Guidance for the use of the

Transport Regulated

Control Scheme Template

New Zealand Food Safety Authority

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Every effort has been made to ensure the information in this guidance document is
accurate.

NZFSA does not accept any responsibility or liability whatsoever for any error of fact,
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Website
A copy of this document can be found at:
http://www.nzfsa.govt.nz/animalproducts/index.htm

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1   Purpose and application of the Transport RCS Template

1.1   Introduction

As of 1 November 2009 the transport, including vehicle docking facility transfers, of 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 - Transport of Animal Products and Animal Material for Export with an Official Assurance' (Transport RCS).

Transport activities that are specifically exempt from the requirement for a RMP (e.g. the transport of livestock to slaughter premises) are also exempt from any requirement to operate under the RCS.

1.2   Purpose and scope

This guidance document has been developed by NZFSA to assist transport service operators and vehicle docking facility operators use the Transport RCS template. Completion of the template, and compliance with the requirements and procedures given in the template, will allow an operator to meet the requirements of the Transport RCS. This includes the requirements specified in the current versions of the:

- Animal Products (Regulated Control Scheme - Transport of Animal Products and Animal Material for Export with an Official Assurance) Notice 2009; and

- Animal Products (Transport of Export Animal Products and Handling at Point of Export) Notice 2009.

Both these notices are available on the Transport subject page of the NZFSA web site (http://www.nzfsa.govt.nz/animalproducts/subject/transport/index.htm).

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The use of this template is one way of meeting these regulatory requirements. Operators may use alternative approaches, provided all relevant regulatory requirements are met.

The Transport RCS template is published separately from this document. It is also available as a Word document so that the form can easily be used by operators.

Guidelines for completing the template are provided in Section 2 of this document. Section 3 gives guidance on how to apply to the NZFSA for registration under the Transport RCS.

1.3   Application and use of this template

This Transport RCS template applies to transport service operators and vehicle docking facility operators who wish to operate under the Transport RCS rather than a registered RMP.

The RCS template **does not apply** to the transport of bulk unpackaged dairy material (e.g. raw milk, skim permeate, pasteurised cream).

If you wish to use this template you must comply with all the requirements and procedures given, including those in the attachments. The notes provided in boxes are not mandatory requirements – they are just explanatory notes or recommendations.

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2 Guidelines for completing the Transport RCS Template

2.1 General instructions

The Transport RCS template must be completed by a person who has full knowledge of the operations that will be occurring under the Transport RCS. The person completing the template should:

a. read each section of this guidance before completing the corresponding section of the template;

b. provide the required information;

c. ensure that all information provided is legible; and

d. ensure that everything written down accurately reflects or applies to their operation and that they will be able to comply with them.

It is very important that you complete the template accurately as this information will be verified by the recognised verifier.

2.2 Components of the RCS template

Section 1: Scope of operation

Indicate the operations that are covered under the transport RCS by ticking the relevant boxes. Write "N/a" for an operation that is not applicable to your business.

Section 2: Business identification

A unique identifier must be assigned to each registration.

If you are already registered under the transport RCS you will already have a business identification. If you are unsure what your business identification is you can refer to the NZFSA register at http://www.nzfsa.govt.nz/registers-lists/transport-operators/index.htm.

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If you're not already registered you will need to choose a business identifier. It must have at least three characters, but no more than ten characters, and at least one numeric character and no leading zeros. You also need to provide a second choice identifier in case your first choice is not available.

These identifiers will also be included when you complete an 'Application Form AP16: Registration of Transport Service Operator/Vehicle Docking Facility Operator' which is available at http://www.nzfsa.govt.nz/animalproducts/publications/forms/ap-16-transport-operator/ap16-transport-operator.pdf.

Section 3: Operator name, business address and contact details

3.1 Full legal name: If your business is a company, give its full legal name which must match the details given at the Companies Office exactly.

If your business is a partnership or a sole trader operation, give the name(s) of the business owner(s).

3.2 Trading name: Give the name that you trade under (i.e. the name that's usually used in company letterheads) which may be different to the legal name given in 3.1.

3.3 Physical address: Give the street address of your business.

3.4 Postal address: Give the address where you want any correspondence sent to (e.g. a P.O. Box number).

3.5 Phone / Fax / Email: Give the contact details for your business.

Section 4: Person with overall management or control of operations under the transport RCS

This is the person with overall responsibility for implementing the transport RCS documented system, and for ensuring that it is kept up to date. They are the contact person for NZFSA and the recognised verifier when dealing with matters related to operations under the transport RCS documented system.

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Give the name or position or designation, and contact details (if different from those in section 3.5) of the person responsible for this transport RCS documented system. For larger operations it is recommended that the position or designation be given instead of the name of this person to avoid the need for updating the transport RCS documented system when the person is replaced. You may also wish to identify a deputy.

