Guidelines for Completing the Egg RMP Template

This RMP template must be completed by a person or people who have full knowledge of the whole operation covered by the RMP.

**General Instructions**

a) Read this guideline for each section of the template before completing it.

b) Provide the required information by:
   - Entering information into the empty boxes or blank lines, or
   - Ticking the appropriate answer or information, e.g. [✓]
   NB: Do not write anything into the shaded boxes.

c) Ensure that all information that you have provided is legible.

d) Ensure that everything written down accurately reflects or applies to your operation and that you will be able to comply with them.

**Section 1: Business Identification**

| Business ID: | Choose a unique business identifier. It must be a number or number/letter combination of at least 3 and not more than 10 characters with at least one character as a number and no leading zeros. The business identifier must not be the same as any exporter’s registration number. |
| RMP No.: | Assign a consecutive two digit number (01-99) to each new RMP you have. Enter 01 if this is your first RMP. |

**Section 2: Operator Name, Business Address and Contact Details**

| Full legal name: | If the business is a company, then the full legal name must match the details given at the Companies Office exactly. If the business is a partnership or a sole trader operation then the name(s) of the business owner(s) must be provided. |
| Trading Name: | This is the name that you trade under, i.e. the name that you use on your shop sign or letterhead, which may be different to the legal name given above. |
| Physical address: | Give the street address of the premises covered by the RMP. |
| Postal address: | Give the address where you want any correspondence sent to. |
| Phone / Fax / Email | Give the contact details for the business. |

Tick the space provided if you agree to correspondence about your RMP being sent to you by email. This is recommended, whenever possible, as it speeds up communication from the NZFSA significantly.

**Section 3: Responsible Persons**

| Day-to-day manager | The day-to-day manager is the person responsible for the implementation of the RMP and for ensuring that it is kept up to date. He/she is the contact person for the NZFSA and the Verification Agency when dealing with matters related to the RMP. Give the name, position or designation, and contact details (phone no., fax no., email address) of the day-to-day manager. |
| Describe the competency of the day-to-day manager. This can include experience, qualifications, courses attended, or on-the-job training relevant to the RMP. |
Section 4: Scope of the RMP

Physical boundaries: Tick the box to confirm that you have attached a basic site plan showing the buildings, facilities and external surroundings included under the RMP. The physical boundary of the RMP must be clearly marked in the site plan with a dark marking pen. Label the site plan as attachment T.

RMP coverage: Indicate the types of operation that are covered under your RMP by ticking all of the relevant boxes. If you have other operations that should be covered by the RMP, specify this under “other”. If this “other” operation is not adequately covered by this template, you must add more details as required for these operations throughout the RMP.

(Note: The feedmill and rearing farm do not have to be in the RMP, so for simplicity it is recommended that you leave these out of your RMP.)

Further processing: Further processing includes any processing step beyond grading and packing (e.g. breaking, pulping, pasteurising, drying).

If you answered “yes”, indicate whether this further processing is managed under the RMP or under the Food Act. If you include this further processing in your RMP, you will need to add more information to all relevant sections and attachments to cover these operations.

(Note: For simplicity, it is recommended that you leave further processing under the Food Act for now.)

Other activities: Specify any activity other than egg production or processing that occurs within the physical boundaries of the RMP. Examples of other activities are: crop production in a free range farm, vegetable processing in the packhouse.

Confirm whether this activity is managed so that they do not adversely affect the egg operations. If not, you will need to add more information to all relevant sections and attachments to cover the impact of these operations on your RMP.

Section 5: Egg Types

Indicate the types of eggs covered under the RMP by ticking the appropriate box and specifying any other type of eggs handled.

Section 6: Product Description

Products: Consider all of the egg products that leave your RMP. If necessary, change the products listed to agree with what you produce. Cross out the column of any product that you do not produce. If you have other egg products, specify this in the last column under “other”. Examples of other products are: defective eggs collected for breaking or further processing, or specific products resulting from secondary processing (if you have added these into your RMP).

If the space in the table is not enough, add another column or page. If you add another page make sure it has a name, page number and date at the top (similar to the original document).

Intended consumer: Indicate whether the product is for human and/or animal consumption. Consider if any products such as broken eggs and defective eggs are fed to pigs or other animals.

Intended uses: Indicate the uses for each product.
Regulatory Limits: The NZFSA has not set any Regulatory Limits for eggs. Do not change or add anything to this row.


Product description: These are the accepted descriptions for the three types of whole egg. Give the description for any “other” product you may have added.

Label claims: Indicate the label claims applicable to each product. Specify if there are “other” claims, e.g. omega-3 enhanced. (Note: All label claims must be truthful and evidence must be available to justify them).

Shelf life: Give the number of days from date of lay to “Best before” date.

Storage temp: Give the temperature range that eggs are stored at while at the packhouse, e.g. 12-15 °C. Make sure you enter a temperature range that is correct for all seasons.

Section 7: Process Description and Controls

Process steps: Indicate all the key process steps included in your RMP by ticking the relevant boxes. If there are other steps aside from those listed, specify them under “14. other” at the bottom of the box. Make sure that the supporting system “Attachment Q: Process Control” covers all of these steps. Add more details to the attachment for the “other” step(s).

Section 8: External Verification

This section states that you authorise the contracted verifier to have the freedom and access to carry out verification activities. Do not change or add anything to this section.

Confirm, by ticking the box, that a letter has been received from the recognised verifying agency confirming that they will verify the RMP. Use the “Verification Services Request Form for Egg RMP operators”, which is attached to this Guideline, to set this up. If the operation is spread over a number of sites, ensure that the letter lists each site to be verified.

Section 9: RMP Document List, Responsibilities For and Authorisation of RMP

You must read and provide the necessary information in the attachments before you can complete this section. Read the instructions given below for Attachments: Supporting Systems.

Column 1: This gives the list of all the documents, including the supporting systems, that form part of your RMP. Ensure that all of the documents are applicable to your RMP. Delete those that are not applicable and add other documents instead (e.g. your own procedures) that you want to include in the RMP.

Column 2: Ensure that the attachment letters (e.g. A, B) aligns properly with the correct document. Make sure that all attached documents have the appropriate attachment letter shown on the top right corner of each page.

Column 3: List the date that is at the top of the document referred to. Make sure that all pages of each document have the same date.
Column 4: For each supporting system (Attachments A – Q), give the name or position of the person responsible for its implementation. For small operations, the same person may be responsible for all or for most of the systems.

Confirmation: Tick the 4 boxes to confirm that you agree to these statements.

Signature: The operator or the day-to-day manager of the RMP must sign and date the completed template.

**Attachments: Supporting Systems**

The supporting systems that are documented in the Attachments describe the hygienic practices and procedures that you will comply with to ensure the consistent production of eggs that are safe and suitable for their intended purpose. The external verifier (i.e. NZFSA Verification Agency) will verify the effectiveness of the RMP against these procedures and requirements.

a) Read each attachment thoroughly.

b) Ensure that all the written procedures apply to your operation and that you will be able to comply with them. Delete or cross out anything that does not apply to your operation. If you have your own written procedures, attach them to the relevant supporting system. Make sure that you add document names, page numbers and dates (similar to those from the original attachment) to each page.

c) Some attachments require that you provide information specific to your operation (e.g. cleaning schedule). Provide the required information by:
   - entering information into the empty boxes or blank lines,
   - ticking the appropriate answer or information, and/or
   - if the spaces or tables provided are not enough or suitable for the information you want to include, attach additional pages or your own written procedures to the relevant supporting system.

d) For any additional pages you add to the RMP, make sure that you add document names, page numbers and dates (similar to those from the original attachment) to the top of each page.

e) Ensure that any additional documents are listed in the RMP Document List in section 9 of the main document of the template.

f) Initial the bottom of every page to indicate that you fully understand the procedures and requirements on the particular page and that you are complying, or will be able to comply with them.

(Note: The regulatory requirements given in the attachments have been interpreted as they apply to egg production and they have been written in a simplified manner to make them easier to understand. Operators who want to read the actual legislation should refer to the pieces of legislation listed under “Regulatory Requirements” in each attachment. Legislation is available at NZFSA’s web site at http://www.nzfsa.govt.nz/animalproducts/legislation/index.htm.)

**RMP Evaluation and Registration**

After you have completed the RMP, you must arrange and pay for an accredited RMP evaluator to evaluate it. A list of these people is given on the NZFSA website: http://www.nzfsa.govt.nz/animalproducts/registers-lists/evaluators-rmp/index.htm

Once the evaluator is satisfied with the RMP and has provided a report saying that the RMP is valid, you must apply to the NZFSA for registration using application form AP4: ‘Registration of Risk Management Programme’ which is available at http://www.nzfsa.govt.nz/animalproducts/publications/forms/index.htm. You must send the completed AP4 and all of the required documentation to the NZFSA with an application fee of $100 (incl. GST). The NZFSA may ask for clarification or further information on any part of the RMP. There may be an additional assessment fee charged (at $80 incl. GST/ hour) for the time of the NZFSA assessor. Once all fees are paid and the NZFSA is satisfied with the RMP, it will be registered.
Verification Services Request Form for Egg RMP Operators

I request MAFVA to provide verification services in relation to my Risk Management Programme (RMP).

I confirm I have read the Biosecurity Control Memorandum of Understanding - MAF Verification Agency (MAFVA) and the Egg Producers Federation (EPF) and have documented in this request form any biosecurity requirements that are additional to those specified in points 1 – 5 of the Memorandum of Understanding.

| * Date |  |
| * Name of Operator of RMP |  |
| * Physical Address of Risk Management Programme |  |
| Postal address (specify if different from the physical address) |  |
| * Phone Number of Operator |  |
| Email Address (where applicable) |  |
| Additional biosecurity requirements (where applicable) |  |
| * Signature of Operator (signature to be included where form is submitted by post. Where form is submitted electronically, specify “email” instead of signature) |  |

All boxes on the form indicated with * must be completed, once completed please return the completed form to

Ann-Maree Patterson  
MAFVA  
PO Box 2526  
Wellington  
email: Ann-Maree.Patterson@nzfsa.govt.nz
Biosecurity Control

Memorandum of Understanding between MAF Verification Agency (MAFVA) and the Egg Producers Federation (EPF).

Background

The New Zealand commercial poultry flock has a unique and superior animal health status. The Egg Producers Federation of New Zealand (Inc.) and the Poultry Industry Association of New Zealand (Inc.) are committed to protecting this disease free status.

Endemic diseases affect poultry regionally within New Zealand. Biosecurity precautions are important to ensure that these diseases don’t spread nationally and between operations regionally. Examples of these endemic pathogens are *Infectious laryngotracheitis* (ILT), *Mycoplasma gallisepticum* (MG), *Pasteurella multocida* (Fowl Cholera).

Research validates the importance of humans in the transmission of *M. gallisepticum* between poultry premises. Christensen et al. (1994) found that *M. gallisepticum* could survive in the human nasal passage for 24 hours, on straw, cotton and rubber for two days on human hair for three days and on feathers for 2-4 days.

All visitors to poultry operations (including MAFVA Verifiers) need to consider the risk of carrying disease-causing organisms on their clothing, skin, hair etc. All visitors to poultry operations must abide by the biosecurity restrictions that are enforced. All visitors to poultry operations are equal in terms of the Biosecurity risk posed to the particular operation.

