RCS Template for the Transport of Animal Material and Product

Amendment 1
March 2010

Disclaimer

Considerable effort has been made to ensure that the information provided in the Regulated Control Scheme (RCS) Template for the Transport of Animal Material and Product (Transport RCS template) is accurate, up to date, and otherwise adequate in all respects. Nevertheless, this template is issued 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 this template:

(a) disclaim any and all responsibility for any inaccuracy, error, omission, or any other kind of inadequacy, deficiency, or flaw in, or in relation to, the Transport RCS Template; and

(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 Transport RCS Template.

Does the “RCS Template for the Transport of Animal Material and Product” apply to you?

As of 1 November 2009 the transport, including vehicle docking facility transfers, of animal material and animal product for export with an official assurance must be covered under either:

- a registered risk management programme (RMP); or


If you elect to operate under the Transport RCS you can develop your documented system using this template.
The ‘Guidance for the use of the Transport Regulated Control Scheme Template’ provides further explanation about the Transport RCS Template and where it can be used. Therefore this template should be read in conjunction with the guidance document.

Application and use of this RCS template:

1. This RCS Template can be used by transport service operators and vehicle docking facility (VDF) operators who wish to operate under the Transport RCS. These operators would be transporting, which includes the use of vehicle docking facilities, of animal material and animal product where the material or product is intended for export with an official assurance.

2. The ‘Guidance for the use of the ‘RCS Template for the Transport of Animal Material and Product’ explains the application and use of the Transport RCS Template. It also provides instructions on how to complete this Transport RCS Template. If you are the person completing this template you must read these instructions while completing the form to ensure that correct information is provided.

3. Transport service operators and vehicle docking facility operators who wish to use this template must comply with all the requirements and procedures given, including those in the attachments. The notes provided in boxes are not mandatory requirements - they are just explanatory notes or recommendations.

4. This RCS Template is also available as a Word document so that the form can easily be used by further (pet food) processors.

5. The Transport RCS Template starts on the next page.

**Note: The cover page and this page are not part of the RCS Template for the Transport of Animal Material and Product.**
## 1. Scope of operation
(tick one or both boxes and write “N/a” if an activity is not applicable to your operation)

<table>
<thead>
<tr>
<th>Transport service operator</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle docking facility (VDF) operator</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

## 2. Business identification

ID: ____  ____  ____  ____  ____  ____  ____  ____  ____  ____

## 3. Operator name, business address and contact details

### 3.1 Full legal name (Company, sole trader, partnership):

### 3.2 Trading name (if different):

### 3.3 Physical address of premises:

### 3.4 Postal address (for communication):

### 3.5 Contact details:

- Phone No: 
- Fax No: 
- E-mail: 

## 4. Person with overall management or control of operations under the transport RCS

<table>
<thead>
<tr>
<th>Name or position or designation</th>
<th>Contact details (if different from above)</th>
</tr>
</thead>
</table>
5. Scope of operations under the RCS

5.1 Transport

The operation covers the transport, of:

- [ ] non-refrigerated dairy material or dairy products
- [ ] refrigerated dairy material or dairy products
- [ ] non-refrigerated non-dairy animal products
- [ ] refrigerated non-dairy animal products

5.2 Vehicle docking facility operations

The operation covers the vehicle docking facility transfer of:

- [ ] non-refrigerated dairy material or dairy products
- [ ] refrigerated dairy material or dairy products
- [ ] non-refrigerated non-dairy animal products
- [ ] refrigerated non-dairy animal products

5.3 Control of cross contamination: non-dairy animal products / dairy material, dairy products

- [ ] Procedures are in place for ensuring that, when transported using the same transportation units, non-dairy animal products are not a source of contamination to any dairy material or dairy product and vice versa.

5.4 Non-animal food products

- [ ] Non-animal food products (e.g. vegetable and fruit products) are transported using the same transportation units, but they are excluded from the RCS. They 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 products or animal material that is transported using the same transportation units.

5.5 Non-food products

- [ ] Non-food products are transported using the same transportation units, but they are excluded from the RCS.

