Ministry for Primary Industries
Manatū Ahu Matua

Guidance Document

How to Use the RMP Template for Micro Abattoirs

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Title

Guidance Document: How to Use the RMP Template for Micro Abattoirs

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 Abattoirs.

Document history

Version	Version Date	Section Changed	Change(s) Description
1	June 2018	N/A	New Document
2	April 2019	4.7 Amending the RMP	Rewording of minor amendments

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1 Purpose

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

2 Background

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

Micro abattoir businesses must have a RMP registered with MPI to be able to operate. MPI, in consultation with industry, has developed this RMP template to assist micro abattoir operators to meet regulatory requirements and current best practice (or acceptable industry practices and procedures). Micro abattoir operators who use this template will meet RMP requirements. Refer to Section 3 Application and Scope of the RMP Template for a description for micro abattoirs.

Operators should read Section 5 Guidelines for Completing the RMP Template of this guide while completing the RMP template to ensure they understand the information required for each section. Operators will need to provide complete and accurate information, as the registered RMP is a legally binding document that must be complied with, and will be verified by an external verifier (MPI Verification Services or VS).

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 (RMP manual) for guidance.

2.1 Format and layout of the RMP

The Supporting Systems (also known as Good Operating Practices or GOP) are written using the 'Know, Do, Show, Ref.' format as agreed by industry stakeholders and MPI. 'Ref.' means references.

Each Supporting System identifies:

- what RMP Operators need to '**know**' (i.e. the purpose and scope of the supporting system);
- the procedures they perform or '**do**';
- the records they keep and '**show**' their verifier; and
- '**references**' to regulatory requirements or other relevant documents (e.g. an Operational Code) used.

Template forms and procedures that can be used supplementary to this template (and custom RMPs) can be found in the RMP Operator Resource Toolkit.

The sections of this guidance document are:

(1) Section 3 Application and Scope of the RMP Template explains the application and scope of the RMP template for a micro abattoir,

(2) Section 4 Development, Registration and Implementation of an RMP discusses the RMP development and registration process, and

(3) Section 5 Guidelines for Completing the RMP Template gives instructions on how to complete the RMP template.

3 Application and scope of the RMP template

(1) The RMP Template for Micro Abattoirs may be used in the development of an RMP only by businesses that operate a micro abattoir. A micro abattoir is a business that operates under the APA and:

a) slaughters and dresses farmed mammals, ostriches or emus for human consumption; and
b) has a low throughput (e.g. less than 20 large animals or 50 small animals per day); and
c) whose operations and products are limited to those described in column 2 of Table 1; and
d) whose products are only intended to be sold or used in New Zealand and/or exported to countries that do not require Official Assurances (i.e. export certification) from MPI.

Table 1: Scope of micro abattoir RMP based on the template

	Included	Excluded
Regulatory regime	Processing of Regulated meat	Processing of unregulated meat (i.e. homekill and recreational catch)
Type of premises [a]	• Permanent or fixed premises • Mobile premises	
Live animals for processing	• Farmed mammals • Farmed ostrich and emu	• 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: • Receiving of live animals • Ante-mortem examination • Slaughter • Post-mortem examination • Dressing • Collection of offal and co-products • Cooling of carcasses and offal • Dispatch	• Supply and transport of live animals • Secondary processing, e.g. – Cutting and boning – Size reduction (e.g. slicing, dicing, mincing) – Production of processed/ manufactured meat products • Transport of carcasses [b]
Products	• Carcasses (whole, half, quarter) • Offal (red and green offal) • Blood and other co-products	Products from secondary processing
Market	New Zealand and/or export countries where Official Assurances are not required	Export (where Official Assurances are required)

[a] All supporting systems apply to both **mobile** and **fixed** premises unless specifically stated.

[b] Where a moving **mobile premises** is holding or storing meat, this is not considered transport.

(2) Under the APA Section 70, a micro abattoir is prohibited from slaughtering homekill or recreational catch.

(3) Primary processors whose products and processes are not fully covered by this RMP template, 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.

(4) The scope of the RMP Template for Micro Abattoirs 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 customised RMP based on the RMP Template for Micro Abattoirs under the APA; or
b) operate under a registered Food Control Plan (FCP) 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 abattoirs. Therefore, instead of requiring a 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 a micro abattoir by reference as shown in Part 3: Identification and Control of Hazards and Other Risk Factors of the RMP template.

