Ministry for Primary Industries
Manatū Ahu Matua

NZCP2

NZCP2: Code of Practice for the Assessment of Farm Dairies

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New Zealand Government

Title

NZCP2: Code of Practice for the Assessment of Farm Dairies

About this document

This Code of Practice is maintained and administered by MPI on behalf of the New Zealand dairy industry. It is subject to periodic review by MPI and will be updated as required in consultation with appropriate industry representatives. Associated procedures for the design and operation of farm dairies have been developed separately and are provided in NZCP1: Code of Practice for the Design and Operation of Farm Dairies.

MPI wishes to acknowledge the work of dairy industry representatives, in particular the contributions of QCONZ and AsureQuality, for the development of this code of practice.

Recognition

Recognition for *NZCP2: Code of Practice for the Assessment of Farm Dairies* to form part of a Risk Management Programme

Under to section 12 (3A) of the Animal Products Act 1999 a risk management programme may be based on, in whole or in part, a code of practice where, in the view of the Director-General, that code is valid and appropriate to the type of business for which it is intended to apply.

NZCP2: Code of Practice for the Assessment of Farm Dairies has been assessed and recognised to be valid and appropriate as a means of partially fulfilling the requirements of a risk management programme for farm dairies.

Under this recognition a registered risk management programme may adopt *NZCP2: Code of Practice for the Assessment of Farm Dairies* as the means of demonstrating that risks are being appropriately managed in respect of dairy processing activities at farm dairies and replaces NZCP2: Code of Practice for the Assessment of Farm Dairies issued 1995 which is hereby withdrawn.

Signed at Wellington this 19th day of December 2013.

Judy Barker
Manager Animal Products
Standards
Ministry for Primary Industries
(Acting pursuant to delegated authority)

Change history

Previous Version Date	Current Version Date	Section Changed	Change(s) Description
1995	Dec 2013	All	Full document revision

Contact Details

This code of practice will be reviewed, as necessary, by the Ministry for Primary Industries. Suggestions for alterations, deletions or additions to this code of practice, should be sent, together with reasons for the change, any relevant data and contact details of the person making the suggestion, to:

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Disclaimer

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

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1 Purpose

NZCP2: Code of Practice for the Assessment of Farm Dairies sets out the minimum procedures and performance criteria standards applicable to Farm Dairy Assessment Systems. Adoption of this code will enable Farm Dairy RMP Operators to satisfy the requirements set out in *DPC2: Animal Products (Dairy) Approved Criteria for Farm Dairies* and to confirm that Farm Dairy Operators are operating in accordance with the requirements of the registered Risk Management Programme (RMP) under which the farm dairy operates.

An alternative assessment system may be accepted by MPI provided that the Director General is confident that an equivalent outcome can be shown to be achievable.

The requirements contained in this code are applicable to the assessment of farm dairies producing raw milk, including colostrum, intended for further processing with a validated pathogen reduction step, and sale in or export from New Zealand. The assessment system described in this Code is intended to ensure that the standard of performance at every farm dairy is sufficient to ensure that the raw milk produced, and the dairy products manufactured from raw milk, are fit for their intended purpose.

This Code also identifies particular issues to be taken into account by MPI recognised evaluators and verifiers of risk management programmes covering farm dairies.

This Code of Practice does not address the significant additional measures required to ensure the safety of raw drinking milk. However farm dairy assessors must none-the-less assess all activities occurring under the risk management programme at the farm dairy and record findings accordingly. Any Farm Dairy Operator contemplating direct sale of raw milk for human consumption is responsible for:

i) meeting all legal requirements,
ii) ensuring the safety of any and all raw milk offered for direct consumption,
iii) confirming the adequacy of operations through testing and inspection, and
iv) providing adequate warning to ensure that vulnerable consumers do not consume raw milk

2 Background

New Zealand farmers must meet high quality standards to meet market demands for produce that is safe, wholesome and of suitable quality. To produce high quality milk the conditions at the farm dairy must comply with the Dairy Industry Standards laid down in NZCP1.

An assessment of compliance to the minimum standards outlined in NZCP1, Risk Management programmes and the requirements laid out in RMP Operator supplier handbooks must be carried out to give reasonable assurance that minimum standards are consistently being met or surpassed.

If the assessment of farm dairies is contracted to another individual or organisation there must be clear documentation setting out responsibilities with respect to fulfilling the obligation set out in this Code.

2.1 Application of this Code of Practice

NZCP2 applies primarily to:

a) RMP Operators covering activities at farm dairies,
b) Farm dairy assessors, and
c) MPI recognised farm dairy RMP evaluators and verifiers

All farm dairies supplying milk intended for sale or export must be covered by a risk management programme (RMP) registered by MPI that specifies a programme for the assessment of each farm dairy in order to confirm compliance with the RMP and requirements applied generally under the Animal Products Act 1999. This Code of Practice has been developed to assist RMP Operators, particularly those operators producing milk intended to be eligible for the manufacture of dairy products for export.

All Farm Dairies producing milk intended to be eligible for export must be periodically assessed against the requirements of their RMP. More stringent standards than those outlined in this Code of Practice may be set by the RMP Operator as a means of satisfying a particular market requirement, managing specific hazards or addressing a customer specific requirement. However adoption of this Code of Practice is not mandatory and RMP Operators may develop alternatives that can be shown to provide an equivalent level of confidence in the integrity of milk and milk harvesting and storage operations.

In addition to specifying criteria that must be followed, this Code also makes recommendations based on good practice. Where these recommendations are not followed it is expected that the RMP Operator will have alternative procedures that provides an equivalent outcome.

Farm Dairy Operators intending to sell or supply raw milk to a third party must ensure that the farm dairy assessment covers all activities and supply chain options.

Farm dairy RMP evaluators and verifiers recognised by MPI are required to include compliance to this Code when it is referenced under the RMP.

2.2 Variations to the Code of Practice

The manner in which risks are managed and procedures applied within the RMP is the responsibility of the RMP Operator. This Code of Practice is not intended to, nor should be used to, inhibit innovation. A desired outcome may be achieved in more than one manner, but innovation must be subject to validation, independent evaluation, and once implemented, confirmation that it is working as intended. As such innovation is provided for through the RMP development process which includes consideration of each of the HACCP principles.

Where the RMP Operator defines alternatives to part or the entire Code of Practice, these alternatives must be referenced in the RMP, evaluated by an MPI recognised dairy evaluator and submitted to MPI for registration.

2.3 How to Use this Code of Practice

This Code must be read in conjunction with the RMP and the related requirements that apply to the design of farm dairies, all activities and operations that occur at farm dairies, and all controls that are applied either at the farm dairy or by the farm dairy operator.

Farm dairy assessment is primarily a means of confirming suitability of the milking animals, the facilities, the farm dairy operator and the raw milk harvested. As such this Code also sets out expectations for verification of farm assessor competence and the farm dairy assessment component of a farm dairy RMP.

2.4 Related Legislation

This document contains procedures to be followed to satisfy the criteria for farm dairy assessment systems, as required under *DPC2: Animal Products (Dairy) Approved Criteria for Farm Dairies.*

This code should be read in conjunction with:

The Animal Products Act 1999

The Animal Products (Dairy) Regulations 2005

The Animal Products (Dairy Processing Specifications) Notice 2011

DPC2: Animal Products (Dairy) Approved Criteria for Farm Dairies

NZCP1: Code of Practice for the Design and Operation of Farm Dairies,

Overseas Market Access Requirements specific to farm dairy assessment activities, and Related requirements specified under the risk management programme covering the activities that apply to any particular farm dairy, such as operator specific assessment protocols, service provider contracts and agreed procedures, and milk supply contracts and conditions.

3 Assessment of the Farm Dairy

3.1 Standards for Farm Dairy Assessment

Farm dairy assessment is an integral part of the risk management programme covering the farm dairy activities, and provides the RMP Operator with confirmation that farm dairies are being operated to the standard specified under the RMP, and that where operating standards are not adequate:

- appropriate and effective actions are taken;
- affected milk is disposed of or redirected as appropriate; and
- defects are remedied and hazards effectively controlled.

The farm dairy assessment system is required to be robust, reliable and able to withstand external scrutiny. Recognised verifiers of Farm Dairies RMP will assess the performance of the farm dairy assessors and the effectiveness of the farm dairy assessment system. As such farm dairy assessors must consistently provide an assessment service that is of the same standard as that expected of the RMP verifier.

3.1.1 Assessment type and frequency

Annual Notified Assessment

There shall be an annual assessment of all farm dairies covered by the RMP to ensure they comply with NZCP1. Non-conformances resulting in a C classification will require immediate action within a defined time period and a return visit to review the actions taken. More frequent assessment may be required to meet specific market or RMP operators requirements.

Un-notified Assessment

At least 5% of farm dairies covered by the RMP must receive an un-notified assessment. For this assessment advance notification is to be limited to less than 6 hours. Un-notified assessments may be limited to inspection of facilities and equipment unless the Farm Dairy Operator is present.

Assessment of milking procedures

The farm dairy milking procedures must be observed at a minimum of 5% of farm dairies covered by the RMP. This will typically be in conjunction with either a notified or un-notified assessment.

Reassessment

A reassessment is required after C classification rating has been identified, to ensure that the corrective actions have been implemented and are effective in resolving the non-conformance(s).

Approval to supply for new and significantly altered farm dairies

Before milk can be supplied to an RMP Operator from a new or significantly altered farm dairy there must be an assessment undertaken to confirm that the dairy complies with requirements prior to the commencement or re-commencement of milk harvesting activities.

Trace back investigations

Trace back investigations may be required by the RMP Operator, typically due to milk quality defects being identified.

3.1.2 Authority

Authority for the assessor to enter a farm dairy shall be given by RMP Operator under which the milk is supplied. This authority shall be in writing so that it can be produced on demand, and should identify any other authority the RMP Operator has conferred on the assessor, for example the authority to direct the disposal of milk.

3.1.3 Assessment standards

The standards against which all farm dairies shall be assessed are contained in the NZCP1 and the RMP. The method of assessment is outlined in this code. Refer to section 7.2 Rating of Non-conformances

4 Assessment Procedures

4.1 Preliminary Steps

4.1.1 When to assess farm dairies

Farm dairies shall be assessed during the production season. Individual companies may request assessments to be done at specific times during the season. Assessments shall be timed to avoid milking times and to allow the farmer time to complete machine and dairy cleaning.

4.1.2 Notification

Individual companies may require that the farm dairy operator be notified of the assessment visit. This notification may be by any reasonable means.

