Risk Management Programme (RMP) Template for Harvesting, Candling or Packing Eggs

This template does not apply to any processing of eggs.

Name of Company, Business Owner or Partners:

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

This page is not part of the RMP.

Statement of Application

The application of the **Risk Management Programme Template for Harvesting, Candling or Packing Eggs** is limited to businesses of the kind that harvest, candle or pack eggs. This template does not apply to any processing of eggs or Animal Welfare Regulations.

Dated at Wellington _____ day of _____

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

Contact for further information

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Disclaimer

Considerable effort has been made to ensure that the information provided in the **Risk Management Programme Template for Harvesting, Candling or Packing Eggs** 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 the **Risk Management Programme Template for Harvesting, Candling or Packing Eggs**:

(1) 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 Harvesting, Candling or Packing Eggs**; and

(2) without limiting (1) 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 Harvesting, Candling or Packing Eggs**.

Part 1: General RMP Sections

To complete this RMP template refer to the Guidance Document: How to Use the RMP or RCS Template.

1. Business Identification

Business RMP or ID			
Are you a multi-site RMP?	☐	**No**	
	☐	**Yes**	Attach all relevant site plans.
Are other businesses covered by this RMP?	☐	**No**	Fill in all pages except **Section 3. Multi Business RMP.**
	☐	**Yes**	Fill in all pages for the main business. Copy and fill out **Section 3. Multi Business RMP** for each other business operating under this RMP.

2. Operator Name, Business Address and Contact Details

Type of legal entity (tick one)	**Name**
☐ **Company**	
☐ **Sole trader**	
☐ **Partnership**	
Trading Name, if any (if different from legal name)	
Physical address of premises	
Postal address (for communication)	
Tel	
Mobile	
Email In entering this email, I consent to being sent information and notifications electronically.	

3. Multi Business RMP

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

Business RMP or ID	
Full Legal Name	
Trading Name, if any (if different from legal name)	
Physical address of premises	
Postal address including postcode (for communication)	
Tel	
Mobile	
Email	
Evidence of sufficient control of RMP operator over this business	☐ Yes, contract or written correspondence between the two parties is attached.
Consent of this business operator	☐ Yes, I give consent.
Name of operator or Day-to-day Manager of RMP giving consent	
Signature	
Date	

4. Responsible Person

Name, position or designation of the Day-to-day Manager of the RMP (also referred to as the 'RMP Manager')	

5. Scope of the RMP

Type of premises and RMP physical boundaries	
☐ The physical boundaries of the RMP are shown on the attached site plan(s).	
The RMP covers the following egg types	
☐ Chickens	☐ Ducks
☐ Quail	☐ Other[1] (specify) _____
The RMP covers the following operations	
Layer farm	**Packhouse**
☐ Caged birds[2]	☐ Caged eggs
☐ Colony birds	☐ Colony eggs[3]
☐ Barn birds	☐ Barn eggs
☐ Free range birds	☐ Free range eggs
☐ Other (specify) _____	☐ Eggs from other RMPs
	☐ Retail of eggs on RMP site
	☐ Other[4] (specify) _____
If the RMP does not cover both a layer farm and a packhouse or the RMP buys in or sell to other RMPs:	
☐ Receive eggs from another RMP layer farm	RMP ID_____
☐ Send eggs to the another RMP (e.g. for candling, packing and/or repacking)	RMP ID _____

[1] Refer to clause 5 of the Animal Products (Definition of Primary Processor) 2000 to see which bird species are included.
[2] Existing cage systems for layer hens can continue to be used as they are phased out entirely. Refer to Regulation 21 of the Animal Welfare (Care and Procedures) Regulations 2018 for the transition dates.
[3] Colony eggs can be packed as caged eggs.
[4] Any additional products or processes added to the template will need to be evaluated by an MPI recognised RMP evaluator.

Intended market**	
☐ Domestic (New Zealand)	☐ Export to countries that do not require official assurances
☐ Export to countries that require official assurances	
Countries may have additional overseas market access requirements (OMARs). These are not covered in the RMP template for eggs. You will need to make sure you meet all relevant export requirements.	

**Inform your verifier if your intended market changes.

Additional products and/or processes

Does further processing of eggs (e.g. pulping and pasteurising eggs for human consumption) occur within the physical boundaries of this RMP?

☐ **No**

☐ **Yes** You will need to add these processes to this template and get it evaluated by an MPI recognised RMP evaluator. Alternatively, you can register further processing of eggs under another RMP or Food Control Plan under the Food Act. You can refer to the Guidance Document: Egg Pulping for RMPs and FCPs.

Activity	**Covered under**	
e.g. storing table hens	☐ RMP ID_____	☐ Food Act
	☐ RMP ID_____	☐ Food Act
	☐ RMP ID _____	☐ Food Act
	☐ RMP ID _____	☐ Food Act

6. Other Food Activities at Same Place

Activities other than egg production or processing occur within the physical boundaries of the RMP:

☐ **Yes** ☐ **No**

If **yes**, list in the table below:

- each activity occurring within the RMP physical boundary other than egg production or processing;
- how the activity is controlled, so operations are not adversely affected; and
- who is responsible for ensuring that the control measures are implemented and effective.

Activity	Control Measures	Responsibility

7. Sharing with Other Operators

Persons other than those covered by this RMP are carrying out activities within the physical boundaries of the RMP:

☐ **Yes** ☐ **No**

If **yes**, list in the table below:

- who they are;
- each activity;
- how that activity is controlled so operations are not adversely affected; and
- who is responsible for ensuring that the buildings, facilities and equipment are maintained in a suitable condition.

Other Person	Activity	Control Measures	Responsibility

8. Product Description

Products	☐ **Table eggs**	☐ **Processing grade eggs**	☐ **Cracked and/or broken eggs**	☐ **Eggs that are leaking**	☐ **Other[5] (Specify)** _____
Intended consumer	☐ Human consumption ☐ Animal consumption	☐ Human consumption ☐ Animal consumption	☐ Human consumption ☐ Animal consumption	☐ Animal consumption ☐ Not applicable	☐ Human consumption ☐ Animal consumption
Intended use of product that leaves RMP	☐ Any purpose	☐ Catering ☐ Further processing ☐ Animal feed ☐ Other:_____	☐ Catering ☐ Further processing ☐ Animal feed ☐ Other:_____	☐ Animal feed ☐ Dumped ☐ Other:_____	☐ Other:_____ ☐ Other:_____
Regulatory limits	None	None	None	None	
Product description	• All eggs are candled. • All eggs are clean. • No visible cracks or breaks. • No defects. • No embryo development, putrefaction or significant internal defects, where possible. • Not incubated. • Handled and stored under conditions that minimise condensation on the surface of the eggs.	• Not defective, not leaking, not excessively dirty or mouldy. • May have visible cracks or breaks but must not be leaking. • Minor defects. • No evidence of embryo development, or significant blood clots, where possible. • Not incubated. • Handled and stored under conditions that minimise condensation on the surface of eggs.	• Have visible cracks or breaks but must not be leaking. • Held and/or transported at 6°C or lower prior to processing, or held at any other combination of times and temperatures that will ensure the eggs remain suitable for processing.	• Have visible cracks or breaks and is leaking. • Held and/or transported at 6°C or lower prior to use, or held at any other combination of times and temperatures that will ensure the eggs remain suitable for its intended purpose.	
Labelling requirements	• In accordance with 1.2.1 of the Food Standards Code.	• In accordance with 1.2.1 of the Food Standards Code.			
Best-before date from date of lay & packhouse storage temperature	☐ 35 days at room temperature ☐ Other[6]:_____	☐ 21 days where temperature may exceed 15°C ☐ 35 days at 15°C or less ☐ Other[6]:_____	☐ 14 days (stored at 6°C or less)	☐ 14 days (stored at 6°C or less) ☐ Other[6]:_____	☐ Other[6]:_____

[5] Any additional products or processes added to the template will need to be evaluated by an MPI recognised RMP evaluator.

[6] Specify days and storage temperature. Supply evidence supporting alternative storage time and temperature to your verifier.

9. Process Description

☐ **Layer farm**	☐ **Packhouse**	☐ **Repacking of eggs**	☐ **Retail of eggs from RMP site**	☐	**Other[7]: _____**
☐ Feed manufacture	☐ Sorting	☐ Egg receipt	☐ Label	☐	
☐ Bird receipt	☐ Cleaning / washing	☐ Repacking	☐ Storage	☐	
☐ Bird management	☐ Drying	☐ Storage	☐ Transport[8]	☐	
☐ Egg collection	☐ Oiling	☐ Transport[8]		☐	
☐ Storage	☐ Candling / defect assessment			☐	
☐ Transport[8]	☐ Grading / weighing			☐	
	☐ Packing			☐	
	☐ Storage / loadout			☐	
	☐ Transport[8]			☐	
	☐ Collecting eggs for further processing			☐	

Note: The processes selected need to match the appropriate documents selected in the RMP Document List.

[7] Any additional products or processes added to the template will need to be evaluated by an MPI recognised RMP evaluator.
[8] If you are transporting eggs from one RMP to another RMP, you will need to tick this box.

10. External Verification

(1) I allow my contracted verifier to have the freedom and access necessary to allow him/her to carry out verification functions and activities, including:

a) such freedom to access premises, places, or facilities covered by a risk management programme as is necessary to enable a recognised risk management programme verifier to carry out his or her functions and activities; and

b) such access to documents, records, and information that relate to a risk management programme as is necessary to enable a recognised RMP verifier to carry out his or her functions and activities; and

c) such access to things (including containers and packages) that are used in connection with producing and processing animal material and animal products under a risk management programme as is necessary to enable a recognised risk management programme verifier to carry out his or her functions and activities; and

d) such access to animal material, animal product, equipment, packages, containers, and other associated things used in processing animal material and animal product under a risk management programme as is necessary to enable a recognised risk management programme verifier to carry out his or her functions and activities (including identifying and marking any of those things); and

e) such freedom to examine and take samples (for the purpose of analysis or retention) of animal material, animal product, or any other outputs, substance, or associated thing which has been, is, or may be used in contact with, or in the vicinity of animal material or animal product being produced or processed under a risk management programme as is necessary to enable a recognised risk management programme verifier to carry out his or her functions and activities.

(2) By way of explanation, in the case of a significant risk to the fitness for intended purpose of animal product or suitability of animal material for processing, a recognised risk management programme verifier may:

a) recommend to the operator that processing under the risk management programme be temporarily interrupted; and

b) recommend to the operator that any affected animal product that may not, or no longer, be fit for its intended purpose be detained; and

c) recommend to an Animal Product Officer that the officer exercises his or her powers of interruption of operations under section 89 of the APA which (in the case only of the powers under section 89(b) and (c)) may be exercised by the Animal Product Officer over the phone if he or she considers that appropriate.

☐	A letter 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.

11. RMP Document List

Table 1: RMP document list

Documents from the RMP template				Additional Documents written by the Operator[9]	
Title		**Page No**	**Date signed[10]**	**Title**	**Date Issued[11]**
Part 1: General RMP Sections					
1	Business Identification	3			
2	Operator Name, Business Address & Contact Details	3			
3	Multi business RMP	4			
4	Responsible Person	5			
5	Scope of the RMP	6		Site plan	
6	Other activities at same place	8			
7	Sharing with other Operators	8			
8	Product Description	9			
9	Process Description	10			
10	External Verification	11		Letter from Verifier	
11	RMP Document List	12			
12	Confirmation by the Day-to-day Manager of the RMP	14			
Part 2: Supporting Systems					
A	Document Control and Record Keeping	16		Amendment Register	
B	Personnel Health and Hygiene	18		Register for Injuries and Illnesses	
C	Personnel Competencies and Training	22		Job Descriptions Training Programme	

[9] Operators can use the RMP Operator Resource Toolkit for template forms and registers.
[10] Date the template was initialled.
[11] Date document was issued for use e.g. forms.

