Date: / /

Risk Management Programme Template – Transport of Packaged Dairy Material and Dairy Products

You can use this template if you:

- Transport Dairy Material and Dairy Products

Name of Company, Business Owner or Partners:

Date: / /

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

Statement Application

The application of the Risk Management Programme Template for Transport of Dairy Material and Dairy Products is limited to businesses that are involved in:

- Transport of packaged dairy material and dairy products

Dated at Wellington this ?th day of 2018

Nigel Lucas
Acting Manager Animal Products
Ministry for Primary Industries
(acting under delegated authority of the Director-General)

Contact for further information
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Regulation & Assurance Branch
Food Regulation Directorate
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Wellington 6140.

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Disclaimer

Considerable effort has been made to ensure that the information provided in the Risk Management Programme Template for Transport of Dairy Material and Dairy Products is accurate, up to date, and otherwise adequate in all respects. Nevertheless, this template is approved STRICTLY on the basis that the Crown, the Ministry for Primary Industries, its statutory officers, employees, agents, and all other persons involved with the writing, editing, approval or publication of, or any other kind of work in connection with this template:

a) disclaim any and all responsibility for any inaccuracy, error, omission, or any other kind of inadequacy, deficiency, or flaw in, or in relation to, the Risk Management Programme Template for Transport of Dairy Material and Dairy Products; and
b) without limiting a) above, fully exclude any and all liability of any kind, on the part of any and all of them, to any person or entity that applies the Risk Management Programme Template for Processing Transport of Dairy Material and Dairy Products.

Date: / /

Application and Use of this Template:

1. The Guidance for the use of the RMP Template explains the application and use of the RMP template. It also provides instructions on how to complete this RMP template. The person completing this template must read these instructions while completing the form to ensure that correct information is provided.

2. This RMP template applies to operators that transport dairy material and dairy products or products:

   - between places operating under RMPs (e.g. from a dairy processor to a cold or dry store with an RMP)
   - from a place operating under an RMP to a retail distribution centre (e.g. from a cold store or dairy processor to a supermarket central warehouse or distribution centre).

3. This RMP template does not apply to the transport of bulk unpackaged dairy material (e.g. raw milk, skim permeate, pasteurised cream).

4. Transport operators who wish to use this template must comply with all the requirements and procedures given, including those in the Supporting Systems.

   Operators whose operations are not fully covered by this template, or who have decided to deviate from the requirements and procedures given in this template will need to write their own RMP.

5. Compliance with the requirements and procedures given in this template will meet the requirements for the transport of dairy material and dairy products that are specified in the current versions of:

   - Animal Products (Dairy) Regulations 2005.
   - Animal Products (Dairy Risk Management Programme Specifications) Notice 2008.
   - Animal Products (Dairy Processing Specifications) Notice 2011; and
   - DPC4: Animal Products (Dairy). Approved Criteria for Storage and Transportation of Dairy Material and Products 2008.

6. Example for forms and records are provided in RMP Operator Resource Toolkit.

7. The RMP template starts on the next page. The cover page and this page are not part of the RMP and should be removed when submitting the RMP for registration.

NB: These pages are not to be used as part of the RMP.

Date: / /

General RMP Sections

To complete this template refer to the Guidance Document: How to Complete an RMP Template

1. Business Identification

Programme Title (optional): Version (number or date):	For MPI Use Only: Programme ID:
Business ID:	
RMP No:	
Are other businesses covered by this RMP? ☐ No (fill in all pages except '3. Multi Business RMP' page) ☐ Yes (fill in all pages for main business, copy and fill out page '3. Multi Business RMP' page for each other business)	

2. Operator Name, Business Address and Contact Details

Legal entity (tick one)	Details (Fill out appropriate line – should correspond with the box you have ticked):
☐ Company _____	Name listed at Companies Office:
☐ Sole Trader _____	Name of business owner
☐ Partnership _____	Name of Partners
Trading name if any (i.e. trading as) *(if different from legal name)*	
Physical address(es) of premises:	Phone No:
	Fax No:
Postal address (for communication):	Email:
	☐ Tick for consent to being provided electronic information

