

Regulated Control Scheme (RCS) Template for the Handling of Animal Material and Product at Wharves

You can use this template if you are a:

- Export Loading Facility (including Wharves)

DRAFT

Name of Company, Business Owner or Partners:

This RCS template is issued by the Ministry for Primary Industries in accordance with section 12 (3A) of the Animal Products Act 1999 for the purpose of making the determination that the **Regulated Control Scheme Template for the Handling of Animal Material and Product at Wharves** is valid and appropriate for the business of this kind described in the Statement of Application.

Statement of Application

The application of the **Regulated Control Scheme Template for the Handling of Animal Material and Product at Wharves** is limited to businesses of the kind that are involved in:

- Export Loading Facilities (including Wharves)

Dated at Wellington this _th day of _

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

Contact for further information
Ministry for Primary Industries (MPI)
Regulation & Assurance Branch
Food Regulation Directorate
PO Box 2526
Wellington 6140.

Email: animal.products@mpi.govt.nz

Disclaimer

Disclaimer

- (1) Considerable effort has been made to ensure that the information provided in the **Regulated Control Scheme Template for the Handling of Animal Material and Product at Wharves** is accurate, up to date, and otherwise adequate in all respects. Nevertheless, this template is approved STRICTLY on the basis that the Crown, the Ministry for Primary Industries, its statutory officers, employees, agents, and all other persons involved with the writing, editing, approval or publication of, or any other kind of work in connection with the **Regulated Control Scheme Template for Handling of Animal Material and Product at Wharves**:
- a) disclaim any and all responsibility for any inaccuracy, error, omission, or any other kind of inadequacy, deficiency, or flaw in, or in relation to, the **Regulated Control Scheme Template for Handling of Animal Material and Product at Wharves**; and
 - b) without limiting a) above, fully exclude any and all liability of any kind, on the part of any and all of them, to any person or entity that applies the **Regulated Control Scheme Template for Handling of Animal Material and Product at Wharves**.

Application and scope of the Regulated Control Scheme (RCS) Template for the Handling of Animal Material and Product at Wharves

The export loading facility (ELF) operators, including wharves, of relevant goods (i.e. animal material and animal product) for export with an official assurance must be covered under either:

- a registered risk management programme (RMP); or
- the 'Regulated Control Scheme Template for the Handling of Animal Products and Material at Wharves' (Wharf RCS) – this template.

DRAFT

Note: The pages 1 to 4 of this document are not part of the Wharf RCS Template.

This page is intended to be left blank

DRAFT

Part 1: General RCS Sections

1. Business Identification

Programme Title (optional):	For MPI Use Only:
Version (number or date):	Programme ID:
New Zealand Business Number (NZBN):	
Business ID:	
RCS No:	
Are other businesses covered by this RCS? <input type="checkbox"/> No (fill in all pages except '3. Multi Business RCS' page) <input type="checkbox"/> Yes (fill in all pages for main business, copy and fill out page '3. Multi Business RCS' page for each other business)	

2. Operator Name, Business Address and Contact Details

Legal entity (tick one)	Details (Fill out appropriate line – should correspond with the box you have ticked):
<input type="checkbox"/> Company _____	Name listed at Companies Office:
<input type="checkbox"/> Sole Trader _____	Name of business owner
<input type="checkbox"/> Partnership _____	Name of Partners
Trading name if any (i.e. trading as) (if different from legal name)	
Physical address(es) of premises:	Phone No:
	Mobile Phone No:
Postal address (for communication)	Email:

	<input type="checkbox"/> Tick for consent to being provided electronic information
--	--

3. Multi Business RCS

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

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

4. Responsible Persons

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

5. Scope of the RCS

Export Loading Facility operator



6. Scope of Wharf Operations Under the RCS

Physical boundaries

- ☐ The physical boundaries of the operations under the RCS are shown on the attached site plan.

Types of animal material or product handled

The operation covers the handling of human or animal consumption:

- ☐ non-refrigerated animal material or animal products
☐ refrigerated animal material or animal products

Containerised / non-containerised product handled

Does the operation only handle containerised animal material or product?

(tick one box as applicable)

Yes []

No []

Note:

The registration of this template is valid for 3 years from the date of registration. An application for renewal of an operator's registration must be made by the operator and received by the Director-General at least 30 days before the expiry of the operator's current registration.

7. External Verification

Allowing verifiers to carry out verification functions and activities

- (1) I authorise my contracted verifier to have the freedom and access necessary to allow him/her to carry out verification functions and activities, including allowing:
- (a) such freedom to access premises, places, or facilities covered by a regulated control scheme as is necessary to enable a recognised regulated control scheme verifier to carry out his or her functions and activities; and
 - (b) such access to documents, records, and information that relate to a regulated control scheme as is necessary to enable a recognised regulated control scheme verifier to carry out his or her functions and activities; and
 - (c) such access to things (including containers and packages) that are used in connection with processing relevant goods (animal material and animal products) under a regulated control scheme as is necessary to enable a recognised regulated control scheme verifier to carry out his or her functions and activities; and
 - (d) such access to relevant goods (animal material and animal product), equipment, packages, containers, and other associated things used in processing relevant goods (animal material and animal product) under a regulated control scheme as is necessary to enable a recognised regulated control scheme verifier to carry out his or her functions and activities (including identifying and marking any of those things); and
 - (e) such freedom to examine and take samples (for the purpose of analysis or retention) of animal material, animal product, or any other outputs, substance, or associated thing which has been, is, or may be used in contact with, or in the vicinity of animal material or animal product being processed under a regulated control scheme as is necessary to enable a recognised regulated control scheme verifier to carry out his or her functions and activities.
- (2) By way of explanation, in the case of a significant risk to the fitness for intended purpose of animal product or suitability of animal material for processing, a recognised regulated control scheme verifier may:
- (a) recommend to the operator that processing under the regulated control scheme be temporarily interrupted; and
 - (b) recommend to the operator that any affected animal product that may not, or no longer, be fit for its intended purpose be detained; and
 - (c) recommend to an Animal Product Officer that the officer exercises his or her powers of interruption of operations under section 89 of the APA which (in the case only of the powers under section 89(b) and (c)) may be exercised by the Animal Product Officer over the phone if he or she considers that appropriate.

