

MANUFACTURING PRESCRIBED GOODS

DRAFT

NEW REGISTRATIONS INFORMATION KIT

- A GUIDE TO BECOMING REGISTERED AS A PROCESSING ESTABLISHMENT FOR THE EXPORT OF DAIRY PRODUCTS

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1 PURPOSE

The objective of this “information kit” is to provide assistance to those premises that wish to be export registered in order to prepare milk and milk products for export. This guide details the processes involved in the registration of export establishments and sources of information to enable compliance with export legislation and importing country requirements.

2 BACKGROUND

Establishment preparing milk and milk products for export must be registered under the *Export Control Act 1982 (ECA)* and the *Export Control (Prescribed Goods – General) Orders [PGGOs] 2005*. Registration of establishments provides the necessary controls to meet the requirements of importing countries.

The *Export Control (Milk and Milk Products) Orders 2005* [Milk Orders] provide the specific requirements for export of milk and milk products that dairy export registered establishments must comply with.

The *Export Control (Fees) Orders 2001* [Fees Orders] provide details of the fees and charges that apply to services provided by AQIS to enable export of milk and milk products. Dairy export registered establishments must make payments for the services provided by AQIS as determined by the Fees Orders.

3 DEFINITIONS & MEANINGS

DRU	Dairy Review Unit
DAFF	Department of Agriculture, Fisheries and Forestry
AQIS	Australian Quarantine and Inspection Services
HACCP	Hazard Analysis and Critical Control Points
ER	Establishment Register – The AQIS database with details of Registered Establishments
Preparation	For milk and milk products means the processing, packing, storage, treatment, handling or loading of milk and milk products
Export chain.	Milk and milk products eligible for export must be produced and stored in dairy export registered establishments until the product is exported. That is, once raw milk has left the farm it must be processed in dairy export registered establishments and all subsequent preparation must occur in dairy export registered establishments that are registered for the operation occurring at the premises until the milk and milk products are exported.
EX026 Form.	The Application for Registration or Notification to the Secretary of Change of Details of an Establishment Form EX26 is an approved form used to apply for export registration or notify a change of detail or arrangements to an export registered establishment. The form is available at www.daff.gov.au/aqis/export/dairy/dairy_export_forms/export_registration_form_ex26 .
Approved Export Permit Issuers	An Approved Export Permit Issuer is an individual that has been approved by AQIS to issue their own Export Permits. Further details are provided in the New Exporter Kit.
Registered	means registered under the <i>Export Control (Prescribed Goods – General) Orders 2005</i>

Dairy Export Registered Establishment	A registered establishment registered for preparation of milk and milk products and registered for the particular operations that occur in the premises to prepare milk and milk products for export
EXDOC	The AQIS electronic export documentation system is called EXDOC and is used by exporters to generate export permits and health certificates.
HACCP	HACCP (Hazard Analysis Critical Control Point) is used throughout the food industry and documented systematic process aimed at identification, monitoring and control of Critical Control Points (food safety risks) throughout the food production processes. HACCP is designed to minimise risk to an acceptable level, such that food is safe and poses no public health risk.
Approved Arrangement	An approved arrangement means an arrangement approved under clause 14 of Schedule 2 and includes a variation of an arrangement in the circumstances specified in suborder 78.5 and clause 20 of Schedule 2.
Delegate of the Secretary	Decisions taken under the Export Control Act 1982 must be made by a delegate of the Secretary. That is a person who has legal, written approval by the Secretary under the nominate legislation to take those decisions.
Milk and milk products	<p>The <i>Export Control (Milk and Milk Products) Orders 2005</i> apply to the following products:</p> <ul style="list-style-type: none"> (a) milk (other than colostrum) obtained from an animal of the bovine species; and (b) the following milk products derived from milk (other than colostrum) obtained from an animal of the bovine species: <ul style="list-style-type: none"> (i) flavoured milk and modified milk; (ii) cream and thickened cream; (iii) butter, butter concentrate, buttermilk, concentrated buttermilk, dairy blend, ghee (clarified butter) and anhydrous milk fat (butter oil); (iv) casein, caseinate and cheese; (v) whey, whey cream and concentrated whey cream; (vi) cultured milk and yoghurt; (vii) butter milk powder, lactose powder, milk sugar, powdered milk, skim milk powder, whey powder, milk protein powder, condensed milk, milk minerals and other milk concentrates; (viii) dips containing yoghurt, cream cheese or other dairy base; any other like milk product a major component of which is milk. <p>If an importing country requires certification for other products, then the <i>Export Control (Milk and Milk Products) Orders 2005</i> may apply.</p>
Major component	<p>means the ingredient in a milk product which:</p> <ul style="list-style-type: none"> (a) comprises the largest proportion of the milk product by weight or volume; or (b) is in such a proportion by weight or volume that if the ingredient is withdrawn from the milk product, the milk product would no longer have the stated or implied described characteristics.