Date: / /

3. Multi Business RMP

Copy and fill out this form for each other business operating under this RMP

Business ID:	Click here to enter text.
Full legal name: Trading Name (if different):	Click here to enter text. Click here to enter text.
Physical address of premises:	Click here to enter text.
Postal address (if different to physical address):	Click here to enter text.
Phone No: Fax No: Email:	Click here to enter text. Click here to enter text. Click here to enter text.
Day-to-day manager of RMP:	Click here to enter text.
Evidence of sufficient control of RMP operator over this business:	☐ Contract or written correspondence between the two parties is attached.
Consent of this business operator	Signature of operator or day-to-day manager of RMP: Click here to enter text. Date: Click here to enter a date.

Date: / /

4. Responsible Persons

Role	Name, position or designation	Contact details (if different from above)
Day-to-day manager of RMP		

5. Scope of the RMP

The RMP covers the following processes or activities for Dairy Material or Dairy Products

☐ non-refrigerated transport of dairy material or dairy products.

☐ refrigerated transport of dairy material or dairy products.

Non-dairy animal products for human and/or animal consumption.

☐ Non-dairy animal products (e.g. meat, seafood, poultry, bee products) are transported using the same transportation units, but they are excluded from the RMP. They are covered by Part 16 of the current version of the Animal Products (Specifications for Products for Human Consumption) Notice.

☐ Procedures are in place for ensuring that non-dairy animal products are not a source of contamination to any dairy material or dairy product that is transported using the same transportation units.

Non-animal food products

☐ Non-animal food products (e.g. vegetable and fruit products) are transported using the same transportation units, but they are excluded from the RMP. They are covered under the Food Act (i.e. Food Hygiene Regulations or Food Control Plans).

☐ Procedures are in place for ensuring that non-animal food products are not a source of contamination to any dairy material or dairy product that is transported using the same transportation units.

Non-food products

☐ Non-food products are transported using the same transportation units, but they are excluded from the RMP.

☐ Procedures are in place for ensuring that non-food products are not a source of contamination to any dairy material or dairy product that is transported using the same transportation units.

Note - The Dairy RMP Specifications require that the physical boundaries of the place or places covered by RMP be specified in the RMP. In the case of transport operators, this requirement can be met by keeping an up-to-date list of the transportation units (e.g. vehicles) covered by the RMP. Refer to Supporting System F.

6. External Verification

Allowing verifiers to carry out verification functions and activities	
I authorise my contracted verifier to have the freedom and access necessary to allow him/her to carry out verification functions and activities as specified in Animal Products (Risk Management Programme Specifications) Notice 2008 Clause 17. Name and contact details of Verifying Agency: _____ _____ _____ _____	
☐	A letter has been received from the verification agency confirming they will verify the RMP at all sites covered by this RMP.
☐	Copy of Verification Letter is attached.

7. RMP Document list, Responsibilities For and Authorisation of RMP

Document		Reference	Version number or Date issued	Person responsible for implementation
General RMP Sections				
1	Business Identification			
2	Operator Name, Business Address and Contact Details			
3	Multi Business RMP			
4	Responsible Persons			
5	Scope of the RMP			
6	Verification			
7	RMP Document List, Responsibilities For and Authorisation of RMP			
8	Confirmation			
Supporting Systems				
A	Document Control and Record Keeping			
B	Personnel Health and Hygiene			
C	Operator Verification and External Verification			
D	Design, Construction and Maintenance of Transportation Units and Equipment			
E	Cleaning and Sanitation			
F	Operating Procedures			
G	Hazard Identification and Control			
Own Procedures				
A	Cleaning Schedule			
Other Documents				
A	List of Vehicles			
B	Letter from Verifying Agency			
C	Record Forms			

8. Confirmation

☐	I confirm that all of the above documents listed in 7. RMP Document List, are appropriate for my operation.
☐	I confirm that all transportation units and equipment necessary to implement the RMP are available and ready to operate.
☐	I confirm that the RMP, including all Supporting Systems (GOP Programmes), has been authorised by me.
☐	I confirm that the RMP has been, or will be, implemented as written, including all relevant legislation and parts of the Code incorporated into the RMP.

