



# How to Use the RMP or RCS Template

20 August 2018

## Title

Guidance Document: How to Use the RMP or RCS Template

## About this document

The Ministry for Primary Industries (MPI) has developed this guidance document to help businesses to complete new or revised risk management programme (RMP) or regulated control scheme (RCS) templates published from mid-2018.

## Document history

Version Date	Section Changed	Change(s) Description
20 August 2018	NA	New document

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# 1 Purpose

This document provides guidance on completing Ministry for Primary Industries (MPI) approved new or revised risk management programme (RMP) or regulated control scheme (RCS) templates published from mid-2018.

# 2 Background

This generic guide can be used to help operators complete any of the new or revised templates published from mid-2018. They provide information on how to meet regulatory requirements and current best practice or acceptable industry practices and procedures.

Operators should read [Section 4 Guidelines for Completing the RMP/RCS Template](#) of this guide while completing a template to ensure they understand the information required for each section. Operators will need to provide complete and accurate information, as the registered RMP or RCS is a legally binding document that must be complied with. It will be verified by an external verifier.

The templates are available from [MPI's website](#) as editable PDF documents which can be completed electronically, or printed off and manually completed by operators.

Translated versions of this generic guidance will be developed in different languages to assist operators whose first language is not English.

Specific sector-related information can be described in dedicated sector guidance where appropriate (e.g. micro abattoir – [How to Use the RMP Template for Micro Abattoirs](#)).

Template forms and procedures that can be used supplementary to templates can be found in the [RMP Operator Resource Toolkit](#). These are referenced throughout a template as appropriate.

## Specifically for RMPs

RMP templates, where used as published, do not require any evaluation. The use of the templates is one way of meeting risk management programme requirements. Operators may use alternative approaches, provided all relevant regulatory requirements are met. Those who wish to use an alternative approach should refer to the [Risk Management Programme Manual](#) for guidance.

For those sectors with a Code of Practice or Operational Code, the template may reference to the appropriate sections of the Code (e.g. Supporting systems or HACCP application) in the RMP Document List, instead of a Part 2 or 3 as described in this document.

## Specifically for RCSs

RCS templates do not require an evaluation nor do they permit additional activities being included in the scope. If an operator wishes to add additional activities to an RCS, the operator will need to register an RMP. Amendments to an RCS likewise are not permitted.

## 2.1 Know, Do, Show, Ref format

The Supporting Systems or Good Operating Practice (GOP) have been written using the 'Know, Do, Show, Ref' format in the left hand margin to assist operators in understanding the requirements.

Each Supporting System identifies:

Term	Explanation
Know	What operators need to know
Do	The procedures operators need to perform
Show	The records operators keep and show their verifier
Ref	Regulatory requirements or other relevant documents e.g. Food Standards Code

