



Australian Government

Australian Quarantine and Inspection Service

Approved Arrangement Guideline

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Meat

These guidelines are subject to amendment from time to time. Please ensure that you refer to the most recent version of these guidelines.

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Preface

Under the *Export Control (Meat and Meat Product) Orders 2005* it is the responsibility of the Establishment Occupier to develop, implement and maintain the establishment's approved arrangement to meet food safety and product integrity requirements and facilitate market access.

The Approved Arrangement needs to demonstrate that the objectives of the Export Control (Meat and Meat Product) Order 3.1 are met to ensure that meat and meat products intended for export:

- are wholesome or are identified for further processing for food;
- meet the requirements for accurate trade description;
- meet the importing country requirements necessary to maintain market eligibility; and
- are traceable, can be recalled if required and their integrity is assured.

These guidelines provide a framework that will meet the requirements of the *Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption AS 4696* (Australian Meat Standard) and the Export Control (Meat and Meat Product) Orders. These guidelines outline appropriate performance criteria to assist in demonstrating wholesomeness, safety and integrity of meat and meat products. The information provided in these guidelines will aid in verifying on-going compliance of food safety and product integrity management systems of establishments in the Australian meat industry.

These guidelines outline the factors to be considered by industry in the documentation of management practices, hygienic operations and export certification processes. For the regulator, they provide the framework for verification and certification.

The guidelines therefore support an inspection and certification system that will meet the requirements of all stakeholders including government, customers, producers, processors and Australia's trading partners.

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Disclaimer

The information provided in this document is intended as guidance only and should not be taken as definitive or exhaustive. While all reasonable efforts are made to ensure this information provided is accurate, the Commonwealth will not accept liability for any loss resulting from reliance on information contained in this document.

Definitions

These definitions supplement those in the Export Control Act 1982, Export Control (Meat and Meat Products) Orders 2005 and the Australian Standard for the Hygienic Production and Transportation of Meat and Meat products for Human Consumption (AS 4696).

Ante-mortem inspection	Any procedure or test conducted by a competent person on live animals for the purpose of judgement of safety, suitability and disposition.
Competent	Are able to perform the allocated skill, task or function satisfactorily.
Control (verb)	To take all necessary actions to ensure and maintain compliance with criteria established in the HACCP plan.
Control (noun)	The state wherein correct procedures are being followed and criteria are being met.
Control measure	Any action and activity that can be used to prevent or eliminate a food safety hazard or reduce it to an acceptable level.
Corrective Action	Action taken to address a non-compliance (immediate) and action taken to ensure that the chance of repeat non-compliance is prevented or minimised (long term or preventive).
Deviation	Failure to meet a critical limit.
Export Documentation Operating System (EXDOC)	The computer system controlled by AQIS for receiving electronic Notices of Intention to export and for issuing Export Permit and Government certificates.
Export Permit	A permit issued by AQIS for the export of meat and meat products under clause 6 or 7 of Schedule 8 of the Export Control (Meat and Meat Product) Orders.
Flow diagram	A systematic representation of the sequence of steps or operations used in the production or manufacture of a particular product.
Good Hygienic Practice (GHP)	All practices regarding the conditions and measures necessary to ensure that the safety and suitability of food at all stages of the food chain.
Hazard Analysis Critical control point (HACCP) plan	A document prepared in accordance with the principles of HACCP to ensure control of hazards which are significant for food safety in the segment of the food chain under consideration.
Inedible Meat Transfer Certificate (IMTC)	A form approved by the Secretary for use with the transport of animal food or pharmaceutical material between registered establishments or from registered establishments to animal food manufacturers or to premises handling pharmaceutical material. This form may be electronic.
Meat Hygiene	All the conditions and measures necessary to ensure that the safety and suitability of food at all stages of the food chain.
Meat Transfer Certificate (MTC)	A form approved by the Secretary for use when export eligible meat and meat products are transferred between export registered establishments. This form may be electronic.
Monitor	The act of conducting a planned sequence of observations or measurements of control parameters to assess whether a CCP is under control.
Non-export meat	Meat that is not produced in accordance with the Orders (including meat and meat products that have lost their eligibility for export).
Organoleptic Inspection	Using the senses of sight, touch, taste and smell for identification of diseases and defects.

Pre-requisite Programs	general sanitation, hygiene, testing and maintenance programs applied prior to the application of HACCP, ensuring that the HACCP process can focus on issues directly related to food safety and including SSOPs.
Request For Permit (RFP)	The electronic version of the Notice of Intention. When it is validated it automatically generates the Export Permit.
RFP Validator (or RFP authorised signatory)	A “fit and proper person” (as defined under the Orders) who has been granted password access to EXDOC to validate permits.
Sanitation Standard Operating Procedure (SSOP)	A documented system for assuring that personnel, facilities, equipment and utensils are clean and where necessary, sanitised to specified levels during operations.
Standard Operating Procedure (SOP)	A document describing the way an activity, process or service is delivered.
Step	A point, procedure, operation or stage in the food chain including raw materials, from primary production to final consumption.
Work Instruction	A job description, in-line specification, work procedure.
Acronyms	

Further to the definitions provided above acronyms used in this document are expanded below for reference.

AQIS	Australian Quarantine and Inspection Service
AAO	AQIS Authorised Officer
AS	Australian Standard
ATM	Area Technical Manager
ECA	<i>Export Control Act, 1982</i>
EMIAC	Export Meat Industry Advisory Committee
ESAM	<i>Escherichia coli</i> and Salmonella Monitoring program
FSANZ	Food Standard Australia New Zealand
FSMA	Food Safety Meat Assessor
ISO	International Standards Organisation
LPA	Livestock Production Assurance
MHA	Meat Hygiene Assessment
MSDS	Material Safety Data Sheet
NARM	National Antibacterial Residue Minimisation program
NLIS	National Livestock Identification Scheme
NORM	National Organochlorine Residue Management program
NRS	National Residue Survey
NVD	National Vendor Declaration
OPS	On-Plant Supervisor
QA	Quality Assurance
RI	Refrigeration Index
TART	Targeted Antibiotic Residue Testing program

Approved Arrangements

Purpose

The Export Control (Meat and Meat Product) Orders require that the occupier of an establishment engaged in the preparation of meat and meat products for export has an Approved Arrangement.

The purpose of the Approved Arrangement is to clearly describe those processes and practices which, when correctly applied by the occupier, will underpin AQIS certification of meat and meat products for export.

The Approved Arrangement describes how occupiers will meet legislative requirements, including assuring compliance with:

- good hygienic practices (GHP) to ensure that food is wholesome;
- the application of HACCP for food safety;
- product integrity through the application of product identification, segregation, and traceability practices ensuring that product is accurately described and maintains relevant importing country identification;
- importing country requirements; and
- animal welfare requirements.

International standards recognise that food safety and suitability is based upon a systematic whole of chain approach. These Guidelines contribute to this whole of chain approach framework by providing requirements for communication up-stream and downstream from the Establishment.

Scope

These guidelines are applicable to all registered establishments producing meat or meat products for export.

For each registration category, table 1 provides an outline of the scope of the Approved Arrangement that may apply at that individual establishment.

Depending on the actual operations being conducted at the establishment, different establishments may have varying depth of detail within their Approved Arrangement for the same activities.

Establishment types identified as needing HACCP in table 1 must implement HACCP at least up to the point of the hazard analysis. Further development of the HACCP plan will depend upon the identification of hazards that must be addressed through a formalised HACCP plan.

Table 1: Suggested Scope of Approved Arrangement for Different Establishment Types¹

		Slaughter	Boning	Processing	Cold storage	Freight Forwarder	Dry storage	Casings	Container Depot
System support									
	Policy objectives and commitment	m	m	m	m	m	m	m	m
	Organisational structure	m	m	m	m	m	m	m	
	Management Review	m	m	m	m	m	m	m	
	Internal Audit	m	m	m	m	m	m	m	
	Corrective Action	m	m	m	m	m	m	m	
	Training	m	m	m	m	m	m	m	
	Document Control	m	m	m	m	m	m	m	
Process control:									
SSOP	Pre operational sanitation	m	m	m	m			m	
	Operational sanitation	m	m	m	m	m	m	m	
	Personal hygiene	m	m	m	m			m	
SOP	Waste	m	m	m				m	
	Vermin control	m	m	m	m	m	m	m	
	Water	m	m	m	m			m	
	Hazardous substances	m	m	m	m	m	m	m	
	Structure and Maintenance	m	m	m	m			m	
	Calibration	m	m	m	m	m			
	Sourcing of livestock	m							
	Slaughter	m							
	Boning		m						
	Processing			m				m	
	Refrigeration	m	m	m	m	m			m
	Sampling Programs	m	m	m					
	Animal Welfare	m							
HACCP		m	m	m	m	m		m	
Product integrity/certification									
	Traceability and recall	m	m	m	m	m	m	m	m
	Trade Description	m	m	m					
	Product integrity	m	m	m	m	m	m	m	m
	Control of Official marks	m	m	m	m	m	m	m	
	O/S requirements	m	m	m	m	m	m	m	
	Export documentation	m	m	m	m	m	m	m	

^m - indicates mandatory components of the approved arrangement for each establishment type.

Sections of the Approved Arrangement

Figure 1 is a diagrammatic representation of the three fundamental components that may comprise an Approved Arrangement at an establishment.

Part 1: System Support

- sets out objectives for product wholesomeness and integrity and outlines procedures, including review and audit practices, required to underpin the quality management framework of an Approved Arrangement.

Part 2: Process Control – describes:

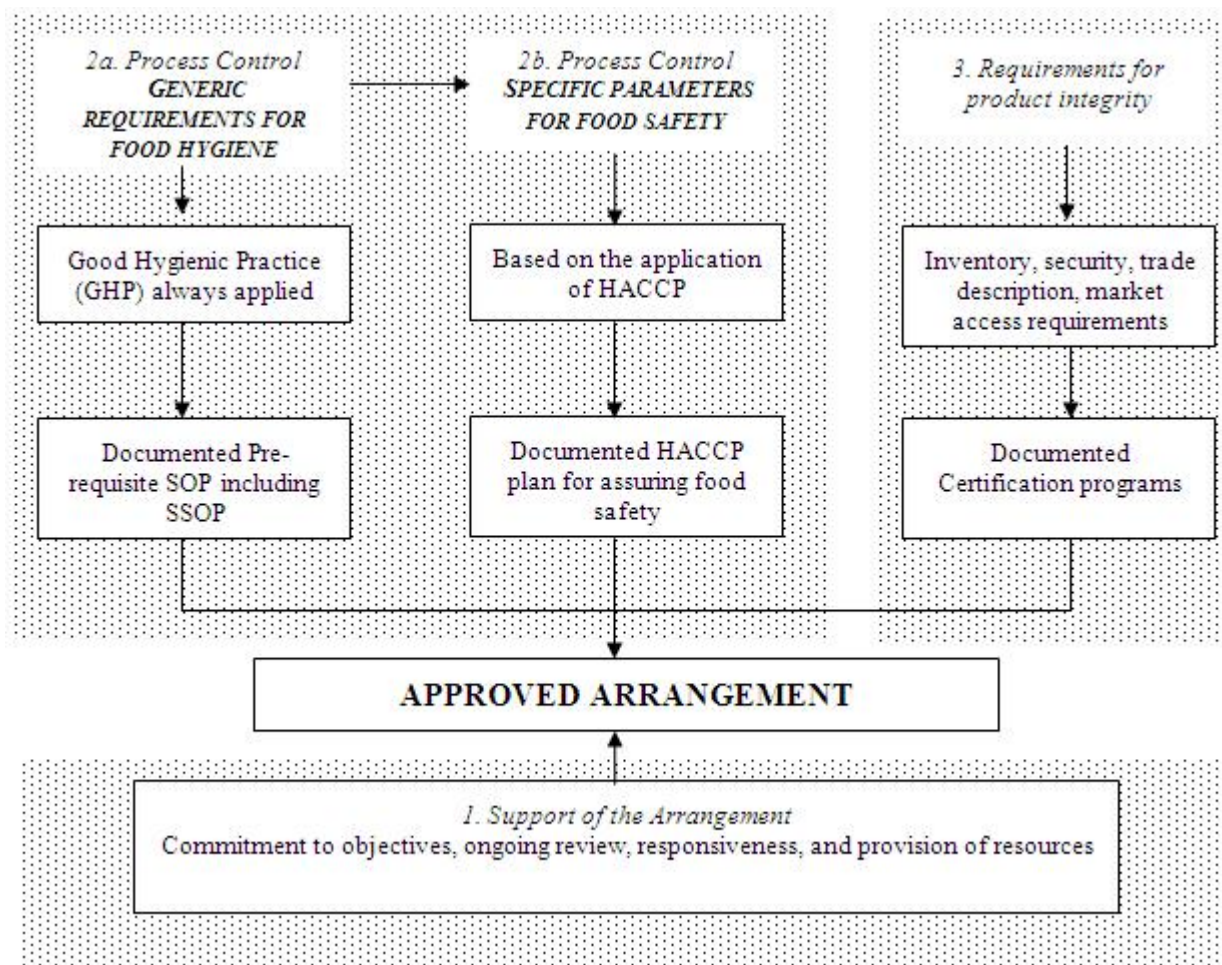
- a) the procedures required to ensure food wholesomeness and the programs needed to form the basis of Good Hygienic Practices (GHP) at an establishment;
- b) the application of HACCP principles to underpin food safety.

HACCP principles must be applied for the identification, evaluation and control of food safety hazards. The HACCP approach described in these guidelines is based on the principles of HACCP published by the Joint Food and Agriculture Organisation (FAO)/ World Health Organisation (WHO) Codex Alimentarius Commission.

Part 3: Certification Requirements

- describes procedures required to ensure product integrity and accurate labelling to underpin export certification.

Figure 1: Fundamental Components of an Approved Arrangement



Structure of these Guidelines

This Guideline has been developed by AQIS in consultation with EMIAC to describe an approach that will support the development, implementation and maintenance of an Approved Arrangement.

In summary, the guidelines are designed to:

- Provide advice to occupiers on principles to be addressed while developing arrangements;
- Provide advice to AQIS regarding principles to be addressed in assessment of an Arrangement for approval;
- Describe the Approved Arrangement framework to trading partners and commercial customers; and
- Provide a tool to guide the on-going verification of Approved Arrangements.

These guidelines provide a format for the development of the approved arrangement. These guidelines are advisory and the arrangement may take any form provided that the objectives and requirements of the Export Control (Meat and Meat Product) Orders and relevant importing countries are met. The Approved Arrangement framework outlined in these guidelines provides a useful basis to address importing country requirements and may also assist in addressing additional customer requirements for individual establishments.

Review Process for these Guidelines

It is intended that these guidelines will be reviewed annually by the Australian Quarantine and Inspection Service (AQIS) in conjunction with the Export Meat Industry Advisory Committee (EMIAC).

Any other variations to these guidelines will be undertaken in consultation with the Australian export meat industry through EMIAC. Variations to these guidelines must be approved by the Secretary, Department of Agriculture, Fisheries and Forestry.

Interpreting this Guideline

Each section of this document will require documented procedures to be developed that address the relevant activities for each establishment type. For all sections performance indicators provide the basis for the development of relevant documented procedures.

Documented procedures may be in the form of Standard Operating Procedures and/or Sanitation Standard Operating Procedures where identified in the introduction for each section. This format for SOP or SSOP (Appendix 1) meets most overseas market and ISO standards.

Performance Indicators for Procedures

Performance indicators are provided within each section of these guidelines that can be utilised for the development of procedures to address management practices, hygienic operations and other requirements for export certification. The performance indicators describe the actions or procedures that need to be undertaken to demonstrate compliance.

Checklists for each Procedure

The checklists relate to the performance indicators and their purpose is to provide a tool to develop Standard Operating Procedures or Work Instructions. The targets indicate the level of performance expected.

The checklists may be utilised for internal audit and monitoring purposes and for verification by establishment management.

Targets for each Procedure

Wherever possible, targets have been identified to address specific legislative requirements. There are two types of targets:

^m – reflects the requirements under the Export Control Act 1982 (ECA) and subordinate legislation where they relate directly to the procedures required under the Approved Arrangement. These targets must be met in the Approved Arrangement.

Good (management/hygienic) practice targets – reflect the current industry practices implemented to meet a requirement. These targets are intended as a guide to assist industry in achieving the required outcome of legislative requirements. While these targets are not compulsory, operators need to ensure the outcomes of the applicable legislative requirements are met.

Alternative Compliance

There is provision for establishments to develop alternative procedures, with any necessary alternative targets, providing performance indicators and outcomes are validated under the Approved Arrangement framework to the satisfaction of the AQIS.

Using the Guideline to verify the Approved Arrangement

Verification activities through audit, and through microbiological and residue testing, by both the companies and by AQIS further underpin the provision of export certification.

Unless agreed with the establishment, the scope of the verification undertaken by AQIS will be limited to matters that relate to compliance with the ECA, subordinate legislation and Australian Meat Standard.

Using the section headings, the checklist and targets described within this guideline, may assist in the development of verification system, such as internal audit. It may also provide a framework for verification that will encourage more consistent application of verification activities and their reporting.

Supporting Documentation

The following references are recommended for the development and maintenance of an Approved Arrangement at a registered establishment:

Policy and legislative references

1. *Export Control (Meat and Meat Product) Orders* – www.aqis.gov.au
2. *Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products* - www.publish.csiro.au/nid/18/pid/3150.htm
3. *Policy for an Approved Arrangement at an Establishment.* - www.aqis.gov.au
4. *Policy for Audit and Sanctions.* - www.aqis.gov.au
5. *Policy for registration of an establishment.* - www.aqis.gov.au
6. *Food Standards Code.* - www.foodstandards.gov.au

Other guidelines and industry recommendations

7. *Construction and Equipment Guidelines for Export Meat. Second edition. AQIS. 1988 (current publication).*
8. *National Animal Welfare Standards For Livestock Processing Establishments Preparing meat for Human Consumption, Australian Meat Industry Council, 2005*
9. *Guide for Use and Control of Electronic Records for Statutory Compliance AQIS. 2004.*
10. *Australian Meat Industry Classification System Manual Volume 1. AUS-MEAT Limited*
11. *Meat Hygiene Assessment Manual. AQIS*
12. *Meat Safety Quality Assurance Manual 2nd edition*
13. *AQIS Meat Notices*
14. *Bacterial testing of work surfaces - CSIRO publishing 1993 (as adopted by EMIAC)*
15. *Australian Meat Industry (MTM00) Training Package, (DEST, delivered by MINTRAC)*
16. *Codex HACCP* - www.codexalimentarius.net/download/standards/23/cxp_001e.pdf
17. *A Guide to the implementing and auditing of HACCP– (SCARM Report 60) - www.publish.csiro.au/nid/18/pid/1498.htm*
18. *Guidelines for the Safe Manufacture of Smallgoods – Meat and Livestock Australia Ltd 2003*

Part 1

System Support

Introduction

Outcome

Management systems sustain product wholesomeness, safety and integrity and staff have the resources to effectively implement the Approved Arrangement.

The Export Control (Meat and Meat Product) Orders and the Australian Meat Standard require that occupiers of meat establishments demonstrate commitment to ongoing assessment and review of the management and production systems at meat premises against the objectives and requirements of the legislation.

This section requires that:

- The company, through the most senior manager on site, commits formally to the Approved Arrangement and to compliance with legislation, including importing country requirements. The occupier defines the organisation's objectives, including performance management and commitment to the preparation of wholesome products and to the maintenance of product integrity;
- The occupier documents an organisational chart (showing lines of communication) of management and personnel with Approved Arrangement related responsibilities; and
- The occupier documents procedures for
 - o management review,
 - o internal audit,
 - o training,
 - o corrective actions, and
 - o document control.

Appendix 1 provides a recommended format for procedures. However, it is not mandatory for procedures to be developed in this format under this section.

1. Policy Objectives and Commitment

Outcome

The occupier demonstrates commitment to the Approved Arrangement.

Performance Indicators

1. Management have developed, published and formally committed to a quality policy that describes their commitment to producing meat and meat products that are:
 - wholesome;
 - accurately described;
 - meet importing country requirements; and
 - traceable.

Table 2: Performance Checklist

1. Policy Objectives and Commitment	
Can the enterprise demonstrate that:	
1.1	Management has developed a quality policy describing their commitment to compliance with: <ul style="list-style-type: none"> - Good Hygienic Practice (see process control part a) - HACCP (See process control part b) - Product integrity; and - The Export Control Act and sub-ordinate legislation including the Australian meat Standard and any relevant importing country requirements? - AAOs perform post mortem inspection in accordance with AQIS requirements

Table 3: Target

Item	Target	Reference
1.1	^m A management statement is made by the most senior company representative on-site ^m The statement must specify that- <ol style="list-style-type: none"> a) ^m the AAO is responsible to AQIS for the performance of their official function, and b) ^m company staff will support and /or not interfere with the AAO in the performance of their official function, and c) ^m the establishment shall not compromise or be perceived to compromise the duties of the AAO while performing official functions, and d) ^m the establishment will not permit any employees to perform official inspection duties unless they have been appointed as an AAO and are wearing the required uniform. 	EC(MMP)O – 3.1 & Schedule 2 1.1 AS 4696 - 3.4 Ministerial Task Force minutes (meeting 22 held on 18/02/2011)

2. Organisational Structure

Outcome

The organisational structure and responsibilities of personnel in positions of control are described.

Performance Indicators

1. A profile of the establishment and its resources is provided.
2. The responsibilities of each position in management and supervision are described.
3. The positions that include the authority to recall or withdraw product are described.

Table 4: Performance Checklist

2. Organisational Structure	
Can the enterprise demonstrate that:	
2.1	A profile of the establishment and its resources is provided?
2.2	Responsibilities for each position in management and supervision are described?
2.3	Positions that have the authority to withdraw and recall product due to non-compliance are described?

Table 5: Target

Item	Target	Reference
2.1	Plant profile outlining process type, production capacity <i>Note: flow charts and plant layouts are also useful, see HACCP and Structure and Maintenance sections</i>	AS 4696 - 3.1(a), 19.11
2.2	^m Organisational chart or list ^m Alternative positions/personnel for decision making should be specified	EC(MMP)O – Schedule 2, 2.1 AS 4696 - 3.5
2.3	^m Authority to initiate functions such as product withdrawal and recall	EC(MMP)O – Schedule 2, 2.1 AS 4696 - 3.1 (b)(c), 3.5

3. Management Review

<p><i>Outcome</i></p> <p><i>The Approved Arrangement is suitable, adequate and effective</i></p>
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Performance Indicators

1. The review process is supported by senior management.
2. Reviews are conducted at planned intervals to assess compliance with the Approved Arrangement and legislative requirements.
3. The review follows a defined process, and is documented.
4. The review is conducted to assess the continued suitability, adequacy and effectiveness of the Approved Arrangement.

Table 6: Performance Checklist

3. Management Review	
Can the enterprise demonstrate that:	
3.1	Reviews are conducted at planned intervals to provide the following: <ul style="list-style-type: none"> - An assessment of whether the operations have met expected outcomes of the Approved Arrangement - Confirmation that the Approved Arrangement is current
3.2	The inputs to management review includes information on: <ul style="list-style-type: none"> - Results of audits, - Customer feedback, - Process performance and product conformance - Status of corrective actions - Follow-up action from previous management reviews - Changes that could affect the approved arrangement - Recommendations for improvement - Verification of HACCP (see part b process control)
3.3	The outputs from the management review records decisions and actions related to: <ul style="list-style-type: none"> - Improvement of the effectiveness of the Approved Arrangement and its processes - Improvement of product related to legislative and customer requirements - Resource needs

Table 7: Target

Item	Target	Reference
3.1	^m Conduct Management Review in line with written procedures	EC(MMP)O – Schedule 2, 5.1; AS 4696 - 3.9
3.2	^m Inputs to Management Review are described	EC(MMP)O – Schedule 2, 5.1 AS 4696 – 3.9
3.3	^m Outputs of Management Review are recorded	EC(MMP)O – Schedule 2, 5.1 & 5.2 AS 4696 – 3.9

4. Internal Audit

<p><i>Outcome</i></p> <p><i>Internal audit verifies compliance with the Approved Arrangement.</i></p>

Performance Indicators

1. The audit schedule covers all elements of the Approved Arrangement.
2. An audit procedure is developed and followed
3. Competent personnel independent of the element conduct the audit

Note: Establishments operating with up to 3 people may replace internal audit with management review to ensure the Approved Arrangement is operating effectively.

Internal audit is also required to fully cover elements of the HACCP Plan (see process control part B)

Table 8: Performance Checklist

4. Internal Audit	
Can the enterprise demonstrate that:	
4.1	The audit schedule covers all elements of the Approved Arrangement?
4.2	There is a nominated frequency for the audit of each element?
4.3	There is a defined audit procedure followed?
4.4	Personnel conducting the audit are competent and independent?

Table9: Target

Item	Target	Reference
4.1	^m Scope covers all stages of the operations	EC(MMP)O – Schedule 2, 5.1; AS 4696 - 3.9
4.2	Each element is audited at least annually	EC(MMP)O – Schedule 2, 5.1; AS 4696 – 3.9
4.3	A defined audit process is followed The use of checklists, audit summaries, non-compliance reports and observations and, records are kept including corrective actions	EC(MMP)O – Schedule 2, 5.1 & 5.2; AS 4696 – 3.9 EC(MMP)O- Schedule 2, 7.1
4.4	^m The personnel conducting the audit are competent and independent of the element being audited.	EC(MMP)O – Schedule 2, 2.1; AS 4696 – 3.5

5. Corrective Action

<p><i>Outcome</i></p> <p><i>Corrective actions are taken ensure food safety, wholesomeness and product integrity.</i></p>

Performance Indicators

1. Corrective actions are specified where possible.
2. Corrective actions are applied to both internal and external non-compliance reports.
3. Corrective actions address defective products and processes (immediate).
4. Corrective actions address underlying cause/s of failure (long term or preventive).
5. Records are kept of all corrective actions.

Note – It is recommended there be a corrective action procedure to cover those elements not specifically covered in process control i.e. external non-compliances/complaints (e.g. customer complaints/regulatory audit results).

Table 10: Performance Checklist

5. Corrective Action	
Can the enterprise demonstrate that:	
5.1	The general principles relating to corrective action are covered?
5.2	Corrective actions for specific procedures (SSOP and SOP) are detailed to address predictable non-compliances?
5.3	Corrective actions are applied for both internal and external reports of non-compliances?
5.4	Corrective action address both defective products and processes?
5.5	Corrective action address actions that prevent any underlying failure?
5.6	Records of corrective actions are kept?

Table 11: Target

Item	Target	Reference
5.1	Policy for the application of corrective action is described ^m Monitoring identifies deficiencies ^m Investigation of cause ^m Applies Corrective Action (directed to product and process reduces chance of recurrence) ^m Verification of effectiveness of corrective action.	EC(MMP)O Schedule 2 - 4.1 EC(MMP)O Schedule 2 - 3.1 EC(MMP)O Schedule 2 – 4.1(a) EC(MMP)O Schedule 2 – 4.1(b)
5.2	^m Corrective Actions are specified in advance where possible	EC(MMP)O – Schedule 2, 4.1 AS 4696 – 3.7
5.3	Actions should be taken for non-compliances identified by employees or second and third parties	EC(MMP)O – Schedule 2, 4.1 AS 4696 – 3.7
5.4	^m Corrective Action addresses product and processes	EC(MMP)O – Schedule 2, 4.1 AS 4696 – 3.1 (b), 3.7
5.5	^m Corrective Action is applied to prevent or minimise recurrence	EC(MMP)O – Schedule 2, 4.1(b) AS 4696 – 3.7 (b)

Item	Target	Reference
5.6	^m Records are kept	EC(MMP)O – Schedule 2, 4.2

6. Training

<p><i>Outcome</i></p> <p><i>Staff and employees are competent.</i></p>
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References

Australian Meat Industry (MTM00) Training Package (Department of Education Science and Training) competency criteria

Performance Indicators

1. Employees/staff are assessed for competence in relevant tasks
2. Training needs of employees are identified.
3. Training is provided as required.
4. Records of competence assessment/training are kept.

Table 12: Performance Checklist

6. Training	
Can the enterprise demonstrate that:	
6.1	Staff and employees are assessed for task competency in terms of the relevant work instruction?
6.2	The training needs of staff and employees are regularly identified and addressed?
6.3	Training programs are available and new and existing staff and employees participate as required?
6.4	All new staff and employees undertake an induction training program as required?
6.5	Records of training and assessment are maintained for staff and employees?

Table 13: Target

Item	Target	References
6.1	^m Company ensures staff and employees are competent ^m A company system for assessing competence is required to verify compliance ^m , may use induction training and process control assessments as part of the process	AS 4696 – 3.5, AS 4696 - 3.6
6.2	^m Training is available for all tasks for staff and employees ^m Recognised training has been successfully completed for personnel who : – Develop and reassess HACCP plans (co-ordinator) – Develop thermal processes – Operate retorts – Develop un-cooked fermented meat products processes – Develop dried meat processes – Develop rendering processes – Swab carcasses for microbiological evaluation (ESAM)	AS 4696 – 3.5 <i>MTMMP79C</i> , or equivalent AQIS recognised course AQIS recognised course
6.3	Training to facilitate required competence is available	AS 4696 – 3.5
6.4	Training to facilitate required competence is available	AS 4696 – 3.5
6.5	Records of competency assessment and training are kept	EC(MMP)O Schedule 2 7.1

7. Document Control

<p><i>Outcome</i></p> <p><i>Approved Arrangement documentation is maintained.</i></p>

Legal Base

EC (MMP) O - Order 31; Schedule 2 subclause 7.1.

References

Guide for the Use and Control of Electronic Records for Statutory Compliance

Performance Indicators

1. The version of the Approved Arrangement in use is current and approved.
2. Auditable records are maintained.

Note: Documentation requirements exist for the HACCP Plan (see Principle 7 in Appendix 3)

Table 14: Performance Checklist

7. Document Control	
Can the enterprise demonstrate that:	
7.1	There is a procedure for amending the Approved Arrangement
7.2	There are records of amendments to the Approved Arrangement?
7.3	The version of the Approved Arrangement is current and approved?
7.4	No variations that could adversely affect the arrangement (i.e. those that effect wholesomeness or integrity or compliance with the EC (MMP) Os) are implemented prior to approval by the ATM?
7.5	Controlled copies of the Approved Arrangement are available to relevant people?
7.6	Staff and employees have access to the parts of the Approved Arrangement, regulations and any other advice that are relevant to them including AQIS Notices, master lists of chemicals, master list of references, or HACCP references?
7.7	Electronic Manuals/Records comply with the Guide for the Use and Control of Electronic Records for Statutory Compliance?

Table 15: Target

Item	Target	References
7.1	^m AA amendment procedure that involves developing the amendment, obtaining internal company approval and providing a submission to AQIS on-plant staff and ATM	EC(MMP)O – Schedule 1, Division II
7.2	^m Records of amendments ^m After formal approval an amendment register will suffice as evidence of superseded documents. <i>Note: previous HACCP plans and their supporting documents must be kept (see HACCP section)</i>	EC(MMP)O – Schedule 1, 14.1 Vol 2
7.3	^m Version of Approved Arrangement is current and approved	EC(MMP)O – 30
7.4	^m No variations that could adversely affect the arrangement implemented prior to approval by AQIS	EC(MMP)O – Schedule 1, 15.1

7.5	^m Access to the current documentation is provided	AS 4696 – 3.5
7.6	^m Access to Approved Arrangement and other important information is provided	EC(MMP)O – Schedule 2, 2.1
7.7	<p>^m Where the Approved Arrangement document is to be kept in electronic form, approval is based on a controlled process that includes the following activities:</p> <ul style="list-style-type: none"> - ^m A copy of the most current version supplied to AQIS is available in an electronic storage format (e.g. CD ROM) with the recorded segments “closed” (i.e. date and time stamped); - ^m A summary of the current revision status’ of the sections of the manual is printed to show the current version status; - ^m Use of an AQIS electronic signature (refer to Guidelines on the Use and Control of Electronic Records for Statutory Compliance). <p>^m For electronic records, the system to maintain the guidelines needs to comply with the Guidelines on the Use and Control of Electronic Records for Statutory Compliance. Companies will need to develop procedures for the management of the complete electronic documentation system.</p> <p>^m For records that are required to demonstrate compliance, printed versions, complete with signatures from person(s) in a position of management and control signifying their accuracy, can be provided. ^m</p> <p>For example, weekly printouts of computerised temperature records of storage chambers signed by the QA manager).</p> <p>^m Where necessary to demonstrate compliance records are made Relevant records either made or acquired are kept</p>	<p>Electronic Transaction Act Guide to the use and control of electronic records for statutory compliance.</p> <p>EC(MMPO) Part 10 EC(MMP)O - Schedule 2 – 7.1</p>

Note: Documents and records may be in either manual or electronic form

Part 2

Process Control

- A) Good Hygienic Practice
- B) Hazard Analysis Critical Control Point

Introduction

Through all phases of production, from receipt of incoming product until consignment of the finished product, the occupier is required to demonstrate effective process control in the production of meat and meat products that are wholesome by the application of Good Hygienic Practice and the rigorous application of HACCP.

Part A of this section covers pre-requisite programs designed to underpin the following outcome:

Processing operations do not jeopardise product wholesomeness.

An internationally accepted method of presentation is Sanitation Standard Operating Procedure (SSOPs) and Standard Operating Procedures (SOPs). (See Appendix 1 for recommended format).

Examples of documented Good Hygienic Practices that are relevant to the Process Control requirement of the Approved Arrangement are:

Table 16:

Sanitation Standard Operating Procedures	Standard Operating Procedures
<ul style="list-style-type: none">– <i>Pre-operational sanitation</i>– <i>Operational sanitation</i>– <i>Personal hygiene</i>	<ul style="list-style-type: none">– <i>Waste disposal</i>– <i>Water supply</i>– <i>Pest and vermin control</i>– <i>Control of hazardous substances</i>– <i>Sourcing of livestock</i>– <i>Animal welfare</i>– <i>Slaughter</i>– <i>Boning</i>– <i>Further processing</i>– <i>Temperature control</i>– <i>Calibration</i>– <i>Sampling programs</i>– <i>Maintenance</i>

Part B of this section covers HACCP designed to achieve the following outcome:

Outcome

Production of safe food.

The application of the steps and principles described in this section will assist the occupier in developing and implementing a HACCP plan in order to underpin the production of safe food.

Process Control

Part A – Good Hygienic Practice

1. Pre-Operational Sanitation

<i>Outcome</i>
<i>The plant and equipment are not a source of contamination to carcasses, meat or meat products.</i>

References

Bacterial testing of work surfaces - CSIRO publishing 1993 (as adopted by EMIAC)

Performance Indicators

1. Procedures are in place to ensure that, prior to commencement of operations, plant and equipment that could contact product, either directly or indirectly, are cleaned and sanitised.
2. Other areas of the establishment, including storage areas, amenities and establishment environs are kept in a suitable sanitary state.

Table 17: Performance Checklist

1. Pre-operational sanitation	
Can the enterprise demonstrate that:	
1.1	The establishment has a documented procedure for pre-operational sanitation?
1.2	The procedure (at a minimum) addresses the cleaning of food contact surfaces of facilities, equipment and utensils?
1.3	The procedure also addresses non-contact surfaces?
1.4	The procedure addresses monitoring?
1.5	The procedure addresses corrective action?
1.6	The procedure addresses verification of monitoring and corrective action?
1.7	The procedure addresses the frequency of the tasks including monitoring and verification?
1.8	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
1.9	The records of these procedures and corrective action taken are being maintained?

