Risk Management Programme (RMP) Template for Micro Abattoirs

You can use this RMP template if you:

- **Slaughter and dress farmed mammals, ostriches or emus; and**
- **Have a low throughput; and**
- **Process meat for human consumption; and**
- **Operate a fixed or mobile micro abattoir premises; and**
- **Process meat for New Zealand and/or export to countries that do not require Official Assurances.**

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 (RMP) Template for Micro Abattoirs** is valid and appropriate for the business of this kind described in the Statement of Application.

Pages i to xvii are not part of the RMP.

Statement of Application

The application of the **Risk Management Programme (RMP) Template for Micro Abattoirs** is limited to businesses that are operating a fixed or mobile micro abattoir premises for the slaughtering and dressing of farmed mammals, ostriches or emus.

Dated at Wellington 12th day of December 2023.

Aaron Tangaroa

Manager Regulatory Delivery
Ministry for Primary Industries
(acting under delegated authority of the Director-General)

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Contents

What this template covers

(1) This RMP template applies to the primary processing of farmed mammals, ostriches or emus by the RMP operator.

(2) This RMP template applies to operators that are:

a) slaughtering and dressing farmed mammals, ostriches or emus; and
b) have a low throughput; and
c) process meat for human consumption; and
d) operate a fixed or mobile micro abattoir premises; and
e) process meat for New Zealand and/or export to countries that do not require Official Assurances.

(3) A micro abattoir is not allowed to do any homekill or recreational catch activities under section 70 of the Animal Products Act 1999.

(4) Micro abattoirs are not the same as dual operator butchers (DOB) who are able to operate a retail butchery (secondary processing) that sells regulated animal products and processes homekill or recreational catch (see Risk Management Programme Template for Dual Operator Butchers).

(5) This RMP template does not apply to operators covered under a different RMP, Regulated Control Scheme or a risk-based measure under the Food Act 2014 (e.g. Food Control Plan or National Programme), or operators that process, transport and store:

a) other animal products; and
b) other food products; and
c) other non-food products.

(6) This RMP template has been developed based on New Zealand requirements only as the scope of the template only covers product for New Zealand or for export to countries where official assurances are not required.

(7) If your operations are not fully covered by this template, or you decide to deviate from the requirements and procedures given in this template, you can do so by modifying this template, or writing your own RMP. In most cases, these changes will need to be evaluated by an MPI recognised RMP evaluator. If you decide to make changes to this template after you have registered it, you will need to talk to your verifier first.

How to Complete the Template

General

(1) You need to provide complete and accurate information as the registered RMP is a legally binding document that must be complied with. Everything written down needs to accurately reflect or apply to your operation.

(2) You can complete this RMP template electronically as it is an editable PDF document, or you can print it off and manually complete it. If you are manually completing your RMP template, you must ensure that all information is clear and easy to read.

(3) The template should be completed by a person or group of people who have full knowledge of the whole operation covered by the RMP.

(4) You need to read each section of this guidance while completing the template.

(5) You must provide the required information by entering information into the empty boxes or blank lines; or ticking the appropriate answer or information.

(6) **Your final RMP will be the completed RMP template (Part 1: Required Information, Part 2: Supporting Systems and Part 3: Regulatory Limits and Hazard Analysis) and all the additional documents you have written yourself and listed in the document list.**

(7) You must comply with all the requirements and procedures in the final RMP, including those in the supporting systems and all the additional documents you have written yourself and listed in the document list.

(8) If you need to make changes to this template to better suit your operation, you can do so by modifying this template or writing your own RMP. In most cases, these changes will need to be evaluated by an MPI recognised RMP evaluator. If you decide to make changes to this template after you have registered it, you will need to talk to your verifier first.

(9) By complying with the requirements and procedures given in this template, you will be meeting the requirements for the primary processing of animal products that are specified in the current versions of:

Animal Products Act 1999	www.legislation.govt.nz/act/public/1999/0093/latest/DLM33502.html	
Animal Products Regulations 2021	www.legislation.govt.nz/regulation/public/2021/0400/latest/LMS520972.html	

Animal Products Notice: Production, Supply and Processing	www.mpi.govt.nz/dmsdocument/50182	

(10) You can refer to the Red Meat Code of Practice (www.mpi.govt.nz/food-business/meat-game-processing-requirements/meat-game-codes-practice-risk-management-programme-documents/) for additional useful information. 

(11) Where you need to develop additional procedures and forms, you can use and adapt the examples of forms and procedures from the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566). 

Part 1. Required Information

1.1 Identifying Information

RMP ID – if you do not already have a RMP ID, you can nominate your own identifier when you complete the AP4 Application form (www.mpi.govt.nz/dmsdocument/71). Your identifier must be a number/letter combination of at least 3 and no more than 10 characters, with at least one character a number and no leading zeros.

If you have more than one RMP, assign a consecutive two digit number (01-99) to each new RMP you have. Enter 01 if this is your first RMP.

For example: 100% ABC NZ Ltd could nominate an identifier of 100ABC/01 for their first RMP.

If you don't nominate an identifier, MPI will assign one for you. If the identifier you nominate is not in the appropriate format, or is already in use, MPI will suggest an alternative.

1.2 Day-to-day Manager

Day-to-day manager of the RMP – also referred to as the RMP Manager, you must nominate a day-to-day manager who will be responsible for implementing the RMP and ensuring that it is kept up-to-date. They will be the contact person for MPI and the verification agency when dealing with matters relating to the RMP.

It is recommended that the position be given instead of the name of the day-to-day manager to avoid the need for amending the template and notifying MPI when this person is replaced. You may also wish to identify a deputy to the day-to-day manager.

Email – you must enter the email address that can be used to contact the Day-to-day manager of the RMP.

Mobile phone number – you must enter a mobile phone number that can be used to contact the day-to-day manager of the RMP. If there is no mobile number, a landline number may be entered.

1.3 Operator Name, Business Address and Contact Details

NZBN – you must provide your NZBN here if you have one. If you want more information about NZBNs, see www.nzbn.govt.nz.

Full Legal Name - if the business is a registered company, then you must use the full legal name that matches the details given at the Companies Office exactly. If the business is a partnership or a sole trader operation, then you must provide the name(s) of the business owner(s)/partners.

Trading Name – you must fill this in if the name the business trades under (i.e. the name used on a shop sign or letterhead) is different to the full legal name. If you don't have a trading name then you can leave this blank.

Physical address of premises (fixed premises) – you must give the street address of the premises that the RMP applies to. If this RMP is for one business with multiple sites, include the addresses for the additional sites as a separate, clearly named, attachment.

Main address of premises (mobile premises) – you must give the address of the location that the mobile premise is parked when not in use.

Vehicle registration number (mobile premises) – you must give the vehicle registration number of the mobile premises that the RMP applies to. If you have a mobile premise and update your vehicle you need to update your RMP.

Postal address – if the postal address is different to the main address, you must give the address any correspondence should be sent to, including the postcode.

Phone number – you must enter a phone number that can be used to contact the RMP operator. Enter a phone number even if this is the same as the phone number under *1.2 Day-to-day Manager*.

Mobile phone number – you must enter a mobile phone number that can be used to contact the RMP operator. Enter a mobile phone number even if this is the same as the mobile phone number under *1.2 Day-to-day Manager*.

Email – you must enter the email address that can be used to contact the RMP operator. Enter an email address even if this is the same as the email address under *1.2 Day-to-day Manager*.

1.4 Scope of the RMP

Physical Boundaries – you must include a site plan as part of the RMP. The site plan should be labelled to make it clear it is part of the RMP. If this RMP covers more than one site, you must attach a site plan for each site. Tick the box to indicate that you have a site plan and be sure to attach it when submitting the RMP for registration.

For fixed premises, your site plan must show the buildings, facilities and external surroundings included under your RMP. The different rooms or areas within a building and the location of key pieces of processing and hygiene equipment should also be shown in the diagram(s). The physical boundary of the RMP will need to be clearly indicated on the site plan. Generally, the physical boundary of a fixed premises is the legal boundary or the fence line of the property. Areas and facilities within the boundary that are excluded in the RMP should also be clearly indicated on the site plan. See the RMP Manual (www.mpi.govt.nz/dmsdocument/183) for an example.

For mobile premises, your site plan must show the layout of each vehicle, including storage facilities, and the location of key pieces of processing and hygiene equipment on the site plan. The physical boundaries of the RMP for a mobile premises are formed by the outer

extremities of the mobile facility. Note: for a mobile premises, employee amenities do not need to be located within the RMP premises.

Processing – tick the box(es) to indicate what processing your RMP covers. At the time of registration, your operation must be capable of carrying out the processes that you indicate.

If you modify the template with additional processes these may need to be evaluated by an MPI recognised RMP evaluator before your RMP can be registered with MPI.

1.5 Other Activities, Risk-based Measures or Operators

You must fill out this table if there are any products or activities that occur on the same premises or within the physical boundaries of the RMP, but are not covered by this RMP template because:

- they are covered under a different risk-based measure (e.g. an RMP, a Regulated Control Scheme, a Food Control Plan, a National Programme or under the Wine Act 2003); or
- they are not covered under a different risk-based measure; or
- they are carried out by a different operator.

Examples of activities that you may wish to keep under the Food Act regime are: retail shop, secondary processing activities only for the domestic market.

Under the Animal Products Act 1999, you are not allowed to use your micro abattoir facility for any homekill or recreational catch activities.

Note: you must have procedures that make sure that these excluded activities are not a source of contamination to any animal products processed or stored within the physical boundaries of the RMP.

Fill out the table as appropriate, listing:

- each activity (including processing of other products) occurring within the RMP physical boundary that is not covered by this RMP; and
- if the activity is covered under a different RMP, Regulated Control Scheme or risk-based measure (if yes, say which one it is covered under and include the ID if there is one); and
- how the activity is controlled, so operations are not adversely affected; and
- who is responsible for ensuring that the control measures are implemented and effective; and
- who is responsible for resolving any issues that occur between this RMP, and the other activity (use name or job title, include name of different operator if applicable).

For example:

Activity	**Covered under a Risk-Based Measure** (if Yes, include which one and ID)	**Control Measures**	**Responsibility** (Name or job title, include name of different operator if applicable)
Packaging of eggs	RMP ID BUS111/01	Kept separate from other product and activities	Packhouse Manager
Processing animal feed for sale	No	Kept separate from other product and activities	Feed Mill Supervisor
Subcontract space to store packed paper boxes	No	Boxes are only allowed to be stored in an ambient storage facility that is not used by this RMP. Storage facility has a separate entrance.	Lead Supervisor of the Pretty Paper Company

If necessary, use extra pages and attach to the RMP.

1.6 External Verification

This section states that you authorise the contracted verifier to have freedom and access to carry out verification activities. You must have a record of the name and contact details of the verification agency and ensure that a letter has been received from the verification agency confirming that they will verify your RMP. This letter must be provided to MPI when applying for registration of your RMP. An electronic letter or email is fine.

The verifier must have access to any and all places, things and information that may reasonably be needed to complete the verification (e.g. lab test results, non-conformances and the corrective actions taken, etc.). You must tick the box to indicate that you have contracted a verifier and have received and attached the letter from the verification agency confirming that they will verify the RMP.

1.7 RMP Document List

Table 1: Documents from the RMP template. This gives the list of all the documents from the RMP template that form part of your RMP. You must complete this table with the date authorised for each document. This will be the date that the RMP is authorised (section 1.8).

Table 2: Procedures, programmes, water-use criteria. This table is for all the additional documents that make up the rest of the RMP – these documents have been written by you. You must fill in this section with the **name of the document** and include the name of the **person authorising the document and the date of authorisation** for each of the procedures and programmes you have written yourself or used from the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566). If you have written your own module(s), include them in this table.

Supporting systems of the RMP may require you to write procedures and programmes covering good operating practice (GOP) and process control that are specific to your operation and premises. Examples of the type of documents are: a cleaning programme, cleaning schedules, calibration programme, inventory control procedures, etc. The verifier will confirm the effectiveness of the RMP against these procedures and programmes. You must ensure that all the written procedures and programmes apply to your operation and that you comply with them.

These documents **must be authorised by the day-to-day manager or a nominated person** and may be authorised individually and separately to the documents from the RMP template (Table 1).

Each document must be re-authorised each time it is updated.

1.8 Authorisation of the RMP

The RMP must be authorised by either the day-to-day manager or a nominated person. Tick the boxes to indicate which person is authorising. This person must sign, date and give their job title.

If the person signing is a nominated person, check their name is on the list of nominated persons referred to in the 'Show' section of Supporting System A. Document Control and Record Keeping.

You must tick the boxes to confirm that you agree to the statements confirming that the RMP is valid and appropriate for the activities it is intended to cover.

Each time you make a minor or significant amendment to the RMP, the RMP needs to be re-authorised (signed and dated).

If you are electronically completing the RMP template and are unable to electronically sign, then print this page, physically sign, and include a scan of the signed page when sending to MPI.

Part 2. Supporting Systems

The supporting systems in Part 2 describe the good operating practices and procedures that you will comply with. They are part of your RMP and you will need to include them when submitting your application.

You will need to:

a) read each supporting system thoroughly; and
b) ensure that everything in each supporting system applies to your operation and that you will be able to comply with them; and
c) provide information suggested in some supporting systems that's specific to your operation by:
    i) entering information into the empty boxes or blank lines; or
    ii) ticking the appropriate answer or information.
d) ensure that you have written any procedures and programmes that might be required and that these additional documents are listed in the Document List (Section 1.7 in Part 1 of the template).