Within New Zealand there are varying types of poultry operations that produce eggs for human and animal consumption, and will require a Risk Management Programme under the Animal Products Act. These range from high health breeding operations through to egg laying operations. Egg laying operations range from caged production, to barn, to free range operations.

Limiting the risk to these facilities can be managed by the use of clean protective clothing and appropriate hygiene routines as stipulated in the Biosecurity guidelines, which are farm specific and are commensurate with the risk, which is posed to the farm e.g. breeding operations will require a high level of Biosecurity for all visitors.

Standards

1) All MAFVA verifiers must observe a 48-hour stand-down, following overseas travel, before visiting an egg operation. The stand down period must be 7 days if the Verifier has visited poultry markets, offshore processing operations or had any contact with offshore domestic and/or commercial poultry and/or pigs.

2) All MAFVA verifiers who visit poultry operations as part of their work regime are to have no direct physical contact, with domestic (or commercial) avian species or pigs for 48 hours prior to visiting the poultry operation.

3) It is required that MAFVA Verifiers whom have an involvement in the verification of egg RMPs do not keep domestic (or commercial) avian species or pigs or take the appropriate stand-down period, as specified in point 2 above, prior to the scheduled visit at MAFVA expense.

4) EPF recommends that Operator’s of egg RMPs provide the following protective clothing to MAFVA verifiers at each farm visit. MAFVA verifiers will wear the Operator’s protective clothing where supplied. Protective clothing and footwear must be freshly cleaned and sanitised. If the Operator requires protective clothing to be worn by visitors, it should supplied by the operator. This may include:

   - A hair covering (e.g.: disposable hairnet),
   - protective clothing (e.g.: disposable dust coat) and
- protective footwear (e.g.: disposable over boots).

**Note:** Any protective clothing that MAFVA verifiers wear, if not clothing supplied by the operator will be clean, but may have been worn to visits at other RMPs. Contaminated clothing that has been worn to other poultry premises defeats the purpose of wearing such clothing from a Biosecurity perspective. It is the responsibility of the Operator to provide protective clothing if this is an entry criteria to the farm.

5) EPF recommends that Operators of egg RMPs have appropriate sanitation facilities available so the MAFVA verifier can undertake appropriate hygiene routines (e.g. washing of hands, footwear) prior to premise entry.

6) Where the biosecurity requirements of an individual farm are more stringent than those specified in points 1 – 5 of this Memorandum of Understanding these are to be separately notified by the Operator, in writing, to the accredited verifier as soon as possible and no later than at the time of registration of the RMP. MAFVA will discuss any issues associated with additional requirements on a case per case with individual Operators.

Some examples of additional biosecurity provisions that would need to be notified, if in place at a particular farm, include that:

(i) operators may require verifiers to have no contact with domestic (or commercial) avian species or pigs for 48 hours prior to visiting the poultry operation, and the verifier to make written declarations to this effect

(ii) the operator may require a 48 hour stand down before visiting the poultry farm if the verifier has visited other poultry or pig farms, and the verifier to make written declarations to this effect

(iii) the verifier may be required to remove all street clothes; shower, including washing their hair and wear clothing provided by the operator.

Where the verifier has any concerns with compliance with additional biosecurity requirements this is to be addressed with the MAFVA Team Leader. Where biosecurity arrangements for a particular operation differ from those specified in points 1 – 5 above, and to ensure that this information is available to other MAFVA verifiers who may visit the property, a record to this effect is to made in the MAFVA Infobase.

As a consequence of the above noted biosecurity concerns, it has been agreed that a Memorandum of Understanding setting out a standard set of biosecurity control measures be implemented.

Michael Brooks
Executive Director
Egg Producers Federation of NZ (Inc.)

Chris Mawson,
Technical Manager
MAF Verification Agency

Reference
Disclaimer

(1) Considerable effort has been made to ensure that the information provided in the Egg 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 Egg Risk Management Programme 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 Egg Risk Management Programme 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 Egg Risk Management Programme Template.

NB: This is a title page only and is not to be used by the egg producer as part of their RMP.
1. **Business Identification**

| Business ID: | RMP No.: ___ ___ |

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

| Full legal name (Company, sole trader, partnership): |
| Trading name (if different): |
| Physical address(es) of premises: |
| Phone No: |
| Fax No: |
| Postal address (for communication): |
| E-mail: |

3. **Responsible Persons**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name, position or designation</th>
<th>Contact details (if different from above)</th>
<th>Competency of this person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day-to-day Manager of the RMP</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[ ] tick for consent to being provided electronic information.
4. Scope of the RMP

The physical boundaries of the RMP are shown on the attached site plan.

The RMP covers:

<table>
<thead>
<tr>
<th>Layer Farm:</th>
<th>Packhouse:</th>
<th>Packhouse:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Caged</td>
<td>[ ] Caged eggs</td>
<td>[ ] Eggs from own farms</td>
</tr>
<tr>
<td>[ ] Barn</td>
<td>[ ] Barn Eggs</td>
<td>[ ] Egg from other suppliers</td>
</tr>
<tr>
<td>[ ] Free Range</td>
<td>[ ] Free Range Eggs</td>
<td>[ ] Other: ______________________________</td>
</tr>
</tbody>
</table>

Further processing of eggs (e.g. breaking, pulping, pasteurising) occurs within the physical boundaries of the RMP [ ] Yes [ ] No.

If yes - this further processing is covered by: [ ] RMP or [ ] Food Act (registered under Food Hygiene Regs or with approved Food Safety Programme)

Activities other than egg production or processing occur within the physical boundaries of the RMP [ ] Yes [ ] No

If yes – specify: ______________________________

These activities are managed so they do not adversely affect the egg operations: [ ] Yes [ ] No

If no - add control measures into relevant parts of RMP.

5. Egg Types

<table>
<thead>
<tr>
<th>[ ] Chickens</th>
<th>[ ] Ducks</th>
<th>[ ] Quail</th>
<th>Other: ______________________________</th>
</tr>
</thead>
</table>
### 6. Product Description

#### Products

<table>
<thead>
<tr>
<th>Products</th>
<th>A Grade Shell Eggs</th>
<th>Commercial Eggs</th>
<th>Cracked Eggs</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intended Consumer:</td>
<td>[ ] Human consumption</td>
<td>[ ] Human consumption</td>
<td>[ ] Human consumption</td>
<td>[ ] Human consumption</td>
</tr>
<tr>
<td>Intended Uses once leaves RMP:</td>
<td>[ ] Any Purpose</td>
<td>[ ] Catering</td>
<td>[ ] Pasteurisation or equivalent</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Further processing</td>
<td>[ ] Animal food</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Animal food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regulatory Limits</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Specific Legal requirements for whole eggs</td>
<td>Human Consumption Specifications, 107</td>
<td>Human Consumption Specifications, 107</td>
<td>Human Consumption Specifications, 107</td>
<td>Human Consumption Specifications, 107</td>
</tr>
<tr>
<td>Product Description:</td>
<td>• Clean</td>
<td>• Clean</td>
<td>• Clean</td>
<td>●</td>
</tr>
<tr>
<td></td>
<td>• No visible cracks</td>
<td>• No visible cracks</td>
<td>• Visible cracks but intact membrane</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• No defects</td>
<td>• Minor defects</td>
<td>• Minor defects</td>
<td></td>
</tr>
<tr>
<td>Label Claims</td>
<td>[ ] Free Range</td>
<td>[ ] Free Range</td>
<td>[ ] Free Range</td>
<td>[ ] Free Range</td>
</tr>
<tr>
<td></td>
<td>[ ] Barn</td>
<td>[ ] Barn</td>
<td>[ ] Barn</td>
<td>[ ] Barn</td>
</tr>
<tr>
<td></td>
<td>[ ] Organic</td>
<td>[ ] Organic</td>
<td>[ ] Organic</td>
<td>[ ] Organic</td>
</tr>
<tr>
<td></td>
<td>[ ] Other:</td>
<td>[ ] Other:</td>
<td>[ ] Other:</td>
<td>[ ] Other:</td>
</tr>
<tr>
<td>Shelf Life from Date of Lay</td>
<td>______ Days</td>
<td>______ Days</td>
<td>______ Days</td>
<td>______ Days</td>
</tr>
<tr>
<td>Storage Temp (Packhouse)</td>
<td>______ to ______ °C</td>
<td>______ to ______ °C</td>
<td>______ to ______ °C</td>
<td>______ to ______ °C</td>
</tr>
</tbody>
</table>

### 7. Process Description and Controls

The following steps are included in the RMP and the controls we follow are explained further in attachment Q:

1. [ ] Bird receipt 4. [ ] Storage and transfer to packhouse 7. [ ] Drying 10. [ ] Grading/weighing 13. [ ] Collection of downgraded
2. [ ] Bird management 5. [ ] Sorting 8. [ ] Oiling 11. [ ] Packing eggs from various steps for
3. [ ] Egg collection 6. [ ] Washing 9. [ ] Candling 12. [ ] Storage of eggs further processing

14. Other:

Based on template issued by NZFSA on 15/07/04
8. 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.

[ ] A letter has been received from the verification agency confirming they will verify the RMP at all sites covered by this RMP.
### 9. RMP Document List, Responsibilities For and Authorisation of RMP

<table>
<thead>
<tr>
<th>Document</th>
<th>Attachment</th>
<th>Date on Current Document</th>
<th>Person Responsible For Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main part of RMP (this document)</td>
<td>N/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supporting Systems</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Pest Control</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical Control</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design, Construction and Maintenance of Facilities and Equipment</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Hygiene</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning / Housekeeping</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whole Flock Health Scheme</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Layer Feed</td>
<td>G</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Aids</td>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product Contact Packaging</td>
<td>J</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traceability / Inventory / Labelling</td>
<td>K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrective Action</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recall Procedure</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator Verification and Notification Requirements</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Control</td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record Control</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process Control</td>
<td>Q</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HACCP Application</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Hazard Analysis</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Risk factor analysis</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Plan of Physical Boundaries</td>
<td>T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter From Verification Agency</td>
<td>U</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment of Water Supply Status (Only necessary for own supply)</td>
<td>V</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[ ] 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: / /**
1. Purpose / Scope

To ensure the effective control of pests to prevent or minimise the contamination of eggs, other inputs, packaging, equipment, and the processing environment. Pests include rodents, wild birds, insects, dogs and cats.

2. Regulatory Requirements

(AP Reg 9, 10, 11)

The operator must carry out effective procedures for the control of pests.

