



GUIDELINES FOR REGISTERED PREMISES 'OPERATIONS MANUAL'

Purpose

This document provides guidance to operators of registered premises on the required content of the operations manual to meet the new *Export Control (Animals) Order 2004* and Australian Standards for the Export of Live-stock.

From 1 December 2004, all applicants seeking to register premises, for the assembly quarantine, isolation and inspection of livestock for export, must attach a copy of their 'operations manual' to their application.

Content of an 'Operations Manual'

The content of the manual must meet the requirements outlined in:

1. Order 2.05 of the *Export Control (Animals) Order 2004*, and
2. Australian Standards for the Export of Live-stock (ASEL).

Order 2.05 prescribes that the operations manual must set out how the premises will operate, including processes or arrangements for the following matters:

- (a) management and control of operations at the premises;
- (b) receiving and identifying each animal;
- (c) ensuring that each animal on the premises continues to be identifiable;
- (d) daily reconciliation of the animals and animal movements
- (e) daily monitoring and reporting of animals' health and mortality;
- (f) preventing unauthorised access to the premises;
- (g) supply of feed and water;
- (h) disposal of carcasses;
- (i) the management of animals rejected (including isolation and removing any animal suffering from inappetence);
- (j) a plan for managing a disease outbreak; and
- (k) making and storing records taken in compliance with the manual.

In developing the operations manual the operator should detail how the relevant requirements of ASEL will be met.

Issues to consider in developing an operations manual

Although the content of the manual is set down in Order 2.05 of the *Export Control (Animals) Order 2004* it is open to the operator of the registered premises to develop their manual in the style which best suits their business, providing the requirements identified in the legislation are addressed. There is no prescribed format, template or standard format for a registered premises operations manual

The manual should be structured in a manner that identifies:

1. how the operator manages the registered premises;
2. any species specific operations; and
3. what records will be kept to demonstrate premises is being operated in accordance with legislation, the premises conditions of registration and ASEL.

Attachment 1 provides a summary of the requirements in the *Export Control (Animals) Order* and the ASEL. The operations manual should cross-reference the legislative requirements with the operational requirements of ASEL to facilitate audit of the premises operational procedures.

The operator of the premises should provide information that clearly describes procedures for making keeping and storing records. The operator of premises must ensure that appropriate documents recording the operations of the premises are stored for at least 2 calendar years after the consignment leaves the premises.

In addition to the requirements of Order 2.05 a registered premises is subject to a number of conditions set out in Order 2.10 – *Registration Conditions* of the *Export Control (Animals) Order 2004* Attachment 2.

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- ⁱ The *Export Control (Animals) Order 2004* can be obtained from Scaleplus Website: <http://www.scaleplus.com.au>
- ⁱⁱ The ASEL are available from the DAFF website <http://www.daff.gov.au/livestockexportstandards>

ATTACHMENT 1

Summary of requirements prescribed by the *Export Control (Animals) Order 2004* and ASEL Standard 3 - *Standard for management of livestock in registered premises* to be addressed in the operations manual for registered premises.

| Export Control (Animals) Order and ASEL requirements | | Operations Manual |
|---|---|---|
| <i>Export Control (Animals) Order</i> | <i>ASEL- Standard 3</i> | Procedures and records to be included in operations manual |
| (a) Management and control of operations at the premises. | ASEL:- S3.1, ASEL - S3.3 a) and b) ASEL - S3.6 a),b),c), and d) ASEL - S3.8 a), b), and c) ASEL - S3.7 c) ASEL - S3.9 a), b) ASEL – S3.11 a),b),c), and d) ASEL - S3.13 c) ASEL - S3.15 | <ul style="list-style-type: none"> ▪ Staff organisation chart <ul style="list-style-type: none"> ⇨ Showing all staff ⇨ Should identify regular contractors/supplier ▪ Procedures and records for: <ul style="list-style-type: none"> ⇨ Staff training and duty statements; ⇨ Inspection and maintenance program including; ⇨ Premises inspection, cleaning and maintenance; ⇨ Receipt and review of NOI/CRMP; ⇨ Managing amendments to the manual and gaining the AQIS approval. ⇨ Penning of livestock ⇨ Managing multiple consignments of livestock at a single premises Premises South of 26th Parallel ▪ Procedures and records for management of sheep and goats to be exported by sea including: <ul style="list-style-type: none"> ⇨ Holding for required period ⇨ Feeding of shipboard ration ⇨ Monitoring inappetence ⇨ Appropriate stocking rate per linear length of trough |

