

Regulated Control Scheme (RCS) Template for the Handling of Animal Material and Product at Wharves

You can use this RCS template if you are a:

- Export Loading Facility (ELF), including wharves

The registration of this template is valid for 3 years from the date of registration. An application for renewal of an operator's registration must be made by the operator and received by the Director-General at least 30 days before the expiry of the operator's current registration.

Name of Company, Business Owner or Partners:

This page is not part of the RCS.

Statement of Application

The application of the **Regulated Control Scheme Template for the Handling of Animal Material and Product at Wharves** is limited to businesses that are:

- Export Loading Facilities (ELF), including wharves

Dated at Wellington, 20/08/2018

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(acting under delegated authority of the Director-General)

Contact for further information

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Disclaimer

Considerable effort has been made to ensure that the information provided in the **Regulated Control Scheme Template for the Handling of Animal Material and Product at Wharves** is accurate, up to date, and otherwise adequate in all respects. Nevertheless, this template is approved STRICTLY on the basis that the Crown, the Ministry for Primary Industries, its statutory officers, employees, agents, and all other persons involved with the writing, editing, approval or publication of, or any other kind of work in connection with the **Regulated Control Scheme Template for the Handling of Animal Material and Product at Wharves**:

- (1) disclaim any and all responsibility for any inaccuracy, error, omission, or any other kind of inadequacy, deficiency, or flaw in, or in relation to, the **Regulated Control Scheme Template for the Handling of Animal Material and Product at Wharves**; and
- (2) without limiting (1) above, fully exclude any and all liability of any kind, on the part of any and all of them, to any person or entity that applies the **Regulated Control Scheme Template for the Handling of Animal Material and Product at Wharves**.

Part 1: General RCS Sections

To complete this RCS template refer to the [Guidance Document: How to Complete an RMP or RCS Template](#).

1. Business Identification

Business RCS or ID	
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2. Operator Name, Business Address and Contact Details

Type of legal entity (tick one)	Name
<input type="checkbox"/> Company	
<input type="checkbox"/> Sole trader	
<input type="checkbox"/> Partnership	
Trading name, if any (if different from legal name)	
Physical address of premises	
Postal address including postcode (for communication)	
Tel	
Mobile	
Email	
In entering this email, I consent to being sent information and notifications electronically.	

3. Responsible Person

Day-to-day manager of the RCS (also referred to as the 'RCS Manager')	
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4. Scope of the RCS

RCS physical boundaries	
<input type="checkbox"/>	The physical boundaries of the RCS are shown on the attached site plan
The RCS covers the following processes or activities	
<input type="checkbox"/>	Export Loading Facility operation
<input type="checkbox"/>	Handling of containerised animal material or product only
<input type="checkbox"/>	Non-refrigerated <u>non-dairy</u> animal products
<input type="checkbox"/>	Refrigerated <u>non-dairy</u> animal products
<input type="checkbox"/>	Airline holding facility
<input type="checkbox"/>	Inland container holding facility
<input type="checkbox"/>	Other _____

Activities excluded from the RCS				
The following products or activities that occur within the physical boundaries of the RCS are excluded because they are covered under a different RMP, RCS or a risk-based measure under the Food Act.				
Further processing occurs within the physical boundaries of this RCS				
<input type="checkbox"/>	Yes	or	<input type="checkbox"/>	No
Product or activity	Covered under			
<input type="checkbox"/>	Dairy material and products ¹	Another RMP or RCS No. _____		
<input type="checkbox"/>	Non-animal food products ¹	Food Act		
<input type="checkbox"/>	Non-food products ¹			

¹ These products are handled by the ELF, but they are excluded from the RCS. Procedures are in place for ensuring that these products are not a source of contamination to any relevant goods that is handled under the RCS. Refer to [L. Operating Procedures](#).

5. Other Activities at Same Place

Activities other than the handling of relevant goods² at wharves occur within the physical boundaries of the RCS:

Yes No

If **yes**, list in the table below:

- each other activity occurring within the RCS physical boundary;
- 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

Activity	Control measures	Responsibility

² Relevant goods means animal material or animal product that is: a) intended for human or animal consumption; and b) intended for export from New Zealand with an official assurance

6. Sharing With Other Operators

Persons other than those covered by this RCS are carrying out activities within the physical boundaries of the RCS:

Yes No

If **yes**, list in the table below:

- who they are;
- each activity;
- how that activity is controlled so operations are not adversely affected; and
- who is responsible for ensuring that the buildings, facilities and equipment are maintained in a suitable condition.

Other person	Activity	Control measures	Responsibility

7. External Verification

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

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

Copy of Verification Letter is attached.

