Risk Management Programme (RMP) Template for the Transport of Packaged Dairy Material and Dairy Products

You can use this RMP template if you:

- Transport packaged dairy material and dairy products

Name of Company, Business Owner or Partners:

This RMP template is issued by the Ministry for Primary Industries in accordance with section 12 (3A) of the Animal Products Act 1999 for the purpose of making the determination that the Risk Management Programme Template for the Transport of Packaged Dairy Material and Dairy Products is valid and appropriate for the business of this kind described in the Statement of Application.

This page is not part of the RMP.

Statement of Application

The application of the Risk Management Programme Template for the Transport of Packaged Dairy Material and Dairy Products is limited to businesses that are involved in:

- Transport of packaged dairy material and dairy products

Dated at Wellington 20th day of August 2018.

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(acting under delegated authority of the Director-General)

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Disclaimer

Considerable effort has been made to ensure that the information provided in the Risk Management Programme Template for the Transport of Packaged Dairy Material and Dairy Products is accurate, up to date, and otherwise adequate in all respects. Nevertheless, this template is approved STRICTLY on the basis that the Crown, the Ministry for Primary Industries, its statutory officers, employees, agents, and all other persons involved with the writing, editing, approval or publication of, or any other kind of work in connection with the Risk Management Programme Template for the Transport of Packaged Dairy Material and Dairy Products.

(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 Risk Management Programme Template for the Transport of Packaged Dairy Material and Dairy Products 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 Risk Management Programme Template for the Transport of Packaged Dairy Material and Dairy Products.

Application and Use of this Template

(1) The Guidance Document: How to Use the RMP or RCS Template provides instructions on how to complete this RMP template. Operators should read this document while completing the template to ensure they understand the information required for each section.

This RMP template applies to operators that transport packaged dairy material and dairy products, or products:

a) between places operating under RMPs (e.g. from a dairy processor to a cold or dry store with an RMP)
b) from a place operating under an RMP to a retail distribution centre (e.g. from a cold store or dairy processor to a supermarket central warehouse or distribution centre).

(2) This RMP template does not apply to the transport of bulk unpackaged dairy material (e.g. raw milk, skim permeate, pasteurised cream).

(3) Transport operators who wish to use this template must comply with all the requirements and procedures given, including those in the Supporting Systems.

(4) Operators whose operations are not fully covered by this template, or who have decided to deviate from the requirements and procedures given in this template will need to write their own RMP.

(5) Compliance with the requirements and procedures given in this template will meet the requirements for the transport of dairy material and dairy products that are specified in the current versions of:

a) Animal Products (Dairy) Regulations 2005.
b) Animal Products (Risk Management Programme Specifications) Notice 2008.
c) Animal Products (Dairy Processing Specifications) Notice 2011; and
d) DPC4: Animal Products (Dairy). Approved Criteria for Storage and Transportation of Dairy Material and Products 2008.

(6) Examples of Template forms, procedures and records can be found in the RMP Operator Resource Toolkit.

(7) The RMP template starts on the next page. The cover page and this page are not part of the RMP and should be removed when submitting the RMP for registration.

NB: This page is not part of the RMP.

Part 1: General RMP Sections

To complete this RMP template refer to the Guidance Document: How to Use the RMP or RCS Template

1. Business Identification

Business or RMP ID	

2. Operator Name, Business Address and Contact Details

Type of legal entity (tick one)	Name
☐ Company	
☐ Sole trader	
☐ Partnership	
Trading Name, if any (if different from legal name)	
Physical address of premises	
Postal address (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 RMP (also referred to as the 'RMP Manager')	

4. Scope of the RMP

The RMP covers the following processes and activities for Dairy Material or Dairy Products	
☐ Non-refrigerated transport of dairy material and dairy products.	☐ Refrigerated transport of dairy material and dairy products.
☐ Other (specify) _____	

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

Note: The RMP Specifications require that the physical boundaries of the place or places covered by RMP be specified in the RMP. In the case of transport operators, this requirement is met by keeping an up-to-date list of the transportation units (e.g. vehicles) covered by the RMP. Refer to Supporting System F Operating Procedures.

