



Te Pou Oranga Kai O Aotearoa

JUNE 2007 RISK MANAGEMENT PROGRAMME TEMPLATE FOR EGGS

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.

Risk Management Programme - Business Specific Information

1. Business Identification			
Business ID:	RMP No.:	Are other businesses covered by this RMP? <input type="checkbox"/> No (fill in pages 1 – 14) <input type="checkbox"/> Yes (fill in pages 1 – 14 for main business, copy and fill out page 15 for each other business)	
2. Operator Name, Business Address and Contact Details			
Legal entity (tick one) <input type="checkbox"/> Company..... <input type="checkbox"/> Sole trader..... <input type="checkbox"/> Partnership.....	Details (Fill out appropriate line – should correspond with the box you have ticked): Name listed at Companies Office: or Name of business owner: or Names of Partners:		
Trading name (if different):			
Physical address(es) of premises:		Phone No:	
Postal address (for communication):		Fax No:	
		E-mail:	
<input type="checkbox"/> tick for consent to being provided electronic information.			
3. Responsible Persons			
Role	Name, position or designation	Contact details (if different from above)	Competency of this person
Day-to-day Manager of the RMP			

6. Product Description				
Products	A Grade Shell Eggs	Commercial Eggs	Cracked Eggs	Other:
Intended Consumer:	[] Human consumption [] Animal Consumption	[] Human consumption [] Animal consumption	[] Human consumption [] Animal consumption	[] Human consumption [] Animal consumption
Intended Uses once leaves RMP:	[] Any purpose	[] Catering [] Further processing [] Animal food	[] Pasteurisation or equivalent [] Animal food	[]
Regulatory Limits	None	None	None	None
Product Description:	<ul style="list-style-type: none"> Clean No visible cracks No defects 	<ul style="list-style-type: none"> Clean No visible cracks Minor defects 	<ul style="list-style-type: none"> Clean Visible cracks but intact membrane Minor defects
Label Claims	[] Free Range [] Barn [] Organic [] Other:.....	[] Free Range [] Barn [] Organic [] Other:.....	[] Free Range [] Barn [] Organic [] Other:.....	[] Free Range [] Barn [] Organic [] Other:.....
Shelf Life from Date of Lay & Packhouse Storage Temp (tick those that apply)	[] 21 days where temp may exceed 15°C [] 35 days at 15°C or less [] other (specify days/temp)	[] 21 days where temp may exceed 15°C [] 35 days at 15°C or less [] other (specify days/temp)	[] 14 Days at 6°C or less [] other (specify days/temp)	[] 21 days where temp may exceed 15°C [] 35 days at 15°C or less [] 14 Days at 6°C or less [] other (specify days/temp)

Human Consumption Specifications, 107

- 6.1 Eggs that are intended to be traded in the shell must comply with the current Australia New Zealand Food Standards Code, Part 2.2, Standard 2.2.2 Egg and Egg Products.
- 6.2 Eggs that are intended to be traded in shell must —
 - (a) be visibly clean; and
 - (b) have no evidence of embryo development, or putrefaction, and no significant blood clots; and
 - (c) not have been incubated; and
 - (d) be handled and stored under conditions that minimize condensation on the surface of the eggs.
- 6.3 Any primary processing of eggs that are intended to be traded in the shell and that compromises the integrity of the shell, must be minimised.
- 6.4 Eggs that are not intended to be pasteurised or subject to an equivalent treatment must be candled prior to retail sale.
- 6.5 Candling areas must be sufficiently darkened to allow an accurate assessment to be made.
- 6.6 The candling method must ensure that the interior and exterior of each egg is examined.

7. Process Description and Controls

The following steps are included in the RMP:

- | | | | |
|-------------------------|--|--------------------------|--|
| 1. [] Feed manufacture | 5. [] Storage and transfer to packhouse | 9. [] Oiling | 13. [] Storage of eggs |
| 2. [] Bird Receipt | 6. [] Sorting | 10. [] Candling | 14. [] Collection of downgraded eggs from various |
| 3. [] Bird management | 7. [] Cleaning / washing | 11. [] Grading/weighing | steps for further processing |
| 4. [] Egg collection | 8. [] Drying | 12. [] Packing | 15. [] Other |

Controls for each step are explained in 7.1 to 7.15 below.