4.1.3 Assessment equipment

Suitable equipment for dismantling the milk plant is required to adequately assess a farm dairy. This includes a trier for removing rubberware, identifying deposits and testing for perished rubber, a calibrated thermometer and a water clarity test device.

Clean protective clothing is required for personal hygiene and to protect the sanitation of the farm dairy during assessment

4.1.4 Before the assessment

The assessor should endeavor to advise the farm dairy operator of their presence on the property and given the opportunity to be present for a discussion of the findings and how to remedy any defects.

A copy of the previous assessment report and water checklist must be available so that the assessor can verify that any previous non-conformances have been effectively rectified and so that other major improvements can be assessed and noted.

Written authority should be carried when visiting farms.

4.2 Procedures at the Dairy

4.2.1 General

The purpose of the inspection of the milking plant is to check its physical condition and sanitation by a visual examination, by its smell and the use of the trier and by review of records.

Refer to Section 7 for guidance on identifying and rating non-conformances.

Complete all sections of the farm dairy report (Sections 5.1 and 5.2).

If the farm dairy operator is present draw their attention to any non-conformances that must be remedied, discuss them with them and confirm the date by which the non-conformance must be rectified.

If the standard of the plant is good, provide positive comment to encourage the farm dairy operator to continue to maintain the standard.

If the farm dairy operator is not present, leave the farmer's copy of the form in a safe place. If the assessment resulted in a critical non-compliance and/or fell into a C classification, then the farmer must be contacted within 24 hours to ensure they received the report and understand the nature of the non-conformance.

If the dairy being assessed is not up to standard carry out any additional actions that the RMP Operator may require, e.g. issue a corrective action request.

4.2.2 Involving the Farm Dairy Operator

Encourage the supplier to take an active part in the disassembly, inspection and reassembly of the plant.

4.2.3 Clothing

Suitable protective clothing shall be worn during the assessment. This means that clothing must be sufficiently clean so that the milking plant will not be contaminated through soiled clothing. The assessor must have clothing and personal protective equipment appropriate for the nature of the work being undertaken. This will vary according to the nature of inspection.

4.2.4 Bulk Milk Tank

If the Vat has milk in it at the time of the assessment, the milk temperature shall be recorded.

Hair must be covered before carrying out a sensory evaluation of the milk in the bulk milk tank. If the milk is contaminated take steps to prevent its pick-up. This may mean notifying the RMP Operator or any other step the company has authorised the assessor to take.

4.2.5 Milking Plant

Follow through the items on the assessment farm report checklist. All parts of the milking plant shall be examined. All checklist boxes shall be filled in.

It is important to note that the Farm Dairy Assessment Report must be completed in such a way as to clearly identify which aspects of the assessment were undertaken and completed and which aspects were not covered.

At least 20% of the cluster assemblies and associated components shall be inspected. Inspect the liners both inside and behind the teat cup chamber. Inspect clusters at various locations, e.g. each end and middle of the milk line.

The farm dairy operator must be advised to clean the milking plant following inspection if there has been any intrusive inspection, including use of the trier, plant disassembly or other actions that may have exposed the milk contact surfaces to the external environment.

4.2.6 Veterinary Medicines and Other Chemicals

The farmer’s inventory of veterinary medicines shall be checked, including evidence of veterinary authorisation for restricted veterinary medicines, valid ACVM registration, and that products are within their expiry date.

Medicines shall also be matched against the records kept by the farmer as a part of the requirements of D105 – Milking Animal Health.

Other chemical used in and around the farm dairy are to be identified and their storage and use confirmed as appropriate as per NZCP1.

4.3 Issuing Farm Dairy Reports

One copy of this report shall be left with each farm dairy operator responsible for activities at the dairy.

One copy shall be forwarded to the RMP Operator and retained for four years.

One copy shall be retained by the assessor for 2 years.

One copy shall be retained by the assessing organisation for 2 years.

4.4 Action on Non-conformances

4.4.1 Critical Non-conformance

If any non-conformances in each of the sections cause the rating to fall into the critical area, the assessor shall take action immediately. The non-conformance shall be noted on the farm dairy report and corrected by the farm dairy operator in the time allocated by the assessor.

Critical non-conformances shall be corrected immediately or no later than within 24 hours.

If a critical non-conformance is corrected during the course of the farm dairy assessment, the non-conformance shall be recorded and an explanation covering its removal included on the assessment form.

When a critical non-conformance has been identified in the Structures section of the report, a letter shall be sent to the supplier outlining the fault and setting a deadline for corrective action.

4.4.2 Major Non-conformance

Major non-conformances shall always be noted on the farm dairy report. These non-conformances should be attended to within 1 week of the assessment date, and should be followed up at least as soon as the next assessment.

Where structural non-conformances cause a major rating, a letter should be sent to the dairy owner.

4.4.3 Minor Non-conformance

Where defects are rated as minor, these shall be noted on the farm dairy report and grouped as indicated in Section 6. Correction of these will be at the discretion of the RMP Operator or assessor.

4.5 Follow-Up

4.5.1 Critical Non-conformance

The farm dairy shall be visited within 24 hours to ensure the critical non-conformance has been removed**.**

If the non-conformance has not been corrected, then milk supply shall be suspended immediately and will not resume until the non-conformance has been removed.

Records of the supplier status and follow-up results shall be kept.

4.5.2 Major Non-conformance

These shall always be checked for conformance during subsequent assessments or earlier if RMP policy dictates.

Where a major non-conformance still exists, further corrective action shall be taken.

Written documentation of the corrective action shall be kept.

4.5.3 Minor Non-conformance

These must be checked for conformance at subsequent assessments.

"C" classifications

Where a dairy classification falls to a "C" due to major or minor non-conformances, these dairies are far enough from the standard that the dairy shall be reassessed within 30 days. The procedures in Sections 4.1 and 4.2 are repeated at the return visit. This may not apply to structural or facilities non-conformances where it would be unreasonable to expect the classification to be improved within that time frame.

A "C" classification for structure due to major or minor non-conformances would require in most instances a follow-up letter. Defects not rectified by the time of the next assessment may result in additional penalties being imposed.

4.6 Non-Conformance

If the supplier fails to comply with regulatory requirements, this code of practice, or the registered RMP, the RMP Operator can do any of the following things:

- issue a rectification order requesting non-conformance correction increase the frequency of raw milk testing
- increase the assessment or audit frequency
- condemn the milk
- suspend milk pickup
- impose any other sanction deemed appropriate.

5 Farm Dairy Assessment Report

5.1 Types of Farm Dairy Assessment Reports

5.1.1 Assessment Report Design

Sub-section 5.1.2 provides an example of a routine farm dairy assessment report format which has been determined to be suitable by MPI. Any RMP Operator may design its own farm dairy assessment report and this may be used once approved by MPI under the RMP.
If an alternative design is used then the assessment protocol must also set out any relevant alternate methodology for its completion.

5.1.2 Farm Dairy Assessment Report (Example Only)

FARM DAIRY REPORT

Fonterra

Farm Name:		Supply Number:	
Occupier:		Visit Type:	
Dairy Type:		Assessor Code:	
Plant/Silo Wash:		Dairy Size:	
Client Present:	Yes No	Milk Temps:	°C °C
Hot water:	/	Silos / Vats:	I I

Improvements since previous report

Farm Dairy Presentation			
Excellent	Very Good	Satisfactory	Unsatisfactory

1. Sanitation of Plant and Premise	
Milking system	
Delivery system	
Milk cooler	
Airline/vacuum system	
Plant exterior	
Vat/silo	
Cleaning system	
Other utensils	
Milk storage area	
Milk receiving area	
Milking area	
Yards/races	
Drainage/sumps	
Amenities	
Surroundings/litter	
Other rooms/buildings	
2. Structures & Facilities	
Storage facilities	
Stock housing/feeding	
Minimum distances	
Milking plant	
Milk Storage	
Colostrum storage	
Calf milk storage	
Cleaning procedures	
Cleaning equipment	
Detergents/sanitisers	
Hot water	
Teat washing	
Walls interior/exterior	
Ceilings/lighting	
Doors/ventilation	
Floors	
Yards/races/kerbing	
Drains/sumps	
Effluent disposal	
Amenities	
3. Regulatory Requirements	
Use of the farm dairy	
Milker health/hygiene	
Disposal of reject milk	
Colostrum for supply	
Calf milk	
Milking Animal Health	
Written procedures	
Animal identification	
Treatment Records	x
Diseased animal records	
Segregation method	
Farm Dairy Water	
Management Plan	
Checklist complete	
Milk Cooling	
Pre-cooling/chillers	
4. Quality Management	
Calendar	
Procedures booklet	
Records	
Other (advisory only)	
Safety	

Findings/Corrective Actions	Action by

All Major and Critical hazards must be attended to. All minor sanitation hazards also require attention.

Return Visit Required	Yes	No	Date of Return Visit	
Structural Faults Letter Actioned			Yes	No n/a

	1	2	3	4
Classification				
Hazards (C / M)				
QM Status	Approved		Not approved	
Water Supply Status	Complies		Management Plan	Excluding
Clarity Reading			Pass	Fail
Quadrant required	Yes No n/a		Plunger Present	Yes No

Assessor:		Date/time:	
Signature:		Phone:	

Administrative Use Only					
AbsenteeOwner LetterRequired	Yes	No	Structural Faults Letter Required	Yes	No
Water Test Required	Yes	No	Water Management Plan Required	Yes	No

QCONZ

5.1.3 Farm Dairy Report – Information on Reverse (Example Only)

The concern of consumers

The concern of consumers worldwide for safe and wholesome foods has never been greater. Dairy farmers have a high profile as producers of quality food for human consumption. To satisfy consumers New Zealand dairy farmers must continue to meet the exacting quality demanded by the market place. The first and most important step in achieving high quality dairy products is to produce and harvest top quality raw milk. The **Farm Dairy Report** is integral in ensuring that high quality milk is delivered to Fonterra's manufacturing unit; that farm dairies reflect a food producing unit, and that we continue to maintain a competitive advantage in both meeting the standards and in being the preferred supplier of produce to our customers.

Farm Dairy Report -Explanation

The farm dairy has been assessed against the following:

Fonterra's Product Safety Programmes NZCP1:

Code of Practice for farm dairies Other known

regulatory requirements

The farm dairy has been assessed in the following areas Sanitation of Plant and Premises, Structures and Facilities, Regulatory Requirements, Quality Management Programme

The farm assessor has given each of these assessed areas an A, B or C classification. The overall classification is determined by a demerit points system. A farm dairy with no non- conformances will score 100 points. Three points are deducted for each minor non- conformance; ten points for each major non-conformance and thirty points are deducted for each critical non-conformance. The overall classification score:

d) 94 points and over. Satisfactory to Excellent.
e) 71 to 93 points. Has areas for improvement.
f) 70 points and under. Unsatisfactory does not meet minimum standards for the supply of milk and improvements are required.

