

## Checklist for Completing and Registering an RMP based on the Dual Operator Butcher Template

(Read resource manual if you need more help)

**March 2008**

Action to be done	Tick when completed
Fill out sections 1 – 3 of template with your details.	
Skip section 4 of template: This will be filled out later.	
Fill out section 5 – 9 of template.	
Fill out section 10 of template: Final Product and Process Description – Regulated Animal Products. <ul style="list-style-type: none"> <li>Add extra pages if necessary so that each product you make has its own row.</li> <li>Add extra process steps to the list at the bottom of the page if what you do is not listed there.</li> </ul>	
Read attachment A: Design, Construction and Maintenance of Facilities and Equipment. Make sure your premises are OK.	
Fill out attachment B: Pest Control.	
Fill out attachment C: Chemical Control.	
Fill out attachment D: Personnel Health and Hygiene.	
Fill out attachment E: Cleaning / Housekeeping.	
Fill out attachment F: Water – All Supplies.	
Fill out attachment F1: Water – Own Supply (if relevant).	
Fill out attachment F2: Water –Treated (Own or Independent Supply) (if relevant).	
Read attachment G: Purchase, Handling and Storage of Non-Meat Ingredients and Processing Aids.	
Fill out attachment H: Product Contact Packaging. Get evidence that packaging meets requirements.	
Read attachment I: Traceability / Inventory / Labelling.	
Read attachment J: Corrective Action.	
Read attachment K: Recall Procedure.	
Read attachment L: Operator Verification and External Verification. Get page 2 signed and dated by the operator. Get a letter from the external verifier confirming verification has been organised – Use form out of section 3 of the resource manual to arrange this.	
Read attachment M: Document Control	
Read attachment N: Record Control.	
Read attachment O: Calibration.	
Fill out attachment P: Process Control <ul style="list-style-type: none"> <li>If a step is not applicable to your operation put N/a by the heading and cross out the statements.</li> <li>If a step identified in section 10 of the introductory part of the RMP is not covered in this attachment, add the extra steps and controls to the end of this attachment. Add extra pages if necessary.</li> </ul>	
Review attachment Q: Hazard Identification and Control. Cross out or add steps if necessary to agree with attachment P.	
Read attachment R: Other Risk Factor Identification and Control.	
Read attachment S: Unique Risks from Homekill.	
Fill out attachment T: Separation of Unregulated and Regulated Meat.	
If you have your own water supply, fill out Record 1: Assessment of Water Supply Status (Not necessary for town supply).	
Set up the records that you will use. Include any records that you already use. Add others if necessary. There are some examples in the resource manual which may help if you don't already have your own. Attach a blank copy of each record to the back of the RMP. Give each record a number (Record 2, 3, 4 etc.) and add them to the RMP document list on the contents page on Section 4.	
For every page of the RMP: <ul style="list-style-type: none"> <li>Add date at top;</li> <li>Ensure that the page numbers are correct; and</li> <li>Initial the bottom right of every page.</li> </ul>	
Go back to section 4 of template: Table of Contents. <ul style="list-style-type: none"> <li>Check that all documents are listed with correct pages or Attachments. Add date(s) to the next column.</li> <li>Decide who will implement each row of the RMP and put their title (e.g. Butcher, Manager, Supervisor, Contractor) in the right hand column.</li> <li>Get the operator or the day-to-day manager of the RMP to tick the 4 boxes and sign and date the RMP.</li> </ul> <p>This means that they are agreeing to operate in accordance with all of the above documents.</p>	
Fill out an AP3 form: Dual Operator Butcher 'Registration of Risk Management Programme and Listing of Homekill and Recreational Catch Service Provider'. Follow the instructions in the cover letter on Evaluation.	
Attach all of the requested documents and application fee (incl. GST) to the AP3 form and send in to NZFSA at the address given on the form.	
The NZFSA may ask for clarification or further information on any part of the RMP. There may be an additional assessment fee charged for the time of the NZFSA assessor. Once all fees are paid and the NZFSA is satisfied with the RMP, it will be registered.	
You must then operate your registered RMP as written so: <ul style="list-style-type: none"> <li>Train staff if necessary and record how and when you did this (in a diary will do);</li> <li>Start following the procedures as soon as possible; and</li> <li>Complete and keep the required records.</li> </ul>	