8. RCS Document List

Table 1: RCS document list

Documents from the RCS template				Additional documents written by the operator	
Title	Page No	Date signed	Title	Date Issued	
Part 1: General RCS Sections					
1	Business Identification	3			
2	Operator Name, Business Address & Contact Details	3			
3	Responsible Person	3			
4	Scope of the RCS	4	Site Plan		
5	Other Activities at Same Place	5			
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7	External Verification	6	Letter from RCS Verifier		
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9	Confirmation by the Day-to-day Manager of the RCS	9			
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B	Personnel Health and Hygiene	11	Register for Injuries and Illnesses		
C	Personnel Competencies and Training	13	Training Programme <u>Personnel Training Form</u>		
D	RCS Notifications	15			
E	Corrective Action	16	<u>Corrective Action Register</u>		
F	Design, Construction and Maintenance of Facilities and Equipment	18	<u>Repairs and Maintenance Register</u>		
G	Cleaning and Sanitation	20	Cleaning Schedule		
H	Traceability and Inventory	22			

Documents from the RCS template				Additional documents written by the operator	
Title		Page No	Date signed	Title	Date Issued
I	Calibration	23		Calibration Schedule	
J	Pest Control	25		<u>Vermin Control Register</u>	
K	Non-complying Relevant Goods	27		Loadout Checksheet	
L	Operating Procedures	29			

9. Confirmation by the Day-to-day Manager of the RCS

I confirm that:

<input type="checkbox"/>	All of the documents listed in Section 8 are appropriate for my operation.
<input type="checkbox"/>	All facilities and equipment necessary to implement the RCS are available and ready to operate.
<input type="checkbox"/>	The RCS, including all Supporting Systems, has been authorised by me.
<input type="checkbox"/>	The RCS, including all relevant legislation, will be implemented as written.
Signature	 Day-to-day Manager of the RCS
Date	

Part 2: Supporting Systems

A. Document Control and Record Keeping

Know	To ensure RCS documents are authorised, controlled and kept up-to-date, and records are generated and stored properly.
Do	<p>Document control</p> <ul style="list-style-type: none"> • RCS documents are: <ul style="list-style-type: none"> – numbered and dated at time of issue; – authorised prior to use by the Day-to-day Manager of the RCS or a person who meets all the competency requirements; – authorised by signing the document list and initialling RCS documentation (Refer to Section 8); and – available to any person with responsibilities under the RCS. • We have an effective document control system that includes recording changes to the operator documented system, including changes to cross-referenced documents that form part of the system. • Old pages are removed, crossed diagonally to show they are obsolete and filed. • Copies of obsolete documents are kept for at least 4 years in the RCS Manager's office. <p>Records</p> <ul style="list-style-type: none"> • All records are: <ul style="list-style-type: none"> – an accurate reflection of any observations taken; – legible; – stored for 4 years, or for the shelf-life of the product to which the records relate to (whichever is the longer); and – stored in a way that protects them from damage, deterioration or loss. • Electronic records are backed-up and protected from corruption, damage or loss. • Any alteration made to a record is made in a way that allows the original entry to remain readable (i.e. eraser or the use of Twink™ or other material to cover the original entry is not allowed) and is initialled by the person making the alteration. <p>Monitoring</p> <ul style="list-style-type: none"> • Compliance with these procedures is checked at least _____ by the responsible person.
Show	<ul style="list-style-type: none"> • Obsolete documents and document lists are filed.
Ref.	<ul style="list-style-type: none"> • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 9.2. • Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018 Part 4.

B. Personnel Health and Hygiene

Know	<p>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 relevant goods, packaging, equipment and the environment.</p> <p>Personnel include all workers, contractors providing services, and visitors.</p>
Do	<p>Induction and on-going supervision of workers</p> <ul style="list-style-type: none"> • New personnel are informed of their job description, health requirements, and hygienic practices and procedures before starting work. This is described in our training programme and recorded on an individual's <u>Personnel Training Form</u>. • Ongoing supervision and/or training is provided to ensure that personnel are adequately trained on their specific tasks, including any on-site requirements when loading and unloading at a customers' premises. <p>Washing of hands and arms</p> <ul style="list-style-type: none"> • All personnel wash their hands and exposed portions of their arms with soap and water, and dry them thoroughly: <ul style="list-style-type: none"> – before entering packing areas; – before handling relevant goods or packaging; – after using the toilet; – after handling or coming into contact with waste or dirty surfaces; – after hand contamination from coughing, sneezing, and blowing the nose; or – any time they become soiled. • Hand-washing and drying involves the following: <ul style="list-style-type: none"> – rinsing hands in warm water (at least 5 seconds); – applying soap or sanitiser and rinsing hands (at least 15 seconds); – rinsing off soap or sanitiser in warm water (at least 5 seconds); and – drying hands (at least 10 seconds). • All soaps and sanitisers used for hand washing are: <ul style="list-style-type: none"> – approved for their intended use; – labelled or identified in an appropriate manner; and – used in accordance with manufacturers' instructions and any conditions of use. <p>Behaviour</p> <ul style="list-style-type: none"> • Personnel behave in a manner that prevents the contamination of relevant goods. • Eating, drinking, smoking or spitting is not allowed inside the transportation units. <p>Visitors and contractors</p> <ul style="list-style-type: none"> • All visitors and contractors are required to report to the Day-to-day Manager of the RCS on arrival and sign the Visitor's Logbook. • Visitors and contractors who enter the site are required to confirm, by signing a declaration in the Visitor's Logbook, that to the best of their knowledge they have no medical condition that may pose a risk to food safety. • If a visitor or contractor is visibly ill, the Day-to-day Manager of the RCS can deny them access to operative areas. • 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.