Your contracted verifier will verify the effectiveness of the RMP against the supporting systems and the additional procedures and programmes you have written. It is a good idea to store a copy of your procedures and programmes with your copy of the RMP.

Each supporting system is written in the Know/Do/Show format.

Know has general information about why this topic is important and gives ideas for how you can comply with food law.

Do outlines what you must do to comply with the food safety laws.

Show gives examples of records which your verifier might want to see as evidence that you've done something.

The pencil icon indicates that you need to:

- enter further details or tick boxes as appropriate (e.g. monitoring frequency for compliance with procedures, etc.) directly in the supporting system; or
- write a procedure, programme or other document that covers the points listed in the supporting system.

You can find help on writing procedures, programmes or other documents in the Red Meat Code of Practice (www.mpi.govt.nz/food-business/meat-game-processing-requirements/meat-game-codes-practice-risk-management-programme-documents/).

You can find example forms and procedures in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566).

The document icon indicates that you need to keep a record of something.

Monitoring for Operator Verification

What is this?

Many of the supporting systems have a section called 'Monitoring for Operator Verification', where you write in a frequency for checking that you are meeting the procedures.

Making sure that procedures are being followed is part of the 'Operator Verification'. We have added the 'Monitoring for Operator Verification' sections to help you meet these requirements.

What timeframes should I put?

Operator Verification of procedures needs to be done at least once a year. For most supporting systems, reviewing every 1-3 months would be appropriate. However, for an activity that happens daily, a monthly review may be too infrequent. For an activity that happens every month (or less often), 3 monthly might be too frequent.

Choose timeframes that are both appropriate for what you are reviewing and are achievable.

Additional guidance for the Water supporting system

Use of water for a mobile premises

Mobile premises can use their own supply of water that meets the water-use plan (e.g. carried in suitable containers).

Mobile premises can only use water from the property they visit if that water is also under a water-use plan (i.e. the water is being supplied from another RMP premises who has completed this assessment).

You can also write your own water-use plan to include the use of town-supply water (that is not further treated) from any property you visit.

Town supply water

If you are using town supply water without treating it yourself, whether you need to develop water-use criteria and perform initial water testing depends on if you have a reason to believe the town supply water will not meet the *E. coli* and turbidity requirements (the standard requirements for all water).

Generally, you can assume that town supply water will meet the standard requirements. In this situation, the completed Water supporting system is your water use plan. You do not need to create water-use criteria, do initial testing or routine monitoring.

If you have a reason to believe that the town supply water will NOT meet the standard requirements, then you need to document the reason you are unsure, and you will need to develop water-use criteria and do initial water testing. Depending on the results of the initial testing, you may need to do routine monitoring as well.

Own-source water

If you are using own-source water, especially on mobile premises, you will need to develop water-use criteria and do initial water testing. Depending on the results of the initial testing, you may need to do routine monitoring as well.

You can complete the Own-source water checklist and template water-use plan (www.mpi.govt.nz/dmsdocument/56140). When this is completed, this, combined with the Water supporting system, will be your water use plan and will include the water-use criteria.

The Own-source water checklist and template water-use plan doesn't cover all possible sources of water. If your source is not covered (e.g.: sourced from another RMP operator or water where additional treatment is applied by you), you will have to write your own water-use plan and water-use criteria. You could use the checklist and the Water supporting system to help you do this. You will need to meet the water requirements in Chapter C of the Animal Products Notice: Production, Supply and Processing (www.mpi.govt.nz/dmsdocument/50182).

How to Register the RMP

1.1 Complete the RMP template

You must complete all parts of the RMP template and write any additional procedures or other documents that you need.

If changes have been made to the template

If your operations are not fully covered by this template, or you decide to deviate from the requirements and procedures given in this template, you will need to modify this template with additional information or write your own RMP. In most cases, these will need to be evaluated by an MPI recognised RMP evaluator.

If you decide to modify the template after you have registered it, talk to your verifier first.

1.2 Complete the Application forms

Fill in both of these application forms:

- Application Form AP4: Registration of Risk Management Programme (www.mpi.govt.nz/dmsdocument/71)

- Application Form AP49: Processing Categories Tables (www.mpi.govt.nz/dmsdocument/4562)

1.3 Apply for Registration

To apply for registration of your RMP, send the following information to **MPI Approvals** (approvals@mpi.govt.nz):

- completed RMP template, which is **Part 1: Required Information and Part 2: Supporting Systems.**
  - check you have added the name and date of issue for each document you have created yourself to *1.7 RMP Document List,*
- completed Application Form AP4: Registration of Risk Management Programme
  - check you have included all additional documents required by the AP4 form,
- completed Application Form AP49: Processing Categories Tables

MPI may ask for clarification or further information on any part of the RMP. There may be an additional assessment fee charged for the time of the MPI assessor so it is advisable to complete the RMP template and application forms as best as you can. The RMP will be registered once MPI is satisfied with the RMP and all fees are paid.

1.4 Keeping the Registered RMP up-to-date

Updates to information held in the template can be made. Amendments to contact details such as emails, phone numbers or postal addresses can be made by emailing the information to be changed to approvals@mpi.govt.nz.

Amendments to other details such as the trading name and the name of the day to day manager will be a minor amendment and an AP50: Registration of a Minor Amendment (www.mpi.govt.nz/document-vault/4567) form must be completed and emailed to approvals@mpi.govt.nz.

When making any amendment to an RMP, you have to determine whether the amendment is considered significant or minor. Detailed guidance on RMP amendments is given in the RMP Manual. Appendix G of the manual provides examples of significant and minor amendments. You can also consult your RMP verifier when deciding whether an amendment is significant or minor.

Other minor amendments may require notification to MPI (you will need to submit an AP50: Registration of a Minor Amendment (www.mpi.govt.nz/document-vault/4567) form).

Significant amendments are to be submitted using the AP6: Risk Management Programme Amendment Registration (www.mpi.govt.nz/dmsdocument/4573). If the amendment relates to an activity outside the scope of the RMP template, the amended RMP will require evaluation.

All amendments made to the RMP should be recorded in an Amendment Register (www.mpi.govt.nz/dmsdocument/26566). A sample register is included in this link to the RMP Operator Resource Toolkit.

Pages i to xvii are not part of the RMP and DO NOT need to be submitted to MPI
The RMP starts on the next page, page 1

Risk Management Programme for Micro Abattoirs

Part 1: Required Information

Please complete the tables as required.

1.1 Identifying Information

RMP ID	

1.2 Day-to-day Manager

Name, position or designation of the Day-to-day Manager of the RMP	
Email	
In entering this email, I consent to being sent information and notifications electronically.	
Mobile phone number	

1.3 Operator Name, Business Address and Contact Details

NZBN	
Full Legal Name	
Trading Name, if any (if different from legal name)	
Physical address (for fixed premises) or **Main location address** for mobile premises)	
Vehicle Registration Number (for mobile premises only)	
Postal address including postcode (if different from the physical address)	
Phone number	
Mobile phone number	
Email	

1.4 Scope of the RMP

Type of premises

Type of premises covered by the RMP:		
☐	Fixed premises	The layout and RMP physical boundaries of the fixed premises are shown on the attached site plan.
☐	Mobile premises	The layout of the mobile premises (i.e. the vehicle) is shown on the attached site plan.

This RMP applies to the following animal species:

The species covered by the RMP:	
☐	Cattle (excluding bobby calves)
☐	Buffalo
☐	Deer
☐	Sheep
☐	Pig
☐	Goat
☐	Alpaca
☐	Llama
☐	Horse
☐	Rabbit
☐	Emu
☐	Ostrich

Processes

The RMP covers the following processes (Tick all applicable processes)	
☐	Receiving of live animals
☐	Ante-mortem examination
☐	Slaughter
☐	Post-mortem examination
☐	Dressing
☐	Collection of offal and co-products
☐	Cooling of carcasses and offal

1.5 Other Activities, Risk-based Measures or Operators

These activities occur within the physical or mobile boundaries of the RMP, but are excluded from the RMP and:

- they are covered under a different risk-based measure (e.g: an RMP, a Regulated Control Scheme, a Food Control Plan, a National Programme or under the Wine Act 2003); or
- they are not covered under a different risk-based measure; or
- they are carried out by a different operator.

Procedures are in place for ensuring that these products are not a source of contamination to any products that are stored in the premises.

Activity	**Covered under a Risk-Based Measure** (if Yes, include which one and ID)	**Control Measures**	**Responsibility** (Name or job title, include name of different operator if applicable)
Transport of carcasses		Consider safe approaches to loading carcasses on to transport to ensure this process doesn't interfere with food safety.	

1.6 External Verification

(1) I give my contracted risk management programme verifier access to any and all places, things and information that may reasonably be needed to complete the verification, including:

a) freedom to access premises, places, or facilities covered by a risk management programme; and

b) access to documents, records, and information that relate to a risk management programme; and

c) access to things (including containers and packages) that are used in connection with processing animal material, animal products, non-animal product foods and non-food animal products under a risk management programme; and

d) access to animal material, animal product, equipment, packages, containers, and other associated things used in processing animal material, animal product, non-animal product foods, and non-food animal products under a risk management programme (noting that the verifier may identify and mark any of those things); and

e) such freedom to examine and take samples (for the purpose of analysis or retention) of animal material, animal product, non-animal product foods, non-food animal products, or any other outputs, substance, or associated thing which has been, is, or may be used in contact with, or in the vicinity of animal material, animal product, non-animal product foods, or non-food animal products being produced or processed under a risk management programme.

(2) I will provide my contracted risk management programme verifier with any reasonable assistance requested.

(3) 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 risk management programme verifier may recommend to an Animal Product Officer that the officer exercises their powers of interruption of operations under section 89 of the APA 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.

☐ A letter (e.g. hardcopy or electronic confirmation such as an email) has been received from the verification agency confirming they will verify the risk management programme at all sites covered by this risk management programme.

1.7 RMP Document List

Table 1: Documents from the RMP template

The date authorised will be the same as the date Section 1.9 is signed.

Title	Date Authorised
Part 1: Required Information	
Part 2: Supporting Systems	
Part 3: Regulatory Limits and Hazard Analysis	

Table 2: Additional documents written by the operator

These additional documents include: procedures; programmes; site plan; list of nominated persons; water checklist; amendment record etc.

These documents **must be authorised by the day-to-day manager or a nominated person** and may be authorised individually and separately to the documents from the RMP template (Table 1).

Each document must be re-authorised each time it is updated.
Updating a document you have written yourself might be a minor or significant amendment.

Title	Authorisation
	Name:
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1.8 Authorisation of the RMP

I confirm that:

☐	All of the documents listed in Section 1.7 are appropriate for my operation.
☐	All building, facilities and equipment necessary to implement the RMP are available and ready to operate.
☐	The RMP, including all relevant legislation incorporated into the RMP, will be implemented as written.
☒ ☒	The documents from the RMP template, including all Supporting Systems have been authorised by: The day-to-day manager of the programme or A nominated person
Signature	Title: _____
Date	

The RMP must be re-authorised (signed and dated) each time a minor or significant amendment is made to the documents from the RMP template (i.e. section 1.7 Table 1).

Part 2: Supporting Systems

A. Document Control and Record Keeping

Useful things to know

Know

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

Rules you must follow

Do

Document control

- Every document that forms part of this RMP is dated and authorised (see RMP Document List (Tables 1 & 2) by:
  - the Day-to-day manager; or
  - a nominated person.
- All current RMP documents and their date of authorisation are listed in the RMP Document List (Tables 1 & 2).
- All RMP documents are:
  - able to be clearly read; and
  - indicate their version or date of authorisation.
- Details of all amendments to the RMP, including minor and significant amendments, are recorded in an Amendment Register. (The RMP Manual (www.mpi.govt.nz/dmsdocument/183) has guidance on determining if an amendment is minor or significant.)
- The most recent amendments made in a document are identified by highlighting or marking the amended part(s).
- Current versions of RMP documents are readily available, in hard copy or electronic form, to persons with key responsibilities in operating the RMP.

Record keeping

- A list of the nominated people (who can authorise documents, as per above section) is kept.
- All records identified in the RMP are clear and readable.
- All paper and electronic RMP records (e.g. monitoring, corrective action, verification and validation records) include:
  - the date and, where appropriate, the time of the activity or observation;
  - an accurate description of the results of the activity or observation; and
  - the identity of the person(s) who performed the activity (i.e. initials or signature of the person completing the record).
- Any alteration made to a record is made in a way that allows the original entry to remain readable (i.e. erasures or the use of correction fluid or tape or other material to cover the original entry is not allowed) and is initialled by the person making the alteration.

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

Accessibility and retention of all RMP documents and records, including archived documents

- One copy of all RMP documents and all records, including those that are obsolete/out-dated/previous versions, are:
  - retained for 4 years, or for the duration of the shelf-life of the product (whichever is longest); and
  - stored in a location where they are protected from damage, deterioration or loss.
- Any validation information is:
  - kept for the life of the process or activity; or
  - until the process is revalidated and new records are created (then the old validation information is archived and retained for 4 years)
- All electronic RMP documents and records are backed up regularly.
- All RMP documents and records, including archived documents, are able to be made available to the RMP verifier or any person authorised by MPI, within 2 working days of a request being made.