7.1 Feed Manufacture (Also see attachment F)

Feed is: [] made at own feedmill or [] bought in ready-made
 [] pellets and/or [] mash and/or [] other

Salmonella control: [] Salmonella inhibitor added and/or [] Heat treatment and/or
 other (specify) :.....

Salmonella testing performed [] yes or [] no

If yes, state frequency..... Actions taken on positives

7.2 Bird Receipt (Also see whole flock health scheme, Attachment G).

Supplier / vaccination details:

The layers come from: (Tick those that apply)		Have they been vaccinated for Salmonella?
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 for Salmonella is done on this RMP's layer farm(s) [] Yes [] No

7.3 Bird Management

The farm consists ofsheds containing approx.birds in total. Sheds are [] Multi-aged [] Single-aged

Caged Birds [] not applicable or cages arehigh and containbirds each.

Barn Birds [] as below or [] not applicable

- There arenest 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 provide thermal comfort, adequate fresh air, and keep manure and litter as dry as possible.
- Manure and litter is kept dry.
- Shavings and other material are delivered as required, or stored on-site, in a manner which avoids 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 provide thermal comfort, adequate fresh air, and keep manure and litter as dry as possible.

- Shavings and other material is delivered as required or stored on site in a manner which avoids contamination with pathogens.
- **Birds are denied access to stagnant or contaminated water sources.**
- 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.
- The 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.

7.4 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).

7.5 Storage and Transfer to Packhouse:

- **Eggs are held for no longer than 48 hours at ambient temperature, where a 35 day shelf life is claimed.**
- Storage temperature for eggs stored at the farm: to°C.
- Eggs are taken to the packhouse as soon as possible and no more than 4 days after collection.

7.6 Egg Sorting:

- Dirty, cracked, or broken eggs are removed from the collection system prior to grading.
- Dirty eggs are: [] Dumped [] Dry-buffed [] Washed
- Broken eggs are: [] Dumped [] Collected for further processing [] Sent for animal consumption
- Cracked eggs are: [] Dumped [] Collected for further processing [] Sent for animal consumption

7.7 Egg Cleaning / Washing:

- 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 recommended. Where it does occur cloths must be clean and wet with potable water & approved egg washing chemicals in accordance with manufacturer's recommendations.
- Cracked eggs are not washed.

The following eggs are washed: (tick one)

- None (Go to 7.9)
- Only dirty eggs
- All non-cracked eggs

Egg washing procedures:

- Jets of wash water and/or brushes have complete access to each egg or where static water is used for egg washing, the water is changed regularly to avoid a build up of dirt
- Eggs may be dipped during washing but are not to be soaked.
- The wash temperature must be at least 12°C warmer than the egg temperature.
- Wash water temperature is not to exceed 45°C to avoid damage to the cuticle.
- Eggs are to be washed using potable water and approved egg washing chemicals.
- Only approved egg washing chemicals are used, in accordance with the conditions of approval and manufacturer's recommendations as to use.
- List the name/s of all egg washing chemical/s used
- The conditions of use of the egg washing chemical will be complied with.
- Wash water is changed at least daily or more frequently where visually dirty.

7.8 Egg Drying:

- Immediately after washing, the eggs are dried quickly and completely by:(specify method)

7.9 Egg Oiling:

- Approved food grade mineral oil (paraffin oil) may be applied to protect the egg during storage.
List the name/s of all mineral oils used

7.10 Candling:

[] Use of light [] Other method, specify details.....

- All eggs for human consumption are candled prior to retail sale (unless they have been pasteurised or equivalent).
- Eggs are assessed for freshness, fertility and defects (including hairline crack, pinholes & internal defects).
- Where candling uses light, areas are sufficiently darkened to allow for the detection of defects.
- The interior and exterior of each egg is examined.
- Defective eggs are removed and downgraded or dumped as appropriate.

