Te Pou Oranga Kai O Aotearoa

RISK MANAGEMENT PROGRAMME TEMPLATE FOR DUAL OPERATOR BUTCHERS

Disclaimer

(1) Considerable effort has been made to ensure that the information provided in the Dual Operator Butchers' Risk Management Programme Template is accurate, up to date, and otherwise adequate in all respects. Nevertheless, this Template is approved STRICTLY on the basis that the Crown, the New Zealand Food Safety Authority, 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 Template:

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b) without limiting a) above, fully exclude any and all liability of any kind, on the part of any and all of them, to any person or entity that applies the Template.

NB: This is a cover page only and is not to be used by the butcher as part of their RMP.

Acknowledgements

The NZFSA would like to thank the following organisations for permission to include information out of their guides:

- The New South Wales Food Authority, NSW, Australia:

  A Guide to Food Safety Programs for a Retail Meat Premises, Published by 'NSW Food Authority', March 2002.
- Commonwealth of Australia,

  Guidelines for Good Manufacturing Practice in the Smallgoods Industry, Commonwealth of Australia ,1992, ISBN 0 644 24894 7.
- Meat and Livestock Australia:

  Guidelines for the safe manufacture of smallgoods. A copy of this Guideline is available from MLA (www.mla.com.au/publications) at a cost of AUD30.00

Title Page

Section 1: Business Identification Information required by Animal Products Act 1999, sections 19 and 20.	
Business ID: _____ *(Use DOB listing number from http://www.nzfsa.govt.nz/animalproducts/registers-lists/service-providers/index.htm or leave blank if you don't know what it is and NZFSA will add it in for you).*	RMP No.: 01

Section 2: Operator Name, Business Address and Contact Details Information required by Animal Products Act 1999, sections 19 and 20.	
Legal entity: *(tick one)* [ ] Company [ ] Sole trader [ ] Partnership	Details *(Fill out appropriate line – should correspond with the box you have ticked.)*: Name listed at Companies Office: *or* Name of business owner: *or* Names of Partners:
Trading name *(if different):*	
Physical address of premises:	Postal address *(for communication):*
Phone No: Fax No:	E-mail address: [ ] Tick to consent to get electronic information
Name, position or designation of Day-to-day Manager of RMP	**Contact Details (if different from above)**

Section 3: Training and Experience of Responsible Person(s) - Could be butcher or an employee. Information required by Animal Products (Risk Management Programme Specifications) Notice, clause 13.			
Name(s) *(1 name per column)*			
Butchery Experience (Years)			
Basic food safety training ***(Tick all those attended by each person. Must have at least 1 person in the butchery who has achieved/attended one or more of the following by 31 December 2005).***			
NZQA Unit Standard 167			
NZQA Unit Standard 2505			
Apprenticeship with food hygiene in syllabus (Need to show relevant topics were covered)			
Basic workshop approved by NZFSA			
Other approved by NZFSA (*Specify*):			
Advanced food safety training: Required by 1 July 2007. ***(Note: The training programme for high-risk products will be developed / agreed with stakeholders.)***			

Table of Contents

Section 4: RMP Document List, Responsibilities For and Authorisation of RMP
Information required by Animal Products (Risk Management Programme Specifications) Notice, clauses 13, 16 and 20.

[✓] I confirm that all of the above documents are attached and are appropriate for my operation.

[✓] I confirm that all facilities and equipment necessary to implement the RMP are available and ready to operate.

[✓] I confirm that the RMP, including all attachments, has been authorised by me.

[✓] I confirm that the RMP has been, or will be, implemented as written.

Signature of Operator or Day-to-day Manager of RMP: _____

Date: / /

Section 5: Physical Boundaries

Information required by Animal Products (Risk Management Programme Specifications) Notice, clause 5.

Draw or attach a Site Plan showing:

- ***land***
- ***butchery buildings with relevant areas shown, e.g. retail area, meat reception areas (regulated and homekill), processing areas (raw products and ready-to-eat products), chillers, freezers, storage areas, smoko rooms, toilets***
- ***other buildings on the same land (even if not owned by you)***
- ***water treatment (e.g. chlorination or filtration units) or storage facilities(e.g. tanks)***
- ***location of any pest controls, e.g. electroblitzes, bait boxes***

Section 6: Special Requirements for Dual Operator Butchers
Information required by Animal Products Act, section 71 and Animal Products (Specifications for Products Intended for Human Consumption) Notice, clause 118.

[✓] The butchery is listed with the NZFSA as a homekill or recreational catch service provider.
[✓] No homekill or recreational catch animals are killed at the butchery.
[✓] A notice has been clearly displayed in the public area of the butchery making it clear that products that are not intended for sale are **also** processed at these premises.
[✓] A notice is displayed in the public area of the butchery making it clear that no product from this shop may be exported (except as allowed for under Section 50 of the Animal Products Act).

Section 7: Other Activities
Information required by Animal Products (Risk Management Programme Specifications) Notice, clause 5.

Are activities other than animal product processing and retailing occurring within the physical boundaries of the RMP?

[ ] No. *Go to section 8.*

[ ] Yes. *List each activity below and how that activity is controlled so butchery operations are not adversely affected.*

Activity: *(e.g. Retailing of pre-packaged shelf-stable foods such as baked beans, tomato sauce)*	**Control Measures:** **(***e.g. Display separately from raw products to stop contamination of outside of pack).*

Section 8: Sharing with Other Operators
Information required by Animal Products (Risk Management Programme Specifications) Notice, clause 5.

Are persons other than those covered by this RMP carrying out activities within the physical boundaries of the RMP?

[ ] No. *Go to section 9.*

[ ] Yes. *List below: who they are, each activity, how that activity is controlled so butchery operations are not adversely affected and who is responsible for ensuring that the buildings, facilities and equipment are maintained in a suitable condition.*

Other Persons: *(e.g. XXX Poultry)*	**Activity:** *(e.g. Slaughter and dressing of Poultry)*	**Control Measures:** **(***e.g. Separate processing rooms, equipment retail display cabinets and processing staff)*	**Responsibility** **(***e.g. Mr Y responsible for poultry processing rooms and equipment. RMP Operator responsible for rest).*

Section 9: Regulated Animal Products Entering Butchery *(Not homekill or recreational catch)*
Information required by Animal Products (Risk Management Programme Specifications) Notice, clause 6

[ ] Beef	[ ] Mutton	[ ] Pork	[ ] Poultry
[ ] Fish	[ ] Shellfish	[ ] Venison	[ ] Ostrich / Emu
[ ] Eggs	[ ] Honey	[ ] Dairy products	
Add others if necessary:	[ ]	[ ]	[ ]

Section 10: Final Product and Process Description – Regulated Animal Products *(Use one row for each product made)* Information required by Animal Products (Risk Management Programme Specifications) Notice, clauses 6, 7 and 9					
Product (e.g. ham, sausages, bacon, raw meat, bones, salami, pet rolls)	**Intended Consumer *(Humans or Animals)***	**Product Description *(e.g. raw, pre-cooked, ready-to-eat, include any regulatory limits, Food Standards Code requirements or important product characteristics)***	**Inputs *(meat type, list of ingredients and packaging)***	**Process Steps *(Enter step numbers in order you do them for that product from list of possible steps given below, e.g. 1, 2, 4, 19, 20, 21, 22)***	**Shelf life for packaged ready-to-eat products**

Process Steps: (Add more numbers and steps if necessary to cover other processes)

1. Receive regulated food products
2. Store / release to processing
3. Thaw / temper
4. Carcass break-up (bone, cut, trim, dice and slice)
5. Grind / bowl chop
6. Prepare and add ingredients
7. Marinate / cure / soak in brine
8. Inject
9. Massage / tumble
10. Fill casings
11. Form (patties etc)
12. Fermentation / Maturation
13. Dry
14. Smoke
15. Low heat treat/blanch/partially cook
16. Fully cook
17. Cool
18. Slice / shred
19. Package
20. Weigh / Label
21. Store Final Product
22. Display / Retail sale
23. Load out / Delivery of wholesale products

Dual Operator Butcher RMP

Date: / /

Section 10: Final Product and Process Description – Regulated Animal Products (Continued) ***Copy sheet enough times to give room for all your products***					
Product (e.g. ham, sausages, bacon, raw meat, bones, salami, pet rolls)	**Intended Consumer** ***(Humans or Animals)***	**Product Description** ***(e.g. raw, pre-cooked, ready-to-eat, include any regulatory limits, Food Standards Code requirements or important product characteristics)***	**Inputs** ***(meat type, list of ingredients and packaging)***	**Process Steps** ***(Enter step numbers in order you do them for that product from list of possible steps given below, e.g. 1, 2, 4, 19, 20, 21, 22)***	**Shelf life for packaged ready-to-eat products**

Initials:

Risk Management Programme — Attachment A

DESIGN, CONSTRUCTION AND MAINTENANCE OF FACILITIES AND EQUIPMENT **PAGE:** 1 OF 2 **DATE:** / /

1. Purpose / Scope

To ensure that all buildings, facilities and equipment are designed, constructed, installed and operated in a sanitary manner that minimises contamination of product, packaging, other inputs, equipment, and the processing environment.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Product Regulations 2000, regulation 10.

Animal Products (Specifications for Products Intended for Human Consumption) Notice, clauses 5, 6, 7, 16, 19 and 28.

3. Procedures

3.1 Buildings and facilities

[✓] Internal structures of buildings, including floors, ceilings and walls, are designed and constructed to:

- minimise contamination of products;
- assist in cleaning and maintenance;
- minimise pests; and
- minimise environmental contaminants.

[✓] Floors that are subject to wet cleaning are constructed of impervious material and are easy to clean.

[✓] Facilities are available and kept in a satisfactory condition for:

- hygienic processing and packing of products;
- storage of chemicals, cleaning agents and other materials;
- personnel hygiene (e.g. accessible hand washing facilities with hand cleanser and clean towels or drying devices, toilets, and storage lockers); and
- effective drainage and disposal of wastes.

[✓] Facility and equipment layout allows for good hygienic practices, access by personnel and effective cleaning.

[✓] Lighting is sufficient to enable effective operations.

[✓] Any glass, including light fixtures, is of a safety type, or otherwise protected to prevent contamination of the products, materials or packaging.

3.2 Equipment

[✓] Equipment that comes into contact with products is:

- designed, constructed, installed and operated in a manner that: minimises the contamination of the product; and
- constructed of materials that are fit for purpose, inert, durable easily cleaned and sanitised.

[✓] Suitable cleaning equipment is available (refer to **Attachment E**).

[✓] Any equipment designed to cool products is operated within its design and capacity, and consistently delivers the required temperature.

[✓] Air that is used for the purpose of processing (e.g. compressed air, drying air) and comes in direct contact with products is filtered and comes from a source that is clean.

3.3 Repairs and maintenance

[✓] Alterations, repairs and maintenance are done when necessary to ensure that facilities and equipment are in a suitable condition for processing.

[✓] Alterations, repairs and maintenance are done in a manner that minimises the exposure of product or packaging to hazards.

[✓] Once the work is completed the affected areas and surfaces are cleaned effectively before use.

3.4 Monitoring

[✓] Compliance with sections 3 and 4 of this attachment is checked at least monthly by the responsible person (**see Section 4: Document List**).

4. Records Kept

[✓] Any alterations, repairs or problems detected;

[✓] Any corrective action taken (follow the procedure in **Attachment J**, 3.1).

Risk Management Programme — Attachment B

PEST CONTROL **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To control pests and minimise contamination of products, packaging, other inputs, equipment, and the processing environment. Pests include rodents, birds, insects, dogs and cats.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Product Regulations 2000: 9, 10 and 11.

3. Procedures

3.1 Control of pests

[✓] 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.
[✓] Drains are fitted with screens.
[✓] Insect screens are fitted on windows that are kept open during operations.
[✓] Insect screens are fitted on external doors that are kept open during operations.
[✓] Buildings, external surroundings and waste bins are kept clean and tidy to prevent potential breeding sites.
[✓] Buildings are kept in good repair.
[✓] Pets are not permitted to enter the building.

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

[✓] Pesticides are approved, handled, used and stored according to chemical control requirements (see **Attachment C**).
[✓] Bait stations are located and installed so they cannot contaminate product or packaging. Bait stations are not located inside any processing area.
[✓] Bait stations are checked regularly.
[ ] Electroblitzes 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.

