

POULTRY MEAT
WORKBOOK FOR APPROVED
ARRANGEMENT APPLICATION AND
AUDITING.

POULTRY MEAT - WORKBOOK FOR APPROVED ARRANGEMENT APPLICATION PREPARATION AND AUDITING.

PART 1 SYSTEMS SUPPORT

1. Policy Objectives and Commitment

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
	APPROVED ARRANGEMENTS	EC (PM&PMP) O-3.02, 3.03, 4.06. Div 10.2, Schedule 1 Part 1 & 2. Schedule 2 Division 1 Clause 1; Part 2 AS 4465:2007 - 14(a)			
1.1	A management statement in accordance with the guide for scope and content is made by the most senior company representative on-site	EC(PM&PMP)O –3.02, 3.03, Schedule 2 Division 1 Clause 1 AS 4465:2007 - 14(a) 4.1			

2. Organisation Structure

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
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>	EC(PMPMP)O 3.03, Schedule 2 Clause 2, Schedule 2 Clause 2 AS 4465:2007 – 14 (b)			
2.2	Organisational chart or list Alternative positions/personnel for decision making should be specified	EC(PMPMP)O Schedule 2 Clause 2 AS 4465:2007 –14(a)			
2.3	Authority to initiate functions such as product withdrawal and recall	EC(PMPMP)O – Schedule 2 Clause 2 AS 4465:2007 - 14(a)			

3. Management Review

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
3.1	Conduct Management Review in line with written procedures at least 6 monthly.	EC(PMPMP)O – Schedule 2 Clause 5.1; AS 4465:2007 - 14(a) 4.1			
3.2	Inputs to Management Review are described	EC(PMPMP)O – Schedule 2 Clause 5.1; AS 4465:2007 – 14(a) 4.1			
3.3	Outputs of Management Review are recorded	EC(PMPMP)O – Schedule 2 Clause 5.1 & 5.2; AS 4465:2007 – 14(a) 4.1			

4. Internal Audit

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
4.1	Policy for the application of Internal Audit is described	EC(PMPMP)O - Schedule 2 Clause 5. 1			
4.2	Scope covers all stages of the operations A defined audit process is followed	EC(PMPMP)O - Schedule 2 Clause 5.1 AS 4465:2007 - 14(a) 4.17			
4.3	The use of checklists, audit summaries, non-compliance reports and observations are used to monitor the element being audited	EC(PMPMP)O – Schedule 2 Clauses 5.1; 5.2 AS 4465:2007 – 14(a) 4.14			
4.4	Corrective Actions are required when the element being audited is non-compliant.	EC(PMPMP)O – Schedule 2 Clauses 4.1&2 AS 4465:2007 – 14(a) 4.14			
4.5	Verification is required of the effectiveness of corrective action.	EC(PMPMP)O – Schedule 2 Clause 3 AS 4465:2007 – 14(a) 4.14			
4.6	Each element is audited at least annually	EC(PMPMP)O - Schedule 2 Clause 5.1 AS 4465:2007 – 14(a)			
4.7	The personnel conducting the audit are competent and independent of the element being audited.	EC(PMPMP)O - Schedule 2 Clause 2(b) AS 4465:2007 – 14(a) 4.18			
4.8	Records are kept of Internal Audits	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3;7.1 AS 4465:2007 – 14(a)			

5. Corrective Action

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
5.1	Policy for the application of corrective action is described	EC(PMPMP)O - Schedule 2 Clause 4.1 AS 4465:2007 – 14(a) 4.14			
5.2	Investigation of cause of the deficiencies	EC(PMPMP)O - Schedule 2 Clause 4.1 AS 4465:2007 – 14(a) 4.14			
5.3	Monitoring identifies deficiencies	EC(PMPMP)O – Schedule 2 Clauses 5.1, 5.2 AS 4465:2007 – 14(b); 5			

5. Corrective Action (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
5.4	Corrective Actions: - – are specified in advance where possible; – address and is applied to product and processes to reduce the chance of a recurrence; – should be taken for non-compliances identified by employees or second and third parties.	EC(PMPMP)O - Schedule 2 Clause 4.1 AS 4465:2007 – 14(a) 4.14			
5.5	Verification is required of effectiveness of corrective action.	EC(PMPMP)O - Schedule 2 Clause 3 AS 4465:2007 – 14(b); 6			
5.6	The procedure addresses the frequency of the tasks Production and related areas are checked daily Records are verified daily	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b).			
5.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)			
5.8	Records of monitoring, corrective action, verifications of those actions and verification are kept	EC(PMPMP)O – Division 10.2, Schedule 1 clause 15.1 Schedule 2 Clauses 4.3;7.1. AS 4465:2007 – 14(a)			

6. Training

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
6.1	There is a policy for Training that ensures staff and employees are competent	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18			
6.2	Training is available for all tasks for staff and employees Recognised training has been successfully completed for personnel who : – Develop and reassess HACCP plans (co-ordinator) – Swab carcasses for microbiological evaluation and perform sampling – Conduct testing – Perform AM inspection – Perform PM inspection	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14(a) 4.18			

6. Training (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
6.3	Monitoring by the Company ensures staff and employees are competent A company system for assessing competence is required to verify compliance, may use induction training and process control assessments as part of the process	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18			
6.4	Corrective Actions are required when staff and /or employees do not meet the requirements of their allotted tasks	EC(PMPMP)O - Schedule 2 Clause 4.1 AS 4465:2007 – 14(a) 4.14			
6.5	Verification is required of effectiveness of corrective action.	EC(PMPMP)O - Schedule 2 Clause 3 AS 4465:2007 – 14(b); 6			
6.6	The procedure addresses the frequency of the tasks – Induction training – Refresher training – Skill enhancement	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14(a) 4.18			
6.7	Training is to be provided by supervisors, leading hands and qualified training officers.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14(a) 4.18			
6.8	Records of competency assessment and training are kept	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3;7.1 AS 4465:2007 – 14(a)			

7. Document Control

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
7.1	There is a procedure for Document Control of the AA.	EC(PMPMP)O – Schedule 2 Clause 11 AS 4465:2007 – 14 (a)			
7.2	It is a requirement that the version of Approved Arrangement held by an establishment is current and approved.	EC (PMPMP) O –3.02; Schedule 2 Clauses 5.1; 5.2; 11 AS 4465:2007 – 14 (a)			

7. Document Control

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
7.2 (cont.)	<p>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"> - 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); - A summary of the current revision status' of the sections of the manual is printed to show the current version status; <p>Use of an AQIS electronic signature (refer to 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>Electronic Transaction Act;</p> <p>Guide to the use and control of electronic records for statutory compliance.</p>			
7.3	<p>Monitoring of the Approved Arrangement is required to: -</p> <ul style="list-style-type: none"> - ensure it is current; - documented processes are followed; - records of monitoring, corrective action, verifications of those actions are kept; - procedures are followed for the application of variations to the AA are followed. <p>Access to Approved Arrangement and other important information is provided</p>	<p>EC (PMPMP) O –3.02; Schedule 2 Clause 11</p> <p>AS 4465:2007 – 14</p>			
7.4	<p>The corrective action for AA amendment is a procedure that involves developing the amendment, obtaining internal company approval and providing a submission to the AQIS ATM</p> <p>No variations that could adversely effect the arrangement implemented prior to approval by AQIS</p>	<p>EC (PMPMP) O – Schedule 1 Clause 14.1& 14.2.& Part 2 Schedule 2 Clause 4</p>			
7.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	<p>EC(PMPMP)O - Schedule 2 Clause 3</p>			

7. Document Control (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
7.6	The procedure addresses the frequency of the tasks Production and related areas are checked daily Records are verified daily	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)			
7.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18			
7.8	Records of amendments 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> Where the Approved Arrangement document is to be kept in electronic form, 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. For example, weekly printouts of computerised temperature records of storage chambers signed by the QA manager). Where necessary to demonstrate compliance records are made. Relevant records either made or acquired are kept. 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.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3; 7.1 AS 4465:2007 – 14(a)			