Documents from the RMP template				Additional Documents written by the Operator[9]	
Title		Page No	Date signed[10]	Title	Date Issued[11]
D	Operator Verification			Annual Internal Audit Checksheets	
E	Corrective Action			Corrective Action Register	
F	Design, Construction and Maintenance of Facilities and Equipment			Repairs and Maintenance Register	
G	Potable Water			Water Supply Assessment Checklist	
H	Cleaning and Sanitation			Cleaning Schedule	
I	Receipt of Incoming Materials				
J	Packaging				
K	Traceability/Inventory/Labelling				
L	Calibration			Calibration Schedule	
M	Chemical Control			Chemical Register	
N	Pest Control			Bait Station map	
O	Process Control				
P	Non-complying Product and Recall				
Q	Storage				
R	Transport				
S	Layer Feed				
T	Whole Flock Health Scheme				
Part 3: Hazard Identification and Control					
U	Hazard Analysis Process Flow Diagram				
V	Identification and Control of Risk Factors Related to Wholesomeness and False and Misleading Labelling				

12. Confirmation by the Day-to-day Manager of the RMP

I confirm that:

☐	All of the documents listed in Section 11 are appropriate for my operation.
☐	All facilities and equipment necessary to implement the RMP are available and ready to operate.
☐	The RMP, including all Supporting Systems, has been authorised by me.
☐	The RMP, including all relevant legislation incorporated into the RMP will be implemented as written.
Signature	Day-to-day Manager of the RMP
Date	

Definitions

(1) In this **Risk Management Programme Template for Harvesting, Candling or Packing Eggs**, unless the context otherwise requires:

broken in relation to an egg means an egg with breaks in both the shell and the membrane, resulting in the exposure of its contents

candled means the assessment of an avian egg for freshness and fertility, and to detect defects (including hairline cracks, pinholes and where possible internal defects)

cracked in relation to an egg means an egg that has a damaged shell but has an intact membrane

critical measuring equipment means measuring equipment that is used to provide measurements identified as critical in the operator's RMP

dirty egg means an egg with visible (to the naked eye) foreign matter on the shell surface, which can include yolk, manure or soil

egg product means a product primarily made from all or a portion of the content of an egg, and includes an egg processed in the shell

processing aids means substances used in the processing of raw materials, foods or ingredients, to fulfil a technological purpose relating to treatment or processing, but do not perform a technological function in the final food

packhouse means a building where eggs are candled, graded, packed and stored

processing grade egg means an egg that can be used to produce egg product

table egg means a raw egg destined to be sold to the end consumer in its shell

whole flock health scheme, in relation to a flock of farmed birds, means a programme documented by the operator that is designed to ensure that any hazards associated with the birds or the eggs (as appropriate) that are likely to affect human health are identified and managed in an appropriate manner and must include:

a) measures for disease control or eradication; and
b) activities to ensure that agricultural compounds and veterinary medicines are used according to any general or specific conditions of use; and
c) measures for feed management

(2) In many cases the mandatory requirements have been paraphrased or reworded using examples for context. You should refer to the cited legislation for the actual wording of the legal requirement.

Part 2: Supporting Systems

A. Document Control and Record Keeping

Know	To ensure RMP documents are authorised, controlled and kept up-to-date, and records are generated and stored properly.
Do	**Document control** (1) RMP documents are: a) legible; b) dated at the time of issue and marked with its version number; c) authorised (e.g. signed) prior to use by the operator, the Day-to-day Manager of the RMP or a person who meets all the competency requirements; and d) made available, in hard or electronic form, to any person with responsibilities in implementing the RMP. (2) All current RMP documents, and their versions and date of issue, are listed in the RMP Document List. (3) Amended pages are dated with their date of issue and authorised (e.g. signed by the Day-to-day Manager of the RMP) prior to implementing the change: a) minor amendments can be hand-written changes onto the relevant RMP pages and implemented as soon as they are authorised; and b) significant amendments will need to be evaluated and registered prior to implementation. (4) All copies of the RMP are updated immediately after the amendments are authorised (and if necessary, registered). (5) Documented procedures are easily accessible to personnel responsible for key tasks. **Records** (1) All records identified in the RMP are completed in a legible manner. (2) The following information is recorded on monitoring, corrective action and operator verification records: a) the date of the activity; b) the description of the results of the activity; and c) the signature or the initials of the person(s) who performed the activity, or in the case of electronic records the name of the person entering the data (unless access to the record is password protected). (3) A copy of any obsolete RMP documents and all records are: a) kept for at least 4 years; and b) stored in a location where they are protected from damage, deterioration and loss. (4) All electronic RMP documents and records are backed up regularly (e.g. monthly and held off-site). (5) All RMP documents (including obsolete documents) and records can be retrieved and made available to the required persons (e.g. verifier, Animal Products Officer and the Director-General) within 2 working days of any request. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.

Show	• RMP document list • Amendment Register • Obsolete documents • Supporting system and process control records (including monitoring, corrective action and verification records)
Ref.	• Animal Products Act 1999 section 17 • Animal Products (Risk Management Programme Specifications) Notice 2008 clauses 19 and 20 • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Part 9 • RMP Manual

B. Personnel Competencies and Training

Know	To ensure all personnel have the necessary knowledge and skills and are adequately trained to perform their assigned tasks effectively.
Do	**Competencies of key RMP positions** (1) The following competent persons are identified in the RMP[12] (either by position, designation or name): a) the Day-to-day Manager of the RMP or appointed person in charge; b) the person(s) who authorises all or parts of the RMP template; and c) personnel involved in process control, monitoring, corrective action and operator verification activities. (2) Personnel listed in (1) have a good working knowledge of the RMP. **Induction and supervision of personnel** (1) New workers are informed of their job description, health requirements, and hygienic practices and procedures before starting work. (2) All personnel will undergo training where appropriate, covering: a) personal health and hygiene practice; b) movement of personnel and materials; c) cleaning and sanitation; d) handling of chemicals; e) hygienic handling of materials and products; and f) procedures for their specific tasks (e.g. monitoring of any product or process parameters). (3) Ongoing supervision and/or training is provided to ensure that new personnel are adequately trained on their specific tasks as written in the documented hygienic practices and procedures. (4) Where appropriate, clear instructions on hand washing, use of protective clothing, and other hygienic practices are posted in the premises to reinforce these procedures. **Records** (1) Competency and training records for all personnel are maintained and kept up-to-date by the Day-to-day Manager of the RMP. (2) Training records of all personnel are reviewed at least annually to ensure that their knowledge and skills remain up-to-date, and to identify requirements for new training or refresher training. **Monitoring** (1) Compliance with these procedures is checked at least _____by the responsible person.
Show	• Job descriptions • Training programme (including records) • Personnel Training Form (including induction records)
Ref.	• Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Part 5

[12] These could be the same person.

C. Personnel Health and Hygiene

Know	To ensure that all personnel are medically fit to perform their duties and comply with good hygienic practices. Personnel include all workers, contractors providing services, and visitors.

Do

Health and Sickness Policy

(1) The operator ensures that all personnel understand the company's health and sickness policy.

(2) Personnel who are confirmed as or suspected of suffering from or being a carrier of a disease or condition of public health concern that may be transmitted through food must be excluded from handling eggs, packaging materials and egg contact equipment.

(3) Personnel are required to inform the Manager if they have diarrhoea, vomiting, acute respiratory infection; or are diagnosed with illness listed in Table C1 Health Conditions and Exclusion Requirements to Resume Processing Work.

(4) Personnel will not be permitted to resume work handling product, packaging, or product contact equipment; or enter an area that could result in contamination of the product, if they have suffered from one of the following conditions listed in Table C1, until the relevant exclusion periods have passed.

Table C1: Health conditions and exclusion requirements to resume processing work

Pathogen/condition	**Requirements for clearance to resume processing work**	
	Freedom from symptoms or illness	**Medical certificate from a medical practitioner**
Diarrhoea or vomiting due to gastroenteritis or other infectious diseases	Symptom-free for 48 hours	No
Acute respiratory infection	Symptom-free for 48 hours	Yes
Illness from non-typhoidal *Salmonella*, *Shigella* spp., *Campylobacter*, *Listeria, Yersinia, Cryptosporidium, Giardia*, Norovirus and rotovirus	Symptom-free for 48 hours	Yes
Illness caused by VTEC/STEC (verocytotoxin-producing or shiga-toxin producing *E. coli*)	Symptom-free for 48 hours and 2 negative stool tests at least 48 hours apart	Yes
Illness caused by *Salmonella typhi* and *paratyphi*	If treated with antibiotics symptom-free for 48 hours and 2 negative stool tests at least 48 hours apart after completing treatment. If not treated with antibiotics: no sooner than 1 month after the on-set of symptoms	Yes
Hepatitis A, cholera	N/A	Yes
Skin infection: boils, sores, infected wounds	RMP manager to ensure that the infected area is adequately protected from being a source of contamination.	No

(5) Any injury, wound or cut is treated immediately and dressed with a secure waterproof dressing to prevent the contamination of product, packaging or equipment. The dressing is maintained in a sanitary condition and is adequately secured to avoid dislodgement.

(6) If a person vomits at work, this must be reported immediately to the Manager. He or she must be excluded immediately from all areas (e.g. layer shed and packhouse). The affected area and all contaminated surfaces, including equipment, is cleaned and sanitised (this may also include toilet seats, handles, taps, etc. in staff facilities where appropriate).

(7) If it is uncertain whether or not a food handler may pose a risk, advice will be sought from the local public health unit.

Protective clothing

(1) All personnel who enter processing, packing and storage areas wear suitable, clean protective clothing and footwear.

(2) Outer protective clothing is changed, and footwear is changed or cleaned:

a) daily or when they become visibly contaminated; and
b) as necessary for biosecurity reasons.

Washing hands and arms

(1) All personnel wash their hands and exposed portions of their arms with approved liquid soap and water, and dry them thoroughly:

a) before entering any production or packing areas;
b) before handling eggs or packaging;
c) after using the toilet;
d) after handling or coming into contact with waste and dirty surfaces or material;
e) after hand contamination from coughing, sneezing, and blowing the nose; and
f) any time they become soiled.

(2) All soaps and sanitisers used for hand washing are:

a) approved for their intended use (see M. Chemical Control);
b) labelled or identified in an appropriate manner; and
c) used in accordance with manufacturers' instructions and any conditions of use.

Behaviour

(1) Personnel behave in a manner that prevents the contamination of product, packaging, equipment and the processing environment.

(2) Eating, drinking, smoking (including e-cigarettes) or spitting is not allowed inside the processing and packing areas.

Movement of personnel and birds

(1) If testing is required and there are *Salmonella* positive, or potentially positive flocks on site, movement of personnel between sheds is from negative to positive except when decontamination steps are undertaken, including change of footwear and outer clothing.

(2) All personnel are required to go through measures to promote hygenic practices e.g. sanitising foot baths on the premises.

Visitors and contractors

(1) All visitors and contractors are required to report upon arrival and sign the Visitor's Logbook.

