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| 1. **Business Identification** | | |
| 1.1 Business ID: | | 1.2 RMP No.: \_\_\_ \_\_\_ |
| 1.3 Unique Location Identifier for Dairy Business Operators: | |  |
| 1. **Operator Name, Business Address and Contact Details** | | |
| 2.1 Full legal name (Company, sole trader, partnership):  2.2 Trading name (if different): | | |
| 2.3 Physical address(es) of premises: | | 2.5 Contact details:  Phone No:  Fax No:  E-mail: |
| 2.4 Postal address (for communication): | | [ ] I give consent to being provided electronic information. |
| 1. **Responsible Person** | | |
| **Role** | **Name or position or designation** | **Contact details (if different from above)** |
| Day-to-day Manager of the RMP |  |  |

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| 1. **Scope of the RMP** | |
| 4.1 Physical boundaries  [ ] Thephysical boundaries of the RMP are shown on the attached site plan. | |
| 4.2 The RMP covers the following processes or activities for **Non-Dairy** **Animal Products for Human Consumption** (e.g. meat, seafood, poultry, bee products): | |
| [ ] Freezing of packed, chilled animal products  [ ] Freezing of chilled meat carcasses  [ ] Freezing of chilled whole fish  [ ] Storage of frozen animal products | [ ] Storage of chilled animal products  [ ] Dry storage (ambient temp.) of animal products  [ ] Further chilling of packed animal products  [ ] Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4.3 The RMP covers the following processes or activities for **Non-Dairy** **Animal Products for Animal Consumption** (e.g. petfood) : | |
| [ ] Freezing of packed, chilled animal products  [ ] Freezing of chilled meat carcasses  [ ] Storage of chilled animal products | [ ] Storage of frozen animal products  [ ] Dry storage (ambient temp.) of animal products  [ ] Further chilling of packed animal products  [ ] Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4.4 The RMP covers the following processes or activities for **Dairy Products**: | |
| [ ] Freezing of packed, chilled dairy products  [ ] Storage of chilled dairy products  [ ] Storage of frozen dairy products | [ ] Dry storage (ambient temp.) of dairy products  [ ] Further chilling of packed dairy products  [ ] Transport of dairy products  [ ] Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4.5 **Non-animal food products**  [ ] Non-animal food products (e.g. vegetable and fruit products) are stored within the physical boundaries of the RMP, but they are excluded from the RMP and are covered under the Food Act (i.e. Food Hygiene Regulations or Food Safety Programme).  [ ] Procedures are in place for ensuring that non-animal food products are not a source of contamination to any animal product processed or stored within the physical boundaries of the RMP. | |
| 4.6 **Non- food products**  [ ] Non- food products are stored within the physical boundaries of the RMP, but they are excluded from the RMP.  [ ] Procedures are in place for ensuring that non-food products are not a source of contamination to any food product processed or stored within the physical boundaries of the RMP. | |

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| 1. **Product Description** | | | |
| **Products** | **Non-dairy animal products for human consumption** | **Dairy products for human consumption** | **Animal products for animal consumption** |
| Intended use of product | Human consumption | Human consumption | Animal consumption |
| Requirements for the chilling, freezing and storage of animal products | HC Spec 76(2) and 104(2) specifies the following critical preservation temperatures:   * Chilled mammals, ostriches, emus and poultry: ≤ 7°C * Frozen mammals, ostriches, emus and poultry: ≤ -12 °C * Chilled whole fish: -1°C to 1°C * Chilled fish product: - 1°C to 4°C * Frozen fish or fish products (including shellfish): ≤ -18°C * Brine frozen fish: ≤ -15°C * Shucked paua intended for canning in NZ: ≤ 6°C | Dairy Approved Criteria for Storage and Transportation of Dairy Material and Products 6(13) requires that stores have adequate faciliities for storing refrigerated or frozen foods; monitoring food temperatures; and when necessary, controlling ambient temperatures to ensure the safety and suitability of food. | AC Spec 66 requires that chilling or freezing are conducted without any unnecessary delay and in a manner that minimises any potential microbial proliferation and contamination of animal material or product. |
| Labelling | Labelling of transportation outers as specified in HC Spec 32. | The Approved Criteria for Storage and Transportation of Dairy Material and Products 9(1) (c) requires that products are labelled in a manner that enables traceability to be maintained. | Labelling of transportation outers as specified in AC Spec 31 |

