Draft Risk Management Programme (RMP) Template for the Transport of Animal Material and Animal Products

You can use this RMP template if you are a:

- **Transport service operator**
- **Transport depot operator, including Vehicle Docking Facilities**

Name of Company, Business Owner or Partners:

This RMP template is issued by the Ministry for Primary Industries in accordance with section 12 (3A) of the Animal Products Act 1999 for the purpose of making the determination that the Risk Management Programme Template for the Transport of Animal Material and Animal Products is valid and appropriate for the business of this kind described in the Statement of Application. For transporters of dairy products, this template can only be used for packaged dairy products. Other dairy products or dairy material that are not packaged, e.g. dairy liquid milk, cannot be included in the scope of this template programme.

This page is not part of the RMP.

Statement of Application

The application of the Risk Management Programme Template for the Transport of Animal Material and Animal Products is limited to businesses that are involved in transport where covered by an RMP:

- Transport of packaged dairy material and dairy products
- Transport of other animal material or animal products
- Transport depot operator[1]

Dated at Wellington day of 2019.

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Disclaimer

Considerable effort has been made to ensure that the information provided in the **Risk Management Programme Template for the Transport of Animal Material and Animal Products** is accurate, up to date, and otherwise adequate in all respects. Nevertheless, this template is approved STRICTLY on the basis that the Crown, the Ministry for Primary Industries, its statutory officers, employees, agents, and all other persons involved with the writing, editing, approval or publication of, or any other kind of work in connection with the **Risk Management Programme Template for the Transport of Animal Material and Animal Products.**

(1) disclaim any and all responsibility for any inaccuracy, error, omission, or any other kind of inadequacy, deficiency, or flaw in, or in relation to, the **Risk Management Programme Template for the Transport of Animal Material and Animal Products** and

(2) without limiting (1) above, fully exclude any and all liability of any kind, on the part of any and all of them, to any person or entity that applies the **Risk Management Programme Template for the Transport of Animal Material and Animal Products.**

[1] Transport depot means a facility that is used to tranship animal material or animal product in the course of a journey and includes a vehicle docking facility (VDF)

Application and Use of this Template

(1) The Guidance Document: How to Use the RMP or RCS Template provides instructions on how to complete this RMP template. Operators should read this document while completing the template to ensure they understand the information required for each section.

(2) This RMP template does not apply to the transport of bulk unpackaged dairy material (e.g. raw milk, skim permeate, pasteurised cream, etc.).

(3) This RMP template applies to operators that transport animal material and/or animal products e.g.:

a) between places operating under RMPs (e.g. from a processor to a cold or dry store with an RMP); or
b) from a place operating under an RMP to a retail distribution centre (e.g. from a cold store or processor to a supermarket central warehouse or distribution centre).

(4) For operators wishing to transport non-animal material or non-animal products:

a) correctly complete the Scope of the RMP in Part 1 to reflects this;
b) this template can be used provided the additional operational controls are established and documented (e.g. separation between animal product and non-animal product); and
c) the additional processes added to this template will need to be evaluated by an MPI recognised RMP evaluator under the Animal Products Act 1999.

(5) Transport operators who wish to use this template must comply with all the requirements and procedures given, including those in the Supporting Systems.

(6) The RMP template starts on the next page. The cover page and this page are not part of the RMP and should be removed when submitting the RMP for registration.

NB: This page is not part of the RMP.

Part 1: General RMP Sections

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

1. Business Identification

Business or RMP ID	

2. Operator Name, Business Address and Contact Details

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

3. Responsible Person

Day-to-day Manager of the RMP (also referred to as the 'RMP Manager')	

4. Scope of the RMP

RMP physical boundaries	
☐ The physical boundaries of the RMP are shown on the attached site plan.	
The RMP covers the following transport processes or activities	
☐ Transport of non-refrigerated animal products	☐ Transferring non-refrigerated animal products at a transport depot
☐ Transport of refrigerated animal products	☐ Transferring refrigerated animal products at a transport depot
☐ Other _____	
Intended market*	
☐ Domestic (New Zealand)	☐ Export to countries that do not require official assurances
☐ Export to countries that require official assurances	

Note: Any additional processes added to this template will need to be evaluated by an MPI recognised RMP evaluator.

Note: The RMP Specifications require that the physical boundaries of the place or places covered by RMP be specified in the RMP. In the case of transport operators, this requirement is met by keeping an up-to-date list of the transportation units (e.g. vehicles) covered by the RMP. Refer to Supporting Systems operating procedures.

*Inform your RMP verifier if your intended market changes.

Other Transport Activities	
The following products or activities that occur within the physical boundaries of the RMP need to be considered. For non-animal products refer to the Guidance Document: Can I include non-animal products in a Risk Management Programme (RMP)?	
Product or Activity	**Covered under**
☐ Non-animal products[1]	Another RMP or RCS No._____
☐ Non-animal food products[1]	Food Act
☐ Non-food products[2]	

[1] Procedures are in place for ensuring that these products are not a source of contamination to any animal material or animal product that is transported using the same transportation units.