3.2 Relevant legislation

The simplest approach to developing an RMP for a micro abattoir operation 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:

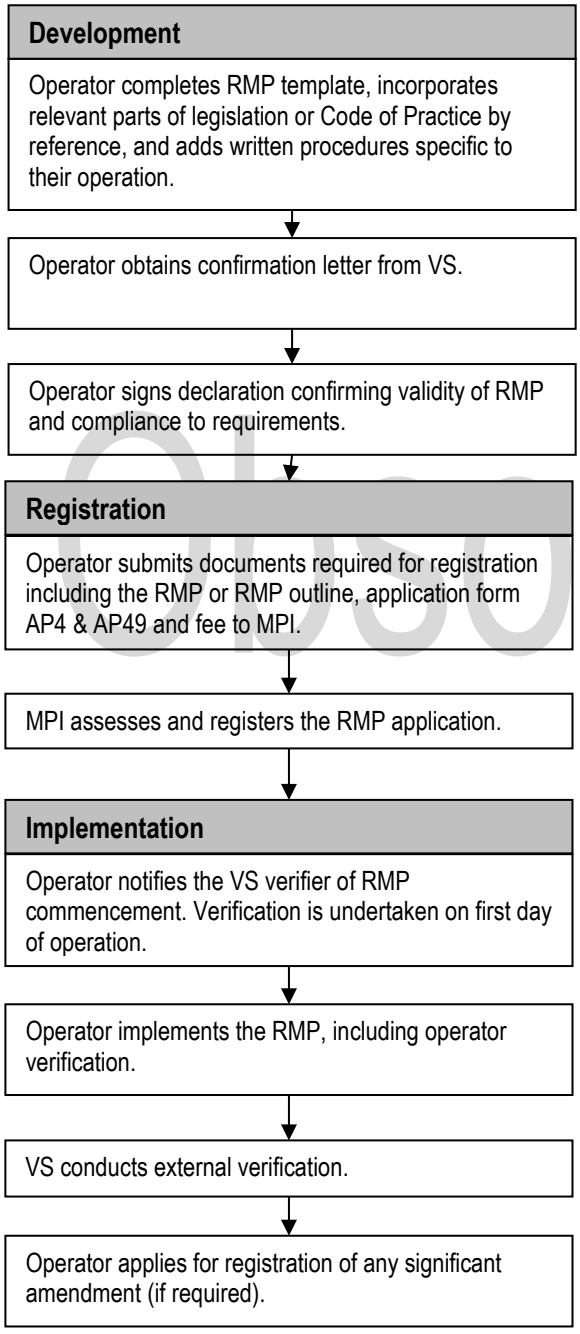
- Animal Products Regulations 2000;
- Animal Products Notice: Specifications for Products Intended for Human Consumption 2016;
- Animal Products (Risk Management Programme Specifications) 2008; and
- Animal Products Notice: Ante-mortem and Post-mortem Examination of Mammals, Ostrich and Emu Intended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

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 a 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 RMP template for micro abattoir consists of the following:

- **Part 1: General RMP Sections**
- **Part 2: Supporting Systems**
- **Part 3: Identification and Control of Hazards and Other Risk Factors.**

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 RMP Evaluation

An evaluation prior to registration is not required if the RMP is fully based on this 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 RMP Registration

After completing the RMP, submit the following to MPI Approvals assessment team:

- completed Application Form AP4 Registration of Risk Management Programme;
- completed Application Form AP49 Processing Categories Tables;
- completed RMP Template for Micro Abattoir including a site plan and contractural letter from VS; 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. MPI Approvals will advise you when this is achieved.

More detailed information about the registration, implementation, verification, amendment and cessation of RMPs are given in the Risk Management Programme Manual.

4.5 RMP implementation

Once the RMP is registered, commercial operation of the micro abattoir can start. The VS 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 VS 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 an 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. Significant amendments are to be submitted using the AP6 Risk Management Programme Amendment Registration. Minor amendments can be made without evaluator or MPI involvement. Some minor amendments may not need to be registered, but may require notification to MPI (you will need to submit an AP50: Registration of a Minor Amendment form). For further information refer to the RMP Manual.

