

**Ministry of Agriculture and Forestry
P O Box 2526, Wellington, New Zealand**

MAF Food: Dairy & Plants

Circular number 64

Dairy Industry Regulations 1990

D202.2 Registration of Dairy Premises

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Issue of Circular

Regulation 59 of the *Dairy Industry Regulations 1990* allows the Director-General of the Ministry of Agriculture and Forestry to issue circulars setting out criteria for matters which must be approved by, or done to the satisfaction of, the Director-General pursuant to the *Dairy Industry Regulations 1990*.

This Circular number 64, containing MAF Standard D202.2 “Registration of Dairy Premises”, is issued in accordance with that regulation 59.

Circular number 50 “Registration of Dairy Premises”, issued on 23 December 1999, is revoked.

This Circular number 64 takes effect on 21 December 2000.

A handwritten signature in blue ink that reads "Tim Knox". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Tim Knox
Director, Dairy and Plant Products
MAF Food Assurance Authority

21 December 2000

(Signed under authority delegated by the Director-General of MAF, pursuant to regulation 59 of the Dairy Industry Regulations 1990.)

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1 Background

The MAF Standard on Registration of Dairy Premises (D202.1) was promulgated by circular 50 on 23 December 1999 to:

- outline regulatory requirements specified in New Zealand legislation that dairy products be manufactured and stored only in registered premises;
- describe acceptable criteria (means for satisfying MAF that the requirements are being achieved); and
- outline relevant importing country requirements.

MAF has identified that revision of the MAF Standard on Milk Animal Health is required as a consequence of the following events:

- implementation of MAF Standard D202.1 “Registration of Dairy Premises”;
- implementation of other MAF Standards;
- recent amendments to the Dairy Industry Act 1952; and
- actions identified as a result of the audit of MAF by the European Commission in May 2000.

The MAF Standard on Registration of Dairy Premises has been reorganised and revised. The MAF Standard D202.2 “Registration of Dairy Premises” is attached. A line in the right hand margin marks the changes to the standard.

2 Summary

This standard specifies requirements relating to registered premises that must be met by the occupier of the premises to ensure that dairy product is manufactured and stored under appropriate hygienic conditions.

Premises that must be registered include:

- factories where dairy products are manufactured;
- secondary processors where dairy products are blended, cut, or packed;
- stores where dairy products destined for the New Zealand retail market are stored, before the product enters the retail chain; and
- stores where dairy products are stored prior to export.

Appendix One outlines acceptable criteria for demonstrating that the outcomes in the standard are achieved, including:

- Registration requirements such as:
 - premises being registered before product is manufactured or stored;
 - registration of all factories and stores;
 - the conditions applied when the premises is registered with conditions;
 - the classes and descriptions used to describe the activities; and
 - the criteria used to assess the hygiene of the premises.
- The stages of the registration process, including:
 - preparation for application;
 - the application for registration;
 - consideration of the application by MAF Food and registration;
 - the resolution of registrations with conditions;
 - the annual verification of registration;
 - amendments to registration; and
 - surrendering registration.
- The management of different registration situations such as:
 - changes and alterations to registered premises;
 - non-operational registered premises;
 - registration of de-registered or existing premises; and
 - the construction and registration of new premises.

Proposals for alternative criteria may be approved by MAF, provided it can be demonstrated to MAF's satisfaction that the required outcomes will be achieved.

Appendix Two outlines importing country requirements relating to the registration of dairy premises.

3 Outcome

Every premise where dairy products are manufactured or stored is registered by MAF Food for the manufacture or storage of the appropriate class or description of dairy products, in compliance with regulations 13 to 24 and 35 of the *Dairy Industry Regulations 1990*.

Where MAF provides official assurances to the competent authority of an importing country, the relevant requirements of that importing country are demonstrated to be met.

4 Effective changes

This standard will introduce the following changes to the previously existing situation.

4.1 Significant changes

- 4.1.1 Premises registered with conditions will be required to have approved Product Safety Programmes (PSPs) or resolve non-compliances before the expiry date on the registration certificate.
- 4.1.2 The MAF list of registration classes and descriptions has been standardised and will be used as the basis for all future product listings used in MAF Standards. Occupiers of premises will be required to review their activities against the new list of classes and descriptions. Some occupiers may need to apply to amend the class or description of their registration.

4.2 Minor changes

- 4.2.1 Applications for registration are required to include requests for manufacturing premises to be added to importing country lists. The registration form has been amended to obtain this information.
- 4.2.2 The responsibility for providing reports of, and retaining records relating to, construction of new premises and alterations to registered premises, has been made consistent. The occupier of the premises is responsible. This change may affect any owners/occupiers who have constructed new premises or undertaken alterations since December 1999, who do not currently hold the records. They will be required to obtain the records currently held by the recognised service provider/TPA.

4.3 No change

- 4.3.1 The term “HACCP-based inspection” has been replaced by the term “premises hygiene assessment” to prevent confusion with HACCP analyses and plans.
- 4.3.2 The offence associated with the sale or export of product manufactured or stored in unregistered premises is outlined.
- 4.3.3 The Acceptable Criteria have been substantially reorganised and additional information provided on types of registration, the registration process, and requirements. This is provided to clarify existing requirements.
- 4.3.4 The sections outlining the processes for approving the construction of new premises and the alteration of new premises have been combined to reduce duplication.

4.3.5 Additional commentary has been added relating to:

- Product Safety Programmes;
- trials and the manufacture of new products; and
- the registration of premises involved in storage and sale of dairy product in New Zealand.

4.3.6 References to information and forms referenced in the standards and available from MAF Food: Dairy and Plants or its website have been provided.

4.3.7 The following information has been moved to the MAF Food: Dairy and Plants website:

- MAF List of Dairy Classes, Descriptions and Product Descriptions previously provided as Annex A; and
- the requirements of importing countries previously included in Appendix Two.

4.4 Importing Country Requirements

The following changes have been made to importing country requirements. Refer to the MAF website (www.maf.govt.nz/Dairy) for further details.

- All dairy produce being exported to Brazil, Chile, and the EU must be manufactured in premises published on those countries' lists of approved premises/establishments. The occupier of manufacturing premises, seeking to be included on any of those countries' lists, must apply to MAF to be approved to be included on the lists submitted by MAF to the competent authorities in those countries. This information was previously provided in MAF Standard D206 "Dairy Sanitary and Related Export Certification" and no change is required.
- Those premises applying for EU listing are required to pass a pre-EU listing audit by MAF Compliance, to obtain MAF approval. Once MAF has approved the premises as meeting the requirements for EU listing, MAF will add the premises to the listing and submit it to the European Commission. MAF is also responsible for notifying the European Commission of premises to be removed from the list, and any changes to premises' registration numbers, names, or locations. Changes must be notified to the European Commission by MAF at least eight weeks before the change becomes official. The European Commission approves the changes to the list and advises MAF. Produce must be manufactured after the date of EU approval to be eligible to enter the EU. A copy of the most recent version of the EU list can be viewed on the MAF Food: Dairy and Plants' website (www.maf.govt.nz/Dairy/). This is a significant change for premises applying to be EU listed.