Signature of operator or day-to-day manager of RMP:

Date: / /

Supporting Systems

A. Document Control and Record Keeping

Know

- All RMP documents are managed under a document control system so they are current, authorised and where necessary registered with MPI; and
  - obsolete documents are removed from use; and
  - records are managed.

Do

Document Control

- RMP documents are:
  - numbered and dated at time of issue;
  - authorised prior to use by the operator, the day-to-day manager of the RMP or a person who meets all the competency requirements;
  - authorised by signing the document list and initialling all Supporting Systems. See Section 7 of the RMP template;
  - available to any person with responsibilities under the programme.
- A register of all RMP documents showing the current version and/or date of issue is maintained by the transport operator.
- Minor amendments are hand-written onto the relevant RMP pages and implemented as soon as they are authorised. This is recorded in the Amendment Register.
- Amended pages are given a new date then initialled on the bottom by the authoriser. The relevant dates on the document list are updated and the new list is signed by the authoriser.
- If amendments are significant and depart from the template then the RMP will be re-registered prior to implementing the change.
- All copies of the RMP are updated immediately after authorisation (and if necessary, registration).
- Old pages are removed, crossed diagonally to show they are obsolete and filed.
- Copies of obsolete documents are kept for at least 4 years in the day-to-day manager's office in a manner that protects the documents from damage, deterioration or loss, and prevents confusion with current documents.
- All RMP documents, all reference material, and any archived documents are readily accessible, or can be retrieved and made available to required persons within 2 working days of any request.

Record keeping

- Records relating to the RMPs monitoring, corrective action and operator verification activities include:
  - the date and time of the activity or observation;
  - subject and description of the activity or observation; and
  - corrective action undertaken; and
  - a means to identify the person(s) who performed the activity; and
  - any other information required under the risk management programme as applicable.
- Records are stored in a manner which protects them from damage, deterioration or loss and ensures that they can be retrieved for a period sufficient to enable traceback.
- Electronic records are backed up and protected from corruption, damage or loss.
- All records relevant to operator verification are made available, as required, to the recognised verifier and/or persons authorised.

	Amendments • All amended parts of the RMP are replaced with the current versions at all distribution points without unnecessary delay after authorisation. • An amendment record, which includes the following information, is maintained by the transport operator: – document and specific part being amended; – details of the amendment; – reason for the amendment; – date of change: – person approving the amendment. • Any alterations on records is made alongside the original entry and initialled by the person altering the record. **Monitoring** Compliance with these procedures is checked at least Click here to enter text. by the responsible person.
Show	• Obsolete documents and document lists are filed. • Records are complete and available upon request e.g. Amendment Register. • Record forms. • All records generated while implementing the RMP.
References	• Animal Products (Risk Management Programme Specifications) Notice 2008, Clause 19 and 20. • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Clause 9.2

B. Personnel Health and Hygiene

Know

- To ensure that all personnel are medically fit to perform their duties and that they comply with good hygienic practices so as to prevent or minimise the contamination of products, other inputs, packaging, equipment, and the transport environment with harmful bacteria or viruses.
- Personnel include all drivers, product handlers, contractors providing services, and visitors.

Do

Induction and on-going supervision of personnel

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

Health of personnel

- Personnel are excluded from handling any exposed product if they have diarrhoea, vomiting, acute respiratory infection; or are diagnosed with illness caused by *Salmonella*, *Shigella* spp., *E. coli* spp., *Campylobacter*, *Listeria, Yersinia, Cryptosporidium, Giardia*, Hepatitis A virus.