PART 2. PROCESS CONTROL Part A –

A.1.1 Structure and Maintenance

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.1.1	A documented procedure is required for the maintenance of the structure to the requirements of the Standard.	EC(PMPMP)O 3.04; 4.07- 4.10 Schedule 3 AS 4465:2007 – 14(a)			
A.1.1.2	Site and Services. Premises construction. A floor plan showing: - - processing areas - major equipment layout; - product and people flow. When structural and equipment alterations occur it will need to be treated as an amendment to AA (therefore a new floor plan is required). 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)	EC(PMPMP)O Schedule 3 Clause 1; Schedule 4 Part 1 Clauses 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12. AS 4465:2007 – 4;5;6			
A.1.1.3	There is a structural monitoring program in place. - Processing areas may use the sanitation monitoring process, or this procedure may be supplemented by an independent monitoring program - Critical defects are identified before they can jeopardise the wholesomeness of poultry meat and/or poultry meat products. - Defects are identified and rectified before they become critical (preventive maintenance).	EC(PMPMP)O – Schedule 2 Clauses 5.1;5.2 AS 4465:2007 – 14(b)5			
A.1.1.4	Corrective actions ensure that: - critical defects are rectified before product wholesomeness is jeopardised - other defects identified and rectified before product wholesomeness is jeopardised - the process of rectification does not jeopardise the wholesomeness of poultry meats	EC(PMPMP)O - Schedule 2 Clause 3			
A.1.1.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)			

A.1.1 Structure and Maintenance

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.1.6	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 	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18			
A.1.1.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14(a)			
A.1.1.8	Records of monitoring, corrective action, verifications of those actions and verification of effective structure and maintenance are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3; 7.1 AS 4465:2007 – 14(a)			

A.1.2 Water Supply

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.2.1	A documented procedure is required for the water supply <ul style="list-style-type: none"> - Includes a water distribution map - Ice is produced from potable water only. 	EC(PMPMP) O – Schedule 4 – Part 1 AS 4465:2007 –4.2; 14(a)			
A.1.2.2	The water supply is to be sufficient and appropriate to the operations undertaken. Where water is treated on plant to ensure potability <ul style="list-style-type: none"> - A chlorine alarm must be fitted - A contact time of no less than 20 mins must be maintained for chlorine with the water prior to use - A free residue chlorine level of not less than 0.25ppm is maintained. - Pre-chlorination micro tests should be conducted - For canning operations (except Sterivac) monitoring demonstrates that there is a trace of chlorine used in the cooling water. To protect potable supply from contamination the following actions are complete: <ul style="list-style-type: none"> - Tanks are covered - Tanks are cleaned 	EC(PMPMP)O Schedule 4 Part 1 Australian Drinking Water Guidelines CEGEM AS 4465:2007 – 15.13-19			

A.1.2 Water Supply

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.2.2 (cont.)	<ul style="list-style-type: none"> - Tanks are locked - Pipes are identified as per potable water standard Anti-back siphonage devices are fitted				
A.1.2.3	Where water is chlorinated on site free residual chlorine is monitored Where water is used as an ingredient in poultry 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. 	EC(PMPMP)O – Schedule 2 Clauses 5.1; 5.2; Schedule 4 Part 1 AS 4465:2007 – 14(b)5			
A.1.2.4	Corrective actions to include the following activities: <ul style="list-style-type: none"> - Deficiencies in practice must be rectified immediately - Reasons for non-compliance must be identified and rectified to prevent or minimise recurrence - Effectiveness of actions must be verified, including a microbiological retest of the supply. - Notify AQIS of potability failures 	EC(PMPMP)O - Schedule 2 Clause 3;			
A.1.2.5	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 	EC(PMPMP)O Schedule 4 Part 1 Vol 2 Australian Drinking Water Guidelines			
	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		
	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)			

A.1.2 Water Supply (cont)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.2.6	<p>The following tasks and their frequency are identified:</p> <p><u>For all establishments</u></p> <ul style="list-style-type: none"> - Physico-chemical properties must be tested for annually (council or similar test on the same supply will suffice). <p><u>For establishments that chlorinate water:</u></p> <ul style="list-style-type: none"> - The free residual chlorine is measured prior to start and every 2 hours that the system is operating. - Pre-chlorination testing must be conducted annually. <p>Cleaning of tanks should be conducted annually. Chlorine alarms are to be tested weekly</p> <p><u>Verification testing for Coliforms and <i>E. coli</i> must be as follows:</u></p> <ul style="list-style-type: none"> - 2 sites tested each month for structurally integrated complexes, structurally independent processing establishments and cooked meat establishments - 2 tests each month for cooling water at canneries and cooked meat establishments - 1 test monthly for ice used in direct contact with edible products <p><u>For establishments that use municipal supplied water:</u></p> <ul style="list-style-type: none"> - Where used, cleaning of tanks should be conducted annually. <p><u>Verification testing for Coliforms and <i>E. coli</i> must be as follows:</u></p> <ul style="list-style-type: none"> - 2 sites tested each quarter for structurally integrated complexes, structurally independent processing establishments and cooked meat establishments - 2 tests each month for cooling water at canneries and cooked meat establishments - 1 test monthly for ice used in direct contact with edible products 	<p>EC(PMPMP)O - Schedule 2 Clause 2; 4.1(b)</p> <p>AS 4465:2007 – 14 (a) 4.18</p> <p>Australian Drinking Water Guidelines</p> <p>Vol 2</p>			
A.1.2.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p>	<p>EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14(a)</p>			
A.1.2.8	<p>Records of monitoring, corrective action, verifications of those actions and verification of potable water supply are kept.</p>	<p>EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3&7.1. AS 4465:2007 – 14(a)</p>			

A.1.3 Waste Disposal

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.3.1	A documented procedure is required for waste disposal	AS 4465:2007 – 4.2(c);14(a)			
A.1.3.2	Waste disposal should be specified for: <ul style="list-style-type: none"> - sanitary facilities, amenities, laboratories, and surrounds - solid and liquid waste - pipelines (identification) - systems for stormwater drainage, sanitary drainage and production or trade waste. 	AS 4465:2007 – 4.1(c); 4.2(c);3.1 (a); (c); (d); 4.3; 5.9; 5.10; 5.26; 7.1(b); 8.2(i); 8.3(d);10.8; 10.9; 17.9,17.13 to 17.16; 15.142 to 15.147 Section 5 CEGEM Local by laws			
A.1.3.3	The monitoring procedure should cover waste control addressing;- <ul style="list-style-type: none"> - potential cross contamination issues; - storage of waste around the establishment doesn't create a hygiene risk or a vermin harbourage; - waste water must be treated to the satisfaction of the relevant authorities; - biological wastes are controlled 	EC(PMPMP)O – Schedule 2 Clauses 5.1; 5.2 AS 4465:2007 – 14(b)5			
A.1.3.4	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. 	EC(PMPMP)O– Schedule 2 Clauses 3; 5.1; 5.2 AS 4465:2007 – 14(b)5			
A.1.3.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)			

A.1.3 Waste Disposal

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.3.6	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 	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18			
A.1.3.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14(a)			
A.1.3.8	Records of monitoring, corrective action, verifications of those actions and verification of effective waste disposal are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3&7.1. AS 4465:2007 – 14(a)			

A.1.4 Pest Control

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.4.1	A documented procedure is required for pest control.	AS 4465:2007 – 14(a); 15.144-159.		<i>15.154 -159</i>	
A.1.4.2	The procedure include: - <ul style="list-style-type: none"> - pest and vermin control for access points including doorways, (in relation to personnel, equipment, product, and packaging), windows, vents etc. - 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. - a baiting program (where any toxic bait in bait-boxes are protected from interference and the weather). Chemicals are not used in a manner that could jeopardise the wholesomeness of poultry meats and/or poultry meat products.	AS 4465:2007 –5.4, 11.1, 15.144-159.			

