

Approved Arrangement Checklist

Company Name _____ Est No _____

Address _____

Audit Date _____

Auditor's _____

Auditee's _____

Audit Start Time Day 1 - _____ Audit Finish Day 1- _____ Start Day 2 - _____ Finish Day 2 - _____

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Legislation Legend: D = Division, P = Part, Ord = Order, S = Schedule & C = Clause

Comply Legend: Y = In Compliance, N = Does not Comply, O = Observation, **Blank** = Not Applicable

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Schedule 1 = Sect 1 & 3. **Schedule 2** = Sect 1,2,4,5,7,11 & 14. **Schedule 3** = Sect 3,4,6 & 11. **Schedule 4** = Sect 4,6,10 & 12.
Schedule 5 = Sect 5,8,9 & 12. **Schedule 6** = Sect 9. **Schedule 7** = Sect 13. **Schedule 8** = Sect 6,9 & 13. **Schedule 9** = Sect 14.

Element	See Orders Link	Comply	Comments
1. Have management practices been documented to include: <ul style="list-style-type: none"> • The organisational structure? • Roles & Responsibilities of staff at the establishment? • Duty statements for key staff? 	S2 C4.1		
2. Has the occupier's (management's commitment) been documented and does it include: <ul style="list-style-type: none"> • A commitment to food safety? • Compliance with the requirements of the orders? • Compliance with importing country requirements? Or • Statement committing to compliance with export legislation. 	S2 C1.1, 7.1, 7.2 and 7.3 & Sub Orders 3.1 and 3.2		As a minimum need statement re "compliance with export legislation"
3. Is there a management review process that ensures that all elements of the Approved Arrangement are reviewed on an annual basis? How is it addressed? (eg. management review meetings)	S2 C1.1, 7.1, 7.2 and 7.3		The following items should be covered as part of the management review process: <ul style="list-style-type: none"> • Importing Country Requirements? Operational Hygiene? Product Standards? Corrective actions? Structural requirements? Trade Descriptions, Transport, Internal audits & Records of meetings
4. Is there a documented requirement that all Approved Arrangement records or documents made and received by the occupier that are relevant to meeting the requirements of the orders must be retained for not less than 3 years?	S2 C10		

Element	See Orders Link	Comply	Comments
5. Is there a procedure in place for conducting internal audits / reviews ? What is the frequency?	S2 C7.1		It is an expectation that the company has a documented internal audit program that covers all elements of the approved arrangement (<i>food safety program</i>). It is expected that the internal audit program will: <ul style="list-style-type: none"> • Cover an internal company review of documented procedures associated with each element being reviewed at a minimum of annually. • evidence will be viewed to support that the review was undertaken
6. What elements are covered in the internal audits and do they cover all aspects of the establishment and its operations e.g. <ul style="list-style-type: none"> • Export documentation? • GMP? • Equipment? • HACCP? • Transport? • Training? • Trade Descriptions? • Structural requirements? 	Part 3 Div III Ord 34		The auditor will need to; <ul style="list-style-type: none"> • Assess if the company is implementing its internal audit program as per its documented schedule? • Check and ensure that the internal audit system covers all elements of their AA over a 12 month period? • Check where audits are not covered as per schedule, are there notes/explanations to explain why • Check that there are sufficient records available for the internal audits conducted, ie the records must support that the internal audit has been conducted, identify what was reviewed, the outcome, amendments made etc. • Check that rectification dates are reflective of risk and are being met, if not why not? • Ensure that the internal audit checklist is in place (just ticks and crosses is not sufficient)