[2] These products are transported using the same transportation units, but they are excluded from the RMP.

5. Sharing With Other Operators

Do you have persons, other than those covered by this RMP, carrying out activities within the physical boundaries of the RMP?:

☐ **Yes** ☐ **No**

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

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

Other person	Activity	Control measures	Responsibility

6. External Verification

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

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

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

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

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

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

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

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

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

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

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

☐ Copy of Verification Letter is attached.

7. RMP Document List

Table 1: RMP document list

Documents from the RMP template				Additional Documents written by the Operator	
Title		**Page No**	**Date signed**	**Title**	**Date Issued**
Part 1: General RMP Sections					
1	Business Identification	4			
2	Operator Name, Business Address & Contact Details	4			
3	Responsible Person	4			
4	Scope of the RMP	5		List of Vehicles	
5	Sharing With Other Operators	6			
6	External Verification	7		Letter from Verifier	
7	RMP Document List	8			
8	Confirmation by the Day-to-day Manager of the RMP	9			
Part 2: Supporting Systems					
A	Document Control and Record Keeping	10		Amendment Register	
B	Personnel Health and Hygiene	12		Register for injuries and illnesses, Personnel Training Form	
C	Personnel Competencies and Training	13		Training Programme, Personnel Training Form	
D	Operator Verification and External Verification	15		Internal Audit Checksheet	
E	Corrective Action	17		Corrective Action Register	
F	Design, Construction and Maintenance of Transportation Units and Equipment	19		Maintenance Records for Transportation Units, Repairs and Maintenance Register, Calibration records	
G	Cleaning and Sanitation	21		Chemicals Register, Corrective Action Register	
H	Traceability and Identification	22		Internal Audit Checksheet, consignment notes, inventory programme	
I	Calibration	24		Calibration schedules, Automatic Temperature Recorder Check Forms, Calibration Forms	

Documents from the RMP template				Additional Documents written by the Operator	
Title		Page No	Date signed	Title	Date Issued
J	Pest Control	26		Vermin Control Register, Other Operators Carrying Out Required Activities Form	
K	Non-complying Product	28		Loadout Checksheet	
L	Operating Procedures – Transportation Units	30		Transportation Units, Automatic Temperature Recorder Check Forms	
M	Operating Procedures – Transport Depots	31			
N	Hazard Application	34			

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

I confirm that:

☐	All of the documents listed in Section 7 RMP Document List are appropriate for my operation.
☐	All transportation units and equipment necessary to implement the RMP are available and ready to operate.
☐	The RMP, including all Supporting Systems, has been authorised by me.
☐	The RMP, including all relevant legislation incorporated into the RMP will be implemented as written.
Signature	Day-to-day Manager of the RMP
Date	

Part 2: Supporting Systems

Note: the word "product" refers to animal material and/or animal products

A. Document Control and Record Keeping

Know	To ensure RMP documents are authorised, controlled and kept up-to-date, and records are generated and stored properly.
Do	**Document control** • RMP documents are: – numbered and dated at time of issue; – authorised prior to use by the day-to-day manager or a person who meets all the competency requirements; – authorised by signing the document list and initialling RMP documentation (See Section 7 RMP Document List), and – available to any person with responsibilities under the programme. • Minor amendments are hand-written onto the relevant RMP pages and implemented as soon as they are authorised. This is recorded in the Amendment Register. • Amended pages are given a new date then initialled on the bottom by the authoriser. The relevant dates on the document list are updated and the new list is signed by the authoriser. • If amendments are significant and depart from the template then the RMP amendment(s) will need to be registered with MPI prior to implementing the change. • All copies of the RMP are updated immediately after authorisation (and if necessary, registration). • Old pages are removed, crossed diagonally to show they are obsolete and filed. • Copies of obsolete documents are kept for at least 4 years in a manner that protects the documents from damage, deterioration or loss, and prevents confusion with current documents. • All RMP documents, all reference material, and any archived documents are readily accessible, or can be retrieved and made available to required persons within 2 working days of any request. **Records** • Records relating to monitoring, corrective action and operator verification activities include: – the date and time of activity or observation; – subject and description of activity or observation; – corrective action undertaken; – a means to identify the person(s) who performed the activity; and – any other information required under the risk management programme as applicable. • Electronic records are backed-up and protected from corruption, damage or loss. • Records are stored in a manner which protects them from damage, deterioration or loss and ensures that they can be retrieved for a period sufficient to enable traceback. • Any alteration made to a record is made in a way that allows the original entry to remain readable (i.e. erasures 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. • All records relevant to operator verification are made available, as required, to the recognised verifier and/or persons authorised. **Amendments** • All amended parts of the RMP are replaced with the current versions without unnecessary delay after authorisation. • An amendment record, which includes the following information, is maintained by the transport operator:

	– document and specific part being amended; – details of amendment; – reason for amendment; – date of change; – person approving the amendment. • Any alterations on records is made alongside the original entry and initialled by the person altering the record. **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Obsolete documents and document lists are filed. • Records are complete and available upon request (e.g. Amendment Register). • Record forms. • All records generated while implementing the RMP.
Ref.	• Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 9.2. • Animal Products (Risk Management Programme Specifications) Notice 2008, clause 19 and 20.