4 REFERENCES

Legislation:

- *Export Control Act 1982 [ECA]*

- *Export Control (Milk and Milk Products) Orders 2005 - [Milk Orders]*
- *Export Control (Prescribed Goods- General) Orders 2005 - [PGGOs]*
- *Export Control (Fees) Orders 2001 [Fees Orders]*

Copies of all legislation is available at www.aqis.gov.au/legislation or www.comlaw.gov.au

Procedures and Guidelines:

- Guidelines for Approved Arrangements for Processing Establishments
- Guidelines for Approved Arrangements for Storage Establishments
- Checklist for Approved Arrangements for Processing Establishments
- Checklist for Approved Arrangements for Storage Establishments
- Information Sheet – Requirements for transferring prescribed dairy products between AQIS registered establishments
- Information Sheet – Requirements of a declaration of compliance
- Importing Country Requirements available at www.aqis.gov.au/dairy
- EXDOC information is available at www.aqis.gov.au/exdoc

Forms:

Form EX26 Export Registration Form

www.daff.gov.au/aqis/export/dairy/dairy_export_forms/export_registration_form_ex26

- Export certificates

www.aqis.gov.au/dairy

5 REGISTERED ESTABLISHMENTS

A registered establishment is a premise that is approved by AQIS to either produce, manufacture, transport, store or handle milk and milk products for export in manner that ensures food is safe and fit for human consumption meeting both export legislation and importing country requirements.

Premises are registered as a mechanism of control to ensure that there is on ongoing monitoring for compliance with minimum food safety standards, legislation and specific importing country requirements. There are a number of different types of export registrations and the details are provided in Appendix 1 – Establishment Types.

6 Applying for Registration

6.1 HOW DO I APPLY FOR REGISTRATION

Form EX26 Export Registration Form is available at:

www.daff.gov.au/aqis/export/dairy/dairy_export_forms/export_registration_form_ex26

The form includes instructions for its completion. When completing persons in Management and Control they should include at a minimum:

- The most senior person on site
- A contact person to whom invoices should be addressed
- The person responsible for the coordination of the Approved Arrangement documentation – usually the Quality Manager
- Approved Export Permit Issuers associated with the site – these are the only people who should have the Authorised signatory box ticked

Email details should be provided for each of these contacts to ensure that communication with your establishment is appropriately directed. Contact is kept to a minimum but is essential to ensure that your understanding of export legislation, importing country requirements and AQIS service provision is current and enables successful export of milk and milk products.

6.2 WHAT STEPS ARE INVOLVED IN OBTAINING REGISTRATION

Prior to obtaining export registration the following steps must be completed:

1. Form EX26 Export Registration Form must be fully completed and submitted to AQIS
2. AQIS must inspect the premises to ensure compliance with structural requirements as detailed in Schedule 3 of the Milk Orders
3. AQIS must audit the establishments Approved Arrangement
4. Any corrective actions identified in the premises inspection and Approved Arrangements audits must be rectified by the occupier
5. Compliance checks to ensure that those listed in Management Control meet “Fit and Proper Persons” requirements
6. Finance checks to ensure that there is no outstanding debt to the Commonwealth
7. Approval by the delegate of the Secretary

The above steps may occur concurrently. Submission of the form EX26 early in the process will assist in completion of the registration process in a timely manner.