- [ ] Procedures are in place for ensuring that non-food products are not a source of contamination to any animal products or animal material that is transported using the same transportation units.
### 6. Document list and responsibilities

<table>
<thead>
<tr>
<th>Document</th>
<th>Location (section / page no.)</th>
<th>Application (transport service operator, VDF or both)</th>
<th>Version no. or date issued</th>
<th>Person responsible for implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main part of RCS documented system</strong> (this document)</td>
<td>N/A</td>
<td></td>
<td>Completed RCS documented system</td>
<td></td>
</tr>
<tr>
<td><strong>Good Operating Practice (GOP) Programmes:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design &amp; construction of transportation units and equipment</td>
<td>Attachment A1</td>
<td>TSO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design and construction of vehicle docking facilities</td>
<td>Attachment A2</td>
<td>VDF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning and maintenance</td>
<td>Attachment B</td>
<td>Both</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel health and hygiene</td>
<td>Attachment C</td>
<td>Both</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating procedures - general</td>
<td>Attachment D1</td>
<td>Both</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating procedures - transport</td>
<td>Attachment D2</td>
<td>TSO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating procedures – vehicle docking facilities</td>
<td>Attachment D3</td>
<td>VDF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation and record keeping</td>
<td>Attachment E</td>
<td>Both</td>
<td></td>
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<tr>
<td><strong>Own Procedures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other documents</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(strike out and/or list others as appropriate)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of transportation units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of vehicle docking facilities, depots</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Record forms</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 7. External verification

[ ] I have contracted a recognised verifying agency to perform external verification activities.

Name and contact details of verifying agency: 
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

[ ] I give my contracted verifier the freedom and access necessary to allow them to carry out verification functions and activities.

### 8. Confirmation

[ ] I confirm that all of the documents listed in Section 6 apply to my operation.

[ ] I confirm that all transportation units, equipment and vehicle docking facilities necessary to operate under the transport RCS are available and ready to operate.

[ ] I confirm that the RCS documented system, including all GOP programmes, has been authorised by me.

[ ] I confirm that the RCS documented system will be implemented as written, including all GOP requirements and procedures given in the Attachments.

**Person with overall responsibility for this RCS documented system:**

Name: ___________________________  Date: ___________________________

Designation: ___________________________  Signature: ___________________________
Attachment A1: Design and construction of transportation units and equipment

Transportation units include vehicles, shipping containers, bulk tanks, trailers and other form of transport used in the transport of animal products or animal material.

1. Design and construction of transportation units

1.1 Transportation units are designed and constructed in a manner so as to:

- maintain the hygienic status of animal products and animal material being transported;
- permit effective cleaning and maintenance; and
- minimise and manage the exposure of animal products or animal material to hazards or other risk factors.

1.2 Internal surfaces and structures of transportation units that may affect animal products or animal material are constructed of material that are:

- easily cleaned, and can be sanitised (when required);
- durable and capable of withstanding normal operating conditions; and
- free from depressions, pits, cracks, and crevices that may harbour contaminants.

1.3 The internal surfaces of transportation units (e.g. walls, ceiling and floors) that are subject to wet cleaning are constructed of material that is impervious, and are designed to facilitate the drainage or removal of water.

2. Refrigeration facilities and equipment

2.1 Refrigerated transportation units are designed, constructed and equipped to ensure that the specified temperatures are maintained throughout transportation.

2.2 Refrigerated transportation units have equipment that allows for the monitoring of temperatures.

This equipment should allow the driver to be able to monitor the temperature of the refrigerated transportation unit at a frequency necessary to ensure that required temperatures are maintained during a particular journey. For some journeys monitoring the temperature at the start and end of the journey may suffice.

2.3 Temperature measuring devices used to measure temperatures are calibrated and located to measure the internal temperature of the transportation unit at the warmest point.
You could meet this by either:
a) calibrating the temperature measuring device yourself; or
b) obtain documentation that shows that the temperature measuring device has been calibrated.

Note: temperature measuring devices should be calibrated at a frequency necessary for maintaining its required accuracy. The equipment supplier’s guidance should recommend a calibration frequency.

The warmest point of a refrigerated truck is usually the area near the return air inlet on the evaporator, or in a bad air flow area of the unit.