Amendments

- All amended parts of the RMP are replaced with the current versions without unnecessary delay after authorisation.

- An amendment register, which includes the following information, is maintained by the RMP operator:
  - document and specific part being amended;
  - details of amendment;
  - reason for amendment;
  - date of change; and
  - person approving the amendment.
- Any alterations on records are made alongside the original entry and initialled by the person altering the record.

Monitoring for Operator Verification

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

S

Show

Things to show your verifier

- Document list.
- List of nominated persons (if any)
- Obsolete documents and documents are filed.
- Records are complete and available upon request (e.g. In the RMP Operator Resource Toolkit Amendment Register).
- Supporting System and process control records (including monitoring, corrective action and verification records).
- Record forms.
- All records generated while operating the RMP.

Examples of these forms can be found in the RMP Operator Resource Toolkit

B. Personnel Health and Hygiene

Useful things to know

- To ensure that all personnel are medically fit to perform their duties, and that they comply with good hygienic practices to prevent or minimise the contamination of product.
- Personnel include all workers, staff, contractors providing services and visitors.

Rules you must follow

Induction and ongoing supervision of personnel

- New personnel are informed of their job description, health requirements, and hygienic practices and procedures before starting work.

Health and sickness policy

- The Day-to-day Manager ensures that all personnel understand and comply with the health and sickness requirements discussed in this section.
- All personnel **(including visitors and contractors)** are required to inform the Day-to-day Manager or another responsible person if they are suffering from any of the health conditions listed in Table B.1 below.
- Personnel suffering from a health condition or illness listed in Table B.1 should not carry out tasks where animal products may be affected.
- There are procedures to deal with any event where animal products are contaminated (e.g. blood or vomit on product). Refer to **M. Non-conforming Product and Recall** and **N. Corrective Action**

Table B.1. Health conditions

Condition or illness
Diarrhoea or vomiting due to gastroenteritis or other infectious diseases including norovirus and rotovirus. (May also include illnesses involving *E. coli, Salmonella* spp., *Shigella* spp., *Campylobacter, Yersinia, Cryptosporidium, Giardia*, and *Vibrio cholerae*)
Acute respiratory infection
Hepatitis A
Skin infection (e.g. boils, sores, infected wounds, etc.)

Protective Clothing

- Ensure that protective clothing is visibly clean at the start of each day's operation.
- Ensure protective clothing and footwear is:
  - maintained in a hygienic condition;
  - made of readily cleanable materials;

  - cleaned or changed if it becomes a source of contamination during processing; and
  - stored in a manner that protects it from contamination.
- Ensure disposable or damaged protective clothing and footwear is:
  - discarded after use, when damaged (e.g. torn), or if it cannot be effectively cleaned when required during use; or
  - repaired.
- Everyday clothes are not worn over protective clothing.
- Reusable aprons are cleaned and sanitised at least daily.
- Disposable aprons and gloves are discarded after use, or when torn, damaged or contaminated.
- Waterproof protective clothing (e.g. aprons, gloves) is not worn outside processing areas.
- Protective clothing is not worn in areas outside the premises where there is potential for them to be exposed to contaminants.

Gloves

- If used, re-useable gloves are cleaned and sanitised periodically during the day's operations, and at the end of the day's operation or shift using the appropriate method below.
  - Cut-resistant gloves are soaked in appropriate sanitiser overnight and rinse with warm water prior to use; or
  - Chain mesh gloves are hosed with high pressure hot water to remove visible soil, soak in appropriate 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.

Washing of hands and arms

- All personnel thoroughly wash hands and exposed parts of the arms with approved liquid soap and water, and then dry them using disposable paper towels (or a suitable alternative):
  - after using the toilet;
  - after handling or coming into contact with waste and contaminated surfaces or material; and
  - after contaminating the hand from coughing, sneezing or blowing the nose.

  Note: *If clean water is not readily available for hand washing in certain areas, alternative options for sanitising personnel hands may be considered.*

Jewellery and other personal items

- Personnel in processing areas are not permitted to wear watches, rings and other jewellery except for plain wedding bands (e.g. no stone). Plain wedding bands may be worn only when they cannot be easily dislodged, and they can be effectively cleaned in the same manner as hands.

- False eyelashes, false fingernails, nail polish and other nail art are not permitted in processing areas, unless they can be worn under gloves (without piercing the gloves).
- Devices (e.g. medic alerts) and cultural jewellery (e.g. taonga necklace, wedding jewellery) may be worn in processing areas provided they cannot be easily dislodged, and they are able to be securely worn under clothing or gloves.
- Personnel are not permitted to take personal items (e.g. cigarettes, small loose items) into processing areas that may result in contamination of products and processing areas.

***Note**: A processing area in this part means areas where materials and products are exposed, or food contact surfaces may be contaminated.*

Visitors and contractors

- All visitors and contractors are required to report to the responsible person on arrival.
- Visitors and contractors who enter processing or storage areas are required to confirm that to the best of their knowledge they have no medical condition that may pose a risk to food safety. Records of this should be kept (e.g. signed declaration or logbook).
- If a visitor or contractor is visibly ill, the responsible person can deny them access to processing or storage areas.
- Prior to entering the processing or storage areas visitors and contractors should wear clean protective clothing and footwear that are provided or approved by the Day-to-day Manager.
- Where appropriate, 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.

Hygienic practices

- Personnel behave in a manner that prevents the contamination and deterioration of product and the environment.
- Eating, drinking, smoking, vaping or spitting are not allowed inside the processing areas.

Visitors and contractors

- Where appropriate, visitors and contractors are supervised by assigned staff while within the premises.

Monitoring for Operator Verification

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

S

Show

Things to show your verifier

- A record of all employee illnesses and any medical certificates e.g. Staff Sickness form.
- Completed register for injuries (or similar).
- Completed training records e.g. Personnel Training Form.
- Any problems detected and any corrective actions taken. Refer to **N. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit

C. Personnel Competencies and Training

K
Know

Useful things to know

- To ensure that all personnel have the necessary knowledge, skills, and training to perform their assigned tasks in a competent and hygienic manner, including relevant experience and ongoing refresher training in hygienic slaughter and dressing of animals.
- For additional useful information, refer to Operator Verification Guidance (www.mpi.govt.nz/dmsdocument/40898)

D
Do

Rules you must follow

Competencies of key RMP personnel

- All personnel (other than the Day-to-day Manager) who have been nominated to authorise the documents that form this RMP are identified (either by position, or by name and position).
- Personnel responsible for the following key tasks are identified (either by position, or by name and position).
  - process control,
  - operator verification,
  - corrective action,
  - undertaking recalls,
  - monitoring at Critical Control Points,
- Personnel performing key tasks have the following competencies:
  - knowledge and skills in executing the particular task; and
  - an overall understanding of the area they are working in.
- The skills or competencies are documented on the Personnel Training Form.

Day-to day Manager

- The Day-to-day Manager is responsible for:
  - ensuring proper implementation of documented RMP programmes and procedures, including monitoring of processes and taking corrective actions for any non-compliances;
  - keeping RMP documents up-to-date;
  - verifying the effectiveness of the RMP;
  - communicating with the RMP verifier, as needed; and
  - ensuring all personnel are adequately trained.
- The Day-to-day Manager has a good understanding of the documented RMP, including legal requirements and supporting systems.
- The Day-to-day Manager is identified (either by position, or by name and position) in the RMP.
- The RMP is amended if the Day-to-day Manager changes. Refer to **D. Operator Verification**.

Induction and supervision

- New personnel are informed of the following before they start working:
  - the company's health and sickness requirements;
  - hygienic practices;
  - movement of personnel and materials;
  - cleaning and sanitation;
  - handling of chemicals;
  - hygienic handling of materials and products; and
  - operational procedures for their assigned tasks.
- Ongoing supervision and/or skills maintenance is provided to ensure that personnel are adequately trained in their specific tasks, and in hygienic practices and procedures.
- The training programme includes:
  - identification of skills and competencies required for key roles;
  - training schedules (including refresher training); and
  - training records of personnel.

Visitors and contractors

- Visitors and contractors report to a responsible person on arrival at the premises or mobile premise location. Where appropriate, visitors and contractors are supervised by assigned staff while within the premises.
- It is the responsibility of the assigned staff to ensure that hygienic practices and procedures are followed by the visitor or contractor.
- Visitors and contractors are not allowed to handle materials or product in processing and packing areas unless they have complied with all hygiene requirements for food handlers.

Monitoring for Operator Verification

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

S

Show

Things to show your verifier

- Competencies identified for key roles e.g. job descriptions, training matrix
- Training and qualification certificates.
- Completed e.g. Training Programme
- Completed e.g. Personnel Training Form.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

D. Operator Verification

K
Know

Useful things to know

- Operator verification is a system of internal checks that confirms the effectiveness of the RMP by:
  - checking procedures are being followed (as noted at the end of most supporting systems)
  - corrective actions and preventative actions are taken
  - reporting requirements are met
  - other operational requirements are met (i.e. notification, amendments)
  - establishing frequencies for checks, what is being checked, how and by whom
  - ensuring checks (including periodic monitoring and internal audits) are done at the required frequencies.
- For additional useful information, refer to Operator Verification Guidance (www.mpi.govt.nz/dmsdocument/40898)

D
Do

Rules you must follow

Operator verification

- The Day-to-day Manager ensures that the RMP is effective by making sure that the following checks are done:
  - all activities that contribute to operator verification are transparent and traceable, and undertaken by suitably skilled persons nominated by the Day-to-day Manager
  - persons carrying out operator verification activities are (if possible) independent of the process or operation monitoring and corrective action activities being verified. They are familiar with the contents of the RMP, including its expected outcomes.

Table D.1: Operator verification activities and frequencies

Activity	Details	Frequency
Record checks	• Collect all records and check they are complete, correctly filled out, and that all results are acceptable or the appropriate corrective action has been taken and documented. • Review to identify any trends, new hazards or recurring problems.	• When completed.
Personnel supervision	• Ensure that all personnel are following correct practices and procedures.	• As required.

Review of RMP	• Read through the RMP and amend it where necessary. • Perform a reality check to ensure documented procedures are followed. • Test your recall plan by conducting mock recalls for meat. • Significant amendments will be evaluated and registered.	• At least annually. • When procedures or premises change. • When RMP is not working effectively.

Internal audits

- Internal audits are an example of operator verification.
- Internal audits are about performing checks to ensure:
  - the RMP is up to date and covers all activities.
  - there are no uncontrolled food safety risks.
  - the products are fit for intended purpose.
  - staff know, understand and are correctly applying the procedures in the RMP.
- The person responsible for undertaking internal audits has:
  - a good understanding of the operations, processes and GOP covered by the RMP; and
  - a good understanding of the regulatory requirements.
- The person performing the internal audit does a reality check, which includes observing staff, equipment and premises to make sure that:
  - staff are following hygienic procedures and operating procedures;
  - staff are following operating parameters (e.g.: temperatures); and
  - hygienic status of the premises, internal and external environment and equipment is maintained.
- A sample of records are checked during the internal audit to make sure the correct things are being recorded.
- All findings from previous internal audits and external verification visits are followed up to make sure they have been fixed.
- Any new issues found during the internal audit are identified and corrected. Records are kept of this.
- When ongoing or recurring non-compliances occur, the following actions are taken:
  - investigate to determine possible causes of non-compliance;
  - take appropriate corrective actions to regain control and prevent recurrence of the problem;
  - increase surveillance of the system; and
  - review the RMP or the relevant Supporting Systems and make necessary changes.
- Indications that the RMP or parts of it are not working effectively include:
  - repeated non-compliance or out of specification product test results;
  - customer complaints;
  - multiple or repeated issues raised by the RMP verifier; or

- unacceptable outcomes from external verification visits.

RMP review

- The RMP is reviewed annually to check for any significant changes, such as changes to equipment, facilities, personnel positions, RMP verifier, etc.

Significant Amendments

- After any significant amendment to the RMP has come into effect, all parts of the RMP that may be affected by the amendment are checked to ensure they are still effective and properly implemented.

HACCP plan review

- The HACCP plan is reviewed annually to check for any changes (e.g. to process flow, inputs or outputs, new hazards, etc.).

Recording issues and findings

- The completed audits are recorded e.g. in the Annual Internal Audit Check Sheets.
- Issues or findings requiring action and corrective action taken, are recorded e.g. in the Corrective Action Register.

Notification

- The Day-to-day Manager will send an email to Food.Compliance@mpi.govt.nz and their RMP verifier notifying of any product that is recalled because it is not or may not be fit for its intended purpose.
- The Day-to-day Manager will send an email to MPI.Approvals@mpi.govt.nz or a letter to the Manager, Approvals Operations, MPI, PO Box 2526, Wellington 6140 notifying of any (it is recommended to inform your RMP verifier):
  - change to the name, position or designation of the Day-to-day Manager of the RMP; and
  - change in RMP verifier.
- The Day-to-day Manager will send an email to info@mpi.govt.nz or call 0800 80 99 66 (for biological hazards only) notifying of any emerging, new or exotic biological hazards or new chemical hazards that have been discovered.
- The Day-to-day Manager will contact the recognised RMP verification agency without unnecessary delay on discovering:
  - significant concerns about the fitness for intended purpose of any product;
  - that the cumulative effect of minor amendments necessitates the registration of a significant amendment to the RMP;
  - that the RMP is no longer effective;
  - that the premises are no longer suitable for their use;
  - that anything within the physical boundaries of the RMP is used for additional purposes or by other operators, and the RMP has not adequately considered relevant hazards or other risk factors;
  - merging two or more registered RMPs; or

– splitting a registered RMP into two or more RMPs.