Table 18: Target

Item	Target	Reference
1.1	^m Documented procedure	AS 4696 – 3.1 (a) and (d)
1.2	^m Processes for sanitation of production areas and equipment, personal issue equipment. are described ^m Equipment is disassembled for cleaning and cleaning in place (CIP) processes are described where required. ^m Chemicals used in cleaning and sanitation are used, stored and handled in accordance with instructions specified on the label by the manufacturer.	AS 4696 - 3.1(a), 4.2(a) & (b) AS 4696 – 19.2, 19.3, Vol 2 AS 4696 - 4.8, 4.9
1.3	^m Procedures are developed and followed for sanitation of all other facility areas, including overheads, chiller units, walls, amenities and storage.	AS 4696 - 3.1(a)

Item	Target	Reference
1.4	<p>^m Prior to commencement of operations, production areas and equipment are subject to organoleptic assessment inspection (i.e. looks clean, feels clean, smells clean)</p> <ul style="list-style-type: none"> - ^m Attention is paid to contact surfaces. - ^m Personal issue equipment is checked. - ^m areas containing packaging where packing may come into contact with product are checked - ^m sterilisers are checked (temperature 82C); - ^m hand-wash temperatures are checked (35 to 46C) - ^m Overhead structures should not have the potential to contaminate edible product or contact surfaces by being a source of falling contamination. - Equipment that is assembled from multiple components in which particles or residues could accumulate is left disassembled for monitoring. - ^m Ancillary areas/equipment (e.g. amenities, surrounds, storage areas etc.) are monitored. ^m - Times of monitoring should be recorded. 	<p>AS 4696 - 3.6, 4.2(a) & (b)</p> <p>AS 4696 - Schedule 1 - Clause 7</p> <p>AS 4696 - 14.1</p> <p>AS 4696 - 20.5</p> <p>AS 4696 - 20.7</p> <p>AS 4696 - 3.6, 4.5</p> <p>AS 4696 - 19.3, Good practice,</p> <p>Vol 2</p> <p>AS 4696 – 3.6, 19.2</p> <p>Vol 2</p>
1.5	<p>^m Defects on contact surfaces must be cleaned prior to commencement of operations (spot cleaning) ^m</p> <p>Overhead contamination (including condensation) that has the potential to contaminate edible product is removed prior to commencement (or continuation) of operations.</p> <p>feedback of reports of any sanitation deficiencies identified from monitoring and verification are made to the cleaning supervisor</p> <p>^m Effectiveness of actions should be verified. ^m</p>	<p>AS 4696 - 3.7(a), 4.2 (a)</p> <p>AS 4696 – 5.1(b)</p> <p>AS 4696 - 3.7</p> <p>AS 4696 - 3.7(b)</p>
1.6	<p>^m Verification procedures are in place ^m that include:</p> <ul style="list-style-type: none"> - microbiological testing of product contact surfaces including personal issue equipment to verify the organoleptic assessment; - verification of cleaning in place - ^m review of the monitoring records; - ^m checks of the monitoring procedures; - ^m review of corrective actions. 	<p>AS 4696 - 3.6</p> <p>AS 4696 – 3.6, Vol 2, CSIRO Guide</p> <p>AS 4696 – 3.6</p> <p>AS 4696 – 3.6, Vol 2</p> <p>AS 4696 – 3.6, Vol 2</p> <p>AS 4696 – 3.6, 3.7(c) and 3.8</p>
1.7	<p>^m Pre-operational assessment prior to the start of production is conducted daily ^m</p> <p>Frequency of checks of ancillary areas is specified.</p> <p>Records are verified daily</p>	<p>AS 4696 - 3.6 and 4.2 (a) & (b)</p> <p>AS 4696 – 3.6</p> <p>AS 4696 – 3.6, Vol 2</p>
1.8	<p>^m The individuals responsible for the tasks are identified</p>	<p>AS 4696 – 3.5</p>
1.9	<p>^m Records of monitoring, corrective action, verifications of those actions and verification are kept</p>	<p>EC(MMP)O Schedule 2 – 7.1</p> <p>AS 4696 - 18</p>

2. Operational Sanitation

Outcome

The plant and equipment are not a source of contamination to carcasses, meat or meat products.

Performance Indicators

1. During operations, production areas and equipment, including contact surfaces are kept in a suitable sanitary state.
2. Procedures are in place to ensure that edible, inedible and condemned material are identified, handled and kept separate during production.

Table19: Performance Checklist

2. Operational Sanitation	
Can the enterprise demonstrate that:	
2.1	The establishment has a documented procedure for operational sanitation?
2.2	The procedure (at a minimum) addresses the ongoing sanitation of food contact surfaces?
2.3	The procedure addresses other areas critical to the production of safe food?
2.4	The procedure addresses separation of edible, inedible and condemned material?
2.5	The procedure addresses monitoring?
2.6	The procedure addresses corrective action?
2.7	The procedure addresses verification of monitoring, corrective action?
2.8	The procedure addresses the frequency of the tasks including monitoring and verification?
2.9	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
2.10	The records of these procedures and corrective action taken are being maintained?

Table 20: Target

Item	Target	
2.1	^m Sanitation procedures are documented	AS 4696 – 3.1 (a) and (d)
2.2	^m Work instructions are developed and followed for operational sanitation of product contact surface including personal issue equipment (saws, knives, sterilisers, gloves, aprons) <ul style="list-style-type: none"> - ^m between carcasses prior to post-mortem or when contaminated if more frequent - ^m entering rooms and leaving (if kept in refrigerated room may not be necessary) - ^m build-up and contamination on surfaces after PM and between shifts - ^m when contaminated. ^m Hand-washing to be performed with liquid soap: <ul style="list-style-type: none"> - ^m hands to be washed when entering and leaving edible product production 	AS 4694 - 3.1(a), 4.2(c) & (d) Schedule 1 - 7, 8, 9 (b), 12, 13 AS 4696 - 4.2(d), 4.4 AS 4696 - Schedule 1 7(a), 8, Vol 2 AS 4696 - 4.2 (c), 4.4 AS 4696 - 4.2 (d) and 4.4 AS 4696 - Schedule 1 - 4, 5.6 AS 4696 - Schedule 1 - 4(a) AS 4696 - 20.5 AS 4696 – 20.6, 20.7

Item	Target	
	<p>areas</p> <ul style="list-style-type: none"> - ^m hands to be washed when they become contaminated <p>^m Maintenance of steriliser temperatures (minimum temperature 82C)</p> <p>^m Maintenance of hand wash facilities (liquid soap, warm water)</p> <p>^m Ongoing cleaning does not jeopardise other meat and meat products</p> <p>^m Floor cleaners don't contact meat, meat products or product contact surfaces.</p> <p>^m Personnel working in potentially contaminated areas of the establishment are distinguishable from those working in edible meat and meat product areas</p> <p>^m Personnel working in potentially contaminated areas must only enter edible areas or handle edible goods after a suitable clean up and a change of protective clothing</p>	<p>AS 4696 - 5.1 (f)</p> <p>AS 4696 - 5.1 (f)</p> <p>AS 4696 - 5.9, 5.13., Vol 2</p> <p>AS 4696 - 5.11</p>
2.3	<p>^m Procedures are developed and followed for operational sanitation in other critical areas such as</p> <ul style="list-style-type: none"> - ^m condensation (removed without cross contamination) - ^m dropped meat pieces (external surfaces completely trimmed), - ^m dropped carcasses (contaminated side is completely trimmed). 	<p>AS 4696 - 3.1(a)</p> <p>AS 4696 - 5.1 (b)</p> <p>AS 4696 - 5.15</p> <p>AS 4696 - 5.15</p>
2.4	<p>^m Procedures include: identification, handling and separation of edible, inedible and condemned material in operations and in storage</p> <p>^m Different categories of workers are identified</p>	<p>AS 4696 - 3.1(a), 5.5, 5.9, 5.10, 5.13, 5.14, 5.15, 5.17, 5.18,</p> <p>AS 4696 - 5.13(a)</p>
2.5	<p>^m Monitoring covers facilities, sterilisers as well as practices.</p> <p>^m On re-entry to work areas personal issue equipment should pass organoleptic assessment.</p> <p>^m Where equipment is required to be sanitised ^m</p> <p>Time of monitoring should be recorded</p>	<p>AS 4696 - 3.6, 20.5, 20.7</p> <p>AS 4696 - 3.6, Schedule 1</p> <p>Clause 7, 8, 9, 10, 11, 13</p> <p>AS 4696 - Schedule 1 – 7</p> <p>Vol 2</p>
2.6	<p>^m Defects on contact surfaces must be cleaned prior to continuation operations (spot cleaning – must not cause cross contamination.) ^m</p> <p>Feedback of reports of any sanitation deficiencies identified from monitoring and verification are made to the supervisor</p> <p>^m Effectiveness of actions must be verified. ^m</p>	<p>AS 4696 - 3.7(a), 5.1 (f)</p> <p>AS 4696 - 3.7 (b), Vol 2</p> <p>AS 4696 - 3.7(b)</p>
2.7	<p>^m Verification procedures include:</p> <ul style="list-style-type: none"> - ^m review of the monitoring records, - ^m checks of the monitoring procedures, - ^m review of deficiencies 	<p>AS 4696 – 3.6, 3.7(c) and 3.8</p>
2.8	<p>Check personnel, issued equipment and hand washing on return from breaks</p> <p>^m Production and related areas are checked at least daily ^m</p> <p>Sampling of sterilisers at commencement of each production run and during operations</p> <p>Records are verified daily</p>	<p>AS 4696 - 3.6, Schedule 1 - 5(a), 7, Vol 2</p> <p>AS 4696 -3.6, good practice, Vol 2</p> <p>AS 4696 -3.6, 20.5, Vol 2</p> <p>AS 4696 – 3.6</p>
2.9	<p>^m The individuals responsible for the tasks are identified</p>	<p>AS 4696 – 3.5</p>
2.10	<p>^m Records of monitoring, corrective action, verifications of those actions and verification are kept</p>	<p>EC(MMP)O Schedule – 7.1</p> <p>AS 4696 - 18</p>

3. Personal Hygiene

Outcome

Personnel are not a source of contamination to carcasses, meat and meat products.

Performance Indicators

1. Persons handling edible product or working in or entering edible product handling areas are wearing clean protective outer clothing.
2. Personal hygiene practices ensure that meat and meat products are not contaminated.
3. Persons handling edible product or working in or entering edible product handling areas are medically fit for purpose.

Table21: Performance Checklist

3. Personal Hygiene	
Can the enterprise demonstrate that:	
3.1	The establishment has a documented procedure for Personal Hygiene?
3.2	The procedure addresses edible, inedible and maintenance workers and visitors?
3.3	The procedure addresses personal health
3.4	The procedure addresses the issue and maintenance of clean outer clothing?
3.5	The procedure addresses monitoring?
3.6	The procedure addresses corrective action?
3.7	The procedure addresses verification of monitoring and corrective action?
3.8	The procedure addresses the frequency of the tasks including monitoring and verification?
3.9	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
3.10	The records of these procedures and corrective action taken are being maintained?

Table 12: Target

Item	Target	References
3.1	^m Document Personal Hygiene Procedure	AS 4696 – Schedule 1
3.2	^m Scope is defined	AS 4696 – 3.1 (a) and (d)
3.3	For procedures addressing personal health, the following are included: <ul style="list-style-type: none"> – Medical clearance is obtained in order to commence work (doctor’s certificate) – After any specific period of absence there is a medical clearance to recommence work (registered nurse minimum) – ^m Surveillance of health of workers is carried out ^m 	AS 4696 – Schedule 1 – 14, 15, 16 Vol 2 Vol 2 AS 4696 – 3.6
3.4	For clothing and footwear: <ul style="list-style-type: none"> – ^m clean protective clothing must be worn (not to be worn off site and must be cleaned when excessively contaminated or soiled) – ^m clean footwear must be worn (cleaned when contaminated or soiled) – ^m hairnets (all hair is enclosed including beard and moustache) and gloves 	AS 4696 Schedule 1 – 7 to 13 AS 4696 – Schedule 1 – 2(c) AS 4696 – Schedule 1 - 2(c)

Item	Target	References
	worn as required.	
3.5	^m Monitoring procedures also cover personnel hygiene practices	AS4696 – 3.6
3.6	Corrective actions to include the following activities: <ul style="list-style-type: none"> <li data-bbox="261 282 938 324">– ^m Deficiencies in practice must be rectified immediately ^m <li data-bbox="261 324 1070 389">– Feedback of reports of any deficiencies identified from monitoring and verification are made to the relevant supervisor <li data-bbox="261 389 778 427">– ^m Verification of effectiveness of actions ^m 	AS 4696 – 3.7 (a) AS 4696 – 3.7(b) AS 4696 – 3.8
3.7	^m Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> <li data-bbox="261 472 703 515">– ^m Review of the monitoring records, <li data-bbox="261 515 735 557">– ^m Checks of the monitoring procedures, <li data-bbox="261 557 587 600">– ^m Review of deficiencies, 	AS 4696 – 3.6, 3.7(c) and 3.8
3.8	The following tasks and their frequency are identified: <ul style="list-style-type: none"> <li data-bbox="261 633 823 665">– Check personnel clothing on return from breaks <li data-bbox="261 665 807 696">– Production and related areas are checked daily <li data-bbox="261 696 587 725">– Records are verified daily 	AS 4696 – 3.6
3.9	^m The individuals responsible for the tasks are identified	AS 4696 – 3.5
3.10	^m Records of monitoring, corrective action, verifications of those actions and verification are kept	EC(MMP)O Schedule 2 – 7.1 AS 4696 – 18

4. Waste Disposal

Outcome

The handling of waste does not jeopardise the wholesomeness of meat and meat products.

Legal Base

Australian Meat Standard - Clause 5 and 21.13 to 21.16

Performance Indicators

1. The waste disposal system is sufficient to handle and, where necessary, treat all waste produced at the premises originating from product handling areas.
2. Contamination of edible product, product contact materials, product contact surfaces and product handling personnel by waste material is prevented.

Table 23: Performance Checklist

4. Waste Disposal	
Can the enterprise demonstrate that:	
4.1	The establishment has a documented procedure for Waste disposal?
4.2	The waste disposal system is sufficient to handle and treat (as required) all the waste produced at the premises originating FROM PRODUCT handling areas?
4.3	The procedure addresses the potential for contamination of edible product, contact surfaces and personnel who handle product?
4.4	The procedure addresses monitoring?
4.5	The procedure addresses corrective action?
4.6	The procedure as written and practised addresses the frequency of the tasks including monitoring and verification?
4.7	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
4.8	The records of these procedures and corrective action taken are being maintained?

Table 24: Target

Item	Target	Responsibility
4.1, 4.2	Waste disposal should be specified for: <ul style="list-style-type: none"> - sanitary facilities, amenities, laboratories, livestock yards and surrounds - solid and liquid waste - pipelines (identification) - systems for stormwater drainage, sanitary drainage and production or trade waste - waste water must be treated to the satisfaction of the relevant authorities. 	AS 4696 – 3.1 (a), (c), (d) AS 4696 – 4.3 AS 4696 – 21.13 to 21.16 AS 4696 – 21.7(c), CEGEM AS 4696 21.14 Local by laws
4.3	He procedure addresses potential cross contamination issues	AS 4696 – Section 5
4.4	The monitoring procedure should cover waste control.	AS 4696 – 3.6
4.5	Corrective actions to include the following activities: <ul style="list-style-type: none"> - Deficiencies in practice should be rectified immediately - Feedback of reports of any deficiencies identified from monitoring and verification are made to the relevant supervisor - Effectiveness of actions should be verified. 	AS 4696 – 3.7(a) AS 4696 – 3.7(b) AS 4696 – 3.7(c)
4.6	The following tasks and their frequency are identified: <ul style="list-style-type: none"> - Production and related areas are checked daily - Records are verified daily 	AS 4696 – 3.6

Item	Target	Responsibility
4.7	^m The individuals responsible for the tasks are identified	AS 4696 – 3.5
4.8	^m Records of monitoring, corrective action, verifications of those actions and verification are kept	EC(MMP)O Schedule 2 – 7.1 AS 4696 – 18

5. Water Supply

<i>Outcome</i>
<i>Water does not contaminate meat or meat products.</i>

Performance Indicators

1. Water supply and distribution is mapped for hot and cold water.
2. The potable supply is protected from contamination up to the point of use.
3. Potable water is tested regularly to confirm its potability.
4. Water is treated where necessary to ensure potability.

Table 25: Performance Checklist

5. Water supply	
Can the enterprise demonstrate that:	
5.1	The establishment has a documented procedure for supply of water?
5.2	The procedure addresses on plant treatment where necessary?
5.3	The procedure addresses the protection of the potable supply from contamination?
5.4	The procedure addresses monitoring?
5.5	The procedure addresses corrective action?
5.6	The procedure addresses verification of monitoring and corrective action?
5.7	The procedure addresses the frequency of the tasks including monitoring and verification?
5.8	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
5.9	The records of these procedures and corrective action taken are being maintained?