3. Procedures

3.1 Controls to prevent entry of pests

- Buildings, feed storage facilities, and water storage facilities are designed and constructed in a manner that prevents the entry of pests.
- Doors are kept closed when not in use.
- Animals (e.g. cats and dogs) are not allowed to enter production, packaging, storage and processing areas.
- Other optional controls: (Tick those that apply)

<table>
<thead>
<tr>
<th></th>
<th>Layer sheds</th>
<th>Packhouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self closing doors</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Drain screens</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Insect screens on windows</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Insect screens on doors</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Insectocutors</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Sticky papers</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Wild bird deterrents (e.g. scarecrows)</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Other (specify) ________________________________ ________________________________

3.2 Controls to prevent infestation of pests

- Buildings and external surroundings are kept clean and tidy, and free of any food source and breeding sites (e.g. waste, rubbish, discarded equipment, long grass).
- Buildings are kept in good repair and condition to prevent pest access and potential breeding sites.
- Feed is contained in pest-proof containers when not in use, and spillages are cleaned up as soon as possible.
- Broken eggs are cleaned up as soon as possible.
- Dead birds, reject eggs and other waste are removed daily and placed in covered, pest-proof containers until disposal.
- Regular inspections of the premises, including external surroundings, are carried out to check for evidence of possible infestation.

3.3 Use of pesticide

- All pesticides used are approved by the NZFSA. See Approved Maintenance Compounds (also known as Manual 15) at http://www.nzfsa.govt.nz/animalproducts/legislation/notices/index.htm
- Pesticides are used according to the manufacturer’s directions and the conditions of the approval.
Based on template issued by NZFSA on 15/07/04

Initial:

• Bait stations are located and installed in a manner that makes them inaccessible to birds. A record of the location of the bait stations, frequency of monitoring and outcome of monitoring are kept.

• Pesticides are used by or under the supervision of suitably trained or experienced personnel.

• Eggs and packaging are removed from the area or protected (e.g. covered) prior to pesticide use that may result to the contamination of eggs.

3.4 Handling and disposition of contaminated materials

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

• affected eggs are considered unfit for human consumption,

• affected food contact surfaces are cleaned and sanitised prior to reuse, and

• affected packaging materials are not be used for packing eggs.

3.5 Monitoring

Compliance with the pest control procedures is regularly checked by the responsible person (who is listed on RMP document list).

4. Records

Records containing the following information are kept:

• observations from monitoring, including any evidence of pests;

• location of bait stations;

• list of approved chemicals used;

• name, amount and point of use of any pesticides used; and

• any corrective action taken (including restoration of control, product disposition and prevention of recurrence).
1. Purpose / Scope

To ensure that chemicals are approved, handled, stored and used in a manner that prevents or minimises the contamination of eggs, other inputs, packaging, equipment, and the processing environment. Chemicals include maintenance compounds used for cleaning, sanitation, fumigation, pest control, and repairs and maintenance of equipment at the layer farm or packhouse.

2. Regulatory Requirements

(AP Reg 11; HC Spec 21)

2.1 The operator must ensure that maintenance compounds are stored, handled, and used in a manner that minimises contamination of eggs, other inputs, packaging, equipment, and the processing environment.

2.2 Only approved maintenance compounds may be used during processing operations or in the maintenance of processing areas, facilities and equipment.

2.3 All containers of chemicals must be labelled with the name or names as they appear in the list of NZFSA Approved Maintenance Compounds.

3. Procedures

3.1 Purchase and receipt

• All chemicals used as described above and held in the premises are approved for intended use as listed as NZFSA Approved Maintenance Compounds. See http://www.nzfsa.govt.nz/animalproducts/legislation/notices/index.htm (also known as Manual 15).

• All chemicals are checked upon receipt to confirm that they are correct as ordered.

3.2 Storage

• Chemicals are stored in a designated area (e.g. cupboard, room) away from ingredients and processing aids. This 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 and implements used for measuring or pouring of chemicals are labelled as ‘For Chemicals Only’, to ensure no secondary use of these containers.

• A list of all chemicals used and held in the premises is maintained.

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.

• Eggs are removed from the area or kept protected (e.g. covered) prior to the use of chemicals that may result to the contamination of eggs.

3.4 Handling and disposition of contaminated materials

• Empty chemical containers are disposed of in accordance with manufacturer’s instructions. They are not re-used for
any other purpose within the premises.

- When chemical contamination occurs, the following actions are carried out:
  - affected eggs 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 eggs.

3.5 Monitoring

Compliance with these chemical control procedures is regularly checked by the responsible person (who is listed on RMP document list).

4. Records

The following records are kept:

- List of chemicals used and held in the premises.
- Records of purchase of chemicals (e.g. receipts).
- Records giving the following information:
  - any problems detected; and
  - any corrective action taken (including restoration of control, product disposition and prevention of recurrence).
1. **Purpose / Scope**

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

2. **Regulatory Requirements**

(AP Reg 10, 14; HC Spec 5, 6, 7, 16, 19, 28)

All operators must ensure that the premises, places, facilities, equipment and essential services are designed, constructed, located and operated to minimise exposure of egg, packaging, equipment, and the processing environment from contaminants that may adversely affect the product's fitness for intended purpose.

3. **Procedures**

3.1 **Buildings and facilities**

- Internal structures of buildings, including floors, ceilings and walls, are designed and constructed in such a manner that:
  - minimises contamination of eggs;
  - facilitates cleaning and maintenance;
  - minimises the entrance and harbourage of pests; and
  - minimises the entry of environmental contaminants.

- All egg collection, packing, storage, and processing facilities are constructed of materials that are fit for purpose, can be effectively cleaned and sanitised, and are durable.

- Floors that are subject to wet cleaning are constructed of impervious material, are easy to clean and facilitate the drainage or removal of water.

- Adequate working space is provided to allow for the hygienic performance of all operations, access by personnel, installation of equipment, effective cleaning, and storage and access of materials.

- Adequate facilities are available and kept in a satisfactory condition for:
  - hygienic collection, packing and processing of eggs;
  - storage of eggs, feed, chemicals, cleaning materials and other materials;
  - storage and distribution of water;
  - cleaning and sanitation of facilities and equipment;
  - personnel hygiene (e.g. toilets, hand washing units, showering facilities and storage lockers); and
  - containment of wastes.

- Adequate drainage and waste disposal systems and facilities are provided.

- Sufficient lighting is provided to enable effective operations.

- All site and building entrances are clearly marked to deter unauthorised entry.

3.2 **Equipment**

- All equipment that comes into contact with eggs is designed, constructed, installed and operated in a manner that:
  - ensures the effective performance of the intended task;
  - facilitates cleaning and sanitising; and
- minimises the contamination of the product.

- All processing equipment is constructed of materials that are fit for purpose, inert, easily cleaned and sanitised, and durable.

- Nest boxes, cages, and conveyors are designed and installed in manner that does not damage eggs.

- Suitable cleaning equipment that is maintained in a hygienic condition is available for cleaning and sanitising of equipment and facilities.

- Any equipment designed to cool eggs is operated within its design and capacity, and consistently delivers the required temperature.

- Measuring equipment, such as scales, thermometers, pH meters (whether stand alone or forming part of a piece of equipment) have the accuracy, precision, and conditions of use appropriate to the task performed.

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

3.3 Repairs and maintenance

All alterations, repairs and maintenance work on buildings, facilities and equipment are done in a manner that minimises exposure of the eggs to hazards introduced by this work. Once the work is completed the affected areas and surfaces are cleaned effectively.

4 Records:

Records giving the following information are kept:

- any alterations, repairs or problems detected; and

- any corrective action taken (including restoration of control, product disposition and prevention of recurrence).
1. Purpose / Scope

To ensure that all personnel are medically fit to perform their duties and that they comply with good hygienic practices so as to prevent or minimise the contamination of eggs, other inputs, packaging, equipment, and the processing environment. Personnel include all workers, contractors providing services, and visitors.

2. Regulatory Requirements

(AP Reg 12, 13; HC Spec 23)

Persons infected by or carriers of disease or illness of public health concern that may be transmitted through food must be excluded from handling eggs, packaging materials, and egg contact equipment.

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

3.2 Health of workers

- Workers are required to inform the Manager if he/she has diarrhea, acute respiratory infection; or is diagnosed with illness caused by *Salmonella*, *Shigella* spp., *E. coli* spp., *Campylobacter*, Hepatitis A virus infection.
- Personnel suffering from an illness described above will be excluded from work involving the handling of eggs, packaging, and egg contact equipment. The infected worker is required to provide a certificate from a registered medical practitioner confirming that he/she is no longer likely to be a source of contamination, prior to resuming work involving the handling of eggs and food contact materials.
- A worker suffering from boils, sores or infected wounds is assessed to confirm that the worker is adequately protected from being a source of contamination before being allowed to work involving the handling of eggs, packaging, and egg contact equipment.
- Any injury, wound, or cut is treated immediately and dressed with a secure waterproof dressing to prevent the contamination of eggs, packaging or equipment with blood or other fluid discharge. The dressing is maintained in a sanitary condition and is adequately secured to avoid dislodgement.

3.3 Protective clothing

- All personnel who enter egg production, packing and processing areas wear suitable clean protective clothing and foot wear.
- Outer protective clothing is changed, and foot wear is changed or cleaned
  - daily or when they become visibly contaminated, and
  - as necessary for biosecurity reasons.
3.4 Washing of hands and arms

All personnel are required to thoroughly wash and dry hands and exposed portions of the arms with hand detergent and water:

- before entering any production, packing or processing areas;
- before handling eggs or packaging;
- after using the toilet;
- after handling or coming into contact with waste and contaminated surfaces or material; or
- after hand contamination from coughing, sneezing, and blowing the nose.

3.5 Behaviour

- All personnel behave in a manner that prevents the contamination of eggs, packaging, equipment and the processing environment.
- The following activities are not allowed inside the production, packing or processing areas:
  - eating and drinking of any food;
  - smoking; or
  - spitting.

3.6 Movement of personnel

- If there are *Salmonella* positive or potentially positive flocks on site, movement of workers between sheds is from negative to positive flocks except when the following decontamination steps are undertaken:

3.7 Visitors and contractors

- All visitors and contractors are required to report to the Manager on arrival at the premises and sign the Visitor’s Logbook.
- Visitors and contractors who will enter a production, packing or processing area are required to confirm, by signing a declaration in the Logbook, that to the best of their knowledge they have no medical condition that may pose a risk of communicating foodborne disease. In addition, any visitor or contractor entering a poultry shed is required to list all the poultry farms or premises (e.g. poultry hatcheries, egg packhouses or processing plants) visited in the past 24 hours. This may mean that for biosecurity reasons the person may not enter the facility unless the following decontamination steps are undertaken:

Visitors and contractors are required to wear clean protective clothing and footwear that are provided or approved by the operator prior to entering egg production, packing, storage and processing areas.
- Visitors and contractors are supervised by assigned staff while within the premises. It is the responsibility of the assigned staff to ensure that hygienic practices and procedures are followed by the visitor or contractor.
3.8 Handling and disposition of contaminated materials

When contamination from blood or any body discharge occurs, the following actions are carried out:
- affected eggs 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 eggs.

3.8 Monitoring

Compliance with these procedures is regularly checked by the responsible person (who is listed on RMP document list).

4. Records

The following records are kept:
- Records showing compliance with section 3.2 above (including medical certificates); and
- Visitor’s Logbook; and
- Induction / training records.
- Records giving the following information:
  - any problems detected; and
  - any corrective action taken (including restoration of control, product disposition and prevention of recurrence).
1. Purpose / Scope

To ensure the effective maintenance, cleaning and sanitation of layer sheds, packhouse, and equipment so as to prevent and minimise the contamination of eggs.

