



Guidance Document

How to use the RMP Template for Micro Abattoir

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Title

Guidance Document: How to use the RMP Template for Micro Abattoir

About this document

The Ministry for Primary Industries (MPI) has developed this guidance document to help micro abattoir businesses to complete the Risk Management Programme (RMP) template for Micro Abattoir.

Document history

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1 Purpose

This document provides guidance on completing the Risk Management Programme (RMP) Template for Micro Abattoir.

2 Background

All business operators involved in the primary processing of animal products, including the slaughter and dressing of animals for human consumption, are required to implement a risk management programme (RMP) under the Animal Products Act 1999 (APA).

A micro abattoir is a business involved in the slaughter and dressing of farmed animals for human consumption for domestic use, and which has a low throughput and limited scope of operations (refer to [Section 3 Application and scope of the RMP template](#) for further description of micro abattoir).

Micro abattoir businesses will need to have a RMP registered with MPI to be able to operate. MPI, in consultation with industry, has developed an RMP template to assist micro abattoir operators by providing a means to meet the applicable regulatory requirements under the APA.

Operators should read this guide while completing the RMP template for micro abattoir to ensure they understand the information required for each section. Operators will need to provide complete and accurate information, as the registered RMP will be a legally binding document that must be complied with, and will be verified by an external verifier.

The use of the template is one way of meeting the RMP requirements. Operators may use alternative approaches, provided all relevant regulatory requirements are met. Those who wish to use an alternative approach should refer to the [Risk Management Programme Manual](#) for guidance.

2.1 Layout of this document

Section 3 explains the application and scope of the RMP template for micro abattoir, section 4 discusses the RMP development and registration process, and section 5 gives instructions on how to complete the RMP template.

3 Application and scope of the RMP template

The RMP template for micro abattoir applies only to businesses that operate a micro abattoir. A micro abattoir is a business that operates under the APA and:

- a) slaughters and dresses farmed animals for human consumption;
- b) has a low throughput (e.g. less than 20 large animals or 50 small animals per day);
- c) processes products only for domestic sale or use; and
- d) whose operations and products are limited to those described in Table 1.

Table 1. Scope of a micro abattoir RMP based on the template

	Included	Excluded
Type of premises	<ul style="list-style-type: none"> • Permanent or fixed premises • Mobile premises 	
Live animals for processing	<ul style="list-style-type: none"> • Farmed mammals • Farmed ostrich and emu 	<ul style="list-style-type: none"> • Farmed poultry • Farmed rabbits • Wild animals and poultry
Processing standard	Human consumption (i.e. animal eligibility and all processing are to human consumption standards, but products may be downgraded for petfood use)	Animal consumption
Process	Primary processing: <ul style="list-style-type: none"> • Receiving of live animals • Ante-mortem examination • Slaughter • Post-mortem examination • Dressing • Collection of offal and co-products • Cooling of carcasses and offal • Dispatch 	<ul style="list-style-type: none"> • Supply and transport of live animals • Secondary processing, e.g. <ul style="list-style-type: none"> – Cutting and boning – Size reduction (e.g. slicing, dicing, mincing) – Production of processed/ manufactured meat products • Transport of carcasses (for fixed premises)
Products	<ul style="list-style-type: none"> • Carcasses (whole, half, quarter) • Offal (red and green offal) • Blood and other co-products 	Products from secondary processing
Market	Domestic	Export

Primary processors whose products and processes are not fully covered by the RMP template for micro abattoir, or who decide to apply procedures or processing parameters that significantly differ from those given in the template will need to write their own customised RMP. They should refer to the [Risk Management Programme Manual](#) for guidance.

The scope RMP template for Micro Abattoir does not include secondary processing of farmed animals. Operators who also want to do secondary processing within the same physical boundary of the RMP can:

- a) develop a custom RMP based on the RMP template for Micro Abattoir under the Animal Products Act 1999; or
- b) operate under a registered Food Control Plan or appropriate national programme under the Food Act 2014.

3.1 HACCP Application

The APA requires operators to apply the principles of Hazard Analysis and Critical Control Point (HACCP) to all processes covered by their RMP, and to document this as part of the RMP.

MPI considers the HACCP sections of the [Generic RMP Models for the Slaughter and Dressing of Farmed Mammals](#) to be applicable to micro abattoir. Therefore, instead of requiring micro abattoir to write their own HACCP plans, the hazard identification and control sections of the generic RMP models have been incorporated into the RMP template for micro abattoir by reference. Sections of the generic models covering the identification and control of factors related to the wholesomeness (i.e. suitability) and false and misleading labelling of products have also been incorporated into the RMP template for micro abattoir by reference.