What's the difference between a minor non-conformance, major non-conformance, and a critical non-conformance?

a) **Minor** - Unlikely that milk quality is affected, but removing identified non-conformances will enhance on-farm practices,
b) Major
Sanitation: Non conformance includes situations where milk could become contaminated or milk quality deteriorates but not to the extent product safety is at risk.

Non Sanitation: Non conformance includes situations that clearly do not meet standards and/or has the potential to cause an area to become contaminated, but not to the extent that product safety is at risk,
c) **Critical**
Represents a real or potential threat to product safety.

When major and critical non-conformances are identified on the farm dairy report, the assessor will detail corrective actions and will give an "action by date" to remedy each non-conformance. If a chargeable reassessment is required the date and time will be noted on the farm dairy report. Failure to attend to the non-conformance by the action by date/ reassessment date may result in:

- Further chargeable reassessments to the supplier
- Letter action detailing remedial action required, completion date and consequences
- Suspension of supply
- Implementation of penalties as detailed in the suppliers handbook

Farm Dairy Presentation

The farm dairy presentation classification relates to aesthetic appeal. A farm dairy with A's in other areas of the farm dairy report may not necessarily rate highly on farm dairy presentation. The farm dairy presentation classification gives those suppliers with visually pleasing farm dairies recognition. An excellent classification for farm dairy presentation is the benchmark for all suppliers to strive to achieve. Milk from your farm dairy is manufactured into product that is exported to over 140 countries whose representatives may choose to inspect supplier premises at any time, so it is imperative that your farm dairy does reflect a food producing unit.

5.2 How to Complete the Report

5.2.1 General Section

The farm dairy report comprises various sections all requiring accurate completion. To avoiding missing items, a routine shall always be followed. Use the checklist as a guide. All non-conformances shall be recorded with the exception of minor non-conformances that do not affect milk quality (see Section 7.2.2). Failure to do so condones them. It may also make it difficult for an assessor's successor who tries to have them corrected. All non-conformances, including all minor ones, shall be marked on the checklist with a cross.

Complete the form in the following order:

a) Farm Name and Farm dairy operator

   – The owner of the property and the person responsible for the farm dairy.

b) Supply Number

   – Company supplier number.

c) Visit Type

   – Type of visit, e.g. annual visit (A N), quality management (QM), return visit (RV).

d) Assessor Code

   – Assessor individual ID code (if applicable)

e) Plant and Vat Wash

   – Wash systems in use for plant and Vat

f) Dairy Type and Dairy Size

   – The number of clusters and the type of dairy, e.g. Herringbone, 14 clusters; Rotary, 30 clusters.

g) Client Present

- Yes/No, as applicable

h) Hot Water

- Volumes available

i) Visit Time

- The time the assessment commenced.

j) Milk Temperature

- The temperature of the milk if present. All tanks recorded and identified.

k) Vats

- Volume(s) and type(s) of Vat(s)

l) Improvements Since Previous Report

- List any improvements made since the last visit, e.g. internal walls painted, milk storage room floor resurfaced, etc.

m) Farm Dairy Presentation

- Circle rating. May be;
- Excellent, Very Good, Satisfactory, Unsatisfactory

n) Checklist

- Check each item against the assessment standards outlined in this document (Section 6) and any additional protocols and standards as referred to in the company Risk Management Programme.
- All checklist items are potential non-conformances.
- All boxes shall be ticked where there is conformance.
- Write “M” or Major in all boxes where a major non-conformance exists.
- Write “C” or Critical in all boxes where a critical non-conformance exists.
- A dash shall be placed in the boxes if the component is not found in the dairy or the component was not able to be assessed.

o) Findings/ Corrective Actions/ Action By

- This section is for recording any non-conformances identified during the assessment any corrective actions required and the date they are required by.
- To enhance the clarity of reporting to the supplier, the four sections (sanitation -milking plant and premises, Structure and Facilities, Regulatory Requirements and Quality Management should have these headings in this section of the report. The order in which these sections are recorded can vary, depending on company requirements.

p) Return Visit Required

- Yes, No and date of return visit

q) Structural letter actioned

- Yes, No or N/A.

r) Rating

- This column is for rating the non-conformance identified, i.e. critical, major, minor (Section 7.2).

s) Non-conformances

- Numbers of major and critical non-conformances

t) QM Status

- Approved or not approved

u) Water Status

- Complies, Management Plan, Excluding

v) Standard

- The standard of each section is obtained by giving points to the non-conformances (see Section 7.3).

w) Date/Time

- Enter the date and time that the assessment was made.

x) Phone

- Enter the assessor's phone number(s). Indicate whether this is a business or home telephone number. Include the STD code.

y) Signatures

- The name of the person writing the report shall be printed as well as a signature. If corrective actions are agreed upon, the client may sign.

5.2.2 Wording in the non-conformances section

Clear descriptions shall be given. Examples of wording are given in Section 7.4 of this code.

5.2.3 Immediate action to remove a non-conformance

The farmer may remedy or remove the cause of a non-conformance during the assessment. A record of this shall be made. However the dairy must be rated/classified as you found it initially. If a non-conformance is removed re-rate and re-classify that section.

6 Use of the Farm Dairy Report Checklist to Assess Farm Dairies

6.1 The Checklist

NZCP1 contains the standards against which farm dairies are assessed. Assessments generally look at four areas of the farm dairy:

- Sanitation of premises sanitation of plant.
- Structure and facilities
- Regulatory Requirements
- Quality Management

The checklist on the farm report is grouped into these four areas. Alternative designs may have different or additional items.

When assessing the farm dairy, place a cross (minor), M (or Major), or C (or Critical) in all checklist boxes where a non-conformance exists. Tick boxes where no non-conformance has been identified. Place a dash in the box if the relevant component was not found in the dairy, and if the item was not inspected, or not able to be inspected, note the reason why.

When assessing a farm dairy, look at each checklist item set out below and ask the accompanying questions. If the answer is "no" record and rate the non-conformance as indicated in Section 7.

6.2 Sanitation of the Milking Plant and Premises

6.2.1 Milking Plant

The milking plant and vat(s) must be kept clean and sanitised to minimise the risk of contamination of milk. The cleanliness of the exterior of the milking plant is as important as that of the interior. All cleaning systems, cleaning utensils and equipment that are from time to time attached to the milking plant must also be kept in a clean and sanitary condition. These include jetter systems, test buckets and milk meters as well as buckets and brushes used for cleaning.

The requirements for the sanitation of milking plant are listed in NZCP1.

The sanitation of milking plant is assessed under the following checklist headings:

- milk system
- delivery system
- milk cooler
- airline/vacuum system
- plant exterior
- vat
- cleaning system
- other utensils**.**

Is the milking equipment in a clean, sanitary state with no trace of milk deposits, manure, sediment or other dirt or residues?

Was the milking equipment cleaned and sanitised immediately after use?

Was the Vat or Vat cleaned and sanitised before use?

Is the exterior of the milking equipment and Vat or Vat in a clean condition?

Are reusable filter socks removed and rinsed off, then replaced?

Are all single use filters replaced with a new filter sock?

6.2.2 Facilities and Environment

The farm dairy and its immediate surrounds shall be kept free of soil, manure and milk residues which could affect milk quality through odours, airborne contamination or flies. The premises shall be kept in a clean condition and shall be cleaned after each milking

The sanitation of premises is assessed using the following checklist headings:

Milk storage room

Is the milk storage room clean and free of soil, manure and milk residues?

Is all concrete kept clean with no algal growth?

Are colostrum storage containers and their immediate surroundings maintained in a clean and sanitary condition?

Milk receiving room

Is the milk receiving room clean and free from soil, manure and milk residues?

Are colostrum storage containers and their immediate surroundings maintained in a clean and sanitary condition?

Is all concrete kept clean with no algal growth?

Milking area

Is the milking area clean and kept free of soil, manure and milk residues?

Is all concrete kept clean with no algal growth?

Yards/Races

Are the yards clean and free of soil, manure and milk residues which could affect milk quality through odours, airborne contamination or flies?

Are they cleaned after each milking?

Note: The first 10 metres of race is regarded as part of the yard.

Are the races clean and free of soil, manure and milk residues which could affect milk quality through odours, airborne contamination or flies?

Are all stock races free draining?

Note: The farm dairy includes the first 10 metres of race.

Drainage/Sumps

Are the farm dairy premises clean and free of soil, manure and milk residues which could affect milk quality through odours, airborne contamination or flies?

Are the sumps clean and free of soil, manure and milk residues which could affect milk quality through odours, airborne contamination or flies?

Amenities

Is the toilet clean and odourless?

Surrounds/Litter

Are the surroundings free from accumulated litter?

Is the area around the farm dairy and tanker loop in a tidy condition, with no ponding or long rank growth, and any stock housing in a clean, well kept condition?

Are there any dead animals or birds within 45 metres of the milking area, milk receiving room or milk storage areas?

Is stock kept off the tanker loop or track at all times?

Other rooms, buildings

Are all other buildings within 20 metres of the milking area, milk receiving area and milk storage areas kept in a clean condition?

6.3 Structures and Facilities

6.3.1 Construction

The farm dairy must be correctly built, equipped and maintained to produce quality milk.

6.3.2 Facilities

The facilities and use of a farm dairy is assessed using the following checklist. The headings from the farm dairy report are:

Storage facilities

Are storage facilities provided for goods required for use in the farm dairy control?

Is there a secure storage facility provided for the storage of veterinary medicines?

Is a cupboard or shelves provided to store materials and equipment associated with the milking process, to prevent the clutter of materials inside the farm dairy?

Is the cupboard set above the floor so that the area under the cupboard can be hosed and kept clean?

Is the milk storage room or area used only for the storage of equipment required for milk cooling, refrigeration and cleaning?

Is some type of storage facility provided in the milk recovery or combined storage - recovery room for stores required for the operation, maintenance and cleaning of the milking plant and premises?

Stock housing

Are all stock, pigs and poultry housed, fed and controlled further than the specified distances from the farm dairy?

Are these areas kept clean and well maintained?

The following are the minimum distances from the milking area, milk receiving area and milk storage room/area:

- stock housing 20 metres
- loafing barns 20 metres
- feeding pad 20 metres.