2. Regulatory Requirements

(AP Reg 9, 10, 11; HC Spec 19, 20, 21)

All operators must establish and carry out procedures to:

- ensure appropriate and adequate maintenance, cleaning, and sanitation of processing premises, facilities, essential services, and equipment (including conveyances); and
- manage waste.

3. Procedures

3.1 Routine cleaning of layer sheds and equipment during lay

The cleaning programme for the layer shed and equipment is given below.

<table>
<thead>
<tr>
<th>Area/item to be cleaned or activity</th>
<th>Cleaning method, procedure, any chemicals used</th>
<th>Frequency (e.g. daily, weekly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removal of dead birds</td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Removal of manure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Removal of spent litter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweeping of sheds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning of floors, ceilings, walls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning cages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changing nest box material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning of egg collection and pre-grading conveyor belts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Removal of reject eggs</td>
<td>Complete cleaning and disinfection</td>
<td>Daily</td>
</tr>
<tr>
<td>Removal of feed spillages</td>
<td></td>
<td>Immediately after occurrence</td>
</tr>
<tr>
<td>All equipment</td>
<td></td>
<td>Before being moved from one shed to another.</td>
</tr>
<tr>
<td>Others:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.2 Depopulation and clean out of layer sheds

A total depopulation of sheds and any associated outdoor runs is carried out as part of an ‘all-in all-out’ plan.

[ ] Yes. State frequency _______________ and fill out table.  [ ] No – go to 3.3.

The cleaning and disinfection programme for the clean out of layer sheds is given below (operator to complete table):

<table>
<thead>
<tr>
<th>Area/item to be cleaned</th>
<th>Cleaning method, procedure, any chemicals used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removal of manure, litter</td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td></td>
</tr>
<tr>
<td>Ceiling</td>
<td></td>
</tr>
<tr>
<td>Walls</td>
<td></td>
</tr>
<tr>
<td>Doors</td>
<td></td>
</tr>
<tr>
<td>Fan shafts, ducts, vents</td>
<td></td>
</tr>
<tr>
<td>Silos</td>
<td></td>
</tr>
<tr>
<td>Cages/nest boxes</td>
<td></td>
</tr>
<tr>
<td>Conveyors, egg belts</td>
<td></td>
</tr>
<tr>
<td>Feeders</td>
<td></td>
</tr>
<tr>
<td>Drinkers</td>
<td></td>
</tr>
<tr>
<td>Service room</td>
<td></td>
</tr>
<tr>
<td>Tractor</td>
<td></td>
</tr>
<tr>
<td>Waste containers</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

3.3 Cleaning of packhouse and equipment

The cleaning programme for the packhouse and equipment is given below.

<table>
<thead>
<tr>
<th>Area/item to be cleaned</th>
<th>Cleaning method, procedure, any chemicals used</th>
<th>Frequency (e.g. daily, weekly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing room floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing room ceiling and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storeroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chiller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Amenities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conveyors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grading machine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egg washing equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egg drier and oiling equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egg trays and trolleys</td>
<td>Before returning to the farm site</td>
<td></td>
</tr>
<tr>
<td>Waste containers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egg spillages during operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3.4 Waste disposal
- Waste is not allowed to accumulate where it has the potential to contaminate eggs, other inputs, equipment and the processing environment.
- Dead birds are removed from sheds daily, and then disposed of in a suitable manner (e.g. buried, incinerated or composted, or removed from the farm).
- Reject eggs are removed and disposed of daily.
- All solid waste and rubbish are contained in covered containers that are clearly identified, suitably constructed and, where appropriate, made of impervious material.
- Waste containers are cleaned and sanitised when necessary.

### 3.5 Monitoring
Compliance with the cleaning schedule and procedures is regularly checked by the responsible person (who is listed on RMP document list).

### 3 Records
- Records giving the following information are kept:
  - any problems detected; and
  - any corrective action taken (including restoration of control, product disposition and prevention of recurrence).
1. Purpose / Scope

To ensure that layers are in good health and to minimise the chance that they are contaminated with *Salmonella*.

2. Regulatory Requirements

*(Human Consumption Specifications, 106).*

2.1 Layers must be subject to a whole flock health scheme.

2.2 Whole flock health scheme, in relation to a flock of farmed birds means a documented programme of health surveillance and includes, where applicable disease control or eradication; and the management of agricultural compounds and veterinary medicines according to any general or specific conditions of use. (ACVMA, s8)

2.3 No person may use any veterinary medicine unless that agricultural compound is a registered trade name product, is exempt from registration by regulations made under section 75 (ACVM), or the provisions of Part 8 apply.

3. Procedures

3.1 Competent person

The _____________________________ is the person responsible for ensuring that this system is followed and for obtaining veterinary advice as necessary. This person has:

- the ability to recognise the specific diseases and conditions affecting layer hens, and the ability to take appropriate action;
- an understanding of the use, dosages, broad effects, and withholding periods for the veterinary medicines registered for use with poultry, and the ability to administer the veterinary medicines as required under the supervision of the veterinarian or as stipulated on the registered veterinary medicine’s label;
- the ability to develop, maintain, implement and monitor systems for the production farm.

3.2 Bird supplier / vaccination details:

The layers come from: (Tick those that apply) Have they been vaccinated with *MeganVac-1*?

A hatchery as day old chicks [ ] [ ] Yes [ ] No

Own breeding/rearing operation [ ] [ ] Yes [ ] No

Another rearing operation [ ] [ ] Yes [ ] No

Another layer operation [ ] [ ] Yes [ ] No

Other (specify) [ ] [ ] Yes [ ] No

Vaccination: Tick if done [ ] (If not, leave blank and go to 3.3.)

- *MeganVac-1* supplier is PacificVet (Phone toll free: 0508-388-388) for advice.
- The first vaccination should have been done at day old in the hatchery.
- The birds are given second vaccination at 2 - 6 weeks of age and a third vaccination between 13 - 16 weeks of age.
- Per veterinarian’s prescription, use one-half dose per layer pullet (i.e. a 1000 dose vial vaccinates 2000 layer pullets, a 500 dose vial vaccinates 1000 layer pullets).
- The second and third vaccinations may be applied by either coarse spray or drinking water methods.

Note: Do not use chlorinated water as this kills the vaccine. Use unchlorinated, potable water. Add ‘trim milk’ to drinking water per instructions to neutralise any residual chlorine or disinfectant.
3.3 Receipt of birds

- The birds are checked on arrival to ensure that they are apparently healthy.
- Any sick birds are culled and details of these and any dead on arrivals are recorded.
- If numbers of these chicks are higher than normal the competent person will, if necessary, seek veterinary advice.
- Healthy birds are placed onto the rearing or laying farm.

3.4 Bird checks

- Sufficient lighting is provided to allow inspection of the birds, and to enable the birds to feed and drink.
- The flocks are walked through at least daily to check that water and feed is available as required and inspecting the birds for any signs of illness.
- Any sick birds are culled.
- Culled or dead birds are stored in a sealed container until they can be incinerated, buried or removed from site.
- If numbers of culled and dead birds are greater than normal the farm manager will check the birds and, if necessary, seek veterinary advice.
- If hens display symptoms of a notifiable or exotic disease, the farm manager must contact MAF’s Outbreak Response Services (0800-809-966) as soon as possible. Eggs from the affected layer hens will be withheld from trade.

3.5 Medication

- All veterinary medicines used are either registered for this use by NZFSA’s Agricultural Compounds and Veterinary Medicines Group or are registered but used “off-label” under veterinary supervision.
- The farm manager must ensure that the medication programme is administered on time as per the manufacturer’s recommendations or veterinary advice and that eggs are dumped during any withholding periods.

4. Records

The following information is recorded:

- bird receipt details, e.g. on delivery docket.
- the amount of water and feed consumed and any changes to the type of feed; and
- the numbers of culled and dead birds and any symptoms or evidence of disease noticed.
- record all of the medication, vaccinations or immunisations given to flocks or individual birds (whether in feed, water or by other means) including:
  - Age of birds when medicated
  - Date of medication
  - Name of consulting technical/veterinary advisor
  - Name of medication
  - Reason the birds have been treated
  - Withholding period for eggs, and other details relating to the drug as appropriate.
- any veterinary advice, including the name of the vet and the results of any inspections or tests.
- results of any blood tests or other individual or flock diagnostic tests that establish and verify the health status of the individual/flock;
- results of any Salmonella testing of the flock, and any other microbiological tests performed on the flock; and
- any other findings that help establish and verify the health status of the flock.
- any corrective action taken (including restoration of control, product disposition and prevention of recurrence).
1. Purpose / Scope

To ensure that hazards such as *Salmonella* are minimised in the feed and that feed is not responsible for wholesomeness issues such as off odours and flavours in the eggs.

2. Regulatory Requirements

Requirements for the quality and composition of feed supplied to layer hens are given under the Agricultural Compounds and Veterinary Medicines Act 1997. These requirements can be met by complying with the MAF Director General approved New Zealand Code of Good Manufacturing Practice for Compound Feeds, Premixes and Dietary Supplements.

3. Procedures

3.1 Feed manufacture

Feed is made at own feedmill [ ]
Feed is bought in ready-made [ ]
Feed is given the following treatment for *Salmonella* control:
- Heat treatment [ ]
- *Salmonella* inhibitor added [ ]
- Other: __________

3.2 Storing and using feed

- Feed is stored in silos that are completely enclosed during use.
- As soon as a silo is empty it is cleaned and then refilled.
- Only commercially prepared layer feed is given to the birds. Household waste and offal is not used for this purpose.

3.3 Action if notified by supplier of a *Salmonella* positive test result:

- Sample the remaining feed on site and send for *Salmonella* testing.
- If the test is confirmed positive then either remove and return all remaining contaminated feed, clean and sanitise the silos and order replacement feed; or use feed but send eggs from those layers for further processing.
- Record the actions taken on the shed record and file the completed record in the farm office.

4. Records

The following records are kept:
- any supplier statements.

The following information is recorded:
- any problems detected; and
- any corrective action taken (including restoration of control, product disposition and prevention of recurrence).
1. Purpose / Scope

To ensure that potable water, with appropriate facilities for its storage and distribution, is available whenever necessary to ensure the hygienic operation of the premises and the safety and suitability of eggs.

2. Regulatory Requirements

(HC Spec 8, 9, 10, 11, 12, Schedule 1)

2.1 Water that comes into direct contact or indirect contact with eggs must be potable water at the point of use. This does not apply to water used for drinking water of live birds.

2.2. The operator must implement a reticulation management plan for potable water used within a premises or place.

2.3 In addition to 2.2, operators must implement a water management plan if:

- water is supplied by an independent supplier and is subjected to any treatment by the operator; or
- water is supplied by the operator solely for the operator’s use.

2.4 In addition to 2.2 and 2.3, operators that supply their own water must comply with the requirements of Schedule 1 of the Animal Products (Specifications for Products Intended for Human Consumption) Notice 2004, including the completion of the Assessment of Water Supply Status checklist for water that comes into direct or indirect contact with eggs.

