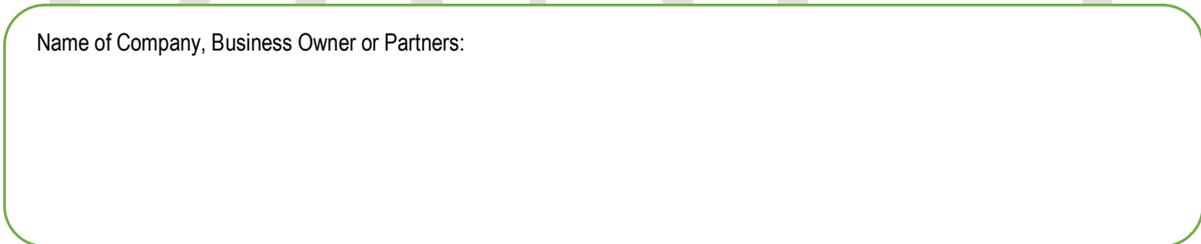


# Regulated Control Scheme (RCS) Template for the Transport of Animal Material and Product

You can use this template if you are a:

- Transport service operator
- Depot operator (including Vehicle Docking Facilities (VDF))

Name of Company, Business Owner or Partners:



This RCS 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 **Regulated Control Scheme Template for Transport of Animal Material and Product** is valid and appropriate for the business of this kind described in the Statement of Application.

### Statement of Application

The application of the **Regulated Control Scheme Template for Transport of Animal Material and Product** is limited to businesses of the kind that are involved in:

- Transport service operations
- Depot operations (including Vehicle Docking Facilities (VDF))

Dated at Wellington this \_th day of \_

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

Contact for further information  
Ministry for Primary Industries (MPI)  
Regulation & Assurance Branch  
Food Regulation Directorate  
PO Box 2526  
Wellington 6140.

Email: [animal.products@mpi.govt.nz](mailto:animal.products@mpi.govt.nz)

### Disclaimer

- (1) Considerable effort has been made to ensure that the information provided in the **Regulated Control Scheme Template for Transport of Animal Material and Product** 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 **Regulated Control Scheme Template for Transport of Animal Material and Product**:
- 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 **Regulated Control Scheme Template for Transport of Animal Material and Product**; 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 **Regulated Control Scheme Template for Transport of Animal Material and Product**.

### **Application and scope of the Regulated Control Scheme (RCS) Template for the Transport of Animal Material and Product**

The transport operators of relevant goods (i.e. animal material and animal product) including vehicle docking facility transfers, for export with an official assurance must be covered under either:

- a registered risk management programme (RMP); or
- the 'Regulated Control Scheme Template for Transportation of Animal Products and Material' (Transport RCS) – this template; or
- the 'RMP template for the Transport of Dairy Material and Dairy Products'.

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**Note: The pages 1 to 4 of this document are not part of the Transport RCS Template.**

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## Part 1: General RCS Sections

### 1. Business Identification

|   |                   |
|---|-------------------|
| Programme Title (optional):   | For MPI Use Only: |
| Version (number or date):   | Programme ID:     |
| New Zealand Business Number (NZBN):   |                   |
| Business ID:  |                   |
| RCS No:   |                   |
| Are other businesses covered by this RCS?   |                   |
| <input type="checkbox"/> No (fill in all pages except '3. Multi Business RCS' page)   |                   |
| <input type="checkbox"/> Yes (fill in all pages for main business, copy and fill out page '3. Multi Business RCS' page for each other business) |                   |

### 2. Operator Name, Business Address and Contact Details

| Legal entity (tick one)   | Details<br>(Fill out appropriate line – should correspond with the box you have ticked): |
|---|--|
| <input type="checkbox"/> Company  | Name listed at Companies Office:   |
| <input type="checkbox"/> Sole Trader  | Name of business owner   |
| <input type="checkbox"/> Partnership  | Name of Partners   |
| Trading name if any (i.e. trading as) <i>(if different from legal name)</i> |  |
| Physical address(es) of premises:   | Phone No:  |
|   | Mobile Phone No:   |
| Postal address (for communication)  | Email:   |

Tick for consent to being provided electronic information

### 3. Multi Business RCS

Copy and fill out this form for each other business operating under this RCS

|  |  |
|--|--|
| Business ID:   | Click here to enter text.  |
| Full legal name:   | Click here to enter text.  |
| Trading Name (if different):                                       | Click here to enter text.  |
| Physical address of premises:                                      | Click here to enter text.  |
| Postal address (if different to physical address):                 | Click here to enter text.  |
| Phone No:  | Click here to enter text.  |
| Mobile Phone No:   | Click here to enter text.  |
| Email:   | Click here to enter text.  |
| Day-to-day manager of RCS:   | Click here to enter text.  |
| Evidence of sufficient control of RCS operator over this business: | <input type="checkbox"/> Contract or written correspondence between the two parties is attached.                       |
| Consent of this business operator                                  | Signature of operator or day-to-day manager of RCS: Click here to enter text.<br><br>Date: Click here to enter a date. |

## 4. Responsible Persons

| Role                      | Name, position or designation | Contact details (if different from above) |
|---------------------------|-------------------------------|---|
| Day-to-day manager of RCS |                               |   |

## 5. Scope of the RCS

| tick one or both boxes and write "N/a" if an activity is not applicable to your operation |                          |
|---|--------------------------|
| Transport service operator  | <input type="checkbox"/> |
| Depot operator  | <input type="checkbox"/> |

## 6. Scope of Transport and Depot operations under the RCS

| Transport  |
|--|
| <p>The operation covers the transport of:</p> <p><input type="checkbox"/> non-refrigerated relevant goods (animal material or animal products)</p> <p><input type="checkbox"/> refrigerated relevant goods (animal material or animal products)</p>  |
| Depot operations   |
| <p>The operation covers the depot transfer of:</p> <p><input type="checkbox"/> non-refrigerated relevant goods (animal material or animal products)</p> <p><input type="checkbox"/> refrigerated relevant goods (animal material or animal products)</p>   |
| <b>NOTE:</b>   |
| <p>The registration of this template is valid for 3 years from the date of registration. An application for renewal of an operator's registration must be made by the operator and received by the Director-General at least 30 days before the expiry of the operator's current registration.</p> |

## 7. External Verification

### Allowing verifiers to carry out verification functions and activities

- (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 allowing:
- (a) such freedom to access premises, places, or facilities covered by a regulated control scheme as is necessary to enable a recognised regulated control scheme verifier to carry out his or her functions and activities; and
  - (b) such access to documents, records, and information that relate to a regulated control scheme as is necessary to enable a recognised regulated control scheme verifier to carry out his or her functions and activities; and
  - (c) such access to things (including containers and packages) that are used in connection processing animal material and animal products under a regulated control scheme as is necessary to enable a recognised regulated control scheme verifier to carry out his or her functions and activities; and
  - (d) such access to relevant goods (animal material and animal product), equipment, packages, containers, and other associated things used in processing animal material and animal product under a regulated control scheme as is necessary to enable a recognised regulated control scheme verifier to carry out his or her functions and activities (including identifying and marking any of those things); and
  - (e) such freedom to examine and take samples (for the purpose of analysis or retention) of relevant goods (animal material and animal product), or any other outputs, substance, or associated thing which has been, is, or may be used in contact with, or in the vicinity of relevant goods (animal material or animal product) being processed under a regulated control scheme as is necessary to enable a recognised regulated control scheme verifier to carry out his or her functions and activities.
- (2) By way of explanation, in the case of a significant risk to the fitness for intended purpose of animal product or suitability of animal material for processing, a recognised regulated control scheme verifier may:
- (a) recommend to the operator that processing under the regulated control scheme be temporarily interrupted; and
  - (b) recommend to the operator that any affected animal product that may not, or no longer, be fit for its intended purpose be detained; and
  - (c) recommend to an Animal Product Officer that the officer exercises his or her powers of interruption of operations under section 89 of the Act which (in the case only of the powers under section 89(b) and (c)) may be exercised by the Animal Product Officer over the phone if he or she considers that appropriate.