3.3 Handling and disposition

[✓] Where there is evidence of contamination by pests, the following actions are carried out:

- Affected products are dumped;
- Affected packaging is either washed and sanitised (where practicable) prior to use, or is not used for packing any product for human or animal consumption;
- Affected food contact surfaces are cleaned and sanitised prior to use.

3.4 Monitoring

[✓] Compliance with sections 3 & 4 of this attachment is checked at least monthly by the responsible person (**see Section 4: Document List**).

4. Records Kept

[✓] Records of pesticide use;
[✓] Location of bait stations *(may be shown on site map used to show physical boundaries);*
[✓] Any corrective action taken (follow the procedure in **Attachment J**, 3.1).

Risk Management Programme — Attachment C

CHEMICAL CONTROL **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To ensure that chemicals are approved, handled, stored and used in a manner that minimises the contamination of products, packaging, other inputs, equipment, and the processing environment. Chemicals include maintenance compounds used for cleaning, sanitation, fumigation, pest control, and repair and maintenance of equipment.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Product Regulations 2000, regulation 11.
Animal Products (Specifications for Products Intended for Human Consumption) Notice, clause 21 and the separate Notice on Approved Maintenance Compounds.

3. Procedures

3.1 Purchase and receipt

[✓] All chemicals are approved for intended use. See Notice on Approved Maintenance Compounds under 2 above.
[ ] All chemicals are checked upon receipt to confirm that they are correct as ordered.

3.2 Storage

[✓] Chemicals are stored away from products, ingredients and processing aids.
[✓] The chemical storage area is kept clean and tidy.
[✓] Chemicals are kept in sealed containers when not in use.
[✓] Chemicals are clearly labelled with the name and manufacturer of the chemical.
[✓] All containers/implements used for measuring or pouring of hazardous chemicals are labelled 'For Chemicals Only'.

3.3 Use

[✓] All chemicals are used according to the directions of the manufacturer and the conditions of the approval.
[✓] Directions for use are readily available to the user (e.g. given in the label or product information data sheets).
[✓] Chemicals are handled and used by or under the supervision of suitably trained or experienced personnel.
[✓] Products and exposed packaging are removed from the area or kept protected (e.g. covered) prior to the use of chemicals (e.g. insecticide sprays) which may result in their contamination.
[✓] Equipment and other food contact surfaces are cleaned by thorough washing after exposure to chemicals that are not approved for food contact (e.g. after spraying with insecticide is completed).

3.4 Handling and disposition

[✓] Empty chemical containers are not re-used in a way that could contaminate product.
[✓] When contamination by a hazardous chemical occurs, the following actions are carried out:

- affected inputs and products are considered unfit for human or animal consumption,
- affected food contact surfaces are cleaned and sanitised prior to reuse, and
- affected packaging is washed and sanitised (where practicable) prior to use, or not used for packing product.

3.5 Monitoring

[✓] Compliance with sections 3 & 4 of this attachment is checked at least monthly by the responsible person (**see Section 4: Document List**).

4. Records Kept

[✓] Approved chemicals used on premises (e.g. list, receipts, delivery dockets, invoices)
[✓] Any problems detected and the corrective action taken (follow the procedure in **Attachment J**, 3.1).

1. Purpose / Scope

To ensure that all personnel are fit to undertake their duties in a hygienic manner to minimise contamination of product.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Product Regulations 2000, regulation 12.

Animal Products (Specifications for Products Intended for Human Consumption) Notice, clause 23.

3. Procedures

3.1 Induction and on-going supervision of workers

[✓] New workers 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 new workers are adequately trained on their specific tasks as provided for in this template.

[ ] Where appropriate, clear instructions on hand washing, use of protective clothing, and other hygienic practices are posted in the premises to reinforce the procedures.

3.2 Sickness policy

[✓] No one (including an employee, contractor, maintenance worker, visitor etc) is permitted to be in a food-handling area if suffering from:

- vomiting or diarrhea or has suffered from this in the previous 24 hours.
- jaundice (yellowing of the skin) or who is suspected of having hepatitis A, or who has hepatitis A *(see exclusion guidelines in section 6 of Resource Manual).*
- scaly, weeping or infected skin that cannot be totally covered during food handling *(see exclusion guidelines in section 6 of Resource Manual).*

[✓] If a food-handler vomits whilst at work or has vomited or had diarrhoea in the previous 24 hours, this **must be reported immediately to the butcher**. The food handler must be excluded immediately from all food handling areas. The affected area and all contaminated surfaces, including equipment and utensils must be cleaned and sanitised (this may also include toilet seats, handles, taps, etc in staff facilities where appropriate). Any food that may have become contaminated must be disposed of.

[✓] Any food handler who has had two or more episodes of diarrhoea or **any** vomiting within a 24 hour period must seek medical advice and have a faecal specimen analysed to identify the cause of illness.

[✓] The butcher must ensure the food-handler is excluded from the premises until they meet the appropriate clearance criteria *(see exclusion guidelines in section 6 of Resource Manual).*

[✓] The butcher may determine whether a sick food handler can be given alternative work that does not involve direct contact with open food, or with surfaces and equipment in areas where food is stored or processed.

[✓] A record of all employee illnesses is kept.

[✓] If in the application of this policy the management is uncertain whether or not a food handler may pose a risk, advice will be sought from the local public health unit.

NB: Further details and exclusion guidelines are given in the Resource Manual.

3.3 Protective clothing

[✓] All personnel who enter processing areas wear suitable clean protective clothing and foot wear.

[✓] Outer protective clothing is changed when it is visibly soiled and at least daily.

[✓] Outer protective clothing is changed after handling/processing of raw product and before handling/processing of cooked or ready-to-eat products. This does not apply in the retail area.

3.4 Washing of hands and arms

All personnel are required to wash their hands:

[✓] before commencing work;

[✓] after every toilet visit;

[✓] after handling or coming into contact with dirty equipment or surfaces or waste material;

[✓] after contaminating hands from coughing, sneezing, and blowing the nose; or

[✓] at any time they become soiled.

Hand-washing and drying should involve:

- rinse hands in warm water (5 seconds);
- apply soap or sanitizer and rinse hands (15 seconds);
- rinse off soap or sanitizer in warm water (5 seconds);
- drying hands (10 seconds).

3.5 Behaviour

[✓] All personnel behave in a manner that prevents the contamination of product, packaging, equipment and the processing environment. Eating, drinking, smoking or spitting are not allowed inside the processing areas.

3.6 Visitors and contractors

[✓] Visitors and contractors are required to report to the butcher on arrival at the premises.

[✓] If a visitor or contractor is visibly ill the butcher has the right to deny them access to operative processing areas.

[✓] Visitors and contractors who may have contact with the product or product contact equipment are required to wear clean protective clothing and footwear provided by or approved by the butcher in operative processing areas.

[✓] Product is protected or removed while a contractor is working in processing areas.

3.7 Handling and disposition

[✓] When contamination occurs, e.g. from human blood or pus, the following actions are carried out:

- affected products are considered unfit for human or animal consumption;
- affected food contact surfaces are cleaned and sanitised prior to reuse; and
- affected packaging materials are not used for packing of products.

3.8 Monitoring

[✓] Compliance with sections 3 & 4 of this attachment is checked at least monthly by the responsible person (**see Section 4: Document List**).

4. Records Kept

[✓] Records showing compliance with section 3.2 above (including sickness records and medical certificates)

[✓] Induction / training records.

[✓] Any problems detected, and any corrective action taken (follow the procedure in **Attachment J**, 3.1).

Risk Management Programme — Attachment E

CLEANING / HOUSEKEEPING **PAGE:** 1 OF 2 **DATE:** / /

1. Purpose / Scope

To ensure the effective cleaning and sanitation of the butchery facilities and equipment.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Product Regulations 2000, regulations 9, 10 and 11.

Animal Products (Specifications for Products Intended for Human Consumption) Notice, clauses 19, 20 and 21.

3. Procedures

3.1 Hygiene checks

[✓] Processing areas and equipment are checked by staff to ensure they are visually clean and ready to operate:

- At start-up each morning; and
- After cleaning at any changeovers (see 3.3 below) ; and
- After any repairs or maintenance.

3.2 Waste management

[✓] Process scraps and waste, including wrapping and packaging, are not allowed to contaminate product, equipment or personnel.

[✓] Process scraps and waste are collected in identified or colour coded containers to prevent cross-contamination.

[✓] Waste packaging is not allowed to accumulate in a food area.

[✓] Waste containers are cleaned and sanitised when necessary.

3.3 Cleaning (Details on next page)

[✓] The processing facilities and equipment are cleaned and sanitised as necessary and at least after every day's production.

[✓] All relevant equipment, containers and food-contact surfaces (e.g. tables, cutting boards, hooks, knives, saws, bins, mincers) are cleaned and sanitised at **changeovers**, e.g. from red meat to poultry or fish, from the processing of unregulated to regulated products, from processing of uncooked to cooked or ready-to-eat products, and from pet food to products for human consumption.

[✓] Exposed food is removed from chillers prior to cleaning of chiller.

[✓] Cleaning equipment is cleaned and sanitised daily.

[✓] Dedicated cleaning equipment is used for **critical** hygiene areas and is colour coded or labelled.

[✓] All cleaning cloths used on food contact areas are rinsed and sanitised or discarded after each use.

[✓] Scouring pads when not in use during the day scouring pads are kept dry or placed in a sanitiser solution.

[✓] Cleaning solutions and sanitisers are used in accordance with manufacturer's instructions and conditions of approval.

[✓] After being cleaned and sanitised, food product contact surfaces should be visually inspected for product residue.

[✓] Wet cleaning of equipment is not conducted in the presence of exposed finished product.

[✓] High pressure cleaning is avoided during processing to prevent aerosols from contacting food, food contact surfaces or food packaging materials.

[✓] Hose nozzles are kept off the floor at all times to prevent back-siphonage and contamination of staff hands.

[✓] Floor drains are cleaned and sanitised daily but not during production. Splashing during cleaning is avoided.

3.4 Monitoring

[✓] Compliance with sections 3 & 4 of this attachment is checked by the responsible person (**see Section 4: Document List**). The frequency of checks is determined by the results of recent checks.

Risk Management Programme Attachment E

CLEANING / HOUSEKEEPING **PAGE:** 2 OF 2 **DATE:** / /

Area/item to be cleaned ***(Add more rows if necessary)***	**Cleaning method, procedure, any chemicals used** ***(Enter letters showing steps in order you do them for that area from list of possible steps given at bottom of page, e.g. D, W, R, H, R, S, R. Add details e.g. temps if useful)***	**Frequency (e.g. daily, weekly)**
Processing room floor and drains		
Processing room ceiling and walls		
Racks, rails, hooks		
Knives and other utensils		
Equipment requiring dismantling e.g. slicers, dicers, grinders, bandsaws, blenders, fillers, injectors		
Brine tanks		
Tubs, buckets, containers, waste containers		
Benches, sinks		
Chopping block, cutting boards		
Cleaning between changeover (e.g. raw versus cooked)		
Smokehouse		
Cookers		
Chillers		
Freezers		
Storerooms		
Retail area / Display cases		
Toilets / Hand basins		
Smoko Area		

4 Records Kept

[✓] any problems detected, e.g. at pre-operational inspections; and

[✓] any corrective action taken (follow the procedure in **Attachment J**, 3.1).

Cleaning Steps: *(Add other codes if necessary)*

C = Cold wash D = Dismantle H = Hot wash R = Rinse S = Sanitise W = Waste Removal

Risk Management Programme — Attachment F

1. Purpose / Scope

To ensure that potable water is available for hygienic operations and good manufacturing practices so that resulting products are fit for their intended purpose.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products (Specifications for Products Intended for Human Consumption) Notice, clauses 8, 9, 10, 11, 12 and Schedule 1.

3. Procedures

3.1 Supply

[✓] An adequate supply of potable water (e.g. suitable for drinking) is available and used wherever water comes into direct or indirect contact with processing areas, equipment, personnel, materials or products.

3.2 Source

Water used within the premises is from:

[ ] an independent supplier (e.g. local council): _____

and / or

[ ] own supply without treatment: **Complete *Record 1 then Attachment F1*** *and the rest of this attachment.*

[ ] an independent or own supply with additional treatment: ***Complete Attachment F2*** *and the rest of this attachment.*

Ice used within the premises is:

[ ] made hygienically on site from potable water; and/or

[ ] bought in from an independent supplier: _____

[ ] Steam used within the premises is made from potable water.