3. Procedures

3.1 Supply

- An adequate supply of potable water is available and used for:
  - cleaning of egg contact equipment and surfaces in the packhouse and processing area;
  - cleaning and sanitation of re-usable packaging and egg containers;
  - washing of hands of personnel involved in the handling of eggs, packaging, and egg contact equipment;
  - washing of eggs; and
  - any other activity wherein water comes into direct or indirect contact with eggs.

- Drinking water for live birds is not required to be potable.

3.2 Source

- Potable water used within the premises is supplied by: (tick the one that applies)
  - Independent supplier (i.e. local district council) without additional treatment by the operator [ ] Go to 3.3
  - Independent supplier with additional treatment by the operator (e.g. chlorination, filtration, boiling, ultraviolet radiation or reverse osmosis) [ ] Go to 3.3
  - Own supply [ ] See below.

- If own supply, fill out the “Assessment of Water Supply Status Checklist” (Part 2 of Schedule 1) of the Animal Products (Specifications for Products Intended for Human Consumption) Notice 2004. The results will determine if the source is secure or unsecure, or if the water is satisfactory or not.
  - Secure source or assessed as satisfactory [ ]
  - Unsecure source or assessed as not satisfactory [ ]
### 3.3 Requirements for each type of supply

The following table summarises the requirements for each water supply. See 3.2 for examples of additional treatments and explanation of how to work out when an “own supply” is secure / insecure or satisfactory / unsatisfactory.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Independent supply</th>
<th>Own supply</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>With no additional treatment by operator</td>
<td>With additional treatment by operator</td>
</tr>
<tr>
<td>Reticulation management plan</td>
<td>Yes – see 3.4</td>
<td>Yes – see 3.4</td>
</tr>
<tr>
<td>Water management plan</td>
<td>No</td>
<td>Yes – see 3.5</td>
</tr>
<tr>
<td>Water sampling and analysis</td>
<td>No</td>
<td>Yes – but test only to confirm effectiveness of treatment – see 3.6</td>
</tr>
<tr>
<td>Reassessment of water supply status using checklist from schedule 1</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

#### 3.4 The reticulation management plan

- The water reticulation system within the premises is designed, installed and operated to prevent:
  - cross connections between potable and non-potable water;
  - stagnant water (i.e. no dead ends and unused pipes); and
  - back flow that may cause contamination of the water supply.
- Water pipes, storage tanks and other parts of the reticulation system are maintained in good condition.
- The reticulation system is flushed (i.e. taps are opened at point-of-use to allow a significant flow of water to occur) when processing is suspended or water is not used for an extended period, and after any repairs to the system, to ensure that stagnant water, rust, scale and other material is flushed out of the system.

#### 3.5 Water management plan

A water management plan is documented and implemented that includes the following:

- completed Assessment of Water Supply Status checklist for operator supplied water (See attachment V);
- for operator’s own supply corrective action plan for water source that is assessed as unsatisfactory and information on any additional treatments required to rectify identified deficiencies from checklist (including type of treatment; parameters; procedures for control, monitoring/testing; acceptable limits);
- for independent supply, information on any additional treatments (including type of treatment; parameters; procedures for control, monitoring/testing; acceptable limits);
- a water sampling and testing programme (see 3.6) as necessary for the effective monitoring of the specific water treatment applied, or the additional treatment applied to independent supply;
- an action plan in the event that non-compliance with the water management plan occurs; and
- reticulation management plan (see 3.4).

#### 3.6 Water sampling and testing

- Potable water must meet the criteria at the point of use set out in Table 1. The minimum testing frequency required is given in Table 2.
- Microbiological testing is done by a LAS (MILAB) laboratory registered for the required analysis, or a laboratory with persons who are accredited as signatories for the required analysis.
- Microbiological samplers are trained by the laboratory selected.
• 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

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

Table 2: Frequency of Testing

<table>
<thead>
<tr>
<th>Type of Operation</th>
<th>Microbiological testing</th>
<th>Turbidity testing¹</th>
<th>pH testing²</th>
<th>Chlorine testing²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsecured or unsatisfactory water source water³</td>
<td>1 test per year</td>
<td>1 test per year</td>
<td>1 test per year</td>
<td>Daily</td>
</tr>
</tbody>
</table>

1. The frequency of turbidity testing will depend on the degree of protection of the water source and whether the operator elects to filter the water. Alternative frequencies may be used where validated in the RMP.

2. Chlorine and pH testing applies only if the water is chlorinated.

3. Based on the outcome of the completed Assessment of Water Supply Status Checklist.

3.7 Reassessment of the water supply status

The potable water supply is reassessed by operators who supply their own water by completing the Assessment of Water Supply Status checklist at least once every 3 years and within the time specified as follows:

- in the case of a new source of water being used (that is, the source changes or a new source is added), the checklist is completed prior to use of the water; and
- in the case of any changes to the environment on or around the water source that may affect the water quality, the checklist is completed within 1 month.

3.8 Non-complying water

All operations requiring the use of potable water will cease if:

- the independent supplier advises the operator that the water is not fit for drinking without additional treatment, or the operator has reason to believe that the water is not fit for use, and the operator has no other means described in the risk management programme to ensure the water is potable at the point of use; or
- if water used is supplied by the operator, and the operator fails to comply with any of the requirements of the water management plan (including corrective actions), and has no other means described in the risk management programme to ensure the water meets the original standard at the point of use.

3.9 Handling and disposition of contaminated materials

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

- affected eggs 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 eggs.
3.10 Monitoring

Compliance with these procedures is regularly checked by the responsible person (who is listed on RMP document list).

4. Records

The following records are kept:

- Any completed Assessment of Water Supply Status checklists – see Attachment V.
- Water management plan, if applicable.
- Water testing results, if applicable.
- Records giving the following information:
  - observations from monitoring;
  - any water treatment applied; and
  - any corrective action taken (including restoration of control, product disposition and prevention of recurrence).
1. Purpose / Scope

To ensure that processing aids are suitable for egg contact. Processing aids includes substances used in the processing of raw materials, foods or ingredients, to fulfil a technological purpose relating to treatment or processing, but does not perform a technological function in the final food. E.g. egg wash water chemicals, oil for sealing shell.

2. Regulatory Requirements

(Human Consumption Specifications, 17). The identity and purity of processing aids must comply with the current Australia New Zealand Food Standards Code, Part 1.3.

3. Procedures

3.1 Purchase and receipt:
- Suppliers are asked to provide evidence that their chemicals meet the regulatory requirements.
- Chemicals are visually checked on arrival to ensure they are clearly labelled and match the order.

3.2 Storage:
- Chemicals are stored in a designated area (e.g. cupboard, room) away from maintenance chemicals. This area is kept tidy and clean.
- Chemicals are kept in sealed containers when not in use.
- Chemicals are clearly labelled with the name and manufacturer of the chemical.
- All containers and implements used for measuring or pouring of chemicals are labelled as ‘For Chemicals Only’, to ensure no secondary use of these containers.
- A list of all chemicals used and held in the premises is maintained.

3.3 Use:
- Chemicals are used in accordance with manufacturer’s instructions.
- Chemicals are used in accordance with 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).
- Chemicals are handled and used by or under the supervision of suitably trained or experienced personnel.

3.4 Monitoring:

Compliance with these procedures is regularly checked by the responsible person (who is listed on RMP document list).

4. Records

The following records are kept:
- List of chemicals used and held in the premises.
- Records of purchase of chemicals (e.g. receipts).
- Records giving the following information:
  - any problems detected; and
  - any corrective action taken (including restoration of control, product disposition and prevention of recurrence).
1. Purpose / Scope

To minimise the risk of bacterial contamination of eggs by ensuring that product contact packaging is of an appropriate standard.

2. Regulatory Requirements

(Human Consumption Specifications, 30)

Packaging must —

a. comply with the current US Code of Federal Regulations, Title 21, Parts 170–199 (21 CFR 170–199); or

b. comply with the current "Australian Standard for Plastics Materials for Food Contact Use, Australian Standard AS2070–1999"; or

c. be determined by the operator to be suitable for use, based on an analysis of hazards and other risk factors from the packaging.

If the packaging is damaged such that the fitness for intended purpose of the eggs may be affected, the eggs must be appropriately disposed of or handled in a manner that minimises contamination until the damage to the packaging is fixed.

3. Procedures

3.1 Compliance with regulatory requirements

<table>
<thead>
<tr>
<th>Packaging Type</th>
<th>Evidence that the regulatory requirements are met:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provided by Supplier</td>
</tr>
<tr>
<td>Cartons</td>
<td>[ ]</td>
</tr>
<tr>
<td>Bulk Trays</td>
<td>[ ]</td>
</tr>
<tr>
<td>Shrink-wrap</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

3.2 Receipt

- Suppliers are asked to provide evidence that their packaging meet the regulatory requirements.
- Packaging is visually checked on arrival to ensure it is intact, clean, clearly labelled and matches the order.

3.3 Storage:

- Packaging is stored in a designated 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 must:
  - adequately protect the product;
  - be adequately cleaned and sanitised between use if reused.

3.5 Monitoring:
Compliance with these procedures is regularly checked by the responsible person (who is listed on RMP document list).

4. Records

The following records are kept:
- Evidence provided by suppliers that regulatory requirements have been met or own analysis of same.
- Records of purchase of packaging (e.g. receipts).
- Records giving the following information:
  - any problems detected; and
  - any corrective action taken (including restoration of control, product disposition and prevention of recurrence).
1. Purpose / Scope

To ensure that eggs are identified sufficiently at the layer farm(s), in holding areas, during transfer and at the packhouse for inventory control purposes, so that they can be accurately labelled and to facilitate traceability in the event of a recall.

2. Regulatory Requirements

2.1 Identify; and Control, manage, and eliminate or minimise risk factors in relation to production and processing to ensure that the resulting eggs are fit for the purpose for which the product is specifically stated or could reasonably be presumed to be intended having regard to its nature, packaging, and identification. Risk factors include risks from false or misleading labeling.


2.3 Labelling must be provided on transportation outers, except bulk transportation units, and must state —
   (a) the animal material or animal product name or description; and
   (b) storage directions, where necessary to maintain the eggs as fit for intended purpose; and
   (c) lot identification (except that this requirement is optional if the application of lot identification to the retail packaging is a mandatory requirement under other legislation and that legislation is complied with).

2.4 Mandatory labelling must be clear, legible, indelible, and in English.

2.5 The label of the transportation outer, or accompanying documentation, of eggs not intended for human consumption, must clearly indicate that it is not intended for human consumption.

2.6 Transportation units used for the transportation of unpackaged bulk animal material or product that cannot practicably be labelled, must have the information provided on the accompanying documentation.

3. Procedures

3.1 Inventory control

When eggs are transferred from any collection equipment, trays or containers to other equipment, trays or containers the following checks are done (where practicable):

- any labels or records are checked to ensure that the information accurately represents the eggs; and
- a count is kept of the number of eggs transferred.

3.2 Accuracy of claims and other information on labels

- Eggs from different farm regimes, e.g. barn, free-range, cages, are kept separate at all times. Separation may be managed by space, time or labelling;
- Final product labels for eggs in packages for retail sale or for catering purposes will contain the following information:
  - Prescribed name or a name or description of the food sufficient to indicate the true nature of the food;
  - Lot identification;
  - Name and business address in Australia or New Zealand of the supplier;
  - Mandatory warning and advisory statements and declarations;
  - Date Marking;
  - Directions for use or storage;
  - Nutrition information panel; and
  - Other specific labelling requirements.
Based on template issued by NZFSA on 15/07/04

Initial:

### 3.3 Traceability
Traceability is maintained by recording:
- Which farms supplied what quantity of eggs packed each day.
- Which customers received load outs of eggs each day, and what quantities were sent.

