#### ANNEX C RMP Framework for Traders and Distributors

	COMPANY INFORMATION
Company Name	
Address	
License to Operate	

#### LIST OF PRODUCTS

Product	Registration Number	Validity	Toll Manufacturer

# I. The Risk Management Team (RMT)

Role	Assigned Personnel	Responsibility	Competency	Contact Number
Risk Manager				
Risk Assessor				
Members (may include up to 5 members)				

\*Sample Template

# The Risk Communication Team (RCT)

Role	Assigned Personnel	Responsibility	Competency	Contact Number
Focal Person				
Members (May				
include up to 5				
members)				

\*Sample Template

# II. Areas of Possible Risk Occurrence

A. Site Description

Area	Description
*Comple Templete	

\*Sample Template

Product Name	Intended Use	Profile Intended Consumer	Stor Cond		Shelf Lif	ie –	Scope	and Me	thod	of Distribution
Ivalle	Use	Consumer								
ample Templ	ate									
	2. Source of	of Raw M	atorials							
2						1	Accom	panied	l wi	th Certificate
Product	Ingree	dients/	Sou	rce	Address	5	-	of A	naly	vsis?
Name	Raw M	laterials					Ye	es		No
ample Templ	ate									
3	3. Labeling	g and Pack	aging							
	<b>T 1 1</b>			Com	*		ndator	y Labe	eling	g Information
	Labelii	ng			Yes	5				No
				S	Supplier s	ubmit	s Certi	ficate	of S	uitability
	Packagi	ing		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Yes		<u>s contra</u>	lieute		No
*	Sample Temp	plate								
	C.	1. Depart	ments v	vith Fo		y Resp	oonsibi			
7 1 *	Departme		ments w	vith Fo	ood Safet Head	y Resp	oonsibi			petency
Varehousin	Departme lg		ments w	vith Fo		y Resp	oonsibi			petency
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vistribution *	Departme ng 1 Sample Templa 2. Personn	ent ate ate	ed Trai	ning re				(	Com	
vistribution *	Departme 1g 1 Sample Templa	ent ate ate	ed Trai Food S	ning re Safety	Head		e Atten	(	Com	petency te of Refresh Course
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Production	Ceiling	1						
	Wall							
*Sampl	e Template	all areas sh	nall be listed an	d described in de	etail to be	e able to id	entify possible risk	
B. 1. De	-	S						
Departmen	t/Office		Ident	tified Gaps		P	ossible Risk/Ha	zard
e.g., Production	n	No	o competent	head				
Sample Template								
2 Per	sonnel							
Area			Identified	-		Pos	sible Risk/Haza	rd
e.g., Training	N	lot releva	ant to food	safety				
Somalo Terralat								
Sample Template								
C Food	Safaty N	looguro/	Quality Acc	urance Sche	ma			
		leasule/	-		me	D	agible Dielz/Ha	
Docum	ient		Ident	ified Gaps		P	ossible Risk/Ha	zard
XX7 1 7		3.7						
e.g., Work Inst	ructions	No	ot provided			_		
	ructions	No	ot provided					
e.g., Work Inst Sample Template	ructions		ot provided					
Sample Template				nent Option				
Sample Template				nent Option With Id		d		
Sample Template					lentifie		Risk Manager	ment
Sample Template IV. Iden				With Id	lentifie	S	Risk Manager Options	ment
Sample Template IV. Iden Area		n of Risl		With Id Risks/I	lentifie Hazard	S	-	ment
Sample Template IV. Iden	tification e.g., Flo	n of Risk		With Id Risks/I	lentifie Hazard	S	Options	ment
Sample Template IV. Iden Area Site	tification	n of Risl		With Id Risks/I	lentifie Hazard	S	Options Reduce	ment
Sample Template IV. Iden Area Site Product	tification e.g., Flo e.g., La	n of Risl		With Id Risks/I	lentifie Hazard	S	Options Reduce Accept	ment
Sample Template <b>IV. Iden</b> Area Site Product Department/	tification e.g., Flo e.g., La	n of Risk ooring abeling raining		With Id Risks/I	lentifie Hazard	S	Options Reduce Accept	ment
Sample Template <b>IV. Iden</b> Area Site Product Department/ Personnel Food Safety Measure	e.g., Fle e.g., La e.g., Tr	n of Risk ooring abeling raining		With Id Risks/H Yes / / /	lentifie Hazard	S	Options Reduce Accept Prevent	ment
Sample Template <b>IV. Iden</b> Area Site Product Department/ Personnel Food Safety Measure	e.g., Fle e.g., La e.g., Tr	n of Risk ooring abeling raining		With Id Risks/H Yes / / /	lentifie Hazard	S	Options Reduce Accept Prevent	ment
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Sample Template IV. Iden Area Site Product Department/ Personnel Food Safety Measure Sample Template V. Choo RISK	tification e.g., Fle e.g., La e.g., Tr e.g., QS	n of Risk ooring abeling raining SP	k Managen	With Id Risks/H Yes / / /	lentifie Hazard N	<u>s</u> o	Options Reduce Accept Prevent	
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Repair	0		0	•	0	0
		1 1	0	ption 2		
Stringent		1		1	0	2
Sanitation						
Option 3						
Option 4						
Note: The lowest total s	core is the	best option			1 I	1
1. Co	mmunic	ation Pla	n			
1. C0						
Date 1. CO						
Date						
Date Objective						
Date Objective Risk Event						
Date Objective Risk Event Stakeholder	osting			Assi	gned Personnel	
Date Objective Risk Event Stakeholder Target Date of P	osting			Assi	gned Personnel	

Preparation of needed data Drafting of RC Message\*

Posting

Media Monitoring Deactivation of post

\*Template for Risk Communication messages shall follow the Circular on Product Recall

2. Effectiveness Check	ks	
Effectiveness C	Checks of Rapid Response to	a Risk Event
	Reference De	ocument
Scope	Internal Stakeholder <sup>1</sup>	External Stakeholder <sup>2</sup>
Conduct of Meeting		
Conduct of Notification		
Method of Notification		
Timeliness and Responsiveness		
Evaluation of the Risk		
Communication		

<sup>1</sup>This includes personnel involved in food safety

<sup>2</sup>This includes the consumer and the regulatory agency

# VII. Review and Monitoring of the RMP

#### 1. Review of RMP

Identified Frequency of	Identified Frequency of	Regular Training of the Risk
Meeting of the RMT	Review of RMP	Management Team
*Sample Template		

No.	Scope	Guide Questi	ons	Ren	narks
				Yes	No*
1	Document	e.g., Are the quality manuar reviewed?	ls regularly		/
2	Site				
3	Product				
	3. Identified Gaps				
	3. Identified Gaps Scope	Gaps		Remarks	
Docu		Gaps The review was not conducted regularly		Remarks st regular r	eview
	Scope	The review was not			eview