	<p>Monitoring</p> <ul style="list-style-type: none"> • Compliance with these procedures is checked at least _____ by the responsible person.
Show	<ul style="list-style-type: none"> • A record of all employee illnesses and any medical certificates. • Register for injuries. • Visitor's Logbook. • <u>Personnel Training Form</u>. • Any problems detected and corrective actions taken. Refer to <u>E. Corrective Action</u>.
Ref.	<ul style="list-style-type: none"> • <u>Animal Products Regulations 2000</u>, regulations 12 and 13. • <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016</u>, Part 4.2.

C. Personnel Competencies and Training

Know	To ensure personnel have the necessary knowledge and skills to perform their assigned tasks effectively.
Do	<p>Competencies of key RCS positions</p> <ul style="list-style-type: none"> • We have identified the following (either by position, designation or name) in our RCS: <ul style="list-style-type: none"> – the Day-to-day Manager of the RCS or appointed person in charge; – the person(s) who authorises all or parts of the RCS template; and – personnel involved in process control, monitoring, corrective action and operator verification activities. • We have ensured personnel performing key tasks have the following competencies: <ul style="list-style-type: none"> – knowledge and skills in executing the particular task; and – an overall understanding of the area they are working in. • We document the skills or competencies on the Personnel Training Form. <p>Day-to day manager of the RCS</p> <ul style="list-style-type: none"> • The Day-to-day Manager of the RCS is responsible for: <ul style="list-style-type: none"> – ensuring proper implementation of documented RCS programmes and procedures, including monitoring of processes and taking corrective actions for any non-compliances; – maintaining the RCS documents up-to-date; – verifying the effectiveness of the RCS; – communicating with the RCS verifier, as needed; and – ensuring all personnel are adequately trained. • The Day-to-day Manager of the RCS has the following qualifications: <ul style="list-style-type: none"> – has a good understanding of the documented RCS, including legal requirements and supporting systems; and – has relevant experience in transportation and handling at wharves as appropriate. <p>Induction and supervision</p> <ul style="list-style-type: none"> • We inform new personnel before starting work of: <ul style="list-style-type: none"> – their role (e.g. job description); – health requirements; and – hygienic practices and procedures. • We will provide ongoing supervision and/or skills maintenance to ensure personnel are adequately trained in their specific tasks, and in hygienic practices and procedures. • We have a training programme that includes: <ul style="list-style-type: none"> – the identification of skills and competencies required for key roles; – training schedules (including refresher training); and – training records of personnel. <p>Visitors and contractors</p> <ul style="list-style-type: none"> • Visitors and contractors report to the responsible person on arrival at the premises. We ensure they 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. <p>Monitoring</p> <ul style="list-style-type: none"> • Compliance with these procedures is checked at least _____ by the responsible person.

Show	<ul style="list-style-type: none">• Job descriptions.• <u>Training Programme</u>.• <u>Personnel Training Form</u>.
Ref.	<ul style="list-style-type: none">• <u>Animal Products Act 1999, section 16 (1) (c)</u>.• <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 5</u>.

D. RCS Notifications

Know	To ensure that the RCS continues to be effective, and that MPI or the RCS verifier are notified of issues as required.
Do	<p>Notification</p> <ul style="list-style-type: none"> • The Day-to-day Manager of the RCS 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: <ul style="list-style-type: none"> – change to the name, position or designation of the Day-to-day Manager of the RCS; – change in RCS verifier; or – any emerging, new or exotic biological hazards or new chemical hazards that have been discovered. • The Day-to-day Manager of the RCS will send an email or letter to the RCS verifier without unnecessary delay on discovering: <ul style="list-style-type: none"> – any changes in the name and address of the operator; – a change in the responsible person(s) for the day-to-day management of the registered operation; – significant concerns about the fitness for intended purpose of any product; – that the RCS is no longer effective; – that the premises are no longer suitable for their use; – that anything within the physical boundaries of the RCS is used for additional purposes or by other operators, and the RCS has not adequately considered relevant hazards or other risk factors.
Show	<ul style="list-style-type: none"> • Any information or evidence relating to changes in the RCS. • Records of any notifications to MPI.
Ref.	<ul style="list-style-type: none"> • Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018, Part 6.