	(2) If a visitor or contractor is visibly ill, the manager has the right to deny them access. (3) Visitors and contractors who enter a layer shed or packhouse are required to confirm, by signing a declaration in the Visitor's Logbook, that to the best of their knowledge they have no medical condition that may pose a risk to food safety. (4) Any visitor or contractor entering a layer farm is required to list all the poultry farms or premises (e.g. poultry hatcheries or layer sheds) visited in the past 24 hours, or as agreed with by the RMP operator. (5) Any visitor or contractor should not enter the RMP premises unless appropriate decontamination steps are undertaken (e.g. change of footwear and outer clothing). (6) Visitors and contractors wear clean protective clothing and footwear that are provided or approved by the Day-to-day Manager. (7) Visitors and contractors are supervised by assigned staff while within the premises. The assigned staff are responsible for ensuring that visitors and contractors follow hygienic practices and procedures. **Handling and disposition of contaminated materials** (1) When contamination occurs (e.g. from blood or any bodily discharge): a) affected eggs are considered unfit for human or animal consumption and are disposed of; b) affected egg contact surfaces are cleaned and sanitised prior to reuse; and c) affected packaging material is not used for packing of eggs and is dumped. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Staff Sickness Form and any medical certificates, if required • Register for injuries • Visitor's Logbook • Personnel Training Form • Any problems detected and corrective actions taken. Refer to **E. Corrective Action**
Ref.	• Animal Products Regulations 2000 regulations 12 and 13 • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Part 4 and clause 13.39

D. Operator Verification

Know

To ensure that the RMP continues to be effective and verified regularly.

To ensure the RMP operator complies with notification requirements.

Do

Operator Verification

(1) All operator verification activities are transparent and traceable, and carried out by people who are suitably skilled.

(2) Where possible, people carrying out operator verification activities are not involved in the process or operation monitoring and corrective action activities they are checking. They are familiar with the contents of the RMP, including its expected outcomes.

(3) The Day-to-day Manager verifies that the RMP is effective by ensuring that the following checks are done.

Table D1: Operator verification activities and frequencies

Activity	Details	Frequency
Record checks	Collect all records and check they are complete, correctly filled out, and that all results are acceptable or the appropriate corrective action has been taken and documented. Review to identify any trends, new hazards or recurring problems.	• When completed.
Personnel supervision	Ensure that all personnel are following correct practices and procedures.	• As required.
Review of RMP	Read through the RMP and amend it where necessary. Perform a reality check to ensure documented procedures are followed. Revise the total number of sheds and birds on site. Update site plan if required. Potable water supply is reassessed at least once every 3 years. Test your recall plan by conducting mock recalls. Significant amendments have been evaluated and registered by MPI.	• At least annually. • When process, product or premises change. • When RMP is not working effectively.

Internal Audits

(1) Internal audits are undertaken at least annually (not necessarily all at one time) and when significant changes to the product, process, or premises are made, or the RMP or parts of it are not working effectively.

(2) Indications that the RMP or parts of it are not working effectively include:

a) repeated non-compliance or out of specification product test results;
b) customer complaints;
c) multiple or repeated issues raised by the verifier; or
d) unacceptable outcome of external verification visits.

(3) The internal audit involves checking and confirming that:

a) RMP documentation is up-to-date with current legislation;

	b) deficiencies or non-compliances identified by the operator or MPI are being addressed in a timely manner; c) written procedures reflect actual operations and practices, and are being following; and d) regulatory requirements are consistently being met. (4) Reality checks include observation of: a) personnel performance and compliance with documented procedures; b) compliance with process parameters such as egg washing times and temperatures; and c) hygienic status of the premises internal and external environment, facilities, and equipment. (5) All deficiencies found at previous external audits are followed up. (6) When ongoing or recurring non-compliances occur, the following actions are taken: a) investigate to determine possible causes of non-compliance; b) take appropriate corrective actions to regain control and prevent recurrence of the problem; c) increase surveillance of the system; and d) review the RMP or the relevant supporting systems and make necessary changes. **Notification** (1) The Day-to-day Manager will send an email to MPI.Approvals@mpi.govt.nz or a letter to the Manager, Approvals Operations, MPI, PO Box 2526, Wellington 6140 notifying of any (it is recommended to inform your verifier): a) change to the name, position or designation of the Day-to-day Manager; b) change in the verification agency; c) any emerging, new or exotic biological hazards or new chemical hazards that have been discovered; d) that the cumulative effect of minor amendments necessitates the registration of a significant amendment to the RMP; and e) that anything within the physical boundaries of the RMP is used for additional purposes or by other operators, and the RMP has not adequately considered relevant hazards or other risk factors. (2) The Day-to-day Manager will inform in writing to the verifier without unnecessary delay on discovering: a) significant concerns about the fitness for intended purpose of any product; b) that the RMP is no longer effective; and c) that the premises are no longer suitable for their use.
Show	• Operator verification activities records (including tasks completed, personnel completing the task and frequency of completion) • Completed Annual Internal Audit Check sheets • Weekly farm and packhouse inspection • Corrective Action Register • Customer Complaint form • Copies of emails or letters sent to MPI or the verifier
Ref.	• Animal Products Act 1999 sections 17 and 19 • Animal Products (Risk Management Programme Specifications) Notice 2008 clauses 1 • Risk Management Programme Manual Appendix G • Food Recall Guidance

E. Corrective Action

Know	To ensure that if problems occur, they are managed appropriately (including restoring control, disposing of affected product and preventing recurrence). *The RMP is not written to cover unusual events such as floods, fires or earthquakes. If such an event happens, appropriate corrective actions must be determined and taken on a case-by-case basis.*
Do	**Corrective Action** (1) Problems are normally identified as people carry out, monitor or verify the effectiveness of the tasks in the RMP. They may also be detected through customer complaints. (2) When problems occur, corrective actions are carried out in an effective and timely manner. (3) Problems detected through the normal day-to-day operations are addressed by a suitably skilled person who will: a) assess the problem; b) restore control; c) identify and retain any suspect product; d) determine product disposition (e.g. reject, send for processing, or release as is); e) take action to stop the problem from happening again (e.g. increase checks of the system, make changes to the procedures); and f) record the corrective actions (including restoring control, product disposition and preventing recurrence) in the Corrective Action Register. **Corrective action for unforeseen circumstances (e.g. earthquakes)** (1) When problems occur due to unforeseen circumstances, the Day-to-day Manager nominates a suitably skilled person to carry out the corrective actions above and to be responsible for: a) assess the affected products (e.g. by reviewing relevant processing records, analyses undertaken, inspecting the product, advice from experts etc.); b) ensuring appropriate product disposition; and c) reporting the following to the verifier: i) a description of the problem and the affected product; ii) a summary of the assessment made; iii) the decision on the disposition of the product; and iv) any actions taken to prevent recurrence of the non-compliance.
Show	• Corrective Action Register • Any information provided to the verifier
Ref.	• Animal Products Act 1999 section 17 • Animal Products (Risk Management Programme Specifications) Notice 2008 clauses 11, 15 and 20

F. Design, Construction and Maintenance of Facilities and Equipment

Know	To ensure that all buildings, facilities and equipment are designed, constructed, installed and operated in a manner that minimises contamination of product, packaging, other inputs, equipment, and the processing environment.
Do	**Buildings and facilities** (1) The main entry areas of the buildings are designed to: a) facilitate easy drainage; b) allow easy cleaning; and c) minimise the risk of contamination. (2) Internal structures of sheds and buildings, including floors, ceilings and walls, are designed and constructed to: a) minimise contamination of eggs; b) assist in cleaning and maintenance; c) resist corrosion; d) minimise the harbourage of pests; and e) minimise the entry of environmental contaminants. (3) All egg collection, packing, storage, and processing facilities are constructed of materials that are fit for purpose, can be effectively cleaned and sanitised, and are durable. (4) Floors that are subject to wet cleaning are constructed of impervious material, are easy to clean and facilitate the drainage or removal of water. (5) Facility and equipment layout (e.g. working space) allows for good hygienic practices, access by personnel and effective cleaning and storage. (6) Facilities are available and kept in a satisfactory condition for: a) hygienic collection, processing and packing of eggs; b) storage of eggs, feed, chemicals, cleaning compounds and other materials; c) storage and distribution of water; d) cleaning and sanitation of facilities and equipment; e) personnel hygiene (e.g. toilets, hand washing units, showering facilities, storage lockers); and f) containment of wastes. (7) Adequate drainage and waste disposal systems and facilities are provided. (8) Lighting is sufficient to enable effective operations. (9) Any glass, including light fixtures is protected to prevent contamination of the eggs, materials or packaging. (10) All site and building entrances are clearly marked to deter unauthorised entry. (11) All pipelines (e.g. potable and non-potable water, compressed air etc.) are clearly identified where there are multiple pipelines (e.g. marked or labelled) at all outlets and any other place where identification is necessary. (12) The outdoor area is appropriately managed, this includes: a) management of stagnant or contaminated water for bird access; b) outdoor area is kept free from any rubbish or debris; c) growth of vegetation (if any); and d) minimise the potential contamination with poisonous plants, chemicals or other organisms that cause or carry disease to an extent that may impact poultry health or contaminate eggs.

	Equipment (1) Equipment that comes into contact with eggs are designed, constructed, installed and operated to: a) ensure the effective performance of the intended task; b) facilitate cleaning and/or sanitising; and c) minimise the contamination of eggs. (2) Nest boxes, cages, and conveyors are designed, installed and maintained so that they do not damage eggs. (3) Suitable cleaning equipment (maintained in a hygienic condition) is available for cleaning and/or sanitising of equipment and facilities. Refer to **B. Personnel Health and Hygiene**. (4) Any equipment to cool eggs can consistently deliver the required temperature when operating within its design and capacity. (5) Measuring equipment, such as scales and thermometers are calibrated and sufficiently accurate for the task performed. (6) Air that is used for processing (e.g. compressed air or for egg drying) and comes in direct contact with eggs are filtered and comes from a source that is clean. **Repairs and maintenance** (1) Alterations, repairs and maintenance are done when necessary to ensure that facilities and equipment remain in a suitable condition. (2) Alterations, repairs and maintenance are done at a time and in a manner that minimises the exposure of eggs or packaging to hazards introduced by this work. (3) Once the work is completed, the affected areas and surfaces are cleaned effectively before use. (4) Ensure the frequency of programme maintenance so that buildings, facilities and equipment remain in a suitable condition. Refer to Repairs and Maintenance Programme. (5) The Day-to-day Manager will be notified of situation(s) requiring unscheduled maintenance. (6) Ensure any unscheduled maintenance is performed by a suitably skilled person and does not adversely affect birds or eggs. Consider the impact of the defect on birds or eggs to determine the urgency of the unscheduled maintenance. (7) Unscheduled maintenance are documented in the Repairs and Maintenance Register. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Completed Repairs and Maintenance Register • Any equipment specifications and manufacturer's instructions • Any building reports • Repairs and Maintenance Register • Any corrective action taken. Refer to **E. Corrective Action**
Ref.	• Animal Products Regulations 2000 regulations 10 and 14 • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 clauses 2.2, 2.3, 2.4, 2.13 and 3.2

G. Potable Water

Know	To ensure that an adequate supply of potable water is available for hygienic operations, to minimise contamination and ensure eggs are fit for their intended purpose.
Do	**Supply of potable water** (1) An adequate supply of potable water is available for: a) cleaning of processing areas and equipment (e.g. packhouse, egg contact equipment and surfaces); b) cleaning and sanitation of re-useable packaging and egg containers; c) personal hygiene (e.g. washing of hands of personnel involved in handling of eggs, packaging and egg contact equipment); d) washing of eggs; and e) any other activity where water comes into direct or indirect contact with any eggs. (2) It is recommended that drinking water for live birds is potable as contaminated water can be a source of contamination of the layer sheds, birds and eggs. (3) Potable water used within the premises is supplied by (tick one): ☐ **The local council** (e.g. town supply) or **other independent supplier** Name of supplier: _____ ☐ **Another business with an RMP or Food Control Plan (FCP)** (i.e. the water supply has already been assessed as meeting potable water requirements) Business name and identification no. of RMP or FCP: _____ ☐ **Own supply** (e.g. from bore, river, stream, roof water etc.) Source of water: _____ (4) Additional treatment (e.g. chlorination, heating, filteration, UV treatment) is applied to the water by the operator: ☐ Yes Type of treatment applied: _____ ☐ Completed water management plan ☐ No **Reticulation management plan for all water sources** (1) The water reticulation system within the RMP premises is designed, installed and operated to prevent: a) cross connections between potable and non-potable water and the unintentional mixing of water of differing standards; b) stagnant water (i.e. no dead ends and unused pipes); and c) back flow that may cause contamination of the water supply. (2) Water pipes, storage tanks and other parts of the reticulation system are maintained in good condition to ensure that water is potable at the point of use. (3) If water used within the processing room is observed to have unusual colour, sediment, or smell, the Day-to-day Manager will seek advice on water treatment and use.