Hygienic practices

- Personnel behave in a manner that prevents the contamination and deterioration of dairy material or dairy product, and the transport environment.
- Personnel must follow an appropriate personal hygiene routine before handling any exposed product or food contact material.
- All personnel wash and dry hands and exposed portions of the arms with detergent and water before handling any exposed product or food contact material.

  Note: When a water source is impractical to have within a certain area, alternative options for sanitising personnel hands may be considered.

Monitoring

Compliance with these procedures is checked at least Click here to enter text. by the responsible person.

Show

- A record of all employee illnesses and any medical certificates.
- Register for injuries.
- Personnel Training Form.
- Any problems detected and any corrective action taken.

References

- Animal Products (Dairy) Regulations 2005, Regulations 11 and 12.
- Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Clause 4.2.

C. Operator Verification and External Verification

Operator Verification

Know

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

Do

Operator Verification

- All operator verification activities are transparent and traceable, and undertaken by suitably skilled person nominated by the operator or day-to-day manager.
- Persons carrying out operator verification activities are independent of the process or operation monitoring and corrective action activities being verified and familiar with the contents of the RMP, including its expected outcomes.
- The day-to-day manager of the RMP verifies that the RMP is effective by ensuring that the following checks are done.

Activity	Details	Frequency
Record checks	Collect all records and check they are correctly filled out and that all results are acceptable or that appropriate corrective action has been taken.	• When completed.
Staff supervision	Ensure that staff are following correct practices and procedures.	• As required.
Review of RMP	Read through RMP and amend it where necessary. If amendments are significant get them evaluated and registered.	• At least annually. • When process, product or premises change. • When RMP is not working effectively.

Internal Audits

- Internal audits are undertaken by the person responsible at an appropriate frequency. This ensures compliance with the documented RMP, including Good Operating practices (GOP) procedures, and to identify and correct any problems. Internal audits can be more frequent as required (on specific or all areas of the RMP).
- Internal audits should consist of review of records, reality checks, and confirmation that deficiencies or non-compliances identified from the last audit have been rectified.
- All records under this RMP are reviewed for:
  - completeness and accuracy of required information;
  - documentation of corrective actions;
  - any trends, new hazards, recurring problems; and
  - compliance with documented control procedures.
- Reality checks include observation of:
  - personnel performance and compliance with documented hygienic procedures and operating procedures;
  - compliance with process parameters such as temperatures; and
  - hygienic status of the premises internal and external environment, transportation unit, and equipment.
- All deficiencies found at previous audits are followed up.
- When ongoing or recurring non-compliances occur, the following actions are taken:
  - investigate to determine possible causes of non-compliance;
  - take appropriate corrective actions to regain control and prevent recurrence of the problem;
  - increase surveillance of the system;
  - review the RMP or the relevant supporting systems (GOP) and make necessary changes.

RMP Review

- The RMP is reviewed annually to check for any significant changes e.g. equipment, products, personnel positions, verifier agency etc.; or
- The RMP is not working effectively.

Recording issues / findings

- The Annual Internal Audit Checksheet is used to record the audits undertaken.
- Issues or findings requiring action and corrective actions taken are recorded in the Corrective Action Register.

Notification

- The day-to-day manager of the RMP will send an email to MPI or a letter to the Manager, Appointments and Approvals, MPI, PO Box 2526, Wellington 6140 notifying of any:
  - change to the name or position or designation of the day-to-day manager of the RMP;
  - change in verification agency; or
  - any emerging, new or exotic biological hazards or new chemical hazards that have been discovered.
  - dairy product is recalled because it is not or may not be fit for its intended purpose.
- The day-to-day manager of the RMP will send an email or letter to the recognised RMP verifying agency without unnecessary delay on discovering:
  - significant concerns about the fitness for intended purpose of any dairy material and dairy products;
  - that the cumulative effect of minor amendments necessitates the registration of a significant amendment to the RMP;
  - that the RMP is no longer effective;
  - merging two or more registered RMPs ;
  - splitting a registered RMP into two or more RMPs.