### 3.4 Monitoring:
Compliance with these procedures is regularly checked by the responsible person (who is listed on RMP document list).

### 4. Records
The following records are kept:
- Inventory records showing eggs received by and despatched from the packhouse.
- Customer orders.
- Records showing eggs rejected.
- Records giving the following information:
  - observations from monitoring
  - any corrective action taken (including restoration of control, product disposition and prevention of recurrence).
**1. Purpose / Scope**

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

**2. Regulatory Requirements**

*(RMP Specifications 2003, clause 11)*

The operator must document any corrective action procedures that are to be applied in the event of loss of control, including where the loss of control is due to unforeseen circumstances and there is no specific corrective action already documented, nomination of a suitably skilled person to manage the corrective action, recording of the issue and corrective actions taken, and reporting of such matters to the accredited RMP verifier without unnecessary delay.

**3. Procedures**

- The day-to-day manager of the RMP is responsible for nominating a suitably skilled person to manage the corrective action.
- This suitably skilled person is responsible for:
  - identifying and retaining suspect product;
  - assessing suspect product (by reviewing relevant processing records, analyses undertaken, inspecting the eggs, advice from experts, literature review etc);
  - 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
  - reporting to the accredited verifier including:
    - a description of the problem and the affected animal material or animal product;
    - a summary of the assessment made; and
    - the decision on the disposition of the animal material or animal product; and
    - any actions taken to prevent recurrence of the non-compliance.

**4. Records**

The following information is recorded:

- Any corrective action taken (including restoration of control, product disposition and prevention of recurrence).
1. **Purpose / Scope**

   To ensure that eggs can be recalled quickly if they have been released but are not fit for intended purpose.

2. **Regulatory Requirements**

   *(RMP Specifications 2003, clause 12).*

   2.1 The egg producer must document a recall procedure, including the criteria for deciding when a recall will be initiated; and how retrieval and disposition of the relevant animal material or animal product will be managed.

   2.2 The egg producer must document a system for notifying the Director-General and the accredited RMP verifier as soon as possible of recalls where products are not fit for their intended purpose.

3. **Procedures**

   - Where the operator or recall manager believes that products that are not fit for intended purpose have been released a recall will be initiated. It may be necessary to obtain guidance from the NZFSA.
   - The operator or the day-to-day manager of the RMP will be the “Recall Manager”.
   - The Recall Manager has the authority to co-opt staff from normal duties for recall activities.
   - The Recall Manager is responsible for the recall and will:
     - establish how much product is affected, how it is labelled and where it has been sent.
     - put any affected product that has not been released on hold.
     - 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 Recall Manager.
     - record all communications including the date, time, contact person, discussion, agreed actions, due dates etc.
     - contact known customers directly by phone to notify them of the recall. All verbal correspondence will be confirmed in writing as soon as possible.
     - if necessary, place a newspaper advertisement in accordance with NZFSA guidelines advising of the recall.
     - hold recovered product in a clearly labelled area to prevent inadvertent release.
     - decide on the disposition of any recovered product. This may be by dumping, further processing, regrading etc as appropriate. Advice may be sought from the NZFSA or the accredited verifier as appropriate.
     - investigate the cause of the problem and ensure that appropriate corrective actions are taken.
     - review and improve the recall procedures based on the experience gained.
     - report on all of the above to the NZFSA and the accredited verifier.

4. **Records**

   The following records are kept:
   - Loadout dockets and sales receipts.
   - Recall communication log and copies of all written correspondence.
   - Details of any product recovered and its disposition.
   - Recall review notes.
**1. Purpose / Scope**

To ensure that the RMP continues to be effective and to notify the NZFSA or recognised RMP verifier of issues as required.

**2. Regulatory Requirements**

*(RMP Specifications 2003, clauses 14, 25, 26 and 27)*

2.1 The operator must document an operator verification system including —

- the activities to be performed, and their frequency; and
- any actions to be taken when all or part of the RMP is not effective; and
- any recording and reporting requirements.

2.2 The operator must notify the Director-General in writing without unnecessary delay of any:

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

2.3 The operator must document procedures for notifying the recognised RMP verifying agency in writing, without unnecessary delay, of the following issues relating to the operation of the RMP —

- any significant concern about suitability for processing of animal material or fitness for intended purpose of animal product.
- where the cumulative effect of minor amendments necessitates the registration of a significant amendment to the RMP.
- where the RMP is considered to be no longer effective.
- where the premises are not or no longer suitable for their use.
- where 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.

**3. Procedures**

### 3.1 Operator verification

<table>
<thead>
<tr>
<th>Activity</th>
<th>Details</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record checks</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal audits</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review of RMP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 on discovering any other matter required to be notified.

4. Records
The following records are 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 corrective action taken (including restoration of control, product disposition and prevention of recurrence).
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

(RMP Specifications 2003, clause 16)

2.1 Every document that forms part of a RMP must be legible; dated; authorised prior to use, by the operator, or the day-to-day manager of the programme, and available when required to any person with responsibilities under the programme.

2.2 The operator must document the procedures for effective document control of RMP documents including how —

- significant and minor amendments are made so that the programme is current and reflects the actual operation;
- the amendments, or the nature of the amendments to the programme are identified or described; and
- documents are authorised prior to issue and use; and
- all amended parts of the programme are replaced with the current versions at all distribution points without unnecessary delay after authorisation and, where necessary, registration in accordance with section 25 of the Act.

2.3 The operator must retain for four years, one copy of all obsolete documents from a registered RMP in a manner that protects the documents from damage, deterioration or loss, and prevents confusion with current documents.

2.4 The registered RMP, all reference material relating to the RMP, and any archived documents must be readily accessible, or can be retrieved and made available within two working days of any request to:

- accredited persons; and
- animal product officers; and
- the Director-General; and
- persons authorised by the Director-General.

3. Procedures

- RMP documents are numbered and dated at time of issue.
- RMP documents are authorised prior to use by the operator or the day-to-day manager of the RMP by signing the document list and initialling all attachments.
- RMP documents are available to any person with responsibilities under the programme.
- 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 evaluated and registered prior to making the change.
- All copies of the RMP are updated immediately after authorisation (and if necessary, registration).
- Old pages are removed, crossed diagonally to show they are obsolete and filed.
- 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.

4. Records

Obsolete documents and document lists are filed.
## 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

*(RMP Specifications 2003, clause 17)*

2.1 Procedures in the RMP must ensure that all records necessary to demonstrate compliance with the documented programme are legible, stored for four years in a manner which protects the records from damage, deterioration or loss and can be retrieved and made available within 2 working days of any request.

2.2 Monitoring, corrective action and operator verification records must include —

- the date and time of the activity; and
- a description of the results of the activity; and
- a means to identify the person(s) who performed the activity.

2.3 All RMP records must be made available to the following persons as required —

- accredited persons; and
- animal product officers; and
- the Director-General; and
- persons authorised by the Director-General.

## 3. Procedures

- All records identified in the main RMP and attachments are completed as required in a legible manner.
- All RMP records are stored for at least 4 years as follows:
  - hard copies of records in clearly labelled files in the office.
  - electronic records on clearly labelled floppy disks or CDs in the office.
- Electronic records are backed-up at least monthly and the back-up is held at the Manager's home.
- 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 the required persons within 2 working days of any request.

## 4. Records

- None
1. Purpose / Scope

To ensure the effective implementation of appropriate process control measures so that eggs are fit for intended purpose.

2. Regulatory Requirements

(Human Consumption Specifications, 107)

2.1 Eggs that are intended to be traded in the shell must —
   a. be visibly clean; and
   b. have no cracks that are visible on candling (or equivalent) unless they have been treated by a process that destroys
      pathogenic organisms; and
   c. have no evidence of embryo development, or putrefaction, and no significant blood clots; and
   d. not have been incubated; and
   e. be handled and stored under conditions that minimise condensation on the surface of the eggs.

2.2 Any primary processing of eggs intended to be traded in the shell that compromises the integrity of the shell, must be
   minimised.
   (FSANZ Food Standards CODE 2.2.2, Egg and Egg Products)

2.3 Cracked eggs (including visible by candling) must not be made available for retail sale or for catering purposes.

2.4 Egg products derived from cracked eggs sold -
   a. not for retail sale; or
   b. not for catering purposes;
   must be pasteurised or have undergone an equivalent treatment.

3. Procedures

3.1 Bird receipt

Covered under whole flock health scheme. See Attachment F.

3.2 Bird management

The farm consists of ______________ sheds containing approx. ______________ birds in total.

Sheds are [ ] Multi-aged [ ] Single-aged

Caged Birds [ ] as below or [ ] not applicable

Cages are ______________ high and contain ______________ birds each.

Barn Birds [ ] as below or [ ] not applicable

- There are ______________ nest boxes available per bird.
- Birds are not caged after reaching point of lay.
- Birds remain within the shed during their laying period.
- Sheds for laying birds contain feeders, drinkers, perching facilities, and nest boxes.
- Scratching and dusting areas are available within each shed, and are of sufficient size to allow use by all birds.
- Ventilation of sheds is managed to ensure thermal comfort, adequate fresh air, and high quality litter is maintained
  throughout.
- Manure and litter is kept dry.
**Risk Management Programme**

**Attachment Q**

**PROCESS CONTROL**

**PAGE: 2 OF**

- Shavings and other material is delivered as required, rather than stored on-site, to avoid contamination with pathogens.

**Free Range Birds**

- [ ] as below or [ ] not applicable

- Birds have access to weatherproof sheds.
- Sheds for laying birds contain feeders, drinkers, perching facilities, and nest boxes.
- Ventilation of sheds is managed to ensure thermal comfort, adequate fresh air, and high quality litter is maintained throughout. Manure and litter is kept dry.
- Shavings and other material is be delivered as required, rather than stored on-site, to avoid contamination with pathogens.
- Access to ponds, creeks, dams, and other water sources not provided by a controlled system of reticulation is denied.
- Birds have access to open-air runs and sheds, and are protected from predators.
- The runs are sited on well-drained land, and are managed to avoid muddy conditions.
- This outdoor area is covered with palatable vegetation and is kept free from any rubbish or debris.
- Birds are not kept on land that is contaminated with poisonous plants, chemicals, or other organisms that cause or carry disease to an extent that may seriously prejudice poultry health.
- Shelter from sun, rain and wind is available.

### 3.3 Egg collection

- Eggs are collected at least every [ ] hours and more frequently where possible.
- Eggs are collected after they have cooled to room temperature where possible.
- Eggs are put into new, or clean and sanitised trays, with the point of the egg facing downwards.
- Reject eggs are collected and separated until disposal and not put into collection trays with other eggs.
- Dirty eggs, floor eggs and cracked eggs are put into separate clearly identified collection trays.
- Eggs from caged birds, free range birds and barn birds are collected into separate trays clearly-labelled with sufficient details to ensure traceability and truthfulness of claims (where necessary).