- Those premises applying for Brazil and Chile listing do not require pre-listing audits. MAF is responsible for notifying the competent authorities of both countries, of premises to be added or removed from the list and any changes to premises' registration numbers, names, or locations. Changes must be notified to the competent authorities six months before the change becomes official. The competent authorities approve the changes to the list and advise MAF. MAF includes other country listings in a schedule to the registration certificate. No change is required.
- MAF/TPA will assess premises with Brazil, Chile, or EU listings for compliance to these countries' importing country requirements as part of the PSP verification. If the assessment identifies non-compliances with regulatory requirements, MAF Food: Dairy and Plants will remove the premises from the listing and decline to certify dairy produce manufactured on those premises for export to those countries. The premises must pass a reassessment before MAF will reinstate the listing and certify produce for export to those countries. No change is required.

5 Implementation

All premises used for the manufacture and storage of dairy products must comply with this standard by 31 May 2001.

For new premises, this standard will apply from the date of promulgation.

To allow the orderly re-registration of premises, the implementation has been split.

- **EU listed plants.** Any premises that are currently EU listed, are deemed to be registered until 31 March 2001. The occupier must review the registration of these premises and, where necessary to comply with the EU-related requirements contained in this standard, have the existing registration amended.
- **All plants, excluding the EU listed plants.** Any premises that are currently registered, are deemed to be registered until 31 May 2001. The occupier must review the registration of these premises and, where necessary to comply with the requirements contained in this standard, have the existing registration amended.

Applications to amend an existing registration are made on the form "Application for Registration of Premises" available from the MAF website (www.maf.govt.nz/Dairy).

This standard has been written to enable continuation of the current reporting requirements and reporting under the ORM. During this transition period, the following will occur.

- Operators will continue to report to National Assessors, MAF Compliance. When the operator moves to the ORM system, they will report to approved individuals employed by an approved Third Party Agency (TPA). This change is indicated in the standard by the use of "MAF/TPA" in appropriate places.
- Premises will continue to be assessed by recognised service providers. When the operator moves to the ORM system, their premises will be assessed by approved individuals employed by an approved TPA. This change is indicated in the standard by the use of "recognised service providers/TPA".

6 Effect on compliance costs

Additional compliance costs are anticipated in the following areas.

- For occupiers who identify that their registration class or description requires amendment, the cost associated with applying for those amendments.
- For occupiers who have constructed new premises or undertaken alterations since December 1999, but who do not currently hold the records, cost associated the records currently held by the recognised service provider/TPA.
- For manufacturers seeking EU listing, the costs associated with obtaining MAF approval, such as the cost of the pre-EU listing audit.

MAF Standard D202.2 "Registration of Dairy Premises"

1.0 SCOPE

This standard contains the outcomes for premises that manufacture and store dairy products in order to be registered by MAF Food for a specific class or description of dairy products. The registration includes the buildings, equipment, building services, amenities, and facilities.

The following premises must be in compliance with this standard in order to gain and continue registration by MAF Food:

- factories where dairy products are manufactured;
- secondary processors where dairy products are blended, cut, or packed;
- stores where dairy products destined for the New Zealand retail market are stored, before the product enters the retail chain; and
- stores where dairy products are stored prior to export.

2.0 PURPOSE

This standard sets out the outcomes that are specified in the *Dairy Industry Regulations 1990* relating to dairy product manufacturing premises and stores in order to gain registration by MAF Food. Without registration, premises are not permitted to be used for the manufacture or storage of dairy products.

The acceptable criteria outlined in Appendix One of this standard were developed in consultation with industry to establish clear rules for judging whether or not a proposed PSP is satisfactory, and to assist parties to achieve the outcomes described in the standard. Proposals for alternative criteria will be approved by MAF, provided it can be demonstrated to MAF's satisfaction that the required outcomes will be achieved.

Appendix Two of this standard provides references to importing country requirements concerning registration of dairy premises which have been officially confirmed.

3.0 OUTCOME

Every premise where dairy products are manufactured or stored is registered by MAF Food for the manufacture or storage of the appropriate class or description of dairy products, in compliance with regulations 13 to 24 and 35 of the *Dairy Industry Regulations 1990*.

Where MAF provides official assurances to the competent authority of an importing country, the relevant requirements of that importing country are demonstrated to be met.

4.0 INTERRELATED REQUIREMENTS

The following standards must be read in conjunction with this standard:

- MAF Standard D101 “Product Safety Programmes”. Dairy and Plant Products Group, Food Assurance Authority, New Zealand Ministry of Agriculture and Forestry.
- MAF Standard D102 “Product Safety Programme Reporting Requirements”. Dairy and Plant Products Group, Food Assurance Authority, New Zealand Ministry of Agriculture and Forestry.
- MAF Standard D108 “Non-conforming Dairy Produce”. Dairy and Plant Products Group, Food Assurance Authority, New Zealand Ministry of Agriculture and Forestry.
- MAF Standard D113 “Dairy Factory Water” (once promulgated). Dairy and Plant Products Group, Food Assurance Authority, New Zealand Ministry of Agriculture and Forestry.
- MAF Standard D206 “Dairy Sanitary and Related Export Certification”. Dairy and Plant Products Group, Food Assurance Authority, New Zealand Ministry of Agriculture and Forestry.
- MAF Standard MRD-Stan 8 “Maintaining and Restarting Non-Operating Dairy Factories and Stores.” Regulatory Authority, New Zealand Ministry of Agriculture and Forestry.

The following information and forms are available from MAF Food: Dairy and Plant Products or its website (www.maf.govt.nz/Dairy):

- List of Dairy Classes, Descriptions, and Product Descriptions;
- Importing Country Requirements (Overseas Market Access Requirements);
- Form: “Application for Approval of Proposed Construction: New Dairy Premises or Alterations to Existing Dairy Premises, including Factories, Stores, Equipment and Facilities”;
- Form: “Application for Registration of a Dairy Premises, including Factories and Stores”;
- Form: “Advice of Amendments to Registration of a Dairy Premises, including Factories and Stores”.