Who's responsible?

Record the name or position of the person(s) responsible for undertaking/organising Operator Verifications _____

_____

_____

S

Show

Things to show your verifier

- Any information or evidence relating to operator verification activities (e.g. temperature readings).
- Internal audit documentation.
- RMP verifier audit reports.
- Completed e.g. Annual Internal Audit Check Sheets.
- Any problems detected and any corrective action taken. Refer to **N. Corrective Action**.
- Copies of any emails or letters sent to MPI or the RMP verifying agency.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

E. Design, Construction and Maintenance of Buildings, Mobile Premises, Facilities and Equipment

K
Know

Useful things to know

- To ensure that all buildings, mobile premises, facilities and equipment are designed, constructed, installed and operated in a manner that prevents or minimises contamination of product, packaging, other inputs, equipment and the processing environment.
- The requirements and procedures in this supporting system apply to both fixed and mobile premises, unless specifically stated otherwise.

D
Do

Rules you must follow

Buildings and facilities

- Internal structures of buildings, including floors, ceilings and walls, are designed and constructed to:
  - minimise contamination and cross-contamination of products;
  - be durable and capable of withstanding repeated exposure to normal cleaning and sanitising;
  - resist corrosion;
  - minimise the entrance and harbourage of pests;
  - minimise the accumulation of condensation;
  - minimise the entry of environmental contaminants; and
  - be free from cracks and crevices that may harbour contaminants.
- Facilities are available and kept in a satisfactory condition for:
  - hygienic processing, packing and storage of products;
  - storage of chemicals, cleaning compounds and other materials;
  - storage and reticulation of water;
  - cleaning and sanitation of facilities and equipment;
  - personnel hygiene (e.g. toilets, hand washing units, showering facilities, storage lockers); and
  - drainage and disposal of wastes.
- Facility and equipment layout (e.g. working space) allows for good hygienic practices, access by personnel and effective cleaning.
- Essential services (e.g. lighting, ventilation, process gases) are sourced, used and maintained in a way that enables effective operation.
- Lighting is sufficient to enable effective operations.
- All site and building entrances are clearly marked to deter unauthorised entry.
- Buildings and facilities are managed in a way that protects product, packaging and other inputs from adulteration.
- Vehicle access and parking areas are designed and constructed to prevent contamination of processing areas.
- Any glass, including light fixtures, is safety glass, or otherwise protected to prevent contamination of the products, materials or packaging.
- Windows are sealed.

Mobile premises

- Mobile premises will follow the requirements for buildings (as appropriate).
- A mobile premises when operating its RMP, is located in an area that is:
  - tidy and well maintained;
  - adequately drained and not prone to flooding; and
  - away from areas and activities that may impact on the hygienic operation of the RMP and cause contamination of products and the processing environment.

Animal holding facilities

- Animal holding facilities where animals are held prior to slaughter need to comply with animal welfare requirements under the Animal Welfare Act 1999 (www.legislation.govt.nz/act/public/1999/0142/latest/DLM49664),

  and the Code of the Code of Welfare Commercial Slaughter 2018 (www. https://www.mpi.govt.nz/dmsdocument/46018)
- The facilities need to:
  - effectively contain animals,
  - facilitate ante-mortem examination,
  - allow normal mobility and an easy flow of animals from the holding facility to the slaughter facility, and
  - for fixed premises, allow effective cleaning and effective drainage of water and liquid waste.
- For fixed premises, separate holding facilities that meet the same requirements given above, are provided for the holding of suspect animals and for the post-mortem examination of animals found to be dead or dying.

Equipment

- Equipment that comes into contact with products is designed, constructed, installed and operated in a manner that:
  - ensures the effective performance of the intended task;
  - facilitates cleaning and sanitising; and
  - minimises contamination of the product.
- Suitable cleaning equipment (maintained in a hygienic condition) is available for cleaning and sanitising of equipment and facilities. Refer to **G. Cleaning and Sanitation**.
- Any equipment designed to cool products is operated within its design and capacity, and consistently delivers the required temperature.
- Measuring equipment (whether stand alone or forming part of a piece of equipment), has the accuracy, precision, and conditions of use appropriate to the task performed. Refer to **J. Calibration**.

Slaughter and dressing facilities

- Animal restraining and stunning equipment needs to comply with the requirements of the Code of Welfare Commercial Slaughter 2018 (www.mpi.govt.nz/dmsdocument/4601).
- Where a moving chain system is used, chain stopping devices are provided to facilitate hygienic processing and carcass examination, and ensure safe operations.
- 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.
- Facilities for washing waterproof protective clothing (e.g. boots, aprons, gloves) are provided.
- Adequate space and facilities are provided for post-mortem examination so that all parts of an animal can be examined effectively.
- Facilities or designated areas for retaining carcasses or carcass parts are provided.
- Facilities are provided for secure holding and disposal of condemned material.
- Facilities and equipment used for condemned materials are properly identified.
- Chillers (and freezers, if available)
  - are capable of reducing product temperatures to the required temperature within the prescribed time, and maintain product temperatures at or below the required temperature
  - have the capacity appropriate for the volume of products likely to be processed or held in the refrigeration facility at any one time; and
  - 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.

Repairs and maintenance

- Alterations, repairs and maintenance are done when necessary to ensure that facilities and equipment are in a suitable condition.
- Processing stops if the facilities and equipment are in a condition that will affect the product and make it not suitable for its intended use.
- Procedures set out:
  - which areas and equipment are regularly checked for any issues that could lead to damage or deterioration of product or packaging, and when or how often checking is done;
  - any other checking or inspection for maintenance that must be done;
  - how assessment of the impact that maintenance work will have on processing is done; and
  - what corrective actions must be taken if product or packaging is affected by maintenance.
- All alterations, repairs and maintenance work on facilities and equipment (including refrigeration and freezing units) are done in a manner that minimises

the exposure of product or packaging to hazards introduced by this work. Corrective actions are taken if needed. Refer to **N. Corrective Action**.

- If any maintenance activity affects the suitability for intended use of the product, then action is taken to stop more product being affected, including (if required) stopping processing.
- Before use of facilities and equipment, a suitably skilled person checks that:
  - maintenance is sufficiently complete so that when processing re-starts, product will not be adversely affected; and
  - areas and surfaces have been appropriately cleaned and, where appropriate, sanitised; and
  - if processing had stopped during the work, the area has been returned to a suitable state for processing to re-start.

Changes

- MPI will be notified if there are plans to make major alterations to facilities or equipment which may impact on the product(s) (this can be a significant amendment to the RMP).

Refrigerated and frozen facilities and equipment

- Refrigerated and frozen facilities are designed, constructed and equipped to ensure that the specified preservation temperatures are maintained throughout storage.
- If installed, equipment for the control and accurate monitoring of temperatures and any other required refrigeration or frozen parameters (e.g. humidity, air-flow, etc.) are operated at an appropriate frequency, at all times that refrigeration and frozen facilities are in use.
- Temperature measuring devices are located to measure the internal temperature of the storage facility at the warmest point and are calibrated.
  Note: *Temperature measuring devices for critical measurements should be calibrated at a frequency necessary for maintaining its required accuracy. Operators should refer to the equipment supplier's recommendation for guidance.*

Recording issues and findings

- Issues or findings requiring action and the corrective actions that are taken are recorded e.g. in the Repairs and Maintenance Register.

Monitoring for Operator Verification

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

S

Show

Things to show your verifier

- Completed e.g. Repairs and Maintenance Register, Maintenance Schedule, Maintenance Form.
- Any equipment specifications, manufacturers' or suppliers' instructions (e.g. any specifications or manuals related to refrigeration units).
- Any building reports.
- Any problems detected and any corrective action taken. Refer to **N. Corrective Action**.
- Calibration records.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

F. Water

K
Know

Useful things to know

- To ensure that water is fit for its intended purpose at the point of use and maintains the fitness for intended purpose of product.
- Where the water used can't affect the animal products, this Water Supporting System doesn't apply (e.g. if water used for toilets is from a separate source).
- The requirements and procedures in this supporting system apply to both fixed and mobile premises, unless specifically stated otherwise.

D
Do

Rules you must follow

Water supply

- The source of water used within the premises is (tick all applicable):
  - ☐ **town supply water** (a reticulated water supply that provides drinking water to the public; no further treatment may be applied by the RMP operator)
  - ☐ **own-source water** (water other than town-supply water, or reused or recovered water; e.g. water sourced from a bore, river, stream, roof; water sourced from another RMP operator; water where additional treatment is applied by this operator)
  - ☐ **reused or recovered water**

Water use

- Water is used for:
  - cleaning of facilities and equipment;
  - personal hygiene activities;
  - production of steam;
  - use in washing equipment; and
  - other operational activities where water comes into direct or indirect contact with any product.

Design and management of reticulation system

- The on-site water reticulation system is designed, installed and operated in a manner that ensure water is delivered for the purpose for which it is intended; and:
  - minimises dead ends and backflow; and
  - prevents the contamination of water and unintentional mixing between water intended for different purposes.
- Water lines, including flexible hoses, in processing areas that contain water of different standards (such as water that is unsuitable for direct or indirect contact with animal material or animal product) must be labelled or otherwise identified.
- Water pipes, storage tanks and other parts of the reticulation system are maintained in good condition.

- 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.

Standard requirements for all water

Table F.1: Standard requirements for all water

Measurement	Criteria
E. coli	Not Detected per 100 ml
Turbidity	Must not exceed 5 NTU (Nephelometric turbidity units)

Water use criteria

Table F.2: Water-use criteria

Water source	Water-use criteria
Town supply water (without additional treatment)	☐ Water-use criteria is not required (assume the water meets Table F.1 Standard Requirements for All Water) or ☐ Water-use criteria is required (there are reasons to believe the water will not meet Table F.1 Standard Requirements for All Water)
Own-source water	Water-use criteria is required.
Reused or recovered water	Water-use criteria is required.

- If water-use criteria is required under Table F.2, water-use criteria is developed e.g. using Own-source water checklist and template water-use plan
- The water-use criteria must:
  - reflect the source of the water and the purpose for which it is used; and
  - be developed by a suitably skilled person; and
  - be based on an assessment of any chemical, biological, physical, or radiological hazards or other risk factors.
- The suitably skilled person who developed the water use criteria is

_____

Name or position. Complete only if water use criteria is required.

Sampling and Testing

Table F.3: Initial testing and routine monitoring

Water source	Initial testing	Routine monitoring
Town supply water (without additional treatment)	☐ Initial testing is not required (assume the water meets Table F.1 Standard Requirements for All Water) or	No routine monitoring is required.
	☐ Initial testing is required (there are reasons to believe the water will not meet Table F.1 Standard Requirements for All Water)	☐ No routine monitoring is required as initial testing meets Table F.1 Standard Requirements for All Water. or ☉ Routine monitoring is done as per Table F.4 Frequency of Testing and any additional testing required under the water-use criteria.
Own-source water	Initial testing is required.	☐ No routine monitoring is required as initial testing meets Table F.1 Standard Requirements for All Water and the water-use criteria does not require additional testing. or ☐ Routine monitoring as per Table F.4 Frequency of Testing and any additional testing required under the water-use criteria.
Reused or recovered water	Initial testing is required.	Routine monitoring as per Table F.4 Frequency of Testing and any additional testing required under the water-use criteria.

- If testing is required under Table F.3, initial testing is done before processing begins.

- Samples are obtained and handled in a manner that ensures they are:
  - representative of the water being tested; and
  - appropriate to the type of test.
- Water testing to ensure that the water meets the standard water requirements (see Table F.1: Standard Requirements for All Water) and any relevant water-use criteria is performed by a laboratory accredited for those tests.
  The accredited laboratory used is

_____

Complete only if water testing is required.

- Water testing to monitor parameters relating to water treatment (e.g. chlorine, pH, turbidity) is performed by a suitably skilled person using methods documented in the water-use plan, and if appropriate, calibrated equipment.
  The suitably skilled person(s) who perform the water testing are

_____

Name or position. Complete only if water testing relating to water treatment is required.

Table F.4: Frequency of testing

Average daily use while processing	**Microbiological testing (*E. coli* or total coliforms)**	**Turbidity testing**	**pH testing (for water chlorinated on site)**	**Chlorine testing (for water chlorinated on site)**
<100 m^3/day and product packaged at all times	1 per 6 months	1 per 6 months	1 per 6 months	Daily when staff present and premises operating
100 - 1000 m^3/day and product packaged at all times	1 per 3 months	1 per 3 months	1 per 3 months	Daily when staff present and premises operating
<2000 m^3/day	1 per month	1 per month	1 per month	Daily when staff present and premises operating
2000 – 10 000 m^3/day	1 per 2 weeks	1 per 2 weeks	1 per 2 weeks	Daily when staff present and premises operating
>10 000 m^3/day	1 per week	1 per 6 months	1 per 6 months	Daily when staff present and

				premises operating

Additional requirements for water treated by the operator

- When water is treated by the operator (e.g. chlorination, boiling, filtration, UV treatment, etc.), the water-use plan includes:
  - information about the treatment applied, including the type of treatment, operating procedures and parameters, monitoring procedures, and any acceptable limits;
  - a water sampling and testing programme for verifying the effectiveness of the specific water treatment applied (frequency as indicated in Table F.4 Frequency of Testing or as necessary for the effective monitoring of any specific water treatment applied); and
  - corrective action procedures when the water is found to be unsatisfactory based on the results of any test done.
- All equipment used for treating water is installed, maintained and operated as per the manufacturer's instructions.
- The water treatment system is developed and operated by a suitably skilled person.