- I have contracted a recognised verifying agency to perform external verification activities.

Name and contact details of verifying agency:

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- I give my contracted verifier the freedom and access necessary to allow them to carry out verification functions and activities.

- A letter has been received from the verification agency confirming they will verify the RCS at all sites covered by this RCS template.
- A copy of Verification Letter is attached.

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## 8. RCS Document list, Responsibilities For and Authorisation of RCS

| Document                    | Reference  | Date on current document | Person responsible for implementation |
|-----------------------------|--|--------------------------|---------------------------------------|
| <b>General RCS Sections</b> |  |                          |                                       |
| 1                           | Business Identification  | Page 5                   |                                       |
| 2                           | Operator Name, Business Address and Contact Details              | Pages 5 - 6              |                                       |
| 3                           | Multi Business RCS   | Page 6                   |                                       |
| 4                           | Responsible Persons  | Page 7                   |                                       |
| 5                           | Scope of the RCS   | Page 7                   |                                       |
| 6                           | Scope of Transport and Depot operations under RCS                | Page 7                   |                                       |
| 7                           | External Verification  | Pages 8 – 9              |                                       |
| 8                           | RCS Document List, Responsibilities For and Authorisation of RCS | Page 10                  |                                       |
| 9                           | Confirmation   | Page 11                  |                                       |
| <b>Supporting Systems</b>   |  |                          |                                       |
|                             | Definitions  | Page 12                  |                                       |
| A                           | Document Control and Record Keeping                              | Pages 13 – 15            |                                       |
| B                           | Personnel Health and Hygiene                                     | Pages 16 – 17            |                                       |
| C                           | Personnel Competencies and Training                              | Page 18                  |                                       |
| D                           | Operator Verification  | Pages 19 – 20            |                                       |
| E                           | Design and Construction  | Pages 21 – 22            |                                       |
| F                           | Cleaning and Maintenance   | Pages 23 – 25            |                                       |
| G                           | Corrective Action  | Pages 26 – 27            |                                       |
| H                           | Calibration  | Pages 28 – 29            |                                       |
| I1                          | Operating Procedures: General                                    | Pages 30 – 32            |                                       |
| I2                          | Operating Procedures: Transport                                  | Pages 33 – 34            |                                       |
| I3                          | Operating Procedures: Depot                                      | Pages 35 – 36            |                                       |

## 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 RCS are available and ready to operate.
- I confirm that the RCS, including all supporting systems, has been authorised by me.
- I confirm that the RCS will be implemented as written.

**Signature of Operator or Day-to-day Manager of RCS:** \_\_\_\_\_ **Date:** / /

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## Definitions

In this **Regulated Control Scheme (RCS) Template for Transport of the Animal Material and Product**, unless the context otherwise requires:

**Act** means the Animal Products Act 1999

**depot** means a facility that is used to tranship relevant goods in the course of a journey and includes a vehicle docking facility (VDF)

**export loading facility (ELF)** means wharf or other facility from which sealed transportation units of relevant goods are loaded onto vessels or aircraft for export and includes associated facilities identified in the operating procedures of the operator (e.g. container transit facilities etc.)

**first processor**, in relation to relevant goods, means the first RMP operator that processes the goods (primary or secondary processor)

**maintenance compound** has the same meaning as maintenance compound in the Animal Product Regulations 2000

**operator** means the operator of a business that transports relevant goods within New Zealand, including operators of depots and ELFs

**preservation temperature**, in relations to particular relevant goods, means the range of temperatures specified in regulations or notices made under the Act or otherwise as specified by the consignor, at which the relevant goods preserve their fitness for purpose

**RCS or scheme** means the regulated control scheme imposed by the Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018

**refrigerated relevant goods** means relevant goods that are chilled or frozen at the point that they leave the first processor and intended to be received in a chilled or frozen state

**relevant goods** means animal material or animal product that is:

- a) intended for human or animal consumption; and
- b) intended for export from New Zealand with an official assurance

**transport** and **transportation**, in relation to relevant goods, includes any transshipment or handling that is incidental to the loading, unloading, and transshipment of goods in the course of a journey, and holding, and handling of relevant goods at an export loading facility

**transportation unit** means a container, or a compartment or part of a vehicle or vessel, that is used to contain relevant goods during a journey

**vehicle** means any motorised conveyance that holds or carries, or that includes, one or more transportation units on it or in it and is designed to travel by road or rail

## A. Document Control and Record Keeping

|             |   |
|-------------|---|
| <b>Know</b> | <ul style="list-style-type: none"> <li>To ensure that all RCS documents are authorised, controlled and kept up-to-date, and records are generated and stored properly.</li> </ul>   |
| <b>Do</b>   | <p><b>Document Control</b></p> <ul style="list-style-type: none"> <li>Every document that forms a part of the RCS documented system are –             <ol style="list-style-type: none"> <li>legible; and</li> <li>dated at the time of issue and marked with its version number; and</li> <li>authorised (e.g. signed) prior to use by the operator, the day-to-day manager of the RCS or a person who meets all the competency requirements; and</li> <li>made available, in hard or electronic form, when required to any person with responsibilities in implementing the RCS.</li> </ol> </li> <li>All current RCS documents and their versions and date of issue, are listed in the RCS document list.</li> <li>Amended pages are dated with their date of issue and authorised (e.g. signed by the day-to-day manager of the RCS) prior to implementing the change.             <ol style="list-style-type: none"> <li>minor amendment can be hand written onto the relevant RCS pages and implemented as soon as they are authorised. This is recorded in the <a href="#">Amendment Register</a>.</li> <li>significant amendments will need to be registered prior to implementation</li> </ol> </li> <li>All copies of the RCS are updated immediately after the amendments are authorised (and if necessary, registered).</li> <li>Old pages are removed, crossed diagonally to show they are obsolete and filed.</li> </ul> <p><b>Instruction to Personnel</b></p> <ul style="list-style-type: none"> <li>Any set of instructions for personnel relating to transport or handling are consistent with the RCS documented system.</li> </ul> <p><b>Record Keeping</b></p> <ul style="list-style-type: none"> <li>All paper and electronic RCS records (e.g. monitoring, corrective action and verification activities) to, include:             <ol style="list-style-type: none"> <li>the date and, where appropriate, the time of the activity or observation;</li> <li>an accurate description of the results of the activity; and</li> <li>the signature or the initials of the person(s) who performed the activity, or in the case of electronic records the name of the person entering the data (unless access to the record is password protected).</li> </ol> </li> <li>Any alteration made to a record is made in a way that allows the original entry to remain readable (i.e. eraser or the use of Twink™ or other material to cover the original entry is not allowed) and is initialled by the person making the alteration.</li> <li>Records are kept to enable the operator, the Director-General, an animal product officer, or verifier to readily ascertain:</li> </ul> |

- a) that the business is operating in compliance with this scheme and the RCS documented system; and
- b) the nature and quantity of relevant goods being handled; and
- c) in the case of transport service operators:

the name and contact details of the consignor;

type of transport (ambient, chilled, frozen);

the quantity of relevant goods in the consignment;

the batch number of the consignment (for dairy material or dairy products);

the date and time on which the transport service operator took possession of each consignment;

a reference number (such as a fleet number or registration plate) of the vehicle(s), aircraft, or vessel(s) used; and

the date and time on which each consignment was delivered to the receiving animal product business; and

when the relevant goods are transhipped at a depot, the following records are kept:

- i) the name of the depot;
- ii) the date and time relevant goods are received into the depot; and
- iii) the date and time relevant goods leave the depot.

such other details as may be required by the Director-General for the purposes of this scheme and notified to the operator.