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 as described in the document control section of the RMP.

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. It 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: sections A-M in the Supporting Systems describes the RMP requirements and procedures applicable to the operations of a micro abattoir.

5.2 Part 1 of the RMP template: General RMP sections

Template reference	Subject and description
1	**Business Identification**
	Business or RMP 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. Where a business identifier is not nominated, or does not adhere to the criteria, an identifier will be assigned by MPI. If you have more than 1 RMP, assign a consecutive two digit number (01-99) to each new RMP you have. Enter 01 if this is your first RMP.
2	**Operator Name, Business Address and Contact Details**
	Tick the appropriate box to indicate the **type of legal entity** of your operation.
	Name (company, sole trader or partnership): 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. Fill in these details beside the box you ticked to indicate the type of legal entity of your operation.

	Trading name (if different from above): 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 of fixed premises: give the street address of the fixed premises that the RMP applies to.
	Vehicle registration number of mobile premises: 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 including postcode.
	Phone/Mobile/Email: give the contact details for the business. Tick to indicate that you consent to being sent information and notifications electronically from MPI. This is recommended, as it speeds up communication from MPI significantly
3	**Responsible Person**
	Day-to-day manager of the RMP: the day-to-day manager of the RMP (referred to as the RMP Manager in the template) 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 (VS) when dealing with matters related to the RMP. Give the name or position/designation, and contact details (e.g. phone number, mobile number, email address) of the RMP Manager. It is recommended that the position or designation be given instead of the name of the RMP 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 RMP Manager.
4	**Scope of the RMP**
	Type of premises and physical boundaries: • tick the box to indicate whether you operate a fixed premise (also referred to as a permanently located premise) or a mobile premise. • attach your site plan to the completed template and tick the appropriate 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 premise**: 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 premise**: the site plan should show the layout of the vehicle, including storage facilities and the location of key pieces of processing and hygiene equipment. The physical boundaries of the RMP for a mobile premises are formed by the outer extremities of the mobile facility. Note, for a mobile premise, employee amenities do not need to be located within the RMP premises.
	Animal species: indicate the types of species 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 RMP verifier.

	Primary 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, please contact and discuss this with your MPI RMP verifier. Note that secondary processing is not covered under this RMP template.
	Intended market: indicate your intended market by ticking the appropriate box(es). Note: If you decide later that you want to export to countries that do not require official assurances, please notify your MPI RMP Verifier.
	Activities excluded from the RMP **Homekill** Tick the box to confirm you understand that homekill is not undertaken within the micro abattoir RMP physical boundaries at any time (in accordance with the APA Section 70). **Secondary Processing** Tick the appropriate box to indicate whether you undertake secondary processing within the physical boundaries of the RMP. If secondary processing activities are undertaken, tick whether these are covered under a Food Control Plan or National Programme under the Food Act 2014. 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	**Product Description**
	This section has been filled out for you, except for column 3 (Offal, blood and other animal parts). Indicate in column 3 the types of offal and co-products that you intend to produce.
6	**Process Description**
	Attach your process flow diagram(s) and tick the box to confirm you have done 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.
7	**External Verification**
	Tick the box in this section to indicate that you have contracted a verification agency, and are giving the verifier the freedom and access to carry out verification activities. Note: MPI Verification Services is the only agency that you may use as your external verifier. Attach a copy of the letter from MPI Verification Services confirming that they will verify your RMP.
8	**RMP Document List**
	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. There is also a section to include additional documents written by the operator. 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 the type of documents are: cleaning schedules, pest control schedule, inventory control procedures, etc. The 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 forms and their corresponding versions in the table.
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: Supporting systems

The supporting systems that are documented in Part 2 of the RMP template describe the practices and procedures that you will need to comply with. They are designed 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 documents 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 3 lists the supporting systems included in Part 2 of the RMP Template for Micro Abattoirs.

Table 3: List of supporting systems in 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 and Notifications**
E	**Design, Construction and Maintenance of Facilities and Equipment**
F	**Potable Water**
G	**Cleaning and Sanitation**
H	**Handling and Disposition of Non-conforming products**
I	**Packaging and Product Contact Materials**
J	**Traceability and Inventory Control**
K	**Chemical Control**
L	**Pest Control**
M	**Process Control**