Risk Management Programme (RMP) Template for Micro Abattoir

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 Micro Abattoir is valid and appropriate for the business of this kind described in the Statement of Application.

Statement of Application

The application of the Risk Management Programme Template for Micro Abattoir is limited to businesses of the kind that are Micro Abattoirs that are involved in the Slaughter and Dressing of Farmed Animals.

Dated at Wellington _____ day of _____

Marion Castle
Acting Manager Animal Products
Ministry for Primary Industries
(acting under delegated authority of the Director-General)

Contact for further information
Ministry for Primary Industries (MPI)
Regulation & Assurance Branch
Animal and Animal Products Directorate
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Disclaimer

(1) Considerable effort has been made to ensure that the information provided in the **Risk Management Programme Template for Micro Abattoir** 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 Micro Abattoir**:

   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 **Risk Management Programme Template for Micro Abattoir**; 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 **Risk Management Programme Template for Micro Abattoir**.

Part 1: General RMP Sections

1. Business Identification

New Zealand Business Number (NZBN):
Business ID:
RMP No:

2. Operator Name, Business Address and Contact Details

Legal entity (tick one):	**Details:** *(Fill out appropriate line – should correspond with the box you have ticked)*
☐ Company _____	Name listed at Companies Office:
☐ Sole Trader _____	Name of business owner:
☐ Partnership _____	Name of Partners:
Trading name if any (i.e. trading as) *(if different from legal name)*:	
Physical address of fixed premises:	Phone No:
	Fax No:
Vehicle registration no. of mobile premises:	
Postal address (for communication):	Email:
	☐ Tick for consent to being provided electronic information

3. Responsible Persons

Role	Name, position or designation	Contact details *(if different from above)*
Day-to-day manager of the RMP		
External Verifier	MPI Verification Services	

4. Scope of the RMP

Type of premises (tick one):	
☐ Fixed premise	
☐ Mobile premise	
Physical boundaries:	
☐ The RMP physical boundaries of the fixed premises are shown on the attached site plan	
☐ The layout of the mobile premises is shown on the attached diagram	
Products and processes covered by the RMP:	
The species of farmed live animals slaughtered in the premises:	
☐ Cattle (excluding bobby calves)	☐ Sheep
☐ Water buffalo	☐ Goat
☐ Deer	☐ Emu
☐ Pig	☐ Ostrich
☐ Alpaca	☐ Horse
Primary processes or activities covered by the RMP:	
☐ Receiving of live animals	☐ Refrigeration
☐ Ante-mortem examination	☐ Collection of offal and co-products
☐ Slaughter	☐ Other (specify)_____
☐ Dressing	☐ _____
☐ Post-mortem examination	☐ _____

Activities excluded from the RMP		
Secondary processing is undertaken within the physical boundaries of the RMP: ☐ Yes ☐ No If yes, the secondary processing facilities and activities described below are excluded from the scope of the RMP because they are covered under the Food Act.		
Activity:	Covered under:	
_____	☐ Food Control Plan	☐ National Programme
_____	☐ Food Control Plan	☐ National Programme

5. Product Description

Products	Carcasses (whole, half, quarter)	Offal, blood and other parts	Animal material for petfood	Animal material for rendering	Animal material for industrial use (e.g. hides, skins)
		☐ Red offal (e.g. liver, lungs, heart, kidney) ☐ Green offal (e.g. tripe) ☐ Blood ☐ Head and other carcass parts ☐ Others (e.g. glands)			
Intended use	Human consumption	Human consumption (including for pharmaceutical use)	Animal consumption	Animal consumption	Industrial or technical use
Product description	a) Passed ante- and post-mortem examinations and deemed fit for human consumption. b) Complies with the National Microbiological Database (NMD) programme and the National Chemical Residues Programme (NCRP). c) Chilled or frozen as per the HC Spec[1]. specifications d) Packed and labelled as per the HC Spec[1].	a) Passed ante- and post-mortem examinations and deemed fit for human consumption. b) Complies with the NCRP. c) Chilled or frozen as per the HC Spec[1]. d) Packed and labelled as per the HC Spec[1].	a) Passed ante- and post-mortem examinations and deemed fit for human consumption, but downgraded for petfood use; **OR** b) Deemed unfit for human consumption at ante-mortem or post-mortem examination but considered suitable for petfood use. c) Transportation outer labelled "Not for human consumption".	Any material deemed unsuitable for human consumption, but suitable for rendering to products for animal consumption.	Any material unsuitable for human or animal consumption.

[1] Animal Products Notice: Specifications for Products Intended for Human Consumption 2016.

6. Process Description

☐ The process flow diagram(s) is shown below or attached.

7. External Verification

Verifier's Freedom and Access to carry out Verification Functions (clause 17 of Animal Products (Risk Management Programme Specifications) Notice 2008)

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

- (a) having access to all parts of the premises or place and facilities within the physical boundaries of, or relating to, the risk management programme; and
- (b) having access to all documentation, records and information relating to, or comprising, the risk management programme (including records held in electronic or other form); and
- (c) having freedom to examine all things necessary and open any containers, packages and other associated things to inspect their contents; and
- (d) having freedom to identify or mark any animal material, animal product, equipment, package, container or other associated thing; and
- (e) having freedom to—
  - (i) examine and take samples of any animal material, animal product or any other input, substance, or associated thing which has been, is, or may be in contact with, or in the vicinity of, any animal material or animal product; and
  - (ii) test, or analyse, or arrange for the testing or analysis of such samples; and
  - (iii) order retention of materials including animal material, ingredients, animal product, packaging or equipment pending testing results and decisions on disposition; and
- (f) having authority to detain any animal material and animal product or other relevant things in the event of non-compliance with the risk management programme where there may be significant risk to fitness for intended purpose of animal product or suitability for processing of animal material; and
- (g) having authority to intervene and direct a temporary interruption of processing in cases of significant risk to fitness for intended purpose of animal product or suitability of animal material for processing until the cause of the risk has been remedied.

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

☐ A copy of the verifier's letter is attached.

8. RMP Document List

Note: day-to-day manager of the RMP is responsible for all programmes.

Table 1: RMP document list

		Page	Date of issue	Version
General RMP Sections				
1	Business Identification	Page 3		
2	Operator Name, Business Address and Contact Details	Page 3		
3	Responsible Persons	Page 4		
4	Scope of the RMP	Pages 5-6		
	Site Plan	Copy provided		
5	Product Description	Page 7		
6	Process Description	Page 8		
7	External Verification	Page 9		
	Letter from MPI Verification Services	Copy provided		
8	RMP Document List	Pages 10-11		
9	Confirmation	Page 12		
Supporting Systems				
A	Document Control and Record Keeping	Page 13		
B	Personnel Health and Hygiene	Pages 14-16		
C	Personnel Competencies and Training	Page 17		
D	Operator Verification	Page 18		
E	Corrective Action	Page 19		
F	Design, Construction and Maintenance of Facilities and Equipment	Pages 20-22		
G	Potable Water	Pages 23-25		
H	Cleaning and Waste Management	Pages 26-27		
I	Handling and Disposition of Non-conforming Products	Page 28		
J	Packaging and Other Incoming Goods	Page 29		
K	Traceability and Inventory Control	Page 30		
L	Calibration	Page 31		
M	Chemical Control	Page 32		
N	Pest Control	Paged 33-34		
O	Process Control	Pages 35-41		
P	Hazard Identification and Control	Page 42		

Table 2: Operator's own written procedures for Good Operating Practices and process control

		Page	Date of issue	Version
Additional documents written by operator (good operating practices and process control procedures)				
1		Pages _____		
2		Pages _____		
3		Pages _____		
4		Pages _____		
5		Pages _____		
6		Pages _____		
7		Pages _____		
8		Pages _____		
9		Pages _____		
10		Pages _____		
11		Pages _____		
12		Pages _____		
13		Pages _____		
14		Pages _____		
15		Pages _____		
16		Pages _____		
17		Pages _____		
18		Pages _____		
19		Pages _____		
20		Pages _____		
21		Pages _____		
22		Pages _____		
23		Pages _____		
24		Pages _____		
25		Pages _____		

9. Confirmation

☐	I confirm that all of the documents listed in Section 8 are appropriate for my operation.
☐	I confirm that all facilities and equipment necessary to implement the RMP are available and ready to operate.
☐	I confirm that the RMP, including all Supporting Systems, has been authorised by me.
☐	I confirm that the RMP has been, or will be, implemented as written, including all relevant legislation and parts of the Red Meat Code of Practice incorporated into the RMP.
Signature of Operator or Day-to-day Manager of the RMP:	
Date: / /	

Part 2: Supporting Systems

A. Document Control and Record Keeping

Know

To ensure that all RMP documents are authorised, controlled and kept up-to-date, and records are generated and stored properly.