3. Records

Records giving the following information are kept by the transport service operator:

- any specifications or manuals related to refrigeration units and other equipment;
- calibration records;
- any problems or deficiencies identified, and corrective action taken.

Note: problems or deficiencies that occur, and any corrective action taken may be recorded in checklist or forms, or in a daily diary.

Attachment A2: Design and construction of vehicle docking facilities

1. Design and construction of vehicle docking facilities

Vehicle docking facilities are designed and constructed in a manner so as to:

- sufficiently protect the animal products or animal material during handling from environmental contamination and other risks;
- provide for relevant temperature control for animal products or animal material during handling.

2. Records

Records giving the following information are kept by the vehicle docking facility operator:

- any specifications or manuals related to refrigeration units and other equipment;
- calibration records;
- any problems or deficiencies identified, and corrective action taken.
Attachment B: Cleaning and maintenance

This attachment applies to both transport service operators and vehicle docking facility operators.

This attachment only applies to cleaning, repairs, and maintenance of—
a) the freight compartment of transportation units where animal products or animal material is contained; and
b) any equipment that could affect the preservation or hygienic status of the animal products or animal material being transported.

It does not apply to the cleaning or maintenance of the vehicle itself.

1. Cleaning and maintenance

1.1 Transportation units and VDFs are maintained in good operating and hygienic condition so that contamination and deterioration of animal products or animal material is minimised.

1.2 The cleaning of transportation units and VDFs are undertaken following the procedures in the written cleaning programme or schedule.

The written cleaning programme or schedule sets out the procedures for cleaning the transportation units / VDFs, chemicals that are used, frequency of cleaning, person responsible for cleaning, and records to be kept.

1.3 Chemicals used for cleaning and maintenance are handled and used:

a. according to the directions of the manufacturer; and
b. in a manner that minimises contamination of animal products or animal material.

1.3 Chemicals used for cleaning and maintenance of transportation units and VDFs used to transport:

a. non dairy animal products and animal material are listed on the approved maintenance compounds list; and


b. dairy animal products and animal material are listed on the approved and recognised dairy maintenance compounds list;

The register of approved and recognised dairy maintenance compounds is available on the NZFSA web site at http://www.nzfsa.govt.nz/registers-lists/dairy-maintenance-compounds/.
1.4 Before being used to transfer any animal products or animal material, transportation units and VDFs are checked to ensure that they are visibly clean, dry and with no other signs of contamination (e.g. off-odour). The results of these checks are recorded.

2. Repairs and maintenance

2.1 The condition of the transportation unit, VDF, and related equipment is regularly checked for any deficiencies that could lead to damage or deterioration of animal products or animal material or packaging. Any deficiencies identified are recorded, along with corrective action taken.

2.2 Any damage or deterioration of animal products or animal material or packaging, resulting from the condition of the transportation unit, is corrected. The damage or deterioration is recorded, along with corrective action taken.

2.3 All alterations, repairs and maintenance work carried out on transportation units, VDFs, and equipment (including refrigeration units) are done in a manner that minimises exposure of animal products or animal material to hazards or contamination that may be introduced by this work.

2.4 Records of any alteration, repair and maintenance work on transportation units are kept.

3. Records

Records giving the following information are kept by the transport service / vehicle docking facility operator:

- cleaning and inspection records;
- repairs and maintenance records;
- any problems or deficiencies identified, and corrective action taken.
**Attachment C: Personnel health and hygiene**

This attachment applies to both transport service operators and vehicle docking facility operators.

1. **Health of workers**

   Personnel (including drivers and product handlers) are excluded from handling any exposed animal products or animal material when he/she is suffering from:

   a. diarrhoea or acute respiratory infection; or
   
   b. is diagnosed with infectious disease which may be transmitted through food (e.g. illness caused by Salmonella, Shigella spp., E. coli spp., Campylobacter, Hepatitis A virus infection); or
   
   c. boils, sores, infected wounds, or any other condition that cannot be adequately prevented from becoming a source of contamination.

2. **Training**

   Personnel (including drivers and product handlers) are familiar with and are adequately trained on hygienic practices and operating procedures documented in this RCS documented system.