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| 1. **Process Description** | | | | |
| **Further chilling, or freezing of non-dairy animal products (e.g. meat, seafood, poultry, bee products)** | **Further chilling, or freezing of dairy products** | **Storage of chilled or frozen animal products (including dairy)** | **Dry storage of animal products (including dairy)** | **Others** |
| [ ] Receiving | [ ] Receiving | [ ] Receiving of chilled or frozen products | [ ] Receiving of packaged products |  |
| [ ] Blast chilling | [ ] Blast chilling | [ ] Storage in chiller | [ ] Transfer to dry store |  |
| [ ] Blast freezing | [ ] Blast freezing | [ ] Storage in freezer | [ ] Storage |  |
| [ ] Storage | [ ] Storage | [ ] Dispatch | [ ] Dispatch |  |
| [ ] Dispatch | [ ] Dispatch | [ ] Transport \* | [ ] Transport \* |  |
|  | [ ] Transport\* |  |  |  |

\* Store operators involved in the transport of **dairy** products must comply with the requirements given in Part 2, Section 14.2.4 of the COP, and they must include the transport of dairy products in the RMP.

Store operators who are involved in the transport of **non-dairy** products must comply with the transportation requirements specified in Part 15 of the Human Consumption Specifications, but the inclusion of transport of non-dairy animal products in the RMP is optional.

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| **7. External Verification** |
| **[ ]** I have contracted a recognised verifying agency to perform external verification activities.  Name and contact details of verifier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **[ ]** A letter from the verifying agency confirming they will verify the RMP at all sites covered by this RMP is attached.    **[ ]** I authorise my contracted verifier to have the freedom and access necessary to allow him/her to carry out verification functions and activities as specified in AP RMP Specifications clause 15 and AP Dairy RMP Specifications clause 14. |

| **8. RMP Document List, Responsibilities For and Authorisation of RMP** |
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| **Document** | **Documents from the COP** | | **Operator’s own documents based on the COP** | | **Operator’s own documents for additional products/processes/**  **procedures** | | **Person responsible for Implementation** |
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|  | **Reference** | **Date** | **Reference** | **Date** | **Reference** | **Date** |  |
| **Main part of RMP** (this document) | N/A |  | Completed RMP template |  |  |  |  |
| **GOP Supporting Systems:** |  |  |  |  |  |  |  |
| Design & construction of facilities, equipment | Part 2, Section 2 |  |  |  |  |  |  |
| Potable water | Part 2, Section 3 |  |  |  |  |  |  |
| Cleaning and sanitation | Part 2, Section 4 |  |  |  |  |  |  |
| Personnel competency, health and hygiene | Part 2, Section 5 |  |  |  |  |  |  |
| Control of chemicals | Part 2, Section 6 |  |  |  |  |  |  |
| Pest control | Part 2, Section 7 |  |  |  |  |  |  |
| Calibration | Part 2, Section 8 |  |  |  |  |  |  |
| Process control | Part 2, Section 9 |  |  |  |  |  |  |
| Document control and record keeping | Part 2, Section 10 |  |  |  |  |  |  |
| Traceability and inventory control | Part 2, Section 11 |  |  |  |  |  |  |
| Recall of products | Part 2, Section 12 |  |  |  |  |  |  |
| Operator verification and other operational requirements | Part 2, Section 13 |  |  |  |  |  |  |
| Other requirements specific to dairy | Part 2, Section 14 |  |  |  |  |  |  |
| **HACCP Application and**  **Identification of other risk factors** | Part 3 |  |  |  |  |  |  |
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| **Other documents:** |  |  |  |  |  |  |  |
| Site plan of physical boundaries |  |  |  |  |  |  |  |
| Letter from Verification Agency |  |  |  |  |  |  |  |
| Assessment of Water Supply Status (only necessary for own supply) |  |  |  |  |  |  |  |
| Record forms |  |  |  |  |  |  |  |

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| **9. Confirmation** |
| [ ] I confirm that all of the documents listed in Section 8 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 supporting systems, has been authorised by me.  [ ] I confirm that the RMP will be implemented as written, including all relevant parts of the code of practice.  **Signature of Operator or Day-to-day Manager of RMP: Date: …../…../…..** |