B. Personnel Health and Hygiene

Know	To ensure that all personnel are medically fit to perform their duties, and that they comply with good hygienic practices to prevent or minimise the contamination of product. Personnel include all workers, contractors providing services, and visitors.
Do	**Induction and on-going supervision of personnel** • New personnel are informed of their job description, health requirements, and hygienic practices and procedures before starting work. • Ongoing supervision and/or training is provided to ensure that personnel are adequately trained on their specific tasks as written in the RMP hygienic practices and procedures. • Where appropriate, clear instructions on hand washing, use of protective clothing, and other hygienic practices are posted in the premises to reinforce the procedures. **Health of personnel** • Personnel are excluded from handling any exposed product 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*, or Hepatitis A virus. **Hygienic practices** • Personnel behave in a manner that prevents the contamination and deterioration of product and the transport environment. • Personnel must follow appropriate personal hygiene routine before handling any exposed product or food contact material. • All personnel wash and dry hands and exposed portions of the arms with detergent and water before handling any exposed product or food contact material. ***Note:*** *When a water source is impractical to have within a certain area, alternative options for sanitising personnel hands may be considered.* **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person.
Show	• A record of all employee illnesses and any medical certificates. • Compliance checks. • Register for injuries. • Personnel Training Form. • Any problems detected and corrective actions taken. Refer to E. Corrective Action.
Ref.	• Animal Products Regulations 2000, regulations 12 and 13. • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 4.2. • Animal Products (Dairy) Regulations 2005, Regulations 11 and 12.

C. Personnel Competencies and Training

Know	To ensure personnel have the necessary knowledge and skills to perform their assigned tasks effectively.
Do	**Competencies of key RMP positions** • We have identified the following (either by position, designation or name) in our RMP: – the Day-to-day Manager of the RMP or appointed person in charge; – the person(s) who authorises all or parts of the RMP template; and – personnel involved in e.g. monitoring, corrective action activities. • We have ensured personnel performing key tasks have the following competencies: – knowledge and skills in executing the particular task; and – an overall understanding of the area they are working in. • We document the skills or competencies on the Personnel Training Form. **Day-to-day manager of the RMP** • The Day-to-day Manager of the RMP is responsible for: – ensuring proper implementation of documented RMP and procedures, including monitoring of processes and taking corrective actions for any non-compliances; – maintaining the RMP documents up-to-date; – verifying the effectiveness of the RMP; – communicating with the RMP verifier, as needed; and – ensuring all personnel are adequately trained. • The Day-to-day Manager of the RMP has the following qualifications: – has a good understanding of the documented RMP, including legal requirements and supporting systems; and – has relevant experience in transportation and handling at depots as appropriate. **Induction and supervision** • We inform new personnel before starting work of: – their role (e.g. job description); – health requirements; and – hygienic practices and procedures. • We will provide ongoing supervision and/or skills maintenance to ensure personnel are adequately trained in their specific tasks, and in hygienic practices and procedures. • We have a training programme that includes: – the identification of skills and competencies required for key roles; – training schedules (including refresher training); and – training records of personnel. **Visitors and contractors** • Visitors and contractors report to the responsible person on arrival at the premises. We ensure they are supervised by assigned staff while within the premises. • It is the responsibility of the assigned staff to ensure that hygienic practices and procedures are followed by the visitor or contractor. **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person.

Show	• Job descriptions. • Training Programme. • Personnel Training Form.
Ref.	• Animal Products Act 1999 section 16 (1) (c). • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 5. • Animal Products (Dairy) Regulations 2005.

D. Operator Verification and External Verification

Know

To ensure that the RMP continues to be effective, and that MPI or the RMP verifier are notified of issues as required.

Do

Operator verification

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

Table C.1: 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 the appropriate corrective action has been taken.	• When completed.
Staff supervision	Ensure that staff are following correct practices and procedures.	• As required.
Review of RMP	Read through the RMP and amend it where necessary. Significant amendments will be evaluated and registered.	• At least annually. • When procedures or premises change. • When RMP is not working effectively.