3. **Hygienic practices**

   3.1 Personnel (including drivers and product handlers) behave in such a manner as necessary to minimise contamination and deterioration of animal products or animal material, and the transport environment.

   3.2 Personnel (including drivers and product handlers) must follow an appropriate personal hygiene routine before handling any exposed product or food contact material.

   Personnel thoroughly wash and dry hands and exposed portions of the arms with hand soap and water before handling any exposed product or food contact material.

   **Note:** When a water source is impractical to have within a certain area, alternative options for sanitising workers’ hands may be considered.

4. **Records**

   Records giving the following information are kept by the transport service / vehicle docking facility operator:

   - any medical certificates;
   - any training records;
   - any problems identified, and corrective action taken.
Attachment D1: Operating procedures - general

1. List of transportation units and vehicle docking facilities

1.1 An up-to-date list of transportation units and vehicle docking facilities (including an accurate description of the boundaries of operation of any listed vehicle docking facility) is kept.

The physical boundaries of VDF operations can be shown on a site plan.

1.2 Only transportation units and vehicle docking facilities that are listed are used for the transport and handling of animal product or animal material.

Examples of tables that can be used for maintaining lists of transportation units and vehicle docking facilities are provided in Appendix 1 and 2.

2. Refrigeration control

2.1 Refrigerated transportation units are operated in a manner so that the required temperature of animal products and animal material is maintained throughout transport.

2.2 Refrigerated transportation units are loaded within their designed refrigeration capacity.

2.3 Procedures are in place to minimise the condensation drip on to animal products or animal material in a refrigerated transportation units.

2.4 Equipment for the control or monitoring of temperatures and any other required refrigeration parameters (e.g. humidity, air-flow) is operated at all times while the refrigeration equipment is in use.

Other refrigeration parameters e.g. humidity, air-flow may also be controlled and monitoring.

2.5 The temperature of the refrigerated transportation unit is checked by personnel at a frequency necessary to ensure that required temperatures are maintained during the transport of animal products or animal material.

Note: Temperature readings should be taken and recorded at the start and end of the journey. Factors that may affect refrigeration performance (e.g. breakdowns) should also be recorded by the driver.
3. **Emergency**

3.1 In the event of an emergency (including but not limited to a breakdown of a transportation unit) the affected animal products or animal material may be transferred to another suitable transportation unit of a transport service operator other than at a vehicle docking facility or premises covered by an RMP if-

   a. any potential contamination is minimised; and
   
   b. the transfer is recorded on the documentation accompanying the animal products or animal material.

3.2 If any temperature requirement is contravened as a result of an emergency, the transport service operator must notify-

   a. the owner of the animal products or animal material; and
   
   b. the transport service operator’s verifier.

4. **Notification requirements**

4.1 The owner of the animal products or animal material is notified without unnecessary delay when the following occurs-

   a. damage, spillage, or contamination of animal products or animal material; or
   
   b. failure to maintain product temperature, including refrigeration failure; or
   
   c. malfunction or significant damage of a transportation unit; or
   
   d. product security or traceability has been compromised.

4.2 The recognised verifying agency is notified, without delay, of any suspected or known non-compliance or compromise of the safety or hygiene of any animal products or animal material.

5. **Handling of non-complying products**

5.1 Non-complying products are clearly identified and controlled until disposition is determined by a person with the necessary authority.

   The disposition may be determined by the operator or the owner of the products, or, in certain cases, by the regulator.

5.2 Non-complying products are handled in a manner that prevents:

   a. contamination and/or deterioration of other products; and
   
   b. further contamination and/or deterioration of non complying products; and
   
   c. contamination of the transportation unit.
6. Verifier freedom and access

6.1 Verifiers are given such freedom and access as will allow them to carry out their functions and activities, including verification functions and activities.

6.2 The person responsible for the day-to-day management of the operation will be available to the verifier during operating hours.