Activities excluded from the RMP	
The following products or activities that occur within the physical boundaries of the RMP are excluded because they are covered under a different RMP, RCS or a risk-based measure under the Food Act.	
Product or Activity	Covered under
☐ Non-dairy animal products[1]	Another RMP or RCS No._____
☐ Non-animal food products[1]	Food Act
☐ Non-food products[1]	

[1] These products are transported using the same transportation units, but they are excluded from the RMP. Procedures are in place for ensuring that these products are not a source of contamination to any dairy material or dairy product that is transported using the same transportation units.

5. 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 risk management programme as is necessary to enable a recognised risk management programme verifier to carry out his or her functions and activities; and

b) such access to documents, records, and information that relate to a risk management programme as is necessary to enable a recognised RMP 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 risk management programme as is necessary to enable a recognised risk management programme 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 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

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.

(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:

a) recommend to the operator that processing under the risk management programme 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 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 has been received from the verification agency confirming they will verify the RMP at all sites covered by this RMP.

☐ Copy of Verification Letter is attached.

6. 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
Part 1: General RMP Sections					
1	Business Identification	4			
2	Operator Name, Business Address & Contact Details	4			
3	Responsible Person	4			
4	Scope of the RMP	5		List of Vehicles	
5	External Verification	6		Letter from Verifier	
6	RMP Document List	7			
7	Confirmation	8			
Part 2: Supporting Systems					
A	Document Control and Record Keeping	9		Amendment Register	
B	Personnel Health and Hygiene	11		Register for injuries and illnesses	
C	Operator Verification and External Verification	12		Annual Internal Audit Checksheets	
D	Design, Construction and Maintenance of Transportation Units and Equipment	14		Repairs and Maintenance Register	
E	Cleaning and Sanitation	16		Cleaning Schedule Chemicals Register	
F	Operating Procedures	17			
Part 3: Hazard Identification and Control					
T2	Hazard ID and Control	20			

7. Confirmation by the Day-to-day Manager of the RMP

I confirm that:

☐	All of the documents listed in Section 6 are appropriate for my operation.
☐	All transportation units and equipment necessary to implement the RMP are available and ready to operate.
☐	The RMP, including all Supporting Systems, has been authorised by me.
☐	The RMP, including all relevant legislation incorporated into the RMP will be implemented as written.
Signature	Day-to-day Manager of the RMP
Date	

Part 2: Supporting Systems

In Parts 2 and 3, the word "product" refers to dairy material and/or dairy products

A. Document Control and Record Keeping

Know	To ensure RMP documents are authorised, controlled and kept up-to-date, and records are generated and stored properly.
Do	**Document control** • RMP documents are: – numbered and dated at time of issue; – authorised prior to use by the day-to-day manager or a person who meets all the competency requirements; – authorised by signing the document list and initialling RMP documentation (See Section 6), and – available to any person with responsibilities under the programme. • Minor amendments are hand-written onto the relevant RMP pages and implemented as soon as they are authorised. This is recorded in the Amendment Register. • Amended pages are given a new date then initialled on the bottom by the authoriser. The relevant dates on the document list are updated and the new list is signed by the authoriser. • If amendments are significant and depart from the template then the RMP amendment(s) will need to be registered with MPI prior to implementing the change. • All copies of the RMP are updated immediately after authorisation (and if necessary, registration). • 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 Day-to-day Manager's office in a manner that protects the documents from damage, deterioration or loss, and prevents confusion with current documents. • All RMP documents, all reference material, and any archived documents are readily accessible, or can be retrieved and made available to required persons within 2 working days of any request. **Records** • Records relating to the RMPs monitoring, corrective action and operator verification activities include: – the date and time of activity or observation; – subject and description of activity or observation; – corrective action undertaken; – a means to identify the person(s) who performed the activity; and – any other information required under the risk management programme as applicable. • Electronic records are backed-up and protected from corruption, damage or loss. • Records are stored in a manner which protects them from damage, deterioration or loss and ensures that they can be retrieved for a period sufficient to enable traceback. • 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 Twink™ or other material to cover the original entry is not allowed) and is initialled by the person making the alteration. • All records relevant to operator verification are made available, as required, to the recognised verifier and/or persons authorised. **Amendments** • All amended parts of the RMP are replaced with the current versions without unnecessary delay after authorisation.