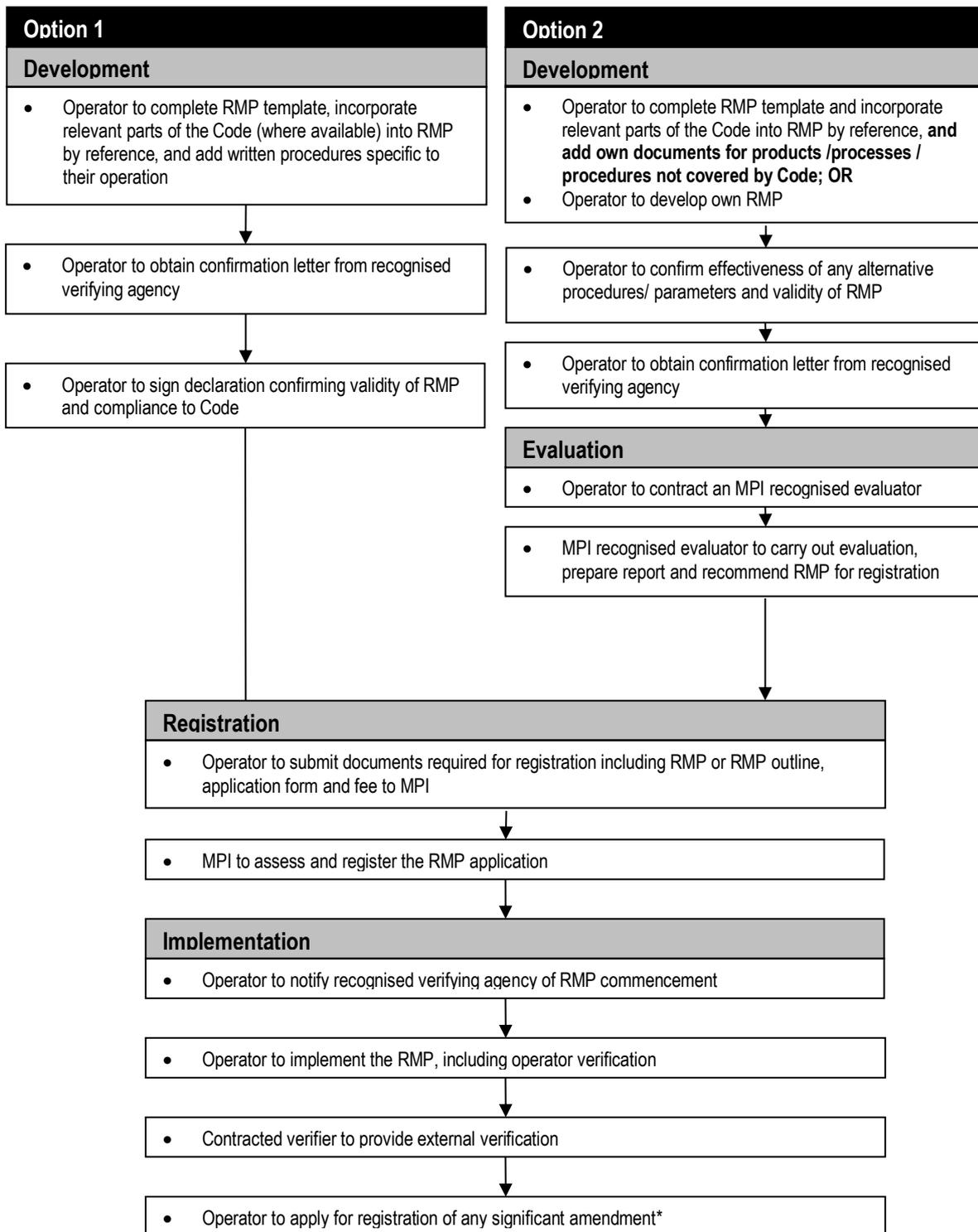
When referring to templates published before mid-2018:

Term	Equivalent term
Know	Purpose/scope
Do	Procedures
Show	Records
Ref	Regulatory requirements

## 3 Development, registration and implementation of an RMP

- (1) Figure 1 Steps for the Development, Registration and Implementation of an RMP below summarises the steps in the development, registration and implementation of an RMP only. Each of the steps are discussed in more detail in succeeding sections.
- a) **Option 1:** For operators whose activities are fully covered by the RMP Template; and
  - b) **Option 2:** For operators whose activities are not fully covered by the RMP Template, or who have decided to apply procedures or processing parameters that differ from the template.

**Figure 1. Steps for the development, registration and implementation of an RMP**



\* significant amendments will require evaluation prior to re-registration.

## 3.1 Development

The simplest approach to developing an RMP/RCS is to use the template provided. The templates allow operators to complete their RMP/RCS by filling in the required information in the appropriate boxes and confirm that the procedures described by the template will be adhered to.

The template provides the necessary procedures to ensure GOP will be met as well as the application of HACCP principles, where applicable.

The operator's RMP/RCS will, therefore, consist of:

- the completed template;
- any procedures documents/records for additional products/processes/procedures that are specific to their operation;
- HACCP application and additional documents referenced (e.g. a water management plan, heat treatment plan, etc.); and
- a set of records.

Where a Code of Practice or Operational Code is available, the relevant parts of the Code can be quoted as the procedures.