(4) The reticulation system is flushed (i.e. taps are opened at point-of-use to allow a significant flow of water to occur) when processing is suspended or water is not used for an extended period, and after any repairs to the system, to ensure that stagnant water, rust, scale and other material is flushed out of the system.

(5) The operator or contracted person checks the reticulation system at least annually, or when significant changes are made to the system. Records of these checks are kept.

Requirements for each type of potable water supply

The following table summarises the requirements for each water supply.

Table G1: Requirements for each type of potable water supply

Water supply	Evidence required
The local council (e.g. town supply) or **other independent supplier**	Evidence of compliance to the New Zealand Drinking Water Standard 2005 (revised 2008) obtained from the water supplier at least annually
Another business with an RMP or Food Control Plan (FCP)	Written confirmation that the business supplying the water: • has a current registered FCP or RMP; and • will notify the Day-to-day Manager if the water is found to be non-compliant to potable water requirements
Own supply (e.g. from bore, river, stream, roof water etc.)	Records of assessment of water according to Schedule 1 of the HC Spec
Additional treatment by the operator (from **Independent supplier** or **Own supply**)	Completed Water Management Plan

Assessment of own supply

(1) An assessment of the water supplied by the RMP operator (e.g. from a bore, river, stream, or roof) has been undertaken in accordance with Schedule 1 of the HC Spec.

(2) Copies of the initial testing results for potable water quality, and the completed Water Supply Assessment Checklist (including a water management plan, if applicable) are kept.

(3) Water testing is undertaken for each water supply as appropriate to the outcome of the assessment (refer to Table G2: Water Testing for Potable Water Supply).

Table G2: Water testing for potable water supply

Assessment Outcome	Water testing
Secure	Initial testing. Reassessed at least once every 3 years that the source remains secure.
Not secure	Ongoing water testing for the water criteria given in Table G3: Quality of Potable Water is done at a frequency specified in Table G4: Frequency of Testing

Table G3: Quality of potable water

Measurement	Criteria
Faecal coliforms or *E. coli*	Must not be detectable in any 100 mL sample
Chlorine (when chlorinated)	Not less than 0.2 mg/L (ppm) free available chlorine with a minimum contact time of 20 minutes
pH (when chlorinated)	6.5 to 8
Turbidity	Should not routinely exceed 1 NTU, must not exceed 5 NTU

Table G4: Frequency of testing

Type of operation	Microbiological testing	Turbidity testing	pH testing (for chlorinated water)	Chlorine testing (for chlorinated water)
Unsecure	1 test per year	1 test per year	1 test per year	Daily

(4) Microbiological testing is performed by a Recognised Laboratory Programme (RLP) laboratory or an ISO/IEC 17025 accredited laboratory, with the required tests in the laboratory's scope. Water samplers are trained by, or receive instruction on how to correctly sample water from, the laboratory selected.

(5) Chlorine, pH and turbidity measurements are performed by a suitably skilled person using documented methodologies (including calibration procedures) and/or calibrated equipment.

(6) Each potable water supply is reassessed by completing the Water Supply Assessment Checklist:

a) at least once every 3 years;
b) prior to using a new supply of potable water (that is, the supply changes, or a new supply is added); and
c) within one month of any changes to the environment in or around the water source that may affect the potable water quality.

Water management plan for water that is subjected to additional treatment

(1) A Water Management Plan for the further treatment of water (e.g. chlorination, boiling, filtration, UV treatment) by the operator is documented and attached to this RMP. The plan includes:

a) information about the treatment applied, including the type of treatment, operating procedures and parameters, monitoring procedures, and any acceptable limits;
b) a water sampling and testing programme for verifying the effectiveness of the specific water treatment applied (frequency as indicated in Table G4: Frequency of Testing or as necessary for the effective monitoring of any specific water treatment applied); and
c) corrective action procedures when the water source is found to be unsatisfactory based on the results of any test done.

Non-complying water

(1) When potable water is found to be non-compliant, the actions to be taken are listed in Table G5: Actions to be Taken when Potable Water is Found to be Non-compliant will be taken.

Table G5: Actions to be taken when potable water is found to be non-compliant

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

Monitoring

(1) Compliance with these procedures is checked at least _____ by the responsible person.

Show

- Each completed assessment of Water Supply Checklist
- Results of water testing
- Results of ongoing monitoring of any water treatment activities
- Water reticulation plan (e.g. site plan)
- Water management plan (if applicable)
- Any problems informed of or detected (e.g. notification from water supplier, failure of water treatment plant, flood events, etc.)
- Any corrective action taken. Refer to **E. Corrective Action**
- Internal audit reports

Ref.

- Animal Products Regulations 2000 regulations 9 and 10
- Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 clauses 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11 and Schedule 1

H. Cleaning and Sanitation

Know	To ensure the effective cleaning and sanitation of the facilities and equipment to prevent or minimise the contamination of eggs, packaging, equipment or processing environment.
Do	**Cleaning of layer sheds and equipment** (1) Cleaning schedule for layer sheds and equipment is documented in the Cleaning Programme for Layer Sheds and Equipment. **Depopulation and clean out of layer sheds** (1) A depopulation of sheds and any associated outdoor runs is carried out as part of (tick one): ☐ 'all-in all-out' plan. State frequency: _____ ☐ multi-age shed plan. (2) Programme for cleaning and disinfection during depopulation is documented in the Cleaning and Disinfection of the Sheds during Depopulation. **Cleaning of packhouse and equipment** (1) The packhouse and equipment are checked to ensure it is visually clean and ready to operate: a) at start-up each morning (pre-operational check); b) after cleaning at any changeovers; and c) after any repairs or maintenance. (2) The packhouse and equipment are cleaned and/or sanitised at least daily and more often when necessary. (3) Spills are cleaned up immediately. (4) Cleaning equipment is cleaned and sanitised daily. (5) All cleaning cloths used on egg contact areas are rinsed and/or sanitised or discarded after each use. (6) Scouring pads (when not in use during the day) are kept dry or placed in a sanitiser solution. (7) After being cleaned and/or sanitised, egg contact surfaces are visually inspected for egg residue and re-cleaned if necessary. (8) Cleaning solutions and sanitisers are used in accordance with manufacturer's instructions and conditions of approval including concentration and contact time. Refer to M. Chemical Control. (9) High pressure cleaning is avoided where possible and never used during processing. This is to prevent aerosols from contacting eggs, egg contact surfaces, workers or egg packaging materials. (10) Hose nozzles are kept off the floor at all times to prevent cross contamination, back-siphonage and contamination of staff hands. (11) Dry stores are kept dry and cleaned regularly by sweeping or vacuuming. (12) Cleaning schedule for packhouse and equipment is documented in the Cleaning Programme for Packhouse and Equipment. (13) Broken eggs are cleaned up as soon as possible. **Waste management** (1) Waste, including packaging, is not allowed to contaminate eggs, other inputs, equipment, personnel or the layer shed and packhouse.

	(2) Dead birds are removed from sheds daily, and then disposed of in a suitable manner (e.g. buried, incinerated or composted, or removed from the farm). (3) All other solid waste and rubbish is contained in covered pest-proof containers that are clearly identified, suitably constructed and, where appropriate, made of impervious material. (4) Waste packaging is regularly collected and disposed of. (5) Waste containers are cleaned and sanitised when necessary. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Cleaning records • Completed Chemical Register. Refer to **M. Chemical Control** • Any corrective action taken. Refer to **E. Corrective Action**
Ref.	• Animal Products Regulations 2000 regulations 9 and 11 • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Part 3

I. Receipt of Incoming Materials

Know	To ensure that all incoming goods are handled and stored to minimise and prevent contamination. *Goods include processing aids e.g. egg wash water chemicals, oil for sealing shell.* *Goods can include the purchase of day-old chicks and eggs from other suppliers.*
Do	**Purchase and receipt** (1) Goods are ordered from suppliers who are trading under appropriate legislation (e.g. Food Act 2014 or Animal Products Act 1999) where appropriate. (2) Suppliers are asked to provide evidence that their goods meet the regulatory requirements where appropriate. (3) Goods are checked (on arrival or prior to use) to ensure they are: a) fit for their intended use (i.e. clean, undamaged); b) properly labelled; c) correct as ordered; and d) if necessary, accompanied by information from the supplier confirming compliance to relevant specifications (e.g. supplier guarantees or certificate of compliance). **Storage** (1) Goods are stored (e.g. cupboard, room, chiller) away from contaminants (e.g. chemicals). This area is kept tidy and clean. (2) Goods are stored at an appropriate temperature as per manufacturer's instructions (e.g. room temperature, chiller or freezer). (3) Goods are stored off the floor and kept in sealed containers or packs when not in use. (4) Goods are clearly labelled with their name and manufacturer. **Use** (1) Goods are used before any "use by" or "expiry" dates. (2) Goods are used in accordance with manufacturer's instructions and the Food Standards Code requirements. (3) Directions for use are readily available to the user (e.g. given in the label or data sheets). (4) Goods are handled and used by, or under, the supervision of suitably trained or experienced personnel. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Records of goods under the RMP (e.g. receipts, delivery dockets, invoices) • Any problems detected • Any Corrective Actions taken. Follow the procedure in **E. Corrective Action**
Ref.	• Animal Products Regulations 2000 regulations 6 and 7 • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 clauses 2.14 and 14.8 • Food Standards Code, Standard 1.3.3

J. Packaging

Know	To ensure that packaging used for containing eggs are fit for their intended purpose.
Do	**Compliance with regulatory requirements** (1) All packaging and product contact materials (e.g. egg cartons) are suitable for food contact use. (2) A written guarantee or specification is obtained from the supplier for each type of packaging confirming that it: a) complies with the requirements specified in the current "US Code of Federal Regulations, Title 21, Parts 170-199", which applies equally to coatings and linings of containers and cartons where these are the direct product contact surface; or b) complies with the requirements specified in the current "Australian Standard: Plastic materials for food contact use", AS2070-1999"; or c) be determined by the operator to be suitable for use, based on analysis of hazards and other risk factors from the packaging. (3) Reused and recycled packaging is not a source of contamination of materials or eggs. **Storage** (1) Packaging is stored in accordance to storage procedures in **I. Receipt of Incoming Goods**. **Use** (1) Packaging is visually clean and undamaged at point of use. (2) Dirty or damaged packaging is discarded. (3) Packaging materials adequately protect the product. (4) At time of reuse, reused packaging is visually clean, sanitised (where possible) and correctly labelled. (5) Any labelling from a previous use that is not truthful when applied to the packaged eggs are removed or defaced. (6) The type and composition of the packaging must be appropriate to its intended use. (7) If the packaging is damaged such that the fitness for intended purpose of the eggs may be affected, the eggs must be appropriately disposed of, or handled in a manner that minimises contamination, until the packaging damage is fixed. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Evidence of packaging standards provided by suppliers • Any problems detected • Any corrective action taken. Refer to **E. Corrective Action**
Ref.	• Animal Products Regulations 2000 regulation 16 • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Part 7 and 14.8

