

Application Form DPF 303: Recommendation for Reclassification of a Dairy Manufacturer (Reclassification of a dairy manufacturer is the verification frequency assessed for a dairy manufacturer)

- Recommendation for reclassification of a Dairy Manufacturer operating under the Animal Products (Dairy) Regulations 2005.

1. Identification:

Dairy Manufacturer:	RMP Registration ID:
Responsible Person:	Unique Location Identifier:

2. Business Address and Contact Details:

Physical (for service/delivery of items):	Phone No:
	Fax No:
Postal (for communication):	E-mail:

3. Current Category: *(please tick current category ✓)*

<input type="checkbox"/> Reduced Assessment	<input type="checkbox"/> Standard/Entry Assessment	<input type="checkbox"/> Increased Assessment
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Date assigned to current category: _____ (DD/MM/YYYY)

4. Recommended Category: *(please tick recommended category ✓)*

<input type="checkbox"/> Reduced Assessment	<input type="checkbox"/> Standard/Entry Assessment	<input type="checkbox"/> Increased Assessment
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Recommended date assigned for reclassification: _____ (DD/MM/YYYY)

5. Describe current performance by ticking the appropriate boxes below:

Area	Reduced Assessment	Standard/Entry Assessment	Increased Assessment
<input type="checkbox"/> Risk Management Programme (RMP).	<input type="checkbox"/> The RMP is registered by NZFSA, is current and validated by the manufacturer.	<input type="checkbox"/> The RMP is registered by NZFSA, is current and validated.	<input type="checkbox"/> The RMP is deficient, or <input type="checkbox"/> The RMP is not fully implemented; or <input type="checkbox"/> The RMP is not current; or <input type="checkbox"/> The RMP requires evaluation; or <input type="checkbox"/> The RMP is in the process of evaluation.
<input type="checkbox"/> RMP Components, ie Pasteurisers, Pathogen Surveillance, Pest Management, etc.	<input type="checkbox"/> All components validated by the manufacturer and evaluated; and No critical non-compliances identified during evaluation.	<input type="checkbox"/> All components validated and evaluated; and No critical non-compliances identified during evaluation.	<input type="checkbox"/> One or more component evaluations required, or <input type="checkbox"/> One or more critical non-compliances identified during evaluation.

Area	Reduced Assessment	Standard/Entry Assessment	Increased Assessment
<input type="checkbox"/> RMP / HACCP plan.	<input type="checkbox"/> Internally validated, and Evaluated and operational as part of RMP.	<input type="checkbox"/> Internally or externally validated; and Evaluated but non-compliance pending action or plan under development.	<input type="checkbox"/> No evaluated RMP / HACCP plan in place.
<input type="checkbox"/> Verification of compliance with RMP.	<input type="checkbox"/> Compliance with RMP demonstrated for two seasons.	<input type="checkbox"/> Isolated non-compliance with RMP, corrected as required by Recognised Agency.	<input type="checkbox"/> Regular or persistent non- compliances with RMP; or <input type="checkbox"/> Failure to complete corrective action required by Recognised Agency.
<input type="checkbox"/> Reporting.	<input type="checkbox"/> Regular and exception reports complete, accurate and on time for at least two seasons; and Proactively advises the Recognised Agency of any non-compliances identified and corrected.	<input type="checkbox"/> Regular and exception reports complete, accurate and on time for at least one season; or <input type="checkbox"/> Regular reports occasionally incomplete or late and exception reports are complete accurate and on time.	<input type="checkbox"/> Regular or exception reports contain incomplete information or factual errors or are persistently late; or <input type="checkbox"/> Exceptions are not reported.
<input type="checkbox"/> Management of critical non- compliances.	<input type="checkbox"/> Critical non-compliances identified; and Full traceback completed to identify root causes; and Corrective actions completed in a timely manner; and Full analysis of the risk to the operation from this type of non- compliance completed; and Actions taken to eliminate the risk of potential non-compliances or monitoring systems implemented to identify potential non-compliance in the operation.	<input type="checkbox"/> Critical non-compliances identified and managed according to NZFSA requirements.	<input type="checkbox"/> Critical non-compliances non identified; or <input type="checkbox"/> Critical non-compliances are identified and inadequately managed.
<input type="checkbox"/> Disposition of non- conforming dairy material or dairy product.	<input type="checkbox"/> All non-conforming dairy material or dairy product disposed of in accordance with NZFSA requirements.	<input type="checkbox"/> All non-conforming dairy material or dairy product disposed of in accordance with NZFSA requirements.	<input type="checkbox"/> Non-conforming dairy material or dairy product not disposed of in accordance with NZFSA requirements.

6. Information to be considered by NZFSA in the review: (if any)

Please attach evaluation/verification reports or any other relevant information.

7. Recognised Agency / NZFSA Compliance:

Agency:	
Contact Person:	Signed:
	Date:

Send To: Programme Manager (Verification), NZFSA, PO Box 2835, Wellington. In practice this means the following: bill.tallboys@nzfsa.govt.nz and alisa.bradley@nzfsa.govt.nz

8. NZFSA Response

Request Accepted: <input type="checkbox"/>	Request Declined: <input type="checkbox"/>
Conditions:	

NZFSA Contact Person:	Signed:
	Date: