

ANNEX B
RMP Framework for Microenterprise

COMPANY INFORMATION

Company Name	
Address	
License to Operate	

LIST OF PRODUCTS MANUFACTURES

Product	Registration Number (if applicable)	Validity (if applicable)

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

*Sample Template

II. Areas of Possible Risk Occurrence

A. Site Description

Area	Description

*Sample Template

B. 1. Product Profile

Product Name	Intended Use	Intended Consumer	Packaging	Process Flow	Storage Condition	Shelf Life	Scope and Method of Distribution

*Sample Template

2. Source of Raw Materials

	Ingredients/	Source	Address

Product Name	Raw Materials		

*Sample Template

3. Labeling

Labeling	Compliant with Minimum Labeling Information	
	Yes	No

*Sample Template

C. 1. Departments with Food Safety Responsibilities*

Department	Head	Competency
Production		
Warehousing		
Distribution		

*Sample only, departments/and or divisions may depend on the establishment

2. Personnel

Department	Attended Training related to Food Safety		Date Attended	Date of Refresher Course
	Yes	No		
Production				
Warehousing				

*Sample Template

D. Food Safety Measure/Quality Assurance Schemes

Document/Manual Name	Document Number	Section Title	Effectivity Date	Date Reviewed

*Sample Template

III. Risk/Hazard Identification and Evaluation

A. Site/Area

List of Areas and possible risks/hazards*

Area	Description	Possible Risk
Production	Flooring	
	Ceiling	
	Wall	

*Sample Template all areas shall be listed and described in detail to be able to identify possible risk

B. Product

1. List of ingredients and their inherent risk

Ingredient(s)	Possible Risks

Example: Flour	Biological: (specified) Chemical: (specified) Physical: (specified)

*Sample Template

2. List of Processes and their inherent risk

Process Step	Possible Risks
Example: Sifting	Biological: (specified) Chemical: (specified) Physical: (specified)

*Sample Template

C. 1. Departments

Department/Office	Identified Gaps	Possible Risk/Hazard
e.g., Production	No competent head	

*Sample Template

2. Personnel

Area	Identified Gaps	Possible Risk/Hazard
e.g., Training	Not relevant to food safety	

*Sample Template

D. Food Safety Measure/Quality Assurance Scheme

Document	Identified Gaps	Possible Risk/Hazard
e.g., Work Instructions	Not provided	

*Sample Template

IV. Identification of Risk Management Option

Area		With Identified Risks/Hazards		Risk Management Options
		Yes	No	
Site	e.g., Flooring	/		Reduce
Product	e.g., Labeling	/		Accept
Department/ Personnel	e.g., Training	/		Prevent
Food Safety Measure	e.g., HACCP	/		Prevent

*Sample Template

V. Choosing and Evaluation of Risk Management Option

RISK MANAGEMENT OPTIONS (SITE)	ASSESSMENT			T o t a l
	Effectiveness	Acceptability	Feasibility	

	Pass (0)	Fail (1)	Acceptable (0)	Unacceptable (1)	Feasible (0) low cost receives low score	Not Feasible (0) high success receives low score	
Identified Risk:	Cracked Flooring						
Option 1							
Repair	0		0		0		0
Option 2							
Stringent Sanitation		1		1	0		2
Option 3							
Option 4							

Note: The lowest total score is the best option

VI. Review and Monitoring of the RMP

1. Review of RMP

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

*Sample Template

2. Validation

No.	Scope	Guide Questions	Remarks	
			Yes	No *
1	Document	e.g., Are the quality manuals regularly reviewed?		/
2	Site			
3	Product			

*If the answer is No proceed to the identification of gaps

3. Identified Gaps

Scope	Gaps	Remarks
Document- Quality Manual	The review was not conducted regularly	To conduct regular review

*Sample Template