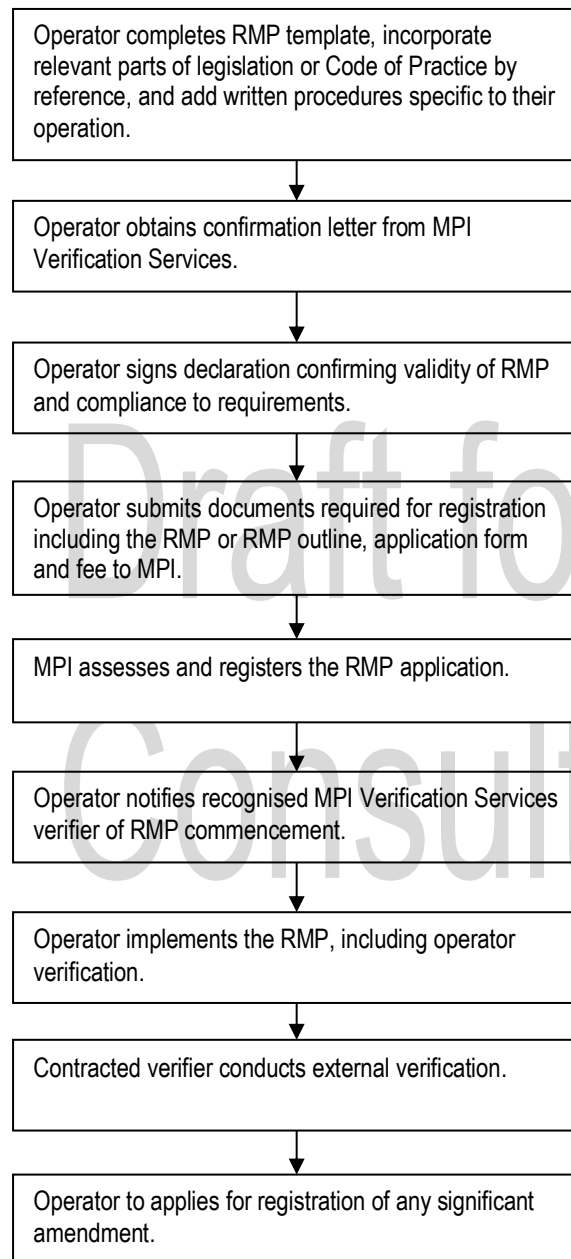
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4 Development, registration and implementation of an RMP

4.1 Steps of the process

Figure 1 summarises the steps in the development, registration and implementation of a RMP template for micro abattoir business. Each of the steps is discussed in more detail in the following sections.

Figure 1: Steps for the development, registration and implementation of an RMP



4.2 Development of the RMP

The simplest approach to developing an RMP for a micro abattoir is to use the RMP template provided. The template provides a way of meeting regulatory requirements applicable to slaughter operations, particularly those specified in the following legislation:

- [Animal Products Regulations 2000](#)
- [Animal Products Notice: Specifications for Products Intended for Human Consumption 2016](#)
- [Animal Products \(Risk Management Programme Specifications\) 2008](#)
- [Animal Products Notice: Ante-mortem and Post-mortem Examination of Mammals, Ostrich and Emu Intended for Human Consumption 2015](#)

The RMP template for micro abattoir consists of the following:

Part 1: Business Operator Details and RMP Scope

Part 2: Supporting Systems (Good Operating Practices and Process Control)

The operator will need to fill in the required information in the appropriate boxes of Part 1 of the template and attach any written procedures (e.g. key operations or activities that are specific to the business) in Part 2.

The operator will need to sign a declaration in Part 1 of the template that he/she confirms that the RMP meets all the legal requirements for a valid RMP.

4.3 Evaluation

An evaluation prior to registration is not required if the RMP is fully based on an MPI approved template. This is because MPI has already determined that the requirements and procedures set out in the approved template are valid, and will deliver the relevant regulatory requirements. Verification of the documented RMP, and the operator's compliance to the RMP will be carried out at the initial verification by the contracted verifier, MPI Verification Services.

4.4 Registration

After completing the RMP, the operator must apply to MPI for registration using application form [AP4: 'Registration of Risk Management Programme'](#), available on the MPI website. The following must be submitted to MPI:

- completed AP4;
- completed RMP template for micro abattoir including a site plan and letter from the verifying agency; and
- application fee prescribed in the application form.

MPI may ask for clarification or further information on any part of the RMP. There may be an additional assessment fee charged for the time of the MPI assessor. Once MPI is satisfied with the RMP and all fees are paid, the RMP will be registered.

More detailed information about the registration, implementation, verification, amendment and cessation of RMPs are given in the [Risk Management Programme Manual \(RMP Manual\)](#).

4.5 RMP implementation

Once the RMP is registered, commercial operation of the micro abattoir can start. The MPI Verification Services verifier will undertake his/her first audit on the first day of the commercial operation. All operations must be undertaken by trained personnel in accordance with documented RMP procedures, and relevant records must be kept.