E. Corrective Action

Know	To ensure that if problems occur, they are managed appropriately (including restoration of control, product disposition and prevention of recurrence).
Do	<p>Corrective action</p> <ul style="list-style-type: none"> • Problems are normally identified by persons as they carry out, monitor or verify the effectiveness of the tasks documented in the RCS. They may also be detected through customer complaints. • When problems occur, corrective actions are carried out in an effective and timely manner. • We maintain a register for corrective actions, including follow-up checks e.g. internal audits, external audits. • We will notify the RCS verifier and the owner as soon as practicable if the relevant goods cannot be transhipped within the required timeframe (i.e. 12 hours for refrigerated relevant goods and 24 hours for any other relevant goods). • Problems detected through the normal day-to-day operation of the RCS are addressed by a suitably skilled person who will: <ul style="list-style-type: none"> – assess the problem; – restore control; – identify and retain any suspect relevant goods; – determine the product disposition appropriate to the nature of the problem and the intended use of the relevant goods (e.g. reject or release as is), in consultation with the product owner. Refer to K. Non-complying Relevant Goods; – take action to stop the problem from recurring (e.g. increase surveillance of the system, make changes to the system); and – record the corrective actions (including restoration of control, product disposition and prevention of recurrence) in the <u>Corrective Action Register</u>. <p>Corrective action for unforeseen circumstances</p> <ul style="list-style-type: none"> • The RCS is not written to cover unusual events such as floods, fires or earthquakes. If such an event happens, appropriate corrective action are determined on a case-by-case basis and taken. • In the event of an emergency (including but not limited to a breakdown of a transportation unit) the affected relevant goods may be transferred to another suitable transportation unit of a transport service operator at a depot or premises covered by an RMP or RCS so that: <ul style="list-style-type: none"> – any potential contamination is minimised; and – the transfer is recorded on the documentation accompanying the relevant goods. • If any temperature requirement is contravened as a result of an emergency, we notify: <ul style="list-style-type: none"> – the owner of the relevant goods; and – the our verifier. • When problems occur due to unforeseen circumstances, the Day-to-day Manager of the RCS nominates a suitably skilled person to carry out the “normal” corrective actions (see above) and to be responsible for: <ul style="list-style-type: none"> – completing an in-depth assessment of the suspect product by reviewing relevant processing records, analyses undertaken, inspecting the relevant goods, 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. reject, release under restricted conditions, regrade for alternative use where permitted under the RCS); and – reporting the following to the RCS verifier: <ul style="list-style-type: none"> • 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.

Show	<ul style="list-style-type: none">• <u>Corrective Action Register.</u>• Any reports given to the RCS verifier.
Ref.	<ul style="list-style-type: none">• <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 16.4.</u>

F. Design, Construction and Maintenance of Facilities and Equipment

Know	<p>To ensure that all buildings, facilities, transportation units and equipment are designed, constructed, installed and operated in a manner that minimises contamination of relevant goods.</p> <p>Transportation units means a container, or a compartment or part of a vehicle or vessel, that is used to contain relevant goods during a journey.</p>
Do	<p>Buildings and facilities</p> <ul style="list-style-type: none"> • The reception area is designed to: <ul style="list-style-type: none"> – allow easy cleaning; and – minimise the risk of contamination. • Internal structures of buildings, including floors, ceilings and walls, are designed and constructed to: <ul style="list-style-type: none"> – minimise contamination of relevant goods; – assist in cleaning and maintenance; – resist corrosion; – minimise the entrance and harbourage of pests; and – minimise the entry of environmental contaminants. • Facilities are available and kept in a satisfactory condition for: <ul style="list-style-type: none"> – minimising the entry of environmental contaminants; – storage of chemicals, cleaning compounds and other materials; – storage and distribution 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. • Loading facility and equipment layout (e.g. working space) allows for good hygienic practices, access by personnel and effective cleaning. • Lighting is sufficient to enable effective operations. • All site and building entrances are clearly marked to deter unauthorised entry. • Any glass, including light fixtures, is safety glass, or otherwise protected to prevent contamination of the relevant goods or packaging. • Relevant goods are adequately protected or separated from other goods that may be a source of contamination. • Relevant goods and their packaging are protected from environmental elements. • Where refrigerated relevant goods are handled, there are facilities to ensure that the preservation temperature is maintained. • A sealed ground surface is provided for areas where relevant goods (not packed in secured shipping containers) are handled. • If relevant goods are packed in secured shipping containers then areas where they are handled and moved do not need to be sealed. <p>Equipment</p> <ul style="list-style-type: none"> • Equipment that comes into contact with relevant goods is designed, constructed, installed and operated in a manner that: <ul style="list-style-type: none"> – ensures the effective performance of the intended task; – facilitates cleaning and sanitising; and – minimises the contamination of the product. • Suitable cleaning equipment (maintained in a hygienic condition) is available for cleaning and sanitising of equipment and facilities. • Any equipment designed to cool products is operated within its design and capacity, and consistently delivers the required temperature.

