Australian Government

Australian Quarantine and Inspection Service

| EXPORT ADVISORY NOTICE – 2007-14 | | | 19 June 2007 |
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| Title: | Audit of AQIS registered premises | | |
| Species: | Livestock | | |
| Country: | All | File No. | 2007/00655 |
| Relevant to: | AQIS Registered Premises operators<br>AQIS Live Animal Exports Officers | | |

## Purpose

To advise Registered Premises operators that the scheduling of AQIS audits of registered premises is to commence in July 2007.

## Background

Premises are registered under the *Export Control (Animals) Order 2004*. AQIS has an obligation to audit registered premises to assess compliance with the legislation and the Australian Standards for the Export of Livestock (ASEL).

The first audit of each registered premises is an opportunity for operators to clarify operational and record keeping expectations and to refine operational processes to ensure continual improvement.

A condition of registration is that the operator must consent to entry by an authorised officer and must provide assistance to an AQIS officer as is necessary to enable the officer to perform an audit.

## Instructions

AQIS will notify the registered premises operator of the date of the audit. The auditors will be trained AQIS auditors.

The cost of the audit is $52 per 15 minutes. The average time to audit a registered premises is likely to be approximately 4 hours. The operator can minimise the time of the audit by having records in an accessible and organised system.

AQIS will be auditing the records of the registered premises against the following:

- registered premises operations manual
- *Export Control (Animals) Order 2004*
- Australian Standards for the Export of Livestock.

The auditors may request consignments prepared in the previous 6 months of the date of the audit.

Audits of registered premises may be scheduled at 6 month intervals.

The auditors may issue Corrective Action Requests and / or Observations for audit findings which are not in compliance with the legislation or ASEL. The documentation of audit findings is an opportunity for continual improvement in meeting the legislated obligations.

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