A.1.4 Pest Control (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.4.3	<p>Monitoring activities include:</p> <ul style="list-style-type: none"> - Condition of controls at access points must be checked regularly - Must be no evidence of pests inside of production and production related areas at the commencement of production and during production - Must be a method of detecting presence inside of plant - Toxic baits not allowed inside areas associated with edible production - Indicator baits checked prior to start of production (in case there is activity) - External baits checked for activity - Conditions of surrounds (not harbouring pests) 	<p>EC(PMPMP)O – Schedule 2 Clauses 5.1 & 5.2 AS 4465:2007 – 14(b)5</p>			
A.1.4.4	<p>Corrective actions are required where vermin are detected inside the plant, in the immediate environment of the plant. Involved areas are checked for contamination of product, product contact equipment and packaging material:</p> <ul style="list-style-type: none"> - Contaminated products and packaging material are condemned - Contaminated equipment is cleaned and sanitised, - Identification and repair of pest access points and cleaning up harbourage and breeding sites - Review of pest control procedures 	<p>EC(PMPMP)O - Schedule 2 Clause 3</p>			
A.1.4.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	<p>EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)</p>			
A.1.4.6	<p>Frequency of activities:</p> <ul style="list-style-type: none"> - Indicator baits and traps located inside the plant are checked daily prior to production commencing. - 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 (suggest minimum of monthly when minimal activity). 	<p>EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18</p>			

A.1.4 Pest Control (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.4.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14(a)			
A.1.4.8	Records of monitoring, corrective action, verifications of those actions and verification of effective pest control are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3 & 7.1. AS 4465:2007 – 14(a)			

A.1.5 Control of Hazardous Substances

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.5.1	A documented procedure is required for the control of hazardous substances.	AS 4465:2007 – 14(a)			
A.2.5.2	Hazardous substances are verified to be fit for their use and used in accordance with directions. Measures are taken to ensure storage, handling or use doesn't jeopardise the wholesomeness of poultry meat. Access to hazardous substances is limited to persons who are responsible and competent in handling those substances. In some cases, other regulations may require physical security of hazardous substances.	AS 4465:2007 9.2(c); 9.4; 13.4; 15.9			
A.1.5.3	Monitoring of the control, security and use of hazardous substances should include – Master list of chemicals on site (name, location, category of use, expiry date etc.) – Material Safety Data Sheets (MSDS) Instructions for use available The following provide examples: – AQIS acceptances for use. – FSANZ approval – Generic approval (Chemical acceptance in ELMER). – Hazardous substances (containers) are obviously labelled	EC(PMPMP)O – Schedule 2 Clauses 5.1 & 5.2; AS 4465:2007 – 14(b)5			
A.1.5.4	Corrective actions ensure appropriate handling and disposition of contaminated product	EC(PMPMP)O - Schedule 2 Clause 3			

A.1.5 Control of Hazardous Substances

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.5.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)			
A.1.5.6	Monitoring and verification of the use, handling and storage of hazardous substances should be at least weekly Production and related areas are checked daily Records are verified daily	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18			
A.1.5.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14(a)			
A.1.5.8	Records of monitoring, corrective action, verifications of those actions and verification of effective hazardous substance control are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3 & 7.1. AS 4465:2007 – 14(a)			

A.1.6 Calibration

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.6.1	A documented procedure is required for calibration.	EC(PMPMP)O 4.10; AS 4465:2007 – 14(a)			
A.1.6.2	The procedure for calibrating monitoring equipment 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 	EC(PMPMP)O Schedule 3 – 2 AS 4465:2007 – 4.5;15.4 National Measurements Act 1960			

A.1.6 Calibration

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.6.2 (cont.)	Where necessary correction factors are used or equipment is corrected Equipment is recalibrated as required by the manufacturers' directions. Determination is made as to whether out of specification measuring equipment resulted in incorrect product assessment for food safety, wholesomeness, load-out or transport. Equipment includes thermometers, carcass scales, product scales and laboratory equipment.	EC(PMPMP)O Schedule 3 – 2 AS 4465:2007 – 4.5;15.4 National Measurements Act 1960			
A.1.6.3	Monitoring is required to ensure that measurements taken during production are accurate within acceptable limits as per the manufacturer's specifications.	EC(PMPMP)O – Schedule 2 Clauses 5.1 & 5.2; AS 4465:2007 – 14(b)5			
A.1.6.4	Corrective actions are required to ensure that recognised inaccurate measurements are corrected and the measuring devices are recalibrated to meet the acceptable limits.	EC(PMPMP)O - Schedule 2 Clause 3			
A.1.6.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)			
A.1.6.6	The procedure addresses the frequency of the tasks See manufacturers specifications or sooner if damaged	EC(PMPMP)O - Schedule 2 Clause 2; AS 4465:2007 – 14 (a) 4.18			
A.1.6.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14(a)			
A.1.6.8	Records of monitoring, corrective action, verifications of those actions and verification of effective calibration are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3 & 7.1 AS 4465:2007 - 3.6;14.1			

A.1.7 Purchasing

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.7.1	A documented procedure is required for Purchasing	AS 4465:2007 – 14(a)			
A.1.7.2	Ingredients, processing aids, labels, tags, printing inks and packaging material (e.g. Plastic wraps) that may come into contact with poultry meat are not a source of contamination (letters of compliance with standards, FSANZ approval, etc).	AS 4696 – 14.1			
A.1.7.3	Monitoring of the process of ordering, receiving, storage and use of purchases is to be undertaken. The handling of labels, tags, printing inks and packaging material (e.g. cartons) is not a source of contamination to poultry meat.	EC(PMPMP)O – Schedule 2 Clauses 5.1 & 5.2; AS 4465:2007 – 14(b)5 AS 4696 – 14.1 & 14.3			
A.1.7.4	Corrective actions ensure the purchasing of non-approved commodities are not allowed to come into contact with poultry meat, and when it occurs, how that product is isolated, reworked or condemned.	EC(PMPMP)O - Schedule 2 Clause 3			
A.1.7.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)			
A.1.7.6	Monitoring and verification of the ordering, use, handling and storage of purchases should be at least weekly	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18			
A.1.7.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14(a)			
A.1.7.8	Records of monitoring, corrective action, verifications of those actions and verification of effective purchasing are kept.	EC(PMPMP)O Schedule 2 Clause 7.1 AS 4465:2007 - 3.6 & 14.1			

Good Hygienic Practice
A.2.1 Pre-operational Sanitation

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.1.1	A documented procedure is required for pre-operational sanitation	EC(PMPMP)O – 3.04; 4.07- 4.10			
A.2.1.2	Processes for sanitation of: - – production areas; – contact surfaces and equipment; – overheads; – chiller units; all other facility areas, including, , walls, amenities and storage; – personal issue equipment. are to be described	EC(PMPMP)O Division 4.4 AS 4465:2007 - 4.1-3; 8; 14(a); 15.1 –12, 15.150-153			
A.2.1.3	Pre-operational sanitation monitoring is to be conducted before the commencement of operations before each shift or change of species where more than one species is processed on the same production line in a shift, production areas and equipment are subject to organoleptic assessment inspection (i.e. looks clean, feels clean, smells clean) – Attention is paid to contact surfaces. – Personal issue equipment is checked. – areas containing packaging where packing may come into contact with product are checked – sterilisers are checked (temperature 82°C); – hand-wash temperatures are checked (35 to 46°C) – 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. – Ancillary areas/equipment (e.g. amenities, surrounds, storage areas etc.) are monitored. – Times of monitoring should be recorded. – Equipment is disassembled for cleaning and cleaning in place (CIP) processes are described where required. – Chemicals used in cleaning and sanitation are used, stored and handled in accordance with instructions specified on the label by the manufacturer.	EC(PMPMP)O Schedule 2 Clauses 3;5.1 & 5.2 AS 4465:2007 –5; 14(a) &(b) Good practice.			

A.2. Pre-operational Sanitation (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.1.4	Corrective actions to include the following activities: <ul style="list-style-type: none"> - defects on contact surfaces must be cleaned prior to commencement of operations (spot cleaning). Spot cleaning practices and procedures are to be documented; - overhead contamination (including condensation) that has the potential to contaminate edible product is removed prior to commencement (or continuation) of operations; - feedback of reports of any sanitation deficiencies identified from monitoring and verification are made to the cleaning supervisor 	EC(PMPMP)O Schedule 2 Clauses 4.1&2 AS 4465:2007 – 14(a) & 15			
A.2.1.5	Verification procedures are in place that include: <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 - review of the monitoring records; - checks of the monitoring procedures; - review of corrective actions. - records are verified daily 	EC(PMPMP)O - Schedule 2 Clause 3 AS 4465:2007 – 14 (a) &(b) CSIRO Guide.			
A.2.1.6	Pre-operational assessment prior to the start of production is conducted daily Frequency of checks of ancillary areas is specified.	EC(PMPMP)O - Schedule 2 Clause 2; 5.1 AS 4465:2007 – 14 (a)			
A.2.1.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O– Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18			
A.2.1.8	Records of monitoring, corrective action, verifications of those actions and verification of effective pre-operational sanitation are kept.	EC(PMPMP)O Division 10.2; Schedule 2 Clause 2;4.3;5.2; 7.1 AS 4465:2007 – 14(a)4.16			

