

# Surviving an RMP Audit

## *2018 Apiculture NZ Conference Workshop*

Practical talk about the Bee Products  
Operational Code, and maintaining  
readiness for RMP audits



Over to you; what do you want to get out of this workshop?



Let's start putting together our survival guide!





# The current Bee Products Operational Code

- Consists of 7 main sections
- The last 2 sections are prescribed in terms of what the documentation looks like.
- RMP systems for the other 5 sections must:
  - Meet standard and
  - Reflect actual operation



# What are the General Requirements?

## Personnel

- Health
- Hygiene
- Competencies
- Training

## Production Practices

- Daily process control
- Reality checks
- Product sampling

## Risk Management

- Document control
- Record keeping
- Verification & notifications
- Internal audits/RMP review

# What are the Supporting Systems?

## Warehousing Practices

- Controlled Inwards
- Storage
- Inventory control
- Traceability
- Transport

## Production Practices

- Packaging requirements
- Chemical control
- Calibration of equipment
- Labelling and identification
- Allergen management
- Waste management

## Risk Management

- Non-compliance
- Recall procedures
- Environmental testing
- Water testing as required



# What's the latest in the consultation documents?

- More of standard industry activities have been added and have standardised RMP templates (dried pollen, propolis, royal jelly, bee venom)
- Toolkit of form templates to use for Supporting Systems documents
- Product design and formulation requirements
- Process development and validation

## **Making your submission**

Submissions close at 5pm on 17 August 2018. Email your feedback to [animal.products@mpi.govt.nz](mailto:animal.products@mpi.govt.nz)

# Opportunities: ED's

- Courtesy of our ED verifiers, here are a few areas where we can improve the information we provide to ensure an easier, more efficient ED approval process:
  - Ensure you don't process or transfer honey that is not supported by an approved incoming ED
  - Individuals raising ED's must raise it under their own login and password
- "Urgent" is reserved for shipments going by air only
- Please restrict use of "24 hours" as well

*Extra will be charged for these options, as they are prioritised*

- Under carrier code, enter the transporter's RMP or RCS (Regulated Control Scheme) code



# Opportunities: ED's

- The NZHSC codes to use are:
  - 040900 honey
  - 052190 beeswax
  - 041000 other bee productions, such as propolis, honey with additives, bee venom etc
- Don't combine different products into a single product item:
  - Honey from different processing RMPs
  - Monofloral with Multifloral Manuka honey
  - Honey in different bulk containers (Drums/IBC/Pails)
  - Different bee products
  - Honey with a different
    - Tutin compliance status
    - Export Country eligibility

# Opportunities: ED's

- Country Eligibility; only countries with published OMARS for bee products can be listed  
CN, EU, and JP cover all other countries
- Harvest Declarations (HDs) must be referenced in the Source Certificate box  
(under Product Sources and Supporting Documents Tab)  
  
The HD reference must include the signing date
- Those on auto approval:
  - Review your procedures at least annually
  - Ensure you have procedures to check for requirement updates



# But how do I prepare for an audit?





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# Audit Prep

## Re-visit the standards

- Get re-acquainted with the standard

- Sign up for MPI notifications to ensure up to date on consultations, OMARS, notices, etc.

## Conduct an internal audit

- Does reality meet documented program?

- Does documented program meet standards?

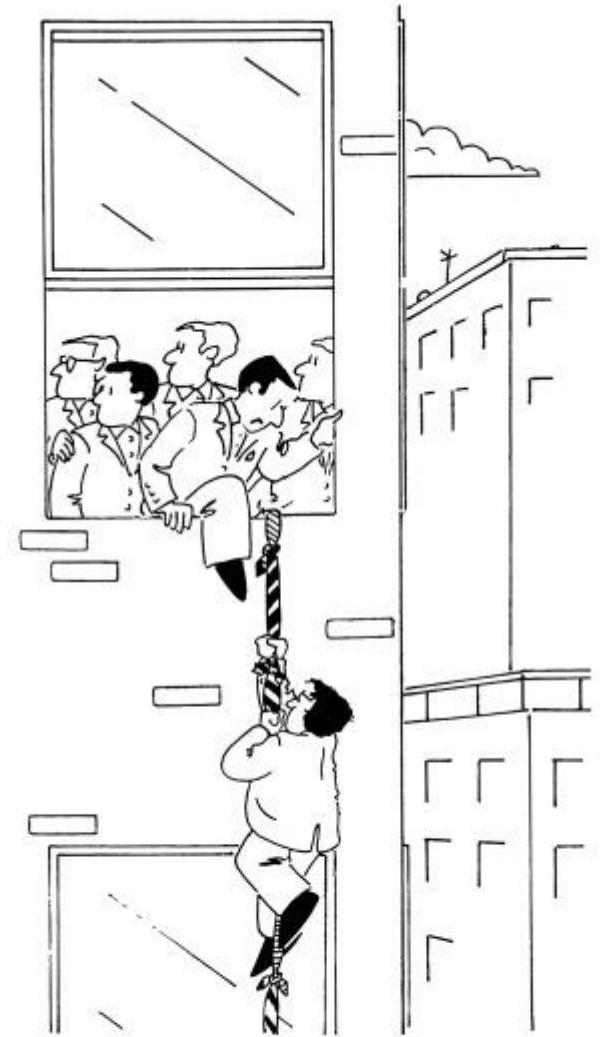
## Use best practice for internal audits

- Split your document audits across your year instead of one off

- Ensure training, calibrations, site plans, etc are up to date

# What should you do during an audit?

- Arrange a quiet space
- Treat your auditor with courtesy
  - H&S rules onsite
  - Tell where toilets and facilities are
  - Offer water/tea/coffee
  - If audit occurs over lunch, organise lunch  
(it doesn't have to be fancy!)
- Be honest
- Ensure your documentation is current and available
- Ensure responsible individuals are available



"Faster! The auditors are half way down the hall!"



# What has to happen after an audit?

- If no non-conformances
  - Work on any observations given
  - Reflect on what went well at the audit, and what were your challenges
    - Work on improving these challenging areas
- If there are non-conformances
  - Address these and follow up with the auditor within the agreed timeframe
  - If you cannot meet the agreed deadline, communicate promptly with your auditor and re-negotiate the deadline!

# What are areas that can be worked on for continuous improvement of our RMP systems?

- Culture

Behaviour and attitude of all in the organisation can make or break your business

Needs to be led by example

The best written systems in the world will not survive a poor culture!

- Training

Helps change poor culture

Upskills staff

Ensures standardisation of site procedures



Let's go back to our topic wishlist-  
What have we missed?





# Final Questions?



Thank you very much for attending this workshop!  
I hope you have found it beneficial!