6.3 WHEN IS MY REGISTRATION APPROVED?

Premises are export registered when the Delegate of the Secretary signs the Form EX26. Until this time milk and milk products cannot be exported from your premises unless specific approval has been given by the Delegate of the Secretary. Section ??? provides information regarding export from unregistered establishments.

6.4 WHAT IMPORTING COUNTRIES WILL ACCEPT MILK AND MILK PRODUCTS PRODUCED AT REGISTERED ESTABLISHMENTS?

Most importing countries will accept milk and milk products on the basis of AQIS health certificates for the consignment. However, some importing countries require separate approval of establishments by their authorities.

6.5 WHEN CAN I OBTAIN MY REGISTERED ESTABLISHMENT NUMBER?

Registered Establishment Numbers can be reserved on request. This enables arrangements to be made for packaging that complies with the requirements of the Milk Orders. Further information is available at www.aqis.gov.au/dairy in the *Export Control (Milk and Milk Products) Orders* folder under Guidelines to Schedule 7 – Understanding Schedule 7 – Trade Descriptions.

7 WHAT ARE THE COSTS OF EXPORTING MILK AND MILK PRODUCTS?

The details of fees for dairy export documentation, inspection, auditing and other in office services are provided at <http://www.daff.gov.au/aqis/export/dairy/fees-charges>. The Dairy Export Program is a fully cost recovered product in accordance with Government Policy. Fees and charges are determined to align costs with beneficiaries. The fees are legislated in the *Export Control (Fees) Orders* which can be found at www.aqis.gov.au/legislation. Outstanding payments of fees are routinely managed and long term outstanding debt will result in suspension of services provided by AQIS.

8 WHAT HAPPENS WHEN REGISTRATION IS APPROVED?

8.1 WHAT ARE THE OBLIGATIONS OF THE OCCUPIER OF THE REGISTERED ESTABLISHMENT?

Occupiers of registered establishments must ensure that:

- All requirements of export legislation are met
- That milk and milk product produced at their establishment occurs in accordance with their Approved Arrangement and that the Approved Arrangement is consistent with importing country and export legislation requirements.
- Amendments to the Approved Arrangement that may affect the fitness for human consumption of the milk and milk product, compliance with export legislation or importing country requirements or affect a critical control point in their approved HACCP system must be approved by AQIS or the relevant State Regulatory Authority
- Required amendments to their Approved Arrangement, as directed by AQIS, are made
- All noncompliances identified during audits of the establishment are rectified in accordance with the required rectification date

8.2 ESTABLISHMENT REGISTER

When an application for a registered establishment is approved, the details supplied are entered into an AQIS database called the Establishment Register, this database is used to confirm eligibility to export particular products produced by particular establishments. The information included in this database is used to generate the Certificate of Registration which must be displayed in a prominent position by dairy export registered establishments. The database provides the means of communication between AQIS and dairy export registered establishments and must be maintained with current, accurate and complete details to enable effective communication. Amendments must be notified in accordance with procedures detailed in the Section ??? Frequently Asked Questions.

The Establishment Register provides the information used to compile lists that are provided to importing countries. The Establishment Register is also used as a reference database when an EXDOC request for export permit is submitted. EXDOC queries the Establishment Register to verify eligibility of particular Registered Establishments to produce particular products for export.

8.3 AUDIT REGIME

Once registered, dairy export registered establishments are audited twice per year at a minimum. Further audits may be required to confirm compliance with corrective action requests and to meet importing country requirements. Details of the audit regime are provided at www.aqis.gov/dairy in the folder Approved Arrangement Checklists and Guidelines.

Audits are conducted by Approved Auditors employed by State Regulatory Authorities, or AQIS in the Northern Territory. Contact details are provided in Section ????. Audits assess the registered establishments' compliance with their Approved Arrangement, export legislation and importing country requirements. Key objectives are to ensure that the milk and milk products are fit for human consumption and that all export certification claims can be substantiated. AQIS conducts verification audits of Approved Auditors to ensure that all export legislation and importing country requirements are consistently met and applied Australia wide

8.4 INSPECTIONS, EXAMINATIONS AND SAMPLING OF PRODUCT PRIOR TO EXPORT

An AQIS authorized officer may perform inspections, examinations and sampling to ensure that the conditions, restrictions and declarations made on an export permit or export product are satisfied before the goods may be exported from Australia. These inspections include loadout inspections and independent product sampling surveys.