- Electronic records are backed-up and protected from corruption, damage or loss.
- Where transport service operator uses sub-contractor transportation units or depots they:
  - a) must list sub-contractor transportation units and depots, including the business name of the sub-contractor; and
  - b) are wholly responsible for ensuring any sub-contracted transportation service or depots complies with the requirements of the RCS documented system.
- Records relating to the RCS monitoring and corrective action activities include:
  - a) the date and time of the activity or observation;
  - b) subject and description of the activity or observation; and
  - c) corrective action undertaken; and
  - d) a means to identify the person(s) who performed the activity.

#### **Accessibility and Retention of RCS Documents and Records**

- One copy of all obsolete RCS documents and all records are:
  - a) retained for 4 years; and
  - b) stored in a location where the records are protected from damage, deterioration or loss.
- All electronic RCS documents and records are backed up regularly.
- All RCS documents and records, including archived documents, can be made available to the RCS verifier or any person authorised by MPI, within 2 working days of a request being made.

#### **Monitoring**

- Compliance with these procedures is checked at least \_\_\_\_\_ by the responsible person.

|            |   |
|------------|---|
| Show       | <ul style="list-style-type: none"><li>• Obsolete documents and document lists are filed.</li><li>• Records are complete and available upon request e.g. <a href="#">Amendment Register</a>.</li></ul>   |
| References | <ul style="list-style-type: none"><li>• <a href="#">Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018, Part 4.</a></li><li>• <a href="#">Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clause 9.2.</a></li></ul> |

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## B. Personnel Health and Hygiene

|             |   |
|-------------|---|
| <b>Know</b> | <p>To ensure that all personnel are medically fit to perform their duties and comply with good operating practices. Personnel include all workers, contractors providing services, and visitors.</p>  |
|             | <p><b>Sickness</b></p> <ul style="list-style-type: none"> <li>• Anyone (including any visitor or contractor) who is confirmed as or suspected of suffering from or being a carrier of a disease or condition of public health concern that may be transmitted through food is excluded from handling relevant goods and refrigerated relevant goods.</li> <li>• Personnel are required to inform the Manager if they have diarrhoea, vomiting, acute respiratory infection; or are diagnosed with illness caused by <i>Salmonella</i>, <i>Shigella</i> spp., <i>E. coli</i> spp., <i>Campylobacter</i>, <i>Listeria</i>, <i>Yersinia</i>, <i>Cryptosporidium</i>, <i>Giardia</i>, Hepatitis A virus.</li> <li>• Treatment of any injury, wound or cut is immediate and dressed with a secure waterproof dressing to prevent the contamination of product, packaging or equipment with blood or other fluid discharge. The dressing is maintained in a sanitary condition and is adequately secured to avoid dislodgement.</li> <li>• If a person vomits at work, this is reported immediately to the day-to-day manager. He or she is excluded immediately from the transport environment. The affected area and all contaminated surfaces, including equipment, is cleaned and sanitised (this may also include toilet seats, handles, taps, etc. in staff facilities where appropriate).</li> </ul> <p><b>Washing of Hands and Arms</b></p> <ul style="list-style-type: none"> <li>• All personnel wash their hands and exposed portions of the arms with detergent and water, and dry them thoroughly:</li> <li>• after using the toilet;</li> <li>• after handling or coming into contact with waste and dirty surfaces or material;</li> <li>• Hand-washing and drying involves the following: <ul style="list-style-type: none"> <li>• rinsing hands in warm water (at least 5 seconds);</li> <li>• applying soap or sanitizer and rinsing hands (at least 15 seconds);</li> <li>• rinsing off soap or sanitizer in warm water (at least 5 seconds);</li> <li>• drying hands (at least 10 seconds).</li> </ul> </li> <li>• All soaps and sanitisers used for hand washing are: <ul style="list-style-type: none"> <li>• approved for their intended use;</li> <li>• labelled or identified in an appropriate manner;</li> <li>• used in accordance with manufacturers' instructions and any conditions of use.</li> </ul> </li> </ul> <p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• Personnel behave in a manner that prevents the contamination of product, packaging, equipment and the processing environment.</li> </ul> |

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>Personnel must follow an appropriate personal hygiene routine before handling any exposed product or food contact material.</li> </ul> <p><b>Visitors and Contractors</b></p> <ul style="list-style-type: none"> <li>All visitors and contractors are required to report to the Manager on arrival and sign the Visitor’s Logbook.</li> <li>Visitors and contractors are supervised by assigned staff while within the premises. The assigned staff are responsible for ensuring that visitors and contractors follow hygienic practices and procedures.</li> </ul> <p><b>Records</b></p> <ul style="list-style-type: none"> <li>Records giving the following information are kept by the transport service/depot operator:             <ul style="list-style-type: none"> <li>any medical certificates;</li> <li>any training records;</li> <li>any problems identified, and corrective action taken.</li> </ul> </li> </ul> <p><b>Monitoring</b></p> <p>Compliance with these procedures is checked at least _____ by the responsible person.</p> |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Show</p>       | <ul style="list-style-type: none"> <li><u>A record of all employee illnesses and any medical certificates.</u></li> <li>Register for injuries.</li> <li>Visitors Logbook.</li> <li><u>Personnel Training Form.</u></li> <li>Any problems detected and any corrective action taken. Follow the procedure in <b>G. Corrective Action.</b></li> </ul>   |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">References</p> | <ul style="list-style-type: none"> <li><u>Animal Product Regulations 2000, regulations 12 and 13.</u></li> <li><u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clause 4.2.</u></li> </ul>  |

## C. Personnel Competencies and Training

|                   |   |
|-------------------|---|
| <b>Know</b>       | To ensure that all personnel have necessary knowledge and skills, and are adequately trained to perform their assignment tasks in a competent and hygienic manner.  |
| <b>Do</b>         | <p><b>Induction and On-going Supervision of Personnel</b></p> <ul style="list-style-type: none"> <li>• New personnel are informed of their job description, health requirements, and hygienic practices and procedures before starting work. This is described in our Training Programme and recorded on an individual's <u>Personnel Training Form</u>.</li> <li>• All personnel will undergo induction training, covering:             <ol style="list-style-type: none"> <li>a) personal health and hygiene practice;</li> <li>b) movement of personnel and materials;</li> <li>c) cleaning and sanitation;</li> <li>d) handling of chemicals;</li> <li>e) hygienic handling of materials and products; and</li> <li>f) procedures for their specific tasks (e.g. monitoring of any product or process parameters).</li> </ol> </li> <li>• Personnel are familiar with and are adequately trained on hygienic practices and operating procedures documented in this RCS documented system.</li> <li>• Ongoing supervision and/or training is provided to ensure that personnel are adequately trained on their specific tasks as written in the RCS hygienic practices and procedures.</li> <li>• Where appropriate, clear instructions on hand washing and other hygienic practices are posted in the premises to reinforce the procedures.</li> </ul> <p><b>Competencies of Competent Persons</b></p> <ul style="list-style-type: none"> <li>• The day-to-day manager of the RCS is familiar with the RCS and has good knowledge of:             <ol style="list-style-type: none"> <li>a) Good Operating Practices for transport and handling of relevant goods;</li> <li>b) regulatory requirements relevant to the development and implementation of the RCS.</li> </ol> </li> <li>• Competency and training records for all personnel are maintained by the day-to-day manager of the RCS.</li> <li>• Training records of all personnel are reviewed at least _____ to ensure that their knowledge and skills remain up-to-date, and to identify requirements for new training or refresher training.</li> </ul> |
| <b>Show</b>       | <ul style="list-style-type: none"> <li>• Induction records;</li> <li>• Individual training records; and</li> <li>• Training and qualification certificates.</li> </ul>  |
| <b>References</b> | <ul style="list-style-type: none"> <li>• <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 Part 5</u></li> </ul>   |