	• An amendment record, which includes the following information, is maintained by the transport operator: – document and specific part being amended; – details of amendment; – reason for amendment; – date of change; – person approving the amendment. • Any alterations on records is made alongside the original entry and initialled by the person altering the record. Monitoring • Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Obsolete documents and document lists are filed • Records are complete and available upon request (e.g. amendment register). • Record forms. • All records generated while implementing the RMP.
Ref.	• Animal Products (Risk Management Programme Specifications) Notice 2008, clause 19 and 20.

B. Personnel Health and Hygiene

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, contractors providing services, and visitors.
Do	**Induction and on-going supervision of personnel** • New personnel are informed of their job description, health requirements, and hygienic practices and procedures before starting work. • Ongoing supervision and/or training is provided to ensure that personnel are adequately trained on their specific tasks as written in the RMP hygienic practices and procedures. • Where appropriate, clear instructions on hand washing, use of protective clothing, and other hygienic practices are posted in the premises to reinforce the procedures. **Health of personnel** • Personnel are excluded from handling any exposed product if they have diarrhoea, vomiting, acute respiratory infection; or are diagnosed with illness caused by *Salmonella*, *Shigella* spp., *E. coli* spp., *Campylobacter*, *Listeria, Yersinia, Cryptosporidium, Giardia*, Hepatitis A virus. **Hygienic practices** • Personnel behave in a manner that prevents the contamination and deterioration of product and the transport environment. • Personnel must follow appropriate personal hygiene routine before handling any exposed product or food contact material. • All personnel wash and dry hands and exposed portions of the arms with detergent and water before handling any exposed product or food contact material. *Note: When a water source is impractical to have within a certain area, alternative options for sanitising personnel hands may be considered.* **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person.
Show	• A record of all employee illnesses and any medical certificates. • Register for injuries. • Personnel Training Form. • Any problems detected and corrective actions taken.
Ref.	• Animal Products (Dairy) Regulations 2005, Regulations 11 and 12.

C. Operator Verification and External Verification

Know	To ensure that the RMP continues to be effective, and that MPI or the RMP verifier are notified of issues as required.

Do

Operator Verification

- All operator verification activities are transparent and traceable, and undertaken by suitably skilled persons nominated by the day-to-day manager.
- Persons carrying out operator verification activities are 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.
- The day-to-day manager verifies that the RMP is effective by ensuring that the following checks are done.

Table C.1: Operator verification activities and frequencies

Activity	Details	Frequency
Record checks	Collect all records and check they are correctly filled out, and that all results are acceptable or the appropriate corrective action has been taken.	• When completed.
Staff supervision	Ensure that staff are following correct practices and procedures.	• As required.
Review of RMP	Read through the RMP and amend it where necessary. 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 undertaken by the person responsible at an appropriate frequency. This ensures compliance with the documented RMP, including Good Operating Practices (GOP) procedures, and to identify and correct any problems. Internal audits can be more frequent as required (on specific or all areas of the RMP).
- All records under this RMP are reviewed for:
  - completeness and accuracy of required information;
  - documentation of corrective actions;
  - any trends, new hazards, recurring problems; and
  - compliance with documented control procedures.
- Reality checks include observation of:
  - personnel performance and compliance with documented hygienic procedures and operating procedures;
  - compliance with operating parameters such as temperatures; and
  - hygienic status of the premises internal and external environment, transportation unit(s), and equipment.
- All deficiencies found at previous external audits are followed up.
- 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.

	### RMP Review • The RMP is reviewed annually to check for any significant changes e.g. equipment, facilities, personnel positions, verifier etc. ### Recording Issues/findings • The Annual Internal Audit Checksheet is used to record the audits undertaken. • Issues or findings requiring action and corrective action taken are recorded in the Corrective Action Register. ### Notification • 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: – change to the name, position or designation of the day-to-day manager of the RMP; – change in verification agency; or – any emerging, new or exotic biological hazards or new chemical hazards that have been discovered. – dairy product is recalled because it is not or may not be fit for its intended purpose. • The day-to-day manager will send an email or letter to 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; – merging two or more registered RMPs; – splitting a registered RMP into two or more RMPs.
Show	• Any information or evidence relating to operator verification activities (e.g. temperature readings). • Internal audit documentation. • RMP verifier audit reports. • Completed Annual Internal Audit Checksheets. • Copies of any emails or letters sent to MPI or the RMP verifying agency.
Ref.	• Animal Products (Risk Management Programme Specifications) Notice 2008, clauses 13, 15, 16 and 17