Internal audits

- Internal audits are undertaken by the person responsible at an appropriate frequency. This ensures compliance with the documented RMP, including Good Operating Practices (GOP) procedures, and to identify and correct any problems. Internal audits can be more frequent as required (on specific or all areas of the RMP).
- All records under this RMP 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:
  - personnel performance and compliance with documented hygienic procedures and operating procedures;
  - compliance with operating parameters (e.g. temperatures); and
  - hygienic status of the premises internal and external environment, transportation unit(s), and equipment.
- All deficiencies found at previous external 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; and
  - review the RMP or the relevant supporting systems and make necessary changes.

	RMP review • The RMP is reviewed annually to check for any significant changes (e.g. scope, equipment, facilities, personnel positions, verifier, etc.). **Recording issues and findings** • The Internal Audit Checksheet is used to record the audits undertaken. • Issues or findings requiring action and corrective action taken are recorded in the Corrective Action Register. **Notification** • The Day-to-day Manager will send an email to MPI.Approvals@mpi.govt.nz or a letter to the Manager, Approvals Operations, MPI, PO Box 2526, Wellington 6140 notifying of any: – change to the name, position or designation of the Day-to-day Manager of the RMP; – change in verification agency; – any emerging, new or exotic biological hazards or new chemical hazards that have been discovered; or – product is recalled because it is not or may not be fit for its intended purpose. • The Day-to-day Manager will send an email or letter to the recognised RMP verification agency without unnecessary delay on discovering: – 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; – merging two or more registered RMPs; or – splitting a registered RMP into two or more RMPs.
Show	• Any information or evidence relating to operator verification activities (e.g. temperature readings). • Internal audit documentation. • RMP verifier audit reports. • Completed Internal Audit Checksheet. • Any problems detected and corrective actions taken. Refer to E. Corrective Action. • Copies of any emails or letters sent to MPI or the RMP verifying agency.
Ref.	• Animal Products (Risk Management Programme Specifications) Notice 2008, clauses 13, 15, 16 and 17.

E. Corrective Action

Know	To ensure that if problems occur, they are managed appropriately (including restoration of control, product disposition and prevention of recurrence).
Do	**Corrective action** • Problems are normally identified by persons as they carry out, monitor or verify the effectiveness of the tasks documented in the RMP. They may also be detected through customer complaints. • When problems occur, corrective actions are carried out in an effective and timely manner. • We maintain a register for corrective actions, including follow-up checks (e.g. internal audits, external audits). • We will notify the RMP verifier and the owner as soon as practicable if the product cannot be transhipped within the required timeframe. • Problems detected through the normal day-to-day operation of the RMP are addressed by a suitably skilled person who will: – assess the problem; – restore control; – identify and retain any suspect product; – determine the product disposition appropriate to the nature of the problem and the intended use of the product (e.g. reject or release as is), in consultation with the product owner. Refer to K. Non-complying Products; – take action to stop the problem from recurring (e.g. increase surveillance of the system, make changes to the system); and – record the corrective actions (including restoration of control, product disposition and prevention of recurrence) in the Corrective Action Register. **Corrective action for unforeseen circumstances** • The RMP is not 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. • In the event of an emergency (including but not limited to a breakdown of a transportation unit) the affected relevant goods may be transferred to another suitable transportation unit of a transport service operator at a depot or premises covered by an RMP or RCS so that: – any potential contamination is minimised; and – the transfer is recorded on the documentation accompanying the product. • If any temperature requirement is contravened as a result of an emergency, we notify: – the owner of the product; and – our verifier. • When problems occur due to unforeseen circumstances, the Day-to-day Manager of the RMP nominates a suitably skilled person to carry out the “normal” corrective actions (see above) and to be responsible for: – completing an in-depth assessment of the suspect relevant goods by reviewing relevant processing records, analyses undertaken, inspecting the relevant goods, advice from experts, literature review etc.; and – ensuring product disposition appropriate to the nature of the problem and the intended use of the product (e.g. reject, release under restricted conditions, regrade for alternative use where permitted under the RMP); and – reporting the following to the RMP verifier: • a description of the problem and the affected product; • a summary of the assessment made; • the decision on the disposition of the product; and • any actions taken to prevent recurrence of the non-compliance.

Show	• Corrective Action Register. • Any reports given to the RMP verifier.
Ref.	• Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 16.4. • Animal Products (Risk Management Programme Specifications) Notice 2008, clause 9 and 11. • Animal Products (Dairy) Regulations 2005, Regulation 8.

F. Design, Construction and Maintenance of Transportation Units and Equipment

Know

To ensure that all facilities, transportation units and equipment are designed, constructed, installed and operated in a manner that minimises contamination of product.

Transportation units include vehicles, containers and other forms of conveyances used for the transportation of product.

Do

Design and construction of transportation units

- Transportation units/depots are designed and constructed to:
  - maintain the hygienic status of product as fit for intended purpose;
  - permit effective cleaning, maintenance and inspection; and
  - minimise and manage the exposure of product to hazards or other risk factors.
- Internal surfaces and structures of transportation units and depots that may affect product are constructed of material that is:
  - easily cleaned, and can be sanitised (when required);
  - durable and capable of withstanding normal operating conditions; and
  - free from depressions, pits, cracks, and crevices that may harbour contaminants.
- The internal surfaces of transportation units (e.g. walls, ceiling and floors) that are subject to wet cleaning are constructed of material that is impervious, and designed to facilitate the drainage or removal of water.

Refrigeration facilities and equipment

- Refrigerated transportation units/depots are designed, constructed and equipped to ensure that the specified temperatures are maintained throughout transportation.
- Equipment for the control and accurate monitoring of refrigeration temperatures and any other required parameters (e.g. humidity, air flow) are provided and operated at all times while refrigeration facilities are in use.

  Note: *The system should allow the driver to be able to monitor the temperature of the refrigerated transportation unit at a frequency necessary to ensure that the required temperatures are maintained during a particular journey.*
- Temperature measuring devices are located to measure the internal temperature of the transportation unit or depot at the warmest point, and are calibrated.

  Note: *Temperature measuring devices should be calibrated at a frequency necessary for maintaining its required accuracy. Operators should refer to the equipment supplier's recommendation for guidance. The warmest point of a refrigerated truck is usually the area near the return air inlet on the evaporator, or in a bad air flow area of the unit.*

Repairs and maintenance

- The condition of the transportation units / depots and related equipment is regularly checked for any deficiencies that could lead to damage or deterioration of product or packaging. Any deficiencies identified are recorded, along with the corrective action taken.
- All alterations, repairs and maintenance work on transportation units/depots and equipment (including refrigeration units) are done in a manner that minimises the exposure of product or packaging to hazards introduced by this work.
- Once the work is completed, the affected areas and surfaces are cleaned effectively before use.
- A record is kept of any alteration, repair and maintenance work on transportation units/depots by the transport operator.

  Note: *The requirements given in this section apply to repairs and maintenance of the transportation unit where the product is contained, and any equipment that could affect the preservation or hygienic status of*

	product being transported (e.g. refrigeration unit). It does not apply to the repairs and maintenance of the vehicle itself. **Recording issues and findings** • Issues or findings requiring action are recorded in the Repairs and Maintenance Register. **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person. • The pre-operational check list is used to record issues.
Show	• Maintenance Records for Transportation Units. • Completed Repairs and Maintenance Register. • Any equipment specifications and manufacturer's instructions (e.g. any specifications or manuals related to refrigeration units). • Any problems detected and corrective actions taken. Refer to E. Corrective Action. • Calibration records.
Ref.	• Animal Products Regulations 2000, regulations 10. • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 2.2, 2.3, 2.4, 2.13, 3.2, 6.2 and 15.3. • Animal Products (Dairy) Regulations 2005, Regulations 9 and 13. • DPC4: Animal Products (Dairy). Approved Criteria for Storage and Transportation of Dairy Material and Products, Clause 6.

G. Cleaning and Sanitation

Know	To ensure the effective cleaning and sanitation of transportation units, depots and equipment to prevent or minimise the contamination of products, packaging, equipment or the environment.
Do	**Hygiene checks** • Transportation units/depots and equipment are checked to ensure they are visually clean and ready to operate: – prior to transport; – after cleaning up any spills; and – after any repairs or maintenance. **Cleaning and sanitation** • Transportation units/depots and equipment are maintained in good operating and hygienic condition so that contamination and deterioration of product is minimised. • The cleaning of transportation units/depots and equipment is undertaken following the procedures in the written cleaning programme or schedule. The cleaning programme or schedule sets out the: – procedures for cleaning the transportation units/depots and equipment; – approved maintenance chemicals that are used; – frequency of cleaning; – person responsible for cleaning; and – records to be kept. • Before being used to transfer any product, transportation units/depots are checked to ensure that they are visibly clean, dry and with no other signs of contamination (e.g. off-odour). The results of these checks are recorded. **Chemicals** • Approved maintenance compounds used for cleaning and maintenance are handled and used: – according to the directions of the manufacturer; and – in a manner that minimises contamination of product. **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.
Show	• Cleaning schedules and procedures. • Cleaning and pre-operational records. • Completed Chemical Register. • Any problems detected and corrective actions taken. Refer to E. Corrective Action.
Ref.	• Animal Products Regulations 2000, regulations 9, 10 and 11. • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 3. • Approved Maintenance Compounds (Non-Dairy) Register. • Animal Products (Dairy) Regulations 2005, Regulations 8, 9 and 10. • Approved Maintenance Compounds (Dairy) Register.

H. Traceability and Identification

Know	To ensure that relevant goods are identified sufficiently for inventory control purposes and to allow for traceability in the event of a recall.
Do	**Traceability and inventory** • We have procedures in place to distinguish between: – products and other goods (e.g. goods that are not covered under the scope of the RMP); and – refrigerated products and non-refrigerated products. • There are procedures implemented to prevent the substitution of products during transportation. • Delivery dockets/invoices and labels are checked for accuracy against goods received. **Documentation for consignments** • Sufficient information is recorded to ensure each consignment of product is correctly identified and tracked. – Transport service operators: • the name and contact details of the consignor; • type of transport (e.g. ambient, chilled, frozen); • the quantity of relevant goods in the consignment; • the date and time on which the transport service operator took possession of each consignment; • a reference number (e.g. as a fleet number or licence plate number) of the vehicle(s), aircraft, or vessel(s) used; and • the date and time on which each consignment was delivered to the receiving animal products business. – Transport depot operators • the name of the depot; • the date and time relevant goods are received into the depot; and • the date and time relevant goods leave the depot. • Each consignment is either: – accompanied by documents from the consignor noting: • conveyance reference number (e.g. fleet number or licence plate number); • any changes of vehicle or vehicle reference number during the journey, and • any depots that handle the consignment; or – sealed by the consignor to prevent access to the consignment during transport by using a uniquely numbered seal, approved by the consignor's verifier (and the seals are not removed or changed during the journey). This option is used where: • MPI requires transfer documentation (e.g. E-cert or paper transfers) to be used for the products; and • the consignor has entered the seal number on the transfer documents. • During the transportation, when the products' suitability and fitness is affected or changed, all the affected labelling or the accompanying documentation will be amended to reflect its new status. **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Records showing goods received traceable to the consignee (e.g. delivery dockets, invoices, diary etc.). • Records to readily ascertain the nature and quantity of products being handled. • An inventory system either electronic or hard copy that allows products to be traced. • Any problems detected and corrective actions taken. Refer to E. Corrective Action.

Ref.	• Animal Products Act 1999, section 17. • Animal Products Regulations 2000, regulation 17, 18 and 19. • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 8. • Animal Products (Dairy) Regulations 2005, Regulations 17,18,19 and 20.

I. Calibration

Know	To ensure that critical measuring equipment has an appropriate level of accuracy and precision for their use.
Do	**Receipt of critical measuring equipment (new or repaired)** • 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. **Thermometer checks** • All new or repaired thermometers have an ice point check as below, unless a calibration certificate is provided: – 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. – the thermometer probe is placed in the centre of the container so that the point of the probe is in contact with ice. – 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°C ± 1°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. **Chiller or freezer gauges** • 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. **Other measuring equipment (e.g. continuous temperature recording device)** • 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. **Faulty equipment** • Equipment that is faulty or inaccurate is not used. It is repaired, recalibrated, a correction factor applied or replaced as soon as possible. **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Calibration certificates and other calibration records. • Identification, location and calibration status of equipment. • Calibration schedules. • Automatic Temperature Recorder Check Forms. • Calibration Forms. • Any problems detected and corrective actions taken. Refer to **E. Corrective Action**.
Ref.	• Animal Products Regulation 2000, regulation 14.

	• Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 6.2. • Animal Products (Dairy) Regulations 2005, Regulation 13.

J. Pest Control

Know	To control pests and prevent or minimise the contamination of relevant goods, packaging, equipment, and the environment. Pests include rodents, wild birds, insects, dogs and cats.
Do	**Responsibility** • Pest control and monitoring activities within the RMP premises is carried out by (tick applicable box): ☐ **the RMP operator** ☐ **a contracted pest control person or agency** • Where pest control and monitoring activities are contracted out, the Day-to-day Manager of the RMP, prior to signing the contract or services agreement, ensures that: – the person or agency to be contracted is competent to perform the task and familiar with the requirements of this Supporting System; and – the written contract or services agreement clearly defines the services to be provided by the contracted person or agency. **Controls to prevent entry of pests** • Buildings and water storage facilities are designed and constructed in a manner that minimises the entry of pests. • Animals and pets (e.g. cats and dogs) are not allowed to enter storage and transportation areas. **Controls to prevent infestation of pests** • Buildings, external surroundings and waste bins are kept clean and tidy to prevent potential breeding sites. Waste bins are regularly collected and emptied. • 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. • Any electric insect traps (e.g. electroblitz) 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. **Use of pesticides (e.g. fly sprays, rat baits) and pest traps** • 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 (refer to Approved Maintenance Compounds List). • Bait stations are numbered, located and installed so they cannot contaminate relevant goods or packaging. • Bait stations are checked at least _____ for evidence of pest activity and to confirm they are in good working order. Any pests are regularly removed from the bait stations and the bait replaced. This is recorded on the Vermin Control Register Form. **Handling and disposition** • Where there is evidence of contamination by pests, affected relevant goods are treated as non-complying product. Refer **K. Non-Complying Product.**