Element	See Orders Link	Comply	Comments
<p>7. Is there a procedure for documenting corrective actions where an internal audit identifies non-conformance and does the CA include actions to:</p> <ul style="list-style-type: none"> • Correct the non-conformance? • Record the timeframe for action? • Prevent recurrence? • Assess effectiveness? • Allocate responsibility for management and action? • Escalate when corrective action is not done within the allocated timeframe? • Does the system cover corrective action needed to be taken for external audits (eg. SRA/AQIS audits)? 	Sch 2, 6.1 and 6.2		<p>The auditor will review the corrective action procedure and ensure CAR's are following the documented process. In addition the auditor will:</p> <ul style="list-style-type: none"> • Check a number of the non-conformances. • Sight relevant records/documents associated to a CAR supporting actions undertaken. • Check those non-conformances that have not been closed out are being managed and that someone has responsibility for following up outstanding CAR's • Checks that ensure outstanding CAR's are being reported. • Checks to ensure that closed CAR's have been verified as effective. • Check to see that non actioned CARs are being highlighted at management meetings • Ensure that the CAR register exists and is up to date and includes all audit results, eg SRAs/AQIS/Third Party/internal
<p>8. Are plans of the establishment available, accurate, legible and do they include?</p> <ul style="list-style-type: none"> • The layout and floor plan of the structure? • The water supply, stormwater and waste water drainage? 	S1 C1 - 3		<p>Plans are required to be available and accurate however we won't necessarily assess them. Advise Establishments that if the plans need to be reviewed by any authority (including AQIS) then they should be available and they should be in sufficient detail to identify water, effluent and establishment layout.</p>

Element	See Orders Link	Comply	Comments
9. Is there a documented cleaning procedure/program in place? Is it accurate, does it cover all relevant areas, suitable and match what is occurring?	S4 C1.1		<ul style="list-style-type: none"> • Ensure that there is a documented cleaning and sanitation program in place and the procedures are being complied with? • Review records to ensure WI's. SOP's and procedures to ensure that activities are conducted in accordance with stated frequencies and in accordance with stated objectives? • Ensure that verification of cleaning includes evidence of sanitation of heat treatment equipment, titration checks for effectiveness of chemical strengths, cleaning logs/records etc • Interview key personnel on their knowledge, training, understanding of procedures, HACCP etc? • Check the internal audits records/daily cleaning records/GMP records etc to ensure that the cleaning and hygiene programs are being implemented as documented. • Review records of the environmental testing program, eg lab records of tests for Listeria and other pathogens.
10. What systems are in place to support that the cleaning (non CIP) is effective: <ul style="list-style-type: none"> • Visual inspection? • Checklist? • GMP audit? • Training? • Environmental swabbing? • Product testing? 	S4 C1.1 to C5.1		
11. If applicable what systems are in place to support the CIP cleaning is effective: <ul style="list-style-type: none"> • Testing to ensure no residual chemicals? 	C8.1 & 9.1		

Element	See Orders Link	Comply	Comments
<ul style="list-style-type: none"> Flushing of system? Monitoring of chemical amounts used? 			
<p>12. Where environmental testing takes place does that program stipulate when, who, where and how? Does the procedure include triggers for corrective action, reporting etc?</p>	S4 C5.1		
Water Sampling			
<p>13. Are there procedures in place for water testing and do they include:</p>	S4 C15.1 & C15.2		<ul style="list-style-type: none"> Taking water samples? Who can take them? (responsibility) Sample container used? How often are they taken? (frequency) Where are the samples taken? (location and rotation of sites) Location? Micro limits? NATA lab must do testing? Training/competency Triggers for corrective action
<p>14. What chemical/physical limits are used to ensure that the water is potable?</p>	S4 C14.1		<p>Obtain a copy of the annual testing results from the water authority. If there is no town water supply there should be chemical testing as per the Australian Drinking Water Guidelines.</p>