D. Design, Construction and Maintenance of Transportation Units and Equipment

Know	To ensure that all, facilities, transportation units and equipment are designed, constructed, installed and operated in a manner that minimises contamination of product. Transportation units include vehicles, containers and other forms of conveyances used for the transportation of product.
Do	**Design and Construction of Transportation units** • Transportation units are designed and constructed to: – maintain the hygienic status of product as fit for intended purpose; – permit effective cleaning, maintenance and inspection; and – minimise and manage the exposure of product to hazards or other risk factors. • Internal surfaces and structures of transportation units that may affect product are constructed of material that is: – easily cleaned, and can be sanitised (when required); – durable and capable of withstanding normal operating conditions; and – free from depressions, pits, cracks, and crevices that may harbour contaminants. • The internal surfaces of transportation units (e.g. walls, ceiling and floors) that are subject to wet cleaning are constructed of material that is impervious, and designed to facilitate the drainage or removal of water. **Refrigeration facilities and Equipment** • Refrigerated transportation units are designed, constructed and equipped to ensure that the specified temperatures are maintained throughout transportation. • Equipment for the control and accurate monitoring of temperatures and any other required refrigeration parameters (e.g. humidity, air-flow) are provided and operated at all times while refrigeration facilities are in use. *Note: The system should allow the driver to be able to monitor the temperature of the refrigerated transportation unit at a frequency necessary to ensure that the required temperatures are maintained during a particular journey.* • Temperature measuring devices are located to measure the internal temperature of the transportation unit at the warmest point, and are calibrated. *Note: Temperature measuring devices should be calibrated at a frequency necessary for maintaining its required accuracy. Operators should refer to the equipment supplier's recommendation for guidance. The warmest point of a refrigerated truck is usually the area near the return air inlet on the evaporator, or in a bad air flow area of the unit.* **Repairs and maintenance** • The condition of the transportation units and related equipment is regularly checked for any deficiencies that could lead to damage or deterioration of product or packaging. Any deficiencies identified are recorded, along with corrective action taken. • All alterations, repairs and maintenance work on transportation units and equipment (including refrigeration units) are done in a manner that minimises the exposure of product or packaging 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 transportation units by the transport operator. *Note: The requirements given in this section apply to repairs and maintenance of the transportation unit where the product is contained, and any equipment that could affect the preservation or hygienic status of*

	product being transported (e.g. refrigeration unit). It does not apply to the repairs and maintenance of the vehicle itself. **Recording issues and findings** • Issues or findings requiring action are recorded in the Repairs and Maintenance Register. **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person. • The pre-operational check list is used to record issues.
Show	• Maintenance records for transportation units. • Completed Repairs and Maintenance Register. • Any equipment specifications and manufacturer's instructions, e.g. any specifications or manuals related to refrigeration units. • Any problems or deficiencies identified, corrective action taken. • Calibration records.
Ref.	• Animal Products (Dairy) Regulations 2005, Regulations 9 and 13 • DPC4: Animal Products (Dairy). Approved Criteria for Storage and Transportation of Dairy Material and Products, Clause 6.

E. Cleaning and Sanitation

Know	To ensure the effective cleaning and sanitation of transportation units and equipment to prevent or minimise the contamination of products, packaging, equipment or the environment.
Do	**Hygiene checks** • Transportation units and equipment are checked to ensure they are visually clean and ready to operate: – at start-up each morning (pre-operational check); – after cleaning at any spills; and – after any repairs or maintenance. **Cleaning and sanitation** • Transportation units and equipment are maintained in good operating and hygienic condition so that contamination and deterioration of product is minimised. • The cleaning of transportation units and equipment is undertaken following the procedures in the written cleaning programme or schedule. The cleaning programme or schedule sets out the: – procedures for cleaning the transportation units and equipment, – chemicals that are used, – frequency of cleaning, – person responsible for cleaning, and – records to be kept. • Before being used to transfer any product, transportation units are checked to ensure that they are visibly clean, dry and with no other signs of contamination (e.g. off-odour). The results of these checks are recorded. **Chemicals** • 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. **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person. The frequency of checks is determined by the results of recent checks.
Show	• Cleaning schedules and procedures. • Cleaning and pre-operational records. • Completed Chemical Register. • Any problems detected. • Any corrective action taken.
Ref.	• Animal Products (Dairy) Regulations 2005, Regulations 8, 9 and 10.