7.11 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:

	Jumbo	Large 7	Standard 6	Mixed Grade	Medium 5	Pullet 4
g/egg	68	62	53	N/a	44	35
g/dozen	816	744	636	582	528	420

7.12 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.

7.13 Egg Storage/ Loadout:

- Eggs are stored in clean, vermin proof cool rooms operated atto°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.

7.14 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.
- **They** are labelled to show that they are unpasteurised.
- These eggs are stored **at 6°C** or less.
- These eggs are delivered to further processing within days of lay.

7.15 Monitoring:

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

8. Water

8.1 Source

- Potable water used within the premises is supplied by: *(tick the one that applies and follow instructions)*

Independent supplier (i.e. local council, town supply) **without additional treatment by egg producer.**
Operate in accordance with Attachment H.

or

Independent supplier (i.e. local council, town supply) with additional treatment by egg producer.
Operate as if "own supply". Fill in Record 1.

Or

Own supply (e.g. from bore, roof water etc)

Fill in pages 6 and 7 only of Record 1.

9. Cleaning / Housekeeping		
<p>Routine cleaning of layer sheds and equipment during lay</p> <p>The cleaning programme for the layer shed and equipment is given below.</p>		
Area/item to be cleaned or activity	Cleaning method, procedure, any chemicals used	Frequency (e.g. daily, weekly)
Removal of dead birds		Daily
Removal of manure		
Removal of spent litter		
Sweeping of sheds		
Cleaning of floors, ceilings, walls		
Cleaning cages		
Changing nest box material		
Cleaning of egg collection and pre-grading conveyor belts		
Removal of reject eggs		Daily
Removal of feed spillages		Immediately after occurrence.
All equipment	Complete cleaning and disinfection	Before being moved from one shed to another.
<i>Others:</i>		

Risk Management Programme - Business Specific Information

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 frequencyand enter the cleaning and disinfection programme details for the layer sheds in the table below.

[] No – go to next page

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

Risk Management Programme - Business Specific Information

Cleaning of packhouse and equipment		
The cleaning programme for the packhouse and equipment is given below.		
Area/item to be cleaned	Cleaning method, procedure, any chemicals used	Frequency (e.g. daily, weekly)
Processing room floor		
Processing room ceiling and		
Walls		
Storeroom		
Chiller		
Amenities		
Conveyors		
Candler		
Grading machine		
Egg washing equipment		
Egg drier and oiling equipment		
Egg trays and trolleys		Before returning to the farm site.
Waste containers		
Egg spillages during operations		
Others:		

10. 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 RMP¹.

¹ Contact Su Langdon, Cellphone: 029 894 2405 or email: su.langdon@nzfsa.govt.nz to organise this letter.

11. RMP Document List, Responsibilities For and Authorisation of RMP			
Document	Reference	Date on Current Document	Person Responsible For Implementation
Main part of RMP (this document)	Pages 1 - 14		
Other Business Details (Only necessary for multi-business RMPs)	Page 15		
Assessment of Water Supply Status (Only necessary for own supply)	Record 1		
Supporting systems	-	-	-
Pest Control	Attachment A		
Chemical Control	Attachment B		
Design, Construction and Maintenance of Facilities and Equipment	Attachment C		
Personnel Hygiene	Attachment D		
Cleaning / Housekeeping	Attachment E		
Layer Feed	Attachment F		
Whole Flock Health Scheme	Attachment G		
Water	Attachment H		
Processing Aids	Attachment I		
Product Contact Packaging	Attachment J		
Traceability / Inventory / Labelling	Attachment K		
Corrective Action	Attachment L		
Recall Procedure	Attachment M		
Operator Verification and Notification	Attachment N		
Document Control	Attachment O		
Record Control	Attachment P		
HACCP Application	-	-	-
Hazard Analysis	Attachment Q		
Other Risk factor Analysis	Attachment R		
Other	-	-	-
Site Plan of Physical Boundaries	Copy provided		
Letter From Verification Agency	Copy provided		

12. Confirmation

[] I confirm that all of the listed documents are available and 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 docs listed in section 11, have been authorised by me.