3.3 The reticulation management plan

The butcher is responsible for maintaining any water pipes and storage tanks at the butchery.

[✓] Water pipes, storage tanks and other parts of the reticulation system are maintained in good condition.

[✓] There is no unintentional mixing of potable and non-potable water (e.g. town supply and untreated roof water).

[✓] If water used within the processing room is observed to have unusual colour, sediment, or smell, the butcher will seek expert advice on water treatment and use.

[✓] The reticulation system is flushed (i.e. taps are opened at point-of-use to allow a significant flow of water to occur) after any repairs to the system, or if water is not used for more than 7 days, to ensure that stagnant water, rust, scale and other material is flushed out of the system.

3.4 Water sampling and testing

[✓] Water is tested to confirm potability:

- once for each new RMP where the water is from own supply without treatment, or from an independent or own supply with additional treatment, unless adequate testing records exist to demonstrate potability; and
- after significant changes to the water system; and
- if non-conforming product is traced back to water problems; and
- annually for own supply (see **Attachment F1**) and/or treated supplies (see **Attachment F2**).

Water testing methods:

[✓] Water is sampled at the point of use and meets the criteria set out in Table 1. *(If criteria not met go to **Attachment F2**)*

[✓] Microbiological testing is done by a laboratory registered for the required analysis, or a laboratory with persons who are accredited as signatories for the required analysis. Microbiological samplers are trained or instructed by the laboratory.

[✓] Chlorine, pH and turbidity measurements are performed by a suitably skilled person using documented methodologies (including calibration procedures) and/or calibrated equipment.

Table 1: Quality of Potable Water

Measurement	Criteria
Faecal coliforms	Must not be detectable in any 100 ml sample
Chlorine (when chlorinated)	Not less than 0.2mg/l (ppm) free available chlorine with a minimum of 20 minutes contact time
pH (when chlorinated)	6.5 to 8
Turbidity	Should not routinely exceed 1 NTU Must not exceed 5 NTU

3.5 Non-complying water

If the operator has reason to believe that the water is not fit for use then all operations requiring potable water will cease until: *(tick the options you want to have)*

[ ] the water is given additional treatment to make it potable and **Attachment F2** is completed; or

[ ] an alternative potable water supply is established (e.g. by trucking in potable water); or.

[ ] there is evidence that the water supply is now potable, i.e. the requirements of Table 1 are met.

3.6 Handling and disposition

[✓] If contamination with non-potable water occurs, the following actions are carried out:

- affected products are considered unfit for human consumption unless they receive adequate treatment to control hazards from the water. They may be downgraded to animal consumption depending on the nature of the hazard;
- affected food contact surfaces are cleaned and sanitised prior to reuse; and
- affected packaging is either washed and sanitised (where practicable) prior to use, or is not used for packing product.

3.7 Monitoring

[✓] Compliance with sections 3 & 4 of this attachment is checked at least annually by the responsible person (**see Section 4: Document List**).

4. Records Kept

[✓] Any completed Assessment of Water Supply Status checklists – See Record 1.

[✓] Any water treatment applied.

[✓] Observations from monitoring.

[✓] Any water testing results.

[✓] Any corrective action taken (follow the procedure in **Attachment J**, 3.1).

Risk Management Programme Attachment F1

WATER – OWN SUPPLY **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To provide additional controls to those given in **Attachment F**, to ensure that water that is supplied by the butcher (e.g. bore, roof water) is potable. *(Only fill this out if you have your own supply).*

2. Regulatory Requirements

See **attachment F.**

3. Procedures

3.1 Assessment of water supply status

[✓] Record 1 has been completed and Part 6 of that record shows that the water supply is:

	Yes	No *(tick appropriate boxes)*
Secure	[ ]	[ ]
Satisfactory	[ ]	[ ]

(If both answers are yes:

- *test the water supply annually to confirm ongoing potability - see 3.4 of **Attachment F**; and*
- *go to **Attachment F1**, 3.3).*

(If any answer is no, go to 3.2).

3.2 Water management plan

Reason that water source was assessed as unsatisfactory or not secure:_____

Can you fix the problem or is treatment needed? *(Tick one of the boxes below)*

[ ] Fix. *(Fill out the rest of this attachment in full).*

[ ] Treatment needed. *(Fill out 3.3 of this attachment and **Attachment F2**).*

Action taken to fix problem:_____

[✓] After fixing, water is retested and results now confirm potability *(See 3.4 of **Attachment F** for testing details).*

3.3 Reassessment of the water supply status

[✓] The potable water supply is reassessed by completing Record 1:

- at least once every 3 years, and
- prior to using a new source of water; and
- within 1 month of any changes to the environment on or around the water source that may affect the water quality.

Risk Management Programme Attachment F2

WATER – TREATED (OWN OR INDEPENDENT SUPPLY) **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To ensure that where a butcher's own water supply is not yet potable it is treated to make it potable.

To provide for additional treatment of independent supplies (e.g. town supply) where necessary.

(Only fill this attachment out if required by responses given when completing Attachment F or F1).

2. Regulatory Requirements

See Attachment F.

3. Procedures

3.1 Water treatment

Method *(tick all those that apply)*

[ ] Filtration

[ ] Chlorination

[ ] Ultraviolet light

[ ] Ozone

[ ] Other *(Specify)*:_____

[✓] The treatment is done in accordance with the procedures in the following table *(enter details below):*

Treatment instructions ***(e.g. set up, frequency of treatment, etc)***	**Limits**	**Monitoring / testing** ***(e.g. daily test for free available chlorine for chlorination)***	**Corrective action**

[✓] Water test after treatment confirms potability *(See 3.4 of **Attachment F** for testing details).*

Risk Management Programme — Attachment G

PURCHASE, HANDLING AND STORAGE OF NON-MEAT INGREDIENTS AND PROCESSING AIDS **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To ensure that substances added to products are suitable for use.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products (Specifications for Products Intended for Human Consumption) Notice, clauses 17 and 115.

3. Procedures

3.1 Purchase and receipt:

[✓] Goods are ordered from suppliers who are trading under appropriate legislation (e.g. Food Act, Animal Products Act).

[✓] Goods are checked, on arrival or prior to use to ensure they are clearly labelled and are fit for purpose.

3.2 Storage:

[✓] Goods are stored (e.g. cupboard, room, chiller) away from chemicals. This area is kept tidy and clean.

[✓] Goods are stored at appropriate temperature as per manufacturer's instructions, e.g. room temperature, chiller or freezer.

[✓] Goods are stored off the floor and kept in sealed containers or packs when not in use.

[✓] Goods are clearly labelled with their name and manufacturer.

3.3 Use:

[✓] Goods are used before any "use by" or "expiry" dates.

[✓] Goods are used in accordance with manufacturer's instructions and the Food Standards Code requirements.

[✓] Directions for use are readily available to the user (e.g. given in the label or product information data sheets).

[✓] Gases used in contact with food are filtered and the filters maintained and changed as per manufacturer's recommendations. Filter size does not exceed 0.3 micron filter size.

3.4 Monitoring:

[✓] Compliance with sections 3 & 4 of this attachment is checked at least annually by the responsible person (**see Section 4: Document List**).

4. Records Kept

[✓] Records of purchase of goods (e.g. receipts, delivery dockets, invoices);

[✓] Any problems detected; and

[✓] Any corrective action taken (follow the procedure in **Attachment J**, 3.1).

Risk Management Programme — Attachment H

PRODUCT CONTACT PACKAGING **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To ensure that product contact packaging is fit for intended purpose.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products (Specifications for Products Intended for Human Consumption) Notice, clauses 30 and 115.

3. Procedures

3.1 Compliance with regulatory requirements

[✓] Evidence is obtained from packaging suppliers to show that packaging meets either of the Australian or US standards.

Packaging Type	*(tick for each item)*
Plastic Bags	[ ]
Plastic Wrap	[ ]
Trays	[ ]
Shrink-wrap	[ ]
Soaker pads	[ ]
_____	[ ]
_____	[ ]
_____	[ ]
_____	[ ]

3.2 Receipt

[✓] Packaging is checked on arrival to ensure it is intact, clean, clearly labelled and matches the order.

3.3 Storage:

[✓] Packaging is stored in a dry area away from all chemicals. This area is kept tidy and clean.

[✓] Packaging is protected from contamination when not in use.

3.4 Use:

[✓] Packaging is visually clean and undamaged at point of use.

[✓] Dirty or damaged packaging is discarded.

[✓] Packaging materials adequately protect the product.

[✓] Packaging materials are adequately cleaned and sanitised between use if they can be reused.

3.5 Monitoring:

[✓] Compliance with sections 3 & 4 of this attachment is checked at least monthly by the responsible person (**see Section 4: Document List**).

4. Records Kept

[✓] Evidence provided by suppliers under 3.1 above;

[✓] Any problems detected; and

[✓] Any corrective action taken (follow the procedure in **Attachment J**, 3.1).

Risk Management Programme Attachment I

TRACEABILITY / INVENTORY / LABELLING **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To ensure that regulated products are identified sufficiently at receipt, processing, storage and sale for inventory control purposes, and to allow for traceability in the event of a recall.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products Act 1999, sections
Animal Products (Specifications for Products Intended for Human Consumption) Notice, clause 32.
Food Standards Code, Standard 1.2 (especially 1.2.1, 1.2.3 and 1.2.10). See Resource Manual or http://www.foodstandards.gov.au/foodstandardscode/

3. Procedures

3.1 Inventory control / Traceability

[✓] Delivery dockets/invoices and labels are checked for accuracy against goods received.
[✓] Labels are applied where necessary to maintain traceability of goods while in storage or use.
[✓] Sales to purchasers who intend to on-sell are receipted/invoiced and show the date, the product and the quantity.
[✓] Where critical controls are applied (see **Attachment P**) each separate batch or day's production (whichever is smaller) is identifiable on relevant records and labels.

3.2 Labelling

[✓] Products at point of sale / display have sufficient labelling to enable correct identification of:
- different species; and
- those products that are not suitable for human consumption but are intended for pet food.

[✓] Final product is labelled with or accompanied by directions for the use or storage of the product, where it warrants such directions for food safety, e.g. allergies.
[✓] Final product labels (where used) for retail sale contain the following information:
- Name or description of the food sufficient to indicate the true nature of the food;
- Name and business address in Australia or New Zealand of the supplier;
- Any mandatory warning or advisory statements or declarations, e.g. for allergens;
- Date Marking;
- Directions for use or storage; and
- Nutrition information panel.

[✓] Wording of any claims is checked for accuracy when new packaging or labels are ordered and delivered.
[✓] Packaging with incorrect claims is not used but is returned to the supplier or destroyed.

3.3 Monitoring:

[✓] Compliance with sections 3 & 4 of this attachment is checked at least monthly by the responsible person (**see section 4: Document List**).

4. Records Kept

[✓] Records showing goods received, e.g. delivery dockets, invoices, diary.
[✓] Any problems.
[✓] Any corrective action taken (follow the procedure in **Attachment J**, 3.1).

Risk Management Programme Attachment J

CORRECTIVE ACTION **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To ensure that if problems occur, they are managed appropriately.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

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

3. Procedures

3.1 Normal corrective action

Problems are normally identified by persons as they carry out, monitor, or verify the effectiveness of the tasks documented in the RMP. They may also be detected through customer complaints.

[✓] Problems detected through the "normal" operation of the RMP are addressed by a suitably skilled person who:

- assesses the problem;
- restores control;
- identifies and retains any suspect product and determines the product disposition appropriate to the nature of the problem and the intended use of the product (e.g. reject, rework, send to pet food or rendering, or release as is);
- takes action to stop the problem from recurring; and
- records the corrective actions (including restoration of control, product disposition and prevention of recurrence).

3.2 Corrective action for unforeseen circumstances

The RMP cannot be written to cover unusual events such as floods, fires or earthquakes. If such an event happens, appropriate corrective action must be determined on a case-by-case basis and taken.