Calf housing and feeding

Is calf housing sited further than 20 metres from the milking area, milk receiving area and milk storage room/area?

Is the feeding of calves carried out more than 3 metres from the milking area, milk receiving area or milk storage room/area?

Is the feeding of calves within 3-10 metres of the milking area, milk receiving area or milk storage room/area carried out on concrete or another approved material with adequate drainage?

Milk taints

Are all feeds likely to cause feed taints withheld from stock?

Minimum Distances

Are the minimum distances to specified hazards (NZCP1) being maintained?

Are all pigs housed, fed and controlled more than 45 metres from the farm dairy in areas that are clean and kept well-maintained?

Are all poultry housed, fed and controlled in clean, well maintained areas more than 10 metres from the farm dairy?

Milk plant

Is all milking equipment installed to allow easy dismantling and reassembly for inspection and cleaning?

Are all joints, unions and fittings assembled to prevent possible milk contamination?

Are all cleaning systems able to be disconnected readily from the vacuumised milking equipment before milking commences?

Are milk lines and air lines self draining?

Is a self draining interceptor fitted immediately upstream from the vacuum pump?

Is the receiver airline connected to an interceptor or self draining sanitary tap?

Identification of equipment

Is all rubberware identified by a brand applied by the manufacturer?

Is all equipment easily identifiable and any experimental equipment in the dairy identified as such by the manufacturer?

Materials

Are all milk contact and cleaning system surfaces made of approved materials which are smooth, free from cracks and crevices, impervious and durable?

Are all milk contact and cleaning system surfaces able to be cleaned adequately by normal procedures?

Vats located outside farm dairies

The assessor will have determined the company's requirements for milk cooling before the assessment.

Is the refrigeration unit large enough to cool the milk and maintain it at the required temperature within the stipulated time?

Is the Vat bottom-filled and continuously agitated?

Is the Vat sited and installed so that its interior will not be contaminated by dust, dirt, foreign matter or faeces, either through the vent or while the door is open?

Is vehicular access adequate for unloading?

Vat cleaning

Do all enclosed Vats (or Vats) have cleaning-in-place (CIP) facilities, with a suitable pump and container made of approved materials?

Inspection facilities

Do all farm Vats over 1200 mm from the floor to the top of the tank have a suitable appliance such as a step ladder to give access for cleaning and inspection purposes?

Do enclosed Vats higher than 1800 mm have a permanently fixed ladder for access to the top to allow cleaning and inspection and for reading the sight-glass?

Milk filtering

Is all milk filtered before it enters the farm Vat?

Is the filter fitted between the releaser and the primary cooler?

Design

Is the plant designed to harvest milk without physical damage, for efficient internal cleaning and to drain condensation and other liquids?

Milk Storage

Is the Vat air vent secure?

Are there any unsecured openings on the top of the vat?

Colostrum Storage (Colostrum for supply only)

Is there adequate drainage from colostrum storage area to farm effluent disposal system?

Is colostrum storage vat secure?

Calf Milk Storage

Is calf milk storage system on concrete and drained to effluent disposal system?

Is calf milk storage area clean and tidy?

Cleaning Equipment

Is the cleaning system installed correctly and well maintained?

Is the cleaning system constructed of approved materials which are smooth, impervious, durable and do not contaminate the milk or cleaning solutions?

Cleaning Procedures

Is there a documented cleaning procedure for the plant and Vat(s)?

Detergents/Sanitisers

Are the detergents approved and kept in their own, clean, labelled containers and measured with clean utensils?

Hot water

Is the water supply to the water heater of good quality and the supply adequate for premises and plant sanitation?

Is an approved water heater capable of heating the required amount of water to the correct cleaning temperature provided at the farm dairy?

If the water heater is fuelled by a means other than gas or electricity, is it installed outside the milking area, milk receiving area or milk storage room?

Is all fuel for such heaters stored outside the farm dairy?

Teat Washing

Animals' udders shall be clean before cluster application.

Are udder washing facilities available and adequately maintained and kept in good repair?

6.3.3 Structures

A farm dairy shall be sited, constructed and maintained to minimise the chances of a reduction in milk quality by contamination from the environment.

Approval shall be obtained from an approved assessment body before a farm dairy is built, any structural alterations are carried out or additional buildings are built close to the farm dairy. Siting and changes to effluent storage disposal systems must also be approved. Failure to get these approvals and subsequent contraventions with NZCP1 will be identified at future assessments.

The structure of a farm dairy is assessed using the following checklist headings from the farm dairy report.

Is the dairy sited to minimise the risk of flooding and so that there is no likelihood of airborne contamination or strong odours affecting milk quality or water quality?

Walls Interior/Exterior

Are all the internal walls, ceilings and roof under-surfaces in the milking area, milk receiving room and milk storage room constructed to prevent the harbouring of birds, rodents, insects or other animals and also prevent the accumulation of dust and dirt?

Are they made of approved materials and finished by painting or another finish which has a surface impervious to moisture?

Are they maintained in a condition which allows easy cleaning?

Are the exterior walls maintained in a condition which prevents the harbouring of birds, rodents, insects and other animals?

Are the walls surrounding the milking area and milk receiving room made of concrete or another approved material to a height of not less than 1.2 metres from the floor of the farm dairy?

If the milk storage room floor level is raised above that of the milking area or the milk receiving room, are the walls of the milk storage room made of concrete or another approved material to a height of not less than 0.45 metres from the floor level of the room?

Does the surface of every interior wall, including any exposed portion at the top, have a smooth finish?

Where the interior wall has not been finished to a smooth plane with a steel tool, is the surface sealed with paint or with a compound resistant to moisture?

Are all linings, other than sheeting finished with a glazed surface or made of plastic or similar materials, painted?

Ceilings/Lighting

Are all the internal walls, ceilings and roof under-surfaces in the milking area, milk receiving room and milk storage room constructed to prevent the harbouring of birds, rodents, insects or other animals and also prevent the accumulation of dust and dirt?

Are they made of approved materials and finished by painting or another finish which has a surface impervious to moisture?

Are they maintained in a condition which allows easy cleaning?

Are lights located close to a vat or wash tub effectively screened and shatter-proof, to prevent broken glass from entering the milk?

Are they designed so that dust does not accumulate on the upper surfaces of the light fittings and so that cleaning is easy?

Does it adequately light the area where the animals are prepared for milking?

Are the lights in the milk storage room positioned so that they will shine into the lidded vat?

Is permanent lighting built into the milking area?

Doors/Ventilation

Does the ventilation provide sufficient air movement to dry out the milk receiving and milk storage rooms' interior surfaces?

Is there sufficient air movement for efficient refrigeration and to help cool the milk storage room as the units heat the air?

Are screens provided over the ventilation openings to prevent the access of birds, animals and rodents into the milk receiving and storage room or milk storage room?

Are doors fitted in the milk receiving and milk storage rooms?

Floors

Are all floors made of concrete or another approved material, uniformly graded, capable of being readily cleaned, and do they have a fall to allow drainage to approved outlet points?

Does the floor of the milk storage room slope inwards from the milk tanker collection point?

Is good drainage provided in the standing area for the milk tanker?

Yards/Races/Kerbing

Are all yards in the farm dairy made of concrete or another approved material, uniformly graded, capable of being readily cleaned, and do they have a fall to allow drainage to approved outlet points?

Are all yards sited so they are more than 3 metres from any opening or any side of the milk receiving or storage rooms or area?

Are all yards and buildings sited so that they do not obstruct the tanker collection of milk?

Are all stock races free draining?

Note: The race within 10 metres of the yard must meet the same standard as the yard.

Does the perimeter of the yards of a farm dairy have a kerb which is a minimum of 150 mm above the level of the surface of the yard, made of concrete or another approved material?

Drains and sumps

Are the drains, sumps and traps of a sufficient size to cope with all the effluent flow?

Is the fall adequate?

Are enclosed drains draining away from the dairy a minimum diameter of 100 mm, with a fall towards the draining area of 300 mm in each 25 metres (I in 80)?

Are open drains able to be easily cleaned and free draining?

Are sumps made of concrete or another approved material and designed to be easily cleaned?

Are all sumps without pumps located more than 10 metres from the milking area, milk receiving area and milk storage area?

Effluent disposal

Are the drainage outfalls and effluent outfalls from all livestock including pigs more than 45 metres from the milking area, milk receiving area and milk storage area and their water supply?

Are all offal holes containing decaying matter more than 45 metres from the milking area, milk receiving area and milk storage area and their water supply?

Amenities

A toilet shall not have direct access to either the milking area, milk receiving area or milk storage area.

Are all toilets isolated from the milking area, milk receiving area and milk storage area?

Is there a hand-washing facility available at the dairy?

Are all toilets closer than 10 metres from the milking area, milk receiving area and milk storage area connected to a septic tank?

Are all septic tanks more than 10 metres from the milking area, milk receiving area and milk storage area?

Are all toilets without septic tanks more than 45 metres from the milking area, milk receiving area and milk storage area and their water supply?

6.4 Regulatory Requirements

6.4.1 Activities at the Dairy

Use of the farm dairy

Is the farm dairy used only for the purposes of milking, veterinary treatment and animal husbandry of dairy stock?

Are all non-approved chemicals, including pesticides, stored in a separate building or room which has no direct entry to or from the farm dairy?

Milkers

Are all milkers and people who handle the milk free of infectious and contagious diseases?

Do they have clean clothes, outer garments and hands?

Disposal of Reject Milk

Are there systems in place to dispose of reject milk safely and for recording of instances of disposal of reject milk?

Colostrum for Supply

Are there systems in place for meeting the specific requirements for supplying colostrum?

Calf Milk

Is milk (or colostrum) from animals calving or coming into milk kept out of the consignment for eight complete milkings?

Are there systems in place for the correct storage and identification of calf milk?

Animal Health

Are non-approved substances given to the animals, used on the animals, or mixed in dairy utensils that will come into contact with the milk or water supply?

Do any drugs given to dairy stock contaminate the milk?

Are any stored drugs past their expiry date?

Are non-approved substances used on dairy stock?

Is all dairy stock free from disease?

Are dairy stock which have a disease kept separate and their milk excluded from the consignment?

Are diseased stock kept away from the dairy?

Is milk from damaged udders kept out of the consignment?

Are there adequate records and documented systems?

Cold water

Does the farm dairy have an adequate supply of cold water which is free of sediment and organic matter and low in bacteria numbers and which meets the requirements of D106 – Farm Dairy Water?