K. Traceability/Inventory/Labelling

Know	To ensure that the eggs are identified sufficiently at the layer farm(s), in holding areas, during transfer and at the packhouse for inventory control purposes and to allow for traceability in the event of a recall.
Do	**Inventory control/traceability** (1) Delivery dockets/invoices and labels are checked for accuracy against goods received. (2) When eggs are transferred from any collection equipment, trays or containers to other equipment, trays or containers the following checks are done (where practicable): a) any labels or records (e.g. lot or batch number) are checked to ensure that the information accurately describes the eggs; and b) a count is kept of the number of eggs transferred. (3) Traceability is maintained by recording which farms supplied what quantity of eggs packed each day. Sales to purchasers who intend to on-sell are receipted/invoiced and show the date, the lot/batch, the egg type and the quantity. (4) Labels are applied where necessary to maintain traceability of goods while in storage or use. (5) Where critical controls are applied, each separate batch or day's production (whichever is smaller) is identifiable on relevant records and labels. See **O. Process Control.** (6) Eggs from different farm regimes (e.g. barn, free range, colony or caged) are kept separate at all times. Separation is documented and managed by: ☐ Space ☐ Time ☐ Labelling and or packaging **Labelling of eggs** (1) Final egg labels for retail sale contain the following information: a) name or description of the eggs sufficient to indicate their true nature (e.g. eggs); b) lot identification (e.g. date mark and the premises where the eggs were laid or packed); c) name and business address of the supplier in New Zealand (e.g. physical address of the layer farm or the packer); d) best-before date that links back to the lot/batch records and to the date of lay, either: ☐ best-before date of 35 days from the date of lay; or ☐ an alternative best-before date of _____ days from the date of lay. Evidence of the alternative shelf life period to provide safe and suitable eggs are attached. e) directions for storage (e.g. storage instructions to keep the eggs cool); f) nutrition information panel (NIP); and g) number of contents, net weight or volume. (2) Any label claim about the farming regime (e.g. free range) is truthful. (3) Any health or nutrition claims (e.g. folate, omega enriched) meet the requirements in the Food Standards Code and evidence to support the claim is documented. (4) Eggs can be labelled (e.g. stamped or ink jetting) to enable traceability to the layer farm. a) Best-before date could also be included on the stamp. b) Only food grade ink compliant with the New Zealand Food Standards Code can be used to identify eggs. c) Any egg labelling and/or imagery must not be false or mislead the consumer in any way. d) Egg labelling must be legible.

(5) Wording of any claims is checked for accuracy when new packaging or labels are ordered and delivered.

(6) Packaging with incorrect claims is not used but is returned to the supplier or destroyed.

(7) Reused or recycled packaging for eggs must completely remove or deface, any false or misleading information (including any names, contact details or producers, farming methods) that is left on the packaging from previous uses.

(8) Eggs that are sold in bulk (for packaging or sale elsewhere) are supplied with the labelling information listed above in an accompanying document so that the receiver can properly label the eggs, or display the eggs for sale with the correct information.

Labelling of transport outers

(1) The label of the transportation outer, or accompanying documentation, of eggs not intended for human consumption, must clearly indicate that it is not intended for human consumption.

(2) The label of the transportation outer must state:

a) the animal material or animal product name or description; and
b) storage directions, where necessary to maintain the eggs as fit for intended purpose; and
c) lot identification (this requirement is optional if the application of lot identification to the retail packaging is a mandatory requirement under other legislation and that legislation is complied with).

(3) Transportation units used for the transportation of unpackaged bulk animal material (or eggs that cannot practicably be labelled) must have the information provided on the accompanying documentation.

(4) If the status of an animal material's suitability for processing, or animal product's fitness for intended purpose changes, and the animal material or product has been identified:

a) all affected labelling or the accompanying documentation (where there is no label) must be amended to reflect its new status prior to its release for trade, or
b) the packaging (including labelling) must be replaced.

(5) If animal material or product is downgraded and will not be traded for human consumption, any labelling on the transportation outer, accompanying documentation, inspection legends and any other identification of product as being suitable for processing for human consumption (or as being fit for human consumption) must be removed or defaced at the consigning premises.

Monitoring

(1) Compliance with these procedures is checked at least _____ by the responsible person.

Show

- Mass balance audit calculations of each farming technique
- Records showing goods received (e.g. delivery dockets, invoices)
- An inventory system (electronic or hard copy) that allows eggs to be traced, and includes records of:
  - each lot/batch (including eggs produced, received from other suppliers and dispatched, date of lay, date of packing and links to best-before dates);
  - any repacking done;
  - shell eggs, processing grade eggs and eggs downgraded as not suitable for human consumption; and
  - whether eggs are caged, barn or free range (if eggs of different types are handled by the operator and the labelling makes a distinction about the types of eggs contained).
- Copies of egg packaging labels

	• Any problems (e.g. mislabelled eggs, failure to keep up to date batch records, incorrect egg tallies, wrong labels on packaging, incorrect best-before dates, bulk eggs despatched without labelling information) • If eggs are labelled (e.g. stamped or ink jetting), the procedure is documented • If an alternative best-before date is used, evidence that the alternative shelf life will result in safe and suitable eggs is required • Any corrective action taken. Refer to **E. Corrective Action**
Ref.	• Animal Products Act 1999 sections 17 and 44 • Animal Products Regulations 2000 regulations 17, 18 and 19 • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Part 8 • Food Standards Code Standard 1.2 (in particular 1.2.1, 1.2.3, 1.2.10 and Schedule 9-2) • Understanding the Labelling Requirements for Eggs and Egg Products

L. Calibration of equipment

Know	To ensure measuring equipment has an appropriate level of accuracy and precision for their use.
Do	**Calibration programme** (1) The calibration programme includes: a) a list of measuring equipment used in the layer shed and packhouse and their location; b) identification marks and status for each measuring device i.e. whether it is a critical measuring device; c) the calibration frequency for each measuring device; and d) the calibration methods/procedures for each measuring device. **Receipt of critical measuring equipment (new or repaired)** (1) Calibration certificates are requested from suppliers of critical measuring equipment e.g. egg wash temperature is a critical measurement. **Chiller or freezer gauges** (1) Cool room temperature gauges are checked by placing another thermometer in the cool room, next to the existing probe, for about 10 minutes then comparing against the cool room temperature gauge. (2) Checks of automatic temperature devices are recorded on the Automatic Temperature Recorder Checks Form. **Other measuring equipment** (1) Equipment is calibrated in accordance with manufacturer's instructions. (2) Equipment is calibrated against a reference standard at least annually. (3) Weighing equipment for ingredients is checked with test weights between formal calibrations. *Note: Retail scales are checked under the Weights and Measures Act so are outside the scope of this RMP.* (4) Refer to M. Calibration Methods and Frequencies in the RMP Operator Resource Toolkit for calibration procedures and frequencies. **Faulty equipment** (1) Equipment that is faulty or inaccurate is not used. It is repaired and recalibrated or replaced as soon as possible. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Calibration certificates and other calibration records • Identification, location and calibration status of equipment • Calibration schedules for a list of critical measuring equipment • Completed Automatic Temperature Recorder Checks Form • Any problems • Any corrective action taken. Refer to **E. Corrective Action**
Ref.	• Animal Products Regulations 2000 regulation 14 • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 clause 6.2

M. Chemical Control

Know	To ensure the proper use and storage of chemicals to prevent or minimise the contamination of eggs, packaging, other inputs, equipment and the processing environment. *Chemicals include maintenance compounds used for cleaning, sanitation, water treatment, fumigation, pest control and repair and maintenance of equipment.*
Do	**Purchase and receipt** (1) Refer to **I. Receipt of Incoming Materials** for generic purchase and receipt requirements. (2) All chemicals are approved for their intended use and are listed as approved maintenance compounds. Refer to Approved Maintenance Compound (non-dairy) register. (3) Check the intended use of the chemical is appropriate for the area (e.g. layer sheds or packhouse) they are used in. **Storage** (1) Refer to **I. Receipt of Incoming Materials** for generic storage requirements. (2) Chemicals are stored in a designated area (e.g. cupboard, room) away from eggs, ingredients and processing aids. Refer to **Q. Storage** for storage requirements. (3) The chemical storage area is kept clean and tidy. (4) Chemicals are kept in sealed containers when not in use. (5) Chemicals are clearly labelled with the name and manufacturer of the chemical. (6) 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. (7) A list of all chemicals used and held in the premises is maintained. **Use** (1) Refer to **I. Receipt of Incoming Materials** for generic usage requirements. (2) All chemicals are used according to the directions of the manufacturer and the conditions of the approval. (3) Eggs and exposed packaging are removed from the area or kept protected (e.g. covered) prior to the use of chemicals (e.g. insecticide sprays) to prevent contamination. (4) Equipment and other egg contact surfaces are cleaned by thorough washing after exposure to chemicals that are not approved for egg contact (e.g. after spraying with insecticide is completed). **Handling and disposition** (1) Empty chemical containers are disposed of and are not re-used in a way that could contaminate eggs. (2) When contamination by a hazardous chemical occurs, the following actions are carried out: a) affected inputs and eggs are considered unfit for human or animal consumption and are dumped; b) affected egg contact surfaces are cleaned and sanitised prior to reuse; and c) affected packaging is disposed of properly.

	Monitoring (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Approved chemicals used (e.g. Chemical Register, receipts, delivery dockets, invoices) • Any problems • Any corrective action taken. Refer to **E. Corrective Action**
Ref.	• Animal Products Regulations 2000 regulation 11 • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 clause 3.4 • Approved Maintenance Compounds (Non-Dairy) Register

N. Pest Control

Know	To control pests and prevent or minimise the contamination of product, other inputs, packaging, equipment, and the processing environment. Pests include rodents, wild birds, insects, dogs and cats.
Do	**Responsibility** (1) Pest control and monitoring activities within the RMP premises is carried out by (tick one): ☐ the RMP operator. ☐ A contracted pest control person or agency. (2) Where pest control and monitoring activities are contracted out, the Day-to-day Manager, prior to signing the contract or services agreement, ensures that: a) the person or agency to be contracted is competent to perform the task and familiar with the requirements of this supporting system; and b) the written contract or services agreement clearly defines the services to be provided by the contracted person or agency. **Controls to prevent entry and infestation of pests** (1) Buildings and water storage facilities are designed and constructed in a manner that minimises the entry of pests. (2) Buildings, external surroundings and waste bins are kept clean and tidy to prevent potential breeding sites. Waste bins are regularly collected and emptied. (3) Buildings are kept in good repair and condition to prevent pest access and potential breeding sites. (4) Regular inspections of the premises, including external surroundings, are carried out to check for evidence of possible infestation. (5) External doors that are not screened are kept closed when not in use. (6) Insect screens are fitted on windows and external doors that are kept open during operations. (7) Animals and pets (e.g. cats and dogs) are not allowed to enter production, processing, packaging and storage areas. (8) Drains are fitted with screens. (9) Electric insect traps are installed and operating. Sticky papers are used and changed as required. (10) Electric insect traps are not above exposed eggs or packaging. The insect tray is emptied when necessary and any UV light bulb changed as recommended by the manufacturer. (11) Feed is contained in pest-proof containers when not in use, and spillages are cleaned up as soon as possible. **Use of pesticides (e.g. fly sprays, rat baits) and pest traps** (1) Pesticides are approved, handled, used and stored according to chemical control requirements. See **M. Chemical Control**. (2) Pesticides are used according to the manufacturer's directions and the MPI conditions of the approval. Refer to the MPI website Approved Maintenance Compounds. (3) Pesticides that are not approved for use in contact with food are not used in the presence of eggs or birds.