A.2.2 Operational Sanitation

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.2.1	A documented procedure is required for Operational Sanitation	EC(PMPMP)O- 3.04; 4.07- 4.10 Schedule 4 AS 4465:2007 – 14(a)			
A.2.2.2	Operational Sanitation encompasses: - – Edible product production areas; – Animal product production areas; – Condemned material areas; – Identification and segregation of workers operating in areas a-c; – The hygienic work practices of those workers; and – How effective operational sanitation is maintained.	EC(PMPMP)O– Division 4.4 AS 4465:2007 - 4.1-.3; 8; 14(a); 15.1 –.12, 15.150- .153			
A.2.2.3	Operational sanitation monitoring is to be conducted during operations paying particular attention to: - a) product contact surface including personal issue equipment (saws, knives, sterilisers, gloves, aprons); – between carcasses prior to post-mortem or when contaminated if more frequent – entering rooms and leaving (if kept in refrigerated room may not be necessary) – build-up and contamination on surfaces after PM in breaks and between shifts – when contaminated. b) Hand-washing to be performed with liquid soap; – hands to be washed when entering and leaving edible product production areas – hands to be washed when they become contaminated c) Maintenance of –steriliser temperatures (minimum temperature 82C) –hand wash facilities (liquid soap, warm water) –condensation (removed without cross contamination) –dropped meat pieces (external surfaces completely trimmed), dropped carcasses (contaminated side is completely trimmed).	EC(PMPMP)O– Schedule 2 Clauses 3;5.1 AS 4465:2007 –5; 14(a) & (b)			

A.2.2 Operational Sanitation (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.2.3 (cont)	<p>Procedures are to ensure that: -</p> <ul style="list-style-type: none"> - ongoing cleaning does not jeopardise other poultry meats and poultry meat products; - floor cleaners don't contact poultry meat and poultry meat or product contact surfaces; - personnel working in potentially contaminated areas of the establishment are distinguishable from those working in edible poultry meat and poultry meat product areas; - 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; - they include: identification, handling and separation of edible, inedible and condemned material in operations and in storage - different categories of workers are identified. <p>Monitoring covers facilities, sterilisers as well as practices.</p> <ul style="list-style-type: none"> - on re-entry to work areas personal issue equipment should pass organoleptic assessment; - time of monitoring should be recorded; - check personnel, issued equipment and hand washing on return from breaks. 	<p>EC(PMPMP)O– Schedule 2 Clauses 3;5.1</p> <p>AS 4465:2007 –5; 14(a) & (b)</p>			
A.2.2.4	<p>Corrective actions to include the following activities:</p> <ul style="list-style-type: none"> - Defects on contact surfaces must be cleaned prior to continuation operations (spot cleaning – must not cause cross contamination.); - Potentially contaminated product is isolated for reworking or downgrading; - Workers are retrained; - Feedback of reports of any sanitation deficiencies identified from monitoring and verification are made to the supervisor; - Effectiveness of actions must be verified. 	<p>EC(PMPMP)O– Schedule 2 Clauses 4.1&4.2</p> <p>AS 4465:2007 –14(a); 15 Good hygienic practice.</p>			

A.2.2 Operational Sanitation (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.2.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	EC(PMPMP)O– Schedule 2 Clause 3 AS 4465:2007 – 14 (a) & (b)			
A.2.2.6	Production and related areas are checked at least daily. Sampling of steriliser temperatures at commencement of each production run and during operations. Frequency of checks of ancillary areas is specified. Records are verified daily	EC(PMPMP)O Schedule 2 Clause 2; 5.1 AS 4465:2007 – 14 (a)			
A.2.2.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O–Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18			
A.2.2.8	Records of monitoring, corrective action, verifications of those actions and verification of effective operational sanitation are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3; 7.1 AS 4465:2007 – 14(a)			

A.2.3 Personal Hygiene

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.3.1	A documented procedure is required for personal hygiene	EC(PMPMP)O– 3.04; 4.07			
A.2.3.2	Personal hygiene encompasses: - <ul style="list-style-type: none"> – Personal health and fitness for work in food preparation – Personal hygiene practices such as hand washing and behaviour during work breaks – Wearing of protective clothing and footwear. 	AS 4465:2007 – 14(a); 15.133-.141			

A.2.3 Personal Hygiene (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.3.3	<p>For monitoring personal health, the following are included:</p> <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 - Surveillance of health of workers is carried out <p>Monitoring procedures for personnel hygiene practices: -</p> <ul style="list-style-type: none"> - clean protective clothing must be worn (not to be worn off site and must be cleaned when excessively contaminated or soiled); - clean footwear must be worn (cleaned when contaminated or soiled); - hair-nets (all hair is enclosed including beard and moustache); and - gloves worn as required. 	AS 4465:2007 – 14(a); 15.133-.141			
A.2.3.4	<p>Corrective actions to include the following activities:</p> <ul style="list-style-type: none"> - Deficiencies in practice must be rectified immediately - Feedback of reports of any deficiencies identified from monitoring and verification are made to the relevant supervisor 	<p>EC(PMPMP)O - Schedule 2 Clauses 3; 4.1</p> <p>AS 4465:2007 – 14(a); 4.14</p>			
A.2.3.5	<p>The procedure addresses verification and monitoring and corrective action. Verification procedures are in place for monitoring and review that include :</p> <ul style="list-style-type: none"> - Review of the monitoring records - Review of deficiencies - Checks of the monitoring procedures - The effectiveness of corrective actions 	<p>EC(PMPMP)O– Schedule 2 Clause 3; 4.1</p> <p>AS 4465:2007 – 14(a) 4.14</p>			
A.2.3.6	<p>The following tasks and their frequency are identified:</p> <ul style="list-style-type: none"> - Check personnel clothing and hygiene practices on return from breaks - Production and related areas are checked at least daily - Records are verified daily 	<p>EC(PMPMP)O - Schedule 2 Clause 2; 4.1(b)</p> <p>AS 4465:2007 –3.6; 14(a) & (b)</p>			
A.2.3.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p>	<p>EC(PMPMP)O - Schedule 2 Clause 2</p> <p>AS 4465:2007 – 14(a)</p>			

A.2.3 Personal Hygiene (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.3.8	Records of monitoring, corrective action, verifications of those actions and verification of effective personal hygiene are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3 & 7.1 AS 4465:2007 – 14(a) 4.16			

A.2.8 Sampling Programs

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.8.1	A documented procedure is required for the sampling programs used.	AS 4465:2007 – 14(a)			
A.2.8.2	Laboratories used for testing program required for certification are AQIS approved and use approved tests	AMN 2007/07			
A.2.8.3	Monitoring of the following is required: - – Microbiological samples are collected from dressed carcasses of poultry and bulk meat packs of poultry. – National Residue samples are collected on request. – Targeted disease monitoring samples	EC(PMPMP)O Schedule 2 - 8 AS 4465:2007 – 15.18;15.19			
A.2.8.4	Corrective actions include the following activities: - The diversion of carcasses or product with unacceptable microbiological contamination levels from human consumption.	EC(PMPMP)O - Schedule 2 Clauses 3 & 4.1 AS 4465:2007 – 14(a); 4.14			
A.2.8.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: – Review of the monitoring records, – Review of deficiencies, – Checks of the monitoring procedures, – the effectiveness of corrective actions	EC(PMPMP)O– Schedule 2 Clause 3 & 4.1 AS 4465:2007 – 14(a) 4.14			

A.2.8 Sampling Programs (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.8.6	The procedure addresses the frequency of the tasks Production and related areas are checked daily Records are verified daily	EC(PMPMP)O - Schedule 2 Clause 2 4.1(b) AS 4465:2007 –3.6; 14(a) & (b).			
A.2.8.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14(a)			
A.2.8.8	Records of monitoring, corrective action, verifications of those actions and verification of effective sampling programs are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3 & 7.1. AS 4465:2007 – 14(a)			