Table 26: Target

Item	Target	References
5.1	^m There is a documented procedure ^m <ul style="list-style-type: none"> - includes a water distribution map 	EC(MMP)O – Schedule 4 – Part 1 AS 4696 - 3.1(a) and (d), & 21.4 to 21.12 AS 4696 – 21.7(c)
5.2	Where water is treated on plant to ensure potability <ul style="list-style-type: none"> - ^m A chlorine alarm must be fitted - ^m A contact time of no less than 20 mins must be maintained for chlorine with the water prior to use - ^m A free residue chlorine level of not less than 0.25ppm is maintained. - ^m Pre-chlorination micro tests should be conducted ^m - For canning operations (except Sterivac) monitoring demonstrates that there is a trace of chlorine used in the cooling water. 	Australian Drinking Water Guidelines CEGEM EC(MMP)O Schedule 4 – 1.2
5.3	^m The following actions are completed to protect potable supply from contamination:	EC(MMP)O Schedule 4 – 2.1 EC(MMP)O – Schedule 4 -

Item	Target	References															
	<ul style="list-style-type: none"> - ^m Tanks are covered ^m - Tanks are cleaned - Tanks are locked - ^m Pipes are identified as per potable water standard - ^m Anti-back siphonage devices are fitted. 	2.1 Vol 2 Vol 2 AS 4696 – 21.7 and 21.8, CEGEM AS 4696 – 21.9															
5.4	^m Where water is chlorinated on site free residual chlorine is monitored ^m Where water is used as an ingredient in meat products it must be demonstrably potable <ul style="list-style-type: none"> - i.e. a trace of chlorine should be detectable if poor history of potability. 	ECMMP)O – Schedule 4 – 1.2 AS 4696 - 3.6															
5.5	Corrective actions to include the following activities: <ul style="list-style-type: none"> - ^m Deficiencies in practice must be rectified immediately - ^m Reasons for non-compliance must be identified and rectified to prevent or minimise recurrence - ^m Effectiveness of actions must be verified ^m, including a microbiological retest of the supply. - Notify AQIS of potability failures 	AS 4696 – 3.7(a) AS 4696 -3.7(b) AS 4696 - 3.7 AC(MMP)O Schedule 2 - 10.1															
5.6	For verification purposes: <ul style="list-style-type: none"> - On site chlorinated water supplies should be free from Coliforms and <i>E. coli</i> in any 100ml sample. - Other supplies should be free of <i>E. coli</i> and not have Coliforms in two successive tests or in more than 10% of samples annually. - Physical and chemical properties to be tested - Water will be assessed against the following table <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Coliforms/100ml</th> <th><i>E. coli</i> type 1/100ml</th> <th>Rating</th> </tr> </thead> <tbody> <tr> <td>0-2</td> <td>0</td> <td>Satisfactory</td> </tr> <tr> <td>3-10</td> <td>0</td> <td>Suspicious</td> </tr> <tr> <td>>10</td> <td>0</td> <td>Unsatisfactory</td> </tr> <tr> <td></td> <td>1 or more</td> <td>Unsatisfactory</td> </tr> </tbody> </table>	Coliforms/100ml	<i>E. coli</i> type 1/100ml	Rating	0-2	0	Satisfactory	3-10	0	Suspicious	>10	0	Unsatisfactory		1 or more	Unsatisfactory	EC(MMP)O Schedule 4 – 1.2
Coliforms/100ml	<i>E. coli</i> type 1/100ml	Rating															
0-2	0	Satisfactory															
3-10	0	Suspicious															
>10	0	Unsatisfactory															
	1 or more	Unsatisfactory															
5.6	Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Checks of the monitoring procedures, - Review of deficiencies, 	AS 4696 – 3.6, 3.7(c) and 3.8															
5.7	^m The following tasks and their frequency are identified: ^m <u>For all establishments</u> <ul style="list-style-type: none"> - ^m Physico-chemical properties must be tested for annually (council or similar test on the same supply will suffice). ^m <u>Verification testing for Coliforms and <i>E. coli</i> must be as follows:</u> <ul style="list-style-type: none"> - ^m 2 sites tested each month for structurally integrated complexes, structurally independent processing establishments and cooked meat establishments - ^m 2 tests each month for cooling water at canneries and cooked meat establishments - ^m 1 test in ice used in edible products - ^m 2 sites tests every three months for structurally independent cold-stores. ^m <u>For establishments that chlorinate water:</u> <ul style="list-style-type: none"> - ^m The free residual chlorine is measured prior to start and every 2 hours that the system is operating. - ^m Pre-chlorination testing must be conducted annually. ^m Cleaning of tanks should be conducted annually.	AS 4696 – 3.6 Australian Drinking Water Guidelines Vol 2															
5.8	^m The individuals responsible for the tasks are identified	AS 4696 – 3.5															
5.9	^m Records of monitoring, corrective action, verifications of those actions and verification are kept	EC(MMP)O Schedule 2 – 7.1 AS 4696 – 18															

6. Pest Control

Outcome

Pests do not jeopardise the wholesomeness of meat and meat products

Performance Indicators

1. Pests that require control are identified.
2. Access of pests to the establishments is controlled by the use of physical barriers.
3. Population of pests outside of the buildings is reduced where possible.
4. Monitoring programs identify when pests have breached access points.

Table 27: Performance Checklist

6. Pest Control	
Can the enterprise demonstrate that:	
6.1	The establishment has a documented procedure for pest control?
6.2	Potential pests have been identified?
6.3	The procedure addresses potential access points to the building?
6.4	The procedure addresses potential harbourage and breeding sites
6.5	The procedure addresses controlling the numbers of pests immediately outside of the plant?
6.6	The procedure addresses monitoring?
6.7	The procedure addresses corrective action?
6.8	The procedure addresses verification of monitoring and corrective action?
6.9	The procedure addresses the frequency of the tasks including monitoring and verification?
6.10	The procedure identifies the individuals responsible for the tasks including monitoring and verification
6.11	The records of these procedures and corrective action taken are being maintained?

Table 28: Target

Item	Target	Reference
6.1	^m There is a pest control program	AS 4696 4.10
6.3	^m The procedure includes pest and vermin control for access points including doorways, (in relation to personnel, equipment, product, packaging), windows, vents etc.	AS 4696 – 19.8
6.4	^m The procedures include actions to ensure that surrounds are clean, rubbish is removed, old equipment is cleaned and stored so as not to become a harbourage for pests and vermin, grass is mowed, etc.	AS 4696 – 4.3, 19.6, 19.8 AS 4696 – 4.8(b)
6.5	The procedures include a baiting program (where any toxic baits in bait boxes are protected from interference and the weather). ^m Chemicals are not used in a manner that could jeopardise the wholesomeness of meat and meat products.	AS 4696 - 4.10 AS 4696 – 4.8(b)
6.6	^m Monitoring activities include:	AS 4696 - 3.6

Item	Target	Reference
	<ul style="list-style-type: none"> - ^m Condition of controls at access points must be checked regularly - ^m Must be no evidence of pests inside of production and production related areas at the commencement of production and during production - ^m Must be a method of detecting presence inside of plant - ^m Toxic baits not allowed inside areas associated with edible production - ^m Indicator baits checked prior to start of production (in case there is activity) - ^m External baits checked for activity - ^m Conditions of surrounds (not harbouring pests) 	<p>AS 4696 – 19.8 AS 4696 – 4.2 (a), 5.1(h)</p> <p>AS 4696 – 3.6 AS 4696 – 4.8(b) AS 4696 – 4.2(a) AS 4696 – 4.10 AS 4696 – 4.3, 4.5</p>
6.7	<p>^m Where vermin are detected inside the plant, involved areas are checked for contamination of product, product contact equipment and packaging material:</p> <ul style="list-style-type: none"> - ^m Contaminated products and packaging material are condemned - ^m Contaminated equipment is cleaned and sanitised, - ^m Identification and repair of pest access points and cleaning up harbourage and breeding sites - ^m Review of pest control procedures - ^m The effectiveness of corrective action is verified 	<p>AS 4696 - 3.7</p> <p>AS 4696 – 3.7(a) AS 4696 – 3.7(a), 4.2(a) and (d) AS 4696, 3.7 (b), 4.5, 19.8,</p> <p>AS 4696 – 3.7 (b) AS 4696 – 3.7 (c)</p>
6.8	<p>^m The procedure addresses verification of monitoring and corrective action</p>	<p>AS 4696 - 3.6, 3.7(c)</p>
6.9	<p>^m Frequency of activities:</p> <ul style="list-style-type: none"> - ^m Indicator baits and traps located inside the plant are checked daily prior to production commencing. - ^m External baits are checked frequently enough to ensure that increases in vermin activity are detected before they become a problem to the production areas of the plant ^m (suggest minimum of monthly when minimal activity). 	<p>AS 4696 – 4.2(a)</p> <p>AS 4696 – 4.10</p>
6.10	<p>^m The individuals responsible for the tasks are identified</p>	<p>AS 4696 – 3.5</p>
6.11	<p>^m Records of monitoring, corrective action, verifications of those actions and verification are kept</p>	<p>EC(MMP)O Schedule 2 – 7.1 AS 4696 - 18</p>

7. Structure and Maintenance

Outcome

Premises and equipment are constructed and maintained to ensure that they do not jeopardise the wholesomeness of meat and meat products.

Performance Indicators

1. A plan of the establishment shows equipment layout and product flow.
2. Defects jeopardising the wholesomeness of meat and meat products are identified and corrected immediately.
3. There is a structured preventive maintenance program and carried out in a timely manner.
4. All repairs are carried out so that they do not jeopardise sanitary operation or the wholesomeness of meat or meat products.

Table 29: Performance Checklist

7. Structure and Maintenance	
Can the enterprise demonstrate that:	
7.1	The establishment has a documented procedure for structure and maintenance?
7.2	There is a floor plan of the establishment?
7.3	The procedure addresses monitoring?
7.4	The procedure addresses corrective action?
7.5	The procedure addresses the frequency of the tasks including monitoring and verification?
7.6	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
7.7	The records of these processes and corrective action taken are being maintained?

Table 30: Target

Item	Target	References
7.1	^m Documented procedure ^m	AS 4696 – 3.1(a)+ (d), 4.5, 19.3
7.2	The floor plan shows major equipment layout product and people flow. When structural and equipment alterations occur will need to treat as an amendment to AA (therefore new floor plan). As a guide, it may be useful to auditors to show the physical locations of CCPs (this could be addressed using HACCP Plan Flow chart)	AS 4696 – 3.1(a) and (d), 19.4, 19.5, 19.10, 19.11 CEGEM
7.3	There is a structured monitoring program in place. <ul style="list-style-type: none"> - Processing areas may use the sanitation monitoring process, or this procedure may be supplemented by an independent monitoring program - ^m Critical defects are identified before they can jeopardise the wholesomeness of meat and meat products ^m - Defects are identified and rectified before they become critical (preventive maintenance). 	AS 4696 – 3.6 AS 4696 5.1(f) AS 4696 – 4.5
7.4	^m Corrective actions ensure that: <ul style="list-style-type: none"> - ^m critical defects are rectified before product wholesomeness is jeopardised - ^m other defects identified and rectified before product wholesomeness is jeopardised 	AS 4696 – 3.7 AS 4696 – 3.7(a) AS 4696 – 3.7(b) AS 4696 – 5.1(f) AS 4696 – 3.8 AS 4696 – 3.7(c)

Item	Target	References
	<ul style="list-style-type: none"> - ^m the process of rectification does not jeopardise the wholesomeness of meat and meat products ^m - the adequacy of repairs (particularly to critical defects) is verified. 	
7.5	^m Frequencies of monitoring	AS 4696 – 3.6
7.6	^m The individuals responsible for the tasks are identified	AS 4696 – 3.5
7.7	^m Records of monitoring, corrective action, verifications of those actions and verification are kept	EC(MMP)O Schedule 2 – 7.1 AS 4696 - 18

8. Control of Hazardous Substances

Outcome

Hazardous substances do not jeopardise the wholesomeness of meat or meat products.

Performance Indicators

1. Hazardous substances are identified.
2. The establishment has documented information on all hazardous substances used.
3. Hazardous substances are fit for purpose and used in accordance with the directions for use.
4. Access to hazardous substances is controlled.
5. Hazardous substances are stored and handled so as to not jeopardise the wholesomeness of meat and meat products.

Table 31: Performance Checklist

8. Control of Hazardous Substances	
Can the enterprise demonstrate that:	
8.1	The establishment has a documented procedure for the control of hazardous substances?
8.2	The Hazardous substances are fit for use and used in accordance with the directions for use?
8.3	The hazardous substances are identified?
8.4	The hazardous substances are stored, used and handled in a way that doesn't jeopardise the wholesomeness of meat and meat products?
8.5	Access to hazardous chemicals is controlled?
8.6	The procedure addresses corrective action?
8.7	The procedure addresses the frequency of the tasks including verification?
8.8	The procedure identifies the individuals responsible for the tasks including verification?
8.9	The records of these procedures and corrective action taken are being maintained?

Table 32: Target

Item	Target	References
8.1	^m There is a documented procedure ^m The documented procedure includes the following: <ul style="list-style-type: none"> - Master list of chemicals on site (name, location, category of use, expiry date etc.) - Material Safety Data Sheets (MSDS) - ^m Instructions for use available ^m 	AS 4696 – 3.1(d), 4.8 and 4.9
8.2	^m Hazardous substances are verified to be fit for their use and used in accordance with directions. ^m The following provide examples: <ul style="list-style-type: none"> - AQIS acceptances for use (approvals pre 7/2005). - ^m FSANZ approval ^m - Generic approval (Chemical acceptance in ELMER). - ^m Used in accordance with manufacturers' directions ^m 	AS 4696 - 4.8(a) and (f)

Item	Target	References
8.3	^m Hazardous substances (containers) are obviously labelled	AS 4696 - 4.8(d), and 4.9
8.4	^m Measures are taken to ensure storage, handling or use doesn't jeopardise the wholesomeness of meat and meat products.	AS 4696 - 4.8(b)
8.5	^m Access to hazardous substances is limited to persons who are responsible and competent in handling those substances. ^m In some cases, other regulations may require physical security of hazardous substances.	AS 4696 - 3.5, 4.8 (e)
8.6	^m Corrective actions ensure appropriate handling and disposition of contaminated product	AS 4696 – 3.7
8.7	Monitoring and verification of the use, handling and storage of hazardous substances should be at least weekly	
8.8	^m The individuals responsible for the tasks are identified	AS 4696 – 3.5
8.9	^m Records of monitoring, corrective action, verifications of those actions and verification are kept	EC(MMP)O Schedule 2 – 7.1 AS 4696 - 18

9. Sourcing of Animals for Slaughter

Outcome

Livestock presented for slaughter are sourced from holdings where the management of animals does not jeopardise wholesomeness of derived meat and meat products.

Legal Base (in addition to ECA and AS 4696)

Withholding Periods

State regulations for stock control

References

National Vendor Declaration and Waybill, Edition 1 March 2004

Export Slaughter Intervals – National Vendor Declaration pads (MLA)

Performance Indicators

1. Livestock are identifiable to the last holding up to the time its' carcase is passed fit for human consumption.
2. Livestock do not contain residues in excess of permitted level(s).
3. Livestock have not been fed feedstuffs that would jeopardise wholesomeness of resulting meat and meat products.
4. Livestock do not have diseases and/or conditions that could affect their suitability for slaughter.

Table 33: Performance Checklist

9. Sourcing of Animals for Slaughter	
Can the enterprise demonstrate that:	
9.1	The establishment has a documented procedure for the sourcing of animals for slaughter. This procedure ensures: <ul style="list-style-type: none"> A) Livestock are identified to their last holding up until the resultant carcase is passed fit for human consumption B) Livestock from holdings identified for surveillance (targeted), sampling, monitoring and testing programs are only processed for human consumption once testing requirements are satisfied C) The person responsible for the husbandry of the livestock at the holding attests to whether or not withholding periods (or export slaughter intervals when required for particular markets) following treatment with any veterinary drug or chemical or consumption of any feed have been met. D) Person responsible for the husbandry of livestock at the last holding attests that livestock are not subject to animal health or disease controls and have not been fed feedstuffs which may jeopardise wholesomeness of resulting meat and meat products.
9.2	Any relevant information on the NVD or Equivalent is available for ante mortem and post mortem inspections
9.3	The procedure addresses corrective action?
9.4	The procedure addresses the frequency of the tasks including monitoring and verification?
9.5	The procedure identifies the individuals responsible for the tasks including the tasks of monitoring or verification?
9.6	The records of the procedures and corrective actions taken in each instance are being maintained?

Table 34: Target

Item	Target	References
9.1	<p>^m There is a sourcing program, that ensures:</p> <p>a) ^m Last holding is identified by Property Identification Code or other state approved system. ^m This may be obtained from NVD (or equivalent), NLIS device or tail tag. ^m Correlation of this to body number has to be maintained until post mortem disposition is completed ^m</p> <p>b) ^m Livestock do not have residues in excess of permitted levels or been fed banned feeds or substances. ^m Livestock are covered by correctly completed National Vendor Declaration/Waybills that includes necessary attestations to cover husbandry and veterinary practices from a person responsible for the livestock or a system equivalent to this available. There should be a system(s) to verify these attestations (e.g. LPA, APIQ, On Farm QA) <i>Note: NRS, NORM, NARM, TART may be appropriate in some cases, as part of a national random or targeted surveillance program.</i></p> <p>c) ^m For cattle, interrogation of PIC against ERP database identifies testing requirements. NVD also may identify testing requirements (e.g. endosulfan)</p> <p>d) ^m For cattle, procedures are in place to identify an individual animal's status through the NLIS database (e.g. Ruminant Animal Material fed, imported, grazed on areas treated with sewerage, affected or suspected of being affected by a contagious or notifiable disease) that may preclude slaughter, be slaughtered subject to conditions or affect market eligibility.</p> <p>^m Animals are not submitted for slaughter if animals are affected by any disease or abnormality that could jeopardise the wholesomeness of meat and meat products derived from it or the slaughter and processing could contaminate other animals or meat.</p>	<p>AS 4696 - 6 AS 4696 – 3.15, 6.2</p> <p>AS 4696 – 6.2, 6.13, 16.3</p> <p>AS 4696 – 6.1, 6.8</p> <p>AS 4696 – 3.12, 3.13, 6.1(c)</p> <p>AS 4696 – 3.12, 3.13, 6.1(c)</p> <p>AS 4696 – 6.7</p> <p>AS 4696 – 6.9</p>
9.2	^m Relevant information available at ante mortem (from NVD, waybills, special movement permits, ERP database etc)	AS 4696 – 6.13, 8.6
9.3	^m The procedure addresses corrective action	AS 4696 – 3.7
9.4	^m The procedure addresses the frequency of the tasks	AS 4696 – 3.3, 3.6
9.5	^m The procedure identifies those responsible for the tasks	AS 4696 – 3.5
9.6	^m Records of incoming declarations, waybills, database interrogations, kill sheets, corrective action, verifications of those actions are kept	EC(MMP)O Schedule 2 – 7.1 AS 4696 - 18

Note: For ovines, caprines and cervidae identification may be back to a group of holdings identified from a consignment or a saleyard. A number of importing countries require identification back to the farm.

10. Purchasing

Outcome

Ingredients, processing aids and packaging do not contaminate meat and meat products.

Performance Indicators

1. Ingredients and processing aids are fit for purpose.
2. Packaging materials do not contaminate meat and meat products.
3. Packaging materials are fit for purpose.

