

Appendix E: Records To Use For Your RMP

The following records are optional. If you have alternative records that capture similar information this is acceptable.

Supplier Declaration for Layer Hens

Supplier Declaration for Eggs

Supplier Declaration for Feed

Approved Supplier List

Chemical Use Record

Pest Control Record 1

Pest Control Record 2

Monthly Shed Inspection Record

Daily Farm Record

Verification of Standards for Caged Layer Production

Verification of Standards for Barn Egg Production

Verification of Standards for Free Range Production

Monthly Packhouse Inspection Record

Daily Packhouse Inspection Record

Training Record

Validation Report

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Supplier Declaration for Layer Hens

- **Layer hens were hatched and reared under a whole flock health scheme and only apparently healthy birds are supplied for laying. The following records were kept:**
 - record of any medications or immunisations given to the flock (or individual birds) during the entire growing period
 - records of feeding regimes
 - records from visits by company or independent veterinarian or competent person
 - records of blood tests or the results of other individual or flock diagnostic results that would establish and verify the health status of the individual/flock
 - records from *Salmonella* testing of the flock, and any other microbiological results performed on the flock
 - other records that would help establish and verify the health status of the flock

- **The above evidence was collected by or under the supervision of a competent person.**
- **Birds that are apparently unhealthy shall not be sent to layer farms.**
- **The welfare of birds during transportation and handling shall be in accordance with the current 'AWAC Code.**

- **Salmonella surveillance was done at:**
 - 6 weeks of age
 - 12-16 weeks of age

- **Birds were reared in accordance with requirements for claims for:**
 - free range
 - barn
 - organic

Test results for the layer hens being delivered on this date all meet agreed specifications.

Supplying Company:.....

Signed:.....

Name:.....

Date:.....

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Supplier Declaration for Eggs

- **Layer hens were hatched and reared under a whole flock health scheme and only apparently healthy birds are supplied for laying. The following records were kept:**
 - record of any medications or immunisations given to the flock (or individual birds) during the entire growing period
 - records of feeding regimes
 - records from visits by company or independent veterinarian or competent person
 - records of blood tests or the results of other individual or flock diagnostic results that would establish and verify the health status of the individual/flock
 - records from *Salmonella* testing of the flock, and any other microbiological results performed on the flock
 - other records that would help establish and verify the health status of the flock

- **The above evidence was collected by or under the supervision of a competent person.**
- **Birds that are apparently unhealthy shall not be sent to layer farms.**
- **The welfare of birds during transportation and handling shall be in accordance with the current AWAC Code.**

- **Eggs meet specifications 2 - 6 of the RMP:**
 - Eggs meet trading requirements
 - The integrity of the shell has not been compromised.
 - Very dirty and cracked eggs have been rejected.
 - Good eggs have been collected separately from floor eggs, soiled eggs and eggs with minor defects.
 - Eggs are correctly labelled.

Test results for the layer hens being delivered on this date all meet agreed specifications.

Supplying Company:.....

Signed:.....

Name:.....

Date:.....

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Supplier Declaration for Feed

- Feed has been made to agreed formulation

 - Purchasing specifications and purchase contracts for raw materials include requirement that raw materials are Salmonella negative

 - Control point to destroy pathogens, such as Salmonella, in raw materials during feed manufacture identified

 - System to prevent contamination of finished feed in place

 - 'Housekeeping' and cleaning procedure documented

 - Salmonella testing programs
 - Testing for Salmonella carried out by a laboratory accredited to nationally or internationally recognised standards
 - Appropriate Salmonella testing program for raw materials
 - Weekly Salmonella testing program for finished feed
 - Monthly Salmonella testing program for environmental samples
 - Monthly Salmonella testing program for feed trucks

 - Response procedures or action plans
 - Appropriate Salmonella testing program for raw materials
 - Weekly Salmonella testing program for finished feed
 - Monthly Salmonella testing program for environmental samples
 - Monthly Salmonella testing program for feed trucks
-

Test results for the feed being delivered on this date all meet agreed specifications.

Supplying Company:.....

Signed:.....

Name:.....

Date:.....