A.3 Sourcing

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.3.1	A documented procedure is required for the sourcing program	AS 4465:2007 – 14(a);			
A.3.2	There is a sourcing program, that ensures that Incoming birds will be assessed to ensure that: – Only correctly identified poultry with completed documentation (including ante mortem certification) are accepted for processing and that identification is maintained until final inspection for suitability for human consumption; – Animal Welfare aspects of capturing and transportation have been followed; – Receival inspection confirms the suitability for processing for human consumption (Poultry are not submitted for processing if they are affected by any disease or abnormality that could jeopardise the wholesomeness of poultry meats derived from it or the processing could contaminate other poultry meat). – Notifiable Disease presence including exotic disease is detected.	EC(PMPMP)O – 4.14; Schedule 5 Part 1 Clause 3 AS 4465:2007 - 6.1; 6.2; 7.1; 15.20-.23; 16 Code of Practice for the Welfare of Animals: Domestic Poultry, 4 th Edition			

A.3 Sourcing (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.3.3	<p>The procedure addresses the monitoring of the sourcing and transport of poultry particularly: -</p> <ul style="list-style-type: none"> - Flock identification and associated documentation from farms and transportation; - Flock condition. 	<p>EC(PMPMP)O – Schedule 2 Clauses 5.1 & 5.2</p> <p>AS 4465:2007 – 14(b)5</p>			
A.3.4	<p>The procedure addresses corrective action when: -</p> <ul style="list-style-type: none"> - Poultry are not identified properly; - animal welfare aspects of capturing and transport have been compromised; - Poultry are delivered without the necessary documentation detailing their history to the point of receipt before the load is loaded into the establishment; - carcasses are not accepted at receipt / pre-dressing inspection; and - how those poultry are identified, retained for further disposition or condemned... - Rejected poultry are humanely killed in such a way to avoid contamination of floors, walls and equipment. 	<p>EC(PMPMP)O - Schedule 2 Clause 3</p> <p>AS 4465:2007 –15.25</p>			
A.3.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	<p>EC(PMPMP)O - Schedule 2 Clause 4.1(b)</p> <p>AS 4465:2007 – 14 (b).</p>			
A.3.6	<p>The procedure addresses the frequency of the tasks: -</p> <ul style="list-style-type: none"> - Receipt inspection (birds, cages and documentation) are checked for each load paying particular attention to potential animal welfare issues. - Receipt and related areas are checked daily - Records are verified daily 	<p>EC(PMPMP)O - Schedule 2 Clause 2</p> <p>AS 4465:2007 – 14 (a) 4.18</p>			
A.3.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p>	<p>EC(PMPMP)O - Schedule 2 Clause 2</p> <p>AS 4465:2007 – 14(a)</p>			
A.3.8	<p>Records of deficiencies related to Records of incoming declarations, temperature records, corrective action, verifications of effective sourcing are kept</p>	<p>EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3& 7.1</p>			

A 4. Slaughter Process

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.4.1	A documented procedure is required to ensure standards are maintained.	AS 4465:2007 – 14(a)			
A.4.2	Encompassing description of humane <ul style="list-style-type: none"> – Stunning and Killing technique – Bleeding of suspended poultry – Scalding temperature, times and the use of approved wetting agents – Defeathering and Feet Removal is done without contamination of the product or the processing area 	AS 4465:2007 15.24-.26 - 15.27-.30 - 15.31-.33 - 15.34-.44			
A.4.3	Monitoring of Stunning and Killing; bleeding; Scalding and Defeathering is performed to ensure that the process does not contaminate the product or the processing area	EC(PMPMP)O – Schedule 2 Clauses 5.1 & 5.2; AS 4465:2007 – 14(b)5			
A.4.4	The procedure addresses corrective action when the – <ul style="list-style-type: none"> – Stunning and Killing is incomplete; – Bleeding is incomplete; – Scalding is inadequate to provide effective Defeathering; and – is done in a way that it prevents contamination of the product or the processing area 	EC(PMPMP)O - Schedule 2 Clause 3			
A.4.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, the effectiveness of corrective actions	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)			
A.4.6	All of the tasks are performed for each flock of poultry processed on a continuing basis.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)			
A.4.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2; AS 4465:2007 – 14 (a) 4.18			
A.4.8	Records of monitoring, corrective action, verifications of those actions and verification of an effective slaughter process are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3 & 7.1.			

A 5 Dressing

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.5.1	A documented procedure is required to ensure standards are maintained.	AS 4465:2007 – 14(a);			
A.5.2	Evisceration is performed after washing with sprays of potable water and without contamination of the carcass within 1 hour of being killed Edible Offal product contact surfaces and water used in the collection process shall not be contaminated by splash from hand wash water and from other sources and separated immediately after removal from the body The post mortem disposition of carcasses and their parts determines that they are: - – passed for human consumption; – fit for animal food; or – condemned	AS 4465:2007 – 15.34-.44; – 15.45-.68; – 15.69-15.73			
A.5.3	Monitoring of carcass spray washing includes; - – temperatures of the water, – the level of chlorine in the water Eviscerating equipment is performing their functions without contaminating the carcasses and is being cleaned Edible offal pieces are being separated from the remainder of the eviscerated material immediately following removal from the carcass	EC(PMPMP)O – Schedule 2 Clauses 5.1 & 5.2; AS 4465:2007 – 14(b)5			
A.5.4	The procedure addresses corrective action when the evisceration process of poultry is not done in a way that it prevents contamination of the product or the processing area	EC(PMPMP)O - Schedule 2 Clause 3			
A.5.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: – Review of the monitoring records, – Review of deficiencies, – Checks of the monitoring procedures, the effectiveness of corrective actions	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)			
A.5.6	All of the tasks are performed for each flock of poultry processed on a continuing basis.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)			
A.5.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2; AS 4465:2007 – 14 (a) 4.18			

A.5.8	Records of monitoring, corrective action, verifications of those actions and verification of effective dressing process are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clause 4.3 & 7.1.			
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A 6 Washing

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.6.1	A documented procedure is required to ensure standards are maintained.	AS 4465:2007 – 14(a)			
A.6.2	Equipment used to convey poultry carcasses is to be kept clean and washed regularly to prevent the contamination of poultry meat. The inner and outer surface is to be individually washed with potable water (water volume is to be monitored to ensure effectiveness) The temperature of the wash water is not to exceed 18°C at any time. Carcasses immersed for more than 15 minutes are to be in water of less than 4°C Where Spin Washing is followed by immersion and/or air chilling the temperature of the water in the spin wash is not to exceed 10°C The process is such that the poultry carcasses proceed to clean water at the discharge end. Chlorinated water is to have detectable chlorine levels at the discharge point or approved chemicals used as sanitisers at concentrations approved by the controlling authority. Draining of poultry carcasses is not to cause cross contamination from the water from other carcasses.	AS 4465:2007 - 15.74-.81 - 15.82-15.86 - 15.99			
A.6.3	Monitoring of carcass washing is performed to ensure that carcasses are: - - not contaminated by intestinal content; - individually washed with spray water < 18°C, before spin washing or placing in a non agitated immersion tank (at <4°C if period is >15 minutes) - individually washed - drained without cross contamination from other carcasses and sources Only potable water is used in the washing process.	EC(PMPMP)O – Schedule 2 Clauses 5.1 & 5.2 AS 4465:2007 – 14(b)5			

A 6 Washing (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.6.4	The procedure addresses corrective action when: - – carcasses are contaminated with intestinal content – carcasses are not individually washed in spray washes – the wash water is not potable – the temperature of the water is >18°C or >4°C if period is >15 minutes – cross contamination of carcasses occurs	EC(PMPMP)O - Schedule 2 Clause 3			
A.6.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: – Review of the monitoring records, – Review of deficiencies, – Checks of the monitoring procedures, the effectiveness of corrective actions	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)			
A.6.6	All of the tasks are performed for each flock of poultry processed on a continuing basis.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)			
A.6.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18			
A.6.8	Records of monitoring, corrective action, verifications of those actions and verification of effective washing process are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3 & 7.1			