Do

1. Document control

1.1 Every document that forms part of this RMP is dated and marked with its version number; and authorised (signed) by the day-to-day manager of the RMP.

1.2 All current RMP documents, and their versions and dates of issue, are listed in the RMP Document List.

1.3 Details of all amendments to the RMP, including significant and minor amendments, are recorded in the Amendment Register.

1.4 The most recent amendments made in a document are identified by highlighting or marking the amended part(s).

1.5 Current versions of RMP documents are available, in hard or electronic form, to persons with key responsibilities in implementing the RMP.

2. Record keeping

2.1 All paper and electronic RMP records e.g. monitoring, corrective action and verification activities, include:

a) the date and, where appropriate, the time of the activity or observation;
b) an accurate description of the results of the activity or observation; and
c) the identity of the person(s) who performed the activity (i.e. initials or signature of the person completing the record).

2.2 Any alteration made to a record is made alongside the original entry and initialled by the person making the alteration. The original entry remains readable (i.e. eraser or the use of Twink™ or other material to cover the original entry is not allowed).

3. Accessibility and retention of RMP documents and records

3.1 One copy of all obsolete RMP documents, and all records are:

a) retain for 4 years; and
b) Stored in a location where the records are protected from damage, deterioration or loss.

3.2 All electronic RMP documents and records are backed up regularly.

3.3 All RMP documents and records, including archived documents, can be made available to the RMP verifier or any person authorised by MPI, within 2 working days of a request.

Show

The following records are kept:

a) document list;
b) Amendment Register; and
c) GOP and process control records, including monitoring, corrective action and verification records.

Reference

Animal Products (Risk Management Programme) Specifications Notice clause 19 and 20

B. Personnel Health and Hygiene

Know

To ensure that all personnel are medically fit to perform their tasks, and hygienic practices are implemented by all personnel. Personnel include all workers, contractors providing services, and visitors.

Do

1. Health and sickness policy

1.1 The operator ensures that all personnel, contractors and visitors understand the company's health and sickness policy.

1.2 Personnel are required to inform the day-to-day manager of the RMP or person in charge if they are suffering from any of the health conditions listed in Table B.1 Health Conditions and Corresponding Work Restrictions and Requirements.

Table B.1: Health conditions and corresponding work restrictions and requirements

Condition	Work restrictions	Requirement prior to resuming work as a product handler
Diarrhoea and vomiting (suspected to be communicable)	Affected person is not permitted to work as a product handler or enter an area where he or she may contaminate any product or the processing environment.	Affected person must obtain a certificate from a registered medical practitioner confirming that he or she is no longer likely to contaminate the product.
Acute respiratory infection	Same as above.	Same as above.
Illness caused by *Salmonella* spp., *Shigella* spp., *E. coli*, *Campylobacter*, or the Hepatitis A virus, or other infections likely to be transmissible via food	Same as above.	Same as above.
Boils, sores, infected wounds, or any other condition that cannot be adequately protected from becoming a source of contamination	Same as above.	Affected person must be assessed by the day-to-day manager of the RMP to confirm that the condition is no longer likely to contaminate product, or that the handler or other person is adequately protected from being a source of contamination.
Superficial wound or cut	Affected person may work as a product handler provided the wound or cut has been treated and dressed with a secure waterproof dressing. Wound dressings should be protected from becoming wet (e.g. use of impervious gloves for wounds on the hands, and protective sleeves or clothing over other wounds).	See Work restrictions.

1.3 When contamination from human blood (e.g. from a knife wound) occurs, the following actions are taken:

a) affected product is considered unfit for human or animal consumption and disposed of accordingly;
b) affected product contact surfaces are cleaned and sanitised prior to reuse, and, if necessary processing must cease until the area is cleaned and sanitised; and
c) affected packaging materials are not used for packing of any product.

2. Protective clothing

2.1 All personnel who enter processing or storage areas wear suitable, clean protective clothing and footwear.

2.2 Hair restraints, for both head and facial hair, are worn in processing areas.

2.3 All protective clothing is:

a) kept in good condition;
b) changed at least daily or more often if it becomes excessively contaminated; and
c) stored in a manner that protects it from contamination.

2.4 Reusable aprons are cleaned and sanitised at least daily. Plastic sleeves are cleaned and sanitised at least every 4 hours.

2.5 Disposable aprons, gloves and plastic sleeves are discarded after use, or when torn, damaged or contaminated.

2.6 Personnel do not wear waterproof protective clothing (e.g. aprons, plastic sleeves, gloves) or equipment (e.g. knives and steels) outside the processing area.

2.7 Personnel do not wear protective clothing outside the premises.

3. Gloves

3.1 Hands are cleaned before gloves are put on and after gloves are removed.

3.2 Disposable gloves are replaced periodically during the day's operations (i.e. at every break as a minimum), and discarded whenever they come in contact with any contaminated material or surface, or are damaged or punctured.

3.3 Reusable gloves (e.g. mesh gloves) are cleaned and sanitised periodically during the day's operations (e.g. at every break or at least every 4 hours, whichever is sooner) and at the end of the day's operation or shift, using the procedure(s) selected below (tick appropriate box(es)):

☐ **all protective cut-resistant gloves** - soak in quarternary ammonium sanitiser overnight, rinse with warm water prior to use;

☐ **chain-mesh gloves** - hose with high pressure hot water to remove visible soil, soak in alkaline sanitiser (20-25%) for no less than 15 minutes, soak in hot water for no less than 15 minutes, rinse with high pressure hot water, and hang to dry;

☐ **knitted gloves** - hose with high pressure hot water to remove visible soil, soak in quarternary ammonium sanitiser (0.2%) for no less than 30 minutes, rinse with high pressure hot water, and hang to dry.

4. Washing of hands

4.1 All workers thoroughly wash hands and exposed portions of the arms with approved liquid soap and water, and dry them using disposable paper towels:

a) before entering any processing or packing areas;
b) before handling any ingredient, product or exposed packaging;
c) after using the toilet;
d) after handling or coming into contact with waste and contaminated surfaces or material; and
e) after contaminating the hand from coughing, sneezing or blowing the nose.

5. Jewellery and other personal items

5.1 Personnel in processing areas do not wear jewellery except for plain wedding bands (i.e. no stone). Plain wedding bands may be worn provided they cannot be easily dislodged and they can be effectively cleaned in the same manner as hands.

5.2 Medical alerts may be worn provided they are protected so they cannot be easily dislodged and they can be effectively cleaned in the same manner as hands.

5.3 Personnel are not permitted to take personal items into processing areas that may result in contamination of products and the processing environment (e.g. cigarettes, loose coins and other small items).

5.4 The following activities are not permitted inside processing or packing areas:

a) eating or any food;
b) smoking (e.g. e-cigarettes);

	c) spitting; or d) any other activity that may cause contamination of products or product contact surfaces. **6. Visitors and contractors** 6.1 Visitors and contractors are required to report to the responsible person and sign a visitors' logbook on arrival at the premises.
Show	The following records are kept: a) medical certificates; b) register for injuries; and c) visitor's logbook.
Reference	Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Part 4

C. Personnel Competencies and Training

Know

To ensure that all personnel have the necessary knowledge and skills, and are adequately trained, to perform their assigned tasks in a competent and hygienic manner.

