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# Processing Premises RMP

## Transport Supporting System

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January 2010

Amendment 0

### **Disclaimer**

Considerable effort has been made to ensure that the information provided in the 'Processing Premises RMP Transport Supporting System (transport supporting system)' is accurate, up to date, and otherwise adequate in all respects. Nevertheless, this transport supporting system is issued on the basis that the Crown, the New Zealand Food Safety Authority, 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 this transport supporting system:

- (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 transport supporting system; 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 transport supporting system.

### **Does the “Processing Premises RMP – transport supporting system” apply to you?**

The “Processing Premises RMP – transport supporting system” memo (dated 21 January 2010), available at <https://www.mpi.govt.nz/dmsdocument/22246>, explains the background to this transport supporting system and where it can be used. Therefore the transport supporting system should be read in conjunction with this memo.

**Application and use of this transport supporting system:**

1. This transport supporting system can be used by RMP operators to cover the transport of animal material and animal product, where the material or product is intended for export with an official assurance.
2. As mentioned above, the memo, "Processing premises RMP – transport supporting system" dated 21 January 2010, available at <https://www.mpi.govt.nz/dmsdocument/22246>, explains the application and use of the transport supporting system.
3. RMP operators who wish to use this transport supporting system 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.
4. This transport supporting system is also available as a Word document so that the form can easily be used by RMP operators.
5. The transport supporting system starts on the next page.

**Note: the cover page and this page are not part of the Processing Premises RMP - Transport Supporting System**

# 1 Transport

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## 1.1 Purpose/Scope

To ensure animal material and animal products (for human or animal consumption) that are intended for export with official assurance are transported in a manner that:

- retains their export eligibility; and
- minimises its contamination and deterioration.

This transport supporting system **only applies** to the transportation of animal material and animal products that **do not require temperature control** – e.g. bulk honey in drums, pallets etc and cartonised or otherwise packaged finished products.

*(Note there is a separate transport supporting system under development for refrigerated product)*

When transporting animal products and animal material intended for export with official assurances, transport operators must register and operate under:

- the RCS - Transport of Animal Products and Animal Material for Export with Official Assurance; or
- have a registered risk management programme (RMP).

## 1.2 Mandatory Requirements

- 1.2.1 Animal Products (Specifications for Products Intended for Human Consumption) Notice 2004 clauses 143, 144(1), 144(2), 145(1), 146(1) and 147.
- 1.2.2 Animal Products (Specifications for Products Intended for Animal Consumption) Notice 2006 clauses 83, 84(1), 84 (2), 85 (1), 85(2), 86(3) and 87.
- 1.2.3 Animal Products (Transport of Export Animal Products and Handling at Point of Export) Notice 2009.

## 1.3 Procedures

- 1.3.1 Trucks and loading equipment must be designed and maintained so as not to damage or contaminate the product being transported.
- 1.3.2 The RMP operator is to check that truck decks (and canopies where fitted) are clean before loading product.

Note: transport of enclosed water-tight containers such as drums and pallets is acceptable on open trucks. Finished products in bags, cartons or other packaging that is susceptible to water damage must be carried in a manner so as to protect the product from moisture. If open trucks are used, water-tight tarpaulins or other suitable covers should be used to protect product.

- 1.3.3 Appropriate segregation must be maintained from dangerous goods and toxic substances in accordance with the Land Transport (Dangerous Goods) Rule 2005 or International Air Transport Association (IATA) Rules.
- 1.3.4 Where a subcontractor is used for transport and is included under an operator's RMP, the RMP operator is responsible for checking the sub-contractor's vehicle prior to loading.
- 1.3.5 Where sub-contractors are used the RMP operator must:
- ensure that the sub-contractor is aware of their responsibilities with respect to the transport of animal products; and
  - obtain the consent of all transport operators to be covered by the RMP; and
  - obtain evidence of sufficient control of all transport operators covered by the RMP.

These requirements can be met by using a signed agreement with the sub-contractor that they will ensure that they will comply with relevant requirements of the Animal Products Act. An example agreement is provided in Appendix 1.