A 7 Chilling and Freezing

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.7.1	A documented procedure is required to ensure standards are maintained.	AS 4465:2007 – 14(a)			
A.7.2	<p>The temperature of the water for Spin Chilling is not to exceed 4°C</p> <p>Water is to be chlorinated or use an approved chemical sanitiser at concentrations approved by the controlling authority</p> <p>Overflow water from the spin chiller may be used in the spin washing.</p> <p>Poultry are to be chilled to no more than 7°C within 6 hours of stunning.</p> <p>Whole carcasses and deboned poultry meat are to be further reduced to 5°C within 12 hours of stunning.</p> <p>Where product is frozen, it is to be reduced to -15°C within 96 hours of stunning.</p> <p>Frozen product is not derived from thawed product.</p> <p>Thawing of frozen poultry carcasses and products is allowed under approved conditions.</p> <p>If thawed in a tank of flowing water, in the atmosphere or in water sprays; the temperature is not to exceed 10°C</p>	<p>AS 4465:2007</p> <ul style="list-style-type: none"> - 15.87-.92 - 15.96 - 15.97-.98 - 			
A.7.3	<p>Monitoring of: -</p> <ul style="list-style-type: none"> - temperature of the water used in spin chilling - potability of the water - cleanliness of equipment - overflow water from the spin chillers is used in spin washing - poultry chilled to no more than 7°C within 6 hours of stunning - Whole carcasses and deboned poultry meat are to be further reduced to 5°C within 12 hours of stunning - Frozen product is not derived from thawed product - Thawing of frozen poultry carcasses and products is If thawed in a tank of flowing water, in the atmosphere or in water sprays; the temperature is not to exceed 10°C is performed 	<p>EC(PMPMP)O – Schedule 2 Clauses 5.1, & 5.2;</p> <p>AS 4465:2007 – 14(b)5</p>			
A.7.4	The procedure addresses corrective action when the chilling/freezing of poultry is not done in a way that it complies with the requirements of time/temperature or the	EC(PMPMP)O - Schedule 2 Clause 3			

	water used in the process is not potable.				
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A 7 Chilling and Freezing (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.7.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, the effectiveness of corrective actions 	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)			
A.7.6	All of the tasks are performed for each flock of poultry processed on a continuing basis.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)			
A.7.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18			
A.7.8	Records of monitoring, corrective action, verifications of those actions and verification of effective refrigeration process are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3 & 7.1.			

A 8 Further Processing

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.8.1	A documented procedure is required to ensure standards are maintained.	AS 4465:2007 – 14(a)			
A.8.2	Further Processing of poultry meat products is controlled by the operator through an approved HACCP program. Cutting up and deboning is performed in a separate room if it is not continuum of the process The room air temperature is not to exceed 10°C and the core temperature of the product is to reduce to 5°C within 3 hours of boning. Cooking of poultry meat is carried out in a room separate from where raw product is handled. Sachets that are enclosed within bagged or wrapped poultry are of an approved material and stored and handled in a hygienic manner. Uncooked vegetables are washed thoroughly and derived from commercial sources	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)			

A 8 Further Processing

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.8.2 (cont.)	Stuffing mix basting liquids, dry and liquid materials consist of wholesome ingredients from approved sources, stored and handled in a hygienic manner Persons handling stuffing mix are to wear approved gloves	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)			
A.8.3	Monitoring of : - – Room temperatures; – Product temperatures; – Segregation of processes; – Approved additives and condiments in use are hygienically handled. is performed.	EC(PMPMP)O – Schedule 2 Clauses 5.1 & 5.2; AS 4465:2007 – 14(b)5			
A.8.4	The procedure addresses corrective action when the: - – Room temperature is >10°C; – Product temperature is not reduced to 5°C within 3 hours of boning; – Processes are not segregated; – Or workers are not correctly attired for their allotted task; or – Whenever the process may result in the integrity of the product is compromised.	EC(PMPMP)O - Schedule 2 Clause 3			
A.8.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: – Review of the monitoring records, – Review of deficiencies, – Checks of the monitoring procedures, the effectiveness of corrective actions	EC(PMPMP)O - Schedule 2 Clause 4.1(b) AS 4465:2007 – 14 (b)			
A.8.6	All of the tasks are performed for each processing period on a continuing basis.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)			
A.8.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a) 4.18			
A.8.8	Records of monitoring, corrective action, verifications of those actions and verification of effective further processing are kept.	EC(PMPMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clause 4.3			

		& 7.1		
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9 Cold Storage & Transport

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.9.1	There is a documented procedure that covers the cold storage and transport of poultry meat and poultry meat products	AS 4465:2007 – 14(a)			
A.9.2	Chilled and frozen poultry meat and poultry meat product are: - <ul style="list-style-type: none"> – stored or transported at a temperature of not more than 5°C for chilled product and not more than -15°C for frozen product; – transported in an accredited food transport vehicle that is refrigerated. 	AS 4465:2007- 10; 15.126 - .129;			
A.9.3	Monitoring of refrigeration is performed to ensure that the temperatures of the product meet the requirements for both chilled and frozen.	EC(PMPMP)O – Schedule 2 Clauses 5.1, 5.2; AS 4465:2007 – 14(b)5			
A.9.4	The procedure addresses corrective action when the temperature of chilled or frozen poultry meat or poultry meat products are greater than 5°C for chilled and -15°C for frozen.	EC(PMPMP)O - Schedule 2 Clause 4.1; AS 4465:2007 – 14(a) 4.14			
A.9.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> – Review of the monitoring records, – Review of deficiencies, – Checks of the monitoring procedures, the effectiveness of corrective actions	EC(PMPMP)O - Schedule 2 Clause 3; AS 4465:2007 – 14(b)6			
A.9.6	The following tasks and their frequency are identified ; <ul style="list-style-type: none"> – Temperature checks of chilled product; – Temperature checks of frozen product – Temperature of product at load out – Product is only loaded into approved transport vehicles with active refrigeration. 	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)			
A.9.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 4.1(b); AS 4465:2007 – 14 (b).			
A.9.8	Records of monitoring, corrective action, verifications of those actions and verification of effective	EC(PMPMP)O - Schedule 2 Clause 2; AS 4465:2007 – 14 (a).			

A 10 Animal Food

A.10.1	A documented procedure is required to ensure standards are maintained.	EC(PMPMP)O - Schedule 4, Part2 , 3			
A.10.2	Animal Food is collected, packaged, stored, handled in a way that ensures that poultry meat and poultry meat products for export for food are not contaminated	EC(PMPMP)O - Schedule 4, Part2 , 3 AS 4465:2007 –15.148 -.149			
A.10.3	Monitoring of the production, segregation and storage temperature of animal food is performed during production.	EC(PMPMP)O – Schedule 2 Clauses 5.1, 5.2; AS 4465:2007 – 14(b)5			
A.10.4	The procedure addresses corrective action when the collection, packaging, segregation and storage of animal food done in a way that it compromises poultry meat and poultry meat products for export for food.	EC(PMPMP)O - Schedule 2 Clause 4.1; AS 4465:2007 – 14(a) 4.14			
A.10.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, the effectiveness of corrective actions	EC(PMPMP)O - Schedule 2 Clause 3; AS 4465:2007 – 14(b)6			
A.10.6	The following tasks and their frequency are identified ; <ul style="list-style-type: none"> – Animal food is collected continuously during the operations in a manner that ensures that poultry meat and poultry meat products for export for food are not contaminated – Animal food is collected continuously into containers used solely for that purpose – Animal food is reduced in temperature to less than 7°C without delay and maintained at or below that temperature until it is transferred to a Pet Food Processor – Temperature checks of animal food are performed throughout production. 	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)			
A.10.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 4.1(b); AS 4465:2007 – 14 (b).			
1.10.8	Records of monitoring, corrective action, verifications of those actions and verification of effective animal food production process are kept.	EC(PMPMP)O - Schedule 2 Clause 2; AS 4465:2007 – 14 (a).			