5.0 ADDITIONAL RESOURCES

The following documents are useful resources:

- 3-A Accepted Practices 603-06 “Sanitary Construction, Installation, Testing and Operation of High-temperature Short-time and Higher-temperature Shorter-time Pasteuriser Systems”. International Association of Milk, Food and Environmental Sanitarians, 1992;
- AS 3993.1 “Equipment for the Pasteurisation of Milk and Other Liquid Dairy Products”, Part 1: “Continuous-flow Systems”, Standards Australia, 1992;
- Code of Good Manufacturing Practice for Ice cream and Frozen Confection, New Zealand Ice Cream Manufacturers Association Inc., 1997;
- Dairy Products Safe and True. Dairy and Plant Products Group, Food Assurance Authority, New Zealand Ministry of Agriculture and Forestry, 1999. Website address: www.maf.govt.nz/Dairy/;
- New Zealand Drinking Water Standard, Ministry of Health, New Zealand;
- NZCP 16, “Dairy Industry Stores Code of Practice”. New Zealand Dairy Board, 1995;
- NZCP 6, “Design and Layout of Manufacturing Premises.” New Zealand Dairy Board, 1995;
- NZCP 7, “Pasteurisation Equipment and Instrumentation Code of Practice”. New Zealand Dairy Board, 1996;
- “Policy for the Resolution of Regulatory Non-Compliances and the Application of Sanctions”. Dairy and Plant Products Group, Food Assurance Authority, Ministry of Agriculture and Forestry.
- “Recommended International Code of Practice, General Principles of Food Hygiene”, CAC/RCP 1-1969, Rev. 3. Codex Alimentarius Commission, 1997.

6.0 DEFINITIONS

These definitions must be read in conjunction with the interpretations in the *Dairy Industry Act 1952* and the *Dairy Industry Regulations 1990*.

MAF Food: Dairy & Plant Products Group definitions of terms can be found in their “Glossary of Terms”, available on the Dairy & Plants website (www.maf.govt.nz/Dairy/).

Approval—written confirmation from MAF pursuant to the *Dairy Industry Regulations 1990* where action or participation is dependent on the Director-General of MAF’s formal acceptance or permission.

Assessment—systematic examination of an individual, organisation, plan, programme, or system against regulatory requirements.

Dairy produce—milk, cream, butter, cheese, and any other product of milk or cream.

Dairy product—dairy produce intended for sale in, or export from, New Zealand for human consumption; and

- (a) includes raw milk or cream intended for sale in New Zealand for human consumption as raw milk or cream; but
- (b) does not include raw milk or cream intended to be processed before sale in New Zealand for human consumption.

Evaluation—assessment of an individual, plan, programme, or system to determine compliance with regulatory requirements. This will involve review of documentation and, in some cases, review of operations or observation of practice. It is undertaken by a competent individual contracted to an impartial agency (e.g. TPA or National Assessor, MAF Compliance and Investigation Group).

Facilities—includes water supply, steam supply, refrigeration, heating, ventilation, lighting, air conditioning, effluent disposal, waste disposal and sanitary arrangements for personnel.

Liquid milk—milk for human consumption.

MAF Compliance—the Compliance and Investigation Group of MAF Food, reporting to the Director, Compliance and Investigation Group.

MAF Food—the Food Assurance Authority of the Ministry of Agriculture and Forestry.

MAF Food: Dairy & Plants—the Dairy and Plant Products Group of MAF Food, reporting to the Director, Dairy & Plant Products.

Manufacture—in relation to dairy product, means all activities involved with converting dairy produce into dairy product (with or without other substances or ingredients), and its preparation in a product factory for sale; and includes receipt or deposit of the dairy produce from which it is manufactured. (Note: includes packaging for final sale.)

Non-compliance—any failure to comply with regulatory requirements.

Occupier—in relation to a farm dairy, includes every person for the time being managing or controlling it. In relation to any other premises, includes every person for the time being carrying on business there.

Operator—see occupier.

Owner—includes

- (a) any agent, manager, lessee, or bailee of an owner; and
- (b) in the case of a farm, a farm dairy, or any part of a farm or farm
- (c) dairy, a sharemilker of an owner; and
- (d) where an owner is a body corporate, every person who is a manager, secretary, director or other principal officer (however described) of the body.

Pathogens—disease-causing organisms.

Pests—harmful or destructive organisms which may affect wholesomeness or product safety.

Premises hygiene assessment—systematic examination of a premises used for the manufacture or storage of dairy products, against regulatory requirements. This was previously known as an HACCP-based inspection.

Product Safety Programme (PSP)—a programme of conditions, processes, procedures, measures, and standards to be complied with, performed, undertaken, taken, or met in relation to:

- (a) any process or activity related to dairy produce, ingredients used in the manufacture of dairy products, or both; and
 - (b) sampling, examination, inspection, and testing, or any of those actions, relating to any such process or activity; and
 - (c) the recording and inspection (by persons with qualifications and experience approved by the Director-General for the purpose) of information relating to any such action;
- and (without limiting the generality of the foregoing) may include conditions, processes, procedures, measures, or standards relating to the production, manufacture, storage, or transport of dairy produce.

Raw milk—milk that has not been given any approved pasteurisation treatment, approved ultra-heat treatment, or some other treatment to destroy pathogens.

Registration—the official process whereby MAF formally confirms approval by the Director-General, pursuant to the *Dairy Industry Regulations 1990*. This applies to individuals, organisations, laboratories and premises; includes adding those to its records, and other administrative aspects.

Safe—in relation to any dairy product, “safe” means satisfactory, fit for human consumption, and not having in it or on it any pathogenic organisms

- (a) that are present in an amount that makes the product harmful or injurious to the health of the people who may eat or drink it; or
- (b) that
 - (i) are not present in an amount that makes the product harmful or injurious to the health of the people who may eat or drink it; but
 - (ii) by virtue of their ability to reproduce, to produce toxins, or both, make the product potentially harmful or injurious to the health of the people who may eat or drink it.

In relation to any dairy produce that is not a dairy product, “safe” means satisfactory, and fit for the manufacture of dairy products.

Sanction—official response to regulatory non-compliance.

Significant change—any change made to key staff, environment, premises, equipment, facilities, process, or product which may affect food safety.

Store—premises (not being a milk station, dairy factory, or farm dairy; or a retail shop or store ancillary to a milk station, dairy factory, or farm dairy) used for storing any dairy product manufactured in any registered premises, before it comes into the possession of a buyer, or a person who is a party to a delivery arrangement (within the meaning of the Milk Act 1988) with the registered owner of the registered premises.

Third Party Agency (TPA)—organisation approved by MAF to carry out evaluation and/or verification services.

Unsafe—in relation to dairy produce, any that is not satisfactory. In relation to dairy product, any that is unfit for human consumption, or that is or may be harmful or injurious to the health of people who may eat or drink it. In relation to raw materials, ingredients, or product contact materials, any that contain microbiological, chemical, or physical contaminants which, if used in manufacture, could result in the production of unsafe dairy products. In relation to trends, any trends in environmental, process, or product testing that indicate the potential for unsafe dairy produce to be produced, e.g. continuing level 3 pathogen environmental surveillance results; continuing low levels of *E. coli* in product.