Do

1. Competency and training records for all personnel are maintained by the day-to-day manager of the RMP.
2. The day-to-day manager of the RMP is familiar with the RMP and has good knowledge of:
    a) product safety, hygienic slaughter and dressing procedures, good operating practices for micro abattoirs; and medical certificates; and
    b) regulatory requirements relevant to the development and implementation of the RMP.
3. Persons responsible for the ante-mortem or post-mortem examination of farmed mammals (including cattle, horses, sheep, goats, deer and pigs) have one of the necessary qualifications specified in Schedule 3 of the Animal Products Notice: Specifications for Products Intended for Human Consumption:
    a) National Certificate in Meat Inspection Services, registered by the NZQA;
    b) Certificate of Meat Inspection, issued by the Director, Meat Division, MAF;
    c) Certificate of Competency for Meat Inspection, issued by MAF Quality Management;
    d) Qualification in Meat Inspection, issued by the Australian Quarantine and Inspection Service;
    e) registration as a veterinarian under the Veterinarians Act 1994;
    f) an alternative qualification accepted by the Director-General.
4. Prior to commencing work, all personnel undergo basic or induction training covering:
    a) personal health and hygienic practices;
    b) movement of personnel and materials;
    c) cleaning and sanitation;
    d) handling of chemicals;
    e) hygienic handling of materials and products; and
    f) the procedures for their specific tasks, including machine operation and monitoring of any product and process parameters.
5. The training records of all personnel are reviewed at least annually to ensure that their knowledge and skills remain up-to-date, and to identify requirements for new training or refresher training.

Show

The following records are kept:

a) induction records;
b) individual training records; and
c) training and qualification certificates.

Reference

Animal Products Notice: Specifications for Products Intended for Human Consumption Part 5

D. Operator Verification

Know

To ensure that the effectiveness of the RMP is maintained and verified regularly.

Do

1. RMP review

1.1 A review of all parts of the RMP is undertaken at least annually (not necessarily all at one time), and when significant changes to the product, process or premises are made, or the RMP or parts of it are not working effectively. Indications that the RMP or parts of it are not working effectively include:

a) repeated non-compliances or out of specification product test results;
b) customer complaints;
c) multiple or repeated issues raised by the RMP verifier; or
d) unacceptable outcomes of audits.

1.2 The RMP review involves:

a) checking of RMP documents to confirm that they are up-to-date with current legislation and reflect actual operations and practices;
b) checking of records and doing reality checks to confirm that written procedures are being followed and are still appropriate, including internal audits;
c) confirming that deficiencies or non-compliances identified by the operator or MPI are addressed in a timely manner; and
d) regulatory requirements, including any food safety criteria, are consistently being met.

1.3 The operator takes the following actions when the review identifies a recurring or major problem:

a) investigate and determine the cause(s) of the problem;
b) take appropriate corrective actions to fix the problem;
c) amend relevant parts of the RMP, as necessary, and
d) notify the RMP verifier, if necessary.

2. National monitoring programmes

2.1 The operator complies with applicable requirements and procedures of the National Microbiological Database programme and the National Chemical Residue Programme.

Show

The following records are kept:

a) RMP review records; and
b) records of other verification activities (e.g. test results).

Reference

Animal Product (Risk Management Programme Specifications) Notice 2008 clause 16

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

1. Corrective action

1.1 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.

1.2 Corrective actions are to be carried out in an effective and timely manner.

1.3 A register for corrective actions, including follow-up checks e.g. internal audits, is to be maintained.

1.4 Problems detected through the "normal" operation of the RMP are addressed by a suitably skilled person who:

a) assesses the problem;
b) restores control;
c) identifies and retains any suspect product and determines the product disposition appropriate to the nature of the problem and the intended use of the product (e.g. reject, rework, send for further processing, or release as is);
d) takes action to stop the problem from recurring (e.g. increase surveillance of the system, make changes to the system); and
e) records the corrective actions (including restoration of control, product disposition and prevention of recurrence) in the Corrective Action Register.

2. Corrective action for unforeseen circumstances

2.1 The RMP cannot be written to cover unusual events such as floods, fires or earthquakes. If such an event happens, appropriate corrective actions are determined on a case-by-case basis and taken.

2.2 When problems due to unforeseen circumstances are detected, 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:

a) doing an in depth assessment of the suspect product by reviewing relevant processing records, analyses undertaken, inspecting the product, advice from experts, literature review etc.;
b) ensure product disposition is appropriate to the nature of the problem and the intended use of the product (e.g. rework, reject, release under restricted conditions, regrade for alternative use where permitted under the RMP); and
c) report the following to the verifier:
   i. a description of the problem and the affected product;
   ii. a summary of the assessment made;
   iii. the decision on the disposition of the product; and
   iv. any actions taken to prevent recurrence of unforeseen circumstances.

Show

The following records are kept:

a) Corrective Action Register; and
b) any reports given to the verifier.

Reference

Animal Products (Risk Management Programme Specifications) Notice 2008 clause 11

F. Design, Construction and Maintenance of Buildings, Facilities and Equipment

Know

To ensure that all buildings, facilities, equipment and essential services are designed, located and constructed in a way that facilitates hygienic processing and prevents contamination of any animal material or product, ingredient, or packaging.

Do

1. Site selection and maintenance

1.1 The premises is located away from:

a) environmentally polluted areas and industrial activities that may result in contamination of products and the processing environment;
b) areas subject to flooding unless sufficient safeguards are provided;
c) areas prone to infestation of pests; and
d) areas where wastes, either solid or liquid, cannot be effectively removed.

1.2 Transport access ways and areas between and around buildings are constructed and maintained in such a way that minimises contamination of processing and storage facilities from environmental contaminants, such as dust, mud and debris.

1.3 External areas are kept tidy and free of rubbish.

2. Animal holding and ante-mortem facilities

2.1 Animal holding facilities:

a) comply with animal welfare requirements under the Animal Welfare Act 1999 and the Code of Welfare Commercial Slaughter 2016;
b) effectively contain animals;
c) facilitate ante-mortem examination;
d) have adequate lighting;
e) allow normal mobility and an easy flow of animals from the holding facility to the slaughter facility; and
f) in addition, for fixed premises, allow effective cleaning and effective drainage of water and liquid waste.

3. Building and facilities (general)

3.1 Floors, walls, ceilings and other exposed internal surfaces in processing areas are:

a) impervious and non-absorbent;
b) easily cleaned and sanitised;
c) durable and capable of withstanding repeated exposure to normal cleaning and sanitising; and
d) in the case of materials lining the walls, floors and ceilings, are of a colour that does not disguise contaminants.

3.2 Doors of processing areas that open directly to the outside are kept closed during processing.

3.3 Doors and windows are properly sealed to prevent water seepage and harbourage and entry of pests. Windows are made of safety glass.

3.4 Floors are constructed in such a way that facilitates effective drainage of water into drains.

3.5 Drains are of sufficient capacity (i.e. size and fall) to ensure liquid and solid wastes are contained and rapidly removed to minimise the spread of waste across floors.

3.6 Lights and light fixtures are of a safety type or protected to prevent contamination of products, exposed packaging material or equipment, in the event of breakage.

3.7 Adequate lighting of sufficient intensity and quality is provided to enable satisfactory performance of all operations, checks and inspections.

3.8 Adequate ventilation and air flow is maintained in processing and storage areas to remove excessive heat, steam and condensation; and minimise the entry of odours, dust, vapours or smoke.

3.9 An adequate supply, volume and pressure of potable water is maintained. Appropriate facilities for its storage, distribution and temperature control are available for effective cleaning of processing areas and facilities, hygienic processing, and hand washing.

3.10 Designated areas and containers for holding waste materials are clearly identified and maintained in a tidy condition.

3.11 Hand washing units are:

a) provided in sufficient numbers to allow for effective hygiene;
b) non-hand operable (e.g. foot, knee or automatic);
c) located in areas that are readily accessible to all persons working in or entering a processing area;
d) provided with warm potable water and approved liquid soap; and
e) provided with disposable paper towels or other hand drying facilities that do not contaminate washed hands or the surrounding area.

3.12 Cleaning equipment that comes into contact with products, packaging and product contact surfaces are clearly identified and differentiated (e.g. by labels or colour coding); and stored separately from those used for other purposes, such as cleaning of floors and drains.

4. Slaughter and dressing facilities

4.1 Animal restraining and stunning equipment comply with the requirements of the Code of Welfare Commercial Slaughter 2016.

4.2 Where a moving chain system is used, chain stopping devices are provided to facilitate hygienic processing and carcass examination, and ensure safe operations.

4.3 Rails or other carcass elevating devices, or cradles are provided to ensure that carcasses do not come into contact with contaminated equipment and surfaces during processing.

4.4 Hand washing facilities are readily accessible for use during processing.

4.5 Where sanitisers are used for disinfecting equipment, such as knives, steels and mesh gloves, they are maintained at the correct conditions that ensure their effectiveness.

4.6 Facilities for washing waterproof protective clothing (e.g. boots, aprons, gloves) are provided.

4.7 Adequate space and facilities are provided for post-mortem examination so that all parts of an animal can be examined effectively.