Reassessment

- The water supply is reassessed:
  - at least once every 3 years;
  - prior to using a new supply of water (that is, the supply changes, or a new supply is added); and
  - within 1 month after any change (that may adversely affect the water's fitness for intended purpose) to the water source (excluding town supply water); the environment in or around the water source (excluding town supply water); the reticulation system; the intended purpose of the water; and any aspect of the treatment system (if relevant).

- The reassessment is documented.
- Reassessment is done by considering the information that has gone into the water-use plan, water-use criteria and updating.
- When using town supply water, the 3 yearly or new supply of water reassessment also considers whether need to change from 'assume the water meets Table F.1 Standard Requirements for All Water' to 'there are reasons to believe the water will not meet Table F.1 Standard Requirements for All Water' (or the reverse).

Corrective Actions

- When water is not fit for purpose, corrective action is taken (see Table F.5 Examples of Corrective Actions).
- Affected products are managed as non-conforming product, refer to **M. Non-conforming Product and Recall**.

Table F.5: Examples of corrective actions

Example Scenarios	Actions
The **town water supplier** advises that the water is not fit for drinking without additional treatment	The following actions are taken as appropriate to the scenario: **Immediate control and investigation of problem** • all operations requiring the use of water are stopped; • the cause of the problem is investigated; and • appropriate corrective actions are taken to rectify the problem (e.g. through further treatment). **Disposition or handling of affected products and equipment** • any affected product intended for human consumption is not used for that purpose unless assessment by a suitably skilled person indicates that an alternative action will render the product safe and suitable for human consumption; • any affected product intended for human consumption may be regraded for animal consumption (e.g. petfood, stockfood, etc.) when the product meets the applicable requirements; • any affected food contact surfaces are cleaned and sanitised prior to reuse; and • any affected packaging materials and containers that cannot be effectively cleaned and sanitised, are not used for packaging of any product. Records of the assessment and corrective actions taken are kept.
Water fails to comply with any of the requirements of the water management plan (including corrective actions) and there are no other means in the RMP to ensure the water meets the original standard at the point of use	
For water supplied by another RMP or FCP, the other RMP or FCP operator advises the operator that the water does not meet the relevant water standard	
Water supply is **contaminated by non-complying water**	
The RMP operator or Day-to-day Manager has **reason to believe that the water is not fit for use** and there are no procedures included in the RMP to ensure the water is fit for purpose at the point of use	

S

Show

Things to show your verifier

- Water reticulation plan (e.g. site plan).
- Own-source water checklist (if applicable) e.g. Own-source water checklist and template water-use plan
- Results of water testing (if applicable).
- Results of ongoing monitoring of any water treatment activities (if applicable).
- Water use criteria (if applicable).
- Documentation of reassessment.
- Any problems informed of or detected (e.g. notification from water supplier, failure of water treatment plant).
- Any problems detected and any corrective action taken. Refer to **N. Corrective Action**.
- Completed e.g. Internal Audit reports.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

G. Cleaning and Sanitation

K
Know

Useful things to know

- To ensure the effective cleaning and sanitation of premises, facilities and equipment to prevent or minimise the contamination of products.
- Cleaning means the physical removal of material from surfaces, including fat, protein and mineral deposits.
- Sanitising means the inactivation of bacteria on cleaned surfaces and the protection of cleaned surfaces until processing starts.

D
Do

Rules you must follow

Cleaning

- There is a cleaning programme or schedule that covers all the different areas of the premises and contains the following information:
  - area, facility and/or equipment to be cleaned;
  - procedures for cleaning the area, facility and/or equipment;
  - type or method of cleaning;
  - chemicals that are used;
  - frequency of cleaning;
  - frequency of cleaning checks or inspections;
  - person/position responsible for cleaning;
  - what corrective actions to take; and
  - records to be kept.
- All relevant equipment, containers and food-contact surfaces (e.g. tables, cutting boards, hooks, knives, saws, bins) are cleaned and sanitised regularly during the day.
- Cleaning activities are carried out in a way that minimises contamination of products, previously cleaned areas, etc.

Equipment for cleaning

- Cleaning equipment does not contaminate carcass or packaging.
- Cleaning equipment is:
  - used for cleaning purposes only;
  - stored in a hygienic manner when not in use; and
  - maintained in a good state of repair.
- Hose nozzles are kept off the floor at all times to prevent back-siphonage and contamination of staff hands

Wet cleaning

- All equipment and product contact surfaces that are wet cleaned should be free from residues and moisture before processing restarts.

Chemicals

- Cleaning compounds are used in accordance with the procedures given in **K. Chemical Control**.
- Chemicals used for cleaning and maintenance are handled and used:
  - according to the directions of the manufacturer; and
  - in a manner that minimises contamination of product.

Management of cleaning chemical contamination

- If equipment or product contact surfaces are (or are suspected to be) contaminated with residues, the affected equipment and product contact surfaces are cleaned and sanitised prior to reuse.
- If carcass or packaging is (or is suspected to be) contaminated with residues:
  - affected products are managed as non-conforming product, refer to **M. Non-conforming Product and Recall**;
  - affected packaging materials are either washed and sanitised (where practicable) prior to use or are not used for packing any product for human or animal consumption.

Collection and removal of solid waste

- Waste (including waste water) is not allowed to accumulate in or around processing areas.
- Solid wastes are:
  - collected in clearly identified waste containers, which are cleaned when necessary;
  - collected using clearly identified equipment that is stored in an identified area when not in use;
  - kept under controlled conditions to ensure that they are not mistakenly or fraudulently released as suitable for processing for human consumption; and
  - regularly disposed of in a way that ensures that they do not become a source of contamination to products, the work area and the processing or storage environment.
- Outside waste bins (where used) are covered, maintained in a tidy condition, and collected regularly so that they do not attract pests and create objectionable odours.
- To ensure 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
- The requirements and procedures discussed in this supporting system apply to both fixed and mobile premises, unless specifically stated otherwise.

Cleaning inspection

- Cleaning checks or inspections are undertaken on a regular basis to:
  - ensure compliance with the cleaning and sanitation programme; and
  - check the effectiveness of cleaning.

- Checks of facilities and equipment are done prior to use (including after maintenance) to ensure that operations begin only after sanitation requirements have been met:
  - all observations made during the check are recorded.
- If a problem is found, then:
  - the problem and the corrective actions are recorded;
  - the source of the contamination is fixed (immediately if there is a food safety risk); and
  - the frequency of cleaning and sanitising is reviewed.

Monitoring for Operator Verification

- Compliance with these procedures and the effectiveness of cleaning is checked at least _____ by the responsible person. For poor results, increase the frequency of checks. Once good results are achieved, decrease the frequency of checks back to standard.

S

Show

Things to show your verifier

- Cleaning schedules and procedures.
- Cleaning and pre-operational records, forms or check sheets.
- Completed e.g. Chemical Register.
- Any problems detected and any corrective action taken. Refer to **N. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

H. Receipt of Incoming Materials and Live Animals

K
Know

Useful things to know

- To ensure only live animals eligible for processing for human consumption are accepted and slaughtered at the premises.
- The requirements and procedures discussed in this supporting system apply to both **fixed** and **mobile** premises, unless specifically stated otherwise.
- To ensure that packaging materials are fit for intended purpose, and that meat products remain fit for intended purpose during packing.
- All packaging and product contact materials (e.g. carcass wrap, legging paper, plastic liners and offal bags) are suitable for food contact use.
- Re-packing means making / breaking up small consignments and placing into cartons for individual customer consignments.

D
Do

Rules you must follow

Check supplier statements

- The RMP Manager, or person in charge, 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.
- An animal is not accepted for processing, if:
  - the ASD is absent or incomplete;
  - there are reasonable grounds to suspect that the information in the supplier statement is fraudulent – in which case the RMP Manager informs MPI or the verifier within 1 working day of becoming aware of the potential fraud; or
  - the supplier statement or any poison use statement does not confirm the status of the animal material as suitable for processing.
- For fixed premises, when 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.
- The following records are kept for at least 4 years:
  - a copy of every supplier statement received from suppliers; and

  - records that provide the following information for each mob of animals:
    - date and time of arrival;
    - supplier (name in clear wording or in code);
    - number of animals;
    - class of animals;
    - any marks, brands, or other distinguishing features on the animals, if the holding facility contains animals from more than one supplier; and
    - information to determine where the animals from the mob are being held.

- National Animal Identification and Tracing systems are in place for cattle and deer and records are kept of these.

Receipt of incoming materials

- All packaging and product contact materials are suitable for food contact use.
- Opened cartons of packaging are re-closed and covered during storage to prevent dust contamination.
- Packaging materials and other food contact materials are:
  - checked on delivery to ensure they are fit for their intended use (i.e. clean, undamaged) and properly labelled;
  - protected against contamination or damage during storage; and
  - kept separate from chemicals and other hazardous materials.

Packing and Re-packing

- Packing or re-packing of products is done under hygienic conditions, in a manner that ensures that any product not enclosed in packaging is protected from contamination and maintains its fitness for intended purpose by:
  - the area being clean;
  - personnel being suitably clothed;
  - ensuring that products designed for re-packing are being managed via the inventory system; and
  - ensuring that all re-packaged products are appropriately labelled.
- All products remain identifiable at all times.
- Damaged packaging is disposed of appropriately.

Use of packaging materials

- Packaging is clean and undamaged at point of use.
- Dirty or damaged packaging is disposed of appropriately.
- Packaging materials adequately protect the product.

Monitoring for Operator Verification

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

Things to show your verifier

- Records of products under the RMP (e.g. consignment notes, incoming product checks etc).
- Any problems detected and corrective action taken. Refer to **N. Corrective Action**.

I. Traceability, Inventory and Labelling

K
Know

Useful things to know

- To ensure that meat is correctly identified at storage and dispatch for inventory control purposes and to allow for traceability in the event of a recall.

D
Do

Rules you must follow

Inventory control

- Inventories are maintained for all meat.
- Non-conforming materials and products are clearly identified and the reasons for non-conformance are in the inventory.
- All outgoing products are clearly labelled and accompanied by appropriate documentation to ensure their traceability. Refer to Labelling of Transportation Outers below.

Traceability

- A tracking system is maintained that:
  - allows for the identification of all animal product throughout the entire production chain even once it leaves your abattoir.
  - can trace animal material and animal product from the supplier to the operator; and from the operator to the next recipient in the supply chain (other than the final consumer).
- Upon request by MPI, traceability information can be provided within 24 hours.
- All outgoing products are clearly labelled/tagged and accompanied by appropriate documentation to ensure traceability.

Records

- Records include, as appropriate:
  - name and address of suppliers of animals;
  - Animal Declaration Status and NAIT details for cattle and deer;
  - details about the supplied item, including the batch number, quantity and delivery date;
  - supplier status of any approved suppliers;
  - an inventory system (either electronic or hard copy) that allows finished products to be traced;
  - load in and load out checks; and
  - the name and address of the person or company who the batch of products are delivered to.

Monitoring for Operator Verification

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

S

Show

Things to show your verifier

- Records showing products received (e.g. consignment notes, etc.).
- Any re-labelling or re-packing done.
- An inventory system (electronic or hard copy) that allows finished products to be traced.
- Copies of labels.
- Any problems detected and corrective action taken. Refer to **N. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

J. Calibration

Useful things to know

- To ensure that measuring equipment that is used to carry out critical measurement functions as intended.
- Critical measurements are those that monitor controls for significant hazards.
- Critical measurements can include:
  - chilling temperatures; and
  - freezing temperatures.
- If your measurement is not providing a critical measurement, then you do not need to follow this supporting system, however it is recommended to do so.

Rules you must follow

Measuring Equipment

- Measuring equipment (such as temperature probes, etc) that is used to provide critical measurements are:
  - accurate and fit for their intended use;
  - calibrated regularly against a reference standard (i.e. shows traceability of calibration to a national or international standard of measurement); or
  - if no such standard exists, calibrated by a suitably skilled person using a documented method (e.g. those in the RMP Resource Toolkit); and
  - are uniquely identified (e.g. by using serial numbers, indelible tags or other permanent means of identification) to enable traceability of the calibrations to a reference standard and to identify the calibration status.
- A calibration programme is in place that covers the following:
  - how to calibrate each piece of measuring equipment that requires calibration;
  - whether each piece of measuring equipment is used for taking critical measurements or not;
  - minimum frequencies of calibration for each piece of measuring equipment used to provide critical measurements, or used as reference standards;
  - safeguards for prevention of unauthorised adjustments to the calibration of measuring equipment; and
  - the corrective actions to be taken when a measuring device is damaged or provides inconsistent or inaccurate readings and identification and disposition of any product produced when the device was out of order.

Receipt of critical measuring equipment (new or repaired)

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

Chiller or freezer gauges

- 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.