Verification—application of methods, procedures, tests and other checks, in addition to monitoring, to determine compliance with MAF-approved plans, programmes and systems, and to confirm the ongoing applicability of those.

7.0 REQUIREMENTS

7.1 General requirements

Dairy products must be manufactured and stored only in registered premises. The premises must be registered for the manufacture or storage of dairy products of the class or description to which the product belongs.

Registered premises must have suitable premises, equipment, and facilities to ensure the manufacture or storage of safe dairy products of the class or description specified in the application. To be registered, premises must meet the following minimum requirements:

- Premises are located so as to minimise the risk of flooding, objectionable smells, smoke, dust and other contaminants;
- The premises and their surroundings are clean and tidy and free from pests;
- The premises are designed and constructed so that they are hygienic and easy to keep clean;
- The equipment and facilities in the premises are adequate to ensure the safe manufacture or storage of dairy products of the class or description for which registration is given;
- Adequate amenities are provided for the personal hygiene of staff and visitors;

Applications for registration of a dairy premises must:

- be made, in writing, to the Director-General; and
- specify the class or description of dairy product for which registration is requested.

Registered premises are issued with a registration number and a certificate of registration. The certificate of registration must be prominently displayed in the registered premises at all times.

The occupier of a registered premises must ensure that no changes are made to the premises, equipment, or facilities unless:

- the change has been approved by the Director-General, following a written application;
- the change is carried out in a manner that, in the opinion of the Director-General, ensures that the safety of dairy product is not compromised during and subsequent to the change; and
- work on the change is started within 12 months of the Director-General's approval.

The occupier of a registered premises must advise the Director-General in writing, before:

- they stop using the premises as a dairy factory or store; or
- the ownership or right of possession of all or part of the premises changes.

Every person who acquires any interest in the ownership or possession of registered premises must advise the Director-General, in writing, without delay.

7.2 Requirements of dairy factories

In addition to the generic requirements listed in section 7.1 above, premises used to manufacture dairy products must meet the following minimum requirements:

- The premises, equipment, facilities, and the manufacturing environment are designed, constructed, and maintained so as to avoid hygiene hazards and to permit easy and thorough cleaning, disinfection, and visual inspection.
- Vehicle access and parking areas are designed and constructed to prevent the contamination of process areas.
- The design and use of equipment does not permit the inadvertent mixing of raw milk or cream, or of any unsafe dairy product, with any safe dairy product.
- Lines containing water that is not fit for drinking are clearly labelled as such and are not connected to lines or tanks containing potable water. The premises and plant are clean and hygienic.

Registered factories must refuse to accept, from a farm dairy, milk or cream that is not produced in accordance with an approved Product Safety Programme.

7.3 Requirements of dairy stores

In addition to the generic requirements listed above in section 7.1, premises used to store dairy products must meet the following minimum requirements:

- The equipment and facilities in the store are adequate to ensure the safety of the class or description of dairy products in storage.
- Dairy products are stored and handled in such a way as to prevent their contamination or deterioration.
- The premises, equipment, and facilities are in all other respects suitable for the storage of dairy products of that class or description.

8.0 VERIFICATION

Verification of compliance with this standard is undertaken by MAF or a MAF-approved TPA prior to start of the operations, and on an annual basis as part of the Product Safety Programme verification.

The assessment of the design proposal, performed by the recognised service provider/TPA, incorporates verification of design, construction, construction materials, and other details in the proposal.

Verification of the registration status of registered premises is obtained from MAF's register of registered premises, which is available on the MAF Food: Dairy & Plants website. This register lists the registered premises and products for which they are registered, the anniversary of registration and, where applicable, the registration expiry date.

8.1 Criterion

The criterion for assessing compliance with this standard is as follows.

- The occupiers of registered premises, and those seeking registration of their premises, demonstrate compliance of their buildings, equipment, building services, amenities and facilities with regulatory requirements.

8.2 Decision

The occupier of the registered premises is non-compliant if the criterion for assessing compliance is not met.

8.3 Result

8.3.1 Compliant premises

Premises that comply with this standard are recommended by the occupier's recognised service provider/TPA for registration by MAF Food.

When registration is approved, the Director-General assigns the premises a registration number, issues a certificate of registration, and enters the details on the register.

The certificate of registration specifies:

- the registration number;
- the name of the owner and the location of the premises;
- the activity or activities for which the premises is registered;
- the class or description of dairy products concerned;
- whether any conditions apply to the registration; and
- where the approval and registration are for a specified period only, the expiry date of registration.

This information is held in MAF's registration database; it is publicly available and displayed on the MAF website: www.maf.nz/Dairy/

8.3.2 Non-compliant premises

A Registration with conditions

Premises that do not comply with this standard may be registered by MAF Food, subject to conditions to ensure food safety. Conditions may include additional assessments, surveillance, testing, or reporting requirements, time limits, or product disposition. The conditions that apply are determined by the Director-General. The conditions are lifted when the premises complies with the standards.

B Refusal of registration

The Director-General may refuse to register premises if not satisfied that the operation can safely process or store dairy products.

C Cancellation/amendment of registration

If the Director-General is not satisfied that the premises, or the equipment, or facilities in the premises, are in all respects suitable for, and capable of, the manufacture or storage (as the case may be) of safe dairy products of the class or description for which the premises are registered, the Director-General may at any time:

- cancel the registration of any premises;
- vary the conditions subject to which any premises is registered; or
- impose new or additional conditions subject to which any premises is registered.

The registration of a premises may be cancelled or amended:

- at the request of the occupier of the premises;
- if the Director-General is not satisfied that the premises, equipment, or facilities are suitable in every way for the processing or storage of safe dairy products;
- if the premises is not being used for the purposes for which it has been registered and has not been used for that purpose for the previous six months;
- if the occupier of the premises has been convicted of an offence against the *Dairy Industry Act 1952* or against the *Dairy Industry Regulations 1990* within the previous 12 months;
- if the Director-General believes that during the previous six months there has been a breach of the conditions subject to which the premises was registered; or
- if the Director-General believes the owner has failed to comply with any order under section 6 or section 7 of the Act, or has failed to comply with a notice under regulation 39, 56 (2) or 58 of the *Dairy Industry Regulations 1990*.

Notices of cancellation or amendment of registration take effect 14 days after the day of service of the written notice.

Notices of cancellation or amendment of registration issued on product safety grounds take effect on the day of service of the written notice.

When conditions of registration of premises are varied or imposed, the Director-General amends the register and issues a new certificate of registration.

When the registration of premises is cancelled, the register is amended and the occupier is notified.