Note: where sub-contractors are used for transport and included under a premise's RMP, only a subcontractor that directly collects the product from your premises can be covered under your RMP. If that sub-contractor then transfers product to a third party for subsequent transport of goods, that third party must either:

- operate their own RMP; or
- be registered under the Transport RCS; or
- be covered under the receiving RMP operator's RMP.

## 1.4 Records

- 1.4.1 The RMP operator must keep a list of vehicles used for transport of animal products including make, model and registration number.
- 1.4.2 Where sub-contractors are used the RMP operator must keep a written record of sub-contractors used for transport and copies of signed agreements.

A form for a signed agreement is provided in Appendix 1 and an example table for maintaining a list of sub-contractors used for transport is provided in Appendix 2.

- 1.4.3 Consignment records must be kept for each consignment including:
- the conveyance reference number for the consignment (licence plate number or fleet number); and
  - dates and times vehicle checks are made and any remedial actions taken; and
  - changes of vehicle or vehicle reference number during the journey, and any vehicle docking facilities which handled the consignment (where the entire journey is carried out under the one RMP); or
  - date of delivery to a Vehicle Docking Facility (VDF) or RMP premises location for transfer to separate transport service operator to complete the journey.

The records required by this sub-section are covered by the example checksheet provided in Appendix 3.

## Appendix 1: Transport agreement between RMP operator and transport provider

I ..... (the transporter)

hereby agree to ensure that goods transported on behalf of

..... (the RMP operator)

are carried in accordance with the relevant requirements of the Animal Products Act 1999, specifically:

- That no incompatible loads will be carried without the appropriate segregation in accordance with the Land Transport (Dangerous Goods) Rule 2005 or International Air Transport Association (IATA) Rules.
- That I will check my vehicle is clean before use for transport of animal products.
- That I will clean the load contact surfaces of my vehicle if required before transport of animal products.
- That I will keep a written record of vehicle checks made and any cleaning done.
- That I will only offload animal products for export at a premises with:
  - a registered RMP; or
  - registered as a vehicle docking facility under the Transport RCS.
- That I will keep a record of goods shipped between RMP premises including the quantities of goods moved, date and time of dispatch and date and time of delivery.
- That I will report any issues that could compromise animal product suitability or eligibility for official assurances to the RMP operator and I will supply completed checksheets to the RMP operator.

An example transportation checksheet is provided in Appendix 3 of this template. You can use your own forms but they need be sufficient to record all the details required by this transport agreement.

- Records must be:
  - accessible to the Animal Products Act verifier; and
  - retained for at least 4 years; and
  - retrievable within 2 working days.

<b>Transporter</b> [Person responsible for transport of Animal Products]	
Name:	Date:
Signature:	
<b>RMP operator</b> [Day-to-day manager of the RMP]	
Name:	Date:
Signature:	

## Appendix 2: Transport operators covered by the RMP

Starting date: / /

Name	Address	Date of Transport Agreement	Supplier Status	Initial
			- active; or - no longer used, with date used (e.g. Oct 09 – Dec 09)	
<b>Example:</b> Mack's Transport	Willis Street, Wellington	7/12/09	No longer used (Dec 09 – Jan 10)	
<b>Example:</b> Pete's Transport	Lambton Quay, Wellington	11/12/09	active	

### Appendix 3: Transporter checksheet

Starting Date: / /

Transport Operator/ID Code:.....

Date and time of collection	Collected from	Is the animal product adequately segregated from the rest of the load?	Vehicle clean?		Delivered to	Delivery Date and Time	Product Description: (Transfer Statement reference/ Consignment Note Reference/ ED Reference etc)	Initial
			If yes, tick	If no, record cleaning undertaken and post cleaning check				
<b>Example:</b> 07/12/09 7am	Jim's Honey Emporium	yes	no	Fish scales washed off deck, rechecked and ok	Sim's South Sea Exports	7/12/09 3pm	JME1	