F. Operating Procedures

Know	To ensure transport and handling procedures maintain the intended state of preservation and prevent contamination, so that product remain fit for purpose.
Do	**Vehicles** • An up-to-date list of vehicles covered by the RMP is maintained. • Only those vehicles that are listed are used for the transport of product. • Vehicles (or transportation units e.g. containers) are equipped and operated to: – maintain the status of product; and – minimise hazards and other risk factors. **Handling during transportation** • Product is handled and transported in a manner that minimises: – the risks of contamination, spoilage or deterioration; – the proliferation of pathogenic microorganisms; and – the development of toxins. • To prevent avoidable contamination, the doors of fully enclosed freight compartments on transportation units are kept closed except when: – loading and unloading; – carrying out cleaning, repairs, and maintenance; and – otherwise necessary for the operation of the transportation unit. • The accompanying documentation provides the following information: – identity of the material or products; – amount of material or products; – the source of the products; – the time when it was loaded into the transportation unit; – the destination of the products; and – the time when it was delivered. *Note: The temperature of chilled and frozen products should be taken and recorded before loading into the transportation unit and at delivery of the products. Some companies take product temperatures when products are dispatched and received. If product temperatures are not taken by the driver himself, and the supplying or receiving company takes product temperatures, the driver should try to ensure that temperature measurements are taken in his presence (i.e. drivers should not rely on temperatures notified by operators that are not collected in their presence) and that he records the actual measurements taken.* • Chilled or frozen products are loaded, transported, and unloaded without unnecessary delay to ensure that required product temperatures are maintained. • Products are adequately protected from the elements and environmental contaminants during loading and unloading. • Doors of transportation units are kept closed when not loading or unloading. • Products are kept separate and protected from other products that may taint or contaminate them. • Products with damaged packaging are handled in manner that minimises: – the exposure or spillage of the product (e.g. products can be wrapped and sealed); – contamination or deterioration of the product; and – contamination of other products and the transport environment. **Refrigeration control** • Refrigeration units are operated in such a manner so that the required temperature of products is maintained throughout transportation. • Refrigerated transportation units are loaded within their designed refrigeration capacity. • Procedures are in place for minimising condensation drip on to products or equipment.

	• Equipment for the control and accurate monitoring of temperatures and any other required refrigeration parameters (e.g. humidity, air-flow) are operated at all times while refrigeration facilities are in use. • The temperature of the refrigerated transportation unit is checked by the driver at a frequency necessary to ensure that required temperatures are maintained during the transport of products. *Note: Temperature readings should be taken and recorded at the start and end of the journey. Factors that may affect refrigeration performance (e.g. breakdowns) should also be recorded by the driver.* **Non-compliance notification** • The day-to-day manager is notified by the driver without unnecessary delay when the following occurs: – damage, spillage, contamination or loss of product; – failure to maintain product temperature, including refrigeration failure; – malfunction or significant damage of a transportation unit (eg vehicle breakdown or crash); or – product security or traceability has been compromised. • The RMP verifier is notified without unnecessary delay when: – any non-compliance occurs (or is suspected to have occurred); or – there is any significant concern about the safety or suitability of any product. • MPI is notified soon as practicable, in writing, detailing: – what occurred and whether this has (or may have) resulted in product becoming non-compliant; – an inventory of affected product; – any corrective action undertaken; and – what was done with the product when the situation was discovered. **Controlling non-complying product** • Non-complying product is clearly identified and separated from other product, until disposition is determined by the operator or the owner of the product (or, in certain cases, by MPI). • Non-complying product is handled and transported in a manner that prevents: – contamination and deterioration of other products in the same transportation unit; – further contamination or deterioration of the non-complying product; and – contamination of the transport environment. • Non-complying product is: – clearly identified; – separated from other products; and – controlled until disposition is determined by a suitably skilled person or, in certain cases, by MPI. • The disposition of any non-complying product is determined by a suitably skilled person (operator, owner of relevant goods or MPI as required) considering various factors, such as: – product safety and suitability; – the amount of product affected; – whether the product have been released for distribution or not; – whether the product can be reprocessed; and – any instructions from MPI or the RMP verifier. **Monitoring** • Compliance with these procedures is checked at least _____ by the responsible person.
Show	• Temperature records. • Documentation accompanying consignments.