4.8 Facilities for retaining carcasses or carcass parts are provided.

4.9 Facilities are provided for secure holding and disposal of condemned material. Facilities and equipment used for condemned materials are properly identified.

4.10 Chillers and freezers:

a) are capable of reducing product temperatures to the required temperature within the prescribed time, and maintain product temperatures at or below the required temperature;
b) have the capacity appropriate for the volume of products likely to be processed or held in the refrigeration facility at any one time; and
c) are fitted with a temperature measuring device located where accurate air temperature readings can be made (e.g. warmest location of the refrigeration unit) and which can be monitored by the operator.

5. Employee amenities

5.1 Employees have access to amenities for:

a) eating;
b) changing clothes and storing personal belongings; and
c) use of toilets and hand washing.

6. Equipment

6.1 Processing equipment is:

a) durable;

b) resistant to chipping, cracking, flaking, delamination and abrasion;
c) able to withstand exposure to heat, water and all products expected to be processed under normal operating conditions;
d) designed to minimise build-up of food material and other residues; and
e) corrosion resistant.

6.2 Surfaces in direct contact with products are inert to the product, cleaning materials and other substances that it is likely to be exposed to under normal conditions of use.

6.3 The following materials are not used in equipment or product contact surfaces:
a) toxic metals such as cadmium, lead and their alloys;
b) metals whose contact with liquid or other material may create harmful chemical or electrolytic action;
c) porous materials such as sponge rubber, stone slabs, linoleum, leather and fabrics (excluding strainers/filters); and
d) wood.

6.4 Containers used for holding animal material are clearly identified and differentiated (e.g. by labels or colour coding) from those used for containing waste, cleaning materials and other purposes.

Show

The following records are kept:

a) building plans; and
b) equipment specifications and operating manuals.

References

Animal Product Regulations 2000 clause 10 and 14

Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Parts 2 and 6

G. Potable Water

Know

To ensure that an adequate supply of potable water is available for the micro abattoir's operation.

Do

1. Supply

1.1 An adequate supply of potable water is available for:

a) processing of products;
b) cleaning of processing facilities and equipment (refer to Supporting System H: Cleaning and Waste Management);
c) personnel hygiene;
d) use in washing equipment e.g. hand wash units, apron washes or sterilisers; and
e) any other activity where water comes into direct or indirect contact with any product (excluding live animals).

1.2 Water is sourced from:

☐ Town supply or other independent supply

Name of supplier: _____
Sections 2, 3.1 and 6 of this Potable Water Supporting System applies.

☐ Operator's own supply (e.g. water sourced from a bore, river, stream, roof)

Source of water: _____
Sections 2, 4 and 6 of this Potable Water Supporting System applies.

☐ Another RMP or Food Control Plan (FCP) where water has been assessed as meeting potable water requirements (applies to mobile premises only)

Business name and identification number of RMP or FCP: _____
Sections 3.2 of this Potable Water Supporting System applies.

1.3 Additional treatment (e.g. chlorination, boiling, filtration, UV treatment) is applied to the water by the operator:

☐ Yes

Type of treatment applied: _____
Section 2, 4, 5 and 6 of the Potable Water Supporting System applies to our operation.

☐ No

2. Design and management of reticulation system

2.1 The water reticulation system within the premises is designed, installed and operated in such a manner that prevents:

a) cross connections between potable and non-potable water;
b) stagnant water (i.e. no dead ends and unused pipes); and
c) back flow that may cause contamination of the water supply.

2.2 Water pipes, storage tanks and other parts of the reticulation system are maintained in good condition.

2.3 The reticulation system is flushed (i.e. taps are opened at point-of-use to allow a significant flow of water to occur) when water is not used for an extended period and after any repairs to the system, to ensure that stagnant water, rust, scale or other material is flushed out of the system.

2.4 The operator or contracted person checks the reticulation system at least annually, or when significant changes are made to the system. Records of these checks are kept.

3. Evidence of compliance to potable water standards

3.1 **For water sourced from town supply or other independent supply** - a certificate of compliance to the New Zealand Drinking Water Standard 2005 (revised 2008) is obtained from the water supplier at least annually; and copies of the certificates are kept.

3.2 **For water taken from another business with an RMP or an FCP** – evidence confirming that the water from the business with an RMP meets the potable water requirements of the Animal Products Notice: Specifications for Products Intended for Human Consumption, or water from the business with an FCP meets the New Zealand Drinking Water Standard, is obtained at least annually; and records of the evidence are kept.

4. Assessment of water sourced from operator's own supply

4.1 An assessment of the water from the company's own water supply has been undertaken according to Schedule 1 of the Animal Products Notice: Specifications for Products Intended for Human Consumption.

4.2 The water supply has been assessed as 'secure', as shown in the *Water Supply Assessment Checklist*.

☐ Yes

☐ No

4.3 Copies of the initial testing results for potable water quality, and the completed *Water Supply Assessment Checklist* (including a water management plan, if applicable), are kept by the day-to-day manager of the RMP.

4.4 Where water has not been assessed as 'secure', ongoing water testing for the water criteria given in Table G.1: Quality of Potable Water is done at a frequency specified in Table G.2 Frequency of Testing. The potable water supply is reassessed by completing the *Water Supply Assessment Checklist* at least once every 3 years and within the following time periods:

a) the case of a new source of water being used (that is, the source changes or a new source is added), the checklist is completed prior to use of the water; and

b) in the case of any changes to the environment in or around the water source that may affect the water quality, the checklist is completed within 1 month.

5. Water treatment plan for water that is further treated by the operator

5.1 A Water Treatment Plan for the further treatment of water by the operator is documented and attached to this RMP. The plan includes:

a) information about the treatment applied, including the type of treatment, operating procedures and parameters, monitoring procedures, any acceptable limits;

b) a water sampling and testing programme for monitoring the effectiveness of the specific water treatment applied (frequency as indicated in Table G.2 or as necessary for the effective monitoring of any specific water treatment applied); and

c) corrective action procedures when the water source is found to be unsatisfactory based on the results of any test done.

5.2 When water sampling and testing is required, potable water at the point of use is sampled and tested against the criteria given in Table G.1 at the minimum frequency set out in Table G.2.

5.3 Microbiological testing is performed by a Recognised Laboratory Programme (RLP) laboratory or an ISO/IEC 17025 accredited laboratory with the required tests in the laboratory's scope of (refer to the list of RLP laboratories). Water samplers are trained by or receive instruction on how to correctly sample water from the laboratory selected.

5.4 Chlorine, pH and turbidity measurements are performed by a suitably skilled person using documented methodologies (including calibration procedures) and/or calibrated equipment.

Table G.1: Quality of potable water

Measurement	Criteria
E. coli or faecal coliforms	Must not be detectable in any 100 ml sample
Chlorine (when chlorinated)	Not less than 0.2mg/l (ppm) free available chlorine with a minimum contact time of 20 minutes
pH (when chlorinated)	6.5 to 8
Turbidity	Should not routinely exceed 1 NTU, must not exceed 5 NTUs

Table G.2: Frequency of testing

Daily water use	Microbiological testing	Turbidity testing	pH testing (for chlorinated water)	Chlorine testing (for chlorinated water)
<2000 m^3/day	1 every month	1 every month	1 every month	Daily
2000 – 10,000 m^3/day	1 every 2 weeks	1 every 2 weeks	1 every 2 weeks	Daily
>10,000 m^3/day	1 every week	1 every week	1 every week	Daily

6. Non-compliance

6.1 All operations requiring the use of potable water are stopped when any of the following problems occur, until it is rectified:

a) the independent supplier (e.g. local council) advises the operator that the water is not fit or drinking without additional treatment, or the operator has reason to believe that the water is not fit for use, and the operator has no other means in the RMP to ensure the water is potable at the point of use; or

b) if the water is supplied by the operator, and the operator fails to comply with any of the requirements of the water management or treatment plan (including corrective actions) and has no other means described in the RMP to ensure the water meets the original standard at the point of use.

6.2 If contamination with non-potable water occurs, the following actions are carried out:

a) affected product is not used for human or animal consumption, unless assessment by a suitably skilled person indicates that an alternative action will render the product safe and suitable for human or animal consumption;

b) affected food contact surfaces are cleaned and sanitised prior to reuse; and

c) affected packaging materials and containers that cannot be effectively cleaned and sanitised are not used for packaging of any product.