## 3.2 Evaluation for an RMP

An RMP that is fully based on an MPI approved template does not require an evaluation prior to registration (i.e. Option 1). This is because MPI has already determined that the requirements and procedures set out in the template are valid and will deliver the relevant regulatory requirements. Verification of the documented RMP and the operator's compliance to the RMP will be carried out at the initial verification by the contracted verifier.

Where additional products/processes to the template are included in the scope of the RMP, then these need to be evaluated by an MPI recognised evaluator. MPI recognised evaluators can be found on the [MPI website](#).

## 3.3 RMP Registration

After completing the template, submit the following to MPI Approvals Operations Group:

- completed [Application Form AP4 Registration of Risk Management Programme](#);
- completed [Application Form AP49 Processing Categories Tables](#);
- completed template including a site plan and letter from the verifying agency; and
- application fee prescribed in the application form.

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. The RMP will be registered once MPI is satisfied with the RMP and all fees are paid. See the flow diagram for information on MPI timeframes and tips to submitting a complete application: [Application Process – New or Amended RMP](#).

More detailed information about the registration, implementation, verification, amendment and cessation of RMPs are given in the [Risk Management Programme Manual](#).

## 3.4 RCS Registration

After completing the template, submit the appropriate application form to MPI:

- completed appropriate application form (e.g. [AP16](#) for transporters);

- completed template including a site plan and letter from the verifying agency; and
- application fee prescribed in the application form.

MPI may ask for clarification or further information on any part of the RCS. There may be an additional assessment fee charged for the time of the MPI assessor. The RCS will be registered once MPI is satisfied with the RCS and all fees are paid.

### 3.5 RMP amendments

When making any amendment to an RMP, the operator has to determine whether the amendment is considered significant or minor. Significant amendments require evaluation by a recognised evaluator and registration with MPI. Significant amendments are to be submitted using the [AP6 Risk Management Programme Amendment Registration](#). Minor amendments can be made without evaluator or MPI involvement.

Detailed guidance on RMP amendments is given in the [Risk Management Programme Manual](#). Appendix G of the manual provides examples of significant and minor amendments. The operator may also consult their RMP verifier when deciding whether an amendment is significant or minor.

All amendments made to the RMP should be recorded in an [amendment record](#).

*Note: RCSs are not permitted to have amendments (Refer to Background Specifically for RCSs).*

### 3.6 External verification

External verification will be conducted by the contracted verifier as prescribed in the [Verification Statement of Policy](#). The verification audit will confirm the operator's compliance to the RMP/RCS and relevant legislation, and the effectiveness of the RMP/RCS.

## 4 Guidelines for Completing the RMP/RCS Template

### 4.1 General Instructions

The template should be completed by a person or group of people who have full knowledge of the whole operation covered by the RMP/RCS. The person completing the template should:

- read each section of this guideline while completing the template;
- provide the required information by:
  - entering information into the empty boxes or blank lines; or
  - ticking the appropriate answer or information e.g. ✓.
- ensure that all information provided is legible; and
- ensure that everything written down accurately reflects or applies to their operation and that they can and will comply with them.

It is very important that operators provide complete and accurate information as the registered RMP/RCS will be a legally binding document and will be verified by an external verifier.

Part 1 of the template is to be completed by the operator. It provides information about the business operator's details, the scope of the RMP/RCS, and the operator's confirmation of compliance to the documented RMP/RCS.

### 4.2 Part 1 of the Template: General RMP/RCS Sections

Template reference	Subject and description
1	<p><b>Business Identifier</b></p> <p><b>Business RMP/RCS or ID:</b> choose a unique business identifier. It must be a number or 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. The business identifier must not be the same as any exporter's registration number.</p> <p>Where a business identifier is not nominated, or does not adhere to the criteria, an identifier will be assigned by MPI.</p> <p>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.</p>
2	<p><b>Operator Name, Business Address and Contact Details</b></p> <p>Tick the appropriate box to indicate the <b>type of legal entity</b> of your operation.</p> <p><b>Name (company, sole trader or partnership):</b> If the business is a company, then the full legal name must match the details given at the Companies Office exactly. If the business is a partnership or a sole trader operation then the name(s) of the business owner(s)/partners must be provided. Fill in these details beside the box you ticked to indicate the type of legal entity of your operation.</p> <p><b>Trading name, if any (if different from legal name):</b> this is the name that you trade under, i.e. the name that you use on your shop sign or letterhead, which may be different to the legal name of your business.</p> <p><b>Physical address of premises:</b> give the street address of the premises that the RMP/RCS applies to.</p>