All permit applications must be made within sufficient time prior to departure to enable such inspections to be carried out.

8.5 REQUIREMENTS TO RETAIN DOCUMENTS

Occupiers of registered establishments must retain records for three years regarding preparation of milk and milk products to demonstrate compliance with their Approved

Arrangement, export legislation and importing country requirements. Records of exports must also be retained for three years. Examples of records that must be retained are:

- Current plans of the premises including water supply through out the factory
- The current and superceded copies of the Approved Arrangement
- Production records
- Copies of all export permits and health certificates issued including both electronic and/or manual
- Copies of all transfer documents and declarations of compliance (for each export consignment)
- Copies of test results for product and water
- Approved supplier records
- Copies of trade descriptions and labels etc including foreign language translations
- Record of security paper and AQIS seals used
- An AQIS approved documented export procedures manual (if approving your own export permits)
- Transfer certificates

These records are required to demonstrate to Approved Auditors and importing countries that issue of export certification is justified and that retention of export registration is warranted.

8.6 IMPORTING COUNTRY REVIEWS

The Dairy Export Program is routinely subjected to reviews by importing countries. During these audits AQIS and those involved must demonstrate that the Australian dairy export inspection system meets export legislation and importing country requirements. The costs of systems reviews are borne by those participating.

Some importing countries require that establishments are reviewed before they are eligible to export to their market. In these cases establishments who request listing must cover the costs incurred for the review process. The costs for the reviewers will be equally divided between participants.

9 WHAT DO I NEED TO DO TO EXPORT?

Information regarding exporting is provided in the document “New Exporter Kit – A Guide to Becoming an Exporter of Dairy Products”. The key steps involved are:

- All milk and milk products for export must be sourced from establishments registered for the operation performed at the establishment and have been retained in the export chain from initial manufacture
- Milk and milk products must be eligible for the importing country to which it is destined
- Export permits must be obtained prior to export of the milk and milk products

- Health certificates must be obtained in accordance with importing country requirements.

10 SANCTIONS

AQIS may apply sanctions when export legislation and/or importing country requirements are not met. Sanctions may also be applied when establishments do not pay fees and charges applied by the Commonwealth.

Sanctions may take the form of increased inspections or audits, suspension of registration or deregistration of the dairy export registered establishment.

False declarations

For criminal penalties applying to persons who make false or misleading statements to a Commonwealth entity see the *Criminal Code Act 1995* Part 7.4 (False or misleading statements).

11 PREPARING PROCESSED FOOD IN UNREGISTERED ESTABLISHMENTS.

Approval to prepare processed food in an unregistered establishment may be granted under the Milk Orders when the following conditions are met:

- the requirements of Divisions II Management Practices and III Export Standards of Part 3 of the Milk Orders; and
- the applicable importing country requirements;

Applications can be made to dairy@aqis.gov.au and must include the following details:

- describe each process to be used in preparing the milk and milk products; and
- identify the country to which it is intended to export the milk and milk products.

If approval is granted conditions will apply including:

- the period within which the milk and milk products must be exported, being a period of not more than 12 months after the day on which the approval is granted; and
- the number of export consignments (being not more than five) of the milk and milk products that may be prepared at the establishment; and
- the identification number assigned by the Secretary to the establishment.
- No more than one approval may be given.

12 PREPARING PROCESSED FOOD IN UNREGISTERED ESTABLISHMENTS.

Exemptions from the Milk Orders may be granted under Order 24 under the following categories:

- (a) the occupier of an establishment at which milk and milk products for export as food are prepared; or
- (b) the exporter of milk and milk products exported as food;

may make a written application to the Secretary for an instrument of exemption for the milk and milk products to be exported to a country specified in the application:

- (c) as a commercial sample that does not exceed:
 - (i) in the case of liquid — 50 litres; and
 - (ii) in any other case — 60 kilograms; or
- (d) for experimental purposes; or
- (e) in special circumstances.

Fees and charges apply when exemptions are issued and details are available at www.aqis.gov.au/dairy.