	<ul style="list-style-type: none"> Measuring equipment, such as _____ (whether stand alone or forming part of a piece of equipment) has the accuracy, precision, and conditions of use appropriate to the task performed. <p>Repairs and maintenance</p> <ul style="list-style-type: none"> The condition of the ELFs and related equipment is regularly checked for any deficiencies that could lead to damage or deterioration of relevant goods or packaging. Any deficiencies identified are recorded, along with corrective action taken. Any damage or deterioration of relevant goods or packaging, resulting from the condition of the facility is corrected. The damage or deterioration is recorded, along with corrective action taken. Alterations, repairs and maintenance are done when necessary to ensure that facilities and equipment (including refrigeration units) are in a suitable condition for operating. Alterations, repairs and maintenance are done in a manner that minimises the exposure of product to hazards introduced by this work. Once the work is completed, the affected areas and surfaces are cleaned effectively before use. A record is kept of any alteration, repair and maintenance work on facilities or equipment. <p>Ships containers and holds</p> <ul style="list-style-type: none"> Prior to relevant goods being loaded into ships containers or holds they are confirmed as being fit for its intended purpose. <p>Changes</p> <ul style="list-style-type: none"> We will notify MPI if we are planning to make major alterations to processing facilities or equipment which may impact on our product(s). <p>Documenting issues / findings</p> <ul style="list-style-type: none"> Issues or findings requiring action are recorded in the <u>Repairs and Maintenance Register</u>. <p>Monitoring</p> <ul style="list-style-type: none"> Compliance with these procedures is checked at least _____ by the responsible person. The pre-operational check list is used to record issues.
Show	<ul style="list-style-type: none"> <u>Repairs and Maintenance Register</u>. <u>Maintenance form</u>. Any equipment specifications and manufacturer's instructions, e.g. any specifications or manuals related to refrigeration units. Any building reports. Any <u>corrective action</u> taken. Refer to <u>E. Corrective Action</u>.
Ref.	<ul style="list-style-type: none"> <u>Animal Products Regulations 2000</u>, regulations 10. <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016</u>, Part 2.2, 2.3, 2.4, 2.13, 3.2, 6.2 and 15.3. <u>Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018</u>, Part 3.1.

G. Cleaning and Sanitation

Know	To ensure effective cleaning and sanitation of the facilities and equipment to prevent or minimise the contamination of relevant goods, packaging, equipment or the environment.
Do	<ul style="list-style-type: none"> • This section only applies to cleaning of any equipment or area that could adversely affect the relevant goods being handled. In the case of container handling, it does not apply to the cleaning of forklifts, straddle carriers, container cranes etc. <p>Hygiene checks</p> <ul style="list-style-type: none"> • We check the hygiene of facilities and equipment to ensure they are visually clean and ready to operate: <ul style="list-style-type: none"> – at start-up each morning (pre-operational check); – after cleaning of any spills; and – after any repairs or maintenance. <p>Facilities</p> <ul style="list-style-type: none"> • Facilities and equipment are maintained in good operating and hygienic condition to ensure that relevant goods (and associated packaging) are not adversely affected. • The cleaning of facilities and equipment is undertaken following the procedures in the written cleaning programme or schedule. The cleaning programme or schedule sets out the: <ul style="list-style-type: none"> – procedures for cleaning the facilities and equipment; – chemicals that are used; – frequency of cleaning; – person responsible for cleaning; and – records to be kept. • Before being used to transfer any relevant goods, facilities are checked to ensure that they are visibly clean, dry and with no other signs of contamination (e.g. off-odour). <p>Waste management</p> <ul style="list-style-type: none"> • Waste is not allowed to accumulate where it has the potential to contaminate relevant goods, equipment or personnel. This applies to all areas within the physical boundaries of the RCS, including facilities, support areas and the external environment. • All solid waste and rubbish is contained in covered pest-proof containers that are clearly identified, suitably constructed and, where appropriate, made of impervious material. • Waste containers are cleaned and sanitised when necessary. • Waste is kept under controlled conditions until adequately identified (to ensure that it will not be mistakenly or fraudulently released as fit for human consumption). • Waste is disposed of by a method that ensures it will not become a source of contamination to relevant goods. <p>Chemicals</p> <ul style="list-style-type: none"> • Chemicals used for cleaning and maintenance are handled and used: <ul style="list-style-type: none"> • according to the directions of the manufacturer; and • in a manner that minimises contamination of relevant goods. • Chemicals used for cleaning and maintenance of surfaces where relevant goods are to be held or are in contact, are listed on the approved maintenance compounds list. • In addition to this list, some compounds also have generic approval for particular applications. Refer section 4 of Part A: Approvals of the Approved Maintenance Compounds (Non-Dairy) Manual.