Template reference	Subject and description
	<p>For a mobile premises give the vehicle registration number of the vehicle that the RMP applies to.</p> <p><b>Postal address including postal code:</b> give the address where you want any correspondence sent to, including the postcode.</p> <p><b>Telephone/Mobile/Email:</b> give the details for the business.</p> <p>By providing your email address you are consenting to being sent information and notifications electronically from MPI. This is recommended as it will significantly speed up communication with MPI.</p>
3	<b>Multi Business RMP</b>
	<p>Follow the instructions as given above. Confirm you have a contract or written correspondence with the other operator(s).</p> <p>Some templates do not contain all of the sections as listed below and thus some reference numbers may be different (e.g. not all templates will have the provision for multi businesses).</p>
4	<b>Responsible Person</b>
	<p><b>Day-to-day manager of the RMP/RCS:</b> also referred to as the RMP or RCS Manager, is the person responsible for the implementation of the RMP and for ensuring that it is kept up-to-date. He/she is the contact person for MPI and the verification agency when dealing with matters related to the RMP/RCS.</p> <p>It is recommended that the position or designation be given instead of the name of the RMP or RCS 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 RMP/RCS Manager.</p>
5	<b>Scope of the RMP/RCS</b>
	<p><b>Type of premises and physical boundaries:</b> Describe the site to which the RMP/RCS applies.</p> <p>Attach a site plan to the completed template and tick the box to indicate that you have done this. Mark your site plan so it is clear that it forms part of the RMP/RCS (e.g. label it as Attachment X).</p> <p><b>For a fixed premises:</b> The site plan must show the buildings, facilities and external surroundings included under your RMP/RCS. 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).</p> <p>Clearly mark the physical boundary of the RMP/RCS on the site plan with a dark marking pen. 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/RCS (e.g. those you wish to keep under the Food Act regime) should also be clearly indicated on the site plan.</p> <p><b>For a mobile premises:</b> show the layout of the 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.</p> <p>Note: for a mobile premise, employee amenities do not need to be located within the RMP premises.</p> <p><b>The RMP/RCS covers the following processes or species or activities:</b> Tick the box(es) to confirm what the RMP/RCS covers relevant to your operation.</p> <p>Note: Any additional or 'other' processes added to the RMP template will need to be evaluated by an MPI recognised RMP evaluator. Please contact your RMP Verifier to discuss.</p>

Template reference	Subject and description
	<p><b>Intended market:</b> indicate your intended market by ticking the appropriate box(es). Note: If you decide later that you want to export to countries that do require official assurances, please notify your verifier.</p> <p><b>Activities excluded from the RMP/RCS:</b> If any products or activities within your operation are not covered by the RMP/RCS template because they are covered by another RMP/RCS or a risk-based measure under the Food Act, please indicate this in the template. Note: the operator must have procedures that ensure that these operations are not a source of contamination to any animal products processed or stored within the physical boundaries of the RMP/RCS.</p>
6	<b>Other Activities at Same Place</b>
	<p>Tick the box to indicate if other activities occur within the physical boundaries of the RMP/RCS.</p> <p>If other activities occur in the physical boundaries, fill out the table as appropriate.</p>
7	<b>Sharing with Other Operators</b>
	<p>Tick the box to indicate if other persons carry out activities within the physical boundaries of the RMP/RCS.</p> <p>Fill out the table as appropriate.</p>
8	<b>Product Description</b>
	<p>This section has already been completed by MPI. Operators may cross out columns that do not apply using a pen.</p>
9	<b>Process Description</b>
	<p>Tick the box(es) to confirm what processes the RMP/RCS covers relevant to your operation.</p> <p>You may be asked to attach your process flow diagram(s). The process flow diagram(s) should show the key steps of the process from reception of input materials to dispatch of product. It should show the main inputs and outputs of the process.</p>
10	<b>External Verification</b>
	<p>This section states that you authorise the contracted verifier to have freedom and access to carry out verification activities. Record 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 the RMP/RCS.</p> <p>The verifier must have access to any and all information that may be desired to support the audit findings (e.g. lab test results, failing actions and the corrective actions taken, etc.).</p> <p>Tick the boxes 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/RCS.</p>
11	<b>RMP/RCS Document List</b>
	<p><b>Table 1: RMP/RCS document list</b></p> <p>This gives the list of all the documents from the template that form part of your RMP/RCS.</p> <p>There is also a column to include additional documents written by you the operator.</p>

