

## 5 RMP Template for the Processing of Honey and Dried Pollen

This RMP template applies to businesses that are involved in the processing of honey or dried pollen. The *Guidelines for Completing the RMP Template* should be referred to when completing this template.

The RMP template starts on the next page. This page is not part of the RMP.

<b>1. Business Identification</b>											
Business ID:	RMP No.: ____										
<b>2. Operator Name, Business Address and Contact Details</b>											
Full legal name (Company, sole trader, partnership):											
Trading name (if different):											
Physical address(es) of premises:	Phone No:										
	Fax No:										
	E-mail:										
Postal address (for communication):	<input type="checkbox"/> I give consent to being provided electronic information.										
<b>3. Responsible Person</b>											
<b>Role</b>	<b>Name, position or designation</b>	<b>Contact Details (if different from above)</b>									
Day-to-day Manager of the RMP											
<b>4. Scope of the RMP</b>											
<input type="checkbox"/> The physical boundaries of the RMP are shown on the attached site plan.											
The RMP covers the following processes or activities: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Extraction of honey  <input type="checkbox"/> Processing and packing of liquid or creamed honey  <input type="checkbox"/> Cutting and packing of comb honey  <input type="checkbox"/> Storage of honey         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Melting and moulding of bees wax  <input type="checkbox"/> Drying, cleaning and packing of dried pollen  <input type="checkbox"/> Other (specify) _____         </td> </tr> </table>			<input type="checkbox"/> Extraction of honey <input type="checkbox"/> Processing and packing of liquid or creamed honey <input type="checkbox"/> Cutting and packing of comb honey <input type="checkbox"/> Storage of honey	<input type="checkbox"/> Melting and moulding of bees wax <input type="checkbox"/> Drying, cleaning and packing of dried pollen <input type="checkbox"/> Other (specify) _____							
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The following products or activities that occur within the physical boundaries of the RMP are excluded because they are covered under a different RMP or under the Food Act : <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Product or activity:</td> <td style="width: 33%;">Covered under:</td> <td style="width: 34%;"></td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Another RMP No. _____</td> <td><input type="checkbox"/> Food Act</td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Another RMP No. _____</td> <td><input type="checkbox"/> Food Act</td> </tr> </table>			Product or activity:	Covered under:		_____	<input type="checkbox"/> Another RMP No. _____	<input type="checkbox"/> Food Act	_____	<input type="checkbox"/> Another RMP No. _____	<input type="checkbox"/> Food Act
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_____	<input type="checkbox"/> Another RMP No. _____	<input type="checkbox"/> Food Act									
_____	<input type="checkbox"/> Another RMP No. _____	<input type="checkbox"/> Food Act									

5. Product Description			
Products	Bulk honey	Liquid or creamed honey	Comb honey
Intended consumer	Humans (general public)	Humans (general public)	Humans (general public)
Intended use of product that leaves RMP	<ul style="list-style-type: none"> <li>Further processing and packing to liquid/creamed honey or other honey products</li> <li>Ingredient for preparation of other foods</li> </ul>	<ul style="list-style-type: none"> <li>Ready-to-eat</li> <li>Ingredient for preparation of other foods</li> </ul>	<ul style="list-style-type: none"> <li>Ready-to-eat</li> <li>Ingredient for preparation of other foods</li> </ul>
Regulatory limits	None	None	None
Other regulatory requirements specific to product	Food Standards Code 2.8.2 - <ul style="list-style-type: none"> <li>Reducing sugars <math>\geq 60\%</math></li> <li>Moisture <math>\leq 21\%</math></li> </ul>	Food Standards Code 2.8.2 - <ul style="list-style-type: none"> <li>Reducing sugars <math>\geq 60\%</math></li> <li>Moisture <math>\leq 21\%</math></li> </ul>	Food Standards Code 2.8.2 - <ul style="list-style-type: none"> <li>Reducing sugars <math>\geq 60\%</math></li> <li>Moisture <math>\leq 21\%</math></li> </ul>
	AP (Residue Specification) Notice 2004 - Specified chemical substances in honey $\leq$ maximum permissible levels	AP (Residue Specification) Notice 2004 - Specified chemical substances in honey $\leq$ maximum permissible levels	AP (Residue Specification) Notice 2004 - Specified chemical substances in honey $\leq$ maximum permissible levels
	Every consignment of honey must be provided with an <i>Apiarist and Beekeeper Statement</i> (i.e. Harvest declaration) and comply with HC Spec 108.	Every consignment of honey must be provided with an <i>Apiarist and Beekeeper Statement</i> (i.e. Harvest declaration) and comply with HC Spec 108.	Every consignment of honey must be provided with an <i>Apiarist and Beekeeper Statement</i> (i.e. Harvest declaration) and comply with HC Spec 108.
Labelling	Labelling of transportation outers as specified in HC Spec 32.	Labelling of retail packs as specified in the Food Standards Code.	Labelling of retail packs as specified in the Food Standards Code.
		Labelling of transportation outers as specified in HC Spec 32.	Labelling of transportation outers as specified in HC Spec 32.