### 3.4 Storage and transfer to packhouse

- Eggs are taken to the packhouse as soon as possible and no more than 4 days after collection.
- Storage temperature for eggs stored at the farm: [ ] to [ ] °C.

### 3.5 Egg sorting

- Dirty, cracked, or broken eggs are removed from the collection system prior to grading.

<table>
<thead>
<tr>
<th></th>
<th>Dumped</th>
<th>Dry-buffed</th>
<th>Washed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dirty eggs are:</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>Dumped</td>
<td>Collected for further processing</td>
<td>Sent for animal consumption</td>
</tr>
<tr>
<td>Broken eggs are:</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Cracked eggs are:</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

### 3.6 Egg washing/ drying/ oiling

- Dirty eggs may be cleaned by gentle dry buffing with a clean cloth provided the egg shell cuticle is not damaged.
- Wet wiping of dirty eggs is not done.
- Only non-cracked eggs are washed.
PROCESS CONTROL

3.7 Candling
- Eggs are passed over a light source to help detect defects.
- Defective eggs are removed from the grading line.

3.8 Grading / weighing
- Eggs are graded by weight.
- Appropriate methods are in place to ensure the correct weight of eggs is packed into each carton, and that the grade of eggs is correct.
- Minimum egg weights are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Jumbo g/egg</th>
<th>Large 7 g/egg</th>
<th>Standard 6 g/egg</th>
<th>Mixed Grade g/egg</th>
<th>Medium 5 g/egg</th>
<th>Pullet 4 g/egg</th>
</tr>
</thead>
<tbody>
<tr>
<td>g/dozen</td>
<td>816</td>
<td>744</td>
<td>636</td>
<td>582</td>
<td>528</td>
<td>420</td>
</tr>
</tbody>
</table>

3.9 Packing
- Eggs and packaging are kept from direct contact with the floor at all times (e.g. by stacking the cartons on pallets).
- Eggs are packed into correct pack types.

3.10 Egg Storage/ loadout
- Eggs are stored in clean, vermin proof cool rooms operated at _______ to _________ °C until loadout.
- Stock is rotated so that the oldest eggs that meet the order requirements are loaded out first.
- Temperature at loadout may be raised to _________ °C to minimise condensation.

3.11 Collection of eggs from various steps for further processing
- Broken or cracked eggs are collected at sorting, candling and where noticed at other steps.
- These eggs are kept in containers or packs that protect them from contamination.
### 3.12 Monitoring

Compliance with these procedures is regularly checked by the responsible person (who is listed on RMP document list).

### 4. Records

The following information is recorded:

- Any problems detected.
- Any corrective action taken (including restoration of control, product disposition and prevention of recurrence).

<table>
<thead>
<tr>
<th>If packed, they are labelled to show that they are unpasteurised.</th>
</tr>
</thead>
<tbody>
<tr>
<td>These eggs are stored at ________ °C</td>
</tr>
<tr>
<td>These eggs are delivered to further processing within ________ days of lay.</td>
</tr>
</tbody>
</table>
### 1. Purpose / Scope

To identify the hazards that are reasonably likely to occur and ensure that appropriate controls are included in the RMP so that the products are fit for intended purpose.

### 2. Identification of Hazards from Inputs

<table>
<thead>
<tr>
<th>Inputs</th>
<th>Description/specification</th>
<th>Biological</th>
<th>Chemical</th>
<th>Physical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birds</td>
<td>Apparently healthy</td>
<td>Enteric pathogens (e.g. <em>Salmonella</em> spp.)</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Reared under a Whole Flock Health Scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feed</td>
<td>Complies with the NZ Code of GMP for Compound Feeds, Premixes and Dietary Supplements</td>
<td><em>Salmonella</em></td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Veterinary medicines (medication)</td>
<td>Registered by the NZFSA for intended use, or used off label under veterinary supervision</td>
<td>None</td>
<td>Chemical residues</td>
<td>None</td>
</tr>
<tr>
<td>Potable water</td>
<td>Potable water as defined in the Human Consumption Specifications</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Egg contact packaging</td>
<td>New packaging – meets the requirements in the Human Consumption Specifications</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Re-used packaging – meets the requirements in Human Consumption Specifications</td>
<td>Enteric pathogens (e.g. <em>Salmonella</em> spp.)</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Oil</td>
<td>Food grade</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Chemicals, e.g. for washing</td>
<td>Meets Food Standards Code requirements.</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

1. Agreed specifications and procedures for ensuring that all inputs consistently meet the specifications are documented in relevant attachments.
2. Compliance to the whole flock health scheme will minimise the occurrence of *Salmonella* in live birds. However, sporadic cases may still occur.
3. Specific treatments in the preparation of feed (e.g. pelleting, heating) are generally successful in eliminating *Salmonella*. However, the final feed may be contaminated because of an insufficient heating process or due to recontamination in the feed mill, during transport or during storage at the farm. A survey of NZ egg producers has found that *Salmonella* is occasionally found in feed. The operator should review the performance record of the supplier to determine whether this pathogen is reasonably likely to occur in incoming feed.

### 3. Identification of critical control points

There are no regulatory limits so there are no critical control points.
<table>
<thead>
<tr>
<th>Process step</th>
<th>Inputs</th>
<th>Hazard reasonably likely to occur</th>
<th>Justification 1</th>
<th>Control measures</th>
<th>Supporting system</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bird receipt</td>
<td>Birds</td>
<td>B – Enteric pathogens, e.g. <em>Salmonella</em> spp.</td>
<td>Sporadic incidence of <em>Salmonella</em> infection may occur.</td>
<td>• Visual inspection to ensure birds are apparently healthy.</td>
<td>Attachment F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Each delivery to be accompanied by a supplier declaration indicating compliance to agreed specifications.</td>
<td></td>
</tr>
<tr>
<td>2. Bird management</td>
<td>Birds</td>
<td>B - Enteric pathogens, e.g. <em>Salmonella</em> spp., in live birds</td>
<td>Carried over from previous step.</td>
<td>• Whole flock health scheme.</td>
<td>Attachment F</td>
</tr>
<tr>
<td></td>
<td>Feed</td>
<td>B - <em>Salmonella</em> from incoming feed</td>
<td>A survey of NZ egg producers shows that <em>Salmonella</em> is occasionally found in feed.</td>
<td>• Supplier declaration indicating treatment for <em>Salmonella</em> has occurred.</td>
<td>Attachment G</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B - <em>Salmonella</em> from contamination of the feed during storage and use</td>
<td>Feed can be contaminated with <em>Salmonella</em> by faecal material from bird and rodents.</td>
<td>• Correct feeding schedule.</td>
<td>Attachment F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Regular cleaning of feeders.</td>
<td>Attachment E</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Correct storage of feed.</td>
<td>Attachment G</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Pest control.</td>
<td>Attachment A</td>
</tr>
<tr>
<td></td>
<td>Potable drinking water</td>
<td>None in incoming water</td>
<td></td>
<td>• Regular cleaning of water containers.</td>
<td>Attachment E</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B – Enteric pathogens from contamination of drinking water</td>
<td>Water can be contaminated with enteric pathogens, e.g. <em>Salmonella</em>, by dust, litter, feed, bird and rodent faeces, and feathers.</td>
<td>• Regular water change.</td>
<td>Attachment F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Pest control.</td>
<td>Attachment A</td>
</tr>
<tr>
<td></td>
<td>Medication</td>
<td>C - Chemical residue</td>
<td>Unacceptable level of chemical residues can occur in birds when correct withholding period is not followed.</td>
<td>• Correct use of registered veterinary medicines.</td>
<td>Attachment F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Observance of correct withholding periods.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Litter, nest box material</td>
<td>B – Enteric pathogens, e.g. <em>Salmonella</em> spp.</td>
<td>Litter and nest box material can be contaminated with pathogens by faecal material from birds and rodents.</td>
<td>• Correct cleanout procedures.</td>
<td>Attachment E</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Regular removal of spent litter, manure.</td>
<td>Attachment A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Pest control.</td>
<td>Attachment E</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Waste management.</td>
<td></td>
</tr>
<tr>
<td>3. Egg collection</td>
<td>Eggs</td>
<td>B – Enteric pathogens, e.g. <em>Salmonella</em> spp.</td>
<td>Eggs can be externally contaminated with <em>Salmonella</em> from the bird and the laying environment.</td>
<td>• Collection schedule.</td>
<td>Attachment Q</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Separation of dirty, floor and cracked eggs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New egg collection trays</td>
<td>None</td>
<td></td>
<td>• Rejection of broken, leaking, very dirty eggs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Re-used egg collection trays</td>
<td>B – Enteric pathogens, e.g. <em>Salmonella</em> spp.</td>
<td>Re-used trays can be contaminated with enteric pathogens.</td>
<td>• Cleaning and sanitation of re-used trays and crates will minimise contamination.</td>
<td>Attachments J and Q</td>
</tr>
<tr>
<td></td>
<td>Labels</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Based on template issued by NZFSA on 15/07/04
### Process step

<table>
<thead>
<tr>
<th>Process step</th>
<th>Inputs</th>
<th>Hazard reasonably likely to occur</th>
<th>Justification 1</th>
<th>Control measures</th>
<th>Supporting system</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Storage and transfer to grading</td>
<td>Eggs</td>
<td>B – Enteric pathogens, e.g. <em>Salmonella</em> spp.</td>
<td>Eggs become increasingly susceptible to bacterial penetration and growth above 18°C.</td>
<td>• Time-temperature control during storage and transfer will prevent or minimise the growth of <em>Salmonella</em> in eggs.</td>
<td>Attachment Q</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Cleaning of conveyors, trolleys, vehicles and other conveyance will minimise contamination.</td>
<td>Attachment E</td>
</tr>
<tr>
<td>5. Sorting</td>
<td>Eggs</td>
<td>B – Enteric pathogens, e.g. <em>Salmonella</em> spp.</td>
<td>Carried over from previous step.</td>
<td>• Removal of broken, leaking and very dirty eggs will reduce the number of potentially contaminated eggs.</td>
<td>Attachment Q</td>
</tr>
<tr>
<td>6. Washing</td>
<td>Dirty eggs</td>
<td>B – Enteric pathogens, e.g. <em>Salmonella</em> spp.</td>
<td>Damage to the shell cuticle can result in micro penetration.</td>
<td>• Proper egg washing procedures and parameters (e.g. temperature, pH) will reduce micro contamination on the outside of the shell, and prevent micro penetration.</td>
<td>Attachment Q</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inadequate control of temperature, pH and insufficient changes of wash water can result in a build up of micro and cross contamination of eggs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Potable water</td>
<td>None</td>
<td>Incorrect use of chemicals can cause unacceptable levels of chemical residues in the egg.</td>
<td>• Use of approved chemicals only in accordance with manufacturer’s instructions.</td>
<td>Attachment Q</td>
</tr>
<tr>
<td></td>
<td>Chemicals</td>
<td>C – Chemical residues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Drying</td>
<td>Washed eggs</td>
<td>B – Enteric pathogens, e.g. <em>Salmonella</em> spp.</td>
<td>Inadequately dried eggs can allow micro growth and any remaining bacteria to be aspirated into the egg.</td>
<td>• Correct drying procedures.</td>
<td>Attachment Q</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Eggs can be contaminated during drying if air filters are dirty.</td>
<td>• Cleaning and maintenance of drying equipment.</td>
<td>Attachment E</td>
</tr>
<tr>
<td>8. Oiling</td>
<td>Washed and dried eggs</td>
<td>B – Enteric pathogens, e.g. <em>Salmonella</em> spp.</td>
<td>Carried over from previous step.</td>
<td>• No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Food grade oil</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Candling</td>
<td>Clean eggs</td>
<td>B – Enteric pathogens, e.g. <em>Salmonella</em> spp.</td>
<td>Cleaned eggs can be re-contaminated by dirty conveyors and equipment.</td>
<td>• Detection and removal of minor cracks and pinholes will reduce the number of potentially contaminated eggs.</td>
<td>Attachment Q</td>
</tr>
<tr>
<td>10. Grading/weighing</td>
<td>Clean eggs</td>
<td>B – Enteric pathogens, e.g. <em>Salmonella</em> spp.</td>
<td>Carried over from previous step.</td>
<td>• No</td>
<td></td>
</tr>
<tr>
<td>11. Packing</td>
<td>Clean eggs</td>
<td>B – Enteric pathogens, e.g. <em>Salmonella</em> spp.</td>
<td>Carried over from previous step.</td>
<td>• No</td>
<td></td>
</tr>
</tbody>
</table>
## Risk Management Programme