4.6 External verification

External verification will be conducted by MPI Verification Services as prescribed in the [Verification Statement of Policy](#). The verification audit will confirm the operator's compliance to the RMP and relevant legislation, and the effectiveness of the RMP.

4.7 Amending the RMP

When making any amendment to the RMP, the operator has to determine whether the amendment is considered significant or minor. Significant amendments require evaluation by a recognised evaluator and registration with MPI. Minor amendments can be made without evaluator or MPI involvement.

Detailed guidance on RMP amendments is given in the RMP Manual. Appendix G of the manual provides examples of significant and minor amendments. The operator may also consult their RMP verifier when deciding whether an amendment is significant or minor.

All amendments made to the RMP must be recorded in an amendment record.

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5 Guidelines for completing the RMP template

5.1 General instructions

The RMP template must be completed by a person or group of people who have full knowledge of the whole operation covered by the RMP. The person completing the template should:

- a) read each section of this guide while completing the corresponding section of the template;
- b) provide the required information by:
 - i) entering information into the empty boxes or blank lines, or
 - ii) ticking the appropriate answer or information, e.g. [].
- c) ensure that all information provided is legible; and
- d) ensure that everything written down accurately reflects or applies to their operation and that they will be able to comply with them.

It is very important that operators provide complete and accurate information as the registered RMP will be a legally binding document that must be complied with, and will be verified by an external verifier.

Part 1 of the RMP template: sections 1-9 are to be completed by the operator, and provides information about the business operator's details, the scope of the RMP, and the operator's confirmation of compliance to the documented RMP.

Part 2 of the RMP template: the RMP requirements and procedures applicable to the operations of a micro abattoir are described in the Supporting Systems sections A-P.

5.2 Part 1 of the RMP template

5.2.1 Business identification

NZBN: provide your New Zealand Business Number (NZBN), if you have one. An NZBN is a unique identifier (it's a 13 digit number) available for every sole trader, business, corporate, partnership or trust in New Zealand. If your business is a company, you'll already have an NZBN, as it's been matched to your company from publicly available data from the Companies Office. You can view your details (or any other NZBN registered company details) on the [NZBN Register](#).

Business ID: choose a unique business identifier. It must be a number or number/letter combination of at least 3 and not more than 10 characters with at least one character as a number and no leading zeros. The business identifier must not be the same as any exporter's registration number.

RMP No: assign a consecutive two digit number (01-99) to each new RMP you have. Enter 01 if this is your first RMP.

5.2.2 Operator name, business address and contact details

Full legal name: if the business is a company, then the full legal name must match the details given at the Companies Office exactly. If the business is a partnership or a sole trader operation then the name(s) of the business owner(s) must be provided.

Trading name: this is the name that you trade under, i.e. the name that you use on your shop sign or letterhead, which may be different to the legal name of your business.

Physical address: give the street address of the fixed premises that the RMP applies to.

Vehicle registration no.: give the vehicle registration number of the mobile premises that the RMP applies to.

Postal address: give the address where you want any correspondence sent to.

Phone / Fax / Email: give the contact details for the business.

Tick the box to indicate that you agree to correspondence about your RMP being sent to you by email. This is recommended, as it speeds up communication from MPI significantly.

5.2.3 Responsible persons

Day-to-day manager of the RMP: the day-to-day manager of the RMP is the person responsible for the implementation of the RMP and for ensuring that it is kept up-to-date. He/she is the contact person for MPI and the verification agency when dealing with matters related to the RMP.

Give the name or position/designation, and contact details (phone no., fax no., email address) of the day-to-day manager. It is recommended that the position or designation be given instead of the name of the day-to-day manager to avoid the need for amending the RMP and notifying MPI when the person is replaced. You may also wish to identify a deputy to the day-to-day manager.

External verifier: MPI Verification Services is the only agency that you may use as your external verifier. Write the contact details of your contracted verifier.

5.2.4 Scope of the RMP

Type of premises: tick the box to indicate whether you operate a permanently located premises (also referred to as fixed premises) or mobile premises.

Physical boundary: attach your site plan to the completed template and tick the box to indicate that you have done this. Mark your site plan so it is clear that it forms part of the RMP (e.g. label it as Attachment X).

Fixed premises: the site plan must show the buildings, facilities and external surroundings included in your RMP. The different rooms or areas within a building and the location of key pieces of processing and hygiene equipment should be shown in the diagram(s).

The physical boundary of the RMP must be clearly marked on the site plan with a dark marking pen. Generally, the physical boundary of a fixed premises is the legal boundary or the fence line of the property. Areas and facilities within the boundary that are excluded in the RMP (e.g. those you wish to keep under the Food Act regime) should also be clearly indicated in the site plan.

Mobile premises: the site plan should show the layout of the vehicle, including storage facilities, and the location of key pieces of processing and hygiene equipment.