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

Faulty equipment

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

Monitoring for Operator Verification

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

S
Show

Things to show your verifier

- Calibration certificates and other calibration records.
- Identification, location and calibration status of equipment.
- Completed e.g. Calibration Form.
- Any problems detected and corrective action taken. Refer to **N. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

K. Chemical Control

K
Know

Useful things to know

- To ensure the proper use and storage of chemicals to prevent or minimise the contamination of carcass, packaging, processing aids, equipment and the processing and storage environment.
- Chemicals include maintenance compounds used for cleaning, sanitation, pest control and repair and maintenance of equipment.

D
Do

Rules you must follow

Chemicals (including maintenance compounds)

- There are procedures for the storage, handling and use of chemicals.
- Only MPI approved maintenance compounds, as listed in the MPI Approved Maintenance Compounds (Non-dairy) Register (www.foodsafety.govt.nz/registers-lists/maintenance-compounds/index.htm), are used:
  - during processing operations;
  - in the maintenance of processing areas; and
  - on equipment.
- A list (register) of all chemicals used and held on the premises is kept and up-to-date.

Storage of chemicals

- Chemicals are stored in a designated area, away from carcasses and processing aids for example Carcass Spray.
- Chemicals are clearly labelled. If it is an approved maintenance compound, must be labelled with the name as it appears on the list of approved maintenance compounds.
- Chemicals are kept in sealed containers when not in use.

Use of chemicals

- Maintenance compounds are used according to the directions of the manufacturer and the conditions of the approval.
- Directions for use (such as the detergent/sanitiser to be used in an area or on a piece of equipment, their concentration, application method and contact time required) are readily available to the user (e.g. given on the label, product information data sheets, etc.).
- Chemicals are handled and used by, or under, the supervision of suitably trained or experienced personnel.
- All containers or implements used for measuring or pouring of hazardous chemicals are labelled 'For Chemicals Only' (or similar), to ensure they are not used for any other purpose.

- Products and unprotected packaging are removed or kept protected (e.g. covered) prior to the use of chemicals (e.g. insecticide sprays) to prevent contamination.
- Equipment and other food contact surfaces are cleaned by thorough washing after exposure to chemicals that are not approved for food contact.

Handling and disposal of chemicals

- Empty chemical containers are disposed of and are not re-used in a way that may contaminate product.
- When contamination by a hazardous chemical occurs, the following actions are carried out:
  - affected food contact surfaces are cleaned and sanitised prior to reuse;
  - affected products are considered unfit for human or animal consumption and are disposed of as per **M. Non-conforming Product and Recall**; and
  - affected packaging that cannot be effectively cleaned and sanitised is disposed of properly.

Monitoring for Operator Verification

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

S

Show

Things to show your verifier

- Approved chemicals used (e.g. Chemical Register, consignment notes, etc.).
- Any problems detected and corrective action taken. Refer to **N. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

L. Pest Control

K
Know

Useful things to know

- To ensure effective control of pests so as to prevent or minimise the contamination of product, packaging, other inputs, equipment and the processing environment. Pests include rodents, wild birds, insects and cats.

D
Do

Rules you must follow

Responsibility

- Pest control and monitoring activities within the RMP premises is carried out by (tick applicable box):
  - ☐ **the RMP operator**
  - ☐ **a contracted pest control person or agency**
- Where pest control and monitoring activities are contracted out, the Day-to-day Manager, prior to signing the contract or services agreement, ensures that:
  - the person or agency to be contracted is competent to perform the task and is familiar with the requirements of this Supporting System; and
  - the written contract or services agreement clearly defines the services to be provided by the contracted person or agency.

Controls to prevent entry of pests

- Buildings and facilities are designed and constructed in a manner that minimises the entry of pests.
- External doors that are not screened are kept closed when not in use.
- Pets, excluding farm dogs in the yards, are not permitted anywhere within the premises.
- Drains are fitted with screens.
- For fixed premises consider fitting insect screens on windows and external doors that are kept open during operations.

Controls to prevent infestation of pests

- Buildings, external surroundings and waste bins are kept clean and tidy to prevent potential breeding sites. Waste bins are regularly collected and emptied.
- Buildings are kept in good repair and condition to prevent pest access and potential breeding sites.
- Regular inspections of the premises, including external surroundings, are carried out to check for evidence of possible infestation.
- If present, electric insect traps are not installed above unprotected product or packaging. The insect tray is emptied when necessary and any UV light bulb changed as recommended by the manufacturer.

Use of pesticides (e.g. fly sprays, rat baits, etc.) and pest traps

- Pesticides are approved, handled, used and stored according to chemical control requirements. Refer to **K. Chemical Control**.

- Pesticides are used according to the manufacturer's directions and the MPI conditions of the approval. Refer to the MPI website Approved Maintenance Compounds (www.mpi.govt.nz/processing/maintenance-compounds/non-dairy-maintenance-compounds/).
- Bait stations are:
  - identified (e.g. numbered); and
  - located and installed so they cannot contaminate product or packaging (it is preferred that bait stations are external, and not placed in manufacturing areas).
- A record is kept of bait station locations.
- Bait stations and traps are checked at least _____ for evidence of pest activity (e.g. nibbled bait, bait missing, droppings, etc.) and to confirm they are in good working order.
- Increased monitoring and appropriate corrective actions are undertaken when increased rodent activity is observed.
- Any pests are regularly removed from the pest stations and the bait replaced if required. This is recorded on a Vermin Control Register.

Handling and disposition

- Where there is evidence of contamination by pests, the following actions are carried out:
  - affected food contact surfaces are cleaned and sanitised prior to reuse;
  - affected products are managed as non-conforming product, refer to **M. Non-conforming Product and Recall**;
  - 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.

Monitoring for Operator Verification

- Compliance with these procedures is checked at least _____by the responsible person.

S

Show

Things to show your verifier

- A contract or service agreement with the contracted pest control person or agency, if applicable.
- A record of the location of the bait stations (may be shown on site plan used to show physical boundaries).
- A record of all Approved Maintenance Compounds (pesticides) used (including name, amount and point of use) (Refer to **K. Chemical Control**).
- Completed e.g. Vermin Control Register of pest sighting and monitoring.
- Any problems detected and corrective action taken. Refer to **N. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

M. Non-conforming Product and Recall

Useful things to know

Know

- To ensure the correct handling and disposition of carcass and products, including the recall of products from distribution and sale.

Rules you must follow

Do

Non-conforming product

- Non-conforming product is any product that:
  - has not been processed in accordance with relevant regulatory requirements, and procedures written in the RMP, or
  - is not safe or suitable for its intended use.

Suspected non-conforming product

- Product that is suspected of being non-conforming is managed as if it is non-conforming.
- A suitably skilled person may determine that product that is suspected of being non-conforming is actually conforming by considering various factors, such as:
  - what the incident was
  - the risk of breaching a regulatory or operator defined limit
  - has the limit actually been breached (may require testing to be done)
  - discussion with verifier
- If product is determined to be conforming, records are kept that cover:
  - identification of the suspected non-conforming product; and
  - a description of the event or circumstance that led to the product being suspected non-conforming; and
  - the justification for the product being determined as conforming.

Managing non-conforming product

- Non-conforming products are handled and stored in a manner that prevents:
  - contamination and deterioration of other products or inputs; and
  - contamination of the processing and storage environment that could lead to contamination of other products or inputs.
- Non-conforming products are:
  - clearly identified;
  - separated from other products;
  - identified in inventory (unavailable for load-out); and
  - held until disposition is determined by a suitably skilled person or, in certain cases, by the RMP verifier or MPI.
- The RMP verifier is notified as soon as possible when there is significant concern about fitness for intended purpose of any products.
- The disposition of any non-conforming product is determined by a suitably skilled person considering various factors, such as:
  - product safety and suitability;

- the amount of product affected;
- options for disposing of the product (such as reprocessing, downgrading, or disposing of it as waste);
- whether the products have been released for distribution or not; and
- any instructions from MPI or the RMP verifier.

- Records are kept that cover:
  - identification of the affected animal material or animal product;
  - where the product was distributed to and
  - a description of the event or circumstance that led to the product being non-conforming; and
  - the products disposal, including confirmation of actual disposal.

Unforeseen Events

- During any unforeseen events (such as floods earthquakes, pandemic, unavailability of contractors, power failure, etc.), appropriate steps will be taken by the day-to-day manager to manage any risks to products, and to identify any non-conforming or suspected non-conforming product.

- Where product may be affected, the RMP verifier is notified with an incident report including:
  - a description of the problem and any affected product;
  - a summary of the assessment made; and
  - any corrective actions taken to prevent the recurrence of the non-conformance.

Corrective actions

- Corrective actions will be taken to minimise the occurrence of non-conformance.
- The corrective actions may include:
  - amending procedures to correct deficiencies;
  - increasing the frequency of inspections or internal audits;
  - revising supervision or training programmes when staff, visitors or contractors are not following GOP as required;
  - managing repeat non-conformances; and
  - a series of escalating responses for repeated non-conformances.

Determining if a recall is required

- A recall is considered when the Day-to-day Manager believes that products have been released that have a food safety problem or are not fit for their intended purpose. Examples of food safety problems include:
  - a breach of a regulatory limit; presence of foreign matter that could cause harm;
  - levels of a chemical that could cause harm;
  - presence of a microorganism that could make someone sick etc.
- A risk assessment is done to determine if a recall is needed:
  - information is gathered to assist in understanding the source and extent of the problem;

- refer to MPI Recall Guidance Material (www.mpi.govt.nz/food-safety/food-recalls/);
- the RMP verifier is contacted for assistance.

- Identification of affected product will be started. Any stock still on hand will be held until a decision has been made on whether to recall product.

Recall

- If it is determined that a recall of carcass is likely, the Day-to-day Manager is responsible for working with the operator and the next recipient in the supply chain to identify and locate animal product.
- Consider how reprocessing or disposal of the animal product will the management.
- You will need to notify an Animal Products Officer or the MPI Director General as soon as possible and within 24 hours of the situation being discovered. Contact New Zealand Food Safety on 0800 00 83 33 or at Food.Recalls@mpi.govt.nz.

Simulated Recall

- A simulated, mock, or trial recall is done at least every 12 months to demonstrate the effectiveness of the traceability and recall process.
- Refer to MPI Simulated Food Recall Guidance (www.mpi.govt.nz/food-business/food-recalls/doing-food-recall/)
- Effectiveness is measured by:
  - the time taken to trace affected product;
  - the time taken to complete the mock recall of affected product; and
  - the proportion of product that would have been successfully recalled.

Who's responsible?

Record the name or position of the person(s) responsible for co-ordinating recalls

_____

_____

Monitoring for Operator Verification

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

S

Show

Things to show your verifier

- Load-out dockets or consignment notes for carcasses.
- Diary detailing all communication about the recall and copies of all written correspondence.
- Recall review notes.
- Inventory records.
- Records of assessment and disposition of non-conforming products.
- Records of recall activities, including mock recall.
- Any correspondence with the RMP verifier or MPI.

N. Corrective Action

Useful things to know

- To ensure that if problems occur, they are managed appropriately (e.g. restoration of control, product disposition and prevention of recurrence).

Rules you must follow

Corrective action

- 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.
- When problems occur, corrective actions are carried out in an effective and timely manner.
- Details of corrective actions are recorded (e.g. in a register). This includes any follow-up checks used to make sure the corrective actions are working (e.g. internal audits, external audits).
- Problems detected through the normal day-to-day operation of the RMP are addressed by a suitably skilled person who will:
  - assess the problem;
  - restore control;
  - identify and retain any suspect product, and determine the product disposition appropriate to the nature of the problem and the intended use of the product (e.g. reject, or release as is);
  - take action to stop the problem from recurring (e.g. increase surveillance of the system, make changes to the system, etc.); and
  - record the corrective actions (including restoration of control, product disposition and prevention of recurrence) in the e.g. Corrective Action Register.

Corrective action for unforeseen circumstances

- The RMP is not 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.
- When problems occur due to unforeseen circumstances, the Day-to-day Manager nominates a suitably skilled person to carry out the "normal" corrective actions (see above) and to be responsible for:
  - completing an in-depth assessment of the suspect product by reviewing relevant processing records, analyses undertaken, inspecting the product, advice from experts, literature review etc.;
  - ensuring product disposition 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, etc.); and
  - reporting the following to the RMP verifier:
    - a description of the problem and the affected product;

- a summary of the assessment made;
- the decision on the disposition of the product; and
- any actions taken to prevent recurrence of the non-compliance.

Who's responsible?

Record the name or position of the person(s) responsible for completing Corrective Action reports _____

_____

_____

Show

Things to show your verifier

- Any problems detected and any corrective action taken.
- Any reports given to the RMP verifier.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

O. Storage

K
Know

Useful things to know

- To ensure the storage environment will maintain the intended state of preservation and prevent contamination so that products and materials remain fit for purpose.

D
Do

Rules you must follow

General requirements

- People hygienically handle product.
- People with any condition or illness of public health concern do not handle any unprotected product. Refer to **B. Personnel Health and Hygiene**.

Storage and handling

- All products and materials remain identifiable at all times.
- Products and materials are stored in a manner that:
  - minimises contamination and deterioration (e.g. by separation);
  - minimises damage to packaging;
  - facilitates effective cleaning; and
  - facilitates effective inventory control.
- Chemicals and maintenance compounds are stored in a way that minimises contamination.