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

☐ A copy of Verification Letter is attached.

8. RCS Document list, Responsibilities for and Authorisation of RCS

Document		Reference	Date on current document	Person responsible for implementation
General RCS Sections				
1	Business Identification	Page 5		
2	Operator Name, Business Address and Contact Details	Pages 5 – 6		
3	Multi Business RCS	Page 6		
4	Responsible Persons	Page 7		
5	Scope of the RCS	Page 7		
6	Scope of wharf operations under RCS	Page 7		
7	External Verification	Page 8		
8	Document list and responsibilities	Page 9		
9	Confirmation	Page 10		
Supporting Systems				
	Definitions	Page 11		
A	Documentation and Record Keeping	Pages 12 – 14		
B	Personal Health and Hygiene	Pages 15 – 16		
C	Personal Competencies and Training	Page 17		
D	Operator Verification	Pages 18 – 19		
E	Design and Construction of ELF's	Pages 20 – 21		
F	Cleaning and maintenance	Pages 22 – 24		
G	Corrective Action	Pages 25 – 26		
H	Calibration	Pages 27 – 28		
I1	Operator procedures: General	Pages 29 – 32		
I2	Operating procedures: Verifier freedom and other operational requirements	Pages 33 – 34		

9. Confirmation

- ☐ I confirm that all of the documents listed in Section 9 are appropriate for my operation.
- ☐ I confirm that all facilities and equipment necessary to implement the RCS are available and ready to operate.
- ☐ I confirm that the RCS, including all supporting systems, has been authorised by me.
- ☐ I confirm that the RCS will be implemented as written.

Signature of Operator or Day-to-day Manager of RCS: _____ **Date:** / /

DRAFT

Definitions

In this **Regulated Control Scheme (RCS) Template for Handling of the Animal Material and Product at Wharves**, unless the context otherwise requires:

Act means the Animal Products Act 1999

depot means a facility that is used to tranship relevant goods in the course of a journey and includes a vehicle docking facility (VDF)

export loading facility (ELF) means wharf or other facility from which sealed transportation units of relevant goods are loaded onto vessels or aircraft for export and includes associated facilities identified in the operating procedures of the operator (e.g. container transit facilities etc.)

first processor, in relation to relevant goods, means the first RMP operator that processes the goods (primary or secondary processor)

maintenance compound has the same meaning as maintenance compound in the Animal Product Regulations 2000

operator means the operator of a business that transports relevant goods within New Zealand, including operators of depots and ELFs

preservation temperature, in relations to particular relevant goods, means the range of temperatures specified in regulations or notices made under the Act or otherwise as specified by the consignor, at which the relevant goods preserve their fitness for purpose

RCS or scheme means the regulated control scheme imposed by the Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018

refrigerated relevant goods means relevant goods that are chilled or frozen at the point that they leave the first processor and intended to be received in a chilled or frozen state

relevant goods means animal material or animal product that is:

- a) intended for human or animal consumption; and
- b) intended for export from New Zealand with an official assurance

transport and **transportation**, in relation to relevant goods, includes any transshipment or handling that is incidental to the loading, unloading, and transshipment of goods in the course of a journey and holding and handling of relevant goods at an export loading facility

transportation unit means a container, or a compartment or part of a vehicle or vessel, that is used to contain relevant goods during a journey

vehicle means any motorised conveyance that holds or carries, or that includes, one or more transportation units on it or in it and is designed to travel by road or rail

A. Documentation and Record Keeping

Know	<p>To ensure that all RCS documents are authorised, controlled and kept up-to-date, and records are generated and stored properly.</p>
Do	<p>Document Requirements</p> <ul style="list-style-type: none"> • Every document that forms a part of the RCS documented system is: <ol style="list-style-type: none"> a) legible; and b) dated at the time of issue and marked with its version number; and c) Authorised (e.g. signed) prior to use by the operator, the day-to-day manager of the RCS or a person who meets all the competency requirements; and d) made available, in hard or electronic form, when required to any person with responsibilities in implementing the RCS. • All current RCS documents and their versions and date of issue, are listed in the RCS document list. • Amended pages are dated with their date of issue and authorised (e.g. signed by the day-to-day manager of the RCS) prior to implementing the change. <ol style="list-style-type: none"> a) Minor amendments are hand written onto the relevant RCS pages and implemented as soon as they are authorised. This is recorded in the Amendment Register. b) Significant amendments will need to be registered with MPI prior to implementation. • All copies of the RCS are updated immediately after the amendments are authorised (and if necessary, registered). • Old pages are removed, crossed diagonally to show they are obsolete and filed. <p>Instruction to Personnel</p> <p>Any set of instructions for personnel relating to transport or handling are consistent with the RCS documented system.</p> <p>Record Keeping</p> <ul style="list-style-type: none"> • All paper and electronic RCS records (e.g. monitoring, corrective action and verification activities) to, include: <ol style="list-style-type: none"> a) the date and, where appropriate, the time of the activity or observation; b) an accurate description of the results of the activity; and c) the signature or the initials of the person(s) who performed the activity, or in the case of electronic records the name of the person entering the data (unless access to the record is password protected). • Any alteration made to a record is made in a way that allows the original entry to remain readable (i.e. eraser or the use of Twink™ or other material to cover the original entry is not allowed) and is initialled by the person making the alteration. • Records are kept to enable the operator, the Director-General, an animal product officer, or verifier to readily ascertain – <ol style="list-style-type: none"> a) that the business is operating in compliance with this scheme and the RCS documented system; and