6.3 Record of the assessment and corrective actions taken are kept.

Show

The following records are kept:

a) records of compliance to potable water standards (for water from town supply, independent supply, or other RMP or FCP);

b) completed *Water Supply Assessment Checklist* (for operator supplied water);

c) water treatment plan (for water that is further treated by the operator);

d) water testing results, if applicable;

e) records of checks of the reticulation system; and

f) monitoring, corrective action and verification records.

Reference

Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 clauses 2.5 to 2.11

H. Cleaning and Waste Management

Know

To ensure that all areas within the premises, facilities and equipment are maintained in a hygienic condition.

Do

1. Cleaning

1.1 The written cleaning schedule covers all the different areas of the premises and contains the following information:

a) area, facility and/or equipment to be cleaned;
b) type or method of cleaning;
c) frequency of cleaning; and
d) person responsible for cleaning.

1.2 Cleaning compounds are used in accordance with the procedures given in *Supporting System M: Chemical Control*.

1.3 Potable water is used for wet cleaning of all processing facilities and equipment, except for the initial hose down of the processing area to remove gross contamination wherein clean water (defined below in Reference section) may be used.

1.4 Wet cleaning of processing areas and equipment is undertaken in accordance with the following steps:

a) solid wastes and gross contamination, such as blood and scraps, are removed (note: this is the only step where clean water, instead of potable water, may be used);
b) the area is rinsed with cold or warm water (≤ 60°C to prevent coagulation of protein, which makes it extremely difficult to remove);
c) detergent solution or foam is applied and left on all surfaces for the time specified by the manufacturer;
d) surfaces are scrubbed to loosen and remove dirt;
e) surfaces are rinsed with water, and then allowed to drain;
f) if scale has to be removed, an acid detergent is used at this stage, followed by rinsing and draining;
g) a chemical sanitiser is applied and left on all surfaces for the time specified by the manufacturer;
h) the chemical sanitiser is rinsed off with water (not needed if a no-rinse sanitiser is used), and surfaces and equipment are allowed to dry.

1.5 Products and packaging materials are removed from the area or protected by covers, before wet cleaning is started.

1.6 Dry stores are cleaned regularly by appropriate dry cleaning methods (e.g. brushing, sweeping, vacuuming).

1.7 When vacuum cleaning systems are used, filters are changed regularly and dust bags are removed and replaced in a way that does not result in the contamination of any product or product contact surface.

1.8 Cleaning implements and equipment are maintained in a hygienic condition and a good state of repair, and stored in designated areas.

2. Collection and removal of waste materials

2.1 Waste water and other liquid wastes are quickly drained from the floor to minimise pooling or spread of waste across floors.

2.2 Solid wastes are:

a) collected in clearly identified waste containers;
b) kept under controlled conditions to ensure that it will not be mistakenly or fraudulently released as suitable for processing for human consumption;
c) regularly disposed of in a manner that ensures that it will not become a source of contamination to other products; and

d) outside waste bins are covered, maintained in a tidy condition, and collected regularly so that they do not attract pests and create objectionable odours.

3. Cleaning inspection

3.1 Cleaning checks or inspections are undertaken on a regular basis to ensure compliance to the cleaning programme and to check the effectiveness of cleaning by assigned personnel. When it is impractical to have separate cleaning inspections and pre-operational checks, considering the size of the operation and number of personnel, cleaning checks are done at the same time as pre-operational checks.

4. Pre-operational checks

4.1 Pre-operational checks of facilities and equipment are conducted by a suitably skilled person before the start of processing to ensure that processing only begins when the necessary hygiene requirements and operational conditions have been met.

4.2 Records of pre-operational checks are kept of all observations made during pre-operational inspection and corrective actions for any deficiencies identified.

4.3 Defects observed during pre-operational checks are categorised based on their potential to cause contamination of the product. This assists in the setting of appropriate corrective actions. The defect categories are:

a) **critical** - a defect that will result in direct contamination of a product (e.g. dirty food contact surfaces; condensation from an overhead structure directly above exposed products or product contact surfaces);

b) **major** - a defect that may result in direct or indirect contamination of a product (e.g. dirty / contaminated surfaces that are handled by workers and which may lead to cross-contamination, such as dirty surfaces that are in close proximity to a product contact surface); and

c) **minor** - a defect which is unlikely to result in contamination of a product (e.g. dirty surfaces that are not near a product contact surface and are unlikely to come into contact with exposed product, product contact surfaces, packaging or workers, such as an isolated speck of product residue on a table leg, wall or drain).

4.4 When immediate corrective action is required (e.g. for critical and major defects), the corrected item is rechecked before operation begins. The outcome of this recheck is included in the record.

4.5 Poor overall performance and repetitive failures are investigated by the day-to-day manager of the RMP.

Show

The following records are kept:

a) cleaning and pre-operational records;
b) list of chemicals; and
c) monitoring and corrective action records.

Reference

Animal Product Regulations 2000 clause 11

clean water means (extract from Animal Products Notice: Specifications for Products Intended for Animal Consumption 2017):

a) in relation to water supplied by an independent supplier (including a public or private supplier), water of a standard administered by the independent supplier under the Health Act 1956 and any regulations made under that Act; or

b) in relation to water supplied by the animal product operator solely for the use of the animal product operator (such as bore water, rainwater or surface water), water that complies with the requirements in Schedule 1.

I. Handling and Disposition of Non-conforming Products

Know	To ensure that non-conforming products are handled and disposed of properly. A non-conforming product is any product that does not meet a regulatory requirement (e.g. animal material eligibility, process or product criteria), or has not been processed in accordance with procedures written in the RMP.
Do	1. Non-conforming products are: a) clearly identified; b) segregated from other products; and c) held within the premises until disposition is determined by the day-to-day manager of the RMP or other suitably skilled person or, in certain cases, by MPI. 2. Non-conforming products may be disposed of by means of one of the following, as appropriate: a) restricted release when the operator is able to manage the problem appropriately; b) downgrading to an alternative use when the product conforms to the alternative requirements (e.g. for petfood); or c) destruction of the product. 3. The operator will notify the RMP verifier, without unnecessary delay, by phone followed by an email, when there is a significant concern about the safety or suitability of any product, or when product is recalled from trade, distribution or from consumers because it is not or may not be suitable for processing for human consumption. 4. A list of non-conforming products is maintained, including details about the product type, amount, production day, cause of the non-conformance, product disposition, and other traceability information.
Show	The following records are kept: a) list of non-complying products; b) records of assessment and disposition of non-conforming products; c) records of recall activities; d) inventory records; and e) any correspondence with the verifier or MPI regarding a non-conformance.
Reference	Animal Products (Risk Management Programme Specifications) Notice 2008 clauses 13 (3a), 14 (2) and 20 (2) MPI Recall Guidelines

J. Packaging and Other Incoming Goods

Know	To ensure that all incoming goods, including packaging and other food contact materials, meet specifications and are handled and stored properly.
Do	1. Packaging materials and other food contact materials (e.g. carcass wrap, legging paper) are suitable for food contact use. 2. Packaging materials: a) comply with the requirements specified in the current US Code of Federal Regulations, Title 21, Parts 170-199 (21 CFR 170 – 199), which includes coatings and linings of containers and cartons where these are the direct product contact surface; or b) comply with the requirements specified in the current "Australian Standard for Plastic Materials for Food Contact Use, Australian Standard AS2070-1999"; or c) are determined by the operator to be suitable for use, based on evidence provided by the packaging manufacturer. 3. All incoming goods, such as packaging, chemicals and other consumables, are checked upon receipt to ensure that: a) they are fit for their intended purpose and comply with any regulatory or company specifications; and b) if applicable, sufficient information is provided on labels and accompanying documentation for their proper identification, storage and use. 4. Packaging materials and other food contact materials are: a) moved to storage as soon as possible after delivery; b) protected against contamination or damage during storage; c) stored on racks, shelves or pallets to ensure no contact with the floor; d) kept separate from chemicals and other hazardous materials; and e) properly labelled or identified.
Show	The following records are kept: a) incoming goods delivery documents (e.g. receipts, bill of sale, delivery sheet); and b) any packaging specifications or written guarantees from packaging suppliers.
Reference	Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Part 7

K. Traceability and Inventory Control

Know	To ensure that raw materials and regulated products are identified sufficiently at receipt, processing, storage and sale for inventory control purposes and to allow for traceability in the event of a recall.
Do	1. The operator implements a tracking system that: a) allows for the identification of all animal materials and products throughout the entire process; and b) enables the movement of all animal materials to be traced from the supplier; and to the next person or company that any product is transferred to for further processing, packing, storage, distribution or sale. 2. Inventory records are maintained for all products, including any non-conforming products. 3. All outgoing products are clearly labelled and accompanied by appropriate documentation to ensure their traceability.
Show	The following records are kept: a) records for incoming and outgoing goods (e.g. delivery dockets, invoices, consignment forms); and b) inventory records.
Reference	Animal Products Regulations clause 18 See Part 2. Receiving of live farmed animals for slaughter from Supporting System O: Process Control in relation to sourcing of animals and Animal Status Declarations (ASDs)

L. Calibration

Know

To ensure that critical measuring equipment has an appropriate level of accuracy and precision for their use.