[] I confirm that the RMP will be implemented as written.

Signature of Operator or Day-to-day Manager of RMP:.....**Date:**/...../.....

Risk Management Programme - Business Specific Information

EXTRA INFORMATION FOR
MULTI-BUSINESS RMPS

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13. Other Business Details (copy and fill out this form for each other business operating under this RMP)		
1A:	Business Identifier	
2A:	Full legal name: Trading Name (if different): Physical address of premises: Postal address (for communication): Phone No: Fax No: Email:	
3A:	Day-to-day manager of RMP:	
	Evidence of sufficient control of RMP operator over this business:	<input type="checkbox"/> Contract or written correspondence between the two parties is attached.
	Consent of this business operator:	Signature of operator or day-to-day manager of RMP.Date:...../...../.....
4A	Scope of RMP:	<input type="checkbox"/> A site plan showing the physical boundaries of the RMP is attached.
RMP details: Clarify any other variations between the main RMP and this business (especially differences in sections 4 to 10). Where necessary, write details or attach extra pages to the RMP.		
11A. RMP document list: Explain where necessary, which documents or parts of documents apply or do not apply to this business:		

Water Supply Assessment Checklist¹

Read Attachment H. Only those egg producers that have their own water supplies need to fill this out. Complete one checklist for each water supply being assessed.

A: SUPPLIER DETAILS

RMP No.	
Person who completed checklist	

B: WATER SOURCE

Tick the box representing your water source and then go to the appropriate part of the checklist as indicated.

<p>Deep bore water (i.e. bore greater than 10m deep) – Go to B1</p> <p><input type="checkbox"/> Surface water (e.g. bore less than 10m deep, spring, well, river, stream, dam, lake, reservoir) – Go to B2</p> <p><input type="checkbox"/> Roof Water – Go to B3</p>

B1: DEEP BORE WATER (i.e. bore > 10m deep)

Tick the appropriate boxes in the table below and then move on to the relevant parts of the checklist as appropriate to the responses given.

Yes	No	Question
		Is the bore less than 10m deep?
		Is the soil/rock types such that contaminants could flow into the groundwater?
		Is surface water able to drain into the bore, due to the bore-head being inadequately sealed?
		Is the bore-head in an area prone to ponding and flooding?
		Do farmed animals have access to the bore-head?
		Is there any septic tank/long drop toilet outlet within 100 metres from the bore-head?
Do any of the following water characteristics change after rain? (you will need records of this to confirm these statements)		
		Colour
		Temperature
		Turbidity
		pH
		E. coli or faecal coliform count

If all responses are NO, the water is secure, go to C, Water Storage

If any responses are YES, the water is not secure. Record details of problem(s) in row B1 of Table D. If the problems can be eliminated from the water supply permanently, eliminate the problem and then go to C, Water storage. If problems cannot be eliminated permanently, go to B2 and complete the questions for surface water.

If all responses are YES, the water is not secure - go to B2 and complete the questions for surface water.

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

Risk Management Programme

Record 1

ASSESSMENT OF WATER SUPPLY STATUS

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B2: SURFACE WATER

e.g. Shallow bore (less than 10m), deep bore - not secure, spring, dam, lake, reservoir, stream.

Tick the appropriate boxes in the table below and then move on to the relevant parts of the checklist as appropriate to the responses given.