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Approved Supplier List

Supplier's Name	Contact Details	Goods Supplied

Date: _____ Signature: _____ Name: _____

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Chemical Use Record

Date	Chemical Name	Used For	Approved / licensed for that Use	Quantity Used	Dilution Rate	Signature of User

Date: _____ Signature: _____ Name: _____

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Pest Control Record 1

	Date Checked		Date Checked		Date Checked		Date Checked	
Pest Control Point	Activity / Action Taken		Activity / Action Taken		Activity / Action Taken		Activity / Action Taken	

Date: _____ Signature: _____ Name: _____

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Pest Control Record 2

Interior check

Date:

-
- Self closing doors to layer sheds
 - Insect screens on windows and doors
 - No uncovered waste to attract pests
 - No evidence of pest activity
 - Feed fully enclosed and no feed spillages in storage areas.

Exterior Check

-
- Grass short around exterior of sheds
 - No uncovered waste to attract pests
 - Drain traps in place to prevent entry of pests into buildings
 - Fences intact
 - Feed silos fully enclosed
 - No feed spillages

Problems:

Corrective Action Taken:

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Monthly Shed Inspection Record

Shed: _____

Month: _____

- Shed maintained in suitable state
- Shed and any equipment that contacts the eggs is visibly clean.
- All rubbish, liquid waste and shed washings disposed of in an approved manner
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-
-
-
-
-
-

Problems:

Corrective Action Taken:

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Daily Farm Record

Shed:

Date:

-
- Dead birds removed from sheds daily, and buried, incinerated, composted, frozen, and/or otherwise removed from the farm.
 - Dead birds not available to domestic pets or vermin.
 - Applicable personnel, equipment, and vehicles shall follow documented cleaning and sanitisation procedures after disposal of dead birds and/or rubbish
 - Free range nest boxes are clean.
 - Free range areas are not muddy.
 - Staff handling eggs have washed hands first.
 - Footbaths to barn sheds changed and in use.
 - Personnel handling eggs are wearing clean protective clothing.
 - Daily feed usage recorded.
 - Claims and dates on egg collection labels checked.
 - Very dirty eggs rejected and floor eggs and cracked eggs in separate collection trays.
 - Collection at least 24 hourly.

Problems:

Corrective Action Taken:

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Verification of Standards for Caged Layer Production

Construction and layout of sheds meets outlined standards

- Single batch system operating in shed
- Multi-batch system operating in shed

Boot change, boot covers, or footbaths used between sheds

Area around sheds free from long grass and debris

Stocking density in cages 450cm² per bird maximum

Force-ventilated sheds have an automatic alarm system, and alternative provisions for ventilation in the case of power failure.

Cleaning programs

- Maintain sheds whilst hens in lay
- Depopulation, cleaning, and sanitising

Microbiological tests to verify sanitising program is effective following depopulation

Records of daily maximum and minimum poultry shed temperatures

No animals (eg cats and dogs) in sheds

Medication records

Logbook of visitors who enter poultry sheds

Water quality - annual tests to NZ drinking water standards

Water in poultry sheds inspected twice daily

Feed meets standards outlined in Chapter 3

Feed in poultry sheds inspected twice daily

Vermin control program records

No wild birds in poultry sheds

Dead birds removed appropriately

Waste disposed of appropriately

Personnel trained in personal hygiene as it relates to food handling.

Salmonella test results:

- 6 week pullets
- 12-16 week pullets
- 60-80 week hens

Salmonella-positive response procedure

- 6 week pullets
- 12-16 week pullets
- 60-80 week hens

Salmonella serotyped if a positive test returned

Laboratory accredited to appropriate standards

Problems:

Corrective Action Taken:

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Verification of Standards for Barn Egg Production

Construction and layout of sheds meets outlined standards	<input type="checkbox"/>
Single batch system operating in shed	<input type="checkbox"/>
Boot change, boot covers, or footbaths used between sheds	<input type="checkbox"/>
Area around sheds free from long grass and debris	<input type="checkbox"/>
Stocking density bird maximum 7-10 birds per m ² (10-14 birds on slats)	<input type="checkbox"/>
Cleaning programs	
• Maintain sheds whilst hens in lay	<input type="checkbox"/>
• Depopulation, cleaning, and sanitising	<input type="checkbox"/>
Claims not made until birds are in barns	<input type="checkbox"/>
Eggs produced from free range or caged systems clearly defined, and kept separate at all times	<input type="checkbox"/>
Microbiological tests to verify sanitising program is effective following depopulation	<input type="checkbox"/>
Records of daily maximum and minimum poultry shed temperatures	<input type="checkbox"/>
No animals (eg cats and dogs) in sheds	<input type="checkbox"/>
Disease monitoring tests	<input type="checkbox"/>
Medication records	<input type="checkbox"/>
Logbook of visitors who enter poultry sheds	<input type="checkbox"/>
Water quality - annual tests to NZ drinking water standards	<input type="checkbox"/>
Water in poultry sheds inspected twice daily	<input type="checkbox"/>

Feed meets standards outlined in Chapter 3

Feed in poultry sheds inspected twice daily

Vermin control program records

No wild birds in poultry sheds

Dead birds removed appropriately

Waste disposed of appropriately

Personnel trained in personal hygiene as it relates to food handling.