Do

1. Receipt of critical measuring equipment (new or repaired)

1.1 Calibration certificates are requested from suppliers of critical measuring equipment.

2. Thermometer checks

2.1 All new or repaired thermometers have an ice point check as below unless a calibration certificate is provided:

a) 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.

b) the thermometer probe is placed in the centre of the container so that the point of the probe is in contact with ice.

c) 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.

2.2 All new or repaired thermometers that are to be used at higher temperatures (more than 50°C) and have a scale going up to 100°C have a boiling point check as below unless a calibration certificate is provided.

2.3 water is boiled and the thermometer is placed in it and the reading is checked (once stabilised). It should read 100 +/- 1°C.

2.4 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.

3. Chiller or freezer gauges

3.1 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.

3.2 Checks of automatic temperature devices are recorded on the Automatic Temperature Recorder Checks Form.

4. Calibration of thermometers and weighing scales

4.1 Critical measuring equipment, such as thermometers and weighing scales:

a) have the accuracy, precision, and conditions of use appropriate to the measurement being taken;
b) are calibrated at least annually by an accredited person or agency; and
c) are uniquely identified (e.g. by using serial numbers, indelible tags or other permanent means of identification) so they can be linked to records stating their calibration status.

Note: Retail scales are checked under the Weights and Measures Act and so are outside the scope of the RMP.

5. Faulty equipment

5.1 Equipment that is faulty or inaccurate is not used. It is repaired and recalibrated or replaced as soon as possible.

Show

The following records are kept:

a) calibration certificates and other calibration records;
b) identification, location and calibration status of equipment;
c) calibration schedules;
d) completed Automatic Temperature Recorder Checks Form; and
e) ice point / boiling water calibration records.

Reference

Animal Products Notice: Specifications for Products Intended for Human Consumption clause 6.2

M. Chemical Control

Know

To ensure that chemicals used for cleaning, sanitising, pest control, and repairs and maintenance of equipment and facilities are stored, handled and used in a manner that prevents contamination of products.

Do

1. Approved chemicals (also called maintenance compounds)

1.1 Only MPI approved chemicals, as listed in the MPI Approved Maintenance Compounds (Non-dairy) Manual, are used within the premises.

1.2 A list of all chemicals, including rodenticides and insecticides, used and held on the premises is kept and maintained up-to-date.

2. Storage and use of chemicals

2.1 All chemicals are:

a) clearly labelled with the name of the chemical;
b) stored in a designated area (e.g. shelf, cupboard or room);
c) kept separate from raw materials, products and product contact packaging materials; and
d) kept in sealed containers when not in use.

2.2 Chemicals are handled and used by, or under the supervision of, suitably trained or experienced personnel according to the directions of the manufacturer and any conditions of the MPI approval.

2.3 Directions for use are readily available to users (e.g. given on the label, posted on the wall or provided in product information data sheets).

2.4 Products and exposed packaging are removed from the area or kept protected (e.g. covered) prior to the use of any chemical that may result in their contamination.

2.5 Equipment and other product contact surfaces are cleaned by thorough washing after exposure to any chemical, except for no-rinse-type chemicals that have been approved for that purpose.

2.6 All containers or utensils used for measuring, mixing or transferring chemicals are clearly identified and only used for the identified purpose.

2.7 Empty chemical containers are:

a) not re-used for any other purpose within the premises, and
b) disposed of in accordance with manufacturer's instructions and in a manner that will not contaminate any product or product contact surfaces.

3. Chemical contamination

3.1 The following actions are taken when chemical contamination occurs:

a) contaminated products and packaging materials are dumped; and
b) contaminated product contact surfaces are cleaned and if necessary, sanitised prior to use.

Show

The following records are kept:

a) list of approved chemicals used and held in the premises;
b) any chemical information sheets provided by the supplier, including instructions for handling and use; and
c) employee training records for chemical handling.

Reference

Animal Product Regulations clause 11(3)

N. Pest Control

Know

To control pests and prevent contamination of products, packaging, equipment, and the processing environment. Pests include rodents, birds, insects, dogs and cats.

Do

☐ **Pest control carried out by company** (tick box if applicable)

☐ **Contracted pest control and monitoring** (tick box if applicable)

a) The company has contracted a pest control person or agency to undertake pest control and monitoring activities on the site. The specific contracted services are clearly defined in the contract or agreed arrangements.

b) The company is responsible for ensuring that the pest control person or agency is competent to perform the task, and complies with the relevant requirements of this programme.

1. Prevention of pest access and infestation

1.1 Buildings are designed, constructed, and maintained in a way that prevents pest access.

1.2 Internal and external areas of the premises are kept clean and tidy. The external environment are checked regularly and kept free of any food source and breeding sites (e.g. long grass, bird's nest, food waste).

1.3 Waste materials are covered in pest-proof containers, and regularly collected and disposed of.

1.4 Pets (excluding farm dogs) are not permitted anywhere within the premises.

1.5 Farm dogs that are present on the premises are kept under direct supervision or control of the owner, and are prevented from entering processing and storage areas.

2. Use of pesticides and pest traps

2.1 Pesticides (rodenticides and insecticides) are handled, used and stored according to the manufacturer's instructions.

2.2 Where pest traps (including rodent boxes, bait stations and electric insect traps) are used, they are located where they do not present a risk of contamination to any product. Bait stations are not located inside any processing area. The location of pest traps are shown in a site diagram.

2.3 Bait stations are checked regularly for the following:

a) correct location as indicated in the plan or record, and presence of bait;
b) evidence of pest activity (e.g. nibbled bait, bait missing, droppings); and
c) boxes are in good working condition and identification is easily legible.

2.4 Boxes are cleaned and rebaited with an approved rodent bait, as necessary or at least 3 monthly.

2.5 Increased monitoring and appropriate corrective actions are undertaken when increased rodent activity is observed.

2.6 Insect traps, including ultra-violet lamps, pheromone traps and any form of attractant device:

a) are constructed in a way that facilitates the capture and removal of insects (e.g. by providing a suitable drawer, tray or adhesive mat for catching and securing insects);
b) do not cause any air-borne contamination; and
c) are not located where insects may fall onto product, packaging, or product contact surfaces.

3. Contamination – handling and disposition

3.1 When there is evidence of contamination from pests, the following corrective actions are undertaken:

a) the affected product is considered unfit for human or animal consumption and disposed of accordingly;
b) the affected product contact surfaces are cleaned and sanitised prior to reuse; and
c) and affected packaging materials that cannot be effectively cleaned and sanitised are not used for packing products.

Show	The following records are kept: a) details of the contracted pest control person or agency, if applicable; b) site plan showing the location of bait stations or other traps; c) list of chemicals used; d) register of pesticide usage, including the name, amount and area where pesticide was used; and e) chemical handling training records.
Reference	Animal Products Regulations clauses 9, 10 and 11

O. Process Control

Know

To ensure that the following requirements are met:

a) only live animals eligible for processing for human consumption are accepted and slaughtered at the premises;
b) ante-mortem and post-mortem examinations are undertaken on all animals;
c) animals are slaughtered in accordance with Code of Welfare Commercial Slaughter 2016;
d) animal materials are processed and stored in a hygienic manner, which prevents or minimises contamination and proliferation of hazards on carcasses and other animal material; and
e) traceability of animal material and products is maintained throughout the process.

All ante-mortem and post-mortem examiners have the freedom, access and authority to carry out their responsibilities as required by the Animal Products Notice: Ante-mortem and Post-mortem Examination of Mammals, Ostrich and Emu Intended for Human Consumption Notice.