	<ul style="list-style-type: none"> • Details about the chemicals used for cleaning and maintenance are recorded in the Chemical Register. <p>Cleaning</p> <ul style="list-style-type: none"> • All areas in the ELF's where relevant goods are handled are kept as clean as is necessary to ensure that the relevant goods (or associated packaging) are not adversely affected. • Spills are cleaned up immediately. • Cleaning materials (when not in use during the day) are kept dry or placed in a sanitiser solution. • Cleaning solutions and sanitisers are used in accordance with manufacturer's instructions and conditions of approval including concentration and contact time. • High pressure cleaning on the surfaces or the areas in the ELF's closer to where the relevant goods are held are avoided. • Hose nozzles are kept off the floor at all times to prevent cross contamination, back-siphonage and contamination of personnel hands. • Dry stores are kept dry and cleaned regularly by sweeping or vacuuming. • When handling relevant goods that are not packed in secured shipping containers, pest control and cleaning programmes are documented. <p>Cleaning of facilities</p> <ul style="list-style-type: none"> • The written cleaning programme sets out the following procedures for cleaning the ELF's: <ul style="list-style-type: none"> – chemicals that are used; – frequency of the cleaning; – the person responsible for the cleaning; and – the records to be kept. <p>Monitoring</p> <ul style="list-style-type: none"> • Compliance with these procedures is checked at least _____ by the responsible person. • The frequency of checks is determined by the results of recent checks.
Show	<ul style="list-style-type: none"> • Cleaning schedules and procedures • Cleaning and pre-operational records. • Completed Chemical Register. • Any problems detected (e.g. at pre-operational inspections). • Any <u>corrective action</u> taken. Refer to E. Corrective Action.
Ref.	<ul style="list-style-type: none"> • Animal Products Regulations 2000, regulations 9, 10 and 11. • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 3.

H. Traceability and Inventory

Know	To ensure that regulated relevant goods are identified sufficiently for inventory control purposes and to allow for traceability in the event of a recall.
Do	<p>Traceability and inventory</p> <ul style="list-style-type: none"> • We have procedures in place to distinguish between: <ul style="list-style-type: none"> – relevant goods and other goods (such as goods that are not for export); and – refrigerated and non-refrigerated relevant goods. • There are procedures implemented to prevent the substitution of relevant goods during transportation. • Delivery dockets/invoices and labels are checked for accuracy against goods received. <p>Documentation for consignments</p> <ul style="list-style-type: none"> • For every consignment of relevant goods, the following records are kept: <ul style="list-style-type: none"> – either the eligibility document (ED) number of the consignment (if available) or the contact details of the consignor or exporter; – date and time when the relevant goods arrived at the facility; – where goods are held at a container transit facility (facility where sealed transportation units of relevant goods are transhipped prior to being transported to an ELF), the date and time the relevant goods were transferred to the next facility; and – date and time when the relevant goods are loaded for export. • Consignments of relevant goods are accompanied by appropriate documentation (either paper or electronic), that includes the information necessary for the effective identification, traceability and inventory control of relevant goods. An export certificate is also an acceptable reference if the certificate is available before the consignment arrives at port. • The following additional records are kept for every consignment of refrigerated relevant goods: <ul style="list-style-type: none"> – the specified preservation temperature of the refrigerated relevant goods; and – the set point (if relevant). • Evidence of the maintenance of the preservation temperature when transportation units are stored at the ELF. • The Temperature are recorded at least every 12 hours (when not using a continuous temperature recording device) of refrigerated transportation units holding refrigerated relevant goods at the ELF. <p>Monitoring</p> <ul style="list-style-type: none"> • Compliance with these procedures is checked at least _____ by the responsible person.
Show	<ul style="list-style-type: none"> • Records showing goods received (e.g. delivery dockets, invoices, diary etc.). • Records to readily ascertain the nature and quantity of relevant goods being handled. • An inventory system either electronic or hard copy that allows products to be traced. • Any problems. • Any <u>corrective action</u> taken. Refer to E. Corrective Action.
Ref.	<ul style="list-style-type: none"> • Animal Products Act 1999, section 17. • Animal Products Regulations 2000, regulation 17, 18 and 19. • Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 8.

I. Calibration

Know	To ensure that critical measuring equipment has an appropriate level of accuracy and precision for their use.
Do	<p>Receipt of critical measuring equipment (new or repaired)</p> <ul style="list-style-type: none"> • Calibration certificates are requested from suppliers of critical measuring equipment. • Devices will be uniquely identified to enable the traceability of the calibrations and to identify calibration status. <p>Thermometer checks</p> <ul style="list-style-type: none"> • All new or repaired thermometers have an ice point check as below unless a calibration certificate is provided: <ul style="list-style-type: none"> – a small insulated container is filled with crushed ice. A little cold water is added to the container (no more than one third the quantity of ice) to start the ice melting then excess water is poured off. – the thermometer probe is placed in the centre of the container so that the point of the probe is in contact with ice. – the temperature is read after about 10 minutes to allow the temperature to reach a steady reading. If the thermometer is accurate it should read $0^{\circ}\text{C} \pm 1^{\circ}\text{C}$. • All new or repaired thermometers that are to be used at higher temperatures (more than 50°C) and have a scale going up to 100°C have a boiling point check as below unless a calibration certificate is provided: <ul style="list-style-type: none"> – water is boiled and the thermometer is placed in it and the reading is checked (once stabilised). It should read $100 \pm 1^{\circ}\text{C}$. • If thermometers are inaccurate, the difference is recorded, and a correction is made for the difference when using the thermometer. Thermometers with a deviation of more than 1°C are discarded or returned to the manufacturer. <p>Chiller or freezer gauges</p> <ul style="list-style-type: none"> • Refrigeration unit temperature gauges are checked by placing another thermometer in the unit, next to the existing probe, for about 10 minutes then comparing against the refrigeration unit temperature gauge. • Checks of automatic temperature devices are recorded on the Automatic Temperature Recorder Checks Form. <p>Other measuring equipment (e.g. continuous temperature recording device)</p> <ul style="list-style-type: none"> • Equipment is calibrated in accordance with manufacturer's instructions. • Equipment is calibrated against a reference standard at least annually. • All calibration data are recorded using the Calibration Form. <p>Faulty equipment</p> <ul style="list-style-type: none"> • Equipment that is faulty or inaccurate is not used. It is repaired, recalibrated or replaced as soon as possible. <p>Monitoring</p> <ul style="list-style-type: none"> • Compliance with these procedures is checked at least _____ by the responsible person.
Show	<ul style="list-style-type: none"> • Calibration certificates and other calibration records. • Identification, location and calibration status of equipment. • Calibration schedules.

	<ul style="list-style-type: none"> • <u>Automatic Temperature Recorder Check Forms.</u> • <u>Calibration Forms.</u> • <u>Any problems.</u> • <u>Any corrective action taken. Refer to E. Corrective Action.</u>
Ref.	<ul style="list-style-type: none"> • <u>Animal Products Regulation 2000, regulation 14.</u> • <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 6.2.</u> • <u>Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018, Part 5.2.</u>

J. Pest Control

Know	To control pests and prevent or minimise the contamination of relevant goods, packaging, equipment, and the environment. Pests include rodents, wild birds, insects, dogs and cats.
Do	<p>Responsibility</p> <ul style="list-style-type: none"> • Pest control and monitoring activities within the RMP premises is carried out by (tick applicable box): <ul style="list-style-type: none"> <input type="checkbox"/> the RMP operator <input type="checkbox"/> a contracted pest control person or agency • Where pest control and monitoring activities are contracted out, the Day-to-day Manager of the RCS, prior to signing the contract or services agreement, ensures that: <ul style="list-style-type: none"> – the person or agency to be contracted is competent to perform the task and 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. <p>Controls to prevent entry of pests</p> <ul style="list-style-type: none"> • Buildings and water storage 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. • Animals and pets (e.g. cats and dogs) are not allowed to enter production, packaging, storage and processing areas. • Drains are fitted with screens. • Insect screens are fitted on windows that are kept open during operations. <p>Controls to prevent infestation of pests</p> <ul style="list-style-type: none"> • 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. • Electric insect traps (e.g. electroblitz) are present and are not above exposed product or packaging. The insect tray is emptied when necessary and any UV light bulb changed as recommended by the manufacturer. <p>Use of pesticides (e.g. fly sprays, rat baits) and pest traps</p> <ul style="list-style-type: none"> • Pesticides are approved, handled, used and stored according to chemical control requirements. • Pesticides are used according to the manufacturer's directions and the MPI conditions of the approval (refer to approved maintenance compounds list). • Bait stations are numbered, located and installed so they cannot contaminate product or packaging. • Bait stations are checked at least _____ for evidence of pest activity and to confirm they are in good working order. Any pests are regularly removed from the bait stations and the bait replaced. This is recorded on the Vermin Control Register Form. <p>Handling and disposition</p> <ul style="list-style-type: none"> • Where there is evidence of contamination by pests, affected relevant goods are treated as non-complying product, Refer to K. Non-Complying Relevant Goods.

	<p>Monitoring</p> <ul style="list-style-type: none"> • Compliance with these procedures is checked at least _____ by the responsible person.
Show	<ul style="list-style-type: none"> • 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 (name, amount and point of use) • Completed <u>Vermin Control Register</u>. • Pest control records (e.g. <u>Other Operators Carrying Out Required Activities Forms</u>). • Any <u>corrective action</u> taken. Refer to <u>E. Corrective Action</u>.
Ref.	<ul style="list-style-type: none"> • <u>Animal Products Regulations 2000</u> regulations 10 and 11. • <u>Approved Maintenance Compounds (Non-Dairy) Register</u>.