Table 35: Performance Checklist

10. Purchasing	
Can the enterprise demonstrate that:	
10.1	There is a procedure for the sourcing of ingredients, processing aids, labels, tags, printing inks and packaging material
10.2	Ingredients, processing aids, labels, tags, printing inks and packaging material are not a source of contamination to meat and meat products
10.3	The handling of ingredients, processing aids, labels, tags, printing inks and packaging material are not a source of contamination to meat and meat products
10.4	Labels, tags, printing inks and packaging material are fit for purpose

Table 26: Target

Item	Target	References
10.1	^m There is a documented sourcing procedure	AS 4696 – 3.1 (a), (b), (c) & (d)
10.2	^m Ingredients, processing aids, labels, tags, printing inks and packaging material (e.g. Plastic wraps) that may come into contact with meat and meat products are not a source of contamination (letters of compliance with standards, FSANZ approval, etc)	AS 4696 – 14.1
10.3	^m The handling of labels, tags, printing inks and packaging material (e.g. cartons) is not a source of contamination to meat and meat products	AS 4696 – 14.1, & 14.3
10.4	^m Under conditions of use labels, tags and printing inks remain fit for purpose and packaging material protects meat and meat products from contamination	AS 4696 – 14.1, 14.2 & 14.3

11. Animal Welfare

Outcome

Procedures are in place to ensure the humane and considerate treatment of livestock, and the use of good husbandry and management practices to improve the welfare of livestock at processing establishments

Legal Base (in addition to ECA and AS 4696)

Prevention of Cruelty to Animals Act (each State)

Code of Practice for the Welfare of Livestock at Slaughtering Establishments – guidelines, SCARM Report 79. CSIRO publishing, 2001.

Performance Indicators

1. Adequate planning is carried out for management of stock on a daily basis and contingencies are in place for emergencies to minimise risks to animal welfare.
2. Facilities and equipment are designed, maintained and operated to ensure minimal interference or stress is incurred by livestock.
3. Weak, ill or injured livestock are identified and promptly treated in a humane manner.
4. Livestock are managed to minimise stress and injuries.
5. Procedures for humane slaughter, including restraint, stunning and slaughter of livestock, are carried out to minimise stress and in an efficient and effective manner.

Table 37: Performance Checklist

11. Animal Welfare	
Can the enterprise demonstrate that:	
11.1	The establishment has documented procedures for animal welfare
11.2	These procedures address management of livestock on a daily basis, as well as the appropriate planning activities that need to take place and contingencies for emergencies to minimise risks to animal welfare
11.3	Facilities and equipment for livestock are well-designed, maintained and operated to ensure minimal interference or stress is incurred by livestock
11.4	All personnel responsible for the management or handling of livestock are competent in their tasks
11.5	Weak, ill or injured livestock are identified and treated in a humane manner
11.6	Livestock are routinely managed to minimise stress and injuries.
11.7	Procedures for humane slaughter, including restraint, stunning and slaughter of livestock are carried out to minimise stress to livestock and in an efficient and effective manner.

Table 38: Target

Item	Target	References
11.1 and 11.2	Procedures include: <ul style="list-style-type: none"> - A quality policy stating commitment to animal welfare (see Policy Objectives and Commitment Element) - ^m Contingencies to manage livestock during for emergencies, including euthanasia, delay in transport or slaughter, mechanical breakdown or for obtaining and providing feed and water. - ^m Staff responsible ^m 	AS 4696 – 3.1 (a) & (d) AS 4696 – 3.4, Section 7 AS 4696 – 7.4, 7.5 AS 4696 – 3.5 AS 4696 – 7.2

Item	Target	References
	<ul style="list-style-type: none"> - Daily tasks for the appropriate care and management of livestock - Livestock handling practices and details of specific tasks including washing, restraint, stunning, sticking and euthanasia. <p>These procedures are developed using the principles and outcomes described in the 'National Animal Welfare Standards for Livestock Processing Establishments Preparing Meat for Human Consumption' Standards document and Working Manual.</p>	AS 4696 – 7.2, 7.8, 7.9, 7.10, 7.11
11.3	<p>Facilities are designed and maintained to ensure minimal stress to livestock:</p> <ul style="list-style-type: none"> - ^m Facilities are free from protrusions or other objects that could cause injury - ^m Flooring and ramps minimise slipping, falling and injury - ^m Facilities are available to separate and treat weak, ill or injured livestock as required - ^m Restraining equipment is designed and maintained to restrain animals with minimal stress - ^m Facilities for water and feed (where feeding is required) are available and operational - ^m Stunning equipment is appropriately stored, maintained and is fully operational (equipment is used and stored in accordance with manufacturer's instructions, checked prior to each shift for operation, cleaned and maintained to ensure operation and monitored during production. ^m) - Back-up stunning equipment is available and operational for all species 	<p>AS 4696 – 7.1, 19.4 AS 4696 – 7.1</p> <p>AS 4696 – 7.6, 7.7, 7.8 AS 4696 – 7.11</p> <p>AS 4696 – 7.4 AS 4696 7.1, 7.10</p> <p>AS 4696 – 7.1, 7.10</p>
11.4	<p>Staff competencies are maintained and recorded. Staff undergoing training or that are assisting and not yet assessed as competent in a particular task are supervised at all times. Personnel involved in stunning are trained and competent in recognising the effectiveness of the procedure. A system is in place to assess:</p> <ul style="list-style-type: none"> - Effectiveness of the stun. - Maintenance of insensibility following sticking. 	<p>AS 4696 – 3.5</p> <p>AS 4696 – 7.10 AS 4696 – 7.10</p>
11.5	<p>Consignments of livestock are assessed upon arrival and any weak, ill or injured animals are identified</p> <ul style="list-style-type: none"> - ^m Livestock identified to be weak, ill or injured are assessed by a competent person and appropriate action is promptly taken - ^m For livestock identified to be humanely destroyed or placed for emergency slaughter, the procedure is carried out promptly and effectively 	<p>AS 4696 – 7.6</p> <p>AS 4696 7.8</p>
11.6	<p><u>For daily management of livestock procedures are in place to ensure:</u></p> <ul style="list-style-type: none"> - ^m Livestock have easy access to water and feed (if feed required) in holding facilities and yards - ^m Livestock are penned according to class and species and at densities that allow for free movement and access to water ^m - Livestock are moved through the facility in a calm manner that minimises stress 	<p>AS 4696 – 7.4</p> <p>AS 4696 – 7.3</p> <p>AS 4696 – 7.2</p>
11.7	<p>For restraint, stun and slaughter:</p> <ul style="list-style-type: none"> - ^m Livestock are restrained effectively with minimal stress and for minimal duration - ^m Livestock are stunned with appropriate and effective equipment - ^m Stunning is effective in rendering the animal insensible - ^m Livestock are stuck (bled-out) effectively and as quickly as possible after stunning - ^m If using a reversible stun, sticking is applied to ensure that animals do not regain sensibility <p>^m <u>Management systems are in place to ensure effective stunning and slaughter that include:</u></p> <ul style="list-style-type: none"> - training, - ^m equipment monitoring/maintenance - ^m verification of effectiveness of the stunning and sticking processes 	<p>AS 4696 – 7.11 AS 4696 – 7.1, 7.10 AS 4696 – 7.10 AS 4696 – 7.10 AS 4696 – 7.10</p> <p>AS 4696 – 3.5, 7 AS 4696 – 3.6, 7.1 AS 4696 – 3.6, 7.10</p>

12. Slaughter

Outcome

Slaughter processes ensure the wholesomeness and integrity of meat and meat products.

Reference

Meat Hygiene Assessment 2nd edition.

Performance Indicators

1. All animals presented for slaughter undergo ante mortem inspection.
2. All tasks involving the processing of animals and carcasses are detailed in written work instructions and personnel are competent in the application of these instructions.
3. Dressing, other than procedures to prevent spillage from the oesophagus, does not take place before completion of primary bleeding.
4. All carcasses and carcase parts declared fit for human consumption have undergone post mortem inspection
5. Contamination (direct) and cross contamination (indirect) is prevented or minimised where prevention is not possible.
6. Product and processes are assessed for compliance.

Table 39: Performance Checklist

12. Slaughter	
Can the enterprise demonstrate that:	
12.1	The establishment has a documented procedure for slaughter?
12.2	Livestock, carcasses and carcase parts are identified and traceable back to the last holding until final post mortem disposition is made?
12.3	Contamination and cross contamination is prevented
12.4	The procedure addresses monitoring?
12.5	The procedure addresses corrective action?
12.6	The procedure addresses verification?
12.7	The procedure addresses the frequency of the tasks including monitoring and verification?
12.8	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
12.9	The records of these procedures and CORRECTIVE ACTION taken are being maintained?

Table 40: Target

Item	Target	References
12.1	^m Each task has a work instruction and the personnel are competent in their application.	AS 4696 – 3.1 (a), (b), (c), (d), 3.3, 4, 5, and 9 EC(MMP)O Schedule 5 - Division I and II
12.2	^m Correlation of carcasses and carcase parts is maintained and are traceable back to the	AS 4696 - 6.2, 6.13, 10.2,

Item	Target	References
	last holding (parts not requiring individual inspection may be aggregated prior to disposition) ^m Animals must be identified so that they can be correlated with their post-mortem disposition and processed accordingly. Refer to Sourcing of Livestock Procedure	10.3, 16.3; EC(MMP)O Schedule 5 – 4.1 AS 4696 – 10.2, 10.3, 10.9, 10.10
12.3	^m Where appropriate, control of discharge is achieved through: – ^m use of ties and bags for the rectum – ^m ties, clips or plugs for the oesophagus, stomach or intestine ^m To prevent contamination and cross contamination, procedures include: – ^m All equipment is sterilised are washed between carcasses prior to PM inspection (except pig de-hairing) – ^m Hands are washed between carcasses prior to PM inspection (except pig de-hairing) – ^m All equipment is sterilised when it becomes contaminated during dressing. – ^m Hands are washed when they become contaminated – ^m Equipment must be cleaned and sterilised after processing restricted slaughter animals – ^m Contamination is trimmed from the carcass and its parts. (Some parts that are covered by an intact serous membrane may have incidental contamination washed off if included in the AA ^m e.g. tripe) Refer also to Operational Sanitation.	AS 4696 – 9.9 AS 4696 – 4.4, 9.5, 9.7(b), Schedule 1 – 7 AS 4696 – 4.4, Schedule 1, 4(a) AS 4696 – 5.1 (d) and (e), Schedule 1 – 7 AS 4696 – 4.4(b), Schedule 1 4(a) AS 4696 - 5.1 (d) and (e), Schedule 1 – 7 AS 4696 – 5.15, 9.1, 9.17
12.4	For monitoring: – ^m Meat Hygiene Assessment is used for process (procedure compliance) and product assessment (wholesomeness) – ^m Carcasses assessed prior to final wash	AS 4696 – 3.6, EMIAC agreement AS 4696 – 9.17
12.5	Meat Hygiene Assessment outlines expectations for corrective action	AS 4696 - 3.7
12.6	^m ESAM is included.	AS 4696 – 3.6, EMIAC agreement, Vol 2
12.7	^m The procedure addresses the frequency of the tasks	AS 4696 – 3.3, 3.6
12.8	^m The procedure identifies those responsible for the tasks	AS 4696 – 3.5
12.9	^m Records of monitoring, corrective action, verifications of those actions and verification are kept	EC(MMP)O Schedule 2 – 7.1 AS 4696 - 18

Note: Offals are carcass parts

13. Boning

<p><i>Outcome</i></p> <p><i>Boning of raw meat does not jeopardise the wholesomeness and integrity of meat and meat products.</i></p>

Performance Indicators

1. All tasks involving the boning of meat are detailed in written work instructions and personnel are competent in the application of these instructions.
2. Contamination (direct) and cross contamination (indirect) is prevented.
3. Product and processes should be assessed for compliance.

Table 41: Performance Checklist

13. Boning	
Can the enterprise demonstrate that:	
13.1	The establishment has a documented procedure for boning?
13.2	Contamination and cross contamination is prevented?
13.3	The procedure addresses monitoring?
13.4	The procedure addresses corrective action?
13.5	The procedure addresses the frequency of the tasks including monitoring and verification?
13.6	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
13.7	The records of these procedures and corrective action taken are being maintained?

Table 42: Target

Item	Target	References
13.1	The documented procedures include: <ul style="list-style-type: none"> - ^m A work instruction for each task and the personnel are competent in their application. ^m - Specific tasks may include, <ul style="list-style-type: none"> o pre-trim (see MHA), o inspection (O. Gibsoni, O, Cervicales, C. Ovis), o dropped meat (refer to operational sanitation procedure). 	AS 4696 – 3.1 (a), (b), (c), (d), 3.3, 4, 5, 12.1 to 12.7. EC(MMP)O Schedule 5 - Division III EC(MMP)O 3.1(a) EC(MMP)O Schedule 5 – 5.2(b), AS 4696 – Schedule 3 AS 4696 – 5.2
13.2	^m Contamination and Cross Contamination is prevented ^m Refer also to operational sanitation.	AS 4696 – 4, and 5
13.3	^m Meat Hygiene Assessment is used for process (task compliance) and product assessment (wholesomeness – pre-trim and carton meat assessment)	AS 4696 – 3.6, EMIAC, Vol 2
13.4	Meat Hygiene Assessment outlines expectations for corrective action	AS 4696 – 3.7
13.5	^m The procedure addresses the frequency of the tasks	AS 4696 – 3.3, 3.6
13.6	^m The procedure identifies those responsible for the tasks	AS 4696 – 3.5
13.7	^m Records of monitoring, corrective action, verifications of those actions and verification are kept	EC(MMP)O Schedule 2 – 7.1 AS 4696 - 18

14. Further Processing

<p><i>Outcome</i></p> <p><i>Further processing does not jeopardise the wholesomeness and integrity of meat and meat products.</i></p>

Legal Base (in addition to the ECA and AS 4696)

Food Standards Code

Performance Indicators

4. All tasks involving the processing of meat are detailed in written work instructions and personnel are competent in the application of these instructions.
5. Contamination (direct) and cross contamination (indirect) is prevented.
6. Product and processes are assessed for compliance.

Table 43: Performance Checklist

14. Further Processing	
Can the enterprise demonstrate that:	
14.1	The establishment has a documented procedure for the further processing of meat?
14.2	Contamination and cross contamination is prevented?
14.3	The procedure addresses monitoring?
14.4	The procedure addresses corrective action?
14.5	The procedure addresses verification?
14.6	The procedure addresses the frequency of the tasks including monitoring and verification?
14.7	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
14.8	The records of these procedures and corrective action taken are being maintained?

Table 44: Target

Item	Target	References
14.1	The procedures ensure that: <ul style="list-style-type: none"> - Relevant AS and Food Standards Code requirements are met - Canning minimum F₀ of 2.8 	AS 4696 – 13; EC(MMP)O Schedule 5 Division IV;
14.2	^m Contamination and Cross Contamination is prevented ^m Refer to operational sanitation.	AS 4696 – 4, and 5
14.3	Monitoring ensures that: <ul style="list-style-type: none"> - ^m Temperature of cooked product is monitored at the slowest heating point in the cooking vessel in the slowest heating point of the goods. - ^m Cooling of the product is measured at the slowest cooling point in the product. - ^m Food safety parameters, particularly critical limits, and other limits essential for wholesomeness are complied with as required ^m 	AS 4696 – 3.6, AS 4696 – 13.5 to 13.6 AS 4696 – 13.7, 13.15 to 13.17 AS 4696 – 3.11(d), Guidelines for the safe manufacture of smallgoods (MLA)

Item	Target	References
	<ul style="list-style-type: none"> - Meat Hygiene Assessment is used for process (task compliance) - Hermetic seals are checked <p><i>Note: Food safety must be addressed through a HACCP plan and this procedure therefore focuses on GHP.</i></p>	AS 2730 – 2004
14.4	<p>For corrective actions:</p> <ul style="list-style-type: none"> - Meat Hygiene Assessment outlines the appropriate expectations for corrective actions to be developed. - ^m Procedures for notifying AQIS in the event of a CCP breach are followed, including details of any withdrawal or recall ^m 	AS 4696 – 3.7 EC(MMP)O Schedule 2 - 10.1 (a) and (b)
14.5	<p>^m The procedure addresses verification Product meets the standards set out in the Food Standards Code where required.</p>	AS 4696 – 3.6, 3.8
14.6	<p>^m The procedure addresses the frequency of the tasks</p>	AS 4696 – 3.3, 3.6
14.7	<p>^m The procedure identifies those responsible for the tasks</p>	AS 4696 – 3.5
14.8	<p>^m Records of monitoring, corrective action, verifications of those actions and verification are kept</p>	EC(MMP)O Schedule 2 – 7.1 AS 4696 - 18

15. Temperature Control

Outcome

Chilling and freezing practices maintain and do not jeopardise the wholesomeness of meat and meat products.

Performance Indicators

1. Meat is chilled or frozen in a manner that achieves the Refrigeration Index (RI) criteria.
2. Storage temperatures are nominated along with the maximum shelf life that can be expected under those storage conditions with due regard to wholesomeness.
3. Monitoring procedures based on a significant number of samples or a 'worst case scenario' are developed for temperature controls.

Table 45: Performance Checklist

15. Temperature Control	
Can the enterprise demonstrate that:	
15.1	The establishment has a documented procedure for temperature control?
15.2	Meat produced is chilled or frozen in a manner that achieves the Refrigeration Index Criteria?
15.3	Chilled and frozen meat are stored at temperatures that reflect the intended shelf life of the products?
15.4	The procedure addresses monitoring?
15.5	The procedure addresses corrective action?
15.6	The procedure addresses verification?
15.7	The procedure addresses the frequency of the tasks including monitoring and verification?
15.8	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
15.9	The records of these procedures and corrective action taken are being maintained?