	Monitoring • Compliance with these procedures is checked at least _____ by the responsible person.
Show	• A record of locations of the bait stations (may be shown on site plan used to show physical boundaries). • A record of all approved maintenance compounds (pesticides) used (name, amount and point of use). • Completed Vermin Control Register. • Pest control records (e.g. Other Operators Carrying Out Required Activities Forms). • Any problems detected and corrective actions taken. Refer to **E. Corrective Action**.
Ref.	• Animal Products Regulations 2000 regulations 10 and 11. • Approved Maintenance Compounds (Non-Dairy) Register. • Animal Products (Dairy) Regulations 2005, Regulation 10 • Approved Maintenance Compounds (Dairy) Register.

K. Non-complying Product

Know	To ensure the correct handling and disposition of non-complying product.
Do	**Non-compliance notification** • We will notify the person responsible for the product (Day-to-day Manager of the RMP and/or owner) without unnecessary delay when the following occurs: – damage, spillage, contamination or loss of the product; – failure to maintain product temperature, including refrigeration failure; – malfunction or significant damage of a transportation unit (e.g. vehicle breakdown or crash); or – the security or traceability of the product has been compromised. • We notify our RMP verifier as soon as possible when: – any non-compliance occurs (or is suspected to have occurred); or – there is any significant concern about the fitness for purpose of any product. • We notify an animal product officer (MPI for dairy product) as soon as practicable, in writing, detailing: – what occurred and whether this has (or may have) resulted in product becoming non-compliant; – an inventory of affected goods; – any corrective action undertaken; and – what was done with the product when the situation was discovered. **Controlling non-complying product** • We handle non-complying products in a manner that prevents: – contamination and/or deterioration of other products; – further contamination and/or deterioration of non-complying products; and – contamination of the transportation unit/depot. • Non-complying products are: – clearly identified; – separated from other products; – controlled until disposition is determined by the owner of the product or MPI, as appropriate. • The disposition of any non-complying product is determined by a suitably skilled person (operator, owner of product or MPI as required) considering various factors, such as: – product fitness for purpose; – the amount of product affected; – whether the product has been released for distribution or not; – whether the product can be re-processed; and – any instructions from MPI or the RMP verifier. **Recall** • We will follow recall instructions from our RMP verifier, MPI or owner of the product as required. **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Loadout Check Sheet or invoices for goods. • Any problems detected and corrective actions taken. Refer to **E. Corrective Action**. • Records of assessment and disposition of non-complying product, including for recalls. • Any correspondence with the RMP verifier or MPI.

Ref.	• Animal Products Act 1999, section 77B. • Food recalls

L. Operating Procedures – Transportation Units

Know	To ensure transport and handling procedures maintain the intended state of preservation and prevent contamination, so that products remain fit for purpose.
Do	**Vehicles** • An up-to-date list of vehicles covered by the RMP is maintained. • Only those vehicles that are listed are used for the transport of product. • Vehicles (or transportation units e.g. containers) are equipped and operated to: – maintain the status of product; and – minimise hazards and other risk factors. **Handling during transportation** • Product is handled and transported at the required preservation temperature. • To prevent avoidable contamination, the doors of fully enclosed freight compartments on transportation units are kept closed except when: – loading and unloading; – carrying out cleaning, repairs, and maintenance; and – otherwise necessary for the operation of the transportation unit. • The accompanying documentation refer to H. Traceability and Identification. ***Note:*** *Some companies take product temperatures when products are dispatched and received. If product temperatures are not taken by the driver, and the supplying or receiving company takes product temperatures, the driver should try to ensure that temperature measurements are taken in their presence (i.e. drivers should not rely on temperatures notified by operators that are not collected in their presence) and should record the actual measurements taken.* • Chilled or frozen products are loaded, transported, and unloaded without unnecessary delay to ensure that required product temperatures are maintained. • Products are adequately protected from the elements and environmental contaminants during loading and unloading. • Products are kept separate and protected from other products that may taint or contaminate them. • Products with damaged packaging are handled to minimise: – the exposure or spillage of the product (e.g. products can be wrapped and sealed); – contamination of other products and the transport environment. **Refrigeration control** • Refrigeration units are operated so that the required temperature is maintained throughout transportation. • Refrigerated transportation units are not overloaded. • Condensation drip on to products or equipment is minimised. • Any equipment for the control and accurate monitoring of the refrigeration are operated at all times while product is being transported. • The temperature of the refrigerated transportation unit is checked by the driver at a frequency necessary to ensure that required temperatures are maintained during the transport of products. ***Note:*** *Temperature readings should be taken and recorded at the start and end of the journey. Factors that may affect refrigeration performance (e.g. breakdowns) should also be recorded by the driver.* • We have a documented contingency plan to deal with any failure to maintain preservation temperature (refer K. Non-complying Product). **Labelling** • Unpackaged bulk product or product that can't be labelled easily still has the consignment information available as in H. Traceability and Identification.