## D. Operator Verification

| <b>Know</b>       | To ensure that the RCS continues to be effective and to notify MPI or verifier of issues as required.  |  |         |           |               |   |  |                   |   |   |               |   |  |
|-------------------|--|--|---------|-----------|---------------|---|--|-------------------|---|---|---------------|---|--|
| <b>Do</b>         | <p><b>Operator Verification</b></p> <ul style="list-style-type: none"> <li>All operator verification activities are transparent and traceable, and undertaken by suitably skilled person nominated by the operator or day-to-day RCS manager.</li> <li>Persons carrying out operator verification activities are independent of the process or operation monitoring and corrective action activities being verified and familiar with the consents of the RCS, including its expected outcomes.</li> <li>The day-to-day RCS manager verifies that the RCS is effective by ensuring that the following checks are done.</li> </ul> <p><b>Table D1: Operator Verification activities and Frequencies</b></p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Details</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Record Checks</td> <td>Collect all records and check they are correctly filled out and that all results are acceptable or that appropriate corrective action has been taken.</td> <td> <ul style="list-style-type: none"> <li>When completed</li> </ul> </td> </tr> <tr> <td>Staff supervision</td> <td>Ensure that staff are following correct practices and procedures.</td> <td> <ul style="list-style-type: none"> <li>As required</li> </ul> </td> </tr> <tr> <td>Review of RCS</td> <td> <p>Read through the RCS and amend it where necessary.</p> <p>If amendments are significant get them evaluated and registered.</p> </td> <td> <ul style="list-style-type: none"> <li>At least annually.</li> <li>When process or premises change.</li> <li>When RCS is not working effectively.</li> </ul> </td> </tr> </tbody> </table> <p><b>Internal Audits</b></p> <ul style="list-style-type: none"> <li>Internal audits are undertaken annually. Internal audits can be more frequent as required (on specific or all areas of the RCS).</li> <li>All records under this RCS are reviewed for:             <ul style="list-style-type: none"> <li>Completeness and accuracy of required information;</li> <li>Documentation of corrective actions;</li> <li>Any trends, new hazards, recurring problems; and</li> <li>Compliance with documented control procedures.</li> </ul> </li> <li>Reality checks include observation of:             <ul style="list-style-type: none"> <li>Personal performance and compliance with documented hygiene procedures and operation procedures;</li> <li>Compliance with process parameters such as processing times and temperatures; and</li> <li>Hygienic status of the premises.</li> </ul> </li> <li>All deficiencies found at previous audits are followed up.</li> <li>When ongoing or recurring non-compliances occur, the following actions are taken:             <ul style="list-style-type: none"> <li>investigate to determine possible causes of non-compliance;</li> <li>take appropriate corrective actions to regain control and prevent recurrence of the problem;</li> <li>increase surveillance of the system;</li> <li>review the RCS or the relevant supporting systems and make necessary changes.</li> </ul> </li> </ul> | Activity   | Details | Frequency | Record Checks | Collect all records and check they are correctly filled out and that all results are acceptable or that appropriate corrective action has been taken. | <ul style="list-style-type: none"> <li>When completed</li> </ul> | Staff supervision | Ensure that staff are following correct practices and procedures. | <ul style="list-style-type: none"> <li>As required</li> </ul> | Review of RCS | <p>Read through the RCS and amend it where necessary.</p> <p>If amendments are significant get them evaluated and registered.</p> | <ul style="list-style-type: none"> <li>At least annually.</li> <li>When process or premises change.</li> <li>When RCS is not working effectively.</li> </ul> |
| Activity          | Details  | Frequency  |         |           |               |   |  |                   |   |   |               |   |  |
| Record Checks     | Collect all records and check they are correctly filled out and that all results are acceptable or that appropriate corrective action has been taken.  | <ul style="list-style-type: none"> <li>When completed</li> </ul>   |         |           |               |   |  |                   |   |   |               |   |  |
| Staff supervision | Ensure that staff are following correct practices and procedures.  | <ul style="list-style-type: none"> <li>As required</li> </ul>  |         |           |               |   |  |                   |   |   |               |   |  |
| Review of RCS     | <p>Read through the RCS and amend it where necessary.</p> <p>If amendments are significant get them evaluated and registered.</p>  | <ul style="list-style-type: none"> <li>At least annually.</li> <li>When process or premises change.</li> <li>When RCS is not working effectively.</li> </ul> |         |           |               |   |  |                   |   |   |               |   |  |

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|            | <p><b>RCS Review</b></p> <ul style="list-style-type: none"> <li>The RCS is reviewed annually to check for any significant changes e.g. premises, buildings, personnel changes, verification agency etc.</li> </ul> <p><b>Notification</b></p> <ul style="list-style-type: none"> <li>The day-to-day RCS manager will send an email to <a href="mailto:MPI.approvals@mpi.govt.nz">MPI.approvals@mpi.govt.nz</a> or a letter to the Manager, Appointments and Approvals, MPI, PO Box 2526, Wellington 6140 notifying of any: <ul style="list-style-type: none"> <li>change to the name or position or designation of the day-to-day RCS manager;</li> <li>change in verification agency; or</li> <li>any emerging, new or exotic biological hazards or new chemical hazards that have been discovered.</li> </ul> </li> <li>The day-to-day manager of the RCS will send an email or letter to the recognised RCS verifying agency without unnecessary delay on discovering: <ul style="list-style-type: none"> <li>significant concerns about the fitness for intended purpose of any product;</li> <li>that the cumulative effect of minor amendments necessitates the registration of a significant amendment to the RCS;</li> <li>that the RCS is no longer effective;</li> <li>that the premises are no longer suitable for their use;</li> <li>that anything within the physical boundaries of the RCS is used for additional purposes or by other operators and the RCS has not adequately considered relevant hazards or other risk factors.</li> </ul> </li> </ul> |
| Show       | <ul style="list-style-type: none"> <li>Any information or evidence relation to operator verification activities (e.g. RCS review records)</li> <li>Completed Annual <a href="#">Internal Audit</a> Checklists</li> </ul>   |
| References | <ul style="list-style-type: none"> <li><a href="#">Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clause 16.4.</a></li> </ul>  |