Is the water supply adequate for premises and plant sanitation, udder washing and milk cooling?

Where applicable, is the management/improvement/exclusion plan being correctly implemented?

Milk cooling

Is the milk cooled to and maintained below 7 °C within 3 hours of the completion of milking?

Is the cooling and pre-cooling system well maintained?

6.5 Quality Management

6.5.1 Procedures and Records

Calendar

Is the calendar of required checks being completed in a timely and competent manner?

Procedures Booklet

Are there adequate records of the procedures in place?

Are the procedures recorded current and in use?

Records

Are all records current and complete?

7 Rating and Scoring Non-Conformances

7.1 Consistency

Uniformity in the way that non-conformances are identified and rated when assessing farm dairy standards is absolutely essential.

As such the following criteria must be adhered to for the grouping of items, the identification of non-conformances and the determination of significance ratings.

7.1.1 Sanitation of milking plant and premises

- In the Sanitation Milking Plant and Premises section each checklist item represents a potential non-conformance item

If a single part of the plant is found to be a critical non-conformance on its own, it may be rated separately. The other items in the group can then rated together, e.g. if a milk receiver was found coated with yellow slime it would be a critical non-conformance on its own and the remaining items in the group (the interior of liners, shells, claws, short and long milk tubes, milkline, etc.) may be rated major, minor, an observation or not at all depending on their condition.

In the Premises section, always rate each crossed item individually unless defects are found in one of the following groups:

7.1.2 Structure and facilities

In the Structure and Facility sections, rate each item crossed as an individual non-conformance**.**

In the Structure section there is no differentiation made because of the location of the checklist item. The walls in the bail area and milk receiving room may be damaged and there may be pitted surfaces in the bail area floor and milk receiving room floor.

For rating purposes such items would be combined (e.g. under walls or floors) and the non-conformances rated according to the extent of problem.

7.2 Rating Non-conformances

7.2.1 General

Non-conformances are rated at three levels according to the seriousness of the milk quality defect that could result:

- critical
- major
- minor.

If a non-conformance falls into more than one group, the more serious rating is recorded.

To rate any insanitation found in the dairy plant or premises, the following guide is used:

trace insanitation - an indication or minute quantity -minor

light insanitation - a visible layer over the surface -major

heavy insanitation - obvious insanitation, gross putrefying deposits - critical.

* Where an item is marked with an asterisk in the following sections, the degree is considered.

7.2.2 Minor non-conformance

A minor non-conformance is one which on its own has little or no effect on milk or product quality. Minor non-conformances include:

- non-conformances that affect the presentation of the farm dairy to the customer or consumer. The general appearance may be untidy due to flaking paint or damaged timber etc.
- non-conformance with structures as set out in NZCP1, e.g. no door on the milk room, windows unscreened, slight facility deterioration.
- a trace of milk deposit, manure or algae, etc.

Minor non-conformances that have the potential to directly affect milk quality must be recorded on the farm dairy report.

Some examples are:

- deposits on any interior milk or plant cleaning surfaces unclean scrubbing brushes used for plant cleaning
- water quality where this is used for plant rinsing
- water which forms plant deposits after heating
- perished rubberware in milk contact areas
- certain farmer practices -dirty clothes, hands, etc.
- poor preparation of the cows' teats
- milk cooling -insufficient water flows
- incorrect use of detergents
- insufficient hot water or rinse water
- detergent not used at the approved strength or temperature use of a filter sock (cleaning practices).

The failures listed above do not constitute an exhaustive list.

With all the above non-conformances, the degree is to be considered when rating occurs

7.2.3 Major Non-conformances

A major non-conformance is one in or around the farm dairy which could result in milk or product contamination or compositional changes.

Contamination by extraneous matter

This includes:

- grass, straw, soil, dung, mastitis clots, skin, hair
- *insects

A detrimental effect on microbiological quality

This includes:

- milker health and practices eg uncovered cuts on hands
- animal health
- animal preparation -teat salves, teat washing water supply
- *environmental conditions
- *plant and premises insanitation
- *cooling and holding temperatures.

A detrimental effect on raw milk or final product flavour

This includes the effects on product flavour of:

- fodder
- materials stored and used in the dairy
- *insanitation of plant ("light")
- *insanitation of premises ("light")
- environmental conditions
- *trace metals
- *plant rinsing, e.g. permanently connected cleaning systems under vacuum.

Non-conformance **with specified compositional standards**

Milk must contain a minimum amount of:

- milkfat
- total solids.

Deterioration in milk composition can be caused by:

- excessive frothing
- excessive pumping rates
- excessive agitation.

7.2.4 Critical non-conformances

A critical non-conformance is one that could result in:.

- a reasonable possibility that milk contamination poses an immediate threat to public health
- the raw milk being unfit for human consumption
- the raw milk failing to meet food acceptance criteria, or
- the raw milk failing to meet the requirements of an intended market

Examples include:

- the way pesticides are stored
- the entry of pesticides, *chemicals, antibiotics, mercury , *Salmonella* bacteria
- mis-use of veterinary medicines
- failure to withhold milk not fit for human consumption
- milk from diseased stock
- milkers with a contagious disease or exposed sores
- plant or premises insanitation ("heavy").

Contamination by offensive or noxious matter

This includes contamination from unsanitary plant or premises and contaminated water, as well as contamination by people, animals, birds or insects:

- gross insanitation of plant or premises ("heavy")
- *airborne contamination from the premises and surrounds, e.g. dead stock
- milkers, their practices or health
- dairy stock -cow health and animal preparation
- *insects -in the tank, in the dairy
- *water -contaminated dairy water supply
- rodents, birds, animals.

Contamination by rodents, birds and animals occurs in two ways. Direct contamination of the milk could occur by either the entry or possible entry of rodents, birds, animals or their faeces. Indirect contamination of the milk could occur by contamination of milk contact surfaces by bird, animal or rodent faeces (e.g. placing disassembled milking equipment on faeces, touching milk contact surfaces with contaminated hands, clothes or cleaning equipment).

Non-conformance **with product definition (see Section 2.1)**

The product will not comply if the milk contains:

- disease organisms
- colostrum
- blood
- antibiotics
- *water.

Nothing shall be added or taken away and the secretion must come from cows, goats or sheep. Milk from these animals must not be mixed together.

Deterioration to the extent of being unsuitable

The milk would not pass sensory evaluation by sight, taste or smell, or the milk has a titratable acidity in excess of 0.165%. Deterioration can be caused by plant or premises insanitation, environmental conditions, poor milk cooling and holding temperatures, signs of colour or coagulation.

7.2.5 Critical Situation

A critical on-conformance may be elevated to critical situation if the underlying cause is unlikely to be resolved immediately and remain resolved, for example due to animal health. Only an MPI Animal Products Officer can declare that a critical situation exists, and having done so MPI assume responsibility for oversight of the issue until it has been satisfactorily resolved.

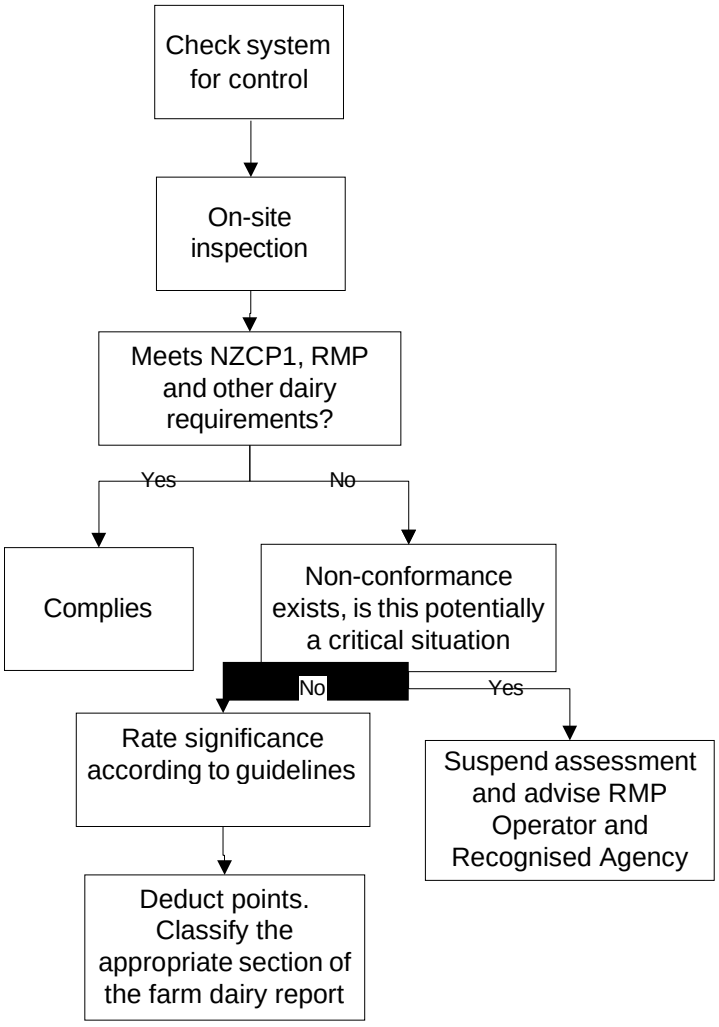
When a farm dairy assessor believes that a critical situation may exist the farm dairy RMP Operator and the MPI recognised agency for RMP verification must be notified immediately

7.2.6 Observation

Improvements that will strengthen milk harvesting activities and ensure the protection of milk integrity and market access conformance should be noted on the assessment report. Observations do not affect ratings..