Salmonella test results:

- 6 week pullets
- 12-16 week pullets
- 60-80 week hens

Salmonella-positive response procedure

- 6 week pullets
- 12-16 week pullets
- 60-80 week hens

Salmonella serotyped if a positive test returned

Laboratory accredited to appropriate standards

Problems:

Corrective Action Taken:

Date: _____ Signature: _____ Name: _____

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Verification of Standards for Free Range Production

Construction and layout of sheds and runs meet outlined standards	<input type="checkbox"/>
Single batch system operating	<input type="checkbox"/>
Boot change, boot covers, or footbaths used between sheds	<input type="checkbox"/>
Minimum three paddocks covered in palatable vegetation; no debris	<input type="checkbox"/>
Stocking density maximum of 1 bird per 11m ² , and 7-10 birds per m ² in shed	<input type="checkbox"/>
Cleaning programs	
• Maintain sheds whilst hens in lay	<input type="checkbox"/>
• Depopulation, cleaning, and sanitising	<input type="checkbox"/>
Microbiological tests to verify sanitising program is effective following depopulation	<input type="checkbox"/>
Chick or pullet purchases recorded; free ranged before claims are made	<input type="checkbox"/>
Eggs produced from caged or barn systems clearly identified, and kept separate at all times	<input type="checkbox"/>
Daily maximum and minimum poultry shed temperature records	<input type="checkbox"/>
No animals (eg cats and dogs) in sheds	<input type="checkbox"/>
Disease monitoring tests	<input type="checkbox"/>
Medication records	<input type="checkbox"/>
Logbook of visitors who enter poultry sheds or runs	<input type="checkbox"/>
Water quality - annual tests to NZ drinking water standards	<input type="checkbox"/>
Water in poultry sheds inspected twice daily	<input type="checkbox"/>

- Birds denied access to water not provided by controlled system
- Feed meets standards outlined in Chapter 3
- Feed in poultry sheds inspected twice daily
- Vermin control program records
- No wild birds in poultry sheds
- Dead birds removed appropriately
- Waste disposed of appropriately
- Personnel trained in personal hygiene as it relates to food handling.
- Salmonella test results:
 - 6 week pullets
 - 12-16 week pullets
 - 60-80 week hens
- Salmonella-positive response procedure
 - 6 week pullets
 - 12-16 week pullets
 - 60-80 week hens
- Salmonella serotyped if a positive test returned
- Salmonella testing laboratory accredited to appropriate standards

Problems:

Corrective Action Taken:

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Monthly Packhouse Inspection Record

-
- Construction of buildings meets outlined standards

 - Cleaning and sanitising programs
 - Egg grading and stores including coolrooms and vehicles
 - Egg processing areas
 - Microbiological tests to verify sanitising effective in processing areas

 - Physical and labelled segregation of eggs from each flock

 - No animals (eg cats or dogs) in storage, grading, or processing facilities

 - Complaint and product recall procedures

 - Vermin control program records

 - Waste disposed of appropriately

 - Personnel trained in personal hygiene as it relates to food handling

 - Personnel wearing suitable outer protective clothing

 - Coolroom temperature records
 - Pre-grading (where applicable)
 - After grading, and packaging

 - Containers of eggs destined for grading labelled (where applicable)

 - Eggs cleared daily if automated belt system, twice daily if manual

 - Eggs from each flock kept physically separate, and batch labelled

 - Eggs offered for sale are candled, and records of daily packaged egg checks show compliance with stipulated egg standards and grades
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-
- **Date and batch codes affixed to egg packaging**

 - **Salmonella test results:**
 - **Shell eggs - weekly shell egg composite sample**

 - **Salmonella-positive response procedures including trace-back**
 - **Shell eggs and egg product samples**
 - **Environmental sample**
 - **Salmonella serotyped if a positive test returned**

 - **Laboratory accredited to appropriate standards**

Problems:

Corrective Action Taken:

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Daily Packhouse Inspection Record