Refrigerated or ambient storage

- Any chilling of product is conducted without unnecessary delay and in a manner that minimises deterioration.
- Any defined temperature is reached as quickly as necessary to ensure the product remains fit for purpose and does not deteriorate.

Storage of waste materials

- All waste materials are covered in a pest-proof containers, regularly collected and disposed of. Refer to **G. Cleaning and Sanitation**.

Controlling non-conforming product

- Refer to **M. Non-conforming Product and Recall**.

Monitoring for Operator Verification

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

S

Show

Things to show your verifier

- Inventory records.
- Completed e.g. Vermin Control Register.
- Completed e.g. Cleaning and Maintenance Records.
- Any problems detected and corrective action taken. Refer to **N. Corrective Action**.

Examples of these forms can be found in the RMP Operator Resource Toolkit.

Part 3: Regulatory Limits and Hazard Analysis

1. Additional Scope of the RMP

Intended Consumer

Intended consumer	• Humans (general public)

Intended Use

Intended use of product that leaves RMP	• Ingredient for preparation of other foods (cooked)

Regulatory Limits

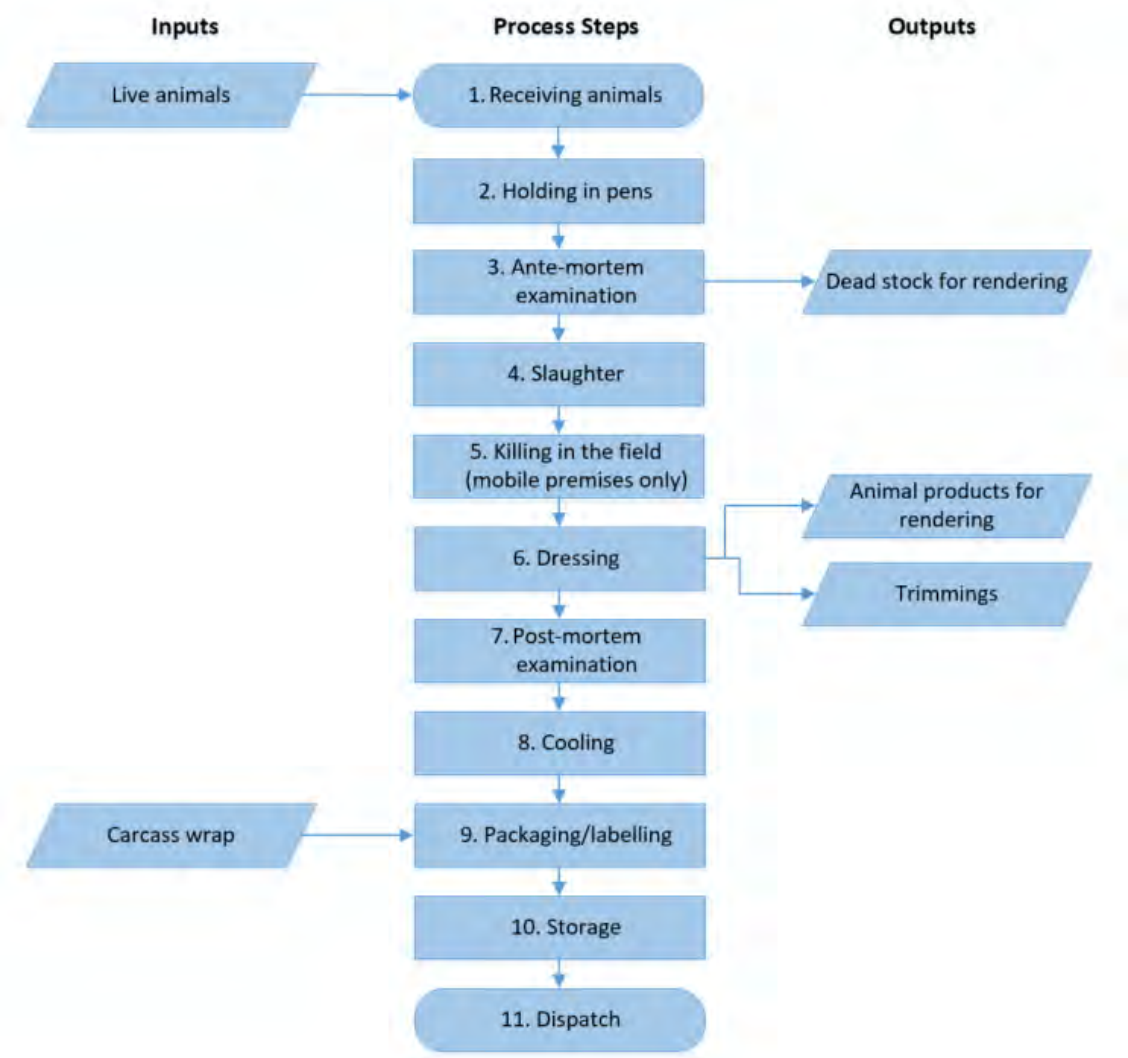
Regulatory limits	• None
Other regulatory requirements specific to product	• Every consignment must comply with the Animal Products Notice: Production, Supply and Processing
Labelling requirements	• Labelling of transportation outers as per the Animal Products Notice: Production, Supply and Processing

Market Eligibility	• New Zealand and/or export to countries that do not require Official Assurances.

Processes and Activities

The RMP covers the following processes and activities for Micro Abattoirs (tick all applicable processes or activities)	
☐	Receiving animals
☐	Holding in pens
☐	Ante-mortem inspection
☐	Slaughter
☐	Killing in the field (mobile premises only)
☐	Dressing
☐	Post-mortem inspection
☐	Packing/labelling
☐	Cooling
☐	Storage
☐	Dispatch

Generic Process Flow Diagram:



2. Process Control

K
Know

Useful things to know

- To ensure animals are slaughtered in accordance with the Code of Welfare Commercial Slaughter 2018 (www.mpi.govt.nz/dmsdocument/46018).
- To ensure ante-mortem and post-mortem examinations are undertaken on all animals.
- To ensure traceability of animal material and animal products throughout the process.
- To ensure that appropriate controls are included in the RMP so that products are fit for their intended purpose.

D
Do

Rules you must follow

1. Receiving animals

- Refer to **H. Receipt of incoming materials and live animals**.

3. Ante-mortem examination

- All animals undergo ante-mortem examination by a qualified ante-mortem examiner prior to slaughter to assess their suitability for slaughter.
- 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: Production, Supply and Processing (https://www.mpi.govt.nz/dmsdocument/50182).
- The ante-mortem examination is carried out within 24 hours of the arrival of an animal at the slaughter premises and within 24 hours before the slaughter of the animal.
- The ante-mortem examiner assesses each animal for any abnormality that may:
  - constitute a food safety hazard in any resulting animal material or animal product;
  - contaminate any animal material or animal product through the dressing of the animal;
  - affect the processing environment to the extent that it may create a hazard in any animal material or animal product; or
  - be detrimental to the welfare of the animal.
- On completion of the ante-mortem examination (or re-examination) of an animal, and taking into account any information supplied in the relevant ASD, the ante-mortem examiner makes a decision regarding the suitability for processing of the animal:
  - is suitable for slaughter for human consumption;
  - 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;
  - must be slaughtered without delay to prevent the deterioration of an abnormal condition provided:

- the condition does 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.

– is suspect animal material, and is required to be slaughtered at a time designated by the ante-mortem examiner; or
– is not fit for slaughter for human consumption and should be disposed of in an appropriate manner.

- The ante-mortem examiner:
  – determines the appropriate manner of disposal of the animal that is not suitable for human consumption;
  – records the disease and defect information and provides this information to MPI in the format required by MPI for that purpose; and
  – provides sufficient information to the post-mortem examiner, prior to post-mortem examination, about the status of the animal, including whether the animal is:
    - a suspect animal (together with the reasons for being suspect);
    - a Tb reactor;
    - vaccinated for Johne's disease;
    - on a chemical residue list;
    - on a disease surveillance suspect list; or
    - subject to any other restrictions or conditions described on the Animal Status Declaration (ASD) form.
- The RMP Manager ensures that animals condemned in the yards during ante-mortem examination are tagged in a manner that allows clear identification of its status (i.e. condemned) and facilitates traceability.
- Injured, diseased, moribund and dead animals are handled and disposed of, in accordance with the procedures summarised in Table 3.1 (HC = human consumption).

Table 3.1: Handling and disposition of injured, diseased, moribund and dead animals

Scenario A	
Condition of animal	• 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.
Action Required	• Animal is slaughtered without delay.
Disposition of animal material	• Animal can be processed for human consumption.

Scenario B	
Condition of animal	• 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.
Action Required	• Animal is slaughtered without delay.
Disposition of animal material	• Animal can be processed for human consumption.

Scenario C	
Condition of animal	• 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.
Action Required	• Animal can 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, the action required for scenario B or D will apply.
Disposition of animal material	• Disposition for scenario B or D, as applicable.

Scenario D	
Condition of animal	• An animal: is dead or dies in the slaughter premises (i.e. not slaughtered); or becomes moribund in the slaughter premises; or is injured or diseased; and deemed not suitable for slaughter for HC; and it is not possible to return the animal to its owner or supplier on animal welfare grounds.
Action Required	• Injured, diseased or moribund animal is slaughtered without delay. • The dead or slaughtered animal can 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 HC and the carcass and all parts of the animal are clearly identified and separated from products for HC throughout the process.

Disposition of animal material	• Animal material is not suitable for HC, and is disposed of in an appropriate manner (e.g. dispatched for rendering or burial), as advised by the ante-mortem examiner.

- No animal is removed from the premises without the approval of the ante-mortem examiner.
- The following records are kept for at least 4 years:
  - ante-mortem examination report for each animal or group of animals;
  - disease and defect information, which is provided to MPI;
  - records that provide the following information for each mob of animals:
    - the current ante-mortem status of the animals;
    - name and signature of the ante-mortem examiner and the date of examination; and
    - relevant information that may assist in the final assessment of suitability for
    - processing.

4. Slaughter (applies to animals slaughtered within the slaughter premises)

- An animal is slaughtered (i.e. stunning, sticking and bleeding) without unnecessary delay from the time of its arrival at the premises or presentation for slaughter and in a way that minimises the contamination of the carcass.
- Animals are rendered insensitive (i.e. stunned) before bleeding and kept in this state until death.
- Whenever stunning becomes inadequate, the slaughter of animals is stopped until the problem is rectified.
- When blood is collected for human consumption, the operator ensures that:
  - blood is not collected from animals condemned for disease conditions or from a reactor to a diagnostic test;
  - blood does not come into contact with the outer surface of any slaughtered animal or become contaminated in any way;
  - traceability between the blood collected and source animal(s) is maintained until the animal(s) has passed post-mortem examination;
  - when batch collection is undertaken, all source animals contributing to the batch meet requirements (a)-(c), otherwise the entire batch is condemned;
  - equipment used for the collection of blood is disinfected after each batch; and
  - any equipment, such as a knife, that comes into direct contact with exposed parts of the animal, is cleaned and sanitised before the next animal is bled.
- Animals that are identified by the ante-mortem examiner as suspect:
  - are processed last (i.e. at the end of the processing day);
  - are handled in a way that prevents cross-contamination between suspect animals and non-suspect animals (and their parts), and between different suspect animals; and
  - have their carcasses and parts identified as suspect materials

5. Killing in the field

- After ante-mortem examination, an animal may be killed on an adjacent field or paddock by the mobile slaughter operator using a gun in accordance with the requirements of the Code of Welfare Commercial Slaughter 2018 (www.mpi.govt.nz/dmsdocument/4601)
- Use solid bullets (not frangible) where an animal is killed by shooting with a gun. This minimises the potential for contamination of the product with bullet fragments.
- Killing, sticking and bleeding are done in a manner that minimises the contamination of the carcass (e.g. contamination through the stick wound).
- Blood for human consumption is not collected from an animal killed on the field.
- Opening cuts on the animal (except for the opening cut for sticking) are not allowed to be made while on the field.
- Transfer or convey the killed animal to the mobile slaughter facility in a manner that minimises the contamination and deterioration of the carcass (e.g. it is not dragged through mud).

6. Dressing

- Carry out dressing of carcasses:
  - without unnecessary delay and in a hygienic manner to minimise the transfer, proliferation and redistribution of contaminants on and between animal material or product;
  - in accordance with the principles and guidance provided in the Red Meat Code of Practice Chapter 5: Slaughter and Dressing (www.mpi.govt.nz/dmsdocument/21659); and
  - in compliance 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 (www.mpi.govt.nz/dmsdocument/7491)
- Maintain traceability for all parts of an animal (or animals in case of batch processing) presented for post-mortem examination (i.e. animal parts are positively identifiable to the carcass or to the group of animals as appropriate) until post-mortem examination is complete.
- Apply hygienic techniques during dressing to minimise contamination of the carcass from:
  - 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;
  - contaminated equipment, such as uncleaned knives, viscera tables, buggies and equipment used for suspending carcasses, offal or other parts;
  - contaminated surfaces, such as the floor or drains; and
  - wastes and other contaminated material.
- Perform the operations posing the least risk of contamination first where multiple operations are carried out on the same carcass by the same person.