7.2.7 Non-conformance rating procedure flow chart

The following diagram illustrates the rating procedure:



7.2.8 Examples of Sanitation Ratings

	Non-conformance Rating		
	Minor	**Major**	**Critical**
Exterior of plant	Traces of dust/birdlime/manure	Light birdlime (milkline)	Heavy contamination
Liners / shells	• Split liner lips (clean) • Trace perishing/worn • Trace deposits	• Split liner lips (deposits) • Perished/split liners • Light deposits	Heavy contamination
Claw-sight glass	• Trace of deposits • Worn seals • Cracked claws	• Light deposits	Heavy deposits
Milk tubes	• Slight cracks on exterior • Trace of perishing	• Perished • Light deposits	Heavy deposits
Milkline and receiver	• Trace deposits • Seals slightly perished •	• Light Deposits • Seals perished/intruding into line	Heavy contamination
Milk pump	• Slightly perished diaphragms/impeller • Trace deposits • Sediment in non-return valve	• Perished diaphragms /impellers/inlet rubbers • Broken diaphragms	Heavy contamination
Filter	• Split/perished cage seals • Trace deposits in drain tube/valve • Trace deposits in end caps • Trace protein on cage	• Light Deposits in drain tube/valve • Light Deposits in end caps	Heavy contamination
Milk Cooler	• Trace deposits/ sediment (but clean) • Seals starting to perish	• Light deposits • Leaking seals/ fermentation • Seals perished	Heavy contamination
Delivery Line	• Trace deposits • Slight perishing rubberware • Worn cone seals	• Light Deposits • Perished rubberware	Heavy contamination
Other Utensils	• Test bucket dirty but not in use	• Light deposits and in use • Perished rubberware and in use	Heavy contamination
Air system Pulsator airline	• Sediment in line • Slightly perished rubberware	Light Milk residues / deposits	Heavy contamination
Vat exterior	Trace dust/ birdlime/ manure/ milk residues	Light Birdlime/rodent droppings/ milk residues	Heavy contamination
Vat interior/agitator	Trace deposits	Light Deposits	Heavy contamination
Vat inlet/outlet, door/seals	Slight perishing rubberware Trace deposits	• Perished rubberware • Light Deposits	Heavy contamination
Cleaning system Plant/Vat	Sediment in tub Perishing rubberware	• Blocked jetters • Deposits in wash line injectors	Blocked jetters – significant build-up

		• Heavy soil/sedimentation of cleaning equipment • Blocked spray head	
Milk receiving room, milk storage area	Cobwebs	Light deposits	Heavy deposits
Milking area	Some manure splashes	Light coating of manure	Heavy slime, algae
Yards, races	Manure splashed	Uncleaned	Uncleaned for long period, heavy manure ponding, strong smell
Drainage, sumps	Build up of sand and manure at outlet	Ponding of manure	Strong smells, heavy effluent ponding
Amenities	Uncleaned	Grossly dirty	Strong smelling, broken
Surrounds /Litter	• Untidy • Rank growth	Rubbish strewn around dairy	Strong smelling, signs of rodents
Stock Housing		• Manure ponding • Odours	• Strong odours • Heavy manure deposits

7.2.9 Examples of Structure and Facilities Non-conformance Rating

	Non-Conformance Rating		
	Minor	**Major**	**Critical**
Storage facilities	Some clutter and slightly inadequate storage	Milkroom floor cluttered	Poisonous chemicals in dairy
Secure storage for Animal Remedies	Secure but not lockable	• No secure storage facilities • Present but not used	Open penicillin bottles sitting on filter socks.
Stock Housing, feeding	Too close but clean	Poorly maintained. Too close to dairy and not clean	Strong odours
Minimum distances	Calves housed within 20 metres but controlled.	• Pigs within 45 metres • Poultry within 20 metres	• Evidence of pigs in the farm dairy • Evidence of poultry in the farm dairy
Colostrum Storage (Relates to colostrum Suppliers only)		Inadequate drainage to farm effluent system.	Enclosed Vat, no CIP system
Calf Milk Storage	Calf Milk stored on concrete not drained to effluent system, but clean.	• Poor drainage for Calf Milk Storage area, not clean • Calf milk not stored on concrete	
Milk Storage	Air vent to top of Vat open	Open holes in top of vat. (Delivery line in inlet = compliant.)	Open hole in top of vat, lid heavily soiled with rodent/ bird manure
Cleaning Procedures	No displayed cleaning procedures	Plant not drained at the end of cleaning	
Hot water	Insufficient volume but within 70% of company requirements	Volume below 70% of requirements	Water heater not working
Detergents	• Insufficient quantities being used but plant / Vat clean	Insufficient quantities and plant / Vat soiled	• Cleaning detergents stored in empty toxic containers

	• Cleaning solutions stored in unlabeled containers`		• Non approved detergents
Cleaning Equipment	No filter/strainers on jetter/Vat intake line No lid on the wash tub	• Obvious signs of installation or maintenance faults • No filter/strainers on jetter/Vat intake line and debris in jetter line/rosette, and/or blocked jetters. • Unlidded wash tub with signs of birds and rodents in area • Jetters or reverse flow not working as specified, plant not clean • Non Approved materials	No cleaning system
Stock preparation	Perished hoses in teat wash facilities	No teat washing facilities	
Effluent System	Discharge within 34-45m of dairy	Discharge within 35 metres; ponding / odours	No disposal system Ponding / odours in immediate vicinity of dairy / milk storage
Milking Plant	• Broken filter cage Reused (single use) filter socks • Small amounts of water retained in the plant due to a lack of drainage points.	• Poorly repaired/soldered or non S/S welding • Missing support rings • Collapsed cage • Missing seals • Non-approved materials in contact with milk & detergent. • Pulsator airline connected to receiver airline. • Large amount of water retained in the plant due to lack of drains, or poor alignment. • Permanently connected reverse flow washing line • Incorrect fall of milkline or airline	No filtering system
Walls / Ceilings	• Unpainted/ unsealed surface and clean • Ledges with no evidence of birds harbouring • Worn paint (not flaking)	• Blocks breaking down • Unpainted/ unsealed with growth / deposits • Any holes in walls or ceilings in dairy • Ledges with evidence of birds harbouring and not easily able to be cleaned • Significant flaking paint in the milk receiving, milk storage rooms, or milking	

		area	
Doors/ Ventilation	• Hinges broken and not closing • Roller door ends uncovered but no evidence of bird harbouring	• Side door missing, birds in milk storage room (enclosed vat) • Roller door ends uncovered with evidence of bird harbouring (enclosed vat) • No screens or door in milk storage area (lidded vat's)	
Floors	• Small cracks • Light pitting	• Large holes • Badly pitted and unclean • Any un-cleanable area	
Yards/races within 10 metres of the Farm Dairy	• Slight deterioration • Exit race not concreted 10 metres	• Large cracks or holes • Exit race not concreted 10 metres and ponding	
Kerbing	• Some missing • Less than 150mm high	• Section missing, ponding by the dairy • Less than 150mm and manure ponding over sides of kerbing	
Drains, sumps	• Non approved materials in sump	• Poor drainage causing ponding • Not lined with a material impervious to moisture	
Amenities	• Door broken, not remaining closed • No hand basin • Toilet not fully enclosed.	• No door, direct access to the milkroom/ milk storage room	• Toilet connected to the farm effluent system
Porta-loo or similar	Porta-loo further than 20 metres from the milking area, milk receiving area and milk storage area	Porta-loo closer than 20 metres	
Light Bulbs	Unscreened light above dome Vat	Unscreened light directly above wing lidded vat or CIP wash tub	Broken material inside vat or CIP wash tub

7.2.10 Examples of Regulatory Requirements Non-conformance Ratings

	Non-conformance Rating		
	Minor	**Major**	**Critical**
Use of the Farm Dairy	Signs of slaughter, hooks, knives etc	Animals hanging in milkroom, clean conditions	Used for slaughter of pigs, entrails in milkroom/lidded vat
Milker Health	Dirty apron/clothes	Grossly dirty apron	Open sores/diseased
Disposal of reject milk	No documented plan for reject milk	Plan for reject milk will be detrimental to the environment	
Colostrum for supply (colostrum Suppliers only)	Sign used, but not available at the Assessment.		Colostrum for supply indistinguishable from whole milk for supply
Calf Milk	Supplier has used second vat for calf milk storage this season, without a vat-lock or official sticker.	Calf milk currently in second vat, no vat-lock and/or official sticker, but identified in some way.	Calf milk indistinguishable from whole milk for supply
(Animal Health) Written Procedures	No written procedures		
(Animal Health) Animal Identification	Some tags missing in herd	Cows not tagged	No system for animal ID
(Animal Health) Treatment Records Temporary Permanent	• No temporary records • Last season's records unavailable for audit	One major for each of the six key components missing: • Animal id • Disease & name of vet if consulted • Start date of treatment • Treatment used • Last treatment date • Date milk returned to Vat	
(Animal Health) Diseased animal records	No records kept of animals removed from the herd and supply due to disease or illness		
(Animal Health) Segregation method	Milk harvested from treated cows while Vat still connected.	• Milk harvested from treated cows while Vat still connected. -History of Inhibitory substance grading • Animals with disease or illness not removed from the herd	• Milk harvested from treated cows on quarter milkers while Vat still connected • Milk from Animals with disease or illness currently being supplied
Pre cooling/chillers		• No cooling records (Tanker dockets count as records) • Milk not cooled to 7 deg within 3 hours	• No chiller unit • No primary cooling

7.2.11 Examples of Procedural Non-conformance Ratings

	Non-conformance Rating		
CALENDAR	**Minor**	**Major**	**Critical**
Animal treatment/diseased animal Records Note: The calendar does not have to be completed if equivalent records are being maintained and can be evidenced	No records kept of animals removed from the herd and supply due to disease or illness	Major for each of the 6 "must record" in the FDA protocol not completed. Two or more majors = Automatic QM Status: Not Approved	
Hygiene Checklist	Majority of the monthly hygiene checklists completed (excluding non supply period)	Less than the majority (50%) of monthly hygiene checklists completed (excluding non supply period)	
	Plant hygiene elements all ticks but minor sanitation non-conformances found at the assessment	Plant hygiene elements all ticks but one major sanitation non-conformance found. Plant checks obviously not completed = Automatic QM Status: Not Approved	
	Milk cooling checks for November & February incorrectly completed	No milk cooling checks documented for November & February; or less than 2 temperature checks on the monthly hygiene checklist not completed in the last 12 supply months	
Faults & Corrective Action Taken	Partially or not completed	Partially or not completed and major sanitation non-conformances found	
Supplementary Feeds Sourced off- Farm	Partially or not completed		
PROCEDURES BOOKLET			
Booklet		No effort to complete the Procedures Booklet Automatic QM Status: Not Approved	
	Staff Skill Levels & Milking Machine Maintenance not fully completed	All pages not fully completed except Staff Skill Levels & Milking Machine Maintenance	
	Best Practices defined in the booklet but 1 or more practices not being followed	Best Practices defined in the booklet but 2 or more practices not being followed	
Ring binder	Manual damaged.		
Records			
Last season's calendar records	Not available for audit Available for audit and only partially completed since last assessment	Available for audit and nothing completed since previous seasons assessment.	

7.3 Scoring and Standard Classification

7.3.1 Standard classification

The "overall standard" classification for any section of the farm report is a summary of the non-conformances found.

