

Operational Guideline:  
Farm Dairy Assessment Activities

**June 2005**

Table of Contents

**WHAT IS THE PURPOSE OF THIS GUIDELINE?..... 3**

**WHAT IS INCLUDED IN THIS GUIDELINE? ..... 3**

**WHAT ARE THE DESIRED OUTCOMES? ..... 4**

**REFERENCES..... 4**

**GLOSSARY OF TERMS ..... 4**

**BACKGROUND ..... 4**

**OPERATIONAL GUIDANCE ..... 5**

- 1. *Purpose of a Farm RMP evaluation/verification..... 5*
- 2. *Content of a Farm RMP audit..... 5*
- 3. *Individuals who are able to carry out a Farm RMP evaluation..... 6*

**FOR MORE INFORMATION ..... 6**

## What is the purpose of this guideline?

---

This guideline is provided to assist staff of regulated parties, Recognised Agencies and NZFSA to:

- clearly identify what is expected of an individual applying for NZFSA recognition for Risk Management Programme Evaluation in the 'Farm Dairy Systems' category and who are being observed as part of the accreditation process; and
- to clarify terminology currently used in NZFSA Specifications and Approved Criteria; and
- to clarify what is covered by a Farm Risk Management Programme (RMP) audit.

This document provides clarification to enable a satisfactory assessment of an individual performing a Farm RMP Evaluation.

## What is included in this guideline?

---

This is a NZFSA operational guideline.

This guideline may be applied in the evaluation of Farm RMPs as per the Animal Products Act 1999 and the Animal Products (Dairy) Regulations 2005 and the associated NZFSA requirements.

This guideline outlines the following:

- Expectations of an individual being observed for the Recognised Agency farm category
- What is contained in a Farm RMP
- Terminology used for farm activities in NZFSA Specifications and Approved Criteria and some of the background behind the text.

This guideline highlights the issues that have emerged around the assessment of Farm RMP Evaluators as part of the accreditation and recognition process. The guideline also describes what is expected of a Farm RMP Evaluator when they are performing an on-site evaluation.

## What are the desired outcomes?

---

It is expected that after reading this guideline, affected people will understand what is involved in a Farm RMP evaluation on-site.

## References

---

Animal Products Act 1999

Animal Products (Dairy) Regulations 2005

Animal Products (Dairy Recognised Agency and Recognised Persons Specifications) Notice 2005

Animal Products (Dairy) Approved Criteria for Recognition of Agencies and Persons

## Glossary of terms

Refer to NZFSA Dairy Glossary of Terms on the NZFSA website –

[www.nzfsa.govt.nz/dairy](http://www.nzfsa.govt.nz/dairy)

## Background

---

NZFSA Dairy has Approved Criteria under the Animal Products Act which Recognised Agencies and Persons within those agencies must comply with before they can be recognised by NZFSA to provide evaluation and verification services to the New Zealand Dairy Industry.

There are currently a group of Recognised Agency persons that are recognised by NZFSA to provide Risk Management Programme evaluation and verification.

The practical application of the requirements of the Recognised Agency Specifications and Approved Criteria has caused some difficulties and variable practices have evolved.

Issues that have emerged include:

- The question about how many observations on-farm a Farm RMP evaluation/verification must include,
- What is involved in a Farm RMP evaluation/verification,

- Terminology in the Specifications and Approved Criteria with regards to Farm RMP activities, and
- What the accreditation body and technical expert should look for when assessing a Farm RMP evaluator on-site.

## Operational Guidance

---

### **1. Purpose of a Farm RMP evaluation/verification**

- The evaluation/verification ensures that the RMP procedures and content are complete and will deliver the outcomes in NZFSA requirements if it is complied with fully.
- The evaluation/verification ensures that the RMP adequately covers the scope of the operation and all processes and equipment are covered.
- The evaluation/verification checks that the procedures covered by the registered RMP are being followed.

### **2. Content of a Farm RMP audit**

A satisfactory farm RMP audit should include:

- The farm dairy assessment system
- Farm Dairy Water
- Raw Milk Acceptance
- Milk Cooling
- Hygiene and construction of farm dairies, reporting
- Animal Health
- Audit of any Codes referenced within the Farm RMP (FSOE1).

The following should be checked as part of a farm RMP audit and should be part of a registered farm RMP –

Selection, training and management of staff used for on-farm assessments

Records of who performs on-farm assessments

Procedures for on-farm assessments

Records from assessments

Reporting findings

Follow-up of findings

Corrective actions.

### **3. Expectations of Recognised Persons Performing Farm RMP Audits**

It is expected that a Recognised Agency person should check the following as part of a farm RMP audit –

- Verification of farm RMP (Agency procedures should cover how this will be approached in detail)
- Selection of farms for reality check (ensuring there is an adequate number to give an indication of compliance for the entire RMP)
- Selection of farm dairy assessors (an adequate sample of individuals who perform routine assessments of farm dairies as well as individuals who check new farms)
- Geographical spread of farms (adequate spread to give an accurate picture of compliance)
- Check that farm dairy assessors have NZFSA recognition OR meet requirements (qualifications, experience, knowledge, training etc).

### **4. Individuals who are able to carry out a Farm RMP evaluation/verification**

Evaluation and verification of registered farm RMPs must be performed by Recognised Agencies accredited by an accreditation body and recognised by NZFSA for the appropriate category and product group ('RMP Evaluation/Verification - Farm Dairy Systems').

Requirements for accreditation and recognition of farm RMP evaluators/verifiers are outlined in the Specification and Approved Criteria for Recognised Agencies and Persons.

Applicants wishing to be accredited and recognised for farm RMP evaluation/verification must demonstrate competency as part of an on-site assessment involving an accreditation body and a NZFSA Compliance and Investigation Group technical expert.

## **For more information**

---

Contact Shona Scott  
Phone 04 463 2653