	• Any product temperature records. • Any problems detected. • Any non-compliance that occur; and corrective action taken.
Ref.	• Animal Products (Dairy) Regulations 2005, Regulation 8. • Animal Products (Risk Management Programme Specifications) Notice 2008, clause 9 and 11.

Part 3: Hazard Identification and Control

Know	To identify the hazards that are reasonably likely to occur at each process step (including all inputs). To ensure that appropriate controls are included in the RMP so that products are fit for their intended purpose.
Do	Procedures • GOP are followed as outlined in the Supporting Systems listed in the RMP Document List. • A hazard analysis has been conducted to identify any critical limits. • No critical control point (CCP) has been identified for the transport of product. • All identified hazards are expected to be adequately controlled by GOP, as shown in the table overleaf.
Show	• Completed records of GOP.
Ref.	• Animal Products Act 1999, section 17. • Animal Products (Risk Management Programme Specifications) Notice 2008, clause 10 and 11.

Table 2: Hazard ID and Control

Process step	Hazard reasonably likely to be introduced by input	Impact of process step on existing hazards/Introduction of new hazards	Control measures to prevent/minimise or eliminate hazard *	Supporting system
Loading / unloading	Harmful enteric bacteria e.g. *Salmonella* spp., *E. coli O157:H7*, *Campylobacter jejuni* associated with contamination.	Microbiological growth in chilled or frozen products due to unacceptable increase in temperature due to delays in loading or unloading.	• Timely transfer of products into refrigerated environment; checks of product temperature at receiving or delivery. • Cleanliness of vehicle. • Effective refrigeration.	F. Operating Procedures
Transfer and handling of products	Harmful enteric bacteria	Microbiological and physical contamination of products due to damage to packaging as a result of improper handling.	• Proper handling of products, and operation of forklifts and other conveyances. • Training of workers.	F. Operating Procedures B. Personnel Health & Hygiene
	Harmful enteric bacteria	Microbiological contamination of exposed product due to poor hygiene practices.	• Personnel health requirements and hygienic practices. • Training of workers.	B. Personnel Health & Hygiene B. Personnel Health & Hygiene
Transport of product	Harmful enteric bacteria	Microbiological, chemical or physical contamination from improperly cleaned or maintained container, vehicle or conveyance; or from other products that are transported at the same time.	• Cleaning and maintenance of containers, vehicles and other conveyances. • Proper separation between incompatible products, or products with different hygiene status.	D. Design, Construction & Maintenance E. Cleaning & Sanitation F. Operating Procedures
		Microbiological growth in refrigerated products due to refrigeration failure.	• Proper design and construction of refrigeration units. • Maintenance of refrigerated transportation units, proper temperature control and monitoring.	D. Design, Construction & Maintenance D. Design, Construction & Maintenance F. Operating Procedures
		Microbiological growth in chilled or frozen products due to unacceptable increase in temperature due to delays in delivery.	• Timely transfer of products into refrigerated environment; checks of product temperature at receiving or delivery.	F. Operating Procedures

Process step	Hazard reasonably likely to be introduced by input	Impact of process step on existing hazards/Introduction of new hazards	Control measures to prevent/minimise or eliminate hazard *	Supporting system
			• Maintenance of refrigerated transportation units, proper temperature control and monitoring.	D. Design, Construction & Maintenance F. Operating Procedures

* Some of the control measures given may not be the responsibility of the transport operator or driver depending on the scope of their transport operation and agreements with their clients.