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- Visual inspection of equipment and tools show all visually clean.
 - Reject eggs disposed of daily.
 - Staff handling eggs have washed hands first.
 - Footbaths to barn sheds changed and in use.
 - Personnel handling eggs are wearing clean protective clothing.
 - All soiled and cracked eggs removed from A grade shell eggs.
 - All Eggs stored at or below 15°C. Cracked eggs stored at or below 6°C.
 - Only one shed at a time processed.
 - Hourly check done for broken eggs.
 - Claims on packaging checked for each shed's eggs.
 - Dates on packaging checked for each shed's eggs.
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Problems:

Corrective Action Taken:

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Training Record

Worksheet	Worker's Name				
	Subject				
1	Introduction to the RMP				
2	Management Authority and Responsibility				
3	Scope of the RMP				
4	Product Description and Intended Purpose				
5	Product Outcomes				
6	Process / Operation Description				
7	Identification, Analysis and Control of Hazards and Other Risk Factors From Inputs				
8	Identification, Analysis and Control of Hazards and Other Risk Factors From Other Sources				
9	Identification, Analysis and Control of Hazards and Other Risk Factors From The Process				
10	Operational Authorities and Responsibilities				
11	Generic Corrective Action Procedure				
12	Recall Procedure				
13	Operator Verification				
14	External Verification				
15	Documentation and Record-keeping				
16	Validation				
	CCP				
	CCP				
	CCP				
	CCP				
	CCP				
	CCP				
	CCP				
	CCP				
	CCP				
	CCP				
	CCP				
	CCP				
	Vaccination				

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Validation Report

1. Check that all RMP components have been developed and documented.

RMP Component:	Completed
Title Page	
Management Authorities and responsibilities	
Scope of the RMP	
Product Description and Intended Purpose	
Product Outcomes	
Process / Operation Description	
Identification / Analysis / Control of Hazards and other Risk Factors From Inputs	
Identification / Analysis / Control of Hazards and other Risk Factors From Other Sources	
Identification / Analysis / Control of Hazards and other Risk Factors From The Process	
Operational Authorities and Responsibilities	
Generic Corrective Action Procedure	
Recall Procedure	
Operator Verification	
External Verification	
Documentation	
Record-keeping	

2. Check that all regulatory requirements have been covered in the RMP.

RMP Specifications ¹ :	Covered
5 Boundaries of a risk management programme	
6 Animal material and animal product description	
7 Fitness for purpose	
8 Actions when outcomes not met	
9 Describing the process or operation	
10 Identification and analysis of hazards	
11 Control of hazards	
12 Application of generic corrective action procedure	
13 Generic corrective action procedure to deal with unforeseen circumstances	
14 Identities of responsible persons	
15 Verifiers' freedom and access to carry out verification functions	
16 Documentation and record keeping requirements	
17 Monitoring, corrective action and operator verification records	
18 Validation	
24 Operator verification activities	
26 Recall	

¹ Note that these clause headings list the major areas that you must cover in your RMP according to the Animal Products (Risk Management Programme Specifications) Notice 2000. There are subclauses that need to be checked underneath some of the main headings.

Specifications for Products Intended for Human Consumption:	Covered
5 Design and construction	
6 Facilities and equipment	
7 Lighting	
8 Water coming into contact with animal material or animal product	
9 Water not coming into contact with animal material or animal product	
11 Requirement for reticulation management plan	
12 Requirement for water management plan	
13 Water analyses	
14 Non-complying water	
15 Process gases	
16 Compressed air	
17 Additives, processing aids, vitamins, minerals, and other nutrients	
19 Management of animal material or animal product not for human consumption	
20 Waste management	
21 Approved maintenance compounds to be labelled	
23 Health of Personnel	
26 Skills maintenance and supervision	
28 Calibration and measuring equipment suitability	
30 Packaging	
32 Labelling	
34 Records	
106 Whole Flock Health Scheme	
107 Shell eggs	
115 Process inputs	
116 Process control	

Animal Products Regulations 2000:	Covered
10 Requirements for premises, places, facilities, equipment, and essential services	
11 Hygiene Of Processing Environment	
12 Hygiene of persons whose presence or actions may result in contamination of animal material or animal product	
13 Persons infected by or carriers of disease or illness to be excluded from working areas or from handling animal material or product	
14 Required measuring equipment to be calibrated and function as intended	
16 Packaging requirements for animal material and product	
17 Carriage and delivery requirements for animal material and product	
23 Health	

3. Summary of Validation Results for Product Outcomes / Key Control Measures.

Hazard or other risk factor	Product Outcomes / Key Control Measures	Summary of Validation Results