D Sale or export of dairy product manufactured or stored in unregistered premises

The sale or export of dairy products:

- manufactured in premises not registered for the manufacture of dairy products of the class or description to which the product belongs; or
- stored in premises not registered for the storage of dairy products of the class or description to which the product belongs; or
- in breach of a conditions of registration of those premises;

constitutes an offence under regulation 50 of the *Dairy Industry Regulations 1990*.

If a party does not operate in accordance with a MAF registration:

- an Order may be issued by a MAF Inspector to remedy any defects;
- export certification and/or use of any MAF marks may be suspended;
- registration may be withdrawn; and/or
- prosecution of offences may occur.

9.0 VERSION CONTROL

Version	Date	Status	By	Approved
202.1	23 December 1999	Promulgated by Circular number 50. Revoked by Circular number 64	Director, MAF Food: Dairy & Plants	
202.2	21 December 2000	Promulgated by Circular number 64	Director, MAF Food: Dairy & Plants	

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Appendix One

ACCEPTABLE CRITERIA

Following are criteria by which a premises may be judged to satisfactorily achieve the requirements described in section 7 of this Standard. A premises which meets these criteria will be registered by MAF.

Proposals for alternative criteria may be approved by MAF, provided it can be demonstrated to MAF's satisfaction that the required outcomes will be achieved. A guide to the information required in these proposals and the procedures used by MAF to assess proposals can be obtained from MAF Food.

1.0 Registration

1.1 Timing

Premises are registered before they are used for the manufacture or storage of dairy products.

Dairy product manufactured or stored in unregistered premises is non-conforming and is managed in accordance with MAF Standard D108 "Non-conforming Product".

Commentary

Registration and approved Product Safety Programmes

Dairy products are manufactured and stored in registered premises in accordance with MAF-approved Product Safety Programmes (PSPs). Dairy products manufactured or stored other than in compliance with an approved PSP is non-conforming and is managed in accordance with MAF Standard D108 "Non-conforming Dairy Produce". Non-conforming produce requires the Director-General's written consent before it can be sold. Product manufactured or stored without an approved PSP cannot be exported.

It is recommended that occupiers of premises commence the development and validation of their PSP as early as possible so the evaluation by MAF/TPA can be completed and the PSP approved by MAF at the same time as the premises is registered. Details on the requirements of PSPs, including the process for developing and obtaining approval, can be found in MAF Standards D101 "Product Safety Programmes", which can be obtained from the MAF website (www.maf.govt.nz).

1.2 Premises type and registration requirements

The following types of premises are registered:

- premises where liquid milk or cream is packed for sale for human consumption;
- premises where any product of milk or cream intended for human consumption is manufactured or prepared for sale;
- premises where secondary processing of dairy products takes place; and
- premises where any dairy product is stored, including while awaiting export, relocation, or entry into the retail chain.

Registration is not required for the following types of premises:

- farm dairies, as long as they do no more than collect, filter, separate, stir, or cool raw milk, or treat or stabilise raw milk to prepare it for transport;
- premises handling products which are not products of milk or cream;
- stores for dairy products after the products enter the retail chain.

Commentary

A On entering the New Zealand retail chain, dairy products are handled in accordance with the Food Act 1981, i.e. the stores, transport, and retail premises comply with the requirements of that legislation. To ensure there is no gap at the interface, stores not covered by the Food Act 1981 are registered as dairy premises.

B Factories manufacturing dairy products that have a retail outlet as part of the premises, are required to be registered. The retail outlet is not covered by the registration and complies with the requirements of the Food Act 1981.

1.3 Types of Registration

1.3.1 Registration

MAF registers premises when satisfied that the non-compliances identified by the hygiene assessment report have been resolved, and the evaluated PSP has been submitted to MAF for approval.

1.3.2 Registration with conditions

A Registration with conditions in the presence of unresolved non-compliances

MAF, in some instances and at its discretion, registers a premise with conditions where non-compliances identified in the premises' hygiene assessment report are unresolved.

The conditions applied are dependent on the nature of the unresolved non-compliances. The registration with conditions has an expiry date, before which the non-compliances must be resolved. The recognised service provider/TPA then notifies MAF of the resolution and MAF registers the premises. Extensions to registrations with conditions are not provided.

B Registration with conditions in the absence of a PSP

In the absence of an approved PSP, MAF, in some instances and at its discretion, registers premises, subject to the condition that the PSP must be approved by MAF within three months of the date of registration. Extensions to the three-month period are not provided.

Any product manufactured or stored in the premises prior to the date the PSP is approved is managed as non-conforming produce, refer MAF Standard D108 "Non-conforming Dairy Produce". The Director-General's written consent is required to sell this produce and sales are restricted to New Zealand and Australia. The food sold must comply with the requirements of the *New Zealand Food Standard 1996*. Product manufactured or stored in these circumstances cannot be exported. PSP approval is not backdated, i.e. all dairy products manufactured or stored prior to the date of approval must be managed as non-conforming.

1.4 Registration classes and descriptions

Dairy manufacturing premises and stores are registered to manufacture or store dairy products in one or more of the classes or descriptions selected from the MAF List of Dairy Classes, Descriptions and Product Descriptions provided on the MAF website (www.maf.govt.nz/Dairy). Copies of the most recent list can be obtained from the Dairy and Plant Products Group of MAF Food.

1.5 Hygiene criteria

The premises, equipment, and facilities meet the hygiene criteria in Annex A, as appropriate, to the satisfaction of the Director-General.

2.0 Registration process

2.1 Preparation

2.1.1 Construction of new dairy premises and changes to existing dairy premises

The owner/occupier obtains MAF approval for the proposed new premises or alterations before construction or alterations commence, and on completion of the new premises or alterations.

Applications for approval are sent by the occupier to MAF Food, using the form “Application for Approval of Proposed Construction: New Dairy Premises or Alterations to Existing Dairy Premises, including Factories, Stores, Equipment and Facilities”, available from MAF Food: Dairy and Plants or from the MAF website (www.maf.govt.nz/Dairy/).

Annex B provides details of the approval process and the information required at each stage of the process.

When the MAF approval has been obtained for the completed new premises or alterations, the occupier proceeds with the application for registration as outlined for completed or existing premises in section 2.1.2.

2.1.2 Completed or existing premises

A Premises Hygiene Assessment

The occupier establishes the hygiene status of the premises and has the recognised service provider/TPA provide a full premises hygiene assessment report (HACCP-based inspection report) identifying all non-compliances. The recognised service provider is classified as Pa for factories/packers/stores or Sa for stores. The TPA is an approved individual in the service area “Premises Evaluation” for all premises.

B Resolution of Non-Compliances

The occupier resolves the non-compliances to the satisfaction of the recognised service provider/TPA, and the recognised service provider/TPA documents the resolution of the non-compliances.