PART 2. PROCESS CONTROL Part B – Hazard Analysis and Critical Control Points

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
B.1.1	HACCP Team <ul style="list-style-type: none"> - Co-ordinator should be competent, others should understand process - Describe product - Distribution - Transport and storage conditions - Intended consumers - Average person, immuno-compromised 	EC(PMPMP)O AS 4465:2007 – 14(a)			
B.1.2	Intended use <ul style="list-style-type: none"> - Raw (to be cooked), cooked, RTE product 	EC(PMPMP)O AS 4465:2007 – 14(a)			
B.1.3	Product flow that has been verified <ul style="list-style-type: none"> - Each step for each product type, side chains 	EC(PMPMP)O AS 4465:2007 – 14(a)			
B.1.4	Hazard Analysis <ul style="list-style-type: none"> - Hazard identification - Hazard evaluation - Identify significant hazards 	EC(PMPMP)O Schedule 2 Clause 12 AS 4465:2007 – 14(a)			
B.1.5	Identify Critical Control Points, <ul style="list-style-type: none"> - Use Critical Control Point decision tree 	EC(PMPMP)O AS 4465:2007 – 14(a)			
B.1.6	List Critical Limits <ul style="list-style-type: none"> - Must be measurable 	EC(PMPMP)O AS 4465:2007 – 14(a)			
B.1.7	Monitoring <ul style="list-style-type: none"> - How, frequency, who, where, when 	EC(PMPMP)O AS 4465:2007 – 14(a)			
B.1.8	Corrective action <ul style="list-style-type: none"> - Control affected product (lot) - Apply corrective action to lot - Apply corrective action to process AQIS will be contacted in accordance with the approved HACCP plan	EC(PMPMP)O Schedule 2 - 10			
B.1.9	The plan has been validated	EC(PMPMP)O AS 4465:2007 – 14(a)			
B.1.10	Verification of monitoring of critical limits to ensure compliance with HACCP plan	EC(PMPMP)O AS 4465:2007 – 14(a)			

B.1.11	<p>Verification</p> <ul style="list-style-type: none"> - records of Critical Control Point monitoring are verified - records of necessary corrective action being applied are verified 	<p>EC(PMPMP)O AS 4465:2007 – 14(a)</p>			
B.1.12	<p>Annually reassessed Reassessed if changes</p>	<p>EC(PMPMP)O AS 4465:2007 – 14(a)</p>			
B.1.13	<p>Records</p> <ul style="list-style-type: none"> - Current plan, superseded plans, monitoring, verification, Corrective Action 	<p>EC(PMPMP)O Schedule 2 – 7.1 AS 4465:2007 – 14(a)</p>			

PART 3 PRODUCT INTEGRITY AND CERTIFICATION REQUIRMENTS

1. Biosecurity

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
1.1	There is a section of the arrangement that covers Biosecurity	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)			
1.2	Aspects of Biosecurity to be covered in this section include, but is not limited to product; - <ul style="list-style-type: none"> - Adulteration – the deliberate or intentional addition of some foreign material into or onto the poultry product - Contamination – <ul style="list-style-type: none"> - Biological - - chemical ,and - physical - wood, glass & plastic - segregation – animal food – HC poultry meat and poultry meat products - allergen risk management from colouring agents, preservatives and ingredients - Emergency planning and response when there is a: - <ul style="list-style-type: none"> - Power failure - Refrigeration breakdown - Fire and/or emergency - Wastewater and sewerage breakdown - Non conforming product - Contamination of the water supply 	EC(PMPMP)O - Schedule 4, Part2 , 3			
1.3	Monitoring of Biosecurity issues is performed at all stages of production ensuring the work practices of individuals is in accordance with their respective work instructions and the requirement to produce wholesome product.	EC(PMPMP)O – Schedule 2 Clauses 5.1, 5.2; AS 4465:2007 – 14(b)5			
1.4	The procedure addresses corrective action when the work or personal practices of individuals contribute to poor product Biosecurity.	EC(PMPMP)O - Schedule 2 Clause 4.1; AS 4465:2007 – 14(a) 4.14			
1.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, the effectiveness of corrective actions	EC(PMPMP)O - Schedule 2 Clause 3; AS 4465:2007 – 14(b)6			

1. Biosecurity (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
1.6	The following tasks and their frequency are identified; – Workers personal habits do not jeopardise product integrity – Workers adhere to their respective Work Instructions – Supervisors are advised immediately of deviations that may compromise product.	EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)			
1.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 4.1(b); AS 4465:2007 – 14 (b).			
1.8	Records of monitoring, corrective action, verifications of those actions and verification of effective Biosecurity control are kept.	EC(PMPMP)O - Schedule 2 Clause 2; AS 4465:2007 – 14 (a).			

2. Product Traceability, Withdrawal and Recall

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
2.1	There is a section of the arrangement that covers Product Traceability, Withdrawal and Recall	EC(PMPMP)O 4.17 AS 4465:2007 – 14(a)			
2.2	In general: Product is to be identified and segregated to the extent necessary, at each stage of production to enable a particular description to be applied. This section requires a description of the auditable inventory system which provides (may correspond with system in export security and integrity sections): - – a definition of the batch (batch definition may differ in accordance with time and temperature etc.); – identification of the batch, Products are to be traceable – one step forwards one step backwards (i.e. to the immediate supplier and immediate customer) Product is to be withdrawn or recalled if un-wholesome Recall procedures are developed and documented. AQIS must be immediately notified in the event of a recall	EC(PMPMP)O 4.17 Schedule 2 – 10 Schedule 6 – 1.1 Schedule 7 – 2 – 4, 6 Food Standards Code			

2. Product Traceability, Withdrawal and Recall

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
2.3	<p>Monitoring is required to ensure that: -</p> <ul style="list-style-type: none"> - the product being produced is correctly identified and segregated to the extent necessary, at each stage of production to enable a particular description to be applied; - the correct labels are applied to the product; - the products are traceable; - importing country requirements are being met. 	<p>EC(PMPMP)O – Schedule 2 Clauses 5.1, 5.2; AS 4465:2007 – 14(b)5</p>			
2.4	<p>Corrective actions: -</p> <ul style="list-style-type: none"> - product loses market eligibility where market requirements can't be verified. - For product integrity market requirements – i.e. labelling /product may be diverted to another market if those requirements have been met. - Product may be reworked (with AQIS approval) and be diverted to another market if those requirements can be met. 	<p>EC(PMPMP)O Schedule 7 – 7</p>			
2.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	<p>EC(PMPMP)O Schedule 2 – 3</p>			
2.6	<p>The procedure addresses the frequency of the tasks Production and related areas are checked daily Records are verified daily</p>	<p>EC(PMPMP)O - Schedule 2 Clause 2 AS 4465:2007 – 14 (a)</p>			
2.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p>	<p>EC(PMPMP)O - Schedule 2 Clause 2; AS 4465:2007 – 14(a)</p>			
2.8	<p>Records of inventory including product movements in and out of the establishments, corrective action and verifications are kept.</p>	<p>EC(PMPMP)O Schedule 2 – 7.1</p>			

3. Trade Description

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
3.1	There is a section of the arrangement that covers Trade Description	EC(PMPMP)O – 4.15			
3.2	<p>There must be enough information available to be able to apply the final trade description including any optional information.</p> <p>As a minimum edible product is identified by:</p> <ul style="list-style-type: none"> - Date of packaging - Species - Basic categories - Net weight - Country of origin - Registration number of establishment where product last packed. - Identity of meat business where they are packed or exporter or consignee. - Refrigeration requirements - Name of product (in the case of meat products) - List of ingredients (in the case of meat products) - Identity of the batch <p>In addition identification requirements may be specified by, Food Standards Code and Importing Country Requirements</p> <p>Translations of foreign country language labels are required to be held on site</p>	EC(PMPMP)O Schedule 6 – Division 1.1 and 1.2			
3.3	<p>Monitoring of assessment and application of trade descriptions</p> <ul style="list-style-type: none"> - Date of packaging; - Species; - Basic categories - Net weight; - Country of origin - Registration number of establishment where product last packed. - Identity of meat business where they are packed or exporter or consignee. - Refrigeration requirements - Name of product (in the case of meat products) - List of ingredients (in the case of meat products) - Identity of the batch - foreign country language labels translations are held on site 	EC(PMPMP)O Schedule 2 – 3			

3. Trade Description (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
3.4	Corrective actions are applied for non-compliance with a trade description	EC(PMPMP)O Schedule 2 – 4.1			
3.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	EC(PMPMP)O Schedule 2 – 3			
3.6	The procedure addresses the frequency of the tasks Production and related areas are checked at the minimum of daily Records are verified daily	EC(PMPMP)O Schedule 2 – 3.1			
3.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2; AS 4465:2007 – 14(a)			
3.8	Records of trade description monitoring, corrective action and verifications are kept.	EC(PMPMP)O Schedule 2 – 7.1			

4. Export Security and Integrity

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
4.1	There is a section of the arrangement that covers Export Security and Integrity.	EC(PMPMP)O 3.07-.09, 4.17, Schedule 7 - Parts 1&2			
4.2	The auditable inventory system; see 1 (traceability and recall) allows for reconciliation in accordance with : <ul style="list-style-type: none"> - post-mortem disposition - trade description - market eligibility - receipt, current storage, and dispatch of animals and/or product 	EC(PMPMP)O Schedule 5 – Part 2&3 Schedule 7 - Parts 1&2			