[✓] When problems due to unforeseen circumstances are detected, the day-to-day manager of the RMP nominates a suitably skilled person to carry out the "normal" corrective actions (see above) and to be responsible for:

- doing an in depth assessment of the suspect product (by reviewing relevant processing records, analyses undertaken, inspecting the product, advice from experts, literature review etc);
- ensure product disposition as appropriate to the nature of the problem and the intended use of the product (e.g. rework, reject, release under restricted conditions, regrade for alternative use where permitted under the RMP); and
- report the following to the verifier:
  - a description of the problem and the affected product;
  - a summary of the assessment made; and
  - the decision on the disposition of the product; and
  - any actions taken to prevent recurrence of the non-compliance.

4. Records Kept

[✓] Any corrective action taken (follow the procedure in **Attachment J**, 3.1).

[✓] Any reports given to the accredited verifier.

Risk Management Programme Attachment K

RECALL PROCEDURE **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To ensure that every attempt is made to trace and get back any product that has been released and later found to be not 'fit for intended purpose'.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products (Risk Management Programme Specifications) Notice, clause 12.

3. Procedures

[✓] Where the butcher or the day-to-day manager believes that products have been released and are not fit for intended purpose a recall will be initiated.

[✓] The day-to-day manager is responsible for the recall and will:

- identify affected product (based on processing dates and times);
- put any affected product that is still at the premises on hold and separate it from other product;
- send an email or letter to the accredited RMP verifier and the NZFSA notifying of the recall, the reasons for it, the products that are affected and the actions being taken;
- coordinate all recall communications. No one else is to contact ANYONE outside of the company about the recall without agreement. Media statements are only to be made by the day-to-day manager;
- record all communications including the date, time, contact person, discussion, agreed actions, due dates etc.;
- make all reasonable attempts to contact purchasers of affected product e.g. phone known customers, if necessary, place a newspaper and/or radio advertisement in accordance with NZFSA guidelines advising of the recall;
- hold recovered product in a clearly labelled area to prevent release;
- decide what to do with any affected product. This will depend on the problem and any product inspection or test results. Product may need to be dumped (especially if the history of temperature control is not known), further processed, or regraded (e.g. to pet food) as appropriate. Contact the NZFSA or the accredited verifier for advice;
- investigate the cause of the problem and take appropriate corrective action;
- review and improve the recall procedures based on the experience gained; and
- report as soon as possible on all of the above to the NZFSA and the accredited verifier.

4. Records Kept

[✓] Load-out dockets or invoices for wholesale goods.

[✓] Diary detailing all communication about the recall and copies of all written correspondence.

[✓] Details of any product recovered and its disposition.

[✓] Recall review notes.

Operator Verification

1. Purpose / Scope

To ensure that the RMP continues to be effective and to notify the required parties when issues arise.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products (Risk Management Programme Specifications) Notice, clauses 14, 25, 26 and 27.

3. Procedures

3.1 Operator verification

[✓] The day-to-day manager of the RMP will verify that the RMP is effective by ensuring that the following checks are done.

Activity	Details	Frequency
Record checks	Collect all records and check they are correctly filled out and that all results are acceptable or that appropriate corrective action has been taken.	• When completed.
Product testing	Cooked products tested to ensure compliance with Food Standards Code.	• When new process first set up.
Staff supervision	Ensure that staff are following correct practices and procedures.	• As required.
Review of RMP	Read through RMP and amend it where necessary. If amendments are significant get them evaluated and registered.	• At least annually. • When process, product or premises change. • When RMP is not working.

3.2 Notification

[✓] The day-to-day manager of the RMP will send an email to NZFSA or a letter to the Director, Animal Products, NZFSA, PO Box 2835, Wellington notifying of any:

- change to the name or position or designation of the day-to-day manager of the RMP, or
- any emerging, new or exotic biological hazards or new chemical hazards that have been discovered.

[✓] The day-to-day manager of the RMP will send an email or letter to the recognised RMP verifying agency without unnecessary delay on discovering:

- significant concerns about the fitness for intended purpose of the product.
- that the cumulative effect of minor amendments necessitates the registration of a significant amendment to the RMP:
- that the RMP is no longer effective:
- that the premises are no longer suitable for their use:
- that anything within the physical boundaries of the RMP is used for additional purposes or by other operators and the RMP has not adequately considered relevant hazards or other risk factors.

4. Records Kept

[✓] Any information or evidence relating to operator verification activities.

[✓] Copies of any emails or letters sent to NZFSA or the recognised RMP verifying agency.

[✓] Any problems.

[✓] Any corrective action taken (follow the procedure in **Attachment J**, 3.1).

External Verification

Verifier's Freedom and Access to carry out Verification Functions (RMP Specifications 2003, clause 15)

I authorise my contracted verifier to have the freedom and access necessary to allow him/her to carry out verification functions and activities, including —

(a) having access to all parts of the premises or place and facilities within the physical boundaries of, or relating to, the risk management programme; and

(b) having access to all documentation, records and information relating to, or comprising, the risk management programme (including records held in electronic or other form); and

(c) having freedom to examine all things necessary and open any containers, packages and other associated things to inspect their contents; and

(d) having freedom to identify or mark any animal material, animal product, equipment, package, container or other associated thing; and

(e) having freedom to—

  (i) examine and take samples of any animal material, animal product or any other input, substance, or associated thing which has been, is, or may be in contact with, or in the vicinity of, any animal material or animal product; and

  (ii) test, or analyse, or arrange for the testing or analysis of such samples; and

  (iii) order retention of materials including animal material, ingredients, animal product, packaging or equipment pending testing results and decisions on disposition; and

(f) having authority to detain any animal material and animal product or other relevant things in the event of non-compliance with the risk management programme where there may be significant risk to fitness for intended purpose of animal product or suitability for processing of animal material; and

(g) having authority to intervene and direct a temporary interruption of processing in cases of significant risk to fitness for intended purpose of animal product or suitability of animal material for processing until the cause of the risk has been remedied.

Signature of operator or day-to-day manager of RMP:_____

Date:_____

[✓] A letter has been received from the verification agency confirming they will verify the RMP at all sites covered by this RMP. This letter is attached.

Risk Management Programme Attachment M

DOCUMENT CONTROL **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To ensure that all RMP documents are managed under a document control system so they are current, authorised and where necessary registered with the NZFSA, and that obsolete documents are removed from use.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products (Risk Management Programme Specifications) Notice, clause 16.

3. Procedures

3.1 Document control:

[✓] RMP documents are numbered and dated at time of issue.

[✓] RMP documents are authorised prior to use by the operator, the day-to-day manager of the RMP or a person who meets all the competency requirements.

[✓] RMP documents are authorised by signing the document list and initialling all attachments.

[✓] RMP documents are available to any person with responsibilities under the programme.

[✓] If amendments are minor the changes are hand-written onto the relevant RMP pages and implemented as soon as they are authorised.

[✓] 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 then the RMP will be registered prior to implementing the change in the butchery operations.

[✓] 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.

[✓] All RMP documents, including a copy of obsolete documents are kept for at least four years in the Manager's office.

[✓] All RMP documents, all reference material, and any archived documents are readily accessible, or can be retrieved and made available to required persons within two working days of any request.

3.2 Monitoring:

[✓] Compliance with sections 3 & 4 of this attachment is checked at least monthly by the responsible person (**see Section 4: Document List**).

4. Records Kept

[✓] Obsolete documents and document lists are filed.

Risk Management Programme Attachment N

RECORD CONTROL **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To ensure that records are kept to demonstrate compliance to the RMP. This includes monitoring, corrective action and operator verification records for all controls.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products (Risk Management Programme Specifications) Notice, clause 17.

3. Procedures

3.1 Record Control:

[✓] All records identified in the RMP are completed as required in a legible manner.

[✓] All RMP records are stored for at least 4 years.

[✓] Any electronic records are backed-up at least monthly and the back-up is held off site.

[✓] The following information is recorded on monitoring, corrective action and operator verification records—

- the date and time of the activity; and
- a description of the results of the activity; and
- the signature or initials of the person(s) who performed the activity, or in the case of electronic records, the name of the person entering the data unless access to the record is password protected.

[✓] All RMP records are made available to required persons within 2 working days of any request.

3.2 Monitoring:

[✓] Compliance with sections 3 & 4 of this attachment is checked at least monthly by the responsible person (**see Section 4: Document List**).

4. Records Kept

[✓] All those records identified throughout the RMP.

1. Purpose / Scope

To ensure that critical measuring equipment has an appropriate level of accuracy and precision for their use.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm) 3.)

Animal Products (Specifications for Products Intended for Human Consumption) Notice, clause 28.

4. Procedures (*follow instrument manufacturer's instructions where available*)

3.1 Receipt of critical measuring equipment (new or repaired)

[✓] Calibration certificates are requested from suppliers of critical measuring equipment.

3.2 Thermometer checks

[✓] All new or repaired thermometers have an **ice point check** as below unless a calibration certificate is provided:

- 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°C +/-1 °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:

- Water is boiled and the thermometer is placed in it and the reading is checked (once stabilised). It should read 100 +/- 1°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.

3.3 Chiller or freezer gauges

[✓] Coolroom temperature gauges are checked by placing another thermometer in the coolroom, next to the existing probe, for about 10 minutes then comparing against the coolroom temperature gauge.

3.4 Other measuring equipment (e.g. pH meters, ingredient weighing equipment)

[✓] Equipment is calibrated in accordance with manufacturer's instructions.

[✓] Weighing equipment for ingredients is checked with test weights between formal calibrations.
NB: Retail scales are checked under the Weights and Measures Act and so are outside the scope of the RMP.

3.5 Faulty equipment

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

3.6 Monitoring:

[✓] Compliance with sections 3 & 4 of this attachment is checked at least monthly by the responsible person (**see Section 4: Document List**).

5. Records Kept

[✓] Calibration certificates and other calibration records.

[✓] Any problems.

[✓] Any corrective action taken (follow the procedure in **Attachment J**, 3.1).

1. Purpose / Scope

To ensure the effective implementation of good manufacturing practice including appropriate process control measures at each process step identified in section 10 of the RMP, so that all products are fit for intended purpose.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products Regulations 2000, Regulation 9.

Animal Products (Specifications for Products Intended for Human Consumption) Notice, clause 116.

Animal Products (Risk Management Programme Specifications) Notice, clauses 9 and 11.

3. Procedures *(There should be details for each product and process step identified in section 10 - Final Product and Process Description - of the RMP. Where a particular process is not applicable, put N/A by the relevant heading and cross out the details for that step. Where a butchery does processes not covered here, details will need to be added at the end of this attachment for each extra step).*

3.1 Receive regulated food products

[✓] Regulated products are purchased from businesses:

- with a registered RMP; or
- an approved Food Safety Programme; or
- operating in accordance with the Food Hygiene Regulations.

[✓] The following checks and actions are done whenever practicable. If night deliveries prevent routine checks being done, random checks are made periodically or the delivery company is asked to sign a statement agreeing to meet the following requirements:

- Delivery vehicles are inspected to ensure that they are clean, do not contain other goods that could have contaminated the goods being delivered and that no unwrapped meat is in contact with the floor of the vehicle during delivery or unloading. If delivery vehicles are not acceptable, the product may be returned to the supplier.
- Badly damaged or very dirty cartons of meat are rejected and returned to the supplier and all details recorded.

[✓] Product temperature checks at time of delivery are only done when there is reason to believe that they are too high. If so, the delivery person is asked to make regular checks of subsequent deliveries until the problem is resolved.

NB: Chilled products should be at the following temperatures on arrival:

- Mammals, poultry ostriches and emus at **7°C** or colder.
- Chilled whole fish at **-1°C to + 1°C**.
- Chilled fish product at **-1°C to + 4°C**.

NB: Frozen products should be at the following temperatures on arrival:

- Poultry, mammals, ostriches and emus at **-12°C** or colder.
- Fish or fish product (including shellfish) at **-18°C** or colder.
- Brine frozen fish at **-15°C** or colder.

3.2 Store / release to processing

[✓] The temperature of chillers and freezers is checked regularly so that the correct product temperatures are achieved. If the temperature is unusually high (e.g. not in defrost cycle), the refrigeration mechanic is contacted.

[✓] Perishable ingredients and products are kept:

- refrigerated (raw products at **7°C** or colder, ready-to-eat products at **5°C** or colder) or
- frozen **(-12°C or colder)** when not being thawed or processed.