Template reference	Subject and description
	<p>Supporting systems of the RMP/RCS may require you to write certain procedures covering good operating practice (GOP) and process control that are specific to your operation and premises. Examples of the type of documents are: cleaning schedules, pest control schedule, inventory control procedures, etc. Write the title of your own written procedures and forms and their corresponding dates of issue in the table.</p> <p>The verifier will confirm the effectiveness of the RMP/RCS against these procedures.</p> <p>Ensure that all the written procedures apply to your operation and that you will be able to comply with them.</p>
12	<b>Confirmation by the Day-to-day Manager of the RMP/RCS</b>
	<p>This section contains a set of declarations confirming that in the view of the proposed RMP/RCS operator the RMP/RCS is valid and appropriate for the activities it is intended to cover.</p> <p>Tick the boxes to confirm that you agree to the statements given.</p> <p>Once completed, the RMP/RCS operator who signs the declaration also dates and initials each page of the programme.</p>

### 4.3 Part 2: Supporting Systems

The supporting systems that are documented in the templates describe the practices and procedures that you will comply with. They are designed to ensure the consistent manufacture/processes of animal product that is safe and suitable for the intended purpose and that relevant regulatory requirements are met. The contracted verifier will verify the effectiveness of the RMP/RCS against these procedures and requirements.

You will need to:

- a) read each supporting system thoroughly;
- b) ensure that all written procedures apply to your operation and that you will be able to comply with them. Delete or cross out anything that does not apply to your operation. If you have your own written procedures, attach them to the relevant supporting system;
- c) provide information suggested in some supporting systems (e.g. cleaning schedule) that's specific to the operation by:
  - i) entering information into the empty boxes or blank lines;
  - ii) ticking the appropriate answer or information; and/or
  - iii) if the spaces or tables provided are not enough or suitable for the information you want to include, attach additional pages or your own written procedures to the relevant supporting system
- d) make sure that you add document names, page numbers and dates (similar to those from the original attachment) to the top of each page for any additional documents you add to the RMP/RCS;
- e) ensure that any additional documents are listed in the Document List of the main document of the template; and
- f) initial the bottom of every page to indicate that you fully understand the procedures and requirements on the particular page and that you are complying, or will be able to comply with them.

Table 2: Typical List of Supporting Systems or GOP below lists the supporting systems included in Part 2 that may be included in templates published from mid-2018. Some supporting systems may require you to enter further details or tick boxes as appropriate (e.g. monitoring frequency for compliance with procedures, etc.).

**Note:** Some templates do not include all of the sections as listed below and may also include additional sections applicable to a sector.

**Table 2: Typical list of Supporting Systems or GOP**

<b>GOP</b>	<b>Topic</b>
A	Document Control and Record Keeping
B	Personnel Health and Hygiene
C	Personnel Competencies and Training
D	Operator Verification and External Verification
E	Corrective Action
F	Design, Construction and Maintenance of Facilities and Equipment
G	Potable Water
H	Cleaning and Sanitation
I	Receipt of Incoming Materials
J	Allergen Management
K	Packaging
L	Traceability/Inventory/Labelling
M	Calibration
N	Chemical Control
O	Pest Control
P	Process Control
Q	Non-Complying Product and Recall
R	Storage
S	Transport

## 4.4 Part 3: Hazard Identification and Control and Other Risk Factors

The hazard identification and controls that are documented in the templates describe the practices and procedures that you will comply with where appropriate. They are designed to ensure the consistent manufacture of product that is safe and suitable for the intended purpose and that relevant regulatory requirements are met.