4. Export Security and Integrity (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
4.2 (cont.)	<p>Edible product is segregated from inedible product by space and signage</p> <p>Any retained meat (meat pending disposition) can be physically secured when required by the enterprise or AQIS</p> <p>Inter-establishment transfer of edible/eligible product requires: -</p> <ul style="list-style-type: none"> - Effective segregation and identification - Accompanying MTC <p>Condemned meat should be physically secured until denatured.</p> <p>Must be a visual system to identify inedible goods until packaged and labelled</p> <p>Inedible Meat Transfer certificates for use between registered establishments and State Government approved heat processors (PFMTC)</p>				
4.3	<p>Monitoring</p> <ul style="list-style-type: none"> - of segregation and identification - Trade description - Market eligibility - Accompanying documentation - Official marking. - Storage requirements, e.g. temperature - MTCs & PFMTCs that are generated for product loaded in/out <ul style="list-style-type: none"> - Completed correctly - Returned within 21 days & Reconciled 	<p>EC(PMPMP)O Schedule 2 – 3</p> <p>Approved Arrangement Guidelines for Wild Game Meat and Wild Game Meat Products- Appendix 2</p>			
4.4	<p>Corrective action</p> <p>In the event product integrity is compromised AQIS must be contacted.</p> <p>Should product integrity be compromised, the occupier must take action to secure the product and preserve evidence until advice is obtained from AQIS.</p>	<p>EC(PMPMP)O Schedule 2 – 4.1, 10.1 Schedule 8 – 7</p>			

4. Export Security and Integrity (cont.)					
Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
4.4 (cont.)	Unsatisfactory reports used when product has been received that is either non-compliant or the Certificate is non-compliant (MTCs & PFMTCs).				
4.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	EC(PMPMP)O Schedule 2 – 3			
4.6	The individuals responsible for the tasks are identified trained and follow the appropriate work instructions for their tasks.				
4.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O Schedule 2 – 2.1 Schedule 8 – 10.1			
4.8	Records of monitoring, corrective action, verifications of those actions and verification for Export Security and integrity are kept.	EC(PMPMP)O Schedule 2 – 7.1			

5. Control of Official Marks

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
5.1	Where there is no defined procedure AQIS shall control the official marks otherwise, there is a section of the arrangement that covers for the use and control of official marks	EC(PMPMP)O – 4.16, 7 Schedule 6,7			
5.2	Computerised labelling systems must operate in accordance with an AQIS approved code of practice. <ul style="list-style-type: none"> - 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. (application of the mark is linked to an auditable inventory system) - For pre-printed serially numbered official marks, a reconciliation system accounts for their daily use and relates to the inventory control system. - Resemblances if used are covered. AQIS approval is required for the ordering and supply of all	EC(PMPMP)O – 7.01, 7.03, 7.04, 7.06, 7.07			

	official marks.				
5.2 (cont.)	AQIS approval is obtained prior to installation of computer generated marking devices (including software) See Appendix 2 for daily control and reconciliation. See Appendix 2 for replacement label procedures	EC(PMPMP)O – 7.01, 7.03, 7.04, 7.06, 7.07			
5.3	Monitoring is required to show that official marks are only applied to eligible product. Marks must be applied correctly (clearly, legibly, to eligible product) Monitoring is required to show that control is maintained in processing areas and with defacement and/or replacement of official marks.	EC(PMPMP)O 7.01 Schedule 2 – 3			
5.4	Corrective action In the event product integrity, including market eligibility is compromised AQIS must be contacted – Should product integrity be compromised, the occupier must take action to secure the product and preserve evidence until advice is obtained from AQIS. Where official marks have been incorrectly applied to product, they must be removed (defaced) as soon as is practical and a record kept	EC(PMPMP)O 7.05 Schedule 2 clauses 4.1, 10.1 Schedule 7 clause 7.1 Approved Arrangement Guidelines for Wild Game Meat and Wild Game Meat Products- Appendix 2			
5.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: – Review of the monitoring records, – Review of deficiencies, – Checks of the monitoring procedures, – the effectiveness of corrective actions	EC(PMPMP)O Schedule 2 – 3			
5.6	Reconciliation of official marks and forms should occur at a minimum of weekly				
5.7	Only fit and proper persons may order official marks and forms – official mark order forms must be countersigned by an AQIS officer People responsible for daily use of official marks, marking devices and forms must be nominated in the Approved Arrangement – the nominated person is responsible for official marks when not secured – An identified company person secures all marks and marking devices when not in use. – A fit and proper person should be responsible for the	EC(PMPMP)O – 7.04			

	reconciliation of use of the official marks and forms.				
5.8	Records of monitoring, corrective action, verifications of those actions and verification of effective official marks are kept.	EC(PMPMP)O Schedule 2 clause 7.1			

6. Importing Country Requirements

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
6.1	There is a section of the arrangement that covers Importing Country Requirements.				
6.2	Approved Arrangement reflects requirements and the process is operationally compliant before listing recommendation is made. May reference the export security and integrity section Identification of differing market eligibilities must be specified Segregation of differing market eligibilities must be specified	EC(PMPMP)O – Order 3.09, Schedule 2 Clause 11.1, Schedule 7 clauses 1-8. Vol 2			
6.3	Monitoring of identification and segregation systems	EC(PMPMP)O Schedule 2 clause 3			
6.4	Corrective action <ul style="list-style-type: none"> - 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. - When product becomes ineligible for a market, all marks indicating eligibility are removed and inventory is amended to reflect the loss of eligibility. 	EC(PMPMP)O Schedule 2 clauses 4.1, 10.1 Schedule 7 clause 7			
6.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	EC(PMPMP)O Schedule 2 – 3			
6.6	Reconciliation of official marks and forms should occur at a minimum of weekly	4.6			
6.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(PMPMP)O - Schedule 2 Clause 2; AS 4465:2007 – 14(a)			
6.8	Records of monitoring, corrective action, verifications of those actions and verification of importing country requirements are kept.	EC(PMPMP)O Schedule 2 clause 7.1			

7. Export Documentation

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
7.1	There is a section of the arrangement that covers Export Documentation.	EC(PMPMP)O Schedule 8			
7.2	<p>It is an offence to export wild game meat unless an Export Permit has been issued by AQIS.</p> <p>Exporter must apply for an export permit (Request For Permit – RFP)</p> <p>RFP verification process verifies the information in the RFP. (different process to application)</p> <p>Certain markets require that the RFP be verified by an Authorise Officer.</p> <p>Other markets may allow verification of the RFP by exporter who has that authorisation under their Approved Arrangement.</p> <p>Once an Export Permit has been verified, the necessary Health Certification for that product for a particular market will be generated by AQIS</p>	EC(PMPMP)O Schedule 8 clauses 1.1, 1.2, 2			
7.3	<p>Monitoring of the process is to show: -</p> <ul style="list-style-type: none"> – that there is an auditable trail of information to lead to RFP verification; – products are identified to be wholesome and their integrity, including market eligibility is correct; – all documentation provided for the purposes of verification are initialled by the authorised person verifying the RFP; – the loading procedure was adequately supervised. <p>The occupier at the last establishment that inspects the goods may verify the Export Permit if authorised under their AA.</p>	EC(PMPMP)O Schedule 8 clauses 5.1, 5.4			
7.4	<p>Corrective action</p> <ul style="list-style-type: none"> – In the event products are identified to be unwholesome or integrity, including market eligibility is compromised AQIS must be contacted. – 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. 	<p>EC(PMPMP)O Schedule 2 – clauses 4.1, 10.1</p> <p>Schedule 7 – clause 7</p>			

7. Export Documentation

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
7.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> - Review of the monitoring records, - Review of deficiencies, - Checks of the monitoring procedures, - the effectiveness of corrective actions 	EC(PMPMP)O Schedule 2 – 3			
7.6	<p>The procedure addresses the frequency of the tasks Production and related areas are checked daily Records are verified daily</p>	EC(PMPMP)O Schedule 2 – 3			
7.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p> <ul style="list-style-type: none"> - RFP user IDs and passwords are strictly confidential and must not be shared 	EC(PMPMP)O - Schedule 2 Clause 2; AS 4465:2007 – 14(a)			
7.8	<p>Records of monitoring, corrective action, verifications of those actions and verification of load out and verification and integrity of export documentation are kept.</p>	EC(PMPMP)O Schedule 2 clause 7.1			