[✓] If the surface temperature of raw chilled product is above **7°C** or ready-to-eat product is above **5°**C then:

- if not more than **10°C** product is used immediately or rechilled to correct temperature.
- if warmer than **10°C** product is used for pet food, rendering or dumped as appropriate.

[✓] If frozen products are not hard frozen or there is evidence of thawing or refreezing, e.g. soft, fluid present, soggy container the surface temperature of the product is checked.

[✓] If the surface temperature of frozen product is above **-12°C** the product is refrozen, chilled until use, or if it has been higher than **10°C for 2 hours or more** it is used for pet food, rendering or dumped as appropriate.

[✓] Raw product is stored in a manner that will prevent cross contamination of cooked / ready-to-eat products.

[✓] Raw pet food is stored in a manner that will prevent cross contamination of other products.

[✓] Containers stored on the floor shall not contaminate hands, product or food contact surfaces.

[✓] Containers are not stacked on top of each other if the bottom of one container is able to touch product in the container below.

[✓] Cooked cooled unwrapped products are covered with plastic film or other suitable protection, e.g. greaseproof paper, when stored in a chiller.

[✓] Entry to refrigerated areas is minimised and doors are not left open for extended periods.

3.3 Thaw / temper

[✓] The temperature and time combination used for thawing ensures that no part of the product exceeds **7°C**.

[✓] Thawing of carcasses in air is done by removing all wrappers and hanging the meat.

[✓] Thawing of cartoned meat in air is done in or out of the carton in a manner that minimises cross-contamination from thaw drip.

[✓] Thawing in water is done by fully immersing the product in fresh, potable water that is flowing.

[✓] If unwrapped product is thawed in water and then sold raw, the absorbed water is declared as an ingredient where required by the Food Standards Code.

[✓] Tempering is done by removing frozen meat from freezer until it is suitable for processing but not completely thawed.

[✓] Care is taken to remove any plastic that has become trapped in a fold of the tempered / thawed product.

3.4 Carcass break-up (bone, cut, trim, dice and slice)

[✓] Meat is visually inspected and any visible contamination is trimmed.

[✓] Meat is handled hygienically at all times and surfaces are clean at the start of processing and are cleaned and sanitised regularly during processing without contaminating any product.

[✓] Only the raw meat that is currently being worked on is taken out of the chiller.

[✓] All processing steps are carried out without unnecessary delay so that the surface temperature of product is less than or equal to **10°C** during processing (except for heat treating).

[✓] If the surface temperature of the product is above **10°C** then bring it down to the correct temperature **within 1 hour** by placing it in a coolroom**,** discard, or use for pet food or rendering.

3.5 Grind / bowl chop

[✓] Meat warms during mincing and is returned to the chiller if not used immediately after mincing.

[✓] If the equipment is not used **for more than 2 hours**, it is cleaned and sanitised before re-use.

[✓] Operation is halted and any suspect product is visually inspected for metal if:

- a high-pitched “ping” is heard during operation of equipment, or
- it is noticed that metal is missing from equipment.

[✓] Any suspect product that cannot be cleared is dumped.

3.6 Prepare and add ingredients

[✓] Any raw vegetable ingredients are washed prior to use, unless they are received pre-washed.

[✓] Any use by dates or expiry dates for materials including ingredients are checked and complied with.

[✓] Ingredients are added in accordance with recipes that clearly describe the correct amounts to be used.

[✓] Any premixes are used at the strength recommended by the manufacturer, i.e. no dilution of ingredients that have a technical effect.

[✓] **(Critical) Where an ingredient is an additive that has a maximum permitted level stipulated in the Food Standards Code (e.g. nitrite), then both the additive and the meat are weighed on calibrated scales to ensure the correct formulation is achieved. Where pre-weighed additives are available at the correct weight for the batch weight, then the above weighing of the additive is unnecessary.**

[✓] **Details are recorded for each batch.**

[✓] Particular attention is given to ensuring that all ingredients are identified in a product and that cross contamination from other ingredients or additives, particularly those that may cause allergic reactions is prevented.

3.7 Marinate / cure / soak in brine

[✓] Brine/marinade is made according to instructions so that the required ingredient concentrations are achieved. Brine /marinade is not diluted where concentrations are specified to achieve a technical effect.

[✓] Made up marinades / brines are stored in the chiller if not used immediately.

[✓] Brine or marinade is checked to ensure that the temperature is **7°C** or cooler before and during use.

[✓] Equipment is cleaned between each batch.

[✓] Where possible marinating / brining occurs in the chiller.

[✓] Used brine or marinade is discarded at the end of the soaking / immersion period or processing day (as appropriate).

[✓] The content of salt and other curing agents in the final product is determined through the use of premixes according to the manufacturer's instructions.

[✓] Length of curing period: *(enter time used for each product)*_____

_____

_____

3.8 Inject

[✓] The first 3 tick boxes in 3.7 above are followed.

[✓] Used brine/marinade is discarded at the end of the batch or processing day (as appropriate).

[✓] Injector machines are cleaned after each day's operation.

[✓] Injection needles are inspected prior to use to ensure that there have been no breakages. If so, the previous batch of product is visually examined for metal and any suspect product is discarded.

3.9 Massage / tumble

[✓] The first 4 tick boxes in 3.7 above are followed.

[✓] Fresh brine/marinade is used for every batch.

[✓] Massaging and tumbling are carried out in accordance with equipment manufacturer's instructions.

3.10 Fill casings

[✓] Only food grade casings are used.

[✓] If casings are pre-soaked, they are soaked in fresh potable water.

[✓] Casings are filled in a hygienic manner without unnecessary delay. If there is a break or delay the filling is stored at **7°C** or cooler until use.

[✓] Full casings are stored at **7°C** or cooler unless they are immediately further processed.

[✓] Fillers are emptied and cleaned between batches, or filler lines are cleared using product which is discarded if

necessary to prevent contamination of the next batch.

[✓] Fillers are emptied and cleaned at the end of daily operations.

[✓] Any metal clips are handled in a manner that ensures that they are not inadvertently dropped into the filling.

3.11 Form (patties etc)

[✓] Hygienic practices are used when forming product.

[✓] Meat is stored at **7°C** or cooler during delays, breaks and after forming unless it is immediately further processed.

3.12 Fermentation and maturation (Critical)

This step is normally necessary for cooked fermented meats (e.g. cooked fermented sausages) or uncooked fermented meats (e.g. salami). Write down what you do. This section is reasonably complex and you may need assistance writing it. See example information in section 2.7.5.1 of the resource manual. Attach extra pages if there is not enough room here. NZFSA will be review each submission to make sure it is technically correct due to the complexity of this process step.

3.13 Dry (Critical)

[✓] Drying is done in accordance with the following table *(fill in the details).*

	Product 1	Product 2	Product 3	Product 4
Product type and weight, e.g. Jerky 100g				
Drying Time				
Drying Temperature °C				
Weight Loss (g) or Final Moisture Content (if known)				

NB: Procedure for determining weight loss is given in the resource manual.

[✓] The drying parameters and weight loss, moisture content and water activity are recorded.

[✓] For salamis, the relative humidity is controlled during fermentation and maturation (ripening) by checking:

- **that there is no water on the product surface at the beginning of drying. If so, drying the surface with new clean paper towels.**
- **that case hardening (dry edge) is not occurring as this will reduce water loss during drying.**

3.14 Smoke

[✓] Where smoking is done by the addition of "smoke flavourings", this is carried out in accordance with the flavouring manufacturer's instructions.

[✓] Where a smokehouse is used, product is evenly distributed throughout the smokehouse to help air circulation and even smoking and any sawdust used for smoke is made from untreated wood.

[✓] Where hot smoking is done the time / temperature combination used and post-cook handling is the same as listed under fully cook (see 3.16).

[✓] Uncooked / cold smoked products are handled as if they are raw and labelled to show that they need further cooking.

3.15 Low heat treat , blanch, partially cook

[✓] These products are handled as if they are raw products and labelled to show that they need further cooking.

[✓] These products are subject to cooling requirements given in 3.17.

3.16 Fully cook (Critical)

[✓] After initial processing, the products to be cooked are stored at 7°C or cooler until ready to be cooked.

[✓] Product to be cooked is loaded into the vat, smokehouse or oven and cooking started without delay.

[✓] All cooked meat products are cooked to one of the time and temperature combinations shown in the following table (measured at the centre of the thickest part of the meat located in the coolest part of cooker):

[✓] Cooking is not finished until the product has reached the internal temperature in the table and is held at that temperature for the time given in the table.

Minimum internal product temperature °C	Minimum time at internal temperature (minutes)	Tick those combinations you use
65	10	[ ]
66	7	[ ]
67	6	[ ]
68	4	[ ]
69	3	[ ]
70 - 72	2	[ ]
73 and above	1	[ ]

[✓] A clean and sanitised thermometer probe is used to check the internal temperature of at least one cooked

product per batch (measured at the centre of the thickest part of the meat located in the coolest part of the cooker, oven or vat).

[✓] The internal product temperature and cooking time are recorded.

3.16a Post-cook handling: (Critical) – for all following steps until product is protected from external contamination.

[✓] See Attachment D for personnel hygiene procedures.

[✓] Personnel use inverted bags or gloves which are changed regularly whenever handling ready-to-eat product.

[✓] Traffic flow patterns for employees, food products, and equipment are controlled between raw processing and storage area(s) and post–cook (finished goods) areas to minimise pathogen transfer.

Separation between raw and cooked / ready-to-eat products is done by *(tick one):*

[ ] separation by time (i.e. cooked / ready-to-eat products are not processed until a full clean and sanitisation of relevant product contact equipment and utensils and surrounding areas used for raw products.); or

[ ] separation by distance to prevent aerosols; or

[ ] physical separation (i.e. separate areas, equipment and utensils are used for processing, packing, storing, weighing and displaying).

3.17 Cool (Critical)

[✓] Heat treated product that cannot be cooled immediately is held at greater than 63°C until cooling can begin.

[✓] As soon as possible after any heat treatment, the product is cooled by cold water sprays, ice water vat or by placing the product into a cool room to reduce the product temperature as follows:

- **uncured product to 12°C in 6 hours and to 5°C in maximum of 8 hours.**
- **cured product to 12°C in 7.5 hours and to 5°C in maximum of 10 hours.**

[✓] The product is arranged to maximise cooling rate.

[✓] The temperature of the slowest cooling point of the slowest cooling product from each batch is checked with a clean probe thermometer and recorded.

[✓] Ready-to-eat product is stored at 5°C or cooler until sale.

3.18 Slice / shred

[✓] Cooked or ready-to-eat products that need slicing/shredding are processed on dedicated equipment if possible.

[✓] Slicing or shredding equipment used for other products is cleaned and sanitised before using for cooked products.

3.19 Package

[✓] Raw product is handled in separate areas using different utensils and equipment to those used for cooked products.

[✓] Staff wash their hands prior to handling cooked products.

3.20 Weigh / label

[✓] Final products are weighed in the presence of the customer or if pre-weighed the weight is shown on the label.

[✓] Labelling is done in accordance with **Attachment I**.

[✓] Products that could be mistaken for ready-to-eat products but require cooking are clearly labelled with cooking instructions.

[✓] Products that could be mistaken for human consumption but are intended as pet food are labelled as “pet food” or “not for human consumption”.

[✓] Where products contain or could contain ingredients that may cause allergic reactions, this is included on the label.

3.21 Store final product

[✓] Final products are stored in chiller or freezer until ready for sale. Refer to 3.2 for control measures.

3.22 Display / retail sale

[✓] Meat held for display to retail customers is held at 5°C or colder. The temperatures are checked in the morning, and the afternoon.

[✓] Hot products, e.g. cooked ready-to-eat chickens, are kept at **63°**C or warmer.

[✓] Marketing devices, signs or other decorations that contact product are used in a manner that prevents cross contamination of products, and are cleaned and sanitised daily.

[✓] Where products are unpacked (e.g. displayed in trays), there is a sign clearly describing the product to the customer.

[✓] Where products are unpacked (e.g. displayed in trays), the butcher will weigh and bag the product in the presence of the customer.

[✓] Care is taken to avoid cross contamination of other products, surfaces, and the cash till.

[✓] Utensils used for raw products will be cleaned and sanitised before other uses.

[✓] Raw product is stored in a manner that will prevent cross contamination of cooked product, and is never stored above cooked product.