Exemptions cannot be granted to change legislation and a legitimate reason must be provided by exporters and/or registered establishments to justify their issue. Exemptions are granted for a defined period. Any ongoing requests for operating in a manner not compliant with the Milk Orders must be submitted under alternative regulatory arrangements provided in Order 78 and, if approved, must be included in the Approved Arrangement for the dairy export registered establishment. Any applications should be submitted to dairy@aqis.gov.au.

13 FREQUENTLY ASKED QUESTIONS

WHAT IS A REGISTERED EXPORT ESTABLISHMENT?

A premise where milk and milk products are prepared for export and includes, Processing, inspecting, chilling, freezing, holding, producing, packing, treating, handling, loading or storing.

WHEN DOES A PREMISE NEED TO BE REGISTERED WITH AQIS?

When a premise intends to produce, prepare, store or handle milk and milk products for export.

WHAT IS A PRESCRIBED GOOD?

A prescribed good are goods declared to be prescribed under the *Export Control Act 1982*. These include:

- Milk and Milk Products
- Meat and Meat Products
- Hay and Straw
- Game, Poultry and Rabbit Meat
- Fish and Fish Products
- Egg and Egg Products

- Animals
- Mung Beans
- Organic Produce
- Plant and Plant Products

WHAT IS AN OCCUPIER?

The legal entity that manages and controls the operations carried out at an establishment and in whose name the establishment is or will be registered. Establishments will only be registered in a company name or the full name(s) of an individual(s) operating a business or in the name of a partnership. For partnerships a copy of the partnership agreement is required.

WHEN DO I NEED TO COMPLETE AN EX26?

If you are seeking registration, including re-registration, adding or amending persons in management and control, adding or amending approved export permit issuers (using the authorised signatory tick box), a change in name of occupier or transferring registration to another entity an EX26 must be completed and can be obtained at www.daff.gov.au/aqis/export/dairy/dairy_export_forms/export_registration_form_ex26.

WHAT CHANGES WILL BE ACCEPTED WITHOUT FILLING IN AN EX026?

Emails to dairy @aqis.gov.au can make arrangements to vary registered operations, deletion and additions, following confirmation by the Approved Auditor or to remove Approved Export Permit Issuers or persons in management and control.

WHO SHOULD COMPLETE AN EX 026?

The person making application and the declaration must be a person in management and control. The person making the declaration in Section H must be a person in management and control for an existing registration or be nominated as a person in management and control for a new registration.

HOW DO I KNOW IF AN ESTABLISHMENT IS REGISTERED WITH AQIS?

You can ask the company for their AQIS registration number and a copy of their current export registration certificate. If the establishment is a store then you should ask them if they have AQIS registration to store dairy commodities. This information can be verified by contacting the AQIS Dairy Export Program.

CAN PROCESSED FOOD FOR EXPORT BE MANUFACTURED ANYWHERE?

Milk and milk products for export as food must be prepared at an establishment that is registered in respect of the operations for the preparation of the milk and milk product undertaken.

14 FURTHER INFORMATION

AQIS Legislation is available at www.aqis.gov.au/legislation

Information regarding the Dairy Export Program is provided at www.aqis.gov.au/dairy including:

- importing country requirements,
- Guidelines and Checklists for Approved Arrangements,
- fees and charges
- Guidelines to Schedules of the Milk Orders
- Audit Regime
- Information Sheets on Declarations of Compliance and Transfer Documentation and
- Dairy Export Program Service Charter.

EXDOC information www.aqis.gov.au/exdoc

The Food Standards Code web address is http://www.foodstandards.gov.au/foodstandardscode/index.cfm#_FSCchapter1

15 RELEVANT STATE REGULATORY AUTHORITY AND AQIS CONTACTS

Victoria:	Dairy Food Safety Victoria.	(03) 9810-5900
New South Wales:	NSW Food Authority and the Australian Capital Territory	(02) 9741-4727
Queensland:	Safe Food Queensland.	(07) 3253 9800
Tasmania:	Tasmanian Dairy Industry Authority.	(03) 6421-7638
Western Australia:	Western Australian Department Health AQIS.	(08) 9388 4958
South Australia:	Dairy Authority of South Australia	(08) 8223-2277
Northern Territory:	Dairy Export Program AQIS	1300 723 241

16 APPENDIX 1 – ESTABLISHMENT TYPES

There are a number of different types of AQIS dairy export registered establishment. Each different type of registration, allows specific operations to occur in the export chain. The specific AQIS establishment types are:

AIRFREIGHT TRANSPORT FACILITY – is an dairy export registered establishments that is a airfreight staging facility. This type of premise can only **LOAD & HOLD** prescribed goods in accordance with their registered operations including milk and milk products.