	<ul style="list-style-type: none"> b) the nature and quantity of relevant goods being handled; and c) in the case of an ELF operators: <ul style="list-style-type: none"> 1) a list of each facility currently operated including the physical address; and 2) a list of all subcontractors currently used to handle relevant goods and their business name and contact details. d) For every consignment of relevant goods, the following records are kept: <ul style="list-style-type: none"> 1) Either an eligibility document (ED), number of the consignment (if available) or the contact details of the consignor or exporter; 2) Date and time when the relevant goods arrived at the facility; 3) Where goods are held at a container transit facility (facility where sealed transportation units of relevant goods are transhipped prior to being transported to an ELF), the date and time the relevant goods were transferred to the next facility; and 4) Date and time when the relevant goods are loaded for export. e) such other details as may be required by the Director-General for the purposes of this scheme and notified to the operator <ul style="list-style-type: none"> • The following additional records be kept for every consignment of refrigerated relevant goods: <ul style="list-style-type: none"> a) the specified preservation temperatures of the refrigerated relevant goods; and b) the set point (if relevant). • Evidence of the maintenance of the preservation temperature when transportation units are stored at the ELF. • Temperatures are recorded at least every 12 hours (when not using a continuous temperature recording device) of refrigerated transportation units holding refrigerated relevant goods at the ELF. • Electronic records are backed-up and protected from corruption, damage or loss. • Records relating to the RCS monitoring and corrective action activities include: <ul style="list-style-type: none"> a) The date and time of the activity or observation; b) Subject and description of the activity or observation; and c) corrective action undertaken; and d) a means to identify the person(s) who performed the activity. <p>Accessibility and Retention of RCS Documents and Records</p> <ul style="list-style-type: none"> • One copy of all obsolete RCS documents and all records are: <ul style="list-style-type: none"> a) Retained for 4 years; and b) Stored in a location where the records are protected from damage, deterioration or loss. • All electronic RCS documents and records are backed up regularly. • All RCS documents and records, including archived documents, can be made available to the RCS verifier or any person authorised by MPI, within 2 working days of a request being made. <p>Monitoring</p> <p>Compliance with these procedures is checked at least _____ by the responsible person.</p>
Show	<ul style="list-style-type: none"> • Obsolete documents and document lists are filed. • Records are complete and available upon request e.g. Amendment Register.

References

- Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clause 9.2.
- Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018, Part 4.1.

DRAFT

B. Personnel Health and Hygiene

Know

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

Sickness

- Anyone (including any visitor or contractor) who is confirmed as or suspected of suffering from or being a carrier of a disease or condition of public health concern that may be transmitted through food is excluded from handling relevant goods and refrigerated relevant goods.
- Personnel are required to inform the Manager if they have diarrhoea, vomiting, acute respiratory infection; or are diagnosed with illness caused by *Salmonella*, *Shigella* spp., *E. coli* spp., *Campylobacter*, *Listeria*, *Yersinia*, *Cryptosporidium*, *Giardia*, Hepatitis A virus.
- Treatment of any injury, wound or cut is immediate and dressed with a secure waterproof dressing to prevent the contamination of product, packaging or equipment with blood or other fluid discharge. The dressing is maintained in a sanitary condition and is adequately secured to avoid dislodgement.
- If a person vomits at work, this is reported immediately to the day-to-day manager. He or she is excluded immediately from the transport environment. The affected area and all contaminated surfaces, including equipment, is cleaned and sanitised (this may also include toilet seats, handles, taps, etc. in staff facilities where appropriate).

Washing of Hands and Arms

- All personnel wash their hands and exposed portions of the arms with detergent and water, and dry them thoroughly:
- after using the toilet;
- after handling or coming into contact with waste and dirty surfaces or material;
- Hand-washing and drying involves the following:
 - rinsing hands in warm water (at least 5 seconds);
 - applying soap or sanitizer and rinsing hands (at least 15 seconds);
 - rinsing off soap or sanitizer in warm water (at least 5 seconds);
 - drying hands (at least 10 seconds).
- All soaps and sanitisers used for hand washing are:
 - approved for their intended use;
 - labelled or identified in an appropriate manner;
 - used in accordance with manufacturers' instructions and any conditions of use.

Behaviour

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

	<ul style="list-style-type: none"> Personnel must follow an appropriate personal hygiene routine before handling any exposed product or food contact material. <p>Visitors and Contractors</p> <ul style="list-style-type: none"> All visitors and contractors are required to report to the Manager on arrival and sign the Visitor's Logbook. Visitors and contractors are supervised by assigned staff while within the premises. The assigned staff are responsible for ensuring that visitors and contractors follow hygienic practices and procedures. <p>Records</p> <ul style="list-style-type: none"> Records giving the following information are kept by the transport service/depot operator: any medical certificates; any training records; any problems identified, and corrective action taken. <p>Monitoring</p> <p>Compliance with these procedures is checked at least _____ by the responsible person.</p>
Show	<ul style="list-style-type: none"> <u>A record of all employee illnesses and any medical certificates.</u> Register for injuries. Visitors Logbook. <u>Personnel Training Form.</u> Any problems detected and any corrective action taken. Follow the procedure in G. Corrective Action.
References	<ul style="list-style-type: none"> <u>Animal Product Regulations 2000, regulations 13.</u> <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clause 4.2.</u>

C. Personnel Competencies and Training

Know	To ensure that all personnel have necessary knowledge and skills, and are adequately trained to perform their assignment tasks in a competent and hygienic manner.
Do	<p>Induction and On-going Supervision of Personnel</p> <ul style="list-style-type: none"> New personnel are informed of their job description, health requirements, and hygienic practices and procedures before starting work. This is described in our Training Programme and recorded on an individual's <u>Personnel Training Form</u>. All personnel will undergo induction training, covering: <ul style="list-style-type: none"> a) personal health and hygiene practice; b) movement of personnel and materials; c) cleaning and sanitation; d) handling of chemicals; e) hygienic handling of materials and products; and f) procedures for their specific tasks (e.g. monitoring of any product or process parameters) Personnel are familiar with and are adequately trained on hygienic practices and operating procedures documented in this RCS documented system. Ongoing supervision and/or training is provided to ensure that personnel are adequately trained on their specific tasks as written in the RCS hygienic practices and procedures. Where appropriate, clear instructions on hand washing and other hygienic practices are posted in the premises to reinforce the procedures. <p>Competencies of Competent Persons</p> <ul style="list-style-type: none"> The day-to-day manager of the RCS is familiar with the RCS and has good knowledge of: <ul style="list-style-type: none"> a) Good Operating Practices for transport and handling of relevant goods; b) regulatory requirements relevant to the development and implementation of the RCS. Competency and training records for all personnel are maintained by the day-to-day manager of the RCS. Training records of all personnel are reviewed at least _____ to ensure that their knowledge and skills remain up-to-date, and to identify requirements for new training or refresher training.
Show	<ul style="list-style-type: none"> Induction records; Individual training records; and Training and qualification certificates.
References	<ul style="list-style-type: none"> <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Part 5</u>

D. Operator Verification

Know

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

Do

Operator Verification

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

Table D1: Operator Verification activities and Frequencies

Activity	Details	Frequency
Record Checks	Collect all records and check they are correctly filled out and that all results are acceptable or that appropriate corrective action has been taken.	<ul style="list-style-type: none">• When completed
Staff supervision	Ensure that staff are following correct practices and procedures.	<ul style="list-style-type: none">• As required
Review of RCS	Read through the RCS and amend it where necessary. If amendments are significant get them evaluated and registered.	<ul style="list-style-type: none">• At least annually.• When process or premises change.• When RCS is not working effectively.

Internal Audits

- Internal audits are undertaken annually. Internal audits can be more frequent as required (on specific or all areas of the RCS).
- All records under this RCS are reviewed for:
 - Completeness and accuracy of required information;
 - Documentation of corrective actions;
 - Any trends, new hazards, recurring problems; and
 - Compliance with documented control procedures.
- Reality checks include observation of:
 - Personal performance and compliance with documented hygiene procedures and operation procedures;
 - Compliance with process parameters such as processing times and temperatures; and
 - Hygienic status of the premises.
- All deficiencies found at previous audits are followed up.
- When ongoing or recurring non-compliances occur, the following actions are taken:
 - investigate to determine possible causes of non-compliance;
 - take appropriate corrective actions to regain control and prevent recurrence of the problem;
 - increase surveillance of the system;
 - review the RCS or the relevant supporting systems and make necessary changes.

	<p>RCS Review</p> <ul style="list-style-type: none"> The RCS is reviewed annually to check for any significant changes e.g. premises, buildings, personnel changes, verification agency etc. <p>Notification</p> <ul style="list-style-type: none"> The day-to-day RCS manager will send an email to MPI.approvals@mpi.govt.nz or a letter to the Manager, Appointments and Approvals, MPI, PO Box 2526, Wellington 6140 notifying of any: <ul style="list-style-type: none"> change to the name or position or designation of the day-to-day RCS manager; change in verification agency; or any emerging, new or exotic biological hazards or new chemical hazards that have been discovered. The day-to-day manager of the RMP will send an email or letter to the recognised RMP verifying agency without unnecessary delay on discovering: <ul style="list-style-type: none"> significant concerns about the fitness for intended purpose of any product; that the cumulative effect of minor amendments necessitates the registration of a significant amendment to the RMP; that the RMP is no longer effective; that the premises are no longer suitable for their use; that anything within the physical boundaries of the RMP is used for additional purposes or by other operators and the RMP has not adequately considered relevant hazards or other risk factors.
Show	<ul style="list-style-type: none"> Any information or evidence relation to operator verification activities (e.g. RCS review records) Completed Annual Internal Audit Checklists
References	<ul style="list-style-type: none"> <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clause 16.4.</u>

E. Design and Construction of the ELF's

Know	<p>To ensure that all buildings, facilities and equipment are designed, constructed, installed and operated in a manner that minimises contamination of product, packaging, other inputs, equipment, and the processing environment.</p>
Do	<p>Buildings and Facilities</p> <ul style="list-style-type: none"> • The reception area is designed to: <ul style="list-style-type: none"> a) allow easy cleaning; and b) minimise the risk of contamination. • Internal structures of buildings, including floors, ceilings and walls, are designed and constructed to: <ul style="list-style-type: none"> a) minimise contamination of products; b) assist in cleaning and maintenance; c) resist corrosion; d) minimise the entrance and harbourage of pests; and e) minimise the entry of environmental contaminants. • Loading facilities are available and kept in a satisfactory condition for: <ul style="list-style-type: none"> a) storage of chemicals, cleaning compounds and other materials; b) storage and distribution of water; c) cleaning and sanitation of facilities and equipment; d) personnel hygiene (e.g. toilets, hand washing units, showering facilities and storage lockers); and e) drainage and disposal of wastes. • Loading facility and equipment layout (e.g. working space) allows for good hygienic practices, access by personnel and effective cleaning. • Lighting is sufficient to enable effective operations. • All site and building entrances are clearly marked to deter unauthorised entry. • Any glass, including light fixtures, is of a safety type, or otherwise protected to prevent contamination of the products, materials or packaging. • Relevant goods must be adequately protected or separated from other goods that may be a source of contamination. • Relevant goods and their packaging must be protected from environmental elements. <p>Design and Construction</p> <ul style="list-style-type: none"> • Where refrigerated relevant goods are handled there are facilities to ensure the preservation temperature is maintained. • A sealed ground surface is provided for areas where relevant goods, which is not packed in secured shipping containers, are handled. • If relevant goods are packed in secured shipping containers then areas where they are handled and moved do not need to be sealed.

	<p>Equipment</p> <ul style="list-style-type: none"> Equipment that comes into contact with products is designed, constructed, installed and operated in a manner that: <ol style="list-style-type: none"> ensures the effective performance of the intended task; facilitates cleaning and sanitising; and minimises the contamination of the product. Suitable cleaning equipment that is maintained in a hygienic condition is available for cleaning and sanitising of equipment and facilities. Refer to B. Personnel Health and Hygiene. Any equipment designed to cool products is operated within its design and capacity, and consistently delivers the required preservation temperature. Measuring equipment, such as automatic temperature recorder, whether stand alone or forming part of a piece of equipment have the accuracy, precision, and conditions of use appropriate to the task performed. <p>Notification When Changes are made to Design and Construction</p> <ul style="list-style-type: none"> Notify MPI if there are any alterations to ELF's or equipment which may impact on our product(s) (i.e. significant amendment). <p>Recording Issues / Findings</p> <ul style="list-style-type: none"> Records giving the following information are kept by the ELF operator: <ol style="list-style-type: none"> any specifications or manuals related to refrigeration units and other equipment; calibration records; and any problems or deficiencies identified and corrective action taken <p>Monitoring</p> <ul style="list-style-type: none"> Compliance with these procedures is checked at least Click here to enter text. by the responsible person.
Show	<ul style="list-style-type: none"> Any equipment specifications and manufacturer's instructions. Temperature records. Any building reports. Any corrective action taken. Refer to G. Corrective Action.
References	<ul style="list-style-type: none"> Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018, Part 3.1. Animal Products Notice: Specifications for Products Intended for Human Consumption, clauses 2.2, 2.3, 2.4 and 3.2.

F. Cleaning and Maintenance

Know	To ensure the effective cleaning and maintenance of the ELF's and to prevent or minimise the contamination of relevant goods and refrigerated relevant goods.
Do	<p>Hygiene Checks</p> <ul style="list-style-type: none"> Hygiene of processing areas and equipment are checked to ensure they are visually clean and ready to operate (see below): <ol style="list-style-type: none"> at start-up each morning; after cleaning any spills; and after any repairs or maintenance. <p>Chemicals</p> <ul style="list-style-type: none"> Chemicals used for cleaning and maintenance are handled and used: <ol style="list-style-type: none"> according to the directions of the manufacturer; and in a manner that minimises contamination of relevant goods. Chemicals used for cleaning and maintenance of transportation units and depots used to transport: <ol style="list-style-type: none"> non-dairy relevant goods are listed on the approved maintenance compounds list; and dairy relevant goods are listed on the approved and recognised dairy maintenance compounds list. <p>Table F 1: Approved Maintenance Compounds</p> <div style="border: 1px solid black; padding: 5px;"> <p>The list of approved maintenance compounds (non-dairy) is available on the MPI web site at http://www.foodsafety.govt.nz/registers-lists/maintenance-compounds/index.htm . In addition to this list, of approvals by manufacturer, some compounds also have generic approval for particular applications. Refer section 4 of Part A: Approvals of the Approved Maintenance Compounds (Non-Dairy) Manual, http://www.mpi.govt.nz/document-vault/10721</p> <p>The register of approved and recognised dairy maintenance compounds is available on the MPI web site at https://www.mpi.govt.nz/processing/maintenance-compounds/dairy-maintenance-compounds/</p> </div> <p>Waste Management</p> <ul style="list-style-type: none"> Waste packaging is not allowed to accumulate where it has the potential to contaminate relevant goods. All solid waste and rubbish are contained in covered containers that are clearly identified, suitably constructed and, where appropriate, made of impervious material. Waste containers are cleaned and sanitised when necessary. Waste are kept under controlled conditions until adequately identified in a manner that will ensure that it will not be mistakenly or fraudulently released as fit for human consumption. Waste are disposed of by a method that ensures that it will not become a source of contamination to other relevant goods. <p>Cleaning</p> <ul style="list-style-type: none"> All areas in the ELF's in which the relevant goods are handled are kept as clean as is necessary to ensure that relevant goods (or associated packaging) are not adversely affected. Spills are cleaned up immediately.

- Scouring pads, when not in use during the day, are kept dry or placed in a sanitiser solution.
- Cleaning solutions and sanitisers are used in accordance with manufacturer's instructions and conditions of approval including concentration and contact time.
- High pressure cleaning is avoided if possible and never used when the relevant goods are held in ELF's.
- Dry storage areas are kept dry and cleaned regularly by sweeping or vacuuming.
- The written cleaning programme sets out the following procedures for cleaning the ELF's:
 - a) chemicals that are used; and
 - b) frequency of the cleaning; and
 - c) the person responsible for the cleaning; and
 - d) the records to be kept.

Non-containerised Relevant Goods

- When handling relevant goods that is not packed in secured shipping containers a pest control programme is documented.
- When handling relevant goods that is not packed in secured shipping containers a cleaning programme is documented.

Repairs and Maintenance

- The condition of the ELF's and related equipment are regularly checked for any deficiencies that could lead to damage or deterioration of relevant goods or packaging. Any deficiencies identified are recorded, along with corrective action taken.
- Any damage or deterioration of relevant goods or packaging, resulting from the condition of the ELF, is corrected. The damage or deterioration is recorded, along with corrective action taken.
- All alterations, repairs and maintenance work carried out on the ELF's and equipment (including refrigeration equipment) are done in a manner that minimises exposure of relevant goods to hazards or contamination that may be introduced by this work.
- If an ELF is found to have a maintenance problem that could adversely affect relevant goods transported in the unit, the facility must not be used for loading relevant goods until the problem is fixed.
- Any alteration, repair and maintenance work on ELF's are recorded in the [Repairs and Maintenance Register](#).

Ships Containers and Holds

- Prior to relevant goods being loaded into ships containers or holds they are confirmed as being fit for its intended purpose.

Records

- Records giving the following information are kept by the ELF operator:
 - a) cleaning and inspection records;
 - b) repairs and maintenance records; and
 - c) any problems or deficiencies identified, and corrective action taken.

Monitoring

- Compliance with these procedures is checked at least _____ by the responsible person.
- The frequency of checks is determined by the results of recent checks.

	<p>NOTE:</p> <p>This only applies to cleaning, repairs, and maintenance of any equipment or area that could affect the preservation of hygienic status of the relevant goods being handled. In the case of container handling, it does not apply to the cleaning or maintenance of forklifts, straddle carriers, container cranes etc.</p>
Show	<ul style="list-style-type: none">• Hygiene Checks Records.• Repairs and Maintenance Register.• Cleaning Forms.• Completed Chemicals Register.• Waste Management Register.• Any corrective action taken. Refer to G. Corrective Action.
References	<ul style="list-style-type: none">• Animal Product Regulations 2000, regulations 9, 10 and 11.• Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clauses 3.2, 3.3 and 3.4.

DRAFT

G. Corrective Action

Know	To ensure that if problems occur, they are managed appropriately (including restoration of control, product disposition and prevention of recurrence).
Do	<p>Corrective Action</p> <ul style="list-style-type: none"> Problems are normally identified by persons as they carry out, monitor or verify the effectiveness of the tasks documented in the RCS. Problems may also be detected through customer complaints. Ensure corrective actions are carried out in an effective and timely manner. Maintain a register for corrective actions, including follow-up checks e.g. internal audits, external audits. Problems detected through the “normal” operation of the RCS are addressed by a suitably skilled person who: <ol style="list-style-type: none"> assesses the problem; restores control; identifies and retains any suspect product and determines the product disposition appropriate to the nature of the problem and the intended use of the product (e.g. reject, hold for disposition, or release as is); takes action to stop the problem from recurring (e.g. increase surveillance of the system, make changes to the system); and records the corrective actions (including restoration of control, product disposition and prevention of recurrence) in the Corrective Action Register. <p>Corrective Action for Unforeseen Circumstances</p> <ul style="list-style-type: none"> The RCS cannot be written to cover unusual events such as floods, fires or earthquakes. If such an event happens, appropriate corrective action are determined on a case-by-case basis and taken. When problems due to unforeseen circumstances are detected, the day-to-day manager of the RCS nominates a suitably skilled person to carry out the “normal” corrective actions (see above) and to be responsible for: <ol style="list-style-type: none"> doing an in depth assessment of the suspect product by reviewing relevant processing records, analyses undertaken, inspecting the product, advice from experts, literature review etc.; ensure product disposition as appropriate to the nature of the problem and the intended use of the product (e.g. reject, hold for disposition, release under restricted conditions, regrade for alternative use where permitted under the RCS); and report the following to the verifier: <ol style="list-style-type: none"> a description of the problem and the affected product; a summary of the assessment made; the decision on the disposition of the product; any actions taken to prevent recurrence of the non-compliance.
Show	<ul style="list-style-type: none"> Corrective Action Register. Any reports given to the verifier.

References

- Animal Products (Risk Management Programme Specifications) Notice 2008, clause 11

DRAFT

H. Calibration

Know	To ensure that critical measuring equipment has an appropriate level of accuracy and precision for their use.
Do	<p>Receipt of Critical Measuring Equipment (New or Repaired)</p> <ul style="list-style-type: none"> • Calibration certificates are requested from suppliers of critical measuring equipment. • Devices will be uniquely identified to enable the traceability of the calibrations and to identify calibration status. <p>Thermometer Checks</p> <ul style="list-style-type: none"> • All new or repaired thermometers have an ice point check as below unless a calibration certificate is provided: <ol style="list-style-type: none"> a) a small insulated container is filled with crushed ice. A little cold water is added to the container (no more than one third the quantity of ice) to start the ice melting then excess water is poured off. b) the thermometer probe is placed in the centre of the container so that the point of the probe is in contact with ice. c) the temperature is read after about 10 minutes to allow the temperature to reach a steady reading. If the thermometer is accurate it should read $0^{\circ}\text{C} \pm 1^{\circ}\text{C}$. • All new or repaired thermometers that are to be used at higher temperatures (more than 50°C) and have a scale going up to 100°C have a boiling point check as below unless a calibration certificate is provided: <ol style="list-style-type: none"> a) water is boiled and the thermometer is placed in it and the reading is checked (once stabilised). It should read $100 \pm 1^{\circ}\text{C}$. • If thermometers are inaccurate, the difference is recorded, and a correction is made for the difference when using the thermometer. Thermometers with a deviation of more than 1°C are discarded or returned to the manufacturer. <p>Chiller or Freezer Gauges</p> <ul style="list-style-type: none"> • Cool room temperature gauges are checked by placing another thermometer in the cool room, next to the existing probe, for about 10 minutes then comparing against the cool room temperature gauge. • Checks of automatic temperature devices are recorded on the Automatic Temperature Recorder Checks Form. <p>Calibration of Other Temperature Measuring Devices (e.g. Continuous Temperature Recording Device)</p> <ul style="list-style-type: none"> • Equipment is calibrated in accordance with manufacturer's instructions. • Equipment is calibrated against a reference standard at least annually. • All calibration data are recorded using the Calibration form. <p>Faulty Equipment</p> <ul style="list-style-type: none"> • Equipment that is faulty or inaccurate is not used. It is repaired and recalibrated or replaced as soon as possible. <p>Monitoring</p> <ul style="list-style-type: none"> • Compliance with these procedures is checked at least Click here to enter text by the responsible person.