Show

- Any information or evidence relating to operator verification activities (e.g. temperature readings).
- RMP verifier audit reports.
- Completed Annual Internal Audit Checksheets.
- Corrective Action Register.
- Copies of any emails or letters sent to MPI or the RMP verifying agency.

References

- Animal Products (Risk Management Programme Specifications) Notice 2008, Clauses 13, 15, 16 and 17

D. Design, Construction and Maintenance of Transportation Units and Equipment

Know

- To ensure that all transportation units and equipment are designed, constructed, installed and operated in a manner that minimises contamination of product, packaging, other inputs, equipment, and the transport environment.
- Transportation units include vehicles, containers and other forms of conveyances used for the transportation of dairy material and dairy products.

Do

Design and construction of transportation units

- Transportation units are designed and constructed in a manner so as to:
  - maintain the hygienic status of dairy material as suitable for processing, or dairy product as fit for intended purpose;
  - permit effective cleaning and maintenance; and
  - minimise and manage the exposure of any dairy material or dairy products to hazards and other risk factors.
- Internal surfaces and structures of transportation units that may affect dairy material or dairy products are constructed of material that are:
  - easily cleaned and sanitised (when required);
  - durable and capable of withstanding normal operating conditions; and;
  - free from depressions, pits, cracks and crevices that may harbour contaminants.
- The internal surfaces of transportation units (e.g. walls, ceiling and floors) that are subject to wet cleaning are constructed of material that is impervious, and are designed to facilitate the drainage or removal of water.

Refrigeration facilities and Equipment

- Refrigerated transportation units are designed, constructed and equipped to ensure that the specified temperatures are maintained throughout transportation.
- Equipment for the control and accurate monitoring of temperatures and any other required refrigeration parameters (e.g. humidity, air-flow) are provided and operated at all times while refrigeration facilities are in use.

  Note: The system should allow the driver to be able to monitor the temperature of the refrigerated transportation unit at a frequency necessary to ensure that required temperatures are maintained during a particular journey.
- Temperature measuring devices used to measure temperatures are calibrated and located to measure the internal temperature of the transportation unit at the warmest point.

  Note: Temperature measuring devices should be calibrated at a frequency necessary for maintaining its required accuracy. Operators should refer to the equipment supplier's recommendation for guidance. The warmest point of a refrigerated truck is usually the area near the return air inlet on the evaporator, or in a bad air flow area of the unit.

Repairs and maintenance

- The condition of the transportation unit and equipment is regularly checked, and any deficiencies that are identified and corrective action taken are recorded.
- All alterations, repairs and maintenance work on transportation units and equipment (including refrigeration units) are done in a manner that minimises the exposure of dairy material and dairy products or packaging to hazards introduced by this work.
- Once the work is completed the affected areas and surfaces are cleaned effectively before use.
- Records of any alteration, repair and maintenance work on transportation units are kept by the transport operator.

  Note: The requirements given in this section apply to repairs and maintenance of the transportation unit where the dairy material or dairy product is contained, and any equipment that could affect the preservation or hygienic status of dairy material or dairy products being transported (e.g. refrigeration unit). It does not apply to the repairs and maintenance of the vehicle itself.

	Recording issues / findings • Issues or findings requiring action are recorded in the Repairs and Maintenance Register. **Monitoring** • Compliance with these procedures is checked at least Click here to enter text. by the responsible person. • The pre-operational check list is used to record issues.
Show	• Any specifications and manufacturer's instructions related to refrigeration units and other equipment. • Calibration records. • Any problems or deficiencies identified, and corrective action taken. • Completed Repairs and Maintenance Register.
References	• Animal Products (Dairy) Regulations 2005, Regulations 9 and 13 • DPC4: Animal Products (Dairy). Approved Criteria for Storage and Transportation of Dairy Material and Products, Clause 6.