## E. Design and Construction

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| <b>Know</b> | <p>To ensure that all buildings, facilities and transportation units are designed, constructed, installed and operated in a manner that the relevant goods maintains its status as suitable for transportation, including transport between premises or places operating under the RCS.</p>  |
| <b>Do</b>   | <p><b>Transportation Units</b></p> <ul style="list-style-type: none"> <li>• Transportation units are designed and constructed in a manner so as to:             <ol style="list-style-type: none"> <li>a) maintain the hygienic status of relevant being transported;</li> <li>b) permit effective cleaning, maintenance and inspection; and</li> <li>c) minimise and manage the exposure of relevant goods to hazards or other risk factors.</li> </ol> </li> <li>• Internal surfaces and structures of transportation units that may affect the relevant goods are constructed of material that are:             <ol style="list-style-type: none"> <li>a) easily cleaned, and can be sanitised (when required);</li> <li>b) durable and capable of withstanding normal operating conditions; and</li> <li>c) free from depressions, pits, cracks, and crevices that may harbour contaminants.</li> </ol> </li> <li>• The internal surfaces of transportation units (e.g. walls, ceiling and floors) that are subject to wet cleaning are constructed of material that is impervious, and are designed to facilitate the drainage or removal of water.</li> <li>• Vehicles are kept clean and maintained in good working order. This is recorded in the <a href="#">Load Out Check Sheet</a>.</li> <li>• When a transporter is contracted, ensure that the vehicle is clean by inspecting before loading and that segregation is appropriate. This is recorded in the <a href="#">Load Out Check Sheet</a>.</li> <li>• Keep products separated as required and protected from cross-contamination.</li> </ul> <p><b>Refrigerated Transport</b></p> <ul style="list-style-type: none"> <li>• Refrigerated transportation units are designed, constructed and equipped to ensure that the specified temperatures are maintained throughout transportation.</li> <li>• Refrigerated transportation units have temperature-measuring device that is located where it can measure the internal temperature of the unit at its warmest point.</li> <li>• Refrigerated transportation units have equipment that allows for the monitoring of preservation temperatures.</li> <li>• Refrigerated transportation units are loaded within their designed refrigeration capacity.</li> <li>• Temperature measuring devices are calibrated at least annually and located appropriately to measure the internal temperature of a vehicle at the warmest point. Refer to <b>H. Calibration</b>.</li> <li>• We ensure product temperature(s) are correct before loading onto a vehicle.</li> <li>• If there is any failure to maintain the product temperature(s) we notify who has responsibility for the product and take corrective action to prevent recurrence.</li> </ul> |

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|                   | <p><b>Depot</b></p> <ul style="list-style-type: none"> <li>• Depots are designed and constructed in a manner so as to:             <ol style="list-style-type: none"> <li>a) sufficiently protect the relevant goods during handling from environmental contamination and other risks;</li> <li>b) provide preservation temperature control for refrigerated relevant goods during handling; and</li> <li>c) maintain the status as fit for intended purpose and to minimise hazards and other risk factors.</li> </ol> </li> </ul> <p><b>Records</b></p> <ul style="list-style-type: none"> <li>• Records giving the following information are kept by the transport service operator and depot operator:             <ol style="list-style-type: none"> <li>a) any specifications or manuals related to refrigeration units and other equipment; and</li> <li>b) any problems or deficiencies identified and corrective action taken</li> </ol> </li> </ul> <p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• Compliance with these procedures is checked at least _____ by the responsible person.</li> </ul> |
| <b>Show</b>       | <ul style="list-style-type: none"> <li>• <u>Cleaning and maintenance of transportation units.</u></li> <li>• Temperature records.</li> <li>• <u>Completed Load Out Check Sheet.</u></li> <li>• Any problems detected.</li> <li>• Any other corrective action taken. Refer to <b>G. Corrective Action.</b></li> </ul>   |
| <b>References</b> | <ul style="list-style-type: none"> <li>• <u>Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018, Part 3.1.</u></li> <li>• <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clauses 2.2, 2.3, 2.4, 16.2, and 16.3</u></li> </ul>   |

## F. Cleaning and Maintenance

|             |  |
|-------------|--|
| <b>Know</b> | To ensure the effective cleaning and maintenance of the transportation units and depots, and to prevent or minimise the contamination of relevant goods and refrigerated relevant goods.   |
| <b>Do</b>   | <p><b>Hygiene Checks</b></p> <ul style="list-style-type: none"> <li>• Hygiene of transportation units and depots to ensure they are visually clean and ready to operate (see below):             <ol style="list-style-type: none"> <li>a) at start-up each morning;</li> <li>b) after cleaning at any spills; and</li> <li>c) after any repairs or maintenance.</li> </ol> </li> </ul> <p>Transportation</p> <ul style="list-style-type: none"> <li>• Transportation units and depots are maintained in good operating and hygienic condition to ensure that relevant goods (or associated packaging) are not adversely affected.</li> <li>• The cleaning of transportation units and depots are undertaken following the procedures in the written cleaning programme or schedule. The written cleaning programme or schedule sets out the procedures for cleaning the transportation units / depots, chemicals that are used, frequency of cleaning, person responsible for cleaning, and records to be kept.</li> <li>• Before being used to transfer any relevant goods, transportation units and depots are checked to ensure that they are visibly clean, dry and with no other signs of contamination (e.g. off-odour). The results of these checks are recorded in the Hygiene Checks Record Form.</li> </ul> <p>Chemicals</p> <ul style="list-style-type: none"> <li>• Chemicals used for cleaning and maintenance are handled and used:             <ol style="list-style-type: none"> <li>a) according to the directions of the manufacturer; and</li> <li>b) in a manner that minimises contamination of relevant goods.</li> </ol> </li> <li>• Chemicals used for cleaning and maintenance of transportation units and depots used to transport:             <ol style="list-style-type: none"> <li>a) <b>non-dairy</b> relevant goods are listed on the approved maintenance compounds list; and</li> <li>b) <b>dairy</b> relevant goods are listed on the approved and recognised dairy maintenance compounds list.</li> </ol> </li> </ul> <p><b>Table F 1: Approved Maintenance Compounds</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>The list of approved maintenance compounds (non-dairy) is available on the MPI web site at <a href="http://www.foodsafety.govt.nz/registers-lists/maintenance-compounds/index.htm">http://www.foodsafety.govt.nz/registers-lists/maintenance-compounds/index.htm</a>. In addition to this list, of approvals by manufacturer, some compounds also have generic approval for particular applications. Refer section 4 of Part A: Approvals of the Approved Maintenance Compounds (Non-Dairy) Manual, <a href="http://www.mpi.govt.nz/document-vault/10721">http://www.mpi.govt.nz/document-vault/10721</a></p> <p>The register of approved and recognised dairy maintenance compounds is available on the MPI web site at <a href="https://www.mpi.govt.nz/processing/maintenance-compounds/dairy-maintenance-compounds/">https://www.mpi.govt.nz/processing/maintenance-compounds/dairy-maintenance-compounds/</a></p> </div> <p>Waste Management</p> <ul style="list-style-type: none"> <li>• Waste is not allowed to accumulate where it has the potential to contaminate relevant goods and the transportation environment.</li> <li>• All solid waste and rubbish are contained in covered containers that are clearly identified, suitably constructed and, where appropriate, made of impervious material.</li> </ul> |

- Waste containers are cleaned and sanitised when necessary.
- Waste are kept under controlled conditions until adequately identified in a manner that will ensure that it will not be mistakenly or fraudulently released as fit for human consumption.
- Waste are disposed of by a method that ensures that it will not become a source of contamination to other relevant goods.

### **Cleaning**

- Spills are cleaned up immediately.
- Scouring pads when not in use during the day scouring pads are kept dry or placed in a sanitiser solution.
- Cleaning solutions and sanitisers are used in accordance with manufacturer's instructions and conditions of approval including concentration and contact time.
- High pressure cleaning is avoided if possible and never used when the relevant goods are held on the transportation units and depots.
- Dry stores are kept dry and cleaned regularly by sweeping or vacuuming.

### **Repairs and Maintenance**

- The condition of the transportation unit, depot, and related equipment is regularly checked for any deficiencies that could lead to damage or deterioration of relevant goods or packaging. Any deficiencies identified are recorded, along with corrective action taken.
- Any damage or deterioration of relevant goods or packaging, resulting from the condition of the transportation unit, is corrected. The damage or deterioration is recorded, along with corrective action taken.
- All alterations, repairs and maintenance work carried out on transportation units, depots, and equipment (including refrigeration equipment) are done in a manner that minimises exposure of relevant goods to hazards or contamination that may be introduced by this work.
- If a transportation unit is found to have a maintenance problem that could adversely affect relevant goods transported in the unit, the unit must not be used for transporting relevant goods until the problem is fixed.
- Any alteration, repair and maintenance work on transportation units are recorded in the [Repairs and Maintenance Register](#).