7. Changes to responsibilities

The day-to-day manager of the operation will:

   a. notify NZFSA (Attention Senior Manager (Production, Processing & Sale Approvals, Approvals and ACVM) without unnecessary delay when there is a change to the recognised verifying agency being used;

   b. advise the recognised verifying agency when there is a change to the name or position or designation of the person(s) responsible for the day-to-day management of the RCS documented system;

8. Records

Records of the following are kept by the transport service / vehicle docking facility operator:

- list of transportation units and/or list of vehicle docking facilities (with operational boundaries);
- temperature records for refrigerated transportation units;
- any product temperature records; and
- any notifications made to animal product owners and/or the recognised verifying agency; and
- any notifications regarding changes to responsibilities; and
- any non-compliance that occur, and corrective action taken.
Attachment D2: Operating procedures – transport

1. Handling during transport

1.1 Animal products and animal material are handled and transported in a manner that ensures their fitness for intended purpose is maintained.

1.2 Chilled or frozen animal products or animal material are loaded, transported, and unloaded without unnecessary delay to ensure that required product or material temperatures are maintained.

1.3 Animal products and animal material are adequately protected from the elements and environmental contaminants during loading and unloading.

1.4 To prevent avoidable contamination, the doors of fully enclosed freight compartments on transportation units are kept closed except when-
   a. loading and unloading; and
   b. carrying out cleaning, repairs, and maintenance; and
   c. otherwise necessary for the operation of the transportation unit.

1.5 If the fitness for intended purpose of the animal products or animal material has been compromised, the transport service operator must handle those products or materials in a manner that minimises-
   a. exposure or spillage; and
   b. contamination or deterioration; and
   c. contamination of other animal products or animal material, and the transport environment.

   Damaged packaging is one example where the fitness for intended purpose of products or material may be compromised. In this case the exposure or spillage can be minimised by wrapping and sealing the products or material.

1.6 Animal products or animal material are kept separate or protected from other products that may taint or contaminate them.
2. Documentation to accompany consignment

2.1 Each consignment is either:

a. accompanied by documents from the consignor:
   
i. showing a conveyance reference number (e.g. fleet number or licence plate number); and
   
ii. with any changes of vehicle or vehicle reference number during the journey, and any vehicle docking facilities which handle the consignment being noted on the consignor’s documentation; or

b. sealed by the consignor to prevent access to the consignment during transport by using a uniquely numbered seal, approved by the consignor’s verifier, and the seals are not removed or changed during the journey. This option is used where:
   
i. NZFSA requires transfer documentation (e.g. E-cert or paper transfers) to be used for the animal material or animal product; and
   
ii. the consignor has entered the seal number on the transfer documents.

2. Changes to consignor’s documentation

Any changes of vehicle or vehicle reference number during the journey, and any vehicle docking facilities which handle the consignment are noted on the consignor’s documentation.

3. Records

Records of the following are kept by the transport service operator:

- temperature records for refrigerated transportation units;
- any product temperature records; and
- documentation accompanying consignments;
- any non-compliance that occur, and corrective action taken.
Attachment D3: Operating procedures – vehicle docking facilities

1. Handling at vehicle docking facilities

1.1 Vehicle docking facilities are only be used for the direct transfer of animal products or animal material from an incoming transportation unit to an outgoing transportation unit in accordance with the following conditions-

a. vehicle docking facilities are not be used to load final export containers; and

b. the outgoing transportation unit is present before the incoming transportation unit has completed unloading; and

c. the transfer of animal products or animal material occurs as a continuous operation.

1.2 Records of the nature and quantity of animal products or animal material being handled, including the date of arrival and departure of each consignment are kept.

An example of how this information can be recorded is provided in Appendix 3.

1.3 Animal products or animal material that is not transferred between transportation units:

a. at a vehicle docking facility; or

b. a premises covered by a RMP; or

c. in accordance with the emergency handling procedures in Attachment D1: Operating procedures – general is ineligible for export with official assurances.

2. Changes to consignor’s documentation

Any changes of vehicle or vehicle reference number during the journey, and any vehicle docking facilities which handle the consignment are noted on the consignor’s documentation.