E. Cleaning and Sanitation

Know	• To ensure the effective cleaning and sanitation of the facilities and equipment to prevent or minimise the contamination of products, packaging, equipment or transport environment.
Do	**Cleaning and sanitation** • Transportation units are maintained in good operating and hygienic condition so that contamination and deterioration of dairy material or dairy products is minimised. • The cleaning of transportation units are undertaken following the procedures in the written cleaning programme or schedule. • The written cleaning programme or schedule sets out the procedures for cleaning the transportation units, chemicals that are used, frequency of cleaning, person responsible for cleaning, and records to be kept. • Chemicals used for cleaning and maintenance are handled and used according to the directions of the manufacturer; and in a manner that minimises contamination of dairy material or dairy products. • Before loading any dairy material or dairy products, transportation units are checked to ensure that they are visibly clean, dry and with no other signs of contamination (e.g. off-odour). The results of these checks are recorded. **Monitoring** • Compliance with these procedures is checked at least Click here to enter text. by the responsible person. The frequency of checks is determined by the results of recent checks.
Show	• Cleaning and inspection records. • Completed Chemical Register. • Any problems detected. • Any corrective action taken.
References	• Animal Products (Dairy) Regulations 2005, Regulations 8, 9 and 10.

F. Operating procedures

Know

- To ensure the effective implementation of good operating practice including appropriate process control measures at each process step identified, so that all products are fit for intended purpose.

Do

List of vehicles

- An up-to-date list of vehicles currently covered by the RMP is maintained by the transport operator.
- Only those vehicles included in this list can be used for the transport of dairy material or dairy products.

Handling and transportation

- Dairy material or dairy products are handled and transported in a manner that minimises:
  - the risks of contamination, spoilage or deterioration;
  - the proliferation of pathogenic microorganisms; and
  - the development of toxins.
- The driver ensures that consignments are accompanied by appropriate documentation, including information necessary for the effective identification, traceability and inventory control of products.
- The documentation provides the following information:
  - identity of the material or products;
  - amount of material of products;
  - the source of the dairy material or dairy products;
  - the time when it was loaded into the transportation unit;
  - the destination of the dairy material or dairy products; and
  - the time when it was delivered.

  Note: The temperature of chilled and frozen products should be taken and recorded before loading into the transportation unit and at delivery of the products.

  Some companies take product temperatures when products are dispatched and received. If product temperatures are not taken by the driver himself, and the supplying or receiving company takes product temperatures, the driver should try to ensure that temperature measurements are taken in his presence (i.e. drivers should not rely on temperatures notified by operators that are not collected in their presence) and that he records the actual measurements taken.
- Chilled or frozen products are loaded, transported, and unloaded without unnecessary delay to ensure that required product temperatures are maintained.
- Products are adequately protected from the elements and environmental contaminants during loading and unloading.
- Doors of transportation units are kept closed when not loading or unloading.
- Products with damaged packaging are handled in manner that minimises:
  - the exposure or spillage of the product (e.g. products can be wrapped and sealed);
  - contamination or deterioration of the product;
  - contamination of other products and the transport environment.

- Dairy material or dairy products are kept separate or protected from other products that may taint or contaminate them.

Refrigeration control

- Refrigeration units are operated in such a manner so that the required temperature of products is maintained throughout transportation.
- Refrigerated transportation units are loaded within their designed refrigeration capacity.
- Procedures are in place for minimising condensation drip on to products or equipment.
- Equipment for the control and accurate monitoring of temperatures and any other required refrigeration parameters (e.g. humidity, air-flow) are operated at all times while refrigeration facilities are in use.
- The temperature of the refrigerated transportation unit is checked by the driver at a frequency necessary to ensure that required temperatures are maintained during the transport of dairy material and dairy products.