| <i>Export Control (Animals) Order</i> | <i>ASEL- Standard 3</i> Standard for management of livestock in registered premises. | Procedures and records to be included in operations manual |
|--|---|---|
| (b) Receiving and identifying each animal | ASEL – S3.12 ASEL – S3.13 a), b) ASEL – S3.14 ASEL – S3.17 | <ul style="list-style-type: none"> ▪ Procedures and records for receipt of animals and confirmation of identification including: <ul style="list-style-type: none"> ⇒ Examination to confirm identification and health status of animals; ⇒ Confirmation of animals property of origin ⇒ Confirmation of eligibility for export and entry to premises; ⇒ Winter exclusions as S3.9; ⇒ Management of rejected animals on delivery; and ⇒ Provision of feed and water following delivery. |
| (c) Ensuring that each animal on the premises continues to be identifiable | | <ul style="list-style-type: none"> ▪ Procedures and records for monitoring and maintaining individual animals identification. |
| (d) Daily reconciliation of the animals and animal movements | ASEL - S3.16 a),b),c) | <ul style="list-style-type: none"> ▪ Procedure and records for management of animal movements including <ul style="list-style-type: none"> ⇒ Recording daily location and movements of animals including identity and total number of animals by paddock/shed/pen; and ⇒ Recording any hospitalised and rejected animals. |
| (e) Daily monitoring and reporting of animals' health and mortality | ASEL - S3.16 a),b),c),d) | <ul style="list-style-type: none"> ▪ Procedures and records for daily health inspection including <ul style="list-style-type: none"> ⇒ Record of mortalities, location and identification ⇒ Record of hospitalised animals and treatments ⇒ Submission of daily records to AQIS regional office. ▪ Procedures and records for managing post-mortems <ul style="list-style-type: none"> ⇒ Name of registered veterinarian(s) ⇒ Post mortem result |
| (f) Preventing unauthorised access to the premises | ASEL - S3.10 a),b),c) | <ul style="list-style-type: none"> ▪ Procedures and records for security including; <ul style="list-style-type: none"> ⇒ Control of premises entry points, ⇒ Identifying and recording visitors to premises; ⇒ Monitoring of premises and animals 24/7; and ⇒ Contingency plans. |

| <i>Export Control (Animals) Order</i> | <i>ASEL- Standard 3</i> Standard for management of livestock in registered premises. | Procedures and records to be included in operations manual |
|---|---|--|
| (g) Supply of feed and water; | ASEL - S3.7 a), b),c), d), e), f), g), h) | <ul style="list-style-type: none"> ▪ Procedures and records for supply of feed and water including: <ul style="list-style-type: none"> ⇨ Storage of feed; ⇨ Daily feed allowance; ⇨ Supply during inclement weather; ⇨ Storage of water; and ⇨ Compliance with curfew requirements. |
| Disposal of carcasses; | ASEL - S3.16 c) | <ul style="list-style-type: none"> ▪ Procedures and records for disposal of carcasses, including <ul style="list-style-type: none"> ⇨ Recording of animal identification, ⇨ Date of disposal, and ⇨ Notification to exporter. |
| (i) The management of animals rejected (including isolation and removing any animal suffering from inappetence) | | <ul style="list-style-type: none"> ▪ Procedures and records for management of rejected animals including: <ul style="list-style-type: none"> ⇨ Identification of reject animals; ⇨ Segregation of rejected animals; ⇨ Treatment; and ⇨ Recording of removal from premises. |
| (j) A plan for managing a disease outbreak | | <ul style="list-style-type: none"> ▪ Procedures and records for managing a disease outbreak including: <ul style="list-style-type: none"> ⇨ Isolation of diseased animals; ⇨ Notification to State/Territory; ⇨ Notification to AQIS; ⇨ Veterinary identification of disease; and ⇨ Management and treatment of diseased animals. |
| (k) Making and storing records taken in compliance with the manual | ASEL - S3.16 d) | <ul style="list-style-type: none"> ▪ Procedures for management and storing of records including <ul style="list-style-type: none"> ⇨ Person responsible for managing records storage; ⇨ Storage location; and ⇨ Filing method. |

ATTACHMENT 2 –
Registration Conditions

Order 2.10 Registration – Conditions

1 The registration of premises is subject to the following conditions:

- (a) that the operator must not accept an animal for holding and assembling for export except in accordance with the registration;
- (b) that, subject to subsection (2), operations at the premises, and the maintenance of the premises, are carried out in accordance with the approved operations manual for the premises;
- (c) that the operator must consent to entry (at a reasonable time and on reasonable notice) by an authorised Officer, and must provide such assistance to an Authorised Officers as is reasonably necessary, to enable the officer to perform an audit at the premises or to exercise his or her powers or functions under the Act or this Order at the premises;
- (d) that the operator must consent to entry by an accredited veterinarian and must provide such assistance to such a veterinarian as is reasonably necessary, to enable the veterinarian to undertake veterinary work in accordance with the approved export program;
- (e) that the operator must not accept live-stock for holding and assembling for the export unless the operator is satisfied that the lives-stock can be held and assembled at the premises accordance with the information about the live-stock given to the operator under subsection 2.45 (3);
- (f) that the operator must comply with the Australian Standards for the Export of Live-stock;
- (g) that the operator must not cause live-stock to leave the premises for export unless permission to leave for loading for the live-stock has been issued to the exporter concerned;
- (h) that the operator must not, without the Secretary's written approval:
 - i alter the premises in any respect referred to in paragraph 2.04 (3)(b) Or (c); or
 - ii change any aspect of the operations of the premises referred to in subsection 2.04(5);
- (i) that the operator must not alter the approved operations manual for the premises without the Secretary's written approval;
- (j) that the operator must comply with any notice given by the Secretary under Subsection 2.11(4) within the time specified in the notice;
- (k) that the operator must retain copies of all documentation given to it in connection with a consignment of live-stock for at least 2 years after the consignment leaves the premises;
- (l) that if the Secretary so requests in writing, the operator must produce to the Secretary any document referred to in paragraph (k) within a reasonable period after the request.

2 For the purposes of paragraph (1) (b), if a requirement of an approved Notice of Intention (NOI) or Consignment Risk Management Plan (CRMP) is inconsistent with the approved operations manual for premises, the requirement of the NOI or CRMP prevails to the extent of the inconsistency.