Table 46: Target

Item	Target	References
15.1	<p>^m Documented procedures for temperature control include the following:</p> <ul style="list-style-type: none"> - ^m For product and processing rooms (where required) - ^m For active refrigeration, adequate refrigeration is applied to all goods in the chamber to ensure they all meet the relevant requirements - ^m Raw meat and meat products must meet the Refrigeration Index. - ^m Processed meat must meet the temperature controls specified in the AS. ^m - Standard refrigeration cycles, set points, defrosts and alarm settings. 	AS 4696 – 3.1 (a) and (d), Part 4
15.2	<p>^m The RI is used to confirm the temperature controls for all refrigerated raw meat product ^m</p> <p>The RI is confirmed annually or when the process changes</p> <p>^m Measurements are taken from the slowest cooling point or a significant number of samples are taken to take into account potential variability. ^m</p>	EC(MMP)O Schedule 5 - Division III
15.3	<p>^m The storage temperatures ensure that the product is wholesome at the point of export or when it leaves the plant.</p> <ul style="list-style-type: none"> - ^m <u>Chilled meat to be frozen must be wholesome.</u> <ul style="list-style-type: none"> o ^m trade description will need to be changed 	EC(MMP)O - 3.1(a), Schedule 5 – 17.2
15.4	<p>^m For monitoring of product under active cooling to a temperature to of 7° C or below</p> <ul style="list-style-type: none"> - ^m Measurements are taken from the slowest cooling point of microbiological concern or a significant number of samples e.g. surface of carcasses, thermal centre in cartons - ^m Measurements are taken of product and/or air whichever is appropriate - ^m Measurement represents the lot - all product represented by the monitoring - ^m There is an effective system which demonstrates refrigerated rooms continuously meet temperatures in the Approved Arrangement... 	AS 4696 – 3.6
15.5	<p>For corrective actions:</p> <ul style="list-style-type: none"> - ^m All product represented by the monitoring is included. ^m - Where boning room above 10° C may run room at 12° C for no more than 2 hours if room has a good history of temperature control. - Products not meeting specification may be assessed for wholesomeness. 	AS 4696 – 3.7
15.6	<p>^m The procedure addresses verification</p>	AS 4696 – 3.6, 3.8
15.7	<p>^m The procedure addresses the frequency of the tasks</p>	AS 4696 – 3.3, 3.6
15.8	<p>^m The procedure identifies those responsible for the tasks</p>	AS 4696 – 3.5
15.9	<p>^m Records of monitoring, corrective action, verifications of those actions and verification are kept</p>	EC(MMP)O Schedule 2 – 7.1 AS 4696 - 18

16. Calibration

Outcome

Measuring equipment is maintained, calibrated and accurate.

Performance Indicators

1. Measuring equipment is identified and manufacturer specifications listed.
2. Measuring equipment is calibrated in accordance with manufacturer specifications.
3. Records of calibration status and personnel responsible for testing calibration are maintained.
4. Where equipment is outside appropriate calibration status, risk assessments are conducted on the product and the appropriate actions taken and recorded.

Table 47: Performance Checklist

16. Calibration	
Can the enterprise demonstrate that:	
16.1	The establishment has a documented procedure for Calibrating measuring equipment?
16.2	The procedure addresses corrective action?
16.3	The procedure addresses the frequency of the tasks?
16.4	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
16.5	The records of these procedures and CORRECTIVE ACTION taken are being maintained?

Table 48: Target

Item	Target	References
16.1	^m The procedure for calibrating monitoring equipment ^m ensures that: <ul style="list-style-type: none"> - Measuring equipment is identified - The manufacturer's specification for the equipment is available - Measuring equipment is calibrated in accordance with manufacturer's directions to verify its accuracy - Standard instruments are used to calibrate from - Where necessary correction factors are used or equipment is corrected 	EC(MMP)O Schedule 3 – 2.1, 11.1 AS 4696 – 4.5, 19.10 National Measurements Act 1960
16.2	^m Equipment is recalibrated as required by the manufacturer's directions. ^m Determination is made as to whether out of specification measuring equipment resulted in incorrect product assessment for food safety, wholesomeness, load-out or transport.	AS 4696 – 3.7 AS 4696 – 3.2
16.3	^m The procedure addresses the frequency of the tasks See manufacturers specifications or sooner if damaged	AS 4696 – 3.3, 3.6, 19.10
16.4	^m The procedure identifies those responsible for the tasks	AS 4696 – 3.5
16.5	^m Records are kept <ul style="list-style-type: none"> - A register of measuring and test equipment is kept 	EC(MMP)O Schedule 2 – 7.1 AS 4696 - 18

Note: This relates only to those pieces of equipment that measure compliance with a particular requirement of the Act, Orders or Standard.

17. Sampling Programs

<p><i>Outcome</i></p> <p><i>Results from sampling programs are valid.</i></p>

Legal Base (in addition to the ECA and AS 4696)

Maximum residue levels

References

National Residue Survey – Sample Collection and despatch manual

National Organo-chlorine Management Program – Operational manual

Performance Indicators

1. Surveillance, sampling, monitoring and testing programs are developed and complied with for microbiological status of meat and residue status of incoming livestock.
2. AQIS approved laboratories are used where testing is required for certification purposes.

Table 49: Performance Checklist

16. Sampling Programs	
Can the enterprise demonstrate that:	
17.1	Surveillance, sampling, monitoring and testing programs are developed and complied with for microbiological status of meat and residue status of incoming livestock?

Table 50: Target

Item	Target	Reference
17.1	^m Laboratories used for testing program required for certification are AQIS approved and use approved tests ^m ESAM has been implemented ^m NORM, NARM, TART is conducted (verification for residue compliant meat) Where “test and hold” specification is required all product in the affected lot is appropriately identified and retained	EC(MMP)O Schedule 2 - 8.1 AS 4696 – 3.12, 3.13, AQIS Meat Notices EMIAC Agreement, Vol2 EC(MMP)O Schedule 2 - 8.1 AS 4696 – 3.12, 3.13, AQIS Meat Notices

Process Control

Part B – Hazard Analysis and Critical Control Points

Outcome

The production of meat and meat products that are safe.

Legal Base

EC (MMP) O – Schedule 2, Clause 12.1 and 12.2

Standing Committee on Agriculture and Resource Management (SCARM) report number 60.

References

See Appendix 3 – The HACCP System

Performance Indicators

1. HACCP is addressed in detail in Appendix 3

Table 51: Performance Checklist

1. HACCP	
Can the enterprise demonstrate that:	
1.1	A HACCP team was assembled and described the product and its distribution? (preliminary step 1, 2)
1.2	The analysis includes the intended use of or the consumers of the finished product(s)? (preliminary step 3)
1.3	The establishment has a flow chart that describes the process steps and product flow and has been verified? (preliminary step 4, 5)
1.4	The establishment has conducted a hazard analysis that includes food safety hazards likely to occur? (principle 1)
1.5	There is a written HACCP plan for each product where the hazard analysis revealed one or more food safety hazard(s) are reasonably likely to occur? (principle 2)
1.6	All hazards identified in the analysis are included in the HACCP plan; the plan lists a Critical Control Point (CCP) for each food safety hazard identified? (principle 2)
1.7	The HACCP plan specifies critical limits, monitoring procedures, and the monitoring frequency performed for each CCP? (principles 3, & 4)
1.8	The plan describes corrective actions taken when a critical limit is exceeded? (principle 5)
1.9	The HACCP plan was validated using multiple data inputs and outputs including monitoring and/or verification results? (principle 6)
1.10	The HACCP plan lists the establishment's procedures to verify that the plan is being effectively implemented and functioning and the frequency for these procedures?(principle 6)
1.11	The establishment is performing daily record review? (principle 6)
1.12	The HACCP plan has been reassessed at least annually? (principle 6)
1.13	The HACCP plan's record-keeping system documents the monitoring of CCPs and/or includes records with actual values and observations? (principle 7)
1.14	The HACCP plan is dated and signed by a responsible establishment official? (NB – This can be a specific commitment in the company policy statement.)
1.15	The HACCP plan is being complied with?

Table 32: Target

Item	Target	Reference
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Item	Target	Reference
1.1	^m HACCP Team ^m <ul style="list-style-type: none"> - Co-ordinator should be competent, others should understand process - Describe product ^m Distribution <ul style="list-style-type: none"> - ^m Transport and storage conditions ^m Intended consumers <ul style="list-style-type: none"> - ^m Average person, immuno-compromised ^m 	AS 4696 – 3.5 AS 4696 - 3.11(a) AS 4696 – 3.11(a)
1.2	^m Intended use <ul style="list-style-type: none"> - ^m Raw (to be cooked), cooked, RTE product 	AS 4696 - 3.11(a)
1.3	^m Product flow that has been verified <ul style="list-style-type: none"> - ^m Each step for each product type, side chains 	AS 4696 – 3.11(a)
1.4	^m Hazard Analysis <ul style="list-style-type: none"> - ^m Hazard identification - ^m Hazard evaluation - ^m Identify significant hazards 	AS 4696 – 3.11(a) and (b)
1.5	^m Identify Critical Control Points, <ul style="list-style-type: none"> - ^m Use Critical Control Point decision tree 	AS 4696 – 3.11(b) and (c)
1.6	^m List Critical Limits <ul style="list-style-type: none"> - ^m Must be measurable 	AS 4696 – 3.11(d)
1.7	^m Monitoring <ul style="list-style-type: none"> - ^m How, frequency, who, where, when 	AS 4696 – 3.11(e)
1.8	^m Corrective action <ul style="list-style-type: none"> - ^m Control affected product (lot) - ^m Apply corrective action to lot - ^m Apply corrective action to process ^m AQIS will be contacted in accordance with the approved HACCP plan	AS 4696 – 3.7, 3.8 and 3.11(f) EC(MMP)O Schedule 2 - 10.1
1.9	^m The plan has been validated	AS 4696 – 3.11(g) (i) Vol2
1.10	^m Verification of monitoring of critical limits to ensure compliance with HACCP plan	AS 4696 – 3.11(g)(ii)
1.11	^m Verification ^m <ul style="list-style-type: none"> - records of Critical Control Point monitoring are verified - records of necessary corrective action being applied are verified 	AS 4696 – 3.11(g)(ii) Vol2
1.12	^m Annually reassessed ^m Reassessed if changes	AS 4696 – 3.11(g)(ii) AS 4696 – 3.1(a) and (e) Food Standards Code
1.13	^m Records <ul style="list-style-type: none"> - ^m Current plan, superseded plans, monitoring, verification, Corrective Action 	AS 4696 – 3.11(h) EC(MMP)O Schedule 2 – 7.1 AS 4696 - 18

Part 3

Product Integrity and Certification Requirements

Introduction

To meet legislative requirements for export certification, a system to maintain product integrity must be developed that is based upon a sound foundation of product identification, security, traceability and recall procedures.

<i>Outcome</i>

<i>Product integrity is assured and certification is accurate and complete.</i>

The occupier:

- has a system in place for inventory controls, product security, trade description and to ensure market requirements are met and maintained.
- ensures that the system supports accurate certification.
- maintains a product withdrawal and recall procedure to ensure that any product can be readily traced and recalled if required.

Procedures addressing product integrity include:

- Product traceability and recall
- Trade description
- Export security/integrity
- Control of official marks
- Importing country requirements
- Export Documentation (EXDOC)

Note: Within an establishment's Approved Arrangement a number, or all, of these procedures may be related and could be addressed with a single procedure. This could for example be based around product identification and inventory controls.

1. Product Traceability, Withdrawal and Recall

Outcome

All incoming products are traceable back to the supplier and meat and meat products can be traced forward to facilitate recall if necessary

Legal Base (in addition to the ECA and AS)

Food Standards Code

Performance Indicators

1. Product is identifiable at each stage of production.
2. Product and ingredients are traceable.
3. Product can be withdrawn and/or recalled.

Table 53: Performance Checklist

1. Product Traceability and Recall	
Can the enterprise demonstrate that:	
1.1	The establishment has a documented procedure for traceback of incoming product?
1.2	The establishment has a documented procedure for tracing product forward for withdrawal or recall?
1.3	Carcases, meat and meat products are identified at each stage of production?
1.4	The procedure addresses corrective action?
1.5	The procedure addresses the frequency of the tasks including verification?
1.6	The procedure identifies the individuals responsible for the tasks including verification?
1.7	The records of these procedures and corrective action taken are being maintained?

Table 54: Target

Item	Target	References
1.1	^m Products are traceable – one step forwards one step backwards (i.e. to the immediate supplier and immediate customer) ^m In general: <ul style="list-style-type: none"> - ^m Product is to be withdrawn or recalled if un-wholesome ^m - Tracing to consider batching systems and batch identification (production runs) - For product integrity market requirements – i.e. labelling / may be diverted to another market if those requirements have been met. 	AS 4696 – 16.8, 17.12 AS 4696 - 16.10 AS 4696 Schedule 7 – 6.2 AS 4696 Schedule 2 – 10.1
1.2	^m Recall procedures are developed ^m <ul style="list-style-type: none"> - tested annually ^m AQIS must be immediately notified in the event of a recall ^m	AS 4696 – 16.1 Food Standards Code AS 4696 Schedule 210.1
1.3	^m Product is identified to the extent necessary at each stage of production ^m to enable a particular description to be applied. ^m The auditable inventory system provides (may correspond with system in export security and integrity sections): <ul style="list-style-type: none"> - ^m Description of the inventory system including a definition of the batch, identification of the batch, (check definition of batch). ^m – batch definition may 	EC(MMP)O Schedule 7 – 1.1 AS 4696 - 16.2, 16.4, 16.6, 16.7 EC (MMP) O Schedule 7 – 1.1(b), 2.1, 2.2, 2.3, 2.4.

Item	Target	References
	differ in accordance with time and temperature etc.	
1.4	^m Corrective actions: product loses market eligibility where market requirements can't be verified.	AS 4696 – 3.7
1.5	^m The procedure addresses the frequency of the tasks	AS 4696 – 3.3, 3.6
1.6	^m The procedure identifies those responsible for the tasks	AS 4696 – 3.5
1.7	^m Records of inventory including product movements in and out of the establishments, corrective action and verifications	EC(MMP)O Schedule 2 – 7.1

2. Trade Description

<p><i>Outcome</i></p> <p><i>Product is accurately and permanently identified.</i></p>

Reference

Australian Meat Industry Accreditation Classification System Manual 1

Performance Indicators

1. Product is accurately described at each stage of production.
2. Product is identified at each stage of production.

Table 55: Performance Checklist

2. Trade description	
Can the enterprise demonstrate that:	
2.1	The establishment has a documented procedure for applying trade description?
2.2	Product is identified at each stage of production?
2.3	Final trade description is accurate?
2.4	The procedure addresses monitoring?
2.5	The procedure addresses corrective action?
2.6	The procedure addresses the frequency of the tasks including monitoring and verification?
2.7	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
2.8	The records of these procedures and corrective action taken are being maintained?

Note: AQIS Accepts Presentation of the Procedure with an Ausmeat Approved Quality System as Meeting these Requirements

Table 56: Target

Item	Target	References
2.1	^m There is a section of the arrangement that covers Trade Description	EC(MMP)O Schedule 6 – 4.1 AS 4696 - 17
2.2	^m There must be enough information available to be able to apply the final trade description including any optional information (e.g. grain fed, age, etc)	EC(MMP)O Schedule 7 – 1.1(a) AS 4696 – 16.2, 16.4, and 16.6, 17
2.3	^m As a minimum edible product is identified by: <ul style="list-style-type: none"> - ^m Date of packaging - ^m Species (can be in ingredients list in meat products) - ^m Basic categories - ^m Net weight - ^m Country of origin - ^m Registration number of establishment where product last packed. 	EC(MMP)O Schedule 6 – Division I,

Item	Target	References
	<ul style="list-style-type: none"> - ^m Identity of meat business where they are packed or exporter or consignee. - ^m Refrigeration requirements - ^m Name of product (in the case of meat products) - ^m List of ingredients (in the case of meat products) - ^m Identity of the batch <p>^m In addition identification requirements may be specified by AUS-MEAT, Food Standards Code and Importing Country Requirements</p>	
2.4	^m Monitoring of assessment and application of trade descriptions	EC(MMP)O Schedule 2 – 3.1
2.5	^m Corrective actions are applied for non-compliance with a trade description	EC(MMP)O Schedule 2 – 4.1
2.6	^m The procedure addresses the frequency of the tasks	EC(MMP)O Schedule 2 – 3.1
2.7	^m The procedure identifies those responsible for the tasks	EC(MMP)O Schedule 2 – 2.1
2.8	^m Records of trade description monitoring, corrective action and verification are kept.	EC(MMP)O Schedule 2 – 7.1

Note: For red meat and pork establishments AUSMEAT verify this part of the Arrangement under an MOU with AQIS that includes AQIS verification of this function.

AQIS will continue to verify trade description on meat products plant.

Raising claims need to be approved and verified to AQIS' and AUSMEAT (for appropriate species) satisfaction.

3. Export Security and Integrity

Outcome

Edible meat and meat products maintain their integrity and are kept separate from inedible and condemned meat products and by products.

References

Approved Arrangement Guideline Appendix 2 – Product Integrity and Certification Procedures

Performance Indicators

1. The market eligibility of carcasses, meat and meat products can be readily ascertained at all times during processing and storage.
2. There is sufficient identification and segregation during processing and storage to preclude mixing of product with different eligibility and inedible and condemned product.
3. Inventory systems enable the eligibility of product to be verified.
4. Access to inedible and condemned material is controlled.

Table 57: Performance Checklist

3. Export Security and Integrity	
Can the enterprise demonstrate that:	
3.1	The establishment has a documented procedure for export security and product integrity?
3.2	There is an auditable inventory system?
3.3	Edible product is segregated from inedible and condemned product?
3.4	Meat transfer certificates and Inedible meat Transfer certificates are used and reconciled?
3.5	The procedure addresses monitoring?
3.6	The procedure addresses corrective action?
3.7	The procedure addresses the frequency of the tasks including monitoring and verification?
3.8	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
3.9	The records of these procedures and corrective action taken are being maintained?