C Product Safety Programme

The occupier ensures that the accountable person has the PSP developed, validated, and then evaluated by MAF/TPA. Refer MAF Standard D101 “Product Safety Programmes” for further details.

2.2 Application

2.2.1 Registration requirements

The evaluated PSP is submitted by MAF/ TPA to MAF Food: Dairy and Plants with the recommendation for approval.

Applications for the registration of premises under the *Dairy Industry Regulations 1990* to use premises for the manufacture or storage of dairy products are made on the form “Application for Registration of a Dairy Premises, including Factories and Stores”, available from MAF Food: Dairy and Plants, or from the MAF website (www.maf.govt.nz/Dairy/).

The occupier completes the form, including, where required, the section requesting addition of the manufacturing premises to importing countries’ lists.

The occupier submits the completed application for registration to the nearest MAF Compliance office, accompanied by:

- the completed and signed “Application for Approval of Proposed Construction”, if applicable;
- the full premises hygiene assessment report prepared by the recognised service provider/TPA which identifies all non-compliances;
- documentation from the recognised service provider/TPA confirming that all non-compliances identified in the premises’ hygiene assessment report have been resolved.

2.2.2 Requirements for registration with conditions

A Registration with conditions in the presence of unresolved non-compliances

Where non-compliances identified by the premises’ hygiene assessment remain unresolved, the following is required.

The evaluated PSP is submitted by MAF/TPA to MAF Food: Dairy and Plants with the recommendation for approval.

Applications for the registration of premises under the *Dairy Industry Regulations 1990* to use premises for the manufacture or storage of dairy products are made on the form “Application for Registration of a Dairy Premises, including Factories and Stores”, available from MAF Food: Dairy and Plants, or from the MAF website (www.maf.govt.nz/Dairy/).

The occupier completes the form, including, where required, the section requesting addition of the manufacturing premises to importing countries’ lists.

The occupier submits the completed application for registration to the nearest MAF Compliance office, accompanied by:

- the completed and signed “Application for Approval of Proposed Construction”, if applicable;
- a full premises’ hygiene assessment report prepared by the recognised service provider/TPA identifying all non-compliances;
- documentation from the recognised service provider/TPA identifying the non-compliances in the premises’ hygiene assessment report that have been resolved; and
- a document listing the unresolved non-compliances, the proposed corrective actions, and the date agreed for resolution of each non-compliance.

B Registration with conditions in the absence of a PSP

Where an occupier is seeking registration with conditions in the absence of a PSP, the following is required:

The occupier submits to the nearest MAF Compliance office the completed “Application for Registration of a Dairy Premises, including Factories and Stores”, available from MAF Food: Dairy and Plants or from the MAF website (www.maf.govt.nz/Dairy/) accompanied by:

- the completed and signed “Application for Approval of Proposed Construction”, if applicable;
- full premises’ hygiene assessment report prepared by the recognised service provider/TPA and identifying all non-compliances;
- documentation from the recognised service provider/TPA confirming that all critical non-compliances identified in the premises’ hygiene assessment report have been resolved;
- the pest management plan evaluated by a recognised service provider/TPA;
- the heat treatment (pasteuriser) plan evaluated by a recognised service provider/TPA, if applicable; and
- the environmental pathogen management plan evaluated by the recognised service provider/TPA, if applicable.

Commentary

- A. *MAF Standard D101 “Product Safety Programmes” provides information on the pest management, heat treatment, and environmental management plans and their evaluation. These plans are prerequisite components of a PSP, i.e. they are part of the PSP, and are submitted in the absence of a PSP.*
- B. *In the absence of an evaluated PSP, MAF will not consider requests for addition of premises to importing country lists.*

2.3 Consideration by MAF Food

Upon receipt and consideration of the application for registration, MAF Food:

- registers the premises without conditions if there is an approved PSP and no unresolved non-compliances; or
- registers the premises with conditions according to the nature of the unresolved non-compliances and suitability of proposed corrective actions; or
- registers the premises with conditions in the absence of an approved PSP; or
- declines registration.

When the premises is registered, MAF issues the certificate of registration to the occupier, who displays it prominently in the registered premises.

2.4 Resolving registration with conditions

2.4.1 Registration with conditions in the presence of unresolved non-compliances

The occupier undertakes the corrective actions stipulated by the recognised service provider/TPA and reports to the recognised service provider/TPA how and when they have been corrected.

The recognised service provider/TPA continues registration assessments until non-compliances have been corrected. The recognised service provider/TPA notifies MAF Compliance of the resolution of all non-compliances. MAF Food then registers the premises without conditions.

2.4.2 Registration with conditions in the absence of a PSP

The occupier ensures the accountable person manages the submission of the evaluated PSP to MAF Food for approval. If the Director-General is satisfied, he approves the PSP. MAF Food then registers the premises without conditions.

2.5 Annual verification of registration status

Once registered, the premises are subject to annual verification that the premises continues to meet registration standards.

The procedure for verification of registration status is incorporated into the PSP verification process. Registration is verified by MAF Food before the anniversary of the registration date, following assessment of the PSP by MAF/TPA.

2.6 Amendments to registration

The occupier advises changes to the registration to MAF Food in advance of the change occurring.

2.6.1 Amendments to activity, class, and description, and importing country listings

The occupier prepares and submits to the nearest MAF Compliance office the completed “Application for Registration of a Dairy Premises, including Factories and Stores”, available from MAF Food: Dairy and Plants, or from the MAF website (www.maf.govt.nz/Dairy/).

MAF Compliance advises the occupier if further information is required for the application to be considered. On receipt of the necessary materials, MAF considers the amendment. Refer to section 2.3 above.

2.6.2 Amendments to administrative details

The occupier advises changes to administrative details (owner/company name, contact person, physical address, postal address, phone and fax numbers, and e-mail address) using the form “Advice of Amendments to Registration of a Dairy Premises, including Factories and Stores” available from MAF Food; Dairy and Plants, or from the MAF website (www.maf.govt.nz/Dairy/).

MAF amends the registration and, where necessary, issues a new certificate of registration to the occupier. The occupier returns the expired certificate to MAF.

2.7 Surrendered registrations

If the occupier of a premise decides not to maintain registration of the premises, they advise MAF Food at least seven days before ceasing operations. They return the certificate of registration to MAF Food within seven days of ceasing operations. MAF Food cancels the certificate of registration and withdraws approval of the PSP.

3.0 Specific registration situations

3.1 Changes to registered premises

The occupier of the registered premises ensures that proposals for significant changes to existing registered premises (including the equipment, building, facilities, and amenities) are approved by MAF Food before the alteration work commences. Significant changes are those that have the potential to affect product safety or to alter the characteristics of the equipment, building, facilities, and amenities. Refer to section 2.1.1 above for the approval process.