5. Product Description (continued)				
Products	Beeswax	Spilt honey, downgraded honey (e.g. fermented)	Dried pollen	Others
Intended consumer	Humans (general public)	Animals	Humans (general public)	
Intended use of product that leaves RMP	<ul style="list-style-type: none"> <li>Further processing into products for pharmaceutical use and manufacture of cosmetics</li> <li>Further processing into comb foundation</li> </ul>	Feed for bees and other animals (e.g. horses).	<ul style="list-style-type: none"> <li>Ready-to-eat</li> <li>Ingredient for preparation of other foods &amp; dietary supplements</li> </ul>	
Regulatory limits	None	None	None	
Other regulatory requirements specific to product	N/A	N/A	Every consignment of pollen must be provided with an <i>Apiarist and Beekeeper Statement</i> and comply with HC Spec 108.	
Labelling	Labelling of transportation outers as specified in HC Spec 32.	Labelled "Not for Human Consumption"	<ul style="list-style-type: none"> <li>Labelling of retail packs as specified in the Food Standards Code including an advisory statement as required by Standard 1.2.3.</li> <li>Labelling of transportation outers as specified in HC Spec 32.</li> </ul>	

6. Process Description			
Bulk honey	Liquid or creamed honey	Comb honey	Beeswax
<input type="checkbox"/> Receiving supers <input type="checkbox"/> Holding in hot room/ store room <input type="checkbox"/> Deboxing <input type="checkbox"/> Uncapping <input type="checkbox"/> Pricking/loosening <input type="checkbox"/> Extraction  <input type="checkbox"/> Transfer through sump <input type="checkbox"/> Heating using heat exchanger <input type="checkbox"/> Spinning <input type="checkbox"/> Pumping into tanks & straining <input type="checkbox"/> Holding in tanks <input type="checkbox"/> Filling of honey into drums <input type="checkbox"/> Labelling/marketing of drums <input type="checkbox"/> Storage <input type="checkbox"/> Dispatch	<input type="checkbox"/> Receiving of bulk honey <input type="checkbox"/> Storage <input type="checkbox"/> Cleaning drum external surface <input type="checkbox"/> Heating in hot room <input type="checkbox"/> Pouring honey into vats/tanks <input type="checkbox"/> Heating using heat exchanger  <input type="checkbox"/> Filtering <input type="checkbox"/> Creaming <input type="checkbox"/> Holding in tanks <input type="checkbox"/> Packing and labelling  <input type="checkbox"/> Storage <input type="checkbox"/> Dispatch	<input type="checkbox"/> Receiving of honey supers <input type="checkbox"/> Storage of supers <input type="checkbox"/> Deboxing <input type="checkbox"/> Removal of wires <input type="checkbox"/> Inspection of combs <input type="checkbox"/> Cutting of combs  <input type="checkbox"/> Packing & labelling <input type="checkbox"/> Freezing  <input type="checkbox"/> Dispatch	<input type="checkbox"/> Collection of cappings and other wax material <input type="checkbox"/> Separation of honey from cappings <input type="checkbox"/> Melting of wax  <input type="checkbox"/> Filling of wax into moulds  <input type="checkbox"/> Cooling <input type="checkbox"/> Dispatch

6. Process Description (continued)				
Dried pollen	Others			
<div><div>[ ] Receiving pollen</div><div>[ ] Holding in freezer</div><div>[ ] Drying</div><div>[ ] Cleaning and sorting</div><div>[ ] Bulk packing</div><div>[ ] Retail packing &amp; labelling</div><div>[ ] Storage</div><div>[ ] Dispatch</div></div>				

**7. External Verification****Verifier's Freedom and Access to carry out Verification Functions** (RMP Specifications 2003, clause 15)

I authorise my contracted verifier to have the freedom and access necessary to allow him/her to carry out verification functions and activities, including —

- (a) having access to all parts of the premises or place and facilities within the physical boundaries of, or relating to, the risk management programme; and
- (b) having access to all documentation, records and information relating to, or comprising, the risk management programme (including records held in electronic or other form); and
- (c) having freedom to examine all things necessary and open any containers, packages and other associated things to inspect their contents; and
- (d) having freedom to identify or mark any animal material, animal product, equipment, package, container or other associated thing; and
- (e) having freedom to—
  - (i) examine and take samples of any animal material, animal product or any other input, substance, or associated thing which has been, is, or may be in contact with, or in the vicinity of, any animal material or animal product; and
  - (ii) test, or analyse, or arrange for the testing or analysis of such samples; and
  - (iii) order retention of materials including animal material, ingredients, animal product, packaging or equipment pending testing results and decisions on disposition; and
- (f) having authority to detain any animal material and animal product or other relevant things in the event of non-compliance with the risk management programme where there may be significant risk to fitness for intended purpose of animal product or suitability for processing of animal material; and
- (g) having authority to intervene and direct a temporary interruption of processing in cases of significant risk to fitness for intended purpose of animal product or suitability of animal material for processing until the cause of the risk has been remedied.

☐ A letter has been received from the verification agency confirming they will verify the RMP at all sites covered by this RMP.

8. RMP Document List, Responsibilities For and Authorisation of RMP							
Document	Documents from the COP		Operator's own documents based on the COP		Operator's own documents for additional products/processes/procedures		Person responsible for Implementation
	Reference	Date	Reference	Date	Reference	Date	
<b>Main part of RMP</b> (this document)	N/A		Completed RMP template				
<b>GMP Supporting Systems:</b>							
Design and construction of buildings, facilities and equipment							
Potable water							
Cleaning and sanitation							
Personnel competency, health and hygiene							
Control of chemicals							
Pest control							
Packaging materials (specifications, handling and storage)							
Receipt and processing of honey and dried pollen							
Document control and record keeping (including inventory control)							
Recall of products							
Operator verification							



8. RMP Document List, Responsibilities For and Authorisation of RMP (continued)							
Document	Documents from the COP		Operator's own documents based on the COP		Operator's own documents for additional products/processes/procedures		Person responsible for Implementation
	Reference	Date	Reference	Date	Reference	Date	
HACCP Application							
Identification of risk factors related to wholesomeness and labelling							
Other documents:							
Site plan of physical boundaries							
Letter from Verification Agency							
Assessment of Water Supply Status (only necessary for own supply)							
Record forms							

9. Confirmation	
<p>[     ] I confirm that all of the documents listed in Section 8 are appropriate for my operation.</p> <p>[     ] I confirm that all facilities and equipment necessary to implement the RMP are available and ready to operate.</p> <p>[     ] I confirm that the RMP, including all supporting systems, has been authorised by me.</p> <p>[     ] I confirm that the RMP will be implemented as written, including all relevant parts of the code of practice.</p>	
<p>Signature of Operator or Day-to-day Manager of RMP: _____</p>	<p>Date:     /     /</p>