	<ul style="list-style-type: none">• Safeguards are in place to prevent unauthorised adjustments to the calibration of the measuring equipment, including movement of the equipment where this may invalidate the calibration.
Show	<ul style="list-style-type: none">• Calibration certificates and other calibration records.• Identification, location and calibration status of equipment.• <u>Calibration schedules</u>.• Completed <u>Automatic Temperature Recorder Checks</u> Form.• Ice point / boiling water calibration records.• Any problems.• Any corrective action taken. Refer to G. Corrective Action.
Reference	<ul style="list-style-type: none">• <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clause 6.2.</u>• <u>Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018, Part 5.2.</u>

DRAFT

I. (1) Operating Procedures – General

Know	To ensure that the current operating procedures maintains the relevant goods status as suitable for its intended purpose.
Do	<ul style="list-style-type: none"> Procedures are in place to distinguish between: <ol style="list-style-type: none"> Relevant goods and other goods (such as goods that are not for export); and Refrigerated relevant goods and other relevant goods. Procedures are implemented to prevent the substitution of relevant goods during transportation. <p>Handling at ELF's</p> <ul style="list-style-type: none"> Relevant goods are handled in a manner that ensures their fitness for intended purpose is maintained. Relevant goods are adequately protected from the elements and environmental contaminants during loading and unloading. To prevent avoidable contamination, the doors of containers, cargo holds and other transportation units are kept closed at all times when not loading or unloading relevant goods. Relevant goods with damaged packaging is handled in a manner that maintains its hygienic status. Relevant goods are kept separate or protected from other products that may taint or contaminate them. <p>Refrigeration Control</p> <ul style="list-style-type: none"> Chilled or frozen relevant goods are unloaded from incoming transport units, transported within the ELF, and loaded onto outgoing ships without unnecessary delay to ensure that required product temperatures are maintained. From time to time the ELF operator may receive refrigerated relevant goods that has been transported off-power. Transport service operators, not the ELF operator, are responsible for ensuring that the required product temperatures are maintained during off-power transport. They would use off-power calculations to determine the off-power transport time available. There are procedures in place to maintain the required preservation temperatures. Where relevant goods are not at these temperatures on arrival, appropriate action will be taken as per the documented RCS programme. Equipment for the control or monitoring of temperatures or any other required refrigeration parameters (e.g. humidity, air-flow) is operated at all times while the refrigerated unit is in use. The temperature of the refrigerated unit is checked by personnel at a frequency necessary to ensure that required preservation temperatures are maintained during the handling of relevant goods at the ELF. <div data-bbox="359 1630 1348 1989" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>Note:</p> <p>The required preservation temperatures for non-dairy animal products for human consumption (e.g. meat, poultry, seafood) are specified in the Animal Products (Specifications For Products intended For Human Consumption) Notice 2016 (HC Spec), which are highlighted in Table 1: Maximum Critical Preservation (Loadout) Temperatures. Related HC clauses are HC Spec 13.7, 13.9, 13.25, 13.32 and 13.37.</p> </div>

Table I(1) 1: Maximum Critical Preservation (Loadout) Temperatures

Product Type	Chilling / Freezing temperature
Chilled mammals, ostriches, emus and poultry	7°C
Frozen mammals, ostriches, emus and poultry	-12°C
Shucked paua intended for canning in New Zealand	6°C
Chilled whole fish	-1 to 1°C
Chilled fish product	-1°C to 4°C
Frozen fish or fish product (including shellfish)	-18°C
Brine frozen fish	-9°C

There are no regulatory requirements for preservation temperatures for dairy products. The required temperatures are likely to be set by the supplier, and will vary depending on the type of dairy material or product.

There are also no specified preservation temperatures for non-dairy animal products for animal consumption. It is common practice to use the specified preservation temperatures for animal products for human consumption as the default temperatures.

Traceability of Relevant Goods

- For every consignment of relevant goods, the following records are kept:
 - Either an eligibility document (ED), number of the consignment (if available) or the contact details of the consignor or exporter;
 - Date and time when the relevant goods arrived at the facility;
 - Where goods are held at a container transit facility (facility where sealed transportation units of relevant goods are transhipped prior to being transported to an ELF), the date and time the relevant goods were transferred to the next facility; and
 - Date and time when the relevant goods are loaded for export.
- Consignments of relevant goods are accompanied (either directly or electronically) by appropriate documentation, including information necessary for the effective identification, traceability and inventory control of products.

NOTE: An export certificate is also an acceptable reference if the certificate is available before the consignment arrives at port.

Control of Cross Contamination: Non-Dairy Animal Products / Dairy Material, Dairy Products

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

Non-Animal Food Products

- Non-animal food products (e.g. vegetable and fruit products) are transported using the same transportation units, but they are excluded from the RCS. They are covered under a relevant risk-based measure under the Food Act 2014 (i.e. National Programme or Food Control Plan).
- Procedures are in place for ensuring that **non-animal** food products are not a source of contamination to any relevant goods that is transported using the same transportation units.

Non-Food Products

- Non-food products are transported using the same transportation units, but they are excluded from the RCS.
- Procedures are in place for ensuring that non-food products are not a source of contamination to any relevant goods that is transported using the same transportation units.

Emergency

- In the event of an emergency (including but not limited to a breakdown of a refrigerated unit) the affected relevant goods may be transferred to another suitable unit so that –
 - a) any potential contamination is minimised; and
 - b) the transfer is recorded on the documentation accompanying the relevant goods.
- If any temperature requirement is contravened as a result of an emergency, the transport service operator must notify –
 - a) the owner of the relevant goods; and
 - b) the transport service operator's verifier.