	Changes to consignor's documentation • Any changes of vehicle or vehicle reference number during the journey, and any depots which handle the consignment are noted on the consignor's documentation. **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Temperature records. • Documentation accompanying consignments. • Any product temperature records. • Any problems detected and corrective actions taken. Refer to E. Corrective Action and K. Non-complying Product.
Ref.	• Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 8.3, 8.4, 16.2, 16.3, 16.4. • Animal Products (Dairy) Regulations 2005, Regulation 8.

M. Operating Procedures – Transport Depots

Know	To ensure transport and handling procedures in depots maintain the intended state of preservation and prevent contamination so that relevant goods remain fit for purpose.
Do	**Handling at depots** • Products are clearly identified as being intended for export or domestic markets. • Products are not to be held at a depot for longer than necessary. • Depots are only used for the direct transfer of products from an incoming transportation unit to an outgoing transportation unit. • Records of the nature and quantity of the products being handled, including the date of arrival and departure of each consignment are kept (e.g. Vehicle Docking Facilities and Depots Records). Refer to H. Traceability and Identification. • Products become ineligible for export with official assurances if they are not transferred between transportation units: – at a transport depot; or – a premises not covered by an RMP or RCS. **Changes to consignor's documentation** • Any changes of vehicle or vehicle reference number during the journey, and any depots which handle the consignment are noted on the consignor's documentation. **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Any temperature records for refrigerated transportation units. • Vehicle Docking Facilities and Depots Records. • Any preservation temperature records. • Records of the products being handled. • Any problems detected and corrective actions taken. Refer to **E. Corrective Action**.
Ref.	• Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 16.2 and 16.3. • Animal Products (Dairy) Regulations 2005.

N. Hazard Application

Know	To identify the hazards that are reasonably likely to occur at each process step (including all inputs). To ensure that appropriate controls are included in the RMP so that products are fit for their intended purpose.
Do	**Procedures** • GOP are followed as outlined in the Supporting Systems listed in the RMP Document List. • A hazard analysis has been conducted to identify any critical limits. • Where refrigeration if product is required, temperature preservation is a critical control point. • All other identified hazards are expected to be adequately controlled by GOP, as shown in the table overleaf.
Show	• Completed records of GOP.
Ref.	• Animal Products Act 1999, section 17. • Animal Products (Risk Management Programme Specifications) Notice 2008, clause 10 and 11.

Table 2: Hazard ID and Control

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Control measures to prevent/minimise or eliminate the hazard *	Is the control measure at this step essential to food safety as define by a regulatory limit?	CCP no.
Loading / unloading	Product	B – Bacterial pathogens	Microbiological growth in chilled or frozen products due to unacceptable increase in temperature due to delays in loading or unloading.	• Timely transfer of products into refrigerated environment; checks of product temperature at receiving or delivery. • Cleanliness of vehicle. • Effective refrigeration. • Inventory control.	No	
		B – Bacterial pathogens	Microbiological growth in refrigerated products due to refrigeration failure.	• Contingency plan for a failure to maintain preservation temperature.	No	
Transfer and handling of products	Packaging	B – Bacterial pathogens	Microbiological and physical contamination of products due to damage to packaging as a result of improper handling.	• Proper handling of products, and operation of forklifts and other conveyances. • Training of personnel.	No	
		B – Bacterial pathogens	Microbiological contamination of exposed product due to poor hygiene practices.	• Personnel health requirements and hygienic practices. • Training of personnel.	No	
Transport of product	Product	B – Bacterial pathogens	Microbiological, chemical or physical contamination from improperly cleaned or maintained container, vehicle or conveyance; or from other products that are transported at the same time.	• Cleaning and maintenance of containers, vehicles and other conveyances. • Proper separation between incompatible products.	No	
		B – Bacterial pathogens	Microbiological growth in refrigerated products due to refrigeration failure.	• Proper design and construction of refrigeration units and depots.	No	

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Control measures to prevent/minimise or eliminate the hazard *	Is the control measure at this step essential to food safety as define by a regulatory limit?	CCP no.
				• Maintenance of refrigerated transportation units, proper temperature control and monitoring. • Contingency plan for a failure to maintain preservation temperature.		
		B – Bacterial pathogens	Microbiological growth in chilled or frozen products due to unacceptable increase in temperature due to delays in delivery.	• Timely transfer of products into refrigerated environment; checks of product temperature at receiving or delivery. • Maintenance of refrigerated transportation units and depots, proper temperature control and monitoring.	No	

* Some of the control measures given may not be the responsibility of the transport operator or driver depending on the scope of their transport operation and agreements with their clients.