### **Records**

- Records giving the following information are kept by the transport service/depot operator:
  - a) cleaning and inspection records;
  - b) repairs and maintenance records; and
  - c) any problems or deficiencies identifies, and corrective action taken.

### **Monitoring**

- Compliance with these procedures is checked at least \_\_\_\_\_ by the responsible person.
- The frequency of checks is determined by the results of recent checks.

Show

- Hygiene Check Record Forms.
- [Repairs and Maintenance Register](#).

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|            | <ul style="list-style-type: none"><li>• <u>Cleaning Form.</u></li><li>• Completed <u>Chemicals Register.</u></li><li>• Waste Management Register.</li><li>• Any corrective action taken. Refer to <b>G. Corrective Action.</b></li></ul>               |
| References | <ul style="list-style-type: none"><li>• <u>Animal Product Regulations 2000, regulations 9, 10 and 11.</u></li><li>• <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clauses 3.2, 3.3 and 3.4</u></li></ul> |

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## G. Corrective Action

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|-------------|---|
| <b>Know</b> | To ensure that if problems occur, they are managed appropriately (including restoration of control, product disposition and prevention of recurrence).  |
| <b>Do</b>   | <p><b>Corrective Action</b></p> <ul style="list-style-type: none"> <li>• Problems are normally identified by persons as they carry out, monitor or verify the effectiveness of the tasks documented in the RCS. Problems may also be detected through customer complaints.</li> <li>• Ensure corrective actions are carried out in an effective and timely manner.</li> <li>• Maintain a register for corrective actions, including follow-up checks e.g. internal audits, external audits.</li> <li>• Problems detected through the “normal” operation of the RCS are addressed by a suitably skilled person who:             <ol style="list-style-type: none"> <li>a) assesses the problem;</li> <li>b) restores control;</li> <li>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, hold for disposition, or release as is);</li> <li>d) takes action to stop the problem from recurring (e.g. increase surveillance of the system, make changes to the system); and</li> <li>e) records the corrective actions (including restoration of control, product disposition and prevention of recurrence) in the <u>Corrective Action Register</u>.</li> </ol> </li> </ul> <p><b>Corrective Action for Unforeseen Circumstances</b></p> <ul style="list-style-type: none"> <li>• The RCS cannot be written to cover unusual events such as floods, fires or earthquakes. If such an event happens, appropriate corrective action are determined on a case-by-case basis and taken.</li> <li>• When problems due to unforeseen circumstances are detected, the day-to-day manager of the RCS nominates a suitably skilled person to carry out the “normal” corrective actions (see above) and to be responsible for:             <ol style="list-style-type: none"> <li>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.;</li> <li>b) ensure product disposition as appropriate to the nature of the problem and the intended use of the product (e.g. reject, hold for disposition, release under restricted conditions, regrade for alternative use where permitted under the RCS); and</li> <li>c) report the following to the verifier:                 <ol style="list-style-type: none"> <li>1) a description of the problem and the affected product;</li> <li>2) a summary of the assessment made;</li> <li>3) the decision on the disposition of the product;</li> <li>4) any actions taken to prevent recurrence of the non-compliance.</li> </ol> </li> </ol> </li> </ul> |
| <b>Show</b> | <ul style="list-style-type: none"> <li>• <u>Corrective Action Register</u>.</li> <li>• Any reports given to the verifier.</li> </ul>  |

**References**

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

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## H. Calibration

|             |   |
|-------------|---|
| <b>Know</b> | To ensure that critical measuring equipment has an appropriate level of accuracy and precision for their use.   |
| <b>Do</b>   | <p><b>Receipt of Critical Measuring Equipment (New or Repaired)</b></p> <ul style="list-style-type: none"> <li>• Calibration certificates are requested from suppliers of critical measuring equipment.</li> <li>• Devices will be uniquely identified to enable the traceability of the calibrations and to identify calibration status.</li> </ul> <p><b>Thermometer Checks</b></p> <ul style="list-style-type: none"> <li>• All new or repaired thermometers have an ice point check as below unless a calibration certificate is provided:             <ol style="list-style-type: none"> <li>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.</li> <li>b) the thermometer probe is placed in the centre of the container so that the point of the probe is in contact with ice.</li> <li>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 <math>0^{\circ}\text{C} \pm 1^{\circ}\text{C}</math>.</li> </ol> </li> <li>• All new or repaired thermometers that are to be used at higher temperatures (more than <math>50^{\circ}\text{C}</math>) and have a scale going up to <math>100^{\circ}\text{C}</math> have a boiling point check as below unless a calibration certificate is provided:             <ol style="list-style-type: none"> <li>a) water is boiled and the thermometer is placed in it and the reading is checked (once stabilised). It should read <math>100 \pm 1^{\circ}\text{C}</math>.</li> </ol> </li> <li>• 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 <math>1^{\circ}\text{C}</math> are discarded or returned to the manufacturer.</li> </ul> <p><b>Chiller or Freezer Gauges</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Checks of automatic temperature devices are recorded on the <a href="#">Automatic Temperature Recorder Checks</a> Form.</li> </ul> <p><b>Calibration of Other Temperature Measuring Devices (e.g. continuous temperature recording device)</b></p> <ul style="list-style-type: none"> <li>• Equipment is calibrated in accordance with manufacturer's instructions.</li> <li>• Equipment is calibrated against a reference standard at least annually.</li> <li>• All calibration data are recorded using the <a href="#">Calibration Form</a>.</li> </ul> <p><b>Faulty Equipment</b></p> <ul style="list-style-type: none"> <li>• Equipment that is faulty or inaccurate is not used. It is repaired and recalibrated or replaced as soon as possible.</li> </ul> |

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|           | <p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• Compliance with these procedures is checked at least _____ by the responsible person.</li> <li>• Safeguards are in place to prevent unauthorised adjustments to the calibration of the measuring equipment, including movement of the equipment where this may invalidate the calibration.</li> </ul>  |
| Show      | <ul style="list-style-type: none"> <li>• Calibration certificates and other calibration records.</li> <li>• Identification, location and calibration status of equipment.</li> <li>• <u>Calibration schedules.</u></li> <li>• Completed <u>Automatic Temperature Recorder Checks Form.</u></li> <li>• Ice point / boiling water calibration records.</li> <li>• Any problems.</li> <li>• Any corrective action taken. Refer to <b>G. Corrective Action.</b></li> </ul> |
| Reference | <ul style="list-style-type: none"> <li>• <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clause 6.2.</u></li> <li>• <u>Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018, Part 5.2.</u></li> </ul>   |

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## I. (1) Operating Procedures – General