Notification Requirements

- The owner of the relevant goods is notified without unnecessary delay when the following occurs –
 - a) damage, spillage, or contamination of the relevant goods; or
 - b) failure to maintain product temperature, including refrigeration failure; or
 - c) malfunction or significant damage of a transportation unit; or
 - d) product security or traceability has been compromised.
- The recognised verifying agency is notified, without delay, of any suspected or known non-compliance or compromise of the safety or hygiene of any relevant goods.
- An animal products officer will be notified as soon as practicable through a written report with the details of:
 - a) what has occurred and whether this has or may have resulted in relevant goods becoming non-complying relevant goods;
 - b) an inventory of affected goods;
 - c) any corrective action undertaken; and
 - d) what was done with the goods when the situation was discovered.

	<p>Handling of Non-Complying Products</p> <ul style="list-style-type: none"> Non-complying relevant goods are clearly identified and controlled until disposition is determined by a person with the necessary authority. Non-complying relevant goods are handled in a manner that prevents: <ul style="list-style-type: none"> a) contamination and/or deterioration of other relevant goods; and b) further contamination and/or deterioration of non-complying relevant goods; and c) contamination of the ELF. The disposition may be determined by the operator or the owner of the relevant goods, or, in certain cases, by MPI.
Show	<ul style="list-style-type: none"> Temperature records for refrigerated units. Any product preservation temperature records (e.g. Automatic Temperature Recorder Checks). Any non-compliance that occur, and corrective action taken. Refer to G. Corrective Action.
References	<ul style="list-style-type: none"> Animal Product Regulations 2000, regulations 9, 10 and 11. Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clauses 3.2, 3.3 and 3.4.

I. (2) Operating Procedures – Verifier Freedom and other Operational Requirements

Know	To ensure the relevant goods are handled and stored in an ELF that their fitness for intended purpose is maintained.
Do	<p>Verifier Freedom and Access</p> <ul style="list-style-type: none"> Verifiers are given such freedom and access as will allow them to carry out their functions and activities, including verification functions and activities. During an announced verification visit, the person or persons responsible for the day-to-day management of the RCS operation will be available to meet in person with the recognised verifier. <p>Changes to Responsibilities</p> <ul style="list-style-type: none"> The day-to-day manager of the operation will: <ol style="list-style-type: none"> notify MPI (Attention Manager Approvals) without unnecessary delay when there is a change to the recognised verifying agency being used; and advise the recognised verifying agency when there is a change to the name or position or designation of the person(s) responsible for the day-to-day management of the RCS documented system. <p>List of Other Operators Carrying Out Required Activities</p> <ul style="list-style-type: none"> An up-to-date list of other operators (e.g. subcontractors) who undertake any specific activities outlined in the attachments is kept. <div data-bbox="359 1243 1329 1559" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>NOTE:</p> <p>An example of this would be a pest control contractor when an ELF handles non-containerised relevant goods.</p> <p>An example table for maintaining a list, of other operators undertaking specific activities at the ELF, is provided in RMP resource toolkit.</p> </div> <p>List of Inland Container Terminals</p> <ul style="list-style-type: none"> An up-to-date list of inland container terminals (including an accurate description of the boundaries of operation of any listed inland container terminal) is kept. The physical boundaries of inland container terminals can be shown on a site plan. <p>Pest Control</p> <p>Controls to Prevent Entry of Pests</p> <ul style="list-style-type: none"> Buildings and water storage facilities are designed and constructed in a manner that minimises the entry of pests. External doors that are not screened are kept closed when not in use.

	<ul style="list-style-type: none"> Animals and pets (e.g. cats and dogs) are not allowed to enter loading, storage and other depot areas. Drains are fitted with screens. Insect screens are fitted on windows that are kept open during operations. Insect screens are fitted on external doors that are kept open during operations. <p>Controls to Prevent Infestation of Pests</p> <ul style="list-style-type: none"> Buildings, external surroundings and waste bins are kept clean and tidy to prevent potential breeding sites. Waste bins are regularly collected and disposed of. Buildings are kept in good repair and condition to prevent pest access and potential breeding sites. Regular inspections of the premises, including external surroundings, are carried out to check for evidence of possible infestation. Electric insect traps (e.g. electroblitz) are present and are not above exposed product or packaging. The insect tray is emptied when necessary and any UV light bulb changed as recommended by the manufacturer. <p>Use of Pesticides (e.g. fly sprays, rat baits) and Pest Traps</p> <ul style="list-style-type: none"> Pesticides are approved, handled, used and stored according to chemical control requirements. Pesticides are used according to the manufacturer's directions and the MPI conditions of the approval which can be viewed on the MPI website. Bait stations are numbered, located and installed so they cannot contaminate product or packaging. Bait stations are not located inside any processing area. Bait stations are checked at least Click here to enter text. for evidence of pest activity and remain in good working order. Any pests are regularly removed from the bait stations and the bait replaced. This is recorded on the Vermin Control Register Form. <p>Handling and Disposition</p> <ul style="list-style-type: none"> Where there is evidence of contamination by pests, the following actions are carried out: <ul style="list-style-type: none"> c) affected products are dumped; d) affected packaging is either washed and sanitised (where practicable) prior to use, or is not used for packing any product for human or animal consumption; e) affected food contact surfaces are cleaned and sanitised prior to use.
Show	<ul style="list-style-type: none"> List of other operators carrying out required activities and/or list of inland container terminals. Any notifications made to relevant goods' owners and/or the recognised verifying agency Any notifications regarding changes to responsibilities. Any non-compliance regarding changes to responsibilities. Pest control records. Any non-compliance that occur, and corrective action taken. Refer to G. Corrective Action
References	<ul style="list-style-type: none"> Animal Product Regulations 2000, regulations 9, 10 and 11. Animal Products Notice: Specifications for Products Intended for Human Consumption, clauses 3.2 and 3.3.