Do

1. Written procedures

1.1 Procedures for key process operations discussed in Supporting System O: Process Control are documented and forms part of the RMP. These written procedures are specific to the operator's RMP operation, and include the following information:

a) the name or position of the person responsible for performing the task or procedure;
b) how the task is to be performed, including steps of the process and hygienic techniques that should be applied;
c) any observations or measurements to be taken and where they are to be recorded; and
d) actions to take when any deviation from written procedures or established parameters occurs.

2. Receiving of live farmed animals for slaughter

2.1 The operator checks that a correctly completed supplier statement, using the MPI approved animal status declaration (ASD) form, is provided at the time of presentation of a farmed animal for slaughter.

2.2 An animal is not accepted for processing, if:
a) the supplier statement is absent or incomplete;
b) the slaughter operator is aware of, or has received information, that would give reasonable grounds to suspect that the information in the accompanying supplier statement is fraudulent; in which case the operator will inform the recognised RMP verifier within one working day of forming the reasonable suspicion; or
c) the supplier statement does not confirm the status of the animal material as suitable for processing.

2.3 If the supplier statement for an animal(s) is absent or incomplete, the live animal may be temporarily held in a holding pen in order to give the supplier an opportunity to provide a completed or a replacement supplier statement.

2.4 The following records are kept for a minimum of 4 years:
a) a copy of every supplier statement received from suppliers; and
b) records that provide the following information for each mob of animals:
i. date and time of arrival;
ii. supplier (name in clear wording or in code);
iii. number of animals;
iv. class of animals;
v. any marks, brands, or other distinguishing features on the animals, if the holding facility contains animals from more than one supplier; and
vi. information to determine where the animals from the mob are being held.

3. Ante-mortem examination

3.1 All animals undergo ante-mortem examination by a qualified ante-mortem examiner prior to slaughter, to assess their suitability for slaughter.

3.2 The examination is carried out within 24 hours of arrival of an animal at the slaughter premises; and within 24 hours before the slaughter of the animal.

3.3 The ante-mortem examiner assesses each animal for any abnormality that may:

a) constitute a food safety hazard in any resulting animal material or animal product; or
b) contaminate any animal material or animal product through the dressing of the animal; or
c) affect the processing environment to the extent that it may create a hazard in any animal material or animal product; or
d) be detrimental to the welfare of the animal.

3.4 On completion of the ante-mortem examination (or re-examination) of an animal, and taking into account any information supplied in the relevant supplier statement, the ante-mortem examiner makes a decision regarding the suitability for processing of the animal, and whether the animal:

a) is suitable for slaughter for human consumption;
b) is suitable for slaughter pending treatment for, or recovery from, an abnormal condition, and, if appropriate, specifies when the animal must be submitted for re-examination;
c) must be slaughtered without delay to prevent the deterioration of an abnormal condition, provided the condition would not prevent all or part of the carcass being fit for human consumption, and processing of the carcass will not detrimentally affect the hygiene of the processing environment;
d) is suspect animal material, and is required to be slaughtered at a time designated by the ante-mortem examiner; or
e) is not fit for slaughter for human consumption and should be disposed of in an appropriate manner.

3.5 The ante-mortem examiner:

a) determines the appropriate manner of disposal of animal material that is not suitable for human consumption;
b) records the disease and defect information and provides this information to MPI in the format required by MPI for that purpose; and
c) provides sufficient information to the post-mortem examiner relating to the status of the animal, as appropriate, prior to post-mortem examination, including whether the animal is:
   i. a suspect animal (together with the reasons for being suspect);
   ii. a Tb reactor;
   iii. vaccinated for Johne's disease;
   iv. on a chemical residue list;
   v. on a disease surveillance suspect list; or
   vi. subject to any other restrictions or conditions described on the animal status declaration (ASD) form.

3.6 Injured, diseased, moribund and dead animals are handled and disposed of, in accordance with the procedures summarised in Table O.1 Handling and Disposition of Injured, Diseased, Moribound and Dead Animals.

Table O.1: Handling and disposition of injured, diseased, moribund and dead animals.

Condition of animal	Action	Disposition of animal material
(a) An animal is injured while in the care of the operator, or has suffered injury during transportation to the slaughter premises, and is deemed suitable for slaughter for human consumption.	Animal is slaughtered without delay.	Animal may be processed for human consumption.
(b) An animal develops a metabolic disorder while in the care of the operator, or has suffered a metabolic disorder during transport to the slaughter premises, and is deemed suitable for slaughter for human consumption.	Animal is slaughtered without delay.	Animal may be processed for human consumption.
(c) An animal develops a metabolic disorder while in the care of the operator, or has suffered a metabolic disorder during transport to the slaughter premises, and is deemed suitable for slaughter pending treatment for, or recovery from, the disorder.	Animal may be treated and then submitted for re-examination after a period advised by the ante-mortem examiner. Depending on the outcome of the re-examination, scenario (b) or (d) of this Table will apply.	Disposition for scenario (b) or (d), as applicable.
(d) An animal: i. is dead or dies in the slaughter premises (i.e. not slaughtered); or ii. becomes moribund in the slaughter premises; or iii. is injured or diseased and deemed not suitable for slaughter for human consumption, and it is not possible to return the animal to its owner or supplier on animal welfare grounds.	Injured, diseased or moribund animal is slaughtered without delay. The dead or slaughtered animal may be dressed in the premises (e.g. to recover the hide or pelt) in accordance with the following: the animal is handled and dressed in a manner and at a time (e.g. end of the day) that prevents direct or indirect contamination of animal materials or products for human consumption; and the carcass and all parts of the animal are clearly identified and separated from products for human consumption throughout the process.	Animal material is not suitable for human consumption, and is disposed of in an appropriate manner (e.g. dispatched for rendering or burial), as advised by the ante-mortem examiner.

3.7 No animal is removed from the premises without the approval of the ante-mortem examiner.

3.8 The following records are kept for a minimum of four years:

a) ante-mortem examination report for each animal or group of animals;
b) disease and defect information, which is provided to MPI;
c) records that provide the following information for each mob of animals;
   i. the current ante-mortem status of the animals;
   ii. name and signature of the ante-mortem examiner and the date of examination;
   iii. information from the supplier statement relevant to; and
   iv. additional information that may assist in the final assessment of suitability for processing.

4. Slaughter

4.1 The slaughter of animals (i.e. stunning, sticking and bleeding) is carried out without unnecessary delay after the animals' arrival at the premises, and in a way that minimises the contamination of the carcass.

4.2 Animals are rendered insensitive (i.e. stunned) before bleeding and kept in this state until death supervenes.

4.3 Whenever stunning becomes inadequate, the slaughter of animals is stopped until the problem is rectified.

4.4 When blood is collected for human consumption, the operator ensures that:

a) blood is not collected from animals condemned for disease conditions or from a reactor to a diagnostic test;

b) blood does not come into contact with the outer surface of any slaughtered animal or become contaminated in any way;
c) traceability between the blood collected and source animal(s) is maintained until the animal(s) has passed post-mortem examination;
d) when batch collection is undertaken, all source animals contributing to the batch meets requirements (a)-(c), otherwise the entire batch is condemned;
e) equipment used for the collection of blood is disinfected after each batch; and
f) any equipment, such as a hollow knife, that comes into direct contact with exposed parts of the animal, is disinfected before the next animal is bled.

5. Dressing

5.1 Dressing of carcasses is carried out without unnecessary delay and in a hygienic manner, which:
a) minimises the transfer, proliferation and redistribution of contaminants on and between animal material or product;
b) is consistent with the principles and guidance provided in the Red Meat Operational Code: Slaughter and Dressing; and
c) complies with the general and species specific requirements for presentation for post-mortem examination given in the Red Meat Code of Practice Chapter 6 : Presentation for Post-Mortem Examination.

5.2 Traceability between parts of the animal, or animals in case of batch processing, is maintained until post-mortem examination is complete.

5.3 Hygienic techniques are applied during dressing to minimise contamination of the carcass from:
a) contaminated parts of the animals, such as the hide, pelt or hair; the gastro-intestinal tract; the integument, hooves, trotters, or feet of the same or another carcass;
b) contaminated equipment, such as uncleaned knives, viscera tables, buggies and equipment used for suspending carcasses, offal or other parts;
c) contaminated surfaces, such as the floor or drains; and
d) wastes and other contaminated material.