The contracted verifier will verify the effectiveness of the RMP/RCS against these procedures and requirements.

You will need to:

- read each page thoroughly; and
- ensure that all written procedures apply to your operation and that you will be able to comply with them. Delete or cross out anything that does not apply to your operation. If necessary add extra process steps to these tables for your specific products.

# 5 Risk Management Programme Sample Only

## Part 1: General RMP Sections

To complete this RMP template refer to the Guidance Document: How to Complete an RMP or RCS Template.

### 1. Business Identification

Business RMP or ID	
Are other businesses covered by this RMP?	<input checked="" type="checkbox"/> <b>No</b> Fill in all pages except <b>Section 3. Multi Business RMP</b> . <input type="checkbox"/> <b>Yes</b> Fill in all pages for the main business. Copy and fill out <b>Section 3. Multi Business RMP</b> for each other business operating under this RMP.

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

Type of legal entity (tick one)	Name
<input checked="" type="checkbox"/> <b>Company</b>	John Smith and Sally Smith
<input type="checkbox"/> <b>Sole trader</b>	
<input type="checkbox"/> <b>Partnership</b>	
<b>Trading Name</b> , if any (if different from legal name)	Liquid Gold Honey
<b>Physical address of premises</b>	18 Honeybee Drive Upper Hutt
<b>Postal address including postcode</b> (for communication)	PO Box 10253 Upper Hutt 5014
<b>Tel</b>	(04) 463 2632
<b>Mobile phone number</b>	027 463 2633
<b>Email</b>	<a href="mailto:lgh@xtra.co.nz">lgh@xtra.co.nz</a>
In entering this email, I consent to being sent information and notifications electronically.	

### 3. Multi Business RMP

Copy and fill out this page for each other business operating under this RMP.

Business RMP or ID	
Full Legal Name	
Trading Name if any (if different from legal name)	
Physical address of premises	
Postal address including postcode (for communication)	
Tel	
Mobile phone number	
Email	
Evidence of sufficient control of RMP operator over this business	<input type="checkbox"/> Yes, contract or written correspondence between the two parties is attached.
Consent of this business operator	<input type="checkbox"/> Yes, I give consent.
Name of operator or Day-to-day Manager of RMP giving consent	
Signature	
Date	

RMP Template

Not Applicable

#### 4. Responsible Person

Name, position or designation of the Day-to-day Manager of the RMP	Plant Manager
--	---------------

Example

### 5. Scope of the RMP

<b>Type of premises and RMP physical boundaries</b>	
<input checked="" type="checkbox"/> The physical boundaries of the RMP are shown on the attached site plan.	
<b>The RMP covers the following processes or activities*</b>	
<input type="checkbox"/> Supply of empty drums to extractor	<input type="checkbox"/> Melting and moulding of beeswax
<input checked="" type="checkbox"/> Transport of bulk honey from or to your own premises	<input type="checkbox"/> Refrigerated storage
<input checked="" type="checkbox"/> Packing/repacking in a store of unexposed product	<input checked="" type="checkbox"/> Dry storage
<input type="checkbox"/> Other _____	
<b>Intended market**</b>	
<input type="checkbox"/> Domestic (New Zealand)	<input checked="" type="checkbox"/> Export to countries that do not require official assurances

\* Any additional processes added to this template will need to be evaluated by an MPI recognised RMP evaluator.

\*\*Inform your RMP verifier if your intended market changes.

<b>Activities excluded from the RMP</b>	
The following products or activities that occur within the physical boundaries of the RMP are excluded because they are covered under a different RMP or a risk-based measure under the Food Act 2014.	
Further processing occurs within the physical boundaries of this RMP:	
<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No	
<b>Product or Activity</b>	<b>Covered under</b>
	<input type="checkbox"/> Another RMP No. _____ <input type="checkbox"/> Food Act 2014
	<input type="checkbox"/> Another RMP No. _____ <input type="checkbox"/> Food Act 2104

## 6. Other Activities at Same Place

Activities other than the storage of bulk honey occur within the physical boundaries of the RMP:

Yes     No

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

- each activity occurring within the RMP physical boundary other than the storage of bulk honey;
- 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