	(4) Eggs and packaging are removed from the area or protected (e.g. covered) prior to pesticide use that may result to the contamination of eggs. (5) Bait stations are located and installed in a manner that makes them inaccessible to birds and cannot contaminate eggs or packaging. (6) Bait stations are numbered, located and installed so they cannot contaminate eggs or packaging. Bait stations are not located inside any processing area where eggs contents are exposed. (7) Bait stations are checked at least _____ for evidence of pest activity and to confirm they are in good working order. Any pests are regularly removed from the bait stations and the bait replaced. This is recorded on the Vermin Control Register Form. **Handling and disposition** (1) Where there is evidence of contamination by pests, the following actions are carried out: a) affected eggs are dumped; b) affected packaging is either washed and sanitised (where possible) prior to use, or is not used for packing any eggs for human or animal consumption; and c) affected egg contact surfaces are cleaned and sanitised prior to use. **Monitoring** (1) Compliance with these procedures is checked at least _____by the responsible person.
Show	• A record of the location of the bait stations (may be shown on the site plan used to show physical boundaries) • A record of all Approved Maintenance Compounds (pesticides) used (name, amount and point of use). Refer to **M. Chemical Control** • Completed Vermin Control Register • Any corrective action taken. Refer to **E. Corrective Action**
Ref.	• Animal Products Regulations 2000 regulations 10 and 11 • Approved Maintenance Compounds (Non-Dairy) Register

O. Process Control

Know	To ensure the effective implementation of good manufacturing practice including appropriate process control measures at each process step so that all eggs are fit for their intended purpose.
Do	

Egg collection (harvesting)

(1) All eggs are harvested at least every _____ hours.

(2) Eggs are harvested as soon as practical after lay.

(3) Eggs are put into clean and sanitised trays, with the point of the egg facing downwards. Trays may be reused as long as it has been cleaned and sanitised (where possible), and are not visibly dirty, damp or contain egg liquid.

(4) Cracked and broken eggs are collected in clearly marked trays.

(5) Floor eggs may be collected in clearly marked trays at the operator's own risk.

(6) Eggs from different farming operations are kept separate and clearly-labelled with sufficient details to ensure traceability and truthfulness of any label claims (where necessary).

Storage and transfer to packhouse

(1) Storage temperature for eggs stored at the farm: _____ to _____°C.

(2) Eggs are taken to the packhouse as soon as practical.

(3) Eggs are stored under conditions that minimise condensation on the shells.

(4) Eggs are stored out of direct sunlight.

(5) Eggs are not incubated.

Egg sorting

(1) Dirty, cracked, or broken eggs are removed from the collection system prior to grading.

(2) Dirty eggs are:

☐ Dry-buffed ☐ Wet wiped ☐ Washed ☐ Dumped

(3) Dumped eggs are disposed by:

☐ Buried on farm.
☐ Picked up by waste disposal company.
☐ Rendered at _____.

Egg cleaning / washing

(1) The following eggs are washed (tick one):

☐ None.
☐ Dirty eggs only.
☐ All eggs not cracked or broken.

(2) The following methods can be used to clean eggs (tick the applicable method):

a) ☐ Dry buffing

i) dirty eggs are cleaned by gentle, dry buffing with a clean cloth so that the egg shell cuticle is not damaged;

ii) cloths should be changed if there are signs of soiling;

iii) dirty cloths are washed, sanitised and dried afterwards if they are to be reused for cleaning; and

iv) only approved sanitising chemicals are used to clean cloths, in accordance with the conditions of approval and the manufacturer's recommendations for use. Sanitising chemicals used:

_____

_____

b) ☐ Wet Wiping (not recommended)

i) dirty eggs are wet wiped with:

1) a clean damp cloth;
2) potable water; and
3) approved egg washing chemicals, in accordance with the manufacturer's recommendations.

ii) damp cloth should be rinsed adequately and wrung thoroughly so it is not dripping before being used;

iii) when the damp cloth is passed over the egg, it should not leave water droplets on the egg surface;

iv) damp cloths should be changed or disposed of frequently if they are any visible signs of soiling; and

v) dirty cloths should be washed, sanitised and dried if they are to be reused for cleaning.

c) ☐ Washing

i) jets of wash water and/or brushes have complete access to each egg;

ii) where static water is used, the water is changed regularly to avoid a build-up of dirt;

iii) eggs may be dipped during washing but are not to be soaked for an extended period of time that may affect the eggs;

iv) the wash temperature is at least 12°C warmer than the egg temperature;

v) the wash water temperature does not exceed 45°C to avoid damage to the cuticle;

vi) the egg washer is set at _____ °C for _____ seconds;

vii) eggs are washed using potable water and approved egg washing chemicals and rinsed with potable water;

viii) only approved egg washing and/or sanitising chemicals are used, in accordance with the conditions of approval and manufacturer's recommendations as to use. Egg washing and/or sanitising chemicals used are:

_____;

ix) the wash water is changed at least daily or more frequently where visually dirty; and

x) alternative egg washing procedures are recorded below (this will need to be validated):

_____

_____

☐ UV treatment

i) the UV treatment cleaning process is followed in accordance with manufacturer's recommendations. The process is validated.

Egg drying

(1) Immediately after washing, the eggs are quickly and completely dried using the following method:

a) ☐ Air drying

i) air can be warmed or dehumidified; and
ii) condensation on the eggs should be avoided.

b) ☐ Other drying method as follows (this will need to be validated):

_____

_____

Egg oiling

(1) Approved food grade oil is applied.

☐ Yes ☐ No

(2) If yes, the oils used are: _____.

Candling / defect assessment

(1) All eggs for human consumption are candled prior to retail sale.

(2) Candling is carried out using:

a) ☐ Light

i) Where candling uses light, the candling machine is effective to allow for the detection of defects.
ii) The interior and exterior of each egg is examined.
iii) Defective eggs are:
☐ Dumped.
☐ Sent for further processing.
☐ Sent for animal consumption.

b) ☐ Other candling or defect assessment method as follows (this will need to be validated):

_____

_____

Grading / weighing

(1) Eggs are graded by weight.

(2) Appropriate methods are in place to ensure the correct weight of eggs are packed into each carton, and that the grade of eggs are correct.

Packing

(1) Eggs and packaging do not touch the floor at any time (e.g. by stacking the cartons on pallets).

(2) If any eggs are re-packed, a traceability system should be in place to ensure the eggs can be located in the event of a recall.

	Egg storage / loadout (1) Eggs are stored in a clean, pest-proof room at: ☐ ambient temperature until loadout. ☐ chilled temperature at _____ to _____°C until loadout. (2) Stock is rotated so that the oldest eggs are loaded out first. (3) If eggs are chilled, the temperature at loadout may be raised to _____°C to minimise condensation. (4) If using alternative shelf life regime from those specified in 8. Product Description, show evidence to your verifier. **Collection of eggs from various steps for further processing** (1) Cracked and/or broken eggs are: a) collected at sorting, candling and where noticed at other steps; b) kept in approved packaging that protects from them from contamination; c) identified and kept separate from other eggs; d) stored at 6ºC or less (or any other time and temperature combination that will ensure eggs remain suitable for processing); and e) delivered to further processing within _____ days of lay (less than 14 days). (2) Cracked and/or broken eggs can be collected together to be sent for further processing. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Monitoring of control measures and corrective actions at each step • Any problems detected • Egg Monthly Check Sheet • Any other corrective action taken. Refer to **E. Corrective Action**
Ref.	• Animal Products Regulations 2000 regulation 9 • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 clause 14.9 • Animal Products (Risk Management Programme Specifications) Notice 2008 clauses 9 and 11 • What is Validation?

P. Non-Complying Product and Recall

Know	To ensure the correct handling and disposition of non-complying eggs, including the recall of eggs from distribution and sale.
Do	**Controlling non-complying products** (1) Non-complying products are handled and stored in a manner that prevents: a) contamination and deterioration of other eggs; and b) contamination of the storage environment. (2) Non-complying products are: a) clearly identified; b) separated from other eggs; c) recorded in inventory (unavailable for loadout); and d) held within the premises until disposition is determined by a suitably skilled person or, in certain cases, by MPI. (3) The verifier will be notified as soon as possible (within 24 hours) when there is any significant concern about the safety or suitability of any product e.g. potential recall or trade withdrawal. (4) The disposition of any non-complying product is determined by a suitably skilled person considering various factors, such as: a) product safety and suitability; b) the amount of product affected; c) whether the products have been released for distribution or not; d) whether the products can be further processed; and e) any instructions from MPI or the verifier. **Recall** (1) A recall is initiated when the Day-to-day Manager believes that eggs have been released that are not fit for their intended purpose. Sources include customer complaints, audits findings, etc. (2) The recall plan is periodically tested e.g. annual 'trial run' or mock recall exercise. (3) The MPI recall guidance material will be used in the case of any recall. (4) The Day-to-day Manager is responsible for the recall and will: a) identify affected eggs (based on lot/batch numbers, processing dates and times); b) put any affected eggs that are still at the premises on hold and separate them from other eggs; c) immediately notify the verifier and MPI of the recall, the reasons for it, the eggs that are affected and the actions being taken; d) coordinate all recall communications in accordance with MPI guidelines; e) record all communications including the date, time, contact person, discussion, agreed actions, due dates etc.; f) make all reasonable attempts to contact purchasers of affected eggs e.g. phone known customers, if necessary, place a newspaper and/or radio advertisement advising of the recall, in accordance with MPI guidelines; g) hold recovered eggs in a clearly labelled area to prevent release; h) decide what to do with any affected eggs. This will depend on the problem and any egg inspection or test results. Eggs will be dumped (especially if the history of temperature control is not known), further processed, or regraded (e.g. for animal consumption) as appropriate; i) investigate the cause of the problem and take appropriate corrective action; j) review and improve the recall procedures based on the experience gained; and

	k) report as soon as possible on all of the above to MPI and the RMP verifier. **Customer Complaints** (1) Customer complaints are documented in the Customer Complaint Form. (2) The Day-to-day Manager is responsible to deal with customer complaints, locate the cause and introduce corrective action to stop re-occurrence. Refer to **E. Corrective Action**. (3) Customer complaint records will be reviewed regularly (e.g. RMP review) and any unresolved complaints will be noted and dealt with. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Load-out dockets or invoices for goods • Diary detailing all communication about the recall and copies of all written correspondence • Recall review notes • Records of assessment and disposition of non-complying eggs • Records of recall (or mock recall) activities • Any correspondence with the verifier or auditor, or MPI • Records of customer complaints
Ref.	• Animal Products Act 1999 section 77B • Animal Products (Risk Management Programme Specifications) Notice 2008 clause 13 and 14 • Food Recalls

Q. Storage

Know	To ensure the storage environment will maintain the intended state of preservation and prevent contamination so that products remain fit for purpose.
Do	**Storage and Handling** (1) All eggs and materials remain identifiable at all times. (2) Products are stored in a tidy manner to: a) minimise deterioration; b) minimise damage to packaging; c) facilitate effective cleaning; and d) facilitate effective inventory control. (3) Spills are cleaned immediately. (4) Chemicals are stored in a way that minimises contamination. (5) Stored materials are discarded when: a) it is no longer safe or suitable for use (e.g. past its use-by date); and/or b) important information needed for its safe use is lost (e.g. identity). (6) Refer to **S: Layer Feed** for storage of feed. **Packaging** (1) Dust contamination is prevented (e.g. through covering packaging). (2) Damaged packaging is disposed of appropriately as soon as possible. **Refrigerated storage** (1) Any defined temperature is reached as quickly as necessary to ensure the eggs remains fit for purpose and does not deteriorate. (2) Temperature measuring devices are calibrated and located appropriately to measure the internal temperature of a vehicle at the warmest point. Refer to **L. Calibration**. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Inventory records • Completed Load Out Check Sheets • Cleaning and maintenance records • Temperature recordings • Completed calibration records • Any problems detected • Any other corrective action taken. Refer to **E. Corrective Action**
Ref.	• Animal Products Regulations 2000 regulation 11 • Animal Products Notice: Specifications for Products Intended for Human Consumption clauses 3.2 and 7.2 • **F. Design, Construction and Maintenance of Facilities and Equipment** • **H. Cleaning and Sanitation** • **M. Chemical Control** • **N. Pest Control**