[✓] Pet food is stored in a manner that will prevent cross contamination of other products, and raw pet food is never stored above other products.

3.23 Load out / delivery of wholesale products

[✓] Loaders check that the delivery vehicle is clean and does not contain materials that may contaminate product, before any product is loaded onto the vehicle.

[✓] All products are checked before loading to ensure that they are in good condition and colder than 5°C for chilled products or -12°C for frozen products.

3.24 Handling of products only suitable for animal consumption

[✓] Products that are not suitable for human consumption but are suitable for pet food are kept separate and where necessary clearly labelled as pet food.

3.25 Dropped meat procedure

[✓] In the event that any meat is dropped on the floor or comes into contact with any unclean surface, the product is considered unfit for human consumption unless the following is done:

- Raw unwrapped meat is trimmed to remove the contaminated area taking care to minimise cross contamination (but is not washed, wiped or scraped);
- Knives and any other equipment used for trimming are washed prior to use on other tasks.

NB: Trimmings, offal or very small pieces of dropped meat are not used for products for human consumption;

[✓] Wrapped meat is washed (if the wrapping is sealed and watertight) or has the wrapping replaced hygienically.

[✓] Unwrapped ready-to-eat meat is discarded unless it can be hygienically trimmed.

3.26 Rework:

[✓] If a product has visible defects this product may be:

- downgraded for an alternative use, e.g. pet food, or
- reworked to make it fit for intended purpose. This usually involves trimming of the defect in a hygienic manner.

[✓] If a product has not been processed according to the correct procedures, it may be reprocessed to make it fit for intended purpose so long as any hazards are adequately controlled during the reprocessing.

3.27 Returned products

[✓] All returned products are dumped, sent for rendering or used only for pet food.

3.28 Other processes used by the butcher

3.1 to 3.27 are examples of likely process steps. All of the steps you identified in section 10 of the RMP must be covered in ***Attachments P and Q.*** *If your process has additional steps, add details for each step below (including step name, control measures and any monitoring that is done). Use extra pages if necessary. Add details for these steps to* ***Attachment Q****.*

a) Extra process step *(fill in step name then enter control measures in gap below)*:_____

b) Extra process step *(fill in step name then enter control measures in gap below)*:_____

c) Extra process step *(fill in step name then enter control measures in gap below)*:_____

3.29 Monitoring:

[✓] Compliance with sections 3 & 4 of this attachment is checked by the responsible person (**see Section 4: Document List**). Frequencies of checks for critical steps are shown in **Attachment Q, Table 2.**

3.30 Corrective action:

[✓] When monitoring of critical steps shows that the process is not in control, corrective action must be taken. See **Attachment Q, Table 2 for details.**

4. Records Kept

[✓] Monitoring of control measures and corrective actions at each critical step.

[✓] Any problems detected.

[✓] Any other corrective action taken (follow the procedure in **Attachment J**, 3.1).

Risk Management Programme

Attachment Q

1. Purpose / Scope

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 the products are fit for intended purpose.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products (Risk Management Programme Specifications) Notice, clause 10.

3. Identification of critical control points

Raw product (e.g. meat, fish, chicken cuts): There are no critical control points. All process steps are covered by good operating practice.

Further processed products: particular process steps are critical where they are essential for food safety. These are shown in bold in Table 1 below and in the corresponding section 3.X of **attachment P**. Each critical control point is summarised in Table 2 below, which gives critical limits, monitoring, corrective action, operator verification and record details.

Table 1: Hazard Identification and Control

The following hazard identification relates to common meat processing steps which may not actually occur in this order at all butcheries. Refer to section 10 of main RMP for actual order. *If necessary add extra process steps to this table for your specific products.*
Further details on a species-by-species basis, including fish, can be found on the NZFSA website within generic HACCP/RMP documents or are obtainable on request from NZFSA.

Process step	Inputs	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 (Essential / critical ones are identified in bold)	Refer to Attachment
1. Receive regulated food products	Raw product	Harmful enteric bacteria e.g. *Salmonella spp*., *E. coli O157:H7*, *Campylobacter jejuni* associated with contamination from faeces, ingesta, hide, feathers.	Growth of harmful bacteria if product temperature gets too high during delivery.	• Supplier trading under appropriate regulatory requirements. • Delivery requirements, product temperature checks. • Visual inspection, trim contaminated areas.	P 3.1 P 3.1 P 3.4
		Parasites of mammals, e.g. *Toxoplasma gondii*	-	• Cooking or freezing.	P 3.16 P 3.21
2. Store / release to processing	Raw product	Harmful enteric bacteria and parasites, see step 1	Growth of harmful bacteria if product temperature gets too high during storage.	• Effective temperature control.	P 3.2
3. Thaw / temper	Raw product	Harmful enteric bacteria and parasites, see step 1	Growth of harmful bacteria if product temperature gets too high during thawing / tempering.	• Hygienic processing. • Thawing times and temperatures. • Tempering to be done in the chiller.	P 3.3
4. Carcass break-up (bone, cut, trim dice and slice)	Raw product	Harmful enteric bacteria and parasites, see step 1	Growth of harmful bacteria if product temperature gets too high during processing. Cuts will spread surface contamination onto cut surfaces. Micro contamination of dropped meat.	• Effective temperature control. • Hygienic boning, cutting, trimming, dicing and slicing. • Dropped meat procedure.	P 3.4 P 3.4 P3.25

Process step	Inputs	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 (Essential / critical ones are identified in bold)	Refer to Attachment
5. Grind / bowl chop	Raw product	Harmful enteric bacteria and parasites as above.	Size reduction will spread surface contamination throughout product. Equipment generates heat during use which could result in growth of harmful bacterial.	• Hygienic processing. • Effective temperature control. • Cleaning of equipment.	P 3.5 P 3.5 E
			Metal from faulty equipment, new blades.	• Equipment maintenance. • Pre-start up checks. • Visual inspection of suspect product after metal breakage.	A 3.3 E 3.1 P 3.5
6. Prepare and add ingredients	Raw product	Harmful enteric bacteria and parasites, see step 1.	-	• Hygienic processing.	P
	Ingredients e.g. spices, fillers, marinades, brines	Harmful spore-forming bacteria associated with dry ingredients, e.g. *Bacillus cereus, Clostridium spp* and harmful bacteria associated with raw vegetables, e.g. *Salmonella* spp	-	• Ingredients purchased from reputable suppliers. • Washable ingredients are washed prior to use. • Ingredients used prior to expiry dates. • Ingredients used as per recipe.	G P 3.6
		Some ingredients may contain allergens that cause reactions in some people. See also step 20.	Allergens may inadvertently be added to product if incorrect recipe used, or through cross contamination of other ingredients or product contact surfaces.	• Ingredients used as per recipe. • Cross contamination is minimised. • Cleaning of equipment.	P 3.6 P 3.6 E
		Chemical hazards from excess additives, e.g. nitrite.	Incorrect weighing procedures may result in excess level of additive.	• Correct weighing of ingredients and meat. • Use of calibrated scales. • **Critical for addition of nitrate without using a premix.**	P 3.6 O **Q Table 2 CCP1**
	Water	Hazards in non-potable water.	Some water supplies may be contaminated.	• Potable supply.	F, F1 and F2
7. Marinate / cure / soak in brine	Raw product	Harmful enteric bacteria and parasites, see step 1.	Cross contamination if brines are reused. Growth of harmful bacteria if product temperature gets too high during marinading / brining.	• Use of fresh marinades / brines for each batch. • Equipment is cleaned between batches. • Refrigeration, temperature checks of marinade / brine. • Brining / marinading done in chiller.	P 3.7
	Marinade / Brine	None as previous controls are adequate.	**-**	-	-
	Water	None as previous controls are adequate.	**-**	-	-
8. Inject	Raw product	Harmful enteric bacteria and parasites, see step 1.	Cross contamination between batches. Growth of harmful bacteria if product temperature gets too high during injection.	• Use of fresh brine for each batch. • Equipment cleaning. • Refrigeration, temperature checks of brine.	P 3.8
	Brine	None as previous controls are adequate.	**-**	-	-
	Water	None as previous controls are adequate.	**-**	-	-
			Metal from broken injection needles.	• Equipment maintenance. • Pre-start up checks. • Visual inspection of suspect product after metal breakage.	A 3.3 E 3.1 P 3.8
9. Massage / tumble	Raw product	Harmful enteric bacteria and parasites, see step 1.	Cross contamination between batches. Growth of harmful bacteria if product temperature gets too high during massaging / tumbling.	• Use of fresh brine for each batch. • Refrigeration, temperature checks of brine. • Equipment cleaning.	P 3.9 E

Process step	Inputs	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 (Essential / critical ones are identified in bold)	Refer to Attachment
	Brine	None as previous controls are adequate.	**-**	-	-
	Water	None as previous controls are adequate.	**-**	-	-
10. Fill casings	Raw product	Harmful enteric bacteria and parasites, see step 1.	Growth of harmful bacteria if product temperature gets too high during filling.	• Hygienic processing • Casings filled without delay. • Filling refrigerated in breaks. • Full casings refrigerated until further processing.	P, 3.13
	Casings	None identified.	-	• Food grade casings. • Soaking in fresh, potable water.	P 3.10
	Water	None as previous controls are adequate.	-	-	-
	Clips	-	Metal clips may inadvertently fall into filling.	• Handling of clips to prevent product contamination.	P 3.10
11. Form (patties etc)	Raw product	Harmful enteric bacteria and parasites, see step 1.	Growth of harmful bacteria if product temperature gets too high during filling.	• Hygienic processing. • Effective temperature control.	P 3.11
12. Fermentation and maturation	Raw product	Harmful enteric bacteria and parasites, see step 1.	Correct fermentation reduces pH and maturation removes moisture both of which reduce numbers of harmful bacteria. The process parameters used should result in product that is free of *E. coli.*	• **Critical for uncooked smallgoods.** • **The microbiological status of incoming raw product is known.** • **Process parameters are stipulated for fermentation time, temperature, pH and relative humidity.** • **The process is validated to show it will achieve *E. coli* not detected.**	P 3.12 **Q Table 2 CCP2**
	Starter culture	None identified.	-	• Starter cultures are not back-slopped / reused. • Starter cultures are used prior to expiry date. • Starter cultures are stored, handled and used in accordance with manufacturer's instructions.	P 3.12
13. Dry	Raw product	Harmful enteric bacteria and parasites, see step 1.	Drying will reduce numbers of harmful bacteria.	• **Process parameters are stipulated for each product type and weight for drying time, temperature, weight loss or final moisture content and water activity.**	**P 3.13** **Q Table 2 CCP3**
	Fermented / matured product	None identified.	Drying will further reduce numbers of harmful bacteria.	• See step 12.	P 3.12
14. Smoke	Raw product	Harmful enteric bacteria and parasites, see step 1.	Cold smoking may allow growth of harmful bacteria and may result in products that appear to be cooked. Hot smoking (fully cooking) results in a reduction of harmful bacteria and parasites.	• Even distribution of product through smokehouse. • Not critical for cold-smoked although product is labelled to show it needs further cooking. • **Cook temperature and time critical for hot smoked (cooked). See step 16.**	P 3.14 **P 3.20** **Q, Table 2 CCP4**
	Smoke	Chemical hazard: arsenic from tanalised timber sawdust.		• Use untanalised wood chips, or approved smoke additives according to manufacturer's instructions.	P 3.14
15. Low heat treat, blanch, partially-cook	Raw product	Harmful enteric bacteria and parasites, see step 1.		• Time and temperature control (but not full cooking). • Labelling to show that further cooking is needed.	P 3.15 P 3.20
16. Fully cook	Raw product	Harmful enteric bacteria and parasites, see step 1.	Proper cooking reduces harmful bacteria. Harmful bacteria could survive due to inadequate cooking.	• **Critical for all cooked products:** • **Compliance to established cooking parameters for**	P 3.16 **Q Table 2 CCP4**