Section 5: Scope of operations under the RCS

5.1 Transport / 5.2 Vehicle docking facility operations: Indicate the processes or activities that are covered under your operation by ticking the relevant boxes.

Cross out and/or write "N/a" for the activity that is not applicable to your operation.

5.3: Control of cross contamination:

You must have procedures that will ensure that non-dairy animal products are not a source of contamination to any dairy material or product and vice versa. This is particularly important if they are transported using the same transportation units.

Put "N/a" in the box if you only transport either non-dairy animal products **or** dairy material or product. This is because there is no possibility for cross contamination.

5.4 - 5.5: Other products and activities undertaken but are excluded from the RCS:

Tick the appropriate box to indicate the types of products that are transported using the same transportation units used for:

- non-dairy animal products; or

- dairy material or dairy products

but are excluded from operations under the RCS.

You must have procedures that will ensure that the other products are not a source of contamination to any non-dairy animal products or dairy material or dairy product.

Put "N/a" in the appropriate box if you do not transport the non-animal food products or non-food products.

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Section 6: Document list and responsibilities

Column 1: Document

This gives the list of all the documents that form part of your RCS documented system including the GOP programmes given in the Attachments of the RCS template.

Column 2: Location (section/ page no.)

Indicate where each document listed in column 1 can be found within the RCS documented system (e.g. section and/or page number). For example, if you have a separate manual for your own written procedures, give the section or page number where the particular procedure can be found in the manual.

Column 3: Application

This identifies which GOP programmes apply to transport service operators, vehicle docking facility operators or both.

Column 4: Version No. or date issued

For each document, indicate the version number. This is usually the date when the document was issued. When you first develop your RCS documented system the date is likely to be the same for all documents.

Column 5: Person responsible for implementation

Give the name or position of the person responsible for the implementation of each GOP programme.
For small operations, the same person is likely to be responsible for the overall system and the attachment. For larger operations the person with overall responsibility may delegate responsibility for the attachment to another person.

Section 7: External verification

Tick both boxes in this section to indicate that you have contracted a verifier, and you authorise this verifier to have the freedom and access to carry out verification activities.

Section 8: Confirmation

Tick the four boxes to confirm that you agree to the statements given.

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Signature: The operator or the person responsible for the RCS documented system must sign and date the completed template.

Attachments A to E

The programmes for Good Operating Practice (GOP) are given in Attachments A to E. They apply to **transport service operators**, **vehicle docking facility operators** or **both**.

The programmes cover the requirements and procedures necessary to maintain the hygienic status of the non-dairy product or dairy material / product during transport and meet regulatory requirements.

You must comply with all the requirements and procedures relevant to your operation. Take note of any required documented procedures and records.

The notes given in boxes are not mandatory requirements – they are just explanatory notes or recommendations.

You should refer to the relevant legislation mentioned in clause 1.1 of this document, if you wish to read the actual legal requirements applicable to transport operators.

Do not remove anything from the Attachments. If you wish to add your own procedures directly into the Attachments, you must clearly identify the added section in a manner that can easily be seen by the verifier.

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3   Registration under the Transport RCS

3.1   Automatic registration for existing operators who where listed under OMARs

Existing transport service / vehicle docking facility operators who were listed under the Overseas Market Access Requirements:

- **00/094:** Road and Rail Transport of Export Meat, Game and Game Meat Products to and from Licensed or Approved Premises; and/or

- **02/107:** Road and Rail Transport of Fish Products Intended for Human Consumption and for which Official Assurances are required

were automatically registered under the Transport RCS, unless they registered an RMP that covered the transport that had been occurring under these OMARs.

A register of transport service / vehicle docking facility operators registered under the Transport RCS is available on the NZFSA web site at http://www.nzfsa.govt.nz/registers-lists/transport-operators/.

3.2   Registration requirements

If you are a transport service operator and/or a vehicle docking facility operator under the Transport RCS but aren't registered, you must apply to NZFSA for registration.

First you must develop your RCS documented system, based on the RCS template. Then you need to apply to NZFSA for registration. This involves submitting the following to the NZFSA:

- a completed Application Form AP16: Registration of Transport Service Operator/Vehicle Docking Facility Operator', which is available at http://www.nzfsa.govt.nz/animalproducts/publications/forms/ap-16-transport-operator/ap16-transport-operator.pdf; and

- the application fee prescribed in the application form.

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3.3   Re-registration requirements

After the initial registration transport service operators / vehicle docking facility operators must re-register with NZFSA when they change:

- the name of the company (but not a change in company shareholding); or

- the members of a partnership (but not a change in member's respective shares in partnership); or

- the death, bankruptcy, receivership, or liquidation of the owner or operator of the operation.