Describe the water source (including name where appropriate)			
<input type="checkbox"/>	Shallow bore.....	<input type="checkbox"/>	Dam.....
<input type="checkbox"/>	Deep bore - not secure.....	<input type="checkbox"/>	Lake.....
<input type="checkbox"/>	Spring.....	<input type="checkbox"/>	Reservoir.....
<input type="checkbox"/>	Stream.....	<input type="checkbox"/>	River.....
<input type="checkbox"/>	Other (specify).....		
Yes	No	Question	
		Are any of the following within 50 metres of the water source?	
		Offal pit / soak hole	
		Animal effluent to pasture	
		Sumps, stock yards or feed pads not connected to an approved effluent system	
		Fuel tanks	
		Timber treatment facility	
		Abandoned or decommissioned wells	
		Septic tank / long-drop toilet	
		Land disposal site/refuse pit	
		Silage stack	
		Chemical preparation/storage	
		Pesticide residues	
Do you have any of the following water problems? (You will need records of this to confirm these statements.)			
		Bacterial contamination	
		Turbidity	
		Sediment	
		Colour	
		Smell	
		Taste	
Do any of the following factors present risks to the water?			
		Spray drift	
		Nearby factories	
		Mining operations	
		Material from effluent ponds or surface impoundments (waste ponds or lagoons) - either treated discharge or leakage	
		Contaminants washed into source during irrigation	
		Geothermal contaminants (e.g. arsenic, boron, lithium etc)	
		Saline water	
		Possible flooding (consider council land information/LIM reports)	
		Other factors (Specify here);	

If all responses are NO, continue with B2.

If any responses are YES, record details of problem(s) in row B2 of Table D then continue with B2.

B2: SURFACE WATER (Continued)

Tick the appropriate boxes in the tables below and then move on to the relevant parts of the checklist as appropriate to the responses given.

Describe the surface water type	
<input type="checkbox"/>	Flowing water (e.g. unsecure bores, rivers, streams, springs) – Go to B2(i)
<input type="checkbox"/>	Confined water (e.g. dams, lakes, reservoirs) – Go to B2(ii)

B2(i): FLOWING SURFACE WATER

Yes	No	Question
		Is effluent discharged less than 2 km upstream of the water intake and if yes, is effluent discharged less than 4 hours before water is taken from that source? If Yes to both statements, state water source:.....
		Do farmed animals have access to within 10m of the water intake?
		Is industrial or urban stormwater discharged to the source water upstream of the intake?

If all responses are NO, go to C, Water Storage.

If any response is YES, record details of problem(s) in row B2(i) of Table D and then go to C, Water Storage.

B2(ii): CONFINED SURFACE WATER

Yes	No	Question
		Is the water accessible to farmed animals?
		Is effluent discharged into the dam/lake/reservoir?
		Is industrial or urban stormwater discharged into the dam/lake/reservoir?

If all responses are NO, go to C, Water Storage.

If any response is YES, record details of problem(s) in row B2(ii) of Table D then go to C, Water Storage.

B3: ROOF WATER

Tick the appropriate boxes in the table below and then move on to the relevant parts of the checklist as appropriate to the responses given.

Yes	No	Question
		Roofing Materials: Are any of the following materials used on the water collection surfaces?
		Galvanised iron?
		Lead materials (lead nails, flashings, paint)?
		Asbestos materials?
		Paint or other surface treatment in poor condition?
		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?
		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?
		Roof maintenance:
		Are the gutterings left for more than a month before cleaning them out?

If all responses are NO, go to C, Water Storage.

If any response is YES, record details of problem in row B3 of Table D and then go to C, Water Storage.

C: WATER STORAGE

Describe Water Storage Facilities	
<input type="checkbox"/>	Do not have holding tanks – Go to Table D if problems have been identified in the previous parts, or E if no problems have been identified in the previous parts.
<input type="checkbox"/>	Have holding tanks – Go to C1.

C1: HOLDING TANKS

If there is more than one storage facility, copy and fill out this section for each storage facility.

Yes	No	Question
		Is the outlet of the holding tank below or level with the base of the tank, allowing any debris that has settled to be sucked out with the water?
		Is the water in holding tanks prone to stagnation that results in deterioration of water quality?
		Are holding tanks inspected and maintained less than once per year?
		Are holding tanks dirty and not cleaned when necessary?
		Are holding tanks uncovered allowing access by animals, or other debris or other contaminants into the tanks?