5.4 Cross-contamination between carcasses or within a carcass is managed.

5.5 Where multiple operations are carried out on the same carcass by the same operator, the operations posing the least risk of contamination is performed first.

5.6 Offal and other animal material for human consumption are collected in a hygienic manner.

5.7 All animal material to be presented for post-mortem examination are identified as being derived from a particular animal until an assessment is completed by the post-mortem examiner.

5.8 Carcasses and animal products that have not passed post-mortem examination are physically separated from those that have passed post-mortem examination.

5.9 Scraps, trimmings and other animal materials that are not suitable for human consumption are put in designated containers and disposed of appropriately.

6. Post Mortem Examination

6.1 Post-mortem examination is conducted on all carcasses and their parts by a qualified post-mortem examiner.

6.2 Prior to undertaking any post-mortem examination, the post-mortem examiner must, where applicable, have information on the result of the ante-mortem examiner's assessment of the suitability of the animal for processing.

6.3 Post-mortem examination is undertaken:
a) without delay following the dressing of an animal;
b) in a way that minimises cross-contamination between carcasses; and
c) in accordance with the procedures given in the Red Meat Code of Practice, Chapter 7: Post-mortem Examination.

6.4 Post-mortem disposition of animal material and products are made in accordance with the Red Meat Code of Practice, Chapter 8: Post-Mortem Dispositions.

6.5 All products remain under the control of the post-mortem examiner until the assessment is completed by the examiner and a decision is made regarding their fitness for human consumption.

6.6 Post-mortem records are kept for at least 4 years.

7. Packing and labelling

7.1 Where carcasses are wrapped:
- a) only new materials suitable for food contact use are used; and
- b) condensation or frosting on carcasses is managed, particularly when a non-permeable material (e.g. polythene wrap) is used.

7.2 Containers (e.g. plastics bins, pails, plastic bags) used for packing offal, blood and other products are:
- a) suitable for food contact use;
- b) clean;
- c) leak proof; and
- d) provided with a cover, when necessary to protect the product from contamination during storage and transport.

7.3 Transportation outers are provided with labels or marked with indelible ink with the following information:
- a) the product name or description;
- b) storage directions, where necessary to maintain the product's safety and suitability for processing; and
- c) the slaughter date or other form of lot identification.

7.4 The label of transportation outers, or accompanying documentation, of products that are not intended for human consumption (e.g. for petfood use) clearly state "Not for human consumption".

7.5 Carcasses and other products that cannot practicably be labelled, have the information specified in Paragraph 7.3 provided on tickets attached to the carcass and their accompanying documentation.

7.6 If the suitability of a product for its intended purpose changes from its original status, its new status is reflected in all labelling and accompanying documentation. This is carried out at the earliest opportunity, and prior to the release of the product from the premises.

8. Cooling of carcasses and offal

8.1 The cooling of carcasses, offal and other materials is undertaken as soon as possible after post-mortem examination and in a manner that minimises microbial growth on, and deterioration of, the products.

8.2 Carcasses and offal are cooled in a chiller where the air temperature is less than or equal to +7°C.

8.3 Carcasses are cooled to a deep meat temperature (DMT) of +7 ºC from the time post-mortem examination is completed, within the period specified in Table O.2: Cooling Rate for Small and Large Carcasses. DMT means the temperature of a carcass measured at the thermal centre of the largest muscular mass.

Table O.2: Cooling rate for small and large carcasses.

Carcass size	Time to reach a DMT of +7 ºC
Small carcasses (e.g. sheep, goats, bobby calves, small deer, pigs other than choppers, emu, ostriches, alpaca)	24 hours
Large carcasses (e.g. cattle, buffalo, horses, large deer such as Wapiti deer, large pigs such as choppers)	48 hours

8.4 Procedures for achieving the above cooling rates are written in the RMP. These procedures include the different factors that affect cooling performance and are controlled by the operator, such as the air temperature, air speed and movement, loading configuration (e.g. number of carcasses, spacing), and packaging of products.

8.5 Carcasses are reduced to the preservation temperatures given in Table O.3: Carcass Preservation Temperatures prior to release from the slaughter premises, except when the scenarios given in Table O.4 apply.

Table O.3. Carcass preservation temperatures

Product type	DMT at loadout
Chilled mammal, ostriches, emus and poultry	cooler or equal to +7 ºC
Frozen mammals, ostriches, emus and poultry	cooler or equal to -12 ºC

8.6 Carcasses that have not reached the required preservation temperature may be released from the slaughter premises provided the scenarios and requirements given in Table O.4 apply.

Table O.4. Scenarios for releasing carcasses that have not reached the required preservation temperature

Scenario	Requirements
Fixed premises	
Carcass is partially cooled/chilled prior to release from the slaughter premises and then picked up and transported by another operator (e.g. a transport operator or a butcher)	The slaughter operator confirms and records that the receiving operator (e.g. a transport operator or a butcher) has a registered RMP or Food Control Plan (FCP) that covers the transfer of the product, or operates under the relevant National Programme under the Food Act 2014.
Mobile premises	
Carcass is released from the slaughter premises directly to the owner of the animal (e.g. the farmer) immediately after slaughter and dressing with minimal or no chilling, and the owner intends to use the product only for his personal use.	The slaughter operator confirms and records that the meat is solely for the animal owner's personal use and will not be traded.
Carcass is released from the slaughter premises directly to the owner of the animal (e.g. the farmer) immediately after slaughter and dressing with minimal or no chilling, and the owner intends to trade or use the product for commercial purposes.	The slaughter operator confirms and records that the animal owner has a registered RMP or FCP that covers further processing of the product, or operates under the relevant National Programme under the Food Act 2014.
Carcass is partially cooled/chilled prior to release from the slaughter premises to another operator (e.g. a butcher)	The slaughter operator confirms and records that the receiving operator has a registered RMP or FCP that covers further processing of the product, or operates under the relevant National Programme under the Food Act 2014.

9. Storage

9.1 All products are handled and stored in the chiller in a manner that minimises their contamination or deterioration.

9.2 Products are:

a) moved to the chiller as soon as possible after post-mortem examination or packing, as applicable;
b) held at appropriate temperatures to maintain their safety and suitability for their intended purpose;
c) protected against contamination or damage;
d) stored in way that ensures that exposed products have no contact with the floor, walls, and contaminated surfaces;
e) kept separate from maintenance compounds and other hazardous materials; and
f) properly labelled or identified.

10. Dispatch

10.1 The operator checks that the following are met prior to release of products from the slaughter premises:

a) products are properly packed and labelled in accordance with 7. Packing and Labelling;
b) product loadout temperature is taken and recorded (e.g. DMT of carcasses);
c) the transport vehicle is clean and does not contain any material that could contaminate any of the product and affect their suitability for human or animal consumption; and
d) products are accompanied by relevant documents that ensures their traceability.

Show

The following records are kept:

a) good operating practice records; and
b) process control records (e.g. monitoring records).

Reference

Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Part 11, 13 and Schedule 3

Animal Products (Risk Management Programme Specifications) Notice 2008

Animal Products Notice: Ante-mortem and Post-mortem Examination of Mammals, Ostrich and Emu Intended for Human Consumption 2015

Red Meat Code of Practice

a) Chapter 5: Slaughter and Dressing
b) Chapter 6: Presentation for Post-Mortem Examination
c) Chapter 7: Post-Mortem Examination
d) Chapter 8: Post-Mortem Dispositions
e) Chapter 9: Post Slaughter Activity

P. Hazard Identification and Control

Know	To identify the hazards that are reasonably likely to occur at each process step including all inputs. To ensure the appropriate controls are included in the RMP so that the products are fit for intended purpose.
Do	1. The hazard identification and control sections of the Generic RMP model for Slaughter and Dressing of Farmed Mammals has been reviewed and incorporated into the RMP. *Note: If your process is outside the scope of the generic RMP model, you will need to include your own hazard analysis.* 2. The identification and control of risks to wholesomeness and false or misleading labelling sections of the Generic RMP model for Slaughter and Dressing of Farmed Mammals have been reviewed and incorporated into the RMP. 3. Good operating practices outlined in the RMP Document list are followed.
Show	The following records are kept: a) good operating practice records.
Reference	Animal Products Act 1999, section 17 Animal Products (Risk Management Programme Specifications) Notice clause 10