R. Transport

Know	To ensure that eggs maintains their status as suitable for processing and to minimise hazards, including transport between premises or places operating under an RMP.
Do	**Procedures** (1) Eggs are transported (tick one): ☐ at ambient temperature. ☐ at chilled temperatures of _____ to _____ °C. (2) Vehicles or transportation units (e.g. containers) are designed, constructed, equipped and operated to: a) maintain the status of eggs; and b) minimise hazards and other risk factors. (3) Vehicles are kept clean and maintained in good working order. This is recorded in the Load Out Check Sheets. (4) Vehicles of contract transporters are inspected to ensure they are clean before loading, and that segregation is appropriate. This is recorded in the Load Out Check Sheets. (5) People hygienically handle product. (6) People with any condition or illness of public health concern do not handle any exposed product. Refer **B. Personnel Health and Hygiene**. (7) Products are kept separate as required and protected from cross-contamination. **Refrigerated transport** (1) Temperature measuring devices are calibrated and located appropriately to measure the internal temperature of a vehicle at the warmest point. Refer to **L. Calibration**. (2) Ensure storage temperature(s) are correct before loading onto a vehicle. (3) If there is any failure to maintain the product temperature(s), notify who has responsibility for the product and take corrective action to prevent recurrence. Refer to **P. Non-complying Product and Recall**. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Vehicle Register • Cleaning and maintenance of transportation units • Temperature records • Completed calibration records • Completed Load Out Check Sheets • Any problems detected • Any other corrective action taken. Refer to **E. Corrective Action**
Ref.	• Animal Products (Risk Management Programme Specifications) Notice 2008 clause 19 • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Part 16

S. Layer Feed

Know	To ensure that hazards such as *Salmonella* are minimised in the feed and that feed is not responsible for wholesomeness issues such as off-odours and flavours in the eggs.
Do	**Feed Manufacture** (1) Feed is: ☐ made at own premises/feed mill. ☐ bought in ready-made. (2) If feed is purchased ready-made, you can get a supplier guarantee to show *Salmonella* in feed is managed. (3) The feed used on site are listed in Layer Feed Specifications. **Storing and using feed** (1) Feed is stored in a manner that protects it from contamination. (2) Pests are prevented from accessing feeds during storage and during transfer to feeders. (3) Contaminated feed is disposed of, or used where the eggs are sent for further processing. (4) When feed storage containers are empty they are cleaned and then refilled. (5) Non-treated crops or human food scraps may be fed to hens providing the risk of contamination is minimised. ***Salmonella* positive test result** (1) If *Salmonella* is detected in the feed, the following action is taken: _____ _____ (2) If notified by a feed supplier of a *Salmonella* positive test result, sample the remaining feed on site and send for *Salmonella* testing. (3) If the test is confirmed positive, either: a) contaminated feed remove and dispose of the contaminated feed, clean and sanitise the silos and order replacement feed; or b) continue to use contaminated feed but send eggs from those layers for further processing. (4) Operator should take further action to ensure *Salmonella* infection is not established in the birds (e.g. by cloacal swab or seek veterinarian advice). (5) Record the actions taken on the shed record and file the completed record in the farm office. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Layer Feed Specifications • Feed inventory records • Confirmation that feed has been treated or tested with negative results for *Salmonella*, where appropriate • Any problems detected • Any other corrective action taken. Refer to **E. Corrective Action**
Ref.	• Agricultural Compounds and Veterinary Medicines Act 1997 • Animal Products Regulations 2000, regulation 22 • Animal Products Notice: Specifications for Products Intended for Human Consumption, clause 1.2 and 13.39

T. Whole Flock Health Scheme

Know	To ensure that layers are in good health and to minimise the chance that they are infected with *Salmonella*. To prevent unacceptable levels of chemical residues in eggs due to incorrect use of agricultural compounds and veterinary medicines, or failure to comply with withholding periods[13]. *Note: The whole flock health scheme must include measures for disease control or eradication; and activities to ensure that agricultural compounds and veterinary medicines are used according to any general or specific conditions of use.*
Do	**Competent Person** (1) A competent person implements and follows this system, and obtains veterinary advice as necessary. This person is competent to: a) recognise the specific diseases and conditions affecting layer hens, and take appropriate action; b) administer veterinary medicines as required under the supervision of the veterinarian, or as stipulated on the registered veterinary medicine's label, (having an understanding of the use, dosages, broad effects, and withholding periods for the veterinary medicines registered for use with poultry), and c) develop, maintain, implement and monitor systems for the production farm. (2) If the competent person knows or suspects that a layer flock does not comply with the whole flock health scheme, the eggs from that layer flock are not traded for human consumption. **Receipt of birds** (1) Refer to **I. Receipt of Incoming Materials** for generic purchase and receipt requirements. (2) Birds are visually checked on arrival to ensure that they are apparently healthy. *Unhealthy birds include:* *a) Dead and dying or in decline birds;* *b) Deformed or damaged birds where the deformity or damage affects the ability of the bird to access or compete for feed and water, or that allows the birds to suffer more social stresses; or* *c) Birds that are severely underweight or undersize.* (3) The competent person should check that each incoming flock is accompanied by a supplier declaration indicating compliance with agreed specifications. (4) Any sick birds are culled and details of these (and any 'dead on arrival') are recorded. (5) If numbers of culled and dead birds are higher than normal, the competent person will seek veterinary advice, as required. (6) Healthy birds are placed on the rearing or laying farm. (7) Vaccination for *Salmonella* is done on this RMP's layer farm. ☐ Yes ☐ No

[13] Withholding period is the time between the last administration of the veterinary medicine or agricultural compound and entry of the animal into a treated area or the eggs into the food chain. Unlike live animals, residues remain in eggs for extended periods or even permanently. Eggs are therefore not acceptable for consumption if laid during the withholding period.

Table T1: Vaccination Details

Layers received from:	**Vaccinated for *Salmonella*?** Yes / No
☐ A hatchery as day old chicks	
☐ Own breeding or rearing operation	
☐ Another rearing operation _____	
☐ Another layer operation _____	
☐ Other_____	

(8) A vaccination programme is followed and documented.

Bird Checks

(1) Sufficient lighting is provided to allow inspection of the birds, and to enable the birds to feed and drink.

(2) The flocks are walked through at least daily to:

a) check that water and feed is available as required; and
b) inspect the birds for any signs of illness.

(3) Any sick birds are culled and removed for disposal.

(4) Culled or dead birds are stored in a sealed container until they can be incinerated, buried or removed from site.

(5) If numbers of culled and dead birds are greater than normal, the RMP operator will check the birds and, if necessary, seek veterinary advice.

(6) If hens display symptoms of a notifiable or exotic disease, the RMP operator will contact MPI's Pest and Disease Hotline (0800 80 99 66) as soon as possible. Eggs from the affected layer hens will be withheld from trade.

Medication

(1) Operators keep a list of all veterinary medicines and agricultural compounds used under the RMP.

(2) All veterinary medicines used are:

a) registered for use by MPI;
b) registered for another use but used "off-label"[14] after seeking veterinary advice;
c) compounded by a veterinarian or is a veterinarian-authorised human medicine;
d) approved under section 8C of the Agricultural Compounds and Veterinary Medicines Act to be used with food producing animals; or
e) exempt from registration.

(3) The competent person must ensure that the medication programme is administered as per the manufacturer's recommendations or veterinary advice.

[14] "Off-label" or discretionary use is the administration of a medicine or compound to a species of animal in a manner not specified in the conditions of registration of a compound, or a compound specifically formulated and used as specified by a veterinarian.

	(4) Whenever veterinary medicines are used on the birds, the eggs: a) are not collected for human and animal consumption within any withholding period specified on the label or by the veterinarian; and b) are disposed of. **Treatment of external parasites** (1) All agricultural compounds used for control of external parasites (e.g. red mites) are either: a) registered for use by MPI (refer to the ACVM Register) ; b) registered for another use but used "off-label" after seeking veterinary advice; or c) exempt from registration. (2) This applies to agricultural compounds used: a) directly on the birds; and b) on the premises, buildings, equipment and nest boxes whether the birds are present. (3) Agricultural compounds exempt from registration that are suitable for use only on the buildings and equipment are used according to the manufacturer's recommendations and only when birds have been removed from the area. (4) The competent person must ensure that all treatments for external parasites are administered according to the manufacturer's recommendations or veterinary advice. (5) Whenever agricultural compounds are used, the eggs: a) are not collected for human and animal consumption within any withholding period specified on the label or by the veterinarian; and b) are disposed of. **Bird management** (1) Comply with the relevant Layer Hens Code of Welfare. **Monitoring** (1) Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Veterinary medicines and agricultural compounds used under the RMP • The medication, vaccinations, immunisations or any other treatments (e.g. to remove mites or parasites) given to flocks or individual birds (whether internally or externally, in feed, water or by other means) including: – date of treatment; – name of consulting technical/veterinary advisor; – name of treatment, approval details; – reason the birds have been treated; and – withholding period for eggs, if any. • The numbers of culled and dead birds (including birds that are dead on arrival); • Any signs or evidence of disease noticed; • Any veterinary advice, name of the veterinarian and the results of any inspections; • Test results for: – tests that help establish and verify the health status of the individual bird/flock (e.g. blood tests, flock diagnostic tests etc); – any microbiological testing of the flock (e.g. for *Salmonella*); • Any problems detected (or informed of) e.g. pest contamination, notification of *Salmonella* detections • Any other corrective action taken. Refer to **E. Corrective Action**

Ref.	Animal Products Regulations 2000, regulation 22 Animal Products Notice: Specifications for Products Intended for Human Consumption 2017, clause 13.39 Agricultural Compounds and Veterinary Medicines Act 1997, Sections 8 and 8C Animal Welfare (Layer Hens) Code of Welfare 2012

Part 3: Hazard Identification and Control

U. Hazard Analysis

Know	To identify the hazards that are reasonably likely to occur at each process step (including all inputs). To ensure that appropriate controls are included in the RMP so that the eggs are fit for their intended purpose.

Do

Procedures

(1) Good operating practices are followed as outlined in the Supporting Systems listed in the RMP Document List.

(2) A hazard analysis has been conducted to identify any critical limits.

Process Flow diagram

(1) Figure 1 Generic Process Flow Diagram of an Egg Layer Farm (page 58 of the RMP) shows the key steps based on a generic process.

(2) Operators will need to make sure their operation is actually reflected in the process flow diagram e.g. by crossing off processes not within the RMP.

Hazards identification from inputs

Table U1: Hazard identification

Inputs	Description/ Specification	Biological	Chemical	Physical
Birds	• Apparently healthy • Reared under a Whole Flock Health Scheme[1]	Enteric pathogens e.g. *Salmonella* spp.	None	None
Feed	Comply with the NZ Code of GMP for Compound Feeds, Premixes and Dietary Supplements	*Salmonella* spp.[2]	None	None
Veterinary medicines	Registered by MPI for intended use, or used off label under veterinary supervision	None	Chemical residues	None
Water (potable and non-potable)	As defined in the HC Spec	None	None	None
Egg contact packaging (new and re-used)	As defined in the HC Spec	None	None	None
Oil	Food grade	None	None	None
Ink	Food grade	None	None	None
Chemicals e.g. for washing	Meets Food Standards Code requirements			

1. Compliance to the Whole Flock Health Scheme will minimise the occurrence of *Salmonella* in live birds. However, sporadic cases may still occur.
2. Specific treatments in the preparation of feed (e.g. pelleting, heating) are generally successful in eliminating *Salmonella*. However, the final feed may be contaminated because of an insufficient heating process or due to recontamination in the feed mill, during transport or during storage at the farm. A survey of NZ egg producers has found that *Salmonella* is occasionally found in feed. The operator should review the performance record of the supplier to determine whether this pathogen is reasonably likely to occur in incoming feed.