Process step	Inputs	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 (Essential / critical ones are identified in bold)	Refer to Attachment
				• **time and internal product temperature.** • **Post cook handling to prevent recontamination**	**P 3.16a**
17. Cool	Low heat treated product	Harmful enteric bacteria and parasites, see step 1.	If meat is not cooled quickly after heat treatment then harmful bacteria may grow.	• **Product is held hot until cooling can begin.** • **Cooling is done in accordance with specified time / temperature parameters.** • **Product temperature checks.**	P 3.17 **Q Table 2** **CCP5**
	Cooked product	None identified.	If meat is not cooled quickly after heat treatment then harmful spore-forming bacteria e.g. *Bacillus cereus, Clostridium spp* may germinate and multiply. Recontamination after cooking by environmental bacteria, e.g. *Listeria monocytogenes.*	• **Product is held hot until cooling can begin.** • **Cooling is done in accordance with specified time / temperature parameters.** • **Product temperature checks.** • **Post cook handling to prevent recontamination.**	P 3.17 **Q Table 2** **CCP5** **P 3.16a**
18. Slice / shred	Raw product	Harmful enteric bacteria and parasites, see step 1.	Growth of harmful bacteria if product temperature gets too high during filling.	• Hygienic handling of product. • Effective temperature control.	P 3.2
	Cooked or ready-to-eat products	None identified.	Recontamination: • from personnel. • by environmental bacteria, e.g. *Listeria monocytogenes*. • from other products.	• Hygienic handling of exposed product • Post cook handling to prevent recontamination • Effective separation of raw and cooked product.	D P 3.16a P 3.18
19. Package	Raw product	Harmful enteric bacteria and parasites, see step 1.	Growth of harmful bacteria if product temperature gets too high during packing.	• Hygienic handling of product. • Effective temperature control.	P 3.2
	Cooked or ready-to-eat products	None identified.	Recontamination of unpacked products: • from personnel. • by environmental bacteria, e.g. *Listeria monocytogenes*. • from other products.	• Hygienic handling of exposed product • Post cook handling to prevent recontamination • Effective separation of raw and cooked product.	D P 3.16a P 3.19
	Food contact material, e.g. trays, bags, soaker pads	None identified.	-	• Ingredients purchased from reputable suppliers. • Packaging meets defined standards. • Proper storage and handling of packaging to prevent contamination before use.	H
20. Weigh / label	Raw product	Harmful enteric bacteria and parasites, see step 1.	Growth of harmful bacteria if product temperature gets too high during weighing / labelling.	• Effective temperature control. • Hygienic handling of product. • Labelling to show that further cooking is needed for products that may be mistaken as ready-to-eat.	P 3.20 P 3.2 P 3.20
	Cooked or ready-to-eat products	None identified.	Recontamination of unpacked products: • from personnel. • by environmental bacteria, e.g. *Listeria monocytogenes*. • from other products.	• Hygienic handling of exposed product • Post cook handling to prevent recontamination • Effective separation of raw and cooked product.	D P 3.16a P 3.20
	Products with non-meat ingredients	Some ingredients may contain allergens that cause reactions in some people. Also see step 6.	-	• Labelling of products that may contain allergens.	P 3.20

Process step	Inputs	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 (Essential / critical ones are identified in bold)	Refer to Attachment
21. Store: final product	Raw product	Harmful enteric bacteria and parasites, see step 1.	Growth of harmful bacteria if product temperature gets too high during storage.	• Store in chiller or freezer at correct temperatures.	P 3.22
	Cooked or ready-to-eat products	None identified.	Recontamination of unpacked products: • from personnel. • by environmental bacteria, e.g. *Listeria monocytogenes*. • from other products.	• Hygienic handling of exposed product. • Post cook handling to prevent recontamination. • Effective separation of raw and cooked product.	D P 3.16a P 3.20
22. Display / retail sale	Raw product	Harmful enteric bacteria and parasites, see step 1.	Temperature abuse may cause harmful bacteria to multiply.	• Effective refrigeration. • Post cook handling to prevent recontamination.	P 3.22
	Cooked or ready-to-eat products	None identified.	Recontamination of unpacked products: • from personnel. • by environmental bacteria, e.g. *Listeria monocytogenes*. • from other products.	• Hygienic handling of exposed product. • Post cook handling to prevent recontamination. • Effective separation of raw and cooked product.	D P 3.16a P 3.22
23. Load out / delivery of wholesale products	Raw product	Harmful enteric bacteria and parasites, see step 1.	Temperature abuse may cause harmful bacteria to multiply.	• Cleanliness of vehicle. • Correct load-out temperatures. • Effective refrigeration.	P 3.23
	Cooked or ready-to-eat products	None identified.	-	• Cleanliness of vehicle. • Correct load-out temperatures. • Effective refrigeration.	P 3.23

Table 2: Summary of Critical Control Points

Process step		Hazard	CCP no.	Critical limits	Monitoring procedures	Corrective actions	Operator verification procedures	Records
6	Prepare and add ingredients	Chemical hazards from excess additives, e.g. nitrite.	1	As per Food Standards Code 1.3.1. Varies by product. See resource manual 4.4.	For each batch the following is checked and recorded: • Weight of additive. • Weight of meat. • Resulting additive level.	(a) Recheck available product, (b) Rework or dump product, and (c) Retrain staff if necessary.	Reality checks of CCP monitoring and corrective action taking. Review of records. Review calibration. Review of RMP.	Record CCP 1 (See resource manual)
12	Fermentation and maturation	Harmful enteric bacteria e.g. *Salmonella spp*., *E. coli O157:H7*, *Campylobacter jejuni* Parasites, e.g. *Toxoplasma gondii*	2	See Attachment P 3.12.	For each batch the following is checked and recorded: • fermentation time and temp, • relative humidity, • maturation time and temp, • final pH.	(a) Recheck available product, (b) Rework or dump product. (c) Retrain staff if necessary, and (d) Review monitoring frequency.	Reality checks of CCP monitoring and corrective action taking. Review of records. Review calibration. Review of RMP.	Record CCP 2 (See resource manual)

Process step		Hazard	CCP no.	Critical limits	Monitoring procedures	Corrective actions	Operator verification procedures	Records
13	Dry	e.g. *Salmonella spp*., *E. coli O157:H7*, *Campylobacter jejuni* Parasites, e.g. *Toxoplasma gondii*	3	See Attachment P 3.13.	For each batch the following is checked and recorded: • product type, • product weight, • drying time and temp, • weight loss or final moisture content, • water activity.	(a) Extend drying time until correct weight loss, moisture content and water activity is achieved. (b) Review drying times and temperatures in the RMP, and (c) Retrain staff if necessary.	Reality checks of CCP monitoring and corrective action taking. Review of records. Review calibration. Review of RMP.	Record CCP 3 (See resource manual)
16	Fully cook	Harmful bacteria e.g. *Salmonella spp*., *E. coli O157:H7*, *Campylobacter jejuni* Parasites, e.g. *Toxoplasma gondii*	4	One of combinations of deep meat temperature (°C) and cook time (minutes). See Attachment P 3.16.	For each batch the following is checked and recorded: • the internal temperature of at least one cooked product per batch (choose the thickest product in the coolest part of the oven or vat). • The cooking time.	(a) Extend cooking time until correct time and temperature combination is achieved. (b). Review drying times and temperatures in the RMP. (c) Check oven / cooker / vat / smoker for cold spots; and (d) Retrain staff if necessary.	Reality checks of CCP monitoring and corrective action taking. Review of records. Review calibration. Review of RMP.	Record CCP 4 (See resource manual)
17	Cool	Harmful spore-forming bacteria e.g. *Bacillus cereus, Clostridium spp*	5	Uncured product down to 12°C in 6 hours and to 5°C in maximum of 8 hours. Cured product down to 12°C in 7.5 hours and to 5°C in maximum of 10 hours.	For each batch the following is checked and recorded: • the internal temperature of at least one product per batch (choose the thickest product in the coolest part of the oven or vat). • The cooling time.	(a) Extend cooling time until correct temperature is achieved. (b). Review cooling procedure, and (c) Retrain staff if necessary.	Reality checks of CCP monitoring and corrective action taking. Review of records. Review calibration. Review of RMP.	Record CCP 5 (See resource manual)

Risk Management Programme Attachment R

OTHER RISK FACTOR IDENTIFICATION AND CONTROL **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To identify the risk factors other than hazards and ensure that appropriate controls are included in the RMP so that the products are fit for intended purpose. These risk factors are: risks from false or misleading labelling, and risks to wholesomeness.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products (Risk Management Programme Specifications) Notice, clauses 10 and 11.

3. Risks to Wholesomeness

Risk factors	Control measures	Reference
Off product	• Stock Rotation • Temperature Control	Attachment P
Pest contaminated products	• Pest control system	Attachment B

4. Risks from False or Misleading Labelling

Risk factors	Control measures	Reference
Incorrect claims for species, meat cuts	• Checking of details on all new labels • Checking that correct label is in use at all steps	Attachment I
Incorrect dates	• Daily checking for correct date on labels	Attachment I

Risk Management Programme — Attachment S

UNIQUE RISKS FROM HOMEKILL **PAGE:** 1 OF 1 **DATE:** / /

1. Purpose / Scope

To identify the unique risks that may exist from processing homekill or recreational catch (HK/RC) at the same premises as regulated meat and to ensure that control measures are in place to minimise these risks.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products Act 1999, section 71.

3. Procedures

Unique risk	Control measures	Reference
Harmful bacteria may be present in higher numbers in HK/RC than in regulated meat due to: • Contamination from the slaughter environment or equipment, • Unhygienic slaughter techniques, • Lack of protection from the environment during handling and transportation, • Lack of refrigeration, and • Unhealthy animals may be slaughtered (*e.g.* septicaemic).	• All meat is visually checked on receipt. • Dirty meat is rejected or trimmed. • All meat is immediately refrigerated on receipt.	Attachments P & T
Homekilled meat may cross-contaminate regulated meat through direct contact or through shared use of processing equipment or product contact surfaces.	• Unregulated and regulated meats are separated throughout the butchery.	Attachment T
Chemical hazards may not have been identified in HK/RC animals as supplier declarations are not required for these animals.	• Unregulated meat is returned to the animal owner who takes their own risks as far as this is concerned.	Attachment T
HK/RC is more likely to be contaminated by physical hazards and insects due to lack of protection from the environment during slaughter, handling and transportation.	• All meat is visually checked on receipt. • Dirty meat is rejected or trimmed.	Attachments P & T
HK/RC may be mistaken for regulated meat and accidentally sold.	• Separation of unregulated and regulated meat. • Inventory records.	Attachment T

4. Records Kept

Records of regulated product and homekill or recreational catch received and processed.

Risk Management Programme — Attachment T

SEPARATION OF UNREGULATED AND REGULATED MEAT **PAGE:** 1 OF 2 **DATE:** / /

1. Purpose / Scope

To identify and separate unregulated (homekill or recreational catch) from regulated products at all times. To ensure that unregulated products are not sold to the public.

2. Regulatory Requirements (See http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm)

Animal Products Act 1999, section 71.
Animal Products (Homekill and Recreational Catch Service Provider Records and information) Specifications.

3. Procedures

3.1 Receipt of homekill meat or recreational catch

[✓] A visible check is done and the meat is accepted or rejected and returned to owner.
[✓] Meat is clearly labelled to show it is unregulated.
[✓] Details are recorded on relevant inventory forms.

3.2 Storage before processing

Unregulated meat is stored in: *(tick all those that are relevant)*

[ ] Separate chiller
[ ] Chiller shared with regulated products but in separate area of chiller
[ ] Separate freezer
[ ] Freezer shared with regulated products but in separate area of freezer

3.3 Processing

[✓] Products are labelled or otherwise identified as unregulated throughout processing.

Separation is maintained throughout processing by *(tick all those that apply and explain further where appropriate)* :

[ ] Using separate rooms for processing **regulated** and **unregulated** meat.

[ ] Using separate equipment and utensils for processing **regulated** and **unregulated** meat.

[ ] Sharing rooms or equipment and utensils but processing **regulated** meat before any **unregulated** meat.

[ ] Sharing rooms or equipment and utensils but if **unregulated** meat is processed first, then doing a full clean-down of room, equipment and utensils and changing protective clothing before **regulated** meat is processed.

3.4 Storage after processing

Unregulated meat is stored in: *(tick all those that are relevant)*

[ ] Separate chiller
[ ] Chiller shared with regulated products but in separate area of chiller
[ ] Separate freezer
[ ] Freezer shared with regulated products but in separate area of freezer

3.5 Load out

[✓] Unregulated product is returned to the owner.

[✓] By-products from processing of unregulated products may be sent for rendering or for other uses where the products are not intended for human or animal consumption.