Animal species: indicate the types of farmed animals you intend to slaughter in your premises by ticking the appropriate boxes. If you would like to include other species not given in the list, please contact and discuss this with your MPI verifier.

Processes: indicate the key primary processes that are covered by your RMP by ticking the appropriate boxes. If there are other primary processing operations that you want covered by the RMP, specify this under "other". Note that secondary processing is not covered under this RMP template.

Activities excluded from the RMP: this section applies to fixed premises only. Tick the appropriate box to indicate whether you undertake secondary processing within the physical boundaries of the RMP. Secondary processing can be done within the boundaries of the RMP but they must be excluded from the documented RMP because they are outside the scope of the RMP template. Secondary processing must be covered by a Food Control Plan or National Programme under the Food Act 2014.

The operator must have procedures that will ensure that the secondary processing operation is not a source of contamination to any animal product processed or stored within the physical boundaries of the RMP.

5.2.5 Product description

This section has been filled out for you, except for column 2. Indicate in column 2 the types of offal and co-products that you intend to produce.

5.2.6 Process description

Attach your process flow diagram(s) and tick the box to confirm this. The process flow diagram(s) should show the key steps of the process, from receiving of live animals to dispatch of carcasses and other products. It should also show the main inputs and outputs of the process.

If you intend to process multiple species, it is recommended that you develop process flow diagrams for groups of animals of similar size and that undergo similar process steps, rather than have one for each species.

5.2.7 External verification

Tick all the boxes in this section to indicate that you have contracted a verifier, and are giving the verifier the freedom and access to carry out verification activities.

Attach a copy of the letter from MPI Verification Services confirming that they will verify your RMP.

5.2.8 RMP document list, responsibilities for and authorisation of RMP

Table 1: RMP Document list

This gives the list of all the documents from the template that form part of your RMP, including legislation and chapters of the Red Meat Code of Practice incorporated to the RMP by reference. Ensure that all the documents are applicable to your RMP.

Table 2: Operator's own written procedures for GOP and process control

Supporting systems of the RMP require you to write certain procedures covering good operating practice (GOP) and process control that are specific to your operation and premises. Examples of this type of documents are: cleaning schedules, pest control schedule, inventory control procedures and slaughter and dressing procedures.

The external verifier will confirm the effectiveness of the RMP against these procedures.

Ensure that all the written procedures apply to your operation and that you will be able to comply with them. Initial the bottom of every page of any additional document and put a date to indicate the version. Write the title of your own written procedures and record forms and their corresponding versions in the table.

5.2.9 Confirmation

Tick the 4 boxes to confirm that you agree to the statements given.

Signature: the operator or the day-to-day manager of the RMP must sign and date the completed template.

5.3 Part 2 of the RMP template

The supporting systems in Part 2 of the RMP template describes the practices and procedures that you will need to comply with to ensure you can consistently make products that are safe and suitable for their intended purpose, and meet relevant regulatory requirements. The external verifier (i.e. MPI Verification Services) will verify the effectiveness of the RMP against these procedures and requirements.

You will need to:

- a) read each supporting system thoroughly;
- b) ensure that all written procedures apply to your operation and that you will be able to comply with them. Delete or cross out anything that does not apply to your operation. If you have your own written procedures, attach them to the relevant supporting system. Make sure that you add document names, page numbers and dates (similar to those from the original attachment) to each page.
- c) some supporting systems require you to provide information specific to your operation (e.g. cleaning schedule). Provide the required information by:
 - i) entering information into the empty boxes or blank lines;
 - ii) ticking the appropriate answer or information; and/or
 - iii) if the spaces or tables provided are not enough or suitable for the information you want to include, attach additional pages or your own written procedures to the relevant supporting system.
- d) make sure that you add document names, page numbers and dates (similar to those from the original attachment) to the top of each page for any additional pages you add to the RMP,.
- e) ensure that any additional documents are listed in the RMP Document List in section 8 of Part 1 of the RMP template;
- f) initial the bottom of every page to indicate that you fully understand the procedures and requirements on the particular page and that you are complying, or will be able to comply with them.

Table 2 below lists the supporting systems included in Part 2 of the RMP template for Micro Abattoir.

Table 2: List of supporting systems in Part 2 of the RMP template for Micro Abattoir

A	Document Control and Record Keeping
B	Personnel Health and Hygiene
C	Personnel Competencies and Training
D	Operator Verification
E	Corrective Action
F	Design, Construction and Maintenance of Facilities and Equipment
G	Potable Water
H	Cleaning and Waste Management
I	Handling and Disposition of Non-conforming products
J	Packaging and Other Incoming Goods
K	Traceability and Inventory Control
L	Calibration
M	Chemical Control

N	Pest Control
O	Process Control
P	Hazard Identification and Control

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