Table 58: Target

Item	Target	Reference
3.1	^m There is a documented procedure.	EC(MMP)O Schedule 4 – Part 4, Schedule 7 - Parts 1 and 2 AS 4696 - 17
3.2	^m The auditable inventory system; see 1 (traceability and recall) allows for reconciliation in accordance with : <ul style="list-style-type: none"> - ^m post-mortem disposition - ^m trade description - ^m market eligibility 	EC(MMP)O Schedule 7 – 1.1, Part 2

Item	Target	Reference
	<ul style="list-style-type: none"> - ^mreceiving, current storage, and dispatch of animals and/or product 	
3.3	<ul style="list-style-type: none"> ^m Edible product is segregated from inedible product by space and signage ^m Any retained meat (meat pending disposition) can be physically secured when required by the enterprise or AQIS ^m Must be a visual system to identify inedible and condemned goods until packaged and labelled ^m <ul style="list-style-type: none"> - see appendix 2 - Product is segregated from edible product by space and signage <p>Condemned meat should be physically secured until denatured.</p>	<p>EC(MMP)O Schedule 7 –Part 1 EC(MMP)O Schedule 5 – 5.2(iv) EC(MMP)O Schedule 7 – 1.1 AS 4696 - 17</p>
3.4	<ul style="list-style-type: none"> ^m See appendix 2 (completion of MTC) <ul style="list-style-type: none"> - ^m Completed correctly - ^m Returned within 21 days - ^m Reconciled ^m Inedible Meat Transfer certificates for use between registered establishments and State Government approved heat processors ^m <p>Unsatisfactory reports used when product has been received that is either non-compliant or the Certificate is non-compliant</p>	<p>EC(MMP)O Schedule 7 - Part 2</p>
3.5	<ul style="list-style-type: none"> ^m Monitoring ^m <ul style="list-style-type: none"> - of segregation and identification 	<p>EC(MMP)O Schedule 2 – 3.1</p>
3.6	<ul style="list-style-type: none"> ^m Corrective action ^m In the event product integrity is compromised AQIS must be contacted. ^m Should product integrity be compromised, the occupier must take action to secure the product and preserve evidence until advice is obtained from AQIS. 	<p>EC(MMP)O Schedule 2 – 4.1 EC(MMP)O Schedule 2 - 10.1 EC(MMP)O Schedule 7 – 7.1</p>
3.7	<ul style="list-style-type: none"> ^m The procedure addresses the frequency of the tasks 	<p>EC(MMP)O Schedule 2 – 3.1</p>
3.8	<ul style="list-style-type: none"> ^m The procedure identifies those responsible for the tasks <ul style="list-style-type: none"> - ^m Persons who sign MTCs and IMTCs need to be nominated in the Arrangement 	<p>EC(MMP)O Schedule 2 – 2.1 EC(MMP)O Schedule 7 – 10.1</p>
3.9	<ul style="list-style-type: none"> ^m Records of monitoring, corrective action and product transfers 	<p>EC(MMP)O Schedule 2 – 7.1</p>

4. Control of Official Marks

Outcome

Official marks are only applied to eligible product and official marks and seals are only used in accordance with the Orders.

References

Approved Arrangement Guideline Appendix 2 – Product Integrity and Certification Procedures

Performance Indicators

1. Official marks are only applied to product that has been passed as fit for human consumption.
2. Access to and application of official marks and forms is controlled.
3. Application of official marks, marking devices and official (accountable) forms are accounted for and only applied by nominated personnel.

Table 59: Performance Checklist

4. Control of Official Marks	
Can the enterprise demonstrate that:	
4.1	The establishment has a documented procedure for the use and control of official marks and other accountable forms?
4.2	There is an ordering system for accountable items?
4.3	There is a daily use and reconciliation process?
4.4	Official marks are applied correctly?
4.5	Official marks are defaced where appropriate?
4.6	The procedure addresses monitoring?
4.7	The procedure addresses corrective action?
4.8	The procedure addresses the frequency of the tasks including monitoring and verification?
4.9	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
4.10	The records of these procedures and corrective action taken are being maintained?

Table 60: Target

Item	Target	Reference
4.1	^m There is a documented procedure for the use and control of official marks <ul style="list-style-type: none"> - ^m Where there is no defined procedure AQIS shall control the official marks - ^m Computerised labelling systems must operate in accordance with an AQIS approved code of practice. <ul style="list-style-type: none"> o ^m The occupier may control this equipment if the specific Code of Practice for the Computer Generated Mark allows it and the AA covers this operation. 	EC(MMP)O - Part 7, Schedule 6 - Part 2 EC(MMP)O – 64 EC(MMP)O – 64.1, 64.2, 68 EC(MMP)O – 64, 68

Item	Target	Reference
	<p>(application of the mark is linked to an auditable inventory system)</p> <ul style="list-style-type: none"> - ^m For onsite pre-printed carcass bags or tags, an inventory system enables reconciliation of the numbers of pre-printed tags with the numbers of carcasses or quarters bagged. - ^m For pre-printed serially numbered official marks, a reconciliation system accounts for their daily use and relates to the inventory control system. - ^m Resemblances if used are covered. 	<p>EC(MMP)O – 64, 68</p> <p>EC(MMP)O - 66</p>
4.2	<ul style="list-style-type: none"> ^m AQIS approval is required for the ordering and supply of all official marks. ^m AQIS approval is obtained prior to installation of computer generated marking devices (including software) 	<p>EC(MMP)O – 64</p> <p>EC(MMP)O - 64</p>
4.3	<ul style="list-style-type: none"> ^m See Appendix 2 for daily control and reconciliation. ^m See Appendix 2 for replacement label procedures ^m Where official marks have been incorrectly applied to product, they must be removed as soon as is practical and a record kept 	<p>EC(MMP)O – 64, 68</p>
4.4	<ul style="list-style-type: none"> ^m For edible or eligible products official marks are only applied to eligible product. ^m Marks must be applied correctly (clearly, legibly, to eligible product) 	<p>EC(MMP)O Schedule 6 Part 2 Division I</p> <p>EC(MMP)O 64, 65 and Schedule 6 – Part 2</p>
4.5	<ul style="list-style-type: none"> ^m Defacement - See Appendix 2 for directions 	<p>EC(MMP)O – 65, 68.2</p> <p>EC(MMP)O Schedule 6 - 17</p>
4.6	<ul style="list-style-type: none"> ^m Monitoring ^m of control in processing areas, defacement and replacement. 	<p>EC(MMP)O Schedule 2 – 3.1</p>
4.7	<ul style="list-style-type: none"> ^m Corrective action ^m In the event product integrity, including market eligibility is compromised AQIS must be contacted - ^m Should product integrity be compromised, the occupier must take action to secure the product and preserve evidence until advice is obtained from AQIS. 	<p>EC(MMP)O Schedule 2 – 4.1</p> <p>EC(MMP)O Schedule 2 - 10.1</p> <p>EC(MMP)O Schedule 7 – 7.1</p>
4.8	<p>Reconciliation of official marks and forms should occur at a minimum of weekly</p>	
4.9	<p>Only fit and proper persons may order official marks and forms</p> <ul style="list-style-type: none"> - ^m official mark order forms must be countersigned by an AQIS officer ^m People responsible for daily use of official marks, marking devices and forms must be nominated in the Approved Arrangement - ^m the nominated person is responsible for official marks when not secured - ^m An identified company person secures all marks and marking devices when not in use. - A fit and proper person should be responsible for the reconciliation of use of the official marks and forms. 	<p>EC(MMP)O – 64.3; 68.1</p> <p>Schedule 6 - 15.1</p>
4.10	<ul style="list-style-type: none"> ^m Records of use of official marks 	<p>EC(MMP)O Schedule 2 – 7.1</p>

5. Importing Country Requirements

Note: Establishments may choose to address importing country requirements under section 3 of this part.

<p><i>Outcome</i></p> <p><i>Product intended for a particular market complies with all the requirements for that market.</i></p>
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Legal Base

Manual for Importing Country requirements (ELMER)

EC (MMP) O Schedule 7 Part 3 (Halal) and Part 4 (EU)

Performance Indicators

1. Importing country requirements are met before certification can be requested.
2. Procedures within the Approved Arrangement reflect the market listing held by the plant.

Table 61: PERFORMANCE CHECKLIST

5. Importing Country Requirements	
Can the enterprise demonstrate that:	
5.1	The establishment has documented procedures that address importing country requirements where necessary?
5.2	Identification of differing eligibilities is provided for?
5.3	Segregation to the degree necessary to maintain integrity?
5.4	The procedure addresses monitoring?
5.5	The procedure addresses corrective action?
5.6	The procedure addresses the frequency of the tasks including monitoring and verification?
5.7	The procedure identifies the individuals responsible for the tasks including monitoring and verification?
5.8	The records of these procedures and corrective action taken are being maintained?

Table 62: Target

Item	Target	References
5.1	Approved Arrangement reflects requirements and the process is operationally compliant before listing recommendation is made. May reference the export security and integrity section	EC (MMP) O – Order 34, Schedule 2 Clause 11.1, Schedule 7, Clauses 4, 6, 7, 8.1, Part 3, and Part 4. Vol 2
5.2	^m Identification of differing market eligibilities must be specified	EC(MMP)O Schedule 7 - 6.1 and 6.2 (b)
5.3	^m Segregation of differing market eligibilities must be specified	EC(MMP)O Schedule 7 - 6.1 and 6.2 (a)
5.4	^m Monitoring ^m of identification and segregation systems	EC(MMP)O Schedule 2 – 3.1
5.5	^m Corrective action – ^m Should the product integrity procedure be compromised, the occupier must take action to secure the product and preserve evidence until advice is obtained from AQIS.	EC(MMP)O Schedule 2 – 4.1 EC(MMP)O Schedule 2 - 10.1 EC(MMP)O Schedule 7 – 7.1

Item	Target	References
	- ^m When product becomes ineligible for a market, all marks indicating eligibility are removed and inventory is amended to reflect the loss of eligibility.	
5.6	^m The procedure addresses the frequency of the tasks	EC(MMP)O Schedule 2 – 3.1
5.7	^m The procedure identifies those responsible for the tasks	EC(MMP)O Schedule 2 – 2.1
5.8	^m Records of monitoring and verification and inventories must be kept	EC(MMP)O Schedule 2 – 7.1

6. Export Documentation

Outcome

Meat and meat products are exported from Australia when certification requirements are accurately met.

References

<http://www.aqis.gov.au/EXDOC>

Performance Indicators

1. Request for Permits (RFPs) sent to AQIS must be accurate and complete.
2. Validation procedures for requesting Permits must be independent to procedures that generated the original information.
3. All meat exported has a valid export permit.
4. Importing country requirements are met before certification can be validated for that market.

Table 63: PERFORMANCE CHECKLIST

6. Export documentation	
Can the enterprise demonstrate that:	
6.1	The establishment has documented procedures for generating and validating export documentation?
6.2	RFP validation is an independent process to that which generated the RFP?
6.3	The procedure addresses corrective action?
6.4	The procedure addresses the frequency of the tasks?
6.5	The procedure identifies the individuals responsible for the tasks?
6.6	The records of these procedures and corrective action taken are being maintained?

Table 64: Target

Item	Target	Reference
6.1	^m Exporter must apply for an export permit (Request For Permit – RFP) ^m Occupier at last establishment that inspects the goods may validate Export Permit	EC(MMP)O Schedule 8 – 1.1, 1.2 and 2.1 EC(MMP)O Schedule 8 - 5
6.2	^m RFP validation process verifies the information in the RFP. (different process to application) ^m There is an auditable trail of information to lead to RFP validation.	EC(MMP)O Schedule 8 – 5.1, 5.4 EC(MMP)O Schedule 8 – 5.1
6.3	^m Corrective action - ^m In the event products are identified to be unwholesome or integrity, including market eligibility is compromised AQIS must be contacted - ^m Should product be identified to be unwholesome or integrity is compromised, the occupier must taken action to secure the product and preserve evidence until advice is obtained from AQIS.	EC(MMP)O Schedule 2 – 4.1 EC(MMP)O Schedule 2 - 10.1 EC(MMP)O - 51 EC(MMP)O Schedule 7 – 7.1
6.4	^m The procedure addresses the frequency of the tasks	EC(MMP)O Schedule 2 – 3.1

Item	Target	Reference
6.5	^m The procedure identifies those responsible for the tasks - ^m RFP user IDs and passwords are strictly confidential and must not be shared	EC(MMP)O Schedule 2 – 2.1
6.6	^m Records of load out and validation must be kept	EC(MMP)O Schedule 2 – 7.1

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Appendix 1

Documentation of Procedures

Sanitation Standard Operating Procedure and Standard Operating Procedure (Advisory)

It is recommended that the documentation of procedures be in a recognised Standard Operating Procedure (SOP) format. This format, as follows, is not mandatory but alternative approaches must be able to demonstrate their adequacy and effectiveness. Where there are elements common to a number of procedures, these can be documented in a single section.

The development of each element of a procedure (e.g. scope, monitoring, corrective action, verification etc) must be able to be referenced back to the requirements mentioned above.

Title of Procedure

E.g. Cleaning and Sanitation, Product Traceability and Recall

Purpose

What is the procedure trying to achieve? E.g. ensure that the premises and equipment commence operations in a sanitary state and are maintained in an acceptable sanitary state during operations.

Scope

What does the procedure cover? E.g. all areas where prescribed goods are processed or stored, all areas where packaging materials are stored, all areas used by personnel who come into contact with prescribed goods.

Definitions

Include any definitions relevant to the procedure.

Background

Include any relevant background information to assist with understanding the procedure.

References

Include any reference material relevant to the procedure, including legal references. This may be best achieved by the use of a master list.

Methodology

Give details of the process (how is it done, when is it done, how often is it done)

Monitoring

The monitoring method(s), monitoring frequency and how the monitoring is recorded need to be described with any measurements or observations to assess whether the process is operating within defined limits (how is it done, when is it done, how often is it done). This must be specific and state the pass/fail criteria. The frequency of monitoring must be defined, it cannot be described 'as necessary' or random.

Responsibility

Give details of who does the various activities. Are there any specific requirements for responsibility that AQIS requires e.g. stamps, seals, RFP validation? This should also help when writing specific job and task work instructions.

Corrective Action

Describe actions taken when the results of monitoring indicate a loss of control. These actions:

- *should bring the process back under control*
- *should include any non-conforming product produced in the production lot. Either return non-conforming product to acceptable specification or condemn.*
- *should describe immediate corrective and longer-term preventive action.*
- *should also pick up corrective action that relates to problems at verification.*

Are there any specific items that AQIS want to specify e.g. mixing Halal with non-Halal makes it all non-Halal.

Records

Identify by form name or number the written records to be used for monitoring, corrective action and verification.

Verification

This is the continual review of process control systems to ensure that regulatory and/or specified requirements are met. It is necessary to specify all activities required to verify the procedure is effective – periodic review of monitoring documentation, internal audit and management review of internal audit documentation. Needs to include methodology and any necessary action. Verification may use a different test to monitoring e.g. microbiology. Are there any specific items that AQIS requires e.g. surface micro to verify sanitation? Need to describe what is done, when it is done, how often it is done.

In all cases Internal Audit and Management Review are verifications.

Note 1 *This format is not applicable to the system support area.*

Note 2 *When developing procedures, each section of the Approved Arrangement guideline may contain content specific to the procedure that is in addition to the generic requirements stated above. Each section of the Approved Arrangement must be read in conjunction with the relevant sections of the Export Control (Meat and Meat Product) Orders and Australian Meat Standard when developing the Arrangement.*

Work Instruction (Advisory)

Under a SOP may be a number of Work Instructions. These could cover the details of the tasks to be done in a process such as slaughtering. There should also be detailed work instructions covering monitoring, corrective action and verification activities.

The extent to which an occupier addresses the elements of the Approved Arrangement is dependent upon the scope of meat processing activities, markets that the occupier is listed to access, and relevant aspects of the business environment.

The Export Control (Meat and Meat Product) Orders also provide industry the opportunity to implement scientifically validated alternative procedures following AQIS approval.

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Appendix 2

Product Integrity and Certification Procedures

A) Export Security and Integrity

1. Inter-Establishment Transfer

The Export Control (Meat and Meat Products) Orders requires that integrity of meat and meat products is maintained during transport of product. To ensure that this happens in a way that is consistent between establishments the regulations specify the information that must travel with the load.

For inter-establishment transfer the following is required:

- effective segregation and identification according to trade description and market eligibility during transport
- accompanying Meat Transfer Certificate (MTC)
 - o pre-printed MTCs are available from AQIS
 - o AQIS may approve electronic systems that cover the required information
 - o MTCs must be endorsed with the market eligibility of the product as required (not the listings of the establishment)
 - o if the receiving establishment fails to return the duplicate MTC, the occupier should contact AQIS
- procedures for responding to reports, from other establishments, of unsatisfactory transfer of meat and meat products
- procedures for reporting to other establishments when unsatisfactory transfers of meat and meat products are received.

2. Non-Export Meat

The Export Control (Meat and Meat Products) Orders requires that integrity of meat and meat products for export is maintained. Product not eligible for export can be handled provided that the following conditions are met.

For non-export meat:

- non-export meat is not received, stored or processed unless provided for in the Approved Arrangement;
- nomination of type, species and use on establishment of non-export goods
- identification, segregation and inventory systems covering receipt, processing, storage and despatch;
 - o a diagram of the site identifying storage areas may be necessary;
 - o storage areas should be capable of being locked;

Note: Some markets may require AQIS presence or lock-up security at establishments processing and storing export and non-export meat.

 - o identification of secured storage areas for non export goods:
 - o unidentified meat at a minimum must be segregated by time or structure
 - o packaged and identified meat at a minimum must be segregated by time or structure or space
 - o clear differentiation between non-export and export packaging in a processing/boning plant

3. Meat Or Meat Products From Another Country For Further Processing And Export

The Export Control (Meat and Meat Products) Orders allow imported meat to be stored, processed and/or despatch to other countries provided that the following conditions are met.

For imported meat and meat products:

- the goods are accompanied by an official certificate from that country;
- the goods are identified and segregated from other meat through receipt, storage, processing and re-export
 - o some markets permit product to be produced from both Australian and New Zealand meat.

Note: Imported meat that is for domestic use is treated like non-Export meat

4. Meat or meat products that have been exported then returned to australia:

For returned meat and meat products the following is required:

- Import permit (contact the AQIS Biological Section in Canberra, phone number (02 6272 4578

- AQIS inspection and approval is required prior to movement of the product. This involves both AQIS Quarantine and Meat Inspection.

Meat Inspection is required to determine suitability and eligibility after AQIS quarantine release and requires:

- documentation relating to the initial export of the goods
- documentation and other information on the reason for return to Australia, the Australian import documentation and on movement of the goods since leaving Australia;
- intended handling of the returned goods in accordance with the integrity hazard that they represent to other meat and meat products on the establishment;

Based on the above information AQIS may require further tests (AQIS Notice 2003/4)

5. Entry of Animal Intestines and Runners not produced in accordance with the Orders

(This section applies where an importing country allows the production of runners from non-export intestines and runners - see Volume 2)

For runners sourced from domestic establishments the following is required:

- are accompanied by a Public Health Certificate
- are identified and segregated from export runners/casings during receipt, processing, storage and despatch and
- an inventory system for processing, storage and load in/out of export/non-export product.