Commentary

MAF approval is required before:

- *facilities, equipment, and buildings undergo significant change prior to undertaking trials or manufacturing new products; or*
- *the manufacture of products outside the scope of the existing registration, i.e. new products not contained within the class or description of the current registration.*

This approval is to ensure the premises is hygienic and that any trial or new dairy product can be sold or exported and is eligible for certification.

3.2 Non-operational registered premises

3.2.1 Maintaining a non-operational registered premises

A registered premises, whether operating or not, is maintained in a condition suitable for the processing or storage of dairy products.

To maintain registration of a non-operational premises, the occupier either:

- maintains the premises in a fully operational state with a current approved and verified PSP; or
- prepares a specific “non-operational” PSP that includes any special arrangements made for mothballing, submits this to MAF Food for approval, maintains the approved PSP, and reviews it annually.

While the premises are non-operational, areas used for handling dairy products are not used for any activities likely to prejudice food safety if the premises were to be recommissioned. This includes storage of non-dairy goods that may pose a risk to food safety, e.g. hazardous substances.

Refer to MAF Standard MRD-Stan 8 for details of what is included in the PSP of a non-operating registered factory or store.

3.2.2 Emergency start-up of non-operational premises

Products manufactured or stored in recommissioned premises that do not meet the registration requirements are clearly identified and placed on hold. The product will only be released by MAF Food if the occupier of the premises provides MAF with information that demonstrates that the product is safe. Refer to MAF Standard MRD-Stan 8 for details.

3.2.3 Start-up of non-operational premises

Before manufacturing or storing dairy products in recommissioned registered premises, the occupier obtains approval from MAF Food. Refer to MAF Standard MRD-Stan 8 for details.

3.3 Re-registration of de-registered premises and registration of existing unregistered premises

To undertake dairy product manufacturing or storage operations at de-registered premises or at existing unregistered premises, the occupier re-establishes the hygiene status of the premises, then meets the preparation requirements and applies for registration as outlined in sections 2.1.2 and 2.2 above.

3.4 New premises construction and registration

The occupier obtains the MAF Food approval before construction work commences on new premises and on completion of the new premises. Refer to section 2.1.1 above for the approval process.

Annex A

HYGIENE CRITERIA FOR REGISTERED PREMISES

1.0 Premises

The premises meet the following criteria, as appropriate, to the satisfaction of the Director-General.

1.1 Location

Premises are located away from:

- environmentally polluted areas and industrial activities which pose a serious threat of contaminating dairy produce/product;
- areas subject to flooding, unless sufficient safeguards are provided;
- areas prone to infestations of pests; and/or
- areas where wastes, either solid or liquid, cannot be removed effectively.

1.2 Design and layout

The internal design and layout of premises permits good food hygiene practices, including protection against cross-contamination of dairy produce/product between and during operations.

1.3 Internal structures and fittings

Internal structures and fittings are soundly built of durable materials and are easy to maintain, clean and, where appropriate, can be disinfected. In particular, the following specific conditions are satisfied, where necessary, to protect the safety and suitability of dairy produce.

- The surfaces of walls, partitions and floors are made of impervious materials with no toxic effect in intended use.
- Walls and partitions have a smooth surface up to a height appropriate to the operation.
- Floors are constructed to allow adequate drainage and cleaning.
- Ceilings and overhead fixtures are constructed and finished to minimise the build-up of dirt and condensation, and the shedding of particles.
- Windows are easy to clean, are constructed to minimise the build-up of dirt and, where necessary, are fitted with removable and cleanable insect-proof screens. Where necessary, windows are fixed.

- Doors have smooth, non-absorbent surfaces, and are easy to clean and, where necessary, disinfected.
- Working surfaces that come into direct contact with food are in sound condition, durable, and easy to clean, maintain, and disinfect. They are made of smooth, non-absorbent materials, inert to food, detergents, and disinfectants under normal operating conditions.

2.0 Equipment

Equipment in registered premises meets the following criteria.

2.1 Location

Equipment is located so that it:

- permits adequate maintenance and cleaning;
- functions in accordance with its intended use; and
- facilitates good hygiene practices, including monitoring.

2.2 Design and construction

Equipment and containers (other than once-only use containers and packaging) coming into contact with food, are designed and constructed to ensure that, where necessary, they can be adequately cleaned, disinfected, and maintained to avoid the contamination of food.

Equipment and containers are made of materials with no toxic effect in intended use. Where necessary, equipment is durable and movable, or capable of being disassembled to allow for maintenance, cleaning, disinfection, and monitoring (e.g. to facilitate inspection for pests).

2.3 Food control and monitoring equipment

In addition to the general requirements in section 2.2 above, equipment used to cook, heat treat, cool, store, or freeze dairy produce/product is designed to achieve the required food temperature as rapidly as necessary in the interests of food safety and suitability, and maintain it effectively. Such equipment is also designed to allow temperatures to be monitored and controlled. Where necessary, such equipment has effective means of controlling and monitoring humidity, air-flow and any other characteristic likely to have a detrimental effect on the safety or suitability of the dairy produce.

These requirements are intended to ensure that:

- harmful or undesirable micro-organisms or their toxins are eliminated or reduced to safe levels, or their survival and growth are effectively controlled;
- where appropriate, critical limits established in HACCP plans can be monitored; and
- temperatures and other conditions necessary to food safety and suitability can be rapidly achieved and maintained.

2.4 Containers for waste and inedible substances

Containers for waste, by-products, and inedible or dangerous substances, are specifically identifiable, suitably constructed and, where appropriate, made of impervious material.

Containers used to hold dangerous substances are identified and, where appropriate, lockable to prevent malicious or accidental contamination of food.

3.0 Facilities

Facilities in registered premises meet the following criteria.

3.1 Water supply

An adequate supply of potable water, with appropriate facilities for its storage, distribution, and temperature control, is available whenever necessary, to ensure the safety and suitability of dairy produce/product.

Potable water meets the requirements of the latest edition of the Drinking-Water Standards of New Zealand, or is of a higher standard in compliance with MAF Standard D113 “Dairy Factory Water” (when promulgated).

Non-potable water (for use in, for example, fire control, steam production, refrigeration and other similar purposes where it would not contaminate food) has a separate system. Non-potable water systems are identified and do not connect with, or allow reflux into, potable water systems.

3.2 Drainage and waste disposal

Adequate drainage and waste disposal systems and facilities are provided. They are designed and constructed so that the risk of contaminating food, or the potable water supply, is avoided.

3.3 Cleaning

Adequate facilities, suitably designated, are provided for cleaning food, utensils, and equipment. Such facilities have an adequate supply of hot and cold potable water, where appropriate.