K. Non-Complying Relevant Goods

Know	To ensure the correct handling and disposition of non-complying relevant goods.
Do	<p>Non-compliance notification</p> <ul style="list-style-type: none"> • We will notify the person responsible for the relevant goods (Day-to-day Manager of the RCS and/or owner) without unnecessary delay when the following occurs: <ul style="list-style-type: none"> – damage, spillage, or contamination of the relevant goods; – failure to maintain product temperature, including refrigeration failure; – malfunction or significant damage of a transportation unit (e.g. vehicle breakdown or crash); or – the security or traceability of relevant goods has been compromised. • We notify our RCS verifier as soon as possible when: <ul style="list-style-type: none"> – any non-compliance occurs (or is suspected to have occurred); or – there is any significant concern about the safety or suitability of any relevant goods. • We will notify an animal product officer as soon as practicable, in writing, detailing: <ul style="list-style-type: none"> – what occurred and whether this has (or may have) resulted in relevant goods becoming non-complying relevant goods; – an inventory of affected goods; – any corrective action undertaken; and – what was done with the goods when the situation was discovered. <p>Controlling non-complying relevant goods</p> <ul style="list-style-type: none"> • We handle non-complying relevant goods in a manner that prevents: <ul style="list-style-type: none"> – contamination and/or deterioration of other relevant goods; – further contamination and/or deterioration of non-complying relevant goods; and – contamination of the ELF. • Non-complying relevant goods are: <ul style="list-style-type: none"> – clearly identified; – separated from other products; and – controlled until disposition is determined by the owner of the relevant goods, or, in certain cases, by MPI, as appropriate. • The disposition of any non-complying product is determined by a suitably skilled person (operator, owner of product or MPI as required) considering various factors, such as: <ul style="list-style-type: none"> – product safety and suitability; – the amount of product affected; – whether the relevant goods have been released for distribution or not; – whether the relevant goods can be reprocessed; and – any instructions from MPI or the RCS verifier. <p>Recall</p> <ul style="list-style-type: none"> • We will follow recall instructions from our RCS verifier, MPI or owner of the relevant goods as required. <p>Monitoring</p> <ul style="list-style-type: none"> • Compliance with these procedures is checked at least _____ by the responsible person.
Show	<ul style="list-style-type: none"> • Loadout Check Sheet or invoices for goods. • Records of assessment and disposition of non-complying relevant goods, including for recalls. • Any correspondence with the RCS verifier or MPI.

Ref.	• Animal Products Act 1999, section 77B.
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L. Operating procedures

Know	To ensure operating procedures maintain the intended state of preservation and prevent contamination so that relevant goods remain fit for purpose.
Do	<p>Facilities</p> <ul style="list-style-type: none"> • We maintain up-to-date lists of: <ul style="list-style-type: none"> – each facility currently operated including the physical address; and – all subcontractors currently used to handle relevant goods and their business name and contact details. • The physical boundaries are shown on a site plan (and an accurate description of the boundaries of operation). <p>Handling at ELF's</p> <ul style="list-style-type: none"> • Relevant goods are: <ul style="list-style-type: none"> – handled in a manner that ensures their fitness for intended purpose is maintained; – adequately protected from the elements and environmental contaminants during loading and unloading; and – kept separate or protected from other products that may taint or contaminate them. • To prevent avoidable contamination, the doors of containers, cargo holds and other transportation units are kept closed at all times when not loading or unloading relevant goods. • Relevant goods with damaged packaging are handled in a manner that maintains its hygienic status. <p>Refrigeration control</p> <ul style="list-style-type: none"> • Chilled or frozen relevant goods are unloaded from incoming transport units (as appropriate), transported within the ELF, and loaded onto outgoing ships and aeroplanes without unnecessary delay to ensure that required product temperatures are maintained. • If relevant goods are not at their preservation temperatures on arrival, appropriate action will be taken as per E. Corrective Action. • From time to time, the ELF operator may receive refrigerated relevant goods that have been transported off-power. Transport service operators, not the ELF operator, are responsible for ensuring that the required product temperatures are maintained during off-power transport. They would use off-power calculations to determine the off-power transport time available. • Equipment for the control or monitoring of temperatures is operated at all times while the refrigeration equipment is in use. • Temperature measuring devices are calibrated and located appropriately to measure the internal temperature of a vehicle at the warmest point. Refer to I. Calibration. • Temperatures are recorded at least every 12 hours (when not using a continuous temperature recording device) of refrigerated transportation units holding refrigerated relevant goods at the ELF. • If there is any failure to maintain the product temperature(s), we notify the person responsible for the relevant goods and take corrective action to prevent recurrence. Refer to E. Corrective Action and K. Non-complying Relevant Goods. • For every consignment of refrigerated relevant goods, we record: <ul style="list-style-type: none"> – the specified preservation temperatures of the refrigerated relevant goods; and – the set point (if relevant). <p>Monitoring</p> <ul style="list-style-type: none"> • Compliance with these procedures is checked at least _____ by the responsible person.
Show	<ul style="list-style-type: none"> • Completed Calibration records. • Any product preservation temperature records (e.g. Automatic Temperature Recorder Checks).

	<ul style="list-style-type: none">• Any notifications made to relevant goods' owners and/or the verifier.• Any problems detected.• Any other <u>corrective action</u> taken. Refer to <u>E. Corrective Action</u>.
Ref.	<ul style="list-style-type: none">• <u>Animal Products Notice: Specifications for Products Intended for Human Consumption 2016, Part 13, 16.2, 16.3, 16.4.</u>• <u>Animal Products Notice: Regulated Control Scheme – Transportation and Handling of Products for Export with an Official Assurance 2018, Part 4.3, Part 5, Part 6.1, 6.2, 6.3 and 6.4.</u>