6. Condemned and foetal material:

The Export Control (Meat and Meat Products) Orders requires that condemned and foetal material does not jeopardise the integrity of meat and meat products for export. Establishments handling condemn and/or foetal material must include procedures with their Approved Arrangement which ensure

- once it is moved out of the direct control of a Meat Safety Inspector, it is effectively segregated until made inedible by rendering or chemical denaturation;
- the segregated area is controlled sufficiently to prevent direct or indirect contamination of edible meat and meat products; and
- the foetal material is not left unsecured unless supervised.

7. Animal food material:

The Export Control (Meat and Meat Products) Orders requires that material for use as animal food does not jeopardise the integrity of meat and meat products for export. Establishments handling material for use as animal food must include procedures with their Approved Arrangement which ensure

- once it is moved out of the direct control of a Meat Safety Inspector, it is effectively segregated from edible meat and meat products until packaged, labelled and, if necessary, stained in accordance with the Australian Meat Standard
- it is adequately handled to meet animal food standards (e.g. removal of parasite lesions) and its hygiene and integrity is protected from contamination by condemned or inedible material
- the animal food area is controlled sufficiently to prevent direct or indirect contamination of edible meat and meat products
- material designated as animal food is not left in an area unsecured or unsupervised.
- an inventory system is implemented for animal food at the establishment
- clearly labelled as animal food and is segregated in storage
- it is despatched to other registered establishments or approved heat processors or received onto the establishment using Inedible Meat Transfer Certificate:
 - o if the receiving establishment fails to return the duplicate MTC, the occupier should contact AQIS.
- a valid export permit

8. Pharmaceutical material:

The Export Control (Meat and Meat Products) Orders requires that material for pharmaceutical use does not jeopardise the integrity of meat and meat products for export. Establishments handling material for pharmaceutical use must include procedures with their Approved Arrangement which ensure

- once it is handled other than as edible meat, it is effectively segregated from edible meat and meat products until packaged and labelled in accordance with the Australian Meat Standard;
- it is adequately handled to meet pharmaceutical material standards (e.g. refrigerated) and its hygiene and integrity is protected from contamination by condemned or inedible material;
- clearly labelled as pharmaceutical product, segregated in storage; and
- it is despatched to other registered establishments or received onto the establishment using Inedible Meat Transfer Certificate:
 - o if the receiving establishment fails to return the duplicate MTC, the occupier should contact AQIS.
- a valid export permit

B) Official Marks and Marking Devices

The Export Control (Meat and Meat Products) Orders require that official marks are kept under the control by the occupier to ensure that they are only applied to meat and meat products that are eligible for that mark. The Export Control (Prescribed Goods General) Orders specify the sizes for official marks that must be used on meat and meat products.

Resemblances

To enable industry to utilise resemblances the sizes below are to be used. Unless otherwise required by an importing country resemblances can be controlled through general AQIS supervision and verification activities.

It is important that resemblances:

- are not used for the primary mark that is applied to carcasses, tags or cartons, unless it is in accordance with an importing country requirement
- have a documented procedure for and a record of ordering and receipt of resemblances.

Table 65: Sizes of Resemblances

Description	Dimension of Resemblance	Large Size	Small Size
Australia Inspected	1. Resemblance of mark specified in Orders 13.02 and 13.03 of the Export Control (Prescribed Goods General) Orders as amended (a) Breadth of Oval (b) Height of Oval	(mm) 45 35	(mm) 18 or less 12 or less
Australia Approved	2. Resemblance of mark specified in Orders 13.12 and 13.13 to the Export Control (Prescribed Goods General) Orders as amended (a) Breadth of Oval (b) Height of Oval	(mm) 40 30	(mm) 18 or less 12 or less
	3. The letters and registered establishment number shall be clear and legible		

Defacement

The Export Control (Meat and Meat Products) Orders require that official marks are defaced under certain circumstances. Official marks, other than resemblances, are defaced when:

- a product ceases to be fit for human consumption or loses market eligibility as defined by that mark (e.g. Halal, EU).
 - o product may lose its market eligibility when the specific market procedure is not adhered to.
- the intention to export is abandoned;
 - o this does not apply to carcasses, carcass parts;
 - o for packaged meat this only applies to the mark on the main panel or tag;
 - o for product covered under state audit arrangements this is not required – “Oval AA” mark used on red meat and pork)
 - o for Halal product this is not required for the Halal mark;

Note: an “Australia Approved” mark used under the Export Control (Meat and Meat Products) Orders need not be defaced when the intention to export is abandoned.

- the carton, label or tag on which the mark is applied is damaged and is being replaced.
 - o the replacement must be recorded in the inventory control system.
 - o where there is regular AQIS presence on site these replacements should only occur with their approval or verification

The arrangement shall have procedures for notifying AQIS when this occurs

- o it may occur by direct notification; or
- o it may be recorded within the inventory system and be available for audit.

Container Seals

The Export Control (Meat and Meat Products) Orders requires that the use of container and Tyden seals must be controlled and accounted for.

For **One Seals**:

- orders must be made directly to AQIS Stores Section.
- the person placing the order must be nominated on the registration as a fit and proper person.
- once received, the boxes of seals must be checked to ensure that the number and serial number range of the seals are consistent with the Stores despatch documents.
- a register must be kept which shows the number and serial numbers of seals received, on hand and issued for use at the establishment each work day. Details of specific use of particular seals must be recorded. These records may be kept in the seal register or with records completed at the place of use (e.g. at container sealing), provided each seal can be accounted for.
- damaged, unusable and broken seals must be accounted for.
- all seals must be under the direct control of the persons nominated by the occupier to secure and issue them, or the persons nominated to receive and use them. The seals must be under lock-up security when not under the direct supervision of these persons.
- seals currently on the establishment and seal registers must be made available to AQIS auditors on request.

Note: Tyden and One Seals are only available through AQIS Stores Section.

Tyden seals are not normally issued to occupiers of establishments, however, in cases where they may be, the occupier’s control procedures must be the same as for One Seals.

C) Export Documentation

Note. An application for an export permit to export meat or meat products must be made by or on behalf of the person who intends to export the meat or meat products and should be provided prior to export. An RFP is submitted to AQIS through the EXDOC system.

1. For a Request for Permit (RFP):
 - ensure that the computer-based system conforms with the *EXDOC Exporter System Interface Specification*
2. That the RFP details the information required for validation:
 - Header
 - RFP reference
 - exporter and consignee identification.
 - discharge country and port.
 - destination country and city.
 - name of vessel, voyage number, date of shipment.
 - health certificate print controls and identifiers.
 - forward and transfer indicators.
 - inspection establishment and date.
 - Line (per product parcel)
 - product inspection description and health certificate description.
 - product packaging, quantity, shipping marks.
 - quota references.
 - container and seal numbers.
 - slaughtering and packing establishments, and the periods of product processing.

3. The RFP is validated by:
 - an AQIS officer when the officer has supervised the loading and has reasonable grounds to believe that the information provided in the RFP is true and accurate; or
 - where provided for under the Approved Arrangement, a person designated by the occupier and authorised by AQIS as an RFP validator.
4. An “RFP Validator” verifies that:
 - the information in the RFP is correct prior to validating it; and
 - the product being validated meets legislative requirements.
5. The RFP Validator uses an auditable trail of information that is kept and available for verification.
 - The RFP validator is legally responsible for the accuracy of the information provided in the RFP and that the goods being certified comply with the Orders and any required importing country requirements. There are penalties if false declarations are made.
 - The RFP validator should initial or sign documents used in checking RFP for validation e.g. load-out sheet.
6. Should occupiers or exporters become aware of inaccuracies in export documentation or become aware that the goods may not meet export requirement, they immediately inform the relevant AQIS Regional Office to seek amendments, obtain clarification and follow instructions. If necessary, this may involve cessation of transport or loading on ship.

Note: Details of procedures for the EXDOC system can be obtained at <http://www.aqis.gov.au/EXDOC>
 An RFP validator is responsible for the accuracy of all the information on an RFP including the compliance of the goods being validated against the relevant Australian legislation and any relevant importing country requirements

It is an **offence** to export meat or meat products unless an Export Permit has been issued by AQIS.

It is an **offence** for an RFP validator to provide their EXDOC password to any other person.

Once an Export Permit has been issued, AQIS Regional Offices will make available the necessary importing country Government Certificates. Using control fields in the RFP, the exporter may request the EXDOC system to produce the export documentation anytime after the RFP has been authorised. A number of importing countries require a health certificate to be printed and dated prior to product leaving Australia.

The exporter shall ensure that meat or meat product consignments are not exported unless an Export Permit has been issued for the goods and Government Certificates are forwarded to importing country authorities as appropriate.

Note: This procedure does not apply to:

- a. *soup, soup powder, soup concentrate and meat extracts;*
- b. *tallow;*
- c. *gelatin;*
- d. *regenerated collagen products;*
- e. *meat products containing less than 5% mass of meat;*
- f. *meat or meat products exported in a consignment of no more than 10 kilograms;*
- g. *meat or meat products that are exported to New Zealand;*
unless the importing country requires government certification.

Appendix 3

The HACCP System

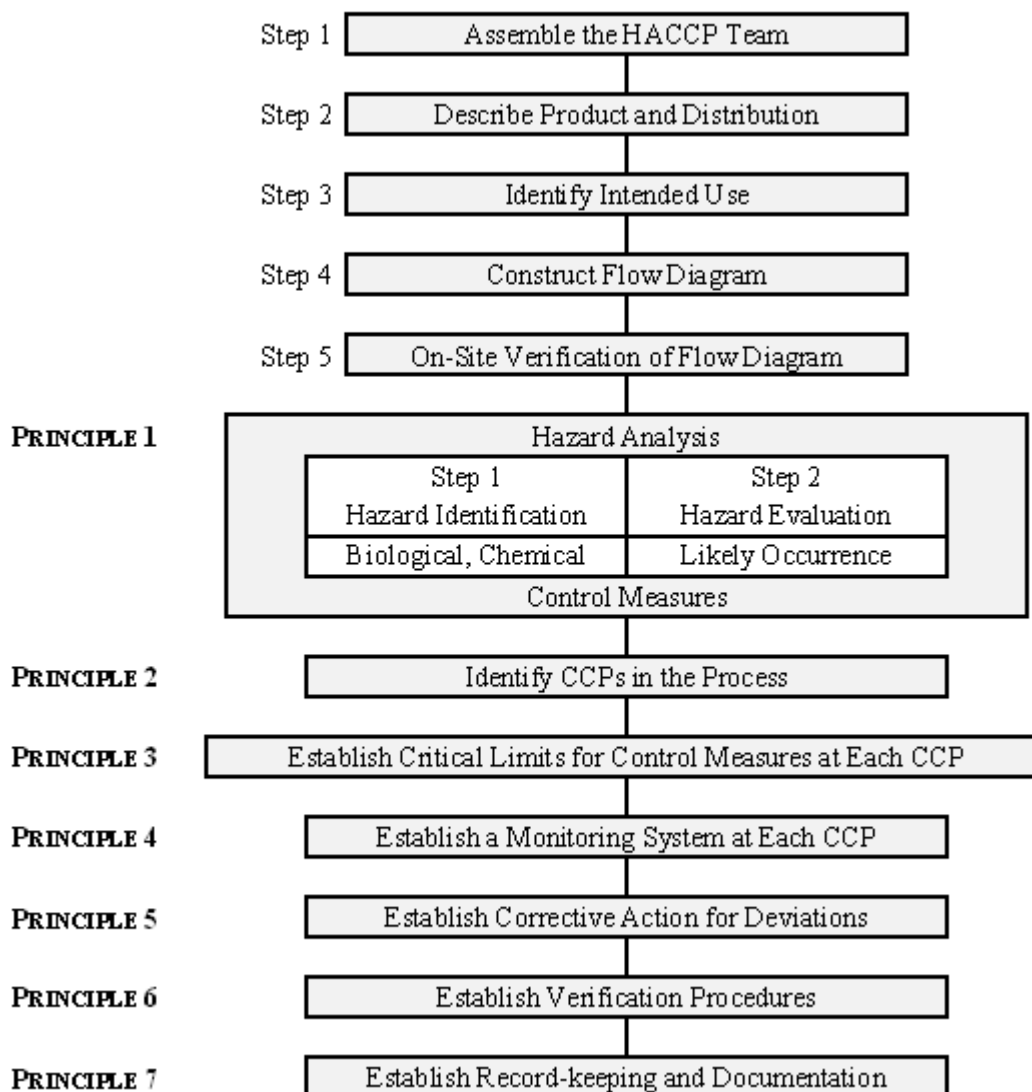
HACCP

The HACCP method describes a system for the identification, evaluation and control of hazards that are significant for food safety. The HACCP approach described in this Part is based on the principles of HACCP published by the Joint FAO/WHO Codex Alimentarius Commission.

Principles of HACCP

HACCP applies a systematic logic sequence to the identification, evaluation and control of food safety hazards based on seven principles (Figure 1) and five preliminary steps.

Figure 2: Logic Sequence for Developing a HACCP Plan - As set out below



Developing the HACCP Plan

The following five preliminary steps must be addressed initially:

1. Assemble the HACCP team
2. Describe the product and the method of distribution
3. Identify the intended use and consumers of the product
4. Construct a flow diagram which describes the process
5. Confirm the flow diagram

In addressing each of these steps, documentation must be created which provides evidence of the completion of these steps.

Preliminary Step 1. Assemble the HACCP team

The team:

- requires people with knowledge and experience appropriate to the product and process.
- is responsible for developing each step of the HACCP plan.
- requires a leader or coordinator, who possesses recognised qualifications in the application of HACCP.

Preliminary Step 2 Describe the Product

A description of the product includes information such as: composition, physical/chemical structure (including A_w , pH, etc.), preservation status (heat-treated, frozen, smoked, etc.), packaging, durability, storage conditions and method of distribution.

Preliminary Step 3. Identify the Intended Use and Consumers of the product

Consumers may be the general public or a particular segment of the population, including infants, elderly and immunologically compromised. It is important that the intended use of the product by consumers be identified. For example, it should be clearly stated whether the product is to be consumed raw or partially cooked.

Preliminary Step 4. Construct a flow diagram

A flow diagram should provide a clear, simple description of the steps in a production process from receipt of raw materials to final loading of finished products. There should be sufficient detail to enable hazard identification, but not so much as to overburden the plan with less important points. For example, dividing steps into their individual tasks within the flow chart should be avoided.

Preliminary Step 5. Confirm the Flow Diagram

The accuracy and completeness of the flow diagram is confirmed and the diagram signed and dated by the person(s) confirming the flow.

Principle No. 1: Conduct the Hazard Analysis

- The hazard analysis identifies those hazards significant to food safety and their control measures.
- A hazard analysis is conducted for each product or process type.
- The likelihood of occurrence and the potential severity for public health are evaluated in determining the significance of hazards in a product type.
- Control measure(s) are assigned to each significant hazard identified by the hazard analysis.

Principle No. 2: Determine the Critical Control Points

- Critical control point (s) are determined at point(s) in the process where significant hazards can be controlled and are essential to prevent or eliminate the hazard or reduce it to an acceptable level.
- The determination of a CCP can be assisted by the application of decision trees. The decision tree approach is not mandatory; however, the thought process can be useful.

(Note: some markets require the use of the decision tree as part of the process)

Principle No. 3: Establish Critical Limits at Each CCP

- Critical limit(s) are set for the control measure(s) at each CCP.
- Critical limits relate to the control measure at the CCP for the significant hazard.
- The measurement of critical limits is made from the product; or from processing agents; or from equipment (such as air temperatures in cooking vessels or refrigeration chambers).
- Operating limits can be established at a level before the critical limit is breached to allow early intervention before deviation from the critical limit.

Principle No. 4: Establish Monitoring Procedures

- Monitoring is scheduled to measure the critical limit at a CCP. The procedure specifies fully how, when and by whom the monitoring is performed.

- Continuous monitoring is more reliable and is designed to detect shifts from operational limits, thereby allowing correction before deviation from the critical limit.
- Where monitoring is not continuous, the amount and frequency of monitoring should be sufficient to assure that the CCP is under control.
- Personnel must be adequately trained in the monitoring procedures for the CCP for which they are responsible.

Principle No. 5: Establish Corrective Action

- Corrective action is defined for deviations from the critical limit at each critical control point.
- Corrective action must address the following principles:
 - a) the identification and correction of the cause of the deviation (including preventive action);
 - b) the identification, isolation, treatment and disposition of affected product (lot or batch); and
 - c) the records that document the incident and the action taken.
- The personnel responsible for taking corrective action and for releasing affected product after corrective action has been taken are identified.

Principle No. 6: Establish Verification Procedures

- Verification determines the effectiveness of the HACCP Plan and that the system is operating according to the Plan.

1. Validation

- Initial validation is conducted during the development and implementation of the HACCP to determine that the Plan is scientifically sound, is complete and that hazards are effectively controlled.

2. Verification

- Verification shows whether the HACCP system is functioning effectively on an ongoing basis.
- Verification procedures include:
 1. Review of monitoring and corrective action records for each CCP;
 2. Calibration of measuring equipment used in the monitoring of critical limits;
 3. Review of the monitoring procedure at critical control points;
 4. Microbiological analysis of product samples (for some product: hazard combinations, testing may be prescribed either by the Controlling Authority or by importing countries).

3. Reassessment

- Reassessment of the HACCP plan is undertaken at least annually to revalidate the HACCP plan.
- The HACCP plan will also be reassessed when there have been alterations to the process; where the HACCP plan has failed; where new hazards are identified; or the intended use of the product has changed.

Principle No. 7: Establish Record Keeping Procedures

- The HACCP Plan and associated records are available as part of the Approved Arrangement.
- The records from the HACCP Plan include:
 1. The HACCP team;
 2. The description of the product, distribution, consumer and intended use;
 3. The verified and signed flow diagram;
 4. Hazard analysis including the rationale and references for determining significant hazards and their control measures;
 5. CCP determination and technical basis of critical limits;
 6. HACCP table for each CCP identifying activities for the control of the significant hazard;
 7. CCP monitoring activities;
 8. Deviations and related corrective action;
 9. Verification including validation, daily verification and reassessment;
 10. Modifications to the HACCP plan.