If all responses are NO, the water STORAGE is satisfactory. Go to table D and check that any other problems identified in the checklist are followed up.

If any response is YES, the water STORAGE is not satisfactory. Record details of problem in row C1 of Table D then fill out rest of Table D.

Risk Management Programme

Record 1

ASSESSMENT OF WATER SUPPLY STATUS

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Table D: CORRECTIVE ACTION

Wherever there was a "Yes" answer in the part of the checklist referred to, write the details of the problem identified into the correct row of this table. Fill out the rest of the table to show whether or not the problem is a source of contamination; and where possible what you have done to eliminate the problem and permanently prevent the contamination from occurring (e.g. preventing animal access, no longer using chemicals in the vicinity of the collection area, resurfacing roof etc).

Ref	Problems identified	Biological hazard, chemical hazard or turbidity issue caused by the problem(s)	Action taken to address problem(s)	Problem	
				Eliminated (✓)	Still Remains (✓)
B1 Deep bore water					
B2 Surface water					
B2(i) Flowing surface water					
B2(ii) Confined surface water					
B3 Roof Water					
C1 Holding tanks					
E Initial water testing					

If problems have been permanently eliminated, a water management plan is not needed. Go to E.

If some problems still exist, record the problem in the first row of D1 and then fill out the rest of D1 with how this problem will be managed on an ongoing basis.

D1: WATER MANAGEMENT PLAN

A water management plan is required where there are any problems that are not managed with your water supply. This water management plan covers the routine, ongoing water treatment undertaken or actions to ensure that the water is potable, or it may include routine testing conducted to demonstrate that the problem (that cannot be permanently eliminated) is being controlled on an ongoing basis such that treatment is not needed.

A separate D1 should be completed for each problem that needs to be managed from Table D.

Document and implement a water management plan.	
Remaining problem from Table D:	
Method to manage the identified problem:	
<input type="checkbox"/>	Filtration
<input type="checkbox"/>	Chlorination
<input type="checkbox"/>	Ultraviolet light
<input type="checkbox"/>	Ozone
<input type="checkbox"/>	Routine ongoing testing to demonstrate control
<input type="checkbox"/>	Other (Specify).....
The treatment is done in accordance with the procedures:	
<input type="checkbox"/>	provided by the manufacturer / supplier of the water treatment system (attach); or
<input type="checkbox"/>	given below: <i>(enter details where relevant, e.g.- equipment type, equipment maintenance (frequency, activity and method, e.g. for replacement or cleaning filters or replacement of UV lights),- other control measures, (e.g. addition of chlorine or ozone, frequency, method, any limits (e.g. concentration of chlorine, monitoring frequency)), what is checked (e.g. chlorine level, turbidity) and method, corrective action to be taken when limits exceeded or not met):</i>
OR	
<input type="checkbox"/>	Details of the routine testing to demonstrate that the problem is being controlled on an ongoing basis (test, frequency).
Other ongoing control measures (either frequency, activity and method, e.g. for routine cleaning of roof or tanks):	

Once this table is completed, go to E.

E: INITIAL WATER TESTING

Yes	No	Question
		Has a microbiological test for E.coli or faecal coliforms been done on this source within the last month?
		If a particular chemical hazard was identified as likely to occur during completion of this checklist, has a relevant chemical test been done on this source within the last month?

If any response is NO, get the relevant tests done, then complete the table below.

If all responses are YES complete the table below.

Name the laboratory which did each test		
Yes	No	Question
		Does the water satisfy the microbiological criteria in Table 1: Quality of Potable Water (see Attachment H)?
		For any additional chemical tests done, does the water satisfy the requirements of the current DWSNZ?

If any response is NO, Go to Table D and review / improve the corrective actions taken. Repeat the testing and corrective action process until the water is satisfactory

If all responses are YES the water is satisfactory

If the water is satisfactory no further action is needed until reassessment of the water supply is required (see clause 4, reassessment of the water supply) or further water testing is required in accordance with the requirements of Table 2, Frequency of Ongoing Testing (see Attachment H).