## 7. Sharing with Other Operators

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

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

**8. Product Description**

Products	Bulk honey	Beeswax	Other
<b>Intended consumer</b>	<ul style="list-style-type: none"> <li>Humans (general public)</li> </ul>	<ul style="list-style-type: none"> <li>Humans (general public)</li> </ul>	Other
<b>Intended use of product that leaves RMP</b>	<ul style="list-style-type: none"> <li>Further processing and packing to liquid/creamed honey or other honey products</li> <li>Ingredient for preparation of other foods</li> </ul>	<ul style="list-style-type: none"> <li>Further processing into products for pharmaceutical use and manufacture of cosmetics</li> <li>Further processing into comb foundation</li> </ul>	
<b>Regulatory Limits</b>	<ul style="list-style-type: none"> <li>FSC<sup>1</sup> 1.4.1 Sch 19-6 – Tutin 0.7 mg/kg</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Other regulatory requirements specific to product</b>	<ul style="list-style-type: none"> <li>Honey composition FSC 2.8.2 –                             <ul style="list-style-type: none"> <li>reducing sugars ≥ 60%</li> <li>moisture ≤ 21%</li> </ul> </li> <li>Food Notice: Maximum Residues Levels for Agricultural Compounds Sch 1</li> <li>A Harvest Declaration must be provided for every consignment and comply with the GREX</li> <li>Every consignment of honey must comply with the HC Spec 13.45<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>Fit for purpose</li> </ul>	
<b>Labelling Requirements</b>	<ul style="list-style-type: none"> <li>Labelling of transportation outers Part 6.6 of the Code<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>A Harvest Declaration must be provided for every consignment and comply with the GREX</li> <li>Every consignment of honey must comply with the HC Spec 18.45<sup>2</sup></li> <li>Labelling of retail packs as specified in the FSC<sup>1</sup></li> <li>Labelling of transportation outers Part 6.6 of the Code<sup>3</sup></li> </ul>	

<sup>1</sup> FSC refers to the Australia New Zealand Food Standards Code

<sup>2</sup> HC Spec refers to the Animal Products Notice: Specifications for Products Intended for Human Consumption 2016

<sup>3</sup> Code refers to the Operational Code: Processing of Bee Products

Initial 

**9. Process Description**

<input checked="" type="checkbox"/> Bulk Honey	<input checked="" type="checkbox"/> Packing/re-packing in a store	<input type="checkbox"/> Beeswax	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Loading and transport of honey drums from extraction plant	<input checked="" type="checkbox"/> Make/break up a consignment	<input type="checkbox"/> Collection of cappings etc.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Receiving and unloading at storage facility	<input checked="" type="checkbox"/> Re-label if required	<input type="checkbox"/> Separation of honey from cappings	<input type="checkbox"/>
<input checked="" type="checkbox"/> Storage	<input checked="" type="checkbox"/> Re-pack into fresh packaging	<input type="checkbox"/> Melting of wax	<input type="checkbox"/>
<input checked="" type="checkbox"/> Dispatch	<input checked="" type="checkbox"/> Storage	<input type="checkbox"/> Filling of wax into mags	<input type="checkbox"/>
<input checked="" type="checkbox"/> Transport	<input checked="" type="checkbox"/> Dispatch	<input checked="" type="checkbox"/> Cooling	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Transport	<input type="checkbox"/> Storage	<input type="checkbox"/>
		<input type="checkbox"/> Dispatch	<input type="checkbox"/>
		<input type="checkbox"/> Transport	<input type="checkbox"/>

Note: the processes you select need to match the appropriate documents selected in the RMP Document List below.