- Collect offal and other animal materials for human consumption in a hygienic manner.
- Physically separate carcasses and animal products that have not passed post-mortem examination from those that have passed post-mortem examination.
- Collect scraps, trimmings and other animal materials that are not suitable for human consumption in designated containers and dispose of them appropriately.

7. Post-mortem examination

- Post-mortem examination is performed on all carcasses and their parts by a qualified post-mortem examiner.
- Prior to undertaking any post-mortem examination, the post-mortem examiner considers any relevant information provided by the ante-mortem examiner. Refer to the Ante-mortem Examination supporting system above.
- Post-mortem examination is undertaken:
  - in a way that minimises cross-contamination between carcasses; and
  - in accordance with the procedures given in the Red Meat Code of Practice Chapter 7: Post-mortem Examination (www.mpi.govt.nz/dmsdocument/7494); and
  - without delay following the dressing of an animal except when the bullet point immediately below applies;
- Post-mortem examination of a carcass or group of carcasses and their parts may be delayed till the end of the processing day (the same day they are killed) provided that all the animal material are held:
  - with adequate separation and identification (i.e. all parts remain positively identifiable to the carcass until completion of post-mortem examination);
  - under hygienic conditions to prevent cross-contamination; and
  - at a temperature of 7°C or cooler to prevent microbiological growth on the product and product deterioration.
- Post-mortem disposition of animal material and products is made in accordance with the Red Meat Code of Practice Chapter 8: Post-Mortem Dispositions (www.mpi.govt.nz/dmsdocument/7497).
- The RMP Manager ensures that retained products pending the decision on disposition are tagged in a manner that allows clear identification of its status (i.e. retained) and facilitates traceability.
- All condemned viscera, carcasses and parts of carcasses are clearly identified by applying approved branded ink (e.g. by use of a “Condemned” stamp.)
- 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.
- Post-mortem records of defects or diseases found during inspection are kept for at least 4 years.

8. Cooling of carcasses and offal

- Carcasses and offal are cooled in a refrigeration unit where the air temperature is 7°C or cooler.

- Carcasses are cooled to a deep meat temperature (DMT) of 7°C from the time post-mortem examination is completed, within the time period specified in the table below. The DMT of a carcass is measured at the thermal centre of the largest muscular mass.
- There are procedures for achieving the above cooling rates. These procedures include the different parameters, such as the air temperature, air speed and movement, loading configuration (e.g. number of carcasses, spacing), and packaging of products.

Table 3.2: Time for carcass to reach a DMT of 7°C

Carcass size	Time to reach a DMT of 7°C
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

Table 3.3: DMT at loadout

Product type	DMT at loadout
Chilled mammal, ostriches, emus and poultry	7°C or cooler
Frozen mammals, ostriches, emus and poultry	-12°C or cooler

Table 3.4: 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 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	The slaughter operator confirms and records that the meat is solely for 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/her personal use.	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 a 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 a relevant National Programme under the Food Act 2014.

9. Packing and labelling

- Where carcasses are wrapped:
  - only new materials suitable for food contact use are used for wrapping; and
  - condensation or frosting on carcasses is controlled, particularly when non-permeable materials (e.g. polythene wrap) are used.
- Containers, such as plastics bins, pails and plastic bags used for packing offal, blood and other products are:
  - suitable for food contact use;
  - clean;
  - leak-proof; and
  - provided with a cover, when necessary to protect the product from contamination during storage and transport.
- Transportation outers, when used, are labelled with the following information:
  - the product name or description;
  - storage directions; and
  - the slaughter date or other form of batch/lot identification.
- Carcasses and other products that cannot be practically labelled, have the information above provided on tickets attached to the carcass, as well as on accompanying documentation.
- The labels of transportation outers and accompanying documentation for products that are not intended for human consumption (e.g. for petfood use) clearly state "Not for human consumption".

- If the suitability or intended purpose of a product changes from its original intended purpose (e.g. human consumption product is downgraded to petfood use), any labelling or other identification that indicates the product as suitable for human consumption is removed or defaced and the product's new status is indicated 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.

10. Storage

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

11. Dispatch

- The operator checks that the following conditions are met prior to release of products from the slaughter premises:
  - Products are properly packed and labelled;
  - Product loadout temperature is taken and ed (e.g. DMT of carcasses);
  - The transport vehicle is clean and does not contain any material that could contaminate and of the product and affect its suitability for human or animal consumption; and
  - Products are accompanied by relevant documents that ensure traceability.

Things to show your verifier

- Qualifications from ante-mortem examiner
- Demonstrate how you safely slaughter an animal.
- Demonstrate how you safely kill an animal in the field.
- Any records or training that has been completed (e.g. post-mortem)
- Traceability records and traceability processes you follow
- Demonstrate how you check the temperature of the carcasses during refrigeration and cooling.

3. Risk Factor Identification and Control

K
Know

Useful things to know

- To identify the risk factors (from hazards to human and animal health, wholesomeness, false and misleading labelling) that are reasonably likely to occur at each process step (including all inputs).

D
Do

Rules you must follow

Risks from hazards to human and animal health

- A hazard analysis and critical control point (CCP) determination has been conducted (see Table 3.5). No CCPs were identified.
- Good operating practices (GOP) are followed as outlined in the RMP Part 2: Supporting Systems
- All identified hazards are expected to be adequately controlled by the control measures listed in Tables 3.5.

Risks to wholesomeness

- Risk factors have been identified (see Table 3.6)
- All identified risk factors are expected to be adequately controlled by following good operating practices (GOP) as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table 3.6.

Risks from false and misleading labelling

- Risk factors have been identified (see Table 3.7)
- All identified risk factors are expected to be adequately controlled by following good operating practices (GOP) as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table 3.7.

S
Show

Things to show your verifier

- Completed records of good operating practices.

Table 3.5: Hazard analysis and CCP determination for Micro Abattoirs

Process step	**Inputs**	**Hazard reasonably likely to occur on or in the product at this step**	**Justification**	**Q1. Is there a control measure(s) for the hazard at this step?** If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	**Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit?** If yes, this step is a CCP. If no, this step is not a CCP.	**CCP no.**
1. Receiving animals	Live animal, ante-mortem passed dead animal	B – Bacterial pathogens – grossly detectable abnormalities	Bacterial pathogens associated with faeces, ingesta and dirt from gastro intestinal tract and hide, e.g. *Salmonella* spp., *Campylobacter jejuni*, *E. coli* O157:H7 Bacterial pathogens associated with grossly-detectable abnormalities (fever, abscesses, navel infections), e.g. *Salmonella* spp. for fever	No	No	

Table 3.5: Hazard analysis and CCP determination for Micro Abattoirs

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
			Bacterial pathogens associated with bacteraemia[1], e.g. *Salmonella* spp			
		B – Pathogenic parasites	e.g. *Taenia saginata* *Toxoplasma gondii*	No[2,3]	No	

[1] Currently, potential hazards associated with bacteraemia cannot be adequately addressed by any control measure applied during the slaughter and dressing process including post-mortem examination. Therefore, this hazard will not be considered further in this generic RMP.

[2] Beef carcasses are inspected for Taenia saginata during post-mortem, but existing inspection methods have low sensitivity to low grade infection of cattle. In certain circumstances, T. saginata may still be present in the inspected and passed carcass. In these cases, a HACCP-based programme for further detection and removal of T. saginata may be applicable during boning. However, for the purposes of this generic model, and considering the rare occurrence of this hazard in beef, this hazard will not be considered any further in the hazard analysis.

[3] Toxoplasma gondii in deer or sheep cannot be adequately addressed by any control measure applied during the slaughter and dressing process, including post-mortem examination. However, freezing to ≤ -12°C will render tissue cysts of T. gondii nonviable. To avoid repetition in the table, the hazard is not carried through each step.

Table 3.5: Hazard analysis and CCP determination for Micro Abattoirs

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
		C – Chemical residues	Antibacterial products (e.g. sulphonamide)	Controlled under the national residue program[4]. Supplier declarations	No	
2. Holding in pens	Live animal	B – Bacterial pathogens – grossly detectable abnormalities	Micro carried over from previous step.	No	No	

[4] The control of chemical residues involves effective farming practices and the monitoring of chemical residues under the National Residue Monitoring and Surveillance Programme. Sporadic chemical residues at some level will always occur, but results from the programme indicate that residue levels in farmed mammals are generally in compliance with national requirements. Therefore, they have not been considered further at subsequent steps in this RMP template.

Table 3.5: Hazard analysis and CCP determination for Micro Abattoirs

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
3. Ante-mortem examination	Live animal	B – Bacterial pathogens – grossly detectable abnormalities	Micro carried over from previous step.	Controlled under the antemortem examination system[5].	No	
4. Slaughter	Live animal	B – Bacterial pathogens	Micro contamination of the carcass from the fleece/pelt is likely to occur during sticking.	Yes – correct sticking technique will minimise contamination.	No	
5. Killing in the field	Live animal	B – Bacterial pathogens	Micro contamination of the carcass from the fleece/pelt is likely to occur during sticking.	Yes – correct sticking technique will minimise contamination.	No	

[5] Grossly detectable abnormalities are addressed during ante-mortem and post-mortem examinations, which are currently the responsibility of the regulator. Therefore, they will only be considered at the ante- and post-mortem steps in this RMP template. However, if ante-mortem and post-mortem examinations are undertaken by the company (i.e. operator's responsibility), then these steps must be considered during hazard analysis.

Table 3.5: Hazard analysis and CCP determination for Micro Abattoirs

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
			Micro contamination of the carcass from the field environment.	Careful handling of the carcass.		
6.a Dressing	Carcass / head / offal	B – Bacterial pathogens	Micro contamination of the carcass from the fleece/pelt is likely to occur when making the opening cuts and during flaying.	Yes – correct flaying techniques and prevention of rollback will minimise contamination.	No	
	Carcass / head / offal	B – Bacterial pathogens	Micro contamination of the carcass from the fleece/pelt is likely to occur at this step.	Yes – correct rip down techniques and prevention of rollback will minimise contamination. Yes – correct pelting techniques will minimise contamination.	No	

Table 3.5: Hazard analysis and CCP determination for Micro Abattoirs

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
	Carcass / head / offal	B – Bacterial pathogens	Micro carried over from the previous step.	Yes – hygienic trimming will remove any visible faecal contamination and reduce micro contamination on the carcass.	No	
6.b Dressing (Evisceration)	Carcass / offal	B – Bacterial pathogens	Micro contamination from the GIT can occur at this step.	Yes – hygienic techniques during freeing and dropping of the bung and prevention of puncturing the GIT will minimise contamination.	No	
7. Post-mortem examination	Carcass	B – Bacterial pathogens - grossly detectable abnormalities	Micro carried over from the evisceration step.	Controlled under the post-mortem examination system.	No	
		B – Bacterial pathogens	Micro carried over from the previous step.	Yes – hygienic trimming will remove any visible	No	

Table 3.5: Hazard analysis and CCP determination for Micro Abattoirs

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
				faecal contamination and reduce micro contamination on affected parts of the carcass.		
8. Cooling	Carcass Red offal	B – Bacterial pathogens	Micro carried over from the previous step. Growth of mesophiles can occur if there is cooling failure.	Yes – effective cooling will prevent the growth of mesophiles.	No	
9. Packing	Carcass Red offal	B – Bacterial pathogens	Micro carried over from the previous step.	No	No	
10. Storage	Carcass Red offal	B – Bacterial pathogens	Micro carried over from the previous step. Micro growth can occur if there is refrigeration failure.	Yes – effective refrigeration will prevent micro growth	No	

Table 3.5: Hazard analysis and CCP determination for Micro Abattoirs

Process step	Inputs	Hazard reasonably likely to occur on or in the product at this step	Justification	Q1. Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2. Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP no.
		B – *Toxoplasma gondii* in chilled products	Hazard carried over from previous step.	No	No	
11. Dispatch	Carcass Red offal	B – Bacterial Pathogens	Micro carried over from the previous step. Micro growth can occur if temp abuse occurs.	Yes – time/temperature control during loadout will prevent micro growth.	No	
		B – *Toxoplasma gondii* in chilled products	Hazard carried over from previous step.	No	No	

Table 3.6: Summary of identified risk factor and controls related to wholesomeness

Risk factor	Source or cause of risk factor	Control measures for preventing/ minimising the risk factor
Spoilage of carcass or offal	Micro contamination of product during dressing and subsequent handling.	GOP – hygienic dressing, cutting, boning, and handling. See Part 3 – 5. Dressing
	Micro growth due to improper time/temperature control.	GOP – time/temperature control, proper refrigeration. See Part 3 – 9. Cooling of Carcasses and Offal. See Supporting System O. Storage
Wholesomeness defects (e.g. blood clots, bruises, hair).	Improper handling of live animals and dressing of carcasses.	GOP – handling of stock, hygienic dressing, trimming. See Part 3 – 5. Dressing See Supporting System H. Receipt of Incoming Materials and Live Animals.

Table 3.7: Summary of identified risk factor and controls from false or misleading labelling

Risk factor	Source or cause of risk factor	Control measures for preventing/ minimising the risk factor
Incorrect details on label or transportation outers, for example: • type of product • claims (e.g. organic) • product description • lot identification or batch number • storage directions	Incorrect label design	Procedures for ensuring correct label design and compliance with regulatory requirements
	Product labelled with wrong ticket	Procedures for ensuring correct packaging and labelling of products. See H. Traceability, Inventory and Labelling.