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|-------------|--|
| <b>Know</b> | <p>To ensure that the current operating procedures maintains the relevant goods status as suitable for its intended purpose.</p>   |
| <b>Do</b>   | <ul style="list-style-type: none"> <li>• Procedures are in place to distinguish between:             <ol style="list-style-type: none"> <li>a) Relevant goods and other goods (such as goods that are not for export); and</li> <li>b) Refrigerated relevant goods and other relevant goods.</li> </ol> </li> <li>• There are procedures implemented to prevent the substitution of relevant goods during transportation.</li> </ul> <p><b>List of Transportation Units and Depots</b></p> <ul style="list-style-type: none"> <li>• A current list of all transportation units and depots (including an accurate description of the boundaries of operation of any listed depots, business name and contact details) used by the operator and all subcontractors to transport relevant goods is recorded on the <a href="#">Transportation Units</a> form.</li> <li>• Only transportation units and depots that are listed are used for the transport and handling of the relevant goods.</li> </ul> <p><b>Refrigeration Control</b></p> <ul style="list-style-type: none"> <li>• Refrigerated transportation units are operated in a manner so that the preservation temperature of the relevant goods is maintained throughout transport.</li> <li>• Refrigerated transportation units are loaded within their designed refrigeration capacity.</li> <li>• Procedures are in place to minimise the condensation drip on to refrigerated relevant goods in a refrigerated transportation units.</li> <li>• Equipment for the control or monitoring of temperatures and any other required refrigeration parameters (e.g. humidity, air-flow, etc.) is operated at all times while the refrigeration equipment is in use.</li> <li>• The temperature of the refrigerated transportation unit is checked by the operator at least once per journey or every 12 hours (if not using a continuous temperature recording device), whichever is the shorter, to ensure that required preservation temperatures are maintained during the transport of refrigerated relevant goods.</li> </ul> <p><b>Control of Cross Contamination: Non-dairy Animal Products / Dairy Material, Dairy Products</b></p> <ul style="list-style-type: none"> <li>• Procedures are in place for ensuring that, when transported using the same transportation units, non-dairy animal products are not a source of contamination to any dairy material or dairy product and vice versa.</li> </ul> <p><b>Non-animal Food Products</b></p> <ul style="list-style-type: none"> <li>• Non-animal food products (e.g. vegetable and fruit products) are transported using the same transportation units, but they are excluded from the RCS. They are covered under a relevant risk-based measure under the Food Act (i.e. National Programme or Food Control Plan).</li> <li>• Procedures are in place for ensuring that <b>non-animal</b> food products are not a source of contamination to any relevant goods that is transported using the same transportation units.</li> </ul> |

**Non-food Products**

- Non-food products are transported using the same transportation units, but they are excluded from the RCS.
- Procedures are in place for ensuring that non-food products are not a source of contamination to any relevant goods that is transported using the same transportation units.

**Emergency**

- In the event of an emergency (including but not limited to a breakdown of a transportation unit) the affected relevant goods may be transferred to another suitable transportation unit of a transport service operator at a depot or premises covered by an RMP or RCS so that –
  - a) any potential contamination is minimised; and
  - b) the transfer is recorded on the documentation accompanying the relevant goods.
- If any temperature requirement is contravened as a result of an emergency, the transport service operator must notify-
  - a) the owner of the relevant goods; and
  - b) the transport service operator's verifier.

**Notification Requirements**

- The owner of the relevant goods is notified without unnecessary delay when the following occurs:
  - a) damage, spillage, or contamination of the relevant goods; or
  - b) failure to maintain product temperature, including refrigeration failure; or
  - c) malfunction or significant damage of a transportation unit; or
  - d) product security or traceability has been compromised.
- The recognised verifying agency is notified, without delay, of any suspected or known non-compliance or compromise of the safety or hygiene of any relevant goods.
- An animal products officer will be notified as soon as practicable through a written report with the details of:
  - a) what has occurred and whether this has or may have resulted in relevant goods becoming non-complying goods;
  - b) an inventory of affected goods;
  - c) any corrective action undertaken; and
  - d) what was done with the goods when the situation was discovered.

**Handling of Non-Complying Products**

- Non-complying relevant goods are clearly identified and controlled until disposition is determined by a person with the necessary authority.
- Non-complying relevant goods are handled in a manner that prevents:
  - a) contamination and/or deterioration of other relevant goods; and
  - b) further contamination and/or deterioration of non-complying relevant goods; and
  - c) contamination of the transportation unit.

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|            | <ul style="list-style-type: none"> <li>The disposition may be determined by the operator or the owner of the relevant goods, or, in certain cases, by MPI.</li> </ul> <p><b>Verifier Freedom and Access</b></p> <ul style="list-style-type: none"> <li>Verifiers are given such freedom and access as will allow them to carry out their functions and activities, including verification functions and activities.</li> <li>During an announced verification visit, the person or persons responsible for the day-to-day management of the RCS operation will be available to meet in person with the recognised verifier.</li> </ul> <p><b>Changes to Responsibilities</b></p> <ul style="list-style-type: none"> <li>The day-to-day manager of the operation will:             <ol style="list-style-type: none"> <li>notify MPI (Attention Manager Approvals) without unnecessary delay when there is a change to the recognised verifying agency being used; and</li> <li>advise the recognised verifying agency when there is a change to the name or position or designation of the person(s) responsible for the day-to-day management of the RCS documented system.</li> </ol> </li> </ul> |
| Show       | <ul style="list-style-type: none"> <li>List of <a href="#">Transportation Units</a>.</li> <li>Temperature records for refrigerated transportation units.</li> <li>Any product preservation temperature records (e.g. <a href="#">Automatic Temperature Recorder Checks</a>).</li> <li>Any notifications made to relevant goods' owners and/or the recognised verifying agency.</li> <li>Any notifications regarding changes to responsibilities.</li> <li>Any non-compliance regarding changes to responsibilities.</li> <li>Any non-compliance that occur, and corrective action taken (i.e. <a href="#">Corrective Action Register</a>).</li> </ul>   |
| References | <ul style="list-style-type: none"> <li><a href="#">Animal Products (Risk Management Programme Specifications) Notice 2008, clause 19.</a></li> <li><a href="#">Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clause 16.2, 16.3, 16.4.</a></li> <li><a href="#">Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018, Part 6.2, 6.3 and 6.4.</a></li> </ul>  |

## I. (2) - Operating Procedures – Transport

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| <b>Know</b> | To ensure the relevant goods are handled and transported in a manner that their fitness for intended purpose is maintained.   |
| <b>Do</b>   | <p><b>Procedures</b></p> <ul style="list-style-type: none"> <li>• The vehicles are kept clean and maintained in good working order. This is recorded in the <u>Load Out Check Sheet</u> form.</li> <li>• When a transporter is contracted, ensure that the vehicle is inspected for cleanliness and segregation is appropriate before loading. This is recorded in the <u>Load Out Check Sheet</u> form.</li> <li>• People hygienically handle product.</li> <li>• Ensure the relevant goods are separated as required and prevented from cross-contamination.</li> </ul> <p><b>Handling During Transportation</b></p> <ul style="list-style-type: none"> <li>• Relevant goods are clearly identified as being intended for export.</li> <li>• Chilled or frozen relevant goods are loaded, transported, and unloaded without unnecessary delay to ensure that required preservation temperatures are maintained.</li> <li>• Relevant goods are adequately protected from the elements and environmental contaminants during loading and unloading.</li> <li>• The relevant goods are transhipped from one transportation unit to another only when:             <ol style="list-style-type: none"> <li>a) the transfer takes place at depot;</li> <li>b) refrigerated relevant goods are removed from the transportation unit at the depot, then the goods are held in a refrigerated compartment at the depot;</li> <li>c) the depot and the transfer complies with the RCS; and</li> <li>d) the goods are not transferred into a transportation unit that is their final export container.</li> </ol> </li> <li>• To prevent avoidable contamination, the doors of fully enclosed freight compartment on transportation units are kept closed except when –             <ol style="list-style-type: none"> <li>a) loading and unloading; and</li> <li>b) carrying out cleaning, repairs, and maintenance; and</li> <li>c) otherwise necessary for the operation of the transportation unit.</li> </ol> </li> <li>• If the fitness for intended purpose of the relevant goods has been compromised, the transport service operator must handle those relevant goods in a manner that minimises –             <ol style="list-style-type: none"> <li>a) exposure or spillage; and</li> <li>b) contamination or deterioration; and</li> <li>c) contamination of other relevant goods, and the transport environment.</li> </ol> </li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>NOTE:</b> Damaged packaging is one example where the fitness for intended purpose of products or material may be compromised. In this case, the exposure of spillage can be minimised by wrapping and sealing the relevant goods.</p> </div> <p><b>Refrigerated Transport</b></p> <ul style="list-style-type: none"> <li>• Temperature measuring devices are calibrated and located appropriately to measure the internal temperature of a vehicle at the warmest point. Refer to <b>H. Calibration</b>.</li> <li>• Ensure the preservation temperature(s) are correct before loading onto a vehicle.</li> </ul> |