## 10. External Verification

	<p>(1) I allow my contracted verifier to have the freedom and access necessary to allow him/her to carry out verification functions and activities, including:</p> <ul style="list-style-type: none"> <li>a) such freedom to access premises, places, or facilities covered by a risk management programme as is necessary to enable a recognised risk management programme verifier to carry out his or her functions and activities; and</li> <li>b) such access to documents, records, and information that relate to a risk management programme as is necessary to enable a recognised risk management programme verifier to carry out his or her functions and activities; and</li> <li>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 risk management programme as is necessary to enable a recognised risk management programme verifier to carry out his or her functions and activities; and</li> <li>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 risk management programme as is necessary to enable a recognised risk management programme verifier to carry out his or her functions and activities (including identifying and marking any of those things); and</li> <li>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 risk management programme as is necessary to enable a recognised risk management programme verifier to carry out his or her functions and activities.</li> </ul> <p>(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 risk management programme verifier may:</p> <ul style="list-style-type: none"> <li>a) recommend to the operator that processing under the risk management programme be temporarily interrupted; and</li> <li>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</li> <li>c) recommend to an Animal Product Officer that the officer exercises his or her 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.</li> </ul>
<input checked="" type="checkbox"/>	A letter has been received from the verification agency confirming they will verify the RMP at all sites covered by this RMP.
<input checked="" type="checkbox"/>	Copy of Verification Letter is attached.

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## 11. RMP Document List

Table 1: RMP document list

Documents from the RMP template		Additional Documents written by the Operator		
Title	Page No	Date signed	Title	Date Issued
<b>Part 1: General RMP Sections</b>				
1 Business Identification	3			
2 Operator Name, Business Address & Contact Details	3			
3 Multi business RMP	4			
4 Responsible Person	5			
5 Scope of the RMP	6		Site plan	
6 Other Activities at Same Place	7			
7 Sharing with Other Operators	7			
8 Product Description	8			
9 Process Description	9		Process flow diagram	
10 External Verification	10		Letter from Verifier	
11 RMP Document List	11			
12 Confirmation	14			

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Document	Documents from the Code Operational Code: Processing of Bee Products		Operator's own documents based on the Code		Operator's own documents for additional products/processes/ procedures		Person responsible for implementation
	Reference	Date	Reference	Date	Reference	Date	
Control of maintenance compounds	Part 6.7		Chemical Register				
Pest Control	Part 6.8						
Processing of honey	Part 6.9						
Beeswax processing	Part 6.16						
Non-complying product and recall	Part 6.21						
Waste material	Part 6.22						
Storage	Part 6.23						
Packing/Re-packing in a store	6.23.7						
Transport	Part 6.24		Vehicle list (if using own vehicles for transport)				
<b>Part 3: HACCP Application</b>							
Introduction	Part 7.1						
Identification and Control of Risk Factors Related to Wholesomeness and False and Misleading Labelling	Part 8						

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Document	Documents from the Code Operational Code: Processing of Bee Products		Operator's own documents based on the Code		Operator's own documents for additional products/processes/ procedures		Person responsible for implementation
	Reference	Date	Reference	Date	Reference	Date	
<b>Part 2: Supporting Systems</b>							
Document control and record keeping	Part 2.1		Inventory control	13/05/18			
Personnel health and hygiene	Part 2.2						
Personnel Competencies and training	Part 2.3						
Operator verification and notifications	Part 2.4						
Corrective action	Part 2.5		Corrective Action Register				
Design, construction and maintenance of facilities and equipment	Part 3		Repairs and Maintenance Register				
Repairs and maintenance	Part 4		Repairs and Maintenance Register				
Cleaning and sanitation	Part 5		Cleaning Schedule				
Receipt of incoming goods for processing	Part 6.1						
Allergen management	Part 6.2						
Packaging	Part 6.3						
Inventory control and traceability	Part 6.4						
Calibration of measuring equipment	Part 6.5		Calibration Schedule				
Labelling and identification of bee products	Part 6.6						

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## 12. Confirmation by the Day-to-day Manager of the RMP

I confirm that:

<input checked="" type="checkbox"/>	All of the documents listed in Section 11 are appropriate for my operation.
<input checked="" type="checkbox"/>	All facilities and equipment necessary to implement the RMP are available and ready to operate.
<input checked="" type="checkbox"/>	The RMP, including all Supporting Systems, has been authorised by me.
<input checked="" type="checkbox"/>	The RMP, including all relevant legislation and parts of the <u>Operational Code: Processing of Bee Products</u> incorporated into the RMP will be implemented as written.
<b>Signature</b>	 Day-to-day Manager of the RMP
<b>Date</b>	16/05/18

Example