Standard classification will be applied to each section of the farm dairy report:

- sanitation - plant sanitation and premises
- structures and facilities
- regulatory requirements
- quality management

Points will be allocated by deducting from 100 the number of points equivalent to the non-conformances recorded in the Findings and Rating Section of the farm dairy report.

A dairy with no non-conformances would score 100 points. Three points are deducted for each minor non-conformance. Ten points are deducted for each major non-conformance. Thirty points are deducted for each critical non-conformance.

The system assumes that a minor or major non-conformance on its own might not be serious, but a number of small problems suggests a systematic failure.

7.3.2 Overall standard score

The scores are:

A - 94 points and over

B - 71 -93 points

C - 70 points and under.

A dairy rated A is very good, a dairy rated B is fair but has room for improvement, and a dairy rated C is not up to the standard and needs attention.

7.4 Examples of Wording for Findings

7.4.1 Sanitation of milking plant and premises

Milk system (degree of contamination to be stated)

- manure coated
- mineral coated
- slime (colour)
- fat deposit, milk deposit, bird droppings, stone deposit (milk, mineral) (light/heavy trace)
- perished rubbers, both interior and exterior

Milk cooler

- mineral, milk or stone deposit, slime, sludge or sediment
- perished or damaged seal, hair or fibre, partly blocked, white curd or slime

Delivery System

- slime, sludge, sediment, milk stone, manure, fat deposits
- perished diaphragm, seal and suction rubbers.

Vacuum system

- fibre, milk, sludge, slime, or manure deposit (light/heavy/trace)
- perished and cracked rubberware (interior/exterior)
- stale or sour smelling.

Vat

- exterior dust, milk deposits, manure deposits
- interior milk stone, slime, fat and mould deposits
- perished seals, strong odours, damaged agitator blades, sight glass leaking or discoloured, bird droppings, mould (state colour), dust, perished rubbers.

Utensils

slime, sludge, sediment, milk stone, manure or fat deposits in test bucket, isolation bucket, quarter milker, control vat (milk filter), buckets, cleaning container, rubberware (both interior and exterior), stirrers.

Premises (specify location)

- not free draining
- manure coating, light, heavy
- slime on concrete surfaces (green, yellow, brown, pink) bird nests, cobwebs, fly spots, bird droppings
- sour smelling, stale, fermentation, mould.

Drains and sumps

- partially blocked, blocked and overflowing drainage
- unsatisfactory drain.

Litter

- accumulated litter -machinery, old rubberware, milk filter socks, timber, old clothes, disused containers, excessive litter.

Surrounds

- cut up conditions, mildly, seriously
- rank growth, manure heaps, dead stock
- dusty, foul smelling
- other buildings -not clean, strong odours.

7.4.2 Facilities and Structures

Storage of goods

- odorous or poisonous substances, toxic chemicals, accumulation of clothing, etc., on floor.

Storage facilities

- inadequate facilities
- stored on vat, accumulation on floor
- stored too close to floor.

Hot water

- wood fuel heater installed with fire-box in milk receiving room.

Calves and stock

- calves in the dairy
- calves penned too close -poor housing
- stock housing within 20 metres of milk storage room.

Pigs

- within 45 metres -poor housing, inadequate drainage
- housed within 45 metres, at the premises.

Poultry
(State type of poultry)

- on free range
- housed within 10 metres of farm dairy
- in the farm dairy premises.

Milking machine

- incorrectly installed (state component)
- non-approved material
- non-approved component installed (type).

Cleaning equipment and materials

- water heater
  - heater too small, not approved
  - casing perished, leaking taps
- cleaning system
  - Incorrectly installed
  - non-approved materials
  - unsatisfactory
- Detergents
  - not compatible
  - non-approved
- poisonous or odorous substances (specify type) used in plant.

Structure

- pitted, broken or cracked concrete (state location) decayed timber (state areas)
- unpainted woodwork
- peeling and/or flaking paintwork
- damaged linings, or broken linings
- unscreened windows, louvres, or openings
- doors not fitted, doors damaged
- bent, damaged or rusted pipework, or steelwork
- roof undersurfaces not birdproof
- no kerbing on yards or races.

7.4.3 Regulatory Requirements

Use

Animals being slaughtered in milking area.

Milker Health/Hygiene

- milker suffering from notifiable disease
- milker's clothing, hands unsanitary.

Milking Animal Health

- stock suffering from disease (name number of stock)
- diseased stock mixed with herd
- diseased stock's milk mixed with main supply
- poor/no records of sick and treated animals

Farm Dairy Water

- unsatisfactory source
- management plan/exclusion plan not implemented
- checklist not complete

Milk cooling

- primary cooling
  - restricting plumbing
  - unsatisfactory installation
  - inadequate cooling facilities
- mechanical cooling
  - blocked condenser covers clothing, etc., on unit
  - frozen milk in vat.

8 Assessment Organisations and Persons

8.1 Requirements for the Acceptance of Assessment Organisations and Persons

The annual assessment of all farm dairies can only be carried out by persons with the required qualifications and experience. The assessment of farm dairies may be carried out by any person with an appropriate level of experience and qualifications.

8.2 Qualifications for Farm Assessors

8.2.1 Qualifications

The assessor shall meet the minimum qualifications set out in DPC2: Animal Products (Dairy) Approved Criteria for Farm Dairies.

8.2.2 Experience

Prior experience in the dairy industry is required at a level where an appreciation of the effect of raw material quality on product quality would be gained, i.e. in a laboratory or in processing at a responsible level. Some experience on a dairy farm is preferred.

8.2.3 Training

Training for assessors shall cover farm hygiene, quality management principles, knowledge of NZCP1 (or another relevant standard) and an understanding of the relevant legislation. A suggested syllabus is outlined in Section 8.3.

8.2.4 Practical application

Before an assessor is considered competent he or she must carry out at least twenty assessments in the company of a recognised verifier, or as many more as it takes for the recognised verifier to be satisfied of the standard of the new assessor's work.

It is expected that farm dairy assessors will perform to a uniform and consistent standard in identifying and rating non-conformances.

8.3 Outline Syllabus for Farm Dairy Assessor Training

8.3.1 The following outline is based on MPI (Dairy) Standard 1

Training courses for farm dairy assessors should cover the following syllabus:

8.3.2 Milk harvesting using quality assurance principles

Food safety

- bacteria types, their sources and effects
- pathogens
- other food safety risks in milk (pesticides, chemical residues, foreign matter).

Milk adulteration

Milk production:

- milk production
- milking technique
- milking machine management.

Milk sampling:

- correct procedure for sampling by tanker drivers.

Cleaning:

- theory of cleaning
- bucket cleaning (systems and procedures) reverse flow cleaning (systems and procedures) third line cleaning (systems and procedures) routine and periodic cleaning
- re-use and recycle cleaning
- rubberware cleaning and care
- Vat cleaning.

Milk testing:

- tests, testing principles, frequency and standards
- understanding test results.

Control areas

- mastitis forms and causes
- milk quality problems.

8.3.3 Farm dairy assessment

Milking machines:

- recall terminology and placement of components
- recognise the design of farm dairies
- identification of milking machines by their name and function
- Disassemble, reassemble and identify inspection areas.

Reporting:

- reporting to the farmer and company
- follow-up actions
- summary
- completeness and clarity

Communication:

- approach procedures questioning
- active listening.

Dairy assessment:

- use of a trier
- assessing water clarity
- identification of non-conformances
- structure and facility non-conformance and rating
- sanitation non-conformance and rating
- application of the Farm Dairies Code of Practice
- assessment of a farm dairy (practical).

8.3.4 Approvals:

- construction, reconstruction
- effluent disposal -sumps.

8.4 Records and Reports Required

The farm dairy assessment organisation must have procedures to ensure that records, reports and documentation supporting all activities in relation to farm dairy assessment, audit, investigation or traceback are kept and are:

- legible
- held in a suitable manner, and
- can be made available on request to persons with right of access.

Reporting Obligations

A copy of all assessment reports must be provided to the farm dairy operator and to the RMP Operator. If a critical situation is suspected, the farm dairy assessor must, within 24 hours, advise both the RMP Operator and the MPI recognised RMP verifier.

Retention of records and reports

The retention period for all records, reports and supporting documentation related to farm dairy assessments by the farm dairy assessment organisation and persons is 2 years. A longer period for retention may be required by the risk management programme operator contracting the services of the organisation.

9 Verification of Competency

9.1 Purpose of this section

This guideline for the verification of farm dairy RMP's sets out the expectations of MPI particularly with respect to the number of farms and farm dairy assessors expected to be sampled as part of the RMP verification. As RMPs are of highly variable size (both in terms of farm numbers and milk produced), this guideline is intended to assist decision making by the RMP verifier. However, where a verifier opts to deviate from the recommendations contained in this guideline, the supporting rationale and justification is expected to be sound and documented.

9.2 RMP Verification

The purpose of verification of a RMP for farm dairies is to confirm:

- the RMP continues to provide a valid means of conformance;
- that the operator is fulfilling their obligations with respect to the procedures and requirements set out in the RMP, the Animal Products Act 1999, Animal Products (Dairy) Regulations 2005, Animal Products (Dairy Processing Specifications) Notice 2006, and the Approved Criteria DPC1 and DPC2;
- the farm dairy assessment system, as an integral component of the RMP for farm dairies, continues to be valid and appropriate; and
- the competence of organisations providing, and individuals performing, farm dairy assessment under the RMP.

This will include verification of records held, and so will typically commence at the operators central premises and then move to selected farms/farm dairy assessors.

There may be a requirement to either conduct a portion of the audit at the premises of any contracted farm dairy assessment service providers (particularly the organizations conducting farm dairy assessments such as AgriQuality and QCONZ), or to have these organizations represented during the audit at the operators premises.

There is no longer a requirement to evaluate the farm dairy assessment system contained in the RMP every year, as its validity and suitability are evaluated as part of the RMP. However the assessment system will be verified as part of the Farm Dairies RMP audit.

Conflict of Interest

In situations where the RMP verifier is employed or contracted by an organization that either

- provides farm dairy assessment services under the RMP to be verified; or
- competes with the organization or individual that provides farm dairy assessment services under the RMP

the recognized agency must ensure the verifier performs is free to perform the verification duties without undue influence.

9.3 Verification of Farm Dairy Assessments

9.3.1 Purpose

The purpose of a farm dairy assessment is to confirm:

- that farm dairy operators are complying with the procedures and requirements set out in the RMP;
- the suitability of the farm dairy to supply milk that meets the requirements specified under the RMP; and
- that duties on farm dairy owners or operators set out in the Animal Product (Dairy) Regulations 2005 are being adhered to.