[✓] Details are recorded on relevant inventory forms.

4. Records Kept (See http://www.nzfsa.govt.nz/animalproducts/legislation/notices/homekill/homekill.htm)

The following records are required to be kept by the Notice of Animal Product (Homekill and Recreational Catch Service Provider Records and Information) Specifications (See Record 4):

1. All homekill and recreational catch service providers must keep records and information that demonstrates that all homekill and recreational catch animal material received is accounted for, and specifies:
    a. the approximate amount/type/quantity and origin of the animal material received;
    b. the animal material/product returned to the animal owner or hunter; and
    c. what has happened to the non-edible parts of the animal, such as the hide, that is permitted to be traded.
2. Despite the generality of clause 1, when a homekill and recreational catch service provider slaughters any animal [including slaughters and any other processing], he or she must record the following information:—
    a. the date the service was provided;
    b. the name, address and phone number of the animal owner;
    c. the animal species, sex and approximate age;
    d. any distinguishing marks, e.g. eartag number, brand, earmark:—
        - for cattle and deer only the herd identification and individual animal number must be recorded where the animal has such a number in accordance with the Animal Health Board's "*National Herd Identification Scheme*"; and
    e. what homekill material/product (including the hide) was delivered and to whom.
3. A homekill and recreational catch service provider that processes but does not slaughter, must record the following information:—
    a. the date the service was provided;
    b. the name, address and phone number of the animal owner;
    c. a description of the homekill or recreational catch received including animal species; and
    d. what homekill material/product (including the hide if appropriate) was delivered and to whom.
4. Homekill and recreational service providers must have a system to identify and distinguish each animal owner's material and product from that belonging to another owner.
5. The homekill and recreational catch service provider must keep separate records of hides and skins received and sold, the animal species involved, the dates of the transactions and the name and address of the purchaser of the hides and skins.
6. In the special case where a homekill and recreational catch service provider processes an animal for humane reasons (when that animal is neither on the animal owner's nor the service provider's property), the service provider must record the date, location, reason for slaughter, and distribution of the animal material, and if known the name and address of the animal owner.

NB: Where data is provided by other persons, the butcher records the given information, but is not otherwise liable for the accuracy of the information.

Risk Management Programme Record 1

ASSESSMENT OF WATER SUPPLY STATUS CHECKLIST **PAGE:** 1 OF 6 **DATE:** / /

Purpose / Scope

(Only to be filled out by those with their own untreated water supplies).

To determine whether own untreated water supply is satisfactory, and if any corrective measures, including water treatment, are necessary prior to use.

Record 1 is based on Part 2 of Schedule 1 of the Animal Products (Specifications for Products Intended for Human Consumption) Notice 2004.

Part 1: SUPPLIER DETAILS

Refer to Section 2 of RMP.

Part 2: WATER SOURCE

Water Source – Indicate all sources intended to be used.

Surface water (e.g. spring, well, river, stream, dam, lake, reservoir) – **Go to Part 4 & 6** ☐

Secure groundwater (not under the influence of surface water) – **Go to Parts 3 & 6** ☐

Roof water – **Go to Part 5 & 6** ☐

If there is more than one source of water then the appropriate part(s) will need to be filled out for each source (including multiple secure groundwater/surface water sources) of water used by the operator for the purposes of the risk management programme.

Part 3: SECURE GROUNDWATER (i.e. Bore)

Depth of bore:_____metres

	1. Source	Yes	No
(i)	Is surface water able to drain into the bore, due to the bore-head being inadequately sealed?	❑	❑
(ii)	Is the borehead in an area prone to ponding and flooding?	❑	❑
(iii)	Do farmed animals have access to the bore-head?	❑	❑
(iv)	Is there any septic tank/long drop toilet outlet within 100 meters from the bore-head?	❑	❑
(v)	Do any of the following water characteristics change after rain? Colour temperature turbidity pH *E. coli* or faecal coliform count	❑	❑

		Yes	No
2.	**Storage**		
(i)	Are holding tanks used?	❑	❑
(ii)	If Yes to (i):		
	(a) are these tanks capable of holding more than or less than 1 day's supply of water? (please circle answer)	More	Less
	(b) Is the outlet of the holding tank above or level with the base of the tank? (please circle answer)	Above	Level
		Yes	No
(iii)	Is the water prone to stagnation that results in deterioration of water quality?	❑	❑
(iv)	Are tank inlets unprotected from animal access?	❑	❑

Analysis

Section 1 (source)

- If the answer to all questions in section 1 is NO then the water source may be considered to be secure ground water provided the bore is of an adequate depth (appropriate to water supply) and the soil types are not porous. No additional treatment need be applied, (subject to section 2).
- If the answer to any of the questions is YES, or the bore is of an inadequate depth or the soil types are porous, then the water source must not be considered to be secure ground water. **Go to Part 4.**

Section 2 (storage)

- The water may be considered satisfactory if the water source is secure (see section 1) and:
  - the answer to all the YES/NO questions in section 2 is NO, or
  - the answer to 2(i) is YES and 2(ii)(a) is MORE and to 2(ii)(b) is ABOVE, and the answer to questions 2(iii) and 2(iv) are NO. (This means that the holding tank capacity is such that any debris sucked into the tank could settle for at least 24 hours before use and the water outlet from the tank is above the settled debris).
- Otherwise the water is not considered satisfactory, so a corrective action plan, which considers additional water treatment, must be designed and included in the water management plan.

Part 4: SURFACE WATER (e.g. Spring, Shallow Well, Dam, Lake, Reservoir, Stream)

1. Source

(i) Describe the water source e.g. spring, well, stream, river, dam, reservoir etc. including name where appropriate.

_____

(ii) Describe the soil type in the area of the water source e.g. coarse shingle, fine silt, clay etc.

_____

	Yes	No
(iii) Has a microbiological test been done on this source within the last month?	❑	❑
(iv) Does the water satisfy the criteria in Attachment F Table 1: Quality of Potable Water (except for criteria relating to chlorine and pH)?	❑	❑

Name the laboratory which did the test: _____

2. Criteria

(i) Are any of the following within 50 metres of the water source?

	Yes	No		Yes	No
Offal pit / soak hole	❑	❑	Septic tank / long-drop toilet	❑	❑
Animal effluent	❑	❑	Stock yards	❑	❑
Sumps	❑	❑	Land disposal site/refuse pit	❑	❑
Feed pad	❑	❑	Silage stack	❑	❑
Fuel tanks	❑	❑	Chemical preparation/storage	❑	❑
Timber treatment facility	❑	❑	Pesticide residues	❑	❑
Abandoned or decommissioned wells	❑	❑			

(ii) Are there any known water quality problems (e.g. bacterial contamination, turbidity, corrosiveness, sediment, colour, smell, taste)?

(If Yes, specify) _____

(iii) Do any of the following factors present risks to the quality of the water?

	Yes	No
Spray drift	❑	❑
Nearby factories	❑	❑
Mining operations	❑	❑
Run-off from urban or sealed surfaces	❑	❑
Material from effluent ponds or surface impoundments (waste or ponds or lagoons) (either treated discharge or leakage)	❑	❑
Contaminants washed into source during irrigation	❑	❑
Geothermal contaminants (e.g. arsenic, boron, lithium etc)	❑	❑
Saline water	❑	❑

(If Yes, specify what activity and how far away)

_____
_____
_____

3.	**Intake and storage**	Yes	No
(i)	Is any visible matter drawn up in the intake from the water source?	❑	❑
(ii)	Are holding tanks used?	❑	❑
(iii)	If Yes to (ii):		
	(a) are these tanks capable of holding more than or less than 1 days supply of water? (please circle answer)	More	Less
	(b) Is the outlet of the holding tank above or level with the base of the tank? (please circle answer)	Above	Level
		Yes	No
(iv)	Is the water prone to stagnation that results in deterioration of water quality?	❑	❑
(v)	Are tank inlets unprotected from animal access?	❑	❑
4.	**Additional criteria for flowing water only, e.g. rivers, streams, springs etc.**	Yes	No
(i)	Is there a plan to manage the water potability when the river/stream etc. floods?	❑	❑
(ii)	Is any effluent discharged less than 2 km upstream of the water intake? If Yes, state source: _____	❑	❑
(iii)	If Yes, is any effluent discharged less than 4 hours before water is taken from the source?	❑	❑
(iv)	Do farmed animals have access to within 10m of the water intake?	❑	❑
(v)	Is industrial or urban stormwater discharged to the source water upstream of the intake?	❑	❑
5	**Additional criteria for enclosed surface waters only, e.g. dams, lakes, reservoirs etc.**	Yes	No
(i)	Is there a plan to manage the water potability when flooding occurs?	❑	❑
(ii)	Is the water accessible to farmed animals?	❑	❑
(iii)	Is any effluent discharged into the dam/lake/reservoir?	❑	❑
(iv)	Is industrial or urban stormwater discharged into the dam/lake/reservoir?	❑	❑

Analysis

- The water may be considered satisfactory if the answers to the questions in section 1 are YES and:
  - the answers to all the YES/NO questions in sections 2, 3, 4 & 5 except 4(i) and 5(i) are NO, or
  - the answers to all the YES/NO questions in sections 2, 3, 4 & 5 except 3(ii), 4(i) and 5(i) are NO and the answer to section 3(iii)(a) is MORE and to 3(iii)(b) is ABOVE. (This means that the holding tank capacity is such that any debris sucked into the tank could settle for at least 24 hours before use and the water outlet from the tank is above the settled debris).
- If the answer to any question in section 1 is NO then a microbiological test must be obtained and a corrective action plan must be designed and included in the water management plan to ensure the water meets the criteria in Table 1: Quality of Potable Water.
- If the water is not considered satisfactory for any other reason, then appropriate action must be taken to ensure potential hazards to human health are minimised and, where necessary, a corrective action plan, which considers additional water treatment, must be designed and included in the water management plan.

Part 5: ROOF WATER

		Yes	No
1.	**Roofing materials**		
	Lead materials (lead nails, flashings, paint)?	❑	❑
	Asbestos materials?	❑	❑
	Paint or other surface treatment in poor condition?	❑	❑
2.	**Roof maintenance**		
	Gutterings are cleaned out at a frequency of (tick one):		
	Once a year or less.	❑	
	More than once a year but less than once per month.	❑	
	Once a month or more frequently.	❑	
3.	**Roof environment**	Yes	No
	Is the roof overhung by trees?	❑	❑
	Are there any other factors that could encourage birds or other pests to move about or settle on the roof?	❑	❑
4.	**Atmospheric fall out**		
	Are there industrial (including agricultural chemicals) or natural sources of atmospheric fall out?	❑	❑
	Is there any ash/soot deposit on the roof?	❑	❑

5. Intake and Storage			
		Yes	No
(i)	Are holding tanks used?	❑	❑
(ii)	If Yes to (i):,		
	(a) Are these tanks capable of holding more than or less than 1 day's supply of water? (please circle answer)	More	Less
	(b) Is the outlet of the holding tank above or level with the base of the tank? (please circle answer)	Above	Level
		Yes	No
(iii)	Is the water prone to stagnation that results in deterioration of water quality?	❑	❑
(iv)	Are tank inlets unprotected from animal access?	❑	❑

Analysis

- The water may be considered satisfactory if the gutterings are cleaned once a month or more frequently and:
  - the answer to all questions in sections 1, 3, 4 and 5 are NO and; or
  - the answer to all questions in sections 1, 3, 4 and 5 are NO except 5(i) and the answer to section 5(ii)(a) is MORE and to 5(ii)(b) is ABOVE. (This means that the holding tank capacity is such that any debris sucked into the tank could settle for at least 24 hours before use and the water outlet from the tank is above the settled debris).
- If the answers to any questions in sections 1, 3, 4 and 5 are YES then a corrective action plan must be designed and included in the water management plan.
- If the gutterings are cleaned out less frequently than once a month then the water management plan must validate the frequency at which gutterings are cleaned.
- If the water is not considered satisfactory for any other reason, then appropriate action must be taken to ensure potential hazards to human health are minimised and, where necessary, a corrective action plan, which considers additional water treatment, must be designed and included in the water management plan.

Part 6: SUMMARY OF ANALYSIS RESULTS

	Yes	**No**
Secure	❑	❑
Satisfactory	❑	❑