3. Records

Records of the following are kept by the vehicle docking facility operator:

- any temperature records for refrigerated transportation units;
- any product temperature records; and
- animal products and animal material being handled;
- any non-compliance that occur, and corrective action taken.
Attachment E: Documentation and record keeping

1. Documentation requirements

1.1 Every document or part of a document that forms part of the RCS documented system is-
   a. legible; and
   b. dated or marked to identify its version; and
   c. clearly indicate any changes made to the system; and
   d. identified as comprising part of the system; and
   e. authorised by the day-to-day manager of the operation prior to issue and use; and
   f. made available when required to any person with responsibilities under the system.

1.2 The RCS documented system and all reference material relating to that system are readily accessible.

1.3 The operator must have an effective document control system that includes recording changes to the operator documented system, including changes to cross-referenced documents that form part of the system.

1.4 One hard copy of all obsolete documents from the RCS documented system are retained for 2 years, and can be made available as required.

These documents should be retained in a manner that prevents confusion with current documents.

1.5 Any updated parts of the system are replaced as soon as practicable after any change and the obsolete documents or parts of documents are removed as soon as practicable.

1.6 Records are stored in a manner which protects them from damage, deterioration or loss and ensures that they can be retrieved.

1.7 Electronic records are backed up and protected from corruption, damage or loss.

2. Instructions to personnel

Any set of instructions for personnel relating to transport or handling are consistent with the RCS documented system.
3. Record keeping

3.1 Records are kept to enable the operator, the Director-General, an animal product officer, or verifier to readily ascertain-

a. that the business is operating in compliance with this scheme and the RCS documented system; and

b. the nature and quantity of animal products or animal material being handled; and

c. in the case of transport service operators:
   - the date the transport service operator took possession of each consignment; and
   - the date each consignment was delivered to the receiving animal product business; and

d. in the case of vehicle docking facility operations, the date of arrival and departure of each consignment; and

e. such other details as may be required by the Director-General for the purposes of this scheme and notified to the operator.

3.2 Where a transport service operator uses sub-contractor transportation units or vehicle docking facilities they:

- must list sub-contractor transportation units and vehicle docking facilities, including the business name of the sub-contractor; and

- are wholly responsible for ensuring any sub-contracted transportation service or vehicle docking facility complies with the requirements of the RCS documented system.

3.3 Operators must keep all records relating to this RCS documented system for a minimum of 4 years.

3.4 Records relating to the RCS monitoring and corrective action activities include:

- the date and time of the activity or observation;
- subject and description of the activity or observation; and
- corrective action undertaken; and
- a means to identify the person(s) who performed the activity.

4. Records

Records of the following are kept by the operator:

- up-to-date list of documents
- record forms;
- all records generated while implementing the RCS documented system.
### Appendix 1: Transportation units (trucks, trailers etc.)

<table>
<thead>
<tr>
<th>Identifier (e.g. fleet number, registration (number) plate)</th>
<th>Category (e.g. truck, trailer)</th>
<th>Comment (if any)</th>
<th>Status</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>- active; or - no longer used, with date used (e.g. Oct 09 – Feb 10)</td>
<td></td>
</tr>
</tbody>
</table>
### Vehicle docking facilities (VDFs)

<table>
<thead>
<tr>
<th>Physical address</th>
<th>Identifier</th>
<th>Comment (if any)</th>
<th>Status</th>
<th>Site plan attached?</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(VDF(s) operated by a transport service operator won’t have any unique business identifier)</td>
<td></td>
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<tr>
<td></td>
<td>Business ID</td>
<td>In-house ID</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(if any, in the absence of a business ID)</td>
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</tr>
</tbody>
</table>

### Other depots

(If in the absence of a business ID)

<table>
<thead>
<tr>
<th>Physical address</th>
<th>Comment (if any)</th>
<th>Status</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

*Note: Site plan attached? and Initial columns may be relevant to specific situations.*
### Appendix 3: VDF checksheet

**VDF address or ID Code:**

<table>
<thead>
<tr>
<th>Date of transfer</th>
<th>Time of transfer</th>
<th>Transportation unit (truck, trailer) identifier</th>
<th>Consignor</th>
<th>Consignee</th>
<th>Product Description</th>
<th>Quantity</th>
<th>Reference</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(e.g. fleet number, registration number plate)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Arriving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Departing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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RCS Template for the Transport of Animal Material and Product, issued by NZFSA

*Amendment 1, March 2010*