9.3.2 Farm Dairy Assessors

a) A selection of farm dairy assessors is expected to be observed performing farm dairy assessments each season. As a guide, the number to be randomly assessed should be:

$\sqrt{n}$

where n = the number of assessors used in total under the RMP.

If the RMP does not contain the means to demonstrate consistency across all service providers organizations (eg there is discrete performance monitoring assessment across individuals within each service provider organization) then each service provider organization should be considered separately when using the above calculation.

b) Having determined the minimum number of individuals to observe, the RMP verifier should then:

- ensure there is a proportional spread over the service providers;
- ensure coverage over the geographical area covered by the RMP over time;
- be proportionate to assessor coverage density; and
- over time be reasonably proportionate to the combination of farm dairy density and milk production density.

c) The RMP verifier should also review:

- performance/competency monitoring records of individuals and service provider organisations; and
- statistical summaries of farm dairy assessment findings[1].

to determine if there are any **additional** individuals who should be targeted due to apparent variant performance. In doing so consideration should also be given to individuals who may be performing assessments despite aberrant performance due to logistical convenience (eg remote location for which it is “convenient” to continue to use a particular assessor).

[1] Historical findings may indicate a possible bias in hazard identification on the part of the assessor. However statistical bias can be due to many factors, not solely the assessor, and so the statistics are useful in highlighting an area of interest only

Where multiple assessors are used, the RMP should identify the means by which performance is monitored and/or calibrated by the organisation responsible for the assessment (eg student T-test).

d) For each farm dairy assessor (FDA), sufficient observations of the assessor must be undertaken for the verifier to be confident that non-conformances are correctly identified, rated, and reported, and that remedial actions and timeframes are appropriate. For an experienced farm dairy assessor, assessment at 3 farm dairies may suffice. For a new assessor the expectation is 3-4 farm dairies with a minimum of 10 non-conformances identified.

   Where possible the nature of the operations should differ. The RMP verifier may opt to select farm dairies based on previous assessments to address other aspects of the audit (eg records, animal health, new farm dairy acceptance standards etc).

e) Should assessor performance of the randomly selected individuals indicate assessor competence to be substandard then the RMP verifier should consider additional scrutiny or as follow-up to the non-conformance raised.

9.3.3 Farm Dairies

f) Except with respect to clauses 3.2 and 3.3, the number of farm dairies to assess will be determined by the number of assessors to be observed and this will typically be sufficient regardless of the number of farms covered by the RMP, provided the criteria outlined in clause 2.2 have been satisfied. If not then additional farm dairies will need to be included.

g) Where the standard of facilities and operations at farm dairies to be considered substandard then the RMP verifier should consider:

   – issuing non-conformances and requiring further on-farm audits at an appropriate time following corrective action; or
   – in the case of serious non-conformance, notification should be made directly to both the RMP Operator and MPI. Where there is an immediate threat to public health the RMP Operator is expected to suspend collections and ensure the safe disposal of the milk. Milk supply, and the storage of milk for supply, should only recommence once the cause(s) of the non-conformance has been resolved.

h) Where no or very few non-conformances are found (ie very well presented and operated dairies) then the RMP verifier is expected to consider verifying more farm dairies to confirm the ability of the assessor to identify non-conformances correctly.

10 Definitions

Agricultural Compounds

Any substance, mixture of substances, or biological compound, used or intended for use in the direct management of plants and animals, or to be applied to the land, place, or water on or in which the plants and animals are managed, for the purposes of:

a) Managing or eradicating pests, including vertebrate pests; or
b) Maintaining, promoting, or regulating plant or animal productivity and performance or reproduction; or
c) Fulfilling special nutritional requirements; or
d) The manipulation, capture, or immobilisation of animals; or
e) Diagnosing the condition of animals; or
f) Preventing or treating conditions of animals; or
g) Enhancing the effectiveness of an agricultural compound used for the treatment of plants and animals; or
h) Marking animals:

and includes any veterinary medicine, any substance, mixture of substances, or biological compound used for post-harvest pest control or disinfestation of raw primary produce, and any substance, mixture of substances, or biological compound declared to be an agricultural compound for the purpose of the Agricultural Compounds and Veterinary Medicines (ACVM) Act 1997 by Order in Council.

Animal Treatments

Any drug, medicine, remedy, or therapeutic preparation, or any biochemical substance, which is manufactured, imported, or advertised for sale or is sold for any of the following purposes:

- curing, diagnosing, treating, controlling, or preventing any disease in animals; or
- testing any animals in relation to any disease; or
- destroying or preventing parasites in or on animals; or
- maintaining or improving the health, condition, or productivity of any animal; or
- capturing or immobilising any animal.

This does not include any preparation, substance, or product which is used as a food for animals.

Assessor

Refer to Farm dairy assessor.

Bulk Milk Tank

Means a tank for the storage of Raw Milk intended for supply at the Farm Dairy, and Vat has the same meaning.

Clean

Means free of soil, food residue, biofilm, dirt, grease, cleaning or sanitising agents or other objectionable matter.

Diseased Animal

A milking animal which is suffering from an illness, which has the potential to make raw milk unfit for the manufacture of dairy products for consumption.

Effluent Ponds

A constructed ponding system designed for the holding and oxidation of faecal and urinary animal wastes before discharge into an outfall.

Effluent System

Refers to the full series of component parts that are intended to contribute to the collection, movement, temporary or permanent storage, separation, treatment and disposal of dairy effluent, whether or not the effluent is raw or treated.

Farm Dairy

A place where milking animals are milked on a permanent or temporary basis; and includes:

a) any stockyard, milking yard, feed yard, silo pad, or other construction associated with or involved in the activity of extracting milk from milking animals; and
b) any place where milk from the milking animals is first collected, filtered, deposited, cooled, stored, or treated for transport or for further processing;

but does not include any place where any further processing takes place, or transport to that place.

Farm Dairy Assessor

A person recognised as competent under a RMP to carry out an assessment of design, siting, construction, conditions, procedures and systems of, or at, a farm dairy to specified criteria.

Farm Dairy Operator

The person(s) in charge of operations at a farm dairy, including the extraction of milk from milking animals.

HACCP

The Hazard Analysis and Critical Control Point system adopted by the Codex Alimentarius Commission. HACCP is a systematic identification of hazards and the measures for their control to ensure the safety of food. It focuses on prevention rather than end-product testing.

HACCP Inspection or Assessment

An activity carried out for the purpose of verifying that premises, equipment, facilities, processes, procedure and services comply with the agreed standards.

Inhibitory Substance

A substance that may inhibit the life process of any living micro-organism that is present in milk or that is introduced into milk for the purposes of a manufacturing process; and includes any substance that may be detected in milk by an approved test.

Milk Contact Surface

A milk contact surface is a surface in direct contact with milk, or a surface from which liquids may drip, drain or be drawn into the milk. It includes those parts of the cleaning system carrying detergent solutions.

Milking Animal

Any animal kept for the production of milk intended for trade.

Milk Receiving Area

The part of a farm dairy where the machinery necessary for the mechanical operation of a milking machine is situated. This area could include the milk storage room or end of the pit in the milking area.

Milk Storage Area

The part of a farm dairy or an area where milk is stored before transport from the farm dairy. The milk storage and receiving room could also be combined. An area could be set within, alongside or at a distance from the dairy.

Milking Area

This is part of a farm dairy where animals are prepared for milking and are milked.

Milking Plant

Includes any milking machine, milk pumping equipment, milk cooling equipment, milk storage equipment or separator and any other plant and equipment with which milk comes into contact in a farm dairy..

NZCP1

NZCP1: Code of Practice for the Design and Operation of Farm Dairies, available on the MPI food safety website.

Offal Hole

A hole dug to dispose of parts cut off carcasses or entrails of animals, and other types of refuse or garbage.

Owner

a) any agent, manager, lessee, or bailee of an owner; and
b) in the case of a farm, a farm dairy, or any part of a farm or farm dairy, a sharemilker of an owner; and
c) where an owner is a body corporate, every person who is a manager, secretary, director or other principal officer (however described) of the body.

Pathogens

Bacteria that have the ability to cause disease.

Pesticide

Any substance used to destroy, control or repel any form of plant or animal life. Families of pesticides are referred to by their chemical composition or use type e.g. herbicides control weeds, insecticides control insects, fungicides control fungi etc.

Poultry

Domestic fowls, ducks, geese and turkeys and the like, includes the carcasses of those birds.

Raw Milk

Milk produced in accordance with a registered risk management programme and that has not been subjected to any processing intended to alter the quality or compositional characteristics of the milk.

Restricted Veterinary Medicine (RVM)

Veterinary medicines registered under the Agricultural Compounds and Veterinary Medicines (ACVM) Act 1997 that have conditions restricting their sale, purchase and use.

Risk Management Programme (RMP)

A programme required under Part 2 of the Animal Products Act 1999 to ensure that risks are appropriately and effectively managed.

RMP Operator

The owner of the Risk Management Program (RMP) registered under the Animal Products Act for the processing of dairy material (usually a dairy company).

Rubberware

Generic term used to describe traditionally made from rubber and includes rubber, synthetic rubber, silicon-based products and plastics.

Sanitary Trap

A vessel between the milk system and the air system, to prevent contamination by movement from one to the other.

Secure Water

Water that:

- is sourced from a depth greater than 10 metres;
- is not influenced in any way by surface water; and
- meets all other criteria outlined in the MPI Animal Products (Dairy Processing) Specifications for secure water

Self-draining

A component or part of a system which will drain automatically e.g. a flap which opens when vacuum is released.

Suitable

Fit for the purpose for which it is intended. For materials, generally meaning durable, impervious, able to be cleaned by normal procedures and, in the case of milk contact surfaces, safe for foods.

Surface Water

Water that:

- is sourced within 10 metres or less from the ground surface;
- is in any way influenced by surface water; or
- that meets any other criteria required to be defined as surface water as outlined in the MPI Animal Products (Dairy Processing) Specifications.

Sump

A specifically constructed holding tank made of concrete or some other impervious material with no more than 22500 litres holding capacity.

Treated animal

A milking animal that is being treated with, or is within the withholding period, of an animal treatment which is registered or exempt under the ACVM Act,

Vat

A vessel used for the storage of milk that may be lidded or enclosed. Bulk milk tank has the same meaning.

Veterinary Medicine

Any substance, mixture of substances, or biological compound used or intended for use in the direct management of an animal.

Yards

Those parts of a farm dairy used for holding livestock for the purposes of milking, breeding, veterinary treatment or some other recognised animal husbandry purpose.