COLDSTORE – is a dairy export registered establishments that is permitted to store refrigerated, frozen or un-refrigerated prescribed goods in accordance with their registered operations including milk and milk products.

CONDEPOT (Container Depot) - is a dairy export registered establishment that can only **LOAD** and/or **STORE** containers of prescribed goods in accordance with their registered operations including milk and milk products.

CONTERM - is a dairy export registered establishment that can only **STORE Loaded containers** of prescribed goods in accordance with their registered operations including milk and milk products.

COOLSTORE - is a dairy export registered establishment that is permitted to store refrigerated or un-refrigerated prescribed goods in accordance with their registered operations including milk and milk products but no frozen products permitted.

DAIRYPROCES - is a dairy export registered establishment that can process/manufacture milk and dairy products. This approval can also include (where approved) packing, loading, chilling, freezing and storing milk and milk products for export. Registration is product specific and only permits you to export the products that have been approved. For example, approval to manufacture and export yoghurt does not give you approval to manufacture and export butter.

Please see Appendix 2 for further information on the different categories of approval for processors of export dairy products.

DRYSTORE - is a dairy export registered establishment that can only store un-refrigerated prescribed goods in accordance with their registered operations including milk and milk products

STOCKFOOD - is a dairy export registered establishment that has approval for the preparation of Stock food only (any combination of processes).

MULTI COMMODITY - are export registered establishments that have approved operations for a number of prescribed goods.

17 APPENDIX 2 – PRODUCT CODES

Prod. Code	Product Description	Process
BUTT	Butter and Butter Products	PR, PK
CASP	Casein & Related Products	PR, PK
CCHE	Canned cheese	PR, PK
CHEP	Cheese powder	PR, PK
CMIL	Condensed Milk & Condensed Milk Prod.	PR, PK
CREA	Cream & Cream Products	PR, PK
DBDE	Dairy goods by definition	PR, PK
DDES	Dairy deserts	PR, PK
DMEM	Membrane & Ultra filtration Products	PR, PK
DMIL	Dried Milk & Dried Milk Products	PR, PK
DSTL	Dairy Produce for Stock food –liquid	PR, PK
DSTP	Dairy Produce for Stock food – powder	PR, PK
DYAF	Dairy Commodity Airfreight	LD, ST
DYCO	Dairy Commodity Containers	LD, ST
DYPR	Dairy Produce	CH FZ LD PK PR (G)
DYST	Dairy Commodity	ST (C, F, U)
DYSA	Dairy Sauces	PR, PK
FCHE	Fresh cheese	PR, PK
HCHE	Hard cheese	PR, PK
ICEC	Ice-cream Mix & Related Products	PR, PK
INFA	Infant powder	PR, PK
MILK	Milk & Milk Products	PR, PK
NPGO	Non prescribed good (dairy)	PR, PK
PRCH	Processed cheese	PR, PK
SCHE	Soft cheese	PR, PK
SHCH	Semi hard cheese	PR, PK
UHTC	UHT cream & cream products	PR, PK
UHTP	UHT milk products	PR, PK
VHCH	Very hard cheese	PR, PK
WHEY	Whey and whey products	PR, PK
YOGT	Yoghurt	PR, PK

18 APPENDIX 3 – PROCESS CODES

Process Code description key.

Code	Description
CH	Chill
FZ	Freeze
HD	Hold
IN	Inspect
LA	Label
LD	Loading
LI	Load In
LO	Load Out
PC	Process
PK	Pack
PR	Produce
RE	Receive
RH	Receive & Handle
ST	Store
VA	Validating