3.4 Personnel hygiene facilities and toilets

Personnel hygiene facilities are available to ensure that an appropriate degree of personal hygiene is maintained, and to avoid contaminating food. Where appropriate, facilities include:

- adequate means of hygienically washing and drying hands, including wash basins and a supply of hot and cold (or suitably temperature-controlled) water;
- lavatories of appropriate hygienic design; and
- adequate changing facilities for personnel.

Such facilities are suitably located and designated.

3.5 Temperature control

Depending on the nature of the food operations undertaken, adequate facilities are available for heating, cooling, cooking, refrigerating, and freezing food; for storing refrigerated or frozen foods; monitoring food temperatures; and when necessary, controlling ambient temperatures to ensure the safety and suitability of food.

3.6 Air quality and ventilation

Adequate means of natural or mechanical ventilation are provided, in particular, to:

- minimise air-borne contamination of food, e.g. from aerosols and condensation droplets;
- control ambient temperatures;
- control odours which might affect the suitability of food; and
- control humidity, where necessary, to ensure the safety and suitability of food.

Ventilation systems are designed and constructed so that air does not flow from contaminated areas to clean areas and, where necessary, they can be adequately maintained and cleaned.

3.7 Lighting

Adequate natural or artificial lighting is provided to enable the undertaking to operate in a hygienic manner. Where necessary, lighting is not such that the resulting colour is misleading. The intensity is adequate to the nature of the operation. Lighting fixtures are, where appropriate, protected to ensure that food is not contaminated by breakages.

3.8 Storage

Where necessary, adequate facilities for the storage of dairy produce/product, ingredients, and non-food chemicals (e.g. cleaning materials, lubricants, and fuels) are provided.

Where appropriate, food storage facilities are designed and constructed to:

- permit adequate maintenance and cleaning;
- avoid pest access and harbourage;
- enable food to be effectively protected from contamination during storage; and
- where necessary, provide an environment that minimises the deterioration of food (e.g. by temperature and humidity control).

The type of storage facilities required will depend on the nature of the food. Where necessary, separate, secure storage facilities for cleaning materials and hazardous substances are provided.

Annex B

PROCESS FOR APPROVAL OF CONSTRUCTION OF NEW PREMISES AND SIGNIFICANT ALTERATIONS TO REGISTERED PREMISES

1.0 Applications to MAF Food

The owner/occupier sends applications for approval to MAF Food before construction/alterations commence.

The notification is on the form:

“Application for Approval of Proposed Construction: New Dairy Premises or Alterations to Existing Dairy Premises, including Factories, Stores, Equipment, and Facilities”

which is available on the MAF Food: Dairy & Plants website (www.maf.govt.nz/Dairy/).

MAF Food will comment on the proposal and approve the suitability and scope of involvement of the recognised service provider/TPA.

2.0 The full approval process for new premises and alterations

2.1 Approval of sites (for new premises)

The owner/occupier supplies the recognised service provider/TPA with a written description of:

- the legal description of where the site is located;
- whether rights to take or discharge water have been applied for;
- neighbouring industries with the potential to create food safety hazards;
- a site location plan.

A MAF-approved, recognised service provider/TPA approves the proposed construction site.

The information and the approvals are retained by the occupier and made available for verification by MAF Food.

2.2 Approval of plans and specifications

Recommendation for approval of plans and specifications is obtained from an approved, recognised service provider/TPA. Any amendment to, or deviation from, the approved plans is resubmitted for an amended approval. The plans and specifications will be approved, providing they conform to the requirements of this standard.

All plans and specifications are subject to document control. All issues and amendments of plans and specifications are retained and are available for verification by MAF Food.

Approval of plans occurs before site work commences, but sequential approval of plans may be given for projects involving lengthy design and construction periods.

The occupier prepares plans and specifications that fully and clearly describe the proposed:

- construction of the product factory/store;
- alteration to the product factory or store; or

The following plans and specifications are included, where appropriate:

- a site location plan;
- a site plan;
- building layout plans;
- equipment layout plans and specifications;
- cross-sectional drawings;
- elevation drawings;
- a schedule of the materials used for construction and finish;
- CIP drawings;
- a drainage plan;
- a ventilation plan;
- lighting services; and
- computer and control systems.

The plans and specifications contain all the information necessary for MAF Food to be satisfied that the construction/alterations will result in premises that are in all respects suitable for the manufacture or storage of safe dairy products of the class or description specified.

Where initial approval of a project is sought so that construction/alterations can commence, the site location plan, the site plan, and the building layout plan are provided.

A written description of the proposal accompanies the plans and specifications and contains the following information:

- the name of the individual or company applying for approval;
- the date;
- the location of the proposed site;
- the products intended to be produced/stored and the expected peak throughput or capacity;
- a concise description of the proposed method of operation; and
- the approximate increase in water demand, effluent load, ventilation load, and refrigeration load.

2.3 Assessment during construction

Assessments are carried out during, and at appropriate stages of, construction to ensure that the work performed conforms to the requirements of the approved plans and specifications.

Assessments are carried out by an approved recognised service provider/TPA.

Records of all assessments are retained by the occupier and are available for verification by MAF Food.

2.4 Assessment of installed equipment

Assessments are carried out by an approved recognised service provider/TPA after installation to ensure that the equipment conforms to the requirements of approved plans and specifications. Records of all assessments are retained by the occupier and are available for verification by MAF Food.

2.5 Reporting to MAF Food

The occupier is responsible for providing the reports to MAF Food, at the following intervals:

- after the assessment of plans and specifications, or at appropriate intervals if sequential approval is required;
- during, and at the end of, construction (a reporting interval of one month is recommended for large projects).

In all reports, the occupier includes authorised reports from the recognised service provider/TPA attesting to the compliance of plans, specifications, and works to the requirements of this standard.

The occupier lists all non-compliances found by the recognised service provider/TPA, and indicates all corrective actions planned and taken in response to matters raised by the recognised service provider/TPA.

Commentary

The occupier may delegate the reporting responsibility so that the recognised service provider/TPA collates and provides the reports to MAF.

MAF Food will acknowledge the receipt of reports and comment on their suitability and timelines, including the acceptability of corrective actions and the scope and performance of the recognised approval service.

2.6 Records

All information relating to the project (plans, specifications, approval reports, and inspection reports) is retained by the occupier and made available for verification by MAF Food.

Appendix Two

IMPORTING COUNTRY REQUIREMENTS

It is the responsibility of exporters to identify and comply with all importing country requirements; non-compliance is at their commercial risk.

Importing country requirements, which have been officially confirmed, can be obtained from the Dairy and Plant Product Group of MAF or its website (www.maf.govt.nz/Dairy).

Where MAF provides official assurances to competent authorities of importing countries, the statements to which MAF attests must be verifiable. Relevant requirements are described in MAF Standard D206 “Dairy Sanitary and Related Export Certification”.