility document: **4.2.3 Use of Paper Certificates** a) Paper eligibility documents or eligibility declarations (ED’s) should only be used when E-cert is unavailable due only to the MPIVS servers being down. b) The company must take all reasonable steps to avoid the use of paper ED’sc) The Official Assurances Programme (OAP) Sec17, details the requirements for use of paper certificates. (ED’s). This is to be read in conjunction of this procedure. d) See the attached paper template. e) The emergency paper (ED) shall contain all the data that would be required on an electronic ED. f) A printout of the batch file is acceptable. g) The paper ED shall be presented to MPIVS for signing and stamping in accordance with the time frames specified for the product.h) Where paper ED’s are used as part of the operator’s business continuity plan and the E-cert system becomes available, the data on the paper ED’s must be entered into the E-cert system within 5 working days and the paper ED’s cancelled. All data entered must be identical to the data on the paper document.**4.2.4 Attempts to determine the reason for the loss of access.**Every effort must be made to access E-cert by alternative means prior to resorting to the paper option.a)Contact ISP to determine if there is a reason and then remedy.b)Contact Telecommunications Company to confirm phone or internet lines are working correctly.c) Contact computer service organisation to fix faults with computers.Where access to the internet still cannot be obtained, a computer at another location should be used. Security of company passwords and the E-cert system must be maintained.**4.2.5 Where the Competent Persons are Unavailable**Where the competent person is unavailable due to a sudden departure, illness or other reasons and this means there is no competent people available to prepare certificates the following actions should be taken:1. Advise MPIVS and request assistance to complete urgent certificates (this may not be available).
2. Contact another organisation with competent certification operators and request assistance.

Security of company passwords and the E-cert system must be maintained. |
| **5. Records** |
| All records generated shall be kept for a minimum of 4 years.Loadout checksheetConsignment NoteInventory recordHard copy of ED |

1. Loadout Check Sheet

Use this template to check and record details for loadout consignments.

|  |  |
| --- | --- |
| **Departure date:** 25/07/2017 | **Time:** 1230 hrs |
| **Order number:** 10045 | **Carrier Docket:**  |
| **Transfer to premises:** |  |
| **Destination:** |  |
| **Approved transporter:** |  |
| **Raised ED:** |  |
| **Raised export certificate:** |  |
| **Shipping Container:** | **MPI Seal:** |
| **Product Description:** | **Best before date:** |
| **Product ID Batch Nos:** | **Product count:** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Labelling complies** | Yes | No | N/A |
| **Packaging is OK** | Yes | No | N/A |
| **Container/truck clean** | Yes | No | N/A |
| **OMAR Reviewed** | Yes | No | N/A |
| **Comments:** |
| **I have reviewed the associated Export Country OMAR and this loadout complies with the OMAR:****EU:****AU:****HK:****AU:****Operator signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. Free of honey and bee product residues, dirt, dust, moulds, insect parts and waste, and other debris [↑](#footnote-ref-2)