  Note: Temperature readings should be taken and recorded at the start and end of the journey. Factors that may affect refrigeration performance (e.g. breakdowns) should also be recorded by the driver.

Action taken when non-compliance occur

- The driver notifies the person responsible for the dairy material or dairy products (e.g. transport operator and/or owner of the dairy material or dairy products) without unnecessary delay when non-compliance occurs, including when the following circumstances occur:
  - damage, spillage, contamination or loss of dairy material or dairy products;
  - failure to maintain product temperature, including refrigeration failure;
  - vehicle crash or breakdown; or
  - dairy material or dairy products falling off the vehicle.
- The transport operator reports any non-compliance suspected or known to have occurred to the recognised agency responsible for verification of the RMP without delay.
- Non-complying products (also called non-conforming products) are clearly identified and separated from other products, until disposition is determined by the operator or the owner of the products, or, in certain cases, by the regulator.
- Non-complying products are handled and transported in a manner that prevents:
  - contamination and/or deterioration of other products in the same transportation unit;
  - further contamination or deterioration of the non-complying products; and
  - contamination of the transport environment.
- Non-compliances that occur during the transport of dairy material or dairy products, and the corrective actions taken are recorded by the driver or assigned worker.

Show

- Documentation accompanying consignments.
- Temperature records for refrigerated transportation units.
- Any product temperature records.
- Any problems detected.
- Any non-compliance that occur, and corrective action taken.

References

- Animal Products (Dairy) Regulations 2005, Regulation 8.
- Animal Products (Risk Management Programme Specifications) Notice 2008, Clauses 9 and 11

G. Hazard Identification and Control

Know	• To identify the hazards that are reasonably likely to occur at each process step. • To ensure that appropriate controls are included in the RMP so that the products are fit for intended purpose.
Do	**Procedures**
	• No critical control point (CCP) has been identified for the transport of dairy material or dairy products. • All identified hazards are expected to be adequately controlled by Good Operating Practices (GOP), as shown in the table below.
Show	• Completed records of good operating practice.
References	• Animal Products Act 1999, Section 17. • Animal Products (Risk Management Programme Specifications) Notice 2008, Clause 10 and 11.

Table 1: Summary of Hazard Analysis

Process step	Potential impact of step on hazards	GOP control measures *	Supporting System
Loading/unloading	Microbiological growth in chilled or frozen products due to unacceptable increase in temperature due to delays in loading or unloading.	• Timely transfer of products into refrigerated environment; checks of product temperature at receiving or delivery.	F
Transfer and handling of products	Microbiological and physical contamination of products due to damage to packaging as a result of improper handling.	• Proper handling of products, and operation of forklifts and other conveyances. • Training of workers.	F B
	Microbiological contamination of exposed product due to poor hygiene practices.	• Personnel health requirements and hygienic practices. • Training of workers.	B B
Transport of dairy products	Microbiological, chemical or physical contamination from improperly cleaned or maintained container, vehicle or conveyance; or from other products that are transported at the same time.	• Cleaning and maintenance of containers, vehicles and other conveyances. • Proper separation between incompatible products, or products with different hygiene status.	D, E F
	Microbiological growth in refrigerated products due to refrigeration failure.	• Proper design and construction of refrigeration units. • Maintenance of refrigerated transportation units, proper temperature control and monitoring.	D D F
	Microbiological growth in chilled or frozen products due to unacceptable increase in temperature due to delays in delivery.	• Timely transfer of products into refrigerated environment; checks of product temperature at receiving or delivery. • Maintenance of refrigerated transportation units, proper temperature control and monitoring.	F D F

* Some of the control measures given may not be the responsibility of the transport operator or driver depending on the scope of their transport operation and agreements with their clients.