### Hazard Analysis

<table>
<thead>
<tr>
<th>Process step</th>
<th>Inputs</th>
<th>Hazard reasonably likely to occur</th>
<th>Justification</th>
<th>Control measures</th>
<th>Supporting system</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The justifications given are supported by scientific information provided in the Technical Annex of the Egg Producer's code of practice.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. This is likely to be relevant to free range and barn birds as most caged systems are designed to keep bird faeces away from feed troughs/trays.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Water can be contaminated with pathogens such as <em>Salmonella</em> when it is dispensed in open troughs that can be contaminated by dust, litter, feed, feathers and faeces.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Degradation of the egg’s antimicrobial barriers is accelerated above 18 °C. As the effectiveness of these barriers declines, the egg becomes increasingly susceptible to bacterial penetration and growth. Older eggs are likely to be more contaminated with bacteria. The Egg Producer’s Federation recommends that eggs are stored at or below 15 °C to minimise the growth of any <em>Salmonella</em> in eggs over a shelf life of 35 days from date of lay. Eggs suitable only for further processing (e.g. cracked eggs) should be stored at ≤4°C and processed (e.g. pasteurisation) within 3 days. Relative humidity should be between 70% and 85%. Below 70%, rapid weight loss through evaporation occurs. Above 85%, microbial penetration is enhanced and moulds may grow.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. At present, there is no evidence to indicate that <em>Salmonella Enteritidis</em> is present in New Zealand’s poultry food chain, including eggs, although it has been recovered from other animal species (e.g. cattle, sheep, humans) in New Zealand. However, industry testing for feed and swab samples from the laying shed have occasionally tested positive for <em>Salmonella</em>. Sporadic cases of <em>Salmonella</em> contamination may occur in eggs produced in New Zealand.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Based on template issued by NZFSA on 15/07/04

Initial:
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. Risks to Wholesomeness

<table>
<thead>
<tr>
<th>Wholesomeness risk factors</th>
<th>Control measures</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood or meat spots</td>
<td>• Removal at candling.</td>
<td>Attachment Q</td>
</tr>
<tr>
<td>Roundworms in free range eggs</td>
<td>• Treatment of free range hens for roundworms.</td>
<td>Attachment F</td>
</tr>
<tr>
<td>Rotten eggs, watery whites, pink or iridescent whites</td>
<td>• Regular egg collection.</td>
<td>Attachment Q</td>
</tr>
<tr>
<td></td>
<td>• Correct storage and shelf life.</td>
<td>Attachment Q and K</td>
</tr>
<tr>
<td>Off odours and flavours</td>
<td>• Regular egg collection.</td>
<td>Attachment Q</td>
</tr>
<tr>
<td></td>
<td>• Correct storage and shelf life.</td>
<td>Attachment Q and K</td>
</tr>
<tr>
<td></td>
<td>• Correct feed composition (e.g. avoid strongly flavoured ingredients).</td>
<td>Attachment G</td>
</tr>
</tbody>
</table>

3. Risks from False or Misleading Labelling

<table>
<thead>
<tr>
<th>Risk factors</th>
<th>Control measures</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incorrect claims for free range, barn, caged or organic eggs</td>
<td>• Checking of details on all new labels.</td>
<td>Attachment K and Q</td>
</tr>
<tr>
<td></td>
<td>• Checking that correct label is in use at all steps (collection, storage and transfer, at grading etc).</td>
<td>Attachment K</td>
</tr>
<tr>
<td>Incorrect best before dates</td>
<td>• Daily checking for correct date on labels.</td>
<td>Attachment K</td>
</tr>
</tbody>
</table>
**Part 1: SUPPLIER DETAILS**

<table>
<thead>
<tr>
<th>Name of Operator:</th>
<th>Type of Operation:</th>
<th>Premises Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Address:</th>
<th>Phone Number:</th>
<th>Fax Number:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part 2: WATER SOURCE**

**Water Source – Indicate all sources intended to be used.**

- Secure groundwater (not under the influence of surface water) – **Go to Part 3**
- Surface water (e.g. spring, well, river, stream, dam, lake, reservoir) – **Go to Part 4**
- Roof water – **Go to Part 5**

*If there is more than one source of water then the appropriate checklist(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

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

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Are holding tanks used?</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(ii) If Yes to (i):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Are these tanks capable of holding more than or less than 1 day’s supply of water? (please circle answer)</td>
<td>More</td>
<td>Less</td>
</tr>
<tr>
<td></td>
<td>(b) Is the outlet of the holding tank above or level with the base of the tank? (please circle answer)</td>
<td>Above</td>
<td>Level</td>
</tr>
<tr>
<td>(iii) Is the water prone to stagnation that results in deterioration of water quality?</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(iv) Are tanks unprotected from animal access?</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### 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 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)

- If the water source is secure and the answer to all the questions in section 2 is NO, and if the answer to (ii)(a) is MORE and to (ii)(b) is ABOVE, then the water may be considered satisfactory.

- If the holding tank capacity is such that water could settle for at least 24 hours before use and the water outlet from the tank is above the base of the tank so that debris can settle, then the facility may be considered satisfactory. If the facility is not considered satisfactory then a corrective action plan, which considers additional water treatment, must be designed and included in the water management plan. If the water is prone to stagnation and unprotected from animal access, a corrective action plan 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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Describe the water source e.g. spring, well, stream, river, dam, reservoir etc. including name where appropriate.</td>
<td></td>
</tr>
<tr>
<td>(ii) Describe the soil type in the area of the water source e.g. coarse shingle, fine silt, clay etc.</td>
<td></td>
</tr>
</tbody>
</table>
Based on template issued by NZFSA on 15/07/04

### 2. Criteria

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

<table>
<thead>
<tr>
<th>Source</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offal pit / soak hole</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Animal effluent</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Sumps</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Feed pad</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Fuel tanks</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Timber treatment facility</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Abandoned or decommissioned wells</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Septic tank / long-drop toilet</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Stock yards</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Land disposal site/refuse pit</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Silage stack</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Chemical preparation/storage</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Pesticide residues</td>
<td>☒</td>
<td>☐</td>
</tr>
</tbody>
</table>

#### (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?

<table>
<thead>
<tr>
<th>Factor</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spray drift</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Nearby factories</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Mining operations</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Run-off from urban or sealed surfaces</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Material from effluent ponds or surface impoundments (waste or ponds or lagoons) (either treated discharge or leakage)</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Contaminants washed into source during irrigation</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Geothermal contaminants (e.g. arsenic, boron, lithium etc)</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Saline water</td>
<td>☒</td>
<td>☐</td>
</tr>
</tbody>
</table>

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

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
### 3. Intake and storage

| (i) | Is any visible matter drawn up in the intake from the water source? | Yes | No |
| (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 |
| (iv) | Is the water prone to stagnation that results in deterioration of water quality? | Yes | No |
| (v) | Are tanks unprotected from animal access? | ☐ | ☐ |

### 4. Additional criteria for flowing water only i.e. rivers, streams, springs etc.

| (i) | Is there a plan for when the river/stream etc. floods? | ☐ | ☐ |
| (ii) | Is effluent discharged less than 2 km upstream of the water intake?  
If Yes, state source: _________________________________ | ☐ | ☐ |
| (iii) | If Yes, is 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? | ☐ | ☐ |

### 4. Additional criteria for enclosed surface waters only i.e. dams, lakes, reservoirs etc.

| (i) | Is there a plan to deal with flooding? | ☐ | ☐ |
| (ii) | Is the water accessible to farmed animals? | ☐ | ☐ |
| (iii) | Is effluent discharged into the dam/lake/reservoir? | ☐ | ☐ |
| (iv) | Is industrial or urban stormwater discharged into the dam/lake/reservoir? | ☐ | ☐ |
Analysis

- If the answers to the questions in section 1 are YES and to all questions in sections 2, 3, 4 & 5 (other than 4(i) and 5(i)) are NO, then the water may be considered satisfactory. If the answer to section 3(iii)(a) is MORE and to 3(iii)(b) is ABOVE, then the water may be considered satisfactory.

- 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 answer to any question in section 2 is YES, 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.

- In section 3, if visible debris is drawn up in the water intake at any time and if the holding tank capacity is such that water could settle for at least 24 hours before use and the water outlet from the tank is above the base of the tank so that debris can settle, then the facility may be considered satisfactory. If the facility is not considered satisfactory then a corrective action plan which considers additional water treatment, must be designed and included in the water management plan. If the water is prone to stagnation and is not protected from animal access, a corrective action plan must be designed and included in the water management plan.

- If the answer to any question in sections 4 or 5 is YES (other than 4(i) and 5(i)), then appropriate action must be taken to ensure potential hazards to human health are minimised and, where necessary, a corrective action plan is designed and included in the water management plan.

Part 5: ROOF WATER

1. Roofing materials
   - Galvanised iron? □ □
   - 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
   - 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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Are holding tanks used?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| (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 |
| (iii) Is the water prone to stagnation that results in deterioration of water quality? | Yes | No |
| (iv) Are tanks unprotected from animal access? | Yes | No |

**Analysis**

- If the answer to all questions in sections 1, 3, 4 and 5 are NO and the gutterings are cleaned once a month or more frequently, then the water may be deemed to be satisfactory. If the answer to section 5 (ii)(a) is MORE and to section 5 (ii)(b) is ABOVE, then the water may be considered satisfactory.
- 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.
- In section 5, if the holding tank capacity is such that water could settle for at least 24 hours before use and the water outlet from the tank is above the base of the tank so that debris can settle, then the facility may be considered satisfactory. If the facility is not considered satisfactory then a corrective action plan must be designed and included in the water management plan. If the water is prone to stagnation and unprotected from animal access, a corrective action plan must be designed and included in the water management plan.