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|                   | <p><b>Documentation to Accompany Consignment</b></p> <ul style="list-style-type: none"> <li>• Each consignment is either: <ul style="list-style-type: none"> <li>a) Accompanied by documents from the consignor: <ul style="list-style-type: none"> <li>i) showing conveyance reference number (e.g. fleet number or licence plate number); and</li> <li>ii) with any changes of vehicle or vehicle reference number during the journey, and any depots which handle the consignment being noted on the consignor's documentation; <b>or</b></li> </ul> </li> <li>b) sealed by the consignor to prevent access to the consignment during transport by using a uniquely numbered seal, approved by the consignor's verifier, and the seals are not removed or changed during the journey. This option is used where: <ul style="list-style-type: none"> <li>i) MPI requires transfer documentation (e.g. E-cert or paper transfers) to be used for the relevant goods; and</li> <li>ii) the consignor has entered the seal number on the transfer documents.</li> </ul> </li> </ul> </li> </ul> <p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• Compliance with these procedures is checked at least _____ by the responsible person.</li> </ul> |
| <b>Show</b>       | <ul style="list-style-type: none"> <li>• <u>Cleaning and maintenance of transportation units.</u></li> <li>• Temperature records.</li> <li>• Completed <u>Calibration Forms.</u></li> <li>• Completed <u>Load Out Check Sheet.</u></li> <li>• Any problems detected.</li> <li>• Any other corrective action taken. Refer to <b>G. Corrective Action.</b></li> </ul>   |
| <b>References</b> | <ul style="list-style-type: none"> <li>• <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clause 16.2, 16.3 and 16.4</u></li> <li>• <u>Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018, Part 3.3.</u></li> </ul>   |

## I. (3) Operating Procedures – Depots

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| <b>Know</b> | To ensure the relevant goods are handled and transported in depots in a manner that their fitness for intended purpose is maintained.  |
| <b>Do</b>   | <p><b>Handling at Depots</b></p> <ul style="list-style-type: none"> <li>• Relevant goods are clearly identified as being intended for export.</li> <li>• Relevant goods are not to be held at a depot for longer than necessary.</li> <li>• Depots are only used for the direct transfer of the relevant goods from an incoming transportation unit to an outgoing transportation unit in accordance with the following conditions-             <ol style="list-style-type: none"> <li>a) depots are not used to load final export containers; and</li> <li>b) transshipment of relevant goods at a depots must not exceed:                 <ol style="list-style-type: none"> <li>1) 12 hours of refrigerated relevant goods (e.g. meat, dairy, seafood); and</li> <li>2) 24 hours for any other relevant goods (i.e. shelf-stable relevant goods); and</li> </ol> </li> <li>c) the transfer of relevant goods occurs as a continuous operation.</li> </ol> </li> <li>• Records of the nature and quantity of the relevant goods being handled, including the date of arrival and departure of each consignment are kept (e.g. <a href="#">Vehicle Docking Facilities and Depots Forms</a>).</li> <li>• Relevant goods become ineligible for export with official assurances that are not transferred between transportation units:             <ol style="list-style-type: none"> <li>a) at a depot; or</li> <li>b) a premises covered by a RMP; or</li> <li>c) in accordance with the emergency handling procedures (<b>Attachment I 1: Operating Procedures – General</b>).</li> </ol> </li> </ul> <p><b>Pest Control</b></p> <p><b>Controls to Prevent Entry of Pests</b></p> <ul style="list-style-type: none"> <li>• Buildings and water storage facilities are designed and constructed in a manner that minimises the entry of pests.</li> <li>• External doors that are not screened are kept closed when not in use.</li> <li>• Animals and pets (e.g. cats and dogs) are not allowed to enter loading, storage and other depot areas.</li> <li>• Drains are fitted with screens.</li> <li>• Insect screens are fitted on windows that are kept open during operations.</li> <li>• Insect screens are fitted on external doors that are kept open during operations.</li> </ul> <p><b>Controls to Prevent Infestation of Pests</b></p> <ul style="list-style-type: none"> <li>• Buildings, external surroundings and waste bins are kept clean and tidy to prevent potential breeding sites. Waste bins are regularly collected and the wastes are disposed.</li> <li>• Buildings are kept in good repair and condition to prevent pest access and potential breeding sites.</li> <li>• Regular inspections of the premises, including external surroundings, are carried out to check for evidence of possible infestation.</li> </ul> |

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|            | <ul style="list-style-type: none"> <li>• Electric insect traps (e.g. electroblitz) are present and are not above exposed product or packaging. The insect tray is emptied when necessary and any UV light bulb changed as recommended by the manufacturer.</li> </ul> <p><b>Use of Pesticides (e.g. fly sprays, rat baits) and Pest Traps</b></p> <ul style="list-style-type: none"> <li>• Pesticides are approved, handled, used and stored according to chemical control requirements.</li> <li>• Pesticides are used according to the manufacturer's directions and the MPI conditions of the approval which can be viewed on the <a href="#">MPI website</a>.</li> <li>• Bait stations are numbered, located and installed so they cannot contaminate product or packaging. Bait stations are not located inside any processing area.</li> <li>• Bait stations are checked at least _____ for evidence of pest activity and remain in good working order. Any pests are regularly removed from the bait stations and the bait replaced. This is recorded on the <a href="#">Vermin Control Checklist</a>.</li> </ul> <p><b>Disposition of Affected Relevant Goods</b></p> <ul style="list-style-type: none"> <li>• Where there is evidence of contamination by pests, the following actions are carried out:             <ol style="list-style-type: none"> <li>a) affected products are dumped;</li> <li>b) affected packaging is either washed and sanitised (where practicable) prior to use, or is not used for packing any product for human or animal consumption.</li> </ol> </li> </ul> <p><b>Changes to Consignor's Documentation</b></p> <ul style="list-style-type: none"> <li>• Any changes of vehicle or vehicle reference number during the journey, and any depots which handle the consignment are noted on the consignor's documentation.</li> </ul> |
| Show       | <ul style="list-style-type: none"> <li>• Any temperature records for refrigerated transportation units.</li> <li>• <a href="#">Vermin Control Checklists</a>.</li> <li>• <a href="#">Vehicle Docking Facilities and Depots Forms</a>.</li> <li>• Any preservation temperature records.</li> <li>• Records of the relevant goods being handled.</li> <li>• Pest control records (<a href="#">Other Operators Carrying Out Required Activities Forms</a>).</li> <li>• Any non-compliance that occur, and corrective action taken (i.e. <a href="#">Corrective Action Register</a>).</li> </ul>  |
| References | <ul style="list-style-type: none"> <li>• <a href="#">Animal Products (Risk Management Programme Specifications) Notice 2008, clause 19</a>.</li> <li>• <a href="#">Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, clause 16.2, 16.3</a>.</li> <li>• <a href="#">Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018, Part 3.4</a>.</li> </ul>   |