	Hazard analysis and CCP determination (1) Table 2 Hazard ID and Identification of CCPs (page 59) outlines the hazard analysis process. **Identification of critical control points** (1) No critical control points have been identified following the hazard analysis.
Show	• Completed records of good operating practice
Ref.	• Animal Products Act 1999 section 17 • Animal Products (Risk Management Programme Specifications) Notice 2008 clauses 10 and 11 • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 clause 14.9

Figure 1: Generic process flow diagram for egg layer farm

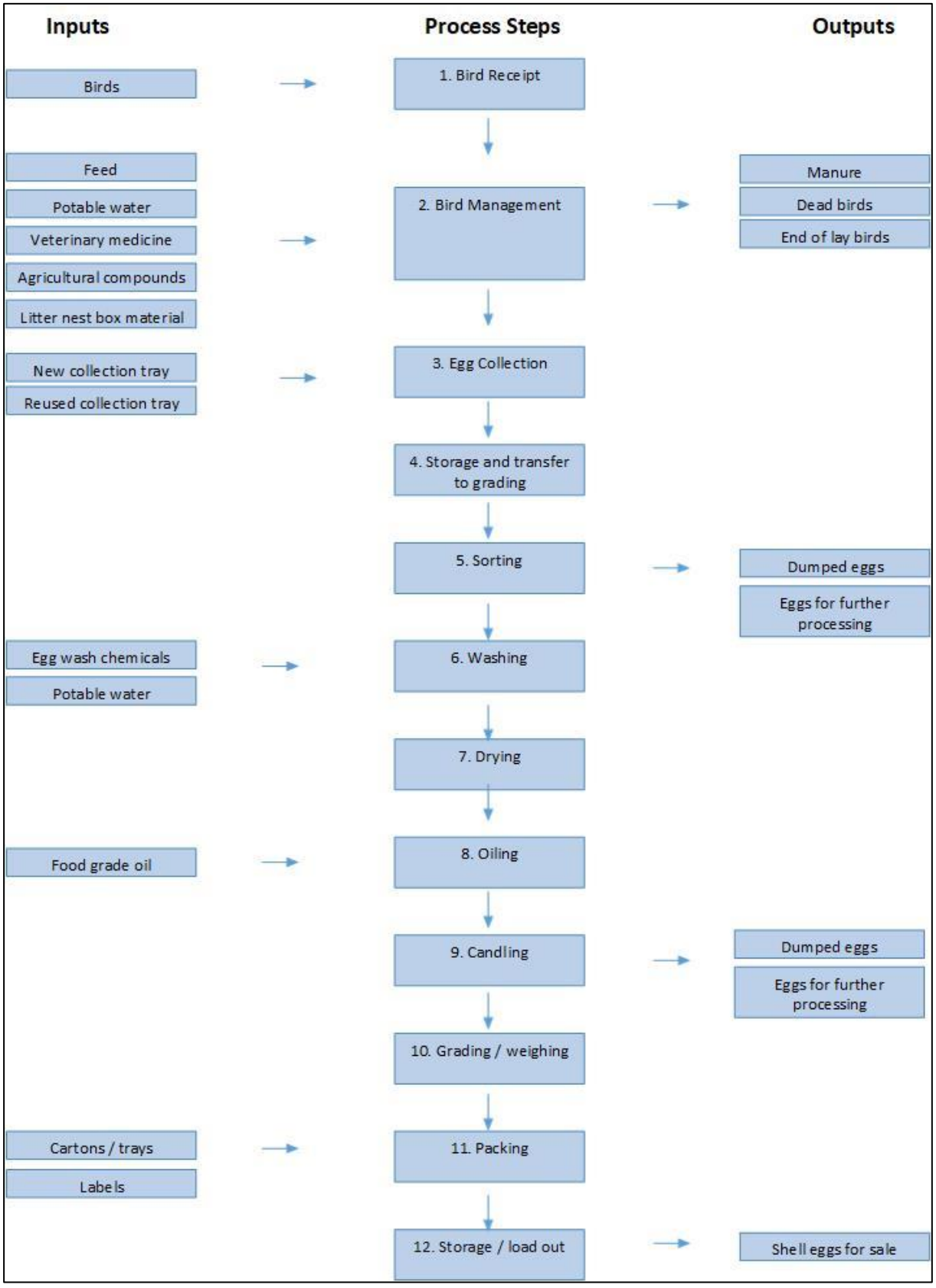

Table 2: Hazard ID and identification of CCPs

Process step	Inputs	Hazard reasonably likely to be introduced by input	Justification	Q1: Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2: Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
1. Bird receipt	Birds	B - Enteric pathogens e.g. *Salmonella spp*.	Sporadic incidence of *Salmonella* infection may occur	Yes, by Whole Flock Health Scheme	No	
2. Bird management	Birds	B - Enteric pathogen e.g. *Salmonella* spp.	Hazard carried over from previous step	Yes, by Whole Flock Health Scheme	No.	
	Feed	B - *Salmonella* from incoming feed	A survey of NZ egg producers shows that *Salmonella* is occasionally found in feed	Yes: by supplier declaration indicating treatment for *Salmonella* has occurred and correct storage of feed.	No.	
	Potable drinking water	B – Enteric pathogens from contaminated drinking water	Water can be contaminated with enteric pathogens e.g. *Salmonella*, by dust, litter, feed, bird and rodent faeces, and feathers.	Yes, by: • regular cleaning of water containers • regular water change • pest control	No	
	Veterinary medicines and /or agricultural compounds	C - Chemical residue	Unacceptable level of chemical residues can occur in birds when the correct withholding period is not followed	Yes, by Good Operating Practice (GOP): • correct use of registered veterinary medicines • observance of correct withholding periods	No.	
	Litter and nest box material	B - Enteric pathogen e.g. *Salmonella* spp.	Litter and nest box material can be contaminated with pathogens by faecal material from birds and rodents	Yes, by GOP: • correct cleanout procedures • regular removal of spent litter, manure • pest control • waste management	No.	

Process step	Inputs	Hazard reasonably likely to be introduced by input	Justification	Q1: Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2: Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
3. Egg collection	Eggs	B - Enteric pathogen e.g. *Salmonella* spp.	Eggs can be externally contaminated with *Salmonella* from the bird and the laying environment	Yes, by GOP: • following a collection schedule • separate dirty-and cracked eggs	No.	
	Floor eggs	B - Enteric pathogen e.g. *Salmonella* spp.	Eggs can be externally contaminated with *Salmonella* from the bird and the laying environment	Yes, by GOP: • following a regular collection schedule; • Washing or discard.	No.	
	New egg collection trays	None				
	Re-used egg collection trays	B - Enteric pathogen e.g. *Salmonella* spp.	Re-used trays can be contaminated with enteric pathogens	Yes, by GOP: • cleaning and sanitation (where possible) of re-used trays and crates	No.	
	Labels	None				
4. Storage and transfer to grading	Eggs	B - Enteric pathogen e.g. *Salmonella* spp.		Yes, by GOP: • Time-temperature control during storage and transfer will prevent or minimise the growth of *Salmonella* in eggs • Cleaning of conveyors, trolleys, vehicles and other conveyance	No	
5. Sorting	Eggs	B - Enteric pathogen e.g. *Salmonella* spp.	Carried over from previous step	• Removal of leaking and very dirty eggs will reduce the number of potentially contaminated eggs	No	
6. Washing	Dirty eggs	B - Enteric pathogen e.g. *Salmonella* spp.	Damage to the shell can result in micro contamination	• Proper egg washing procedures and parameters (e.g.	No	

Process step	Inputs	Hazard reasonably likely to be introduced by input	Justification	Q1: Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2: Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
				temperature, pH) will reduce micro contamination on the outside of the shell, and prevent micro penetration		
	Potable water	None				
	Egg washing chemicals	C - Chemical residues	Incorrect use of chemicals can cause unacceptable levels of chemical residues in the egg	• Use of approved chemicals only in accordance with manufacturer's instructions	No	
7. Drying	Wet eggs	B - Enteric pathogen e.g. *Salmonella* spp.	Inadequately dried eggs can allow micro growth and any remaining bacteria to be aspirated into the egg Eggs can be contaminated during drying if air filters are dirty	Yes, by GOP: • Correct drying procedures • Cleaning and maintenance of drying equipment	No	
8. Oiling	Washed and dried eggs	B - Enteric pathogen e.g. *Salmonella* spp.	Carried over from previous step	No	No	
	Food grade oil	None				
9. Candling	Clean eggs	B - Enteric pathogen e.g. *Salmonella* spp.	Cleaned eggs can be re-contaminated by dirty conveyors and equipment	Yes, by GOP: • Detection and removal of minor cracks and pinholes • Cleaning and sanitation of conveyors and equipment	No	
10. Grading/ weighing	Clean eggs	B - Enteric pathogen e.g. *Salmonella* spp.	Carried over from previous step	Yes, by GOP: • Cleaning and sanitation of conveyors and equipment	No	

Process step	Inputs	Hazard reasonably likely to be introduced by input	Justification	**Q1: Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2: Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
11. Packing	Clean eggs	B - Enteric pathogen e.g. *Salmonella* spp.	Carried over from previous step	No		
	New cartons, trays, plastic wrap	None				
	Reused cartons and trays	B - Enteric pathogen e.g. *Salmonella* spp.	Re-used trays can be contaminated with enteric pathogens	Yes, by GOP: • Cleaning and sanitation (where possible) of re-used trays will minimise contamination	No	
	Labels	None				
12. Storage / Loadout	Packed eggs	B - Enteric pathogen e.g. *Salmonella* spp.	Carried over from previous step	Yes, by GOP: • Cleaning of vehicles	No	
13. Collection of eggs from various steps for further processing	Cracked or broken eggs	B - Enteric pathogen e.g. *Salmonella* spp.	Bacterial penetration is easier where shells are not intact	Yes, by GOP: • Labelling that they are not pasteurised	No	

V. Identification and Control of Risk Factors Related to Wholesomeness and False and Misleading Labelling

Know

To identify risk factors (other than hazards) and ensure that appropriate controls are included in the RMP so that the eggs are fit for their intended purpose. These risk factors are risks from false or misleading labelling; and risks to wholesomeness.

Do

Risks factors relating to wholesomeness

Table V1: Risk factors relating to wholesomeness

Risk factors	Source or cause of risk factor	Control measures
Blood or meat spots	Layer hens	• Removal at candling
Roundworms in free range eggs	Layer hens	• Treatment of free range hens for roundworms
Rotten eggs, watery whites, pink or iridescent whites	Layer feed	• Regular egg collection. • Correct storage and shelf life.
Off odours and flavours	Leaving eggs for too long before collecting them	• Regular egg collection. • Correct storage and shelf life. • Correct feed composition (e.g. avoid strongly flavoured ingredients)

Risks arising from false or misleading labelling

(1) Refer to Understanding the Labelling Requirements for Eggs and Egg Products for an explanation how to label eggs.

Table V2: Risk factors arising from false or misleading labelling

Risk factors	Source of cause of risk factor	Control measures
Incorrect claims for free range, barn, caged or organic eggs	Incorrect labels	• Checking of details on all new labels • Checking that correct label is in use at all steps (collection, storage and transfer, at grading etc.).
Incorrect best-before dates	Incorrect labels Processing errors	• Daily checking for correct date on labels
Inadequate storage instructions	Incorrect labels	• Checking of details on all new labels
Inadequate labelling information provided with bulk supplied eggs	Incorrect labels	• Providing labelling information on the accompanying documentation for all bulk eggs dispatched.

Show

- Written procedures and records for ensuring:
  - correct label design and compliance with regulatory requirements
  - correct packaging and labelling of products

Ref.

- Animal Products Act 1999 section 17
- Animal Products (Risk Management Programme Specifications) Notice 2008, clauses 10 and 11