Element	See Orders Link	Comply	Comments
15. Is there any use of non-potable water and/or recycled water and is it identified in the approved arrangement?	S3 C20.3 & S4 C16.1 16.2 & S4 14.1		The use of non potable and/or recycled water must have undergone a risk assessment and be covered by appropriate procedures. Risk assessment should indicate the nature of the water and in what circumstances it can be used.
Pest Control			
16. What systems is in place to support that the documented pest control program is effective? Eg. records, reports, verification, pest incidence register	S4 C7.1 S3 C2.1 (f) & 5.2 (d,e) & S4 C7.2		<ul style="list-style-type: none"> • Pest control reports are available • Recommendations from the reports are being acted upon • The chemicals and baits being used are as per the documented program; • Bait stations are accessible and in accordance with location map • The pest control program is covered through the internal audit program. • There is a pest sightings register in place and is being used by staff and management?
Waste			
17. Is there a system in place that effectively ensures that all waste is adequately stored, handled and disposed of?	Index Index S3 C17		The aim is prevention of cross contamination to dairy products.
Protection & Segregation of Product			
18. Is there a documented system in place that ensures that hazardous materials (eg. chemicals and inedible product) are adequately stored to prevent cross contamination?	Index S3 C17.1 & 17.2 & S4 C8.1		Chemicals should be stored appropriately. Waste, inedible material and hazardous substances should be separated. This needs to be supported by work instructions, training and GMP audits.

Element	See Orders Link	Comply	Comments
<ul style="list-style-type: none"> Storage of personal items Sickness and conditions Contamination from jewellery, clothing, behaviour etc. Hand washing with warm water? Sanitising? Training in personnel hygiene? 			<p>procedure for ongoing training ie refresher training.</p> <ul style="list-style-type: none"> Interview various staff at random to gauge effectiveness of the personal hygiene program (including notification of diseases etc) That staff abide by the jewellery policies, hair coverings etc Ensure that hand wash facilities are supplied with hot water, soap and hand drying equipment
Process Control /HACCP	Index		Section 5
<p>26. Does the company have a documented HACCP program in place and is the program supported by;</p> <ul style="list-style-type: none"> Flow Charts Risk assessment Accurate and effective Hazard Audit Tables CCPs identified and include limits, corrective action, responsibility, records of monitoring, work instructions etc Corrective action Internal audit and ongoing review Training for key staff Validation to support processing parameters Notification to AQIS/SRA regarding changes in the HACCP system 	S2 C3.1		<p>It would be expected the auditor will:</p> <ul style="list-style-type: none"> Each different product line has an associated HACCP program. Checks are made to ensure each of the HACCP programs has been reviewed at least on an annual basis and that it has been verified. That as a minimum one HACCP program is checked by the auditor and that controls are in place to manage critical limits and that the records associated to critical limits are checked to ensure they comply Evidence is sought to support critical limits e.g. Reference material, scientific studies or data such as the ANZDAC heat treatment document

Element	See Orders Link	Comply	Comments
Training	<u>Index</u>		Section 7
<p>27. The system should provide evidence, through procedures and records, of:</p> <ul style="list-style-type: none"> • Induction training, prior to commencement of work in the food processing environment; • Content of induction training including: <ul style="list-style-type: none"> ○ personal health and hygiene; ○ GMP controls; ○ responsibility for notification of illness; • General and on-going training; • Competency assessment of training program and staff • Inclusion of all key staff • Who is responsible for delivering training • Supported by adequate records • Assessed for ongoing effectiveness • Linked to corrective action, internal audit and management review 	S2 C4.1		<ul style="list-style-type: none"> • The auditor may interview workers to verify training provided And to ensure that key staff eg Pasteuriser Operators/ recall coordinators are aware of their duties and trained appropriately.
Other products at the establishment.	<u>Index</u>		Section 8

Element	See Orders Link	Comply	Comments
28. Are there non export eligible products being manufactured or stored at the establishment such as: <ul style="list-style-type: none"> • Domestic Milk & Milk Products? • Animal food (Stockfood)? • Manufacturing Grade Milk and Milk Products? • Products not fit for human consumption? • Products other than Milk and Milk Products? 			The auditor will ensure that products other than export eligible products (eg stock food, domestic product, down graded product etc) are stored and labelled appropriately and in accordance with documented systems?
29. If applicable, what systems are in place to ensure non export eligible products are: <ul style="list-style-type: none"> • Labelled correctly? • Have suitable segregation? • Do not pose a cross contamination risk? • Where product has been identified as not fit for human consumption or downgraded and it is not disposed of is there a system in place for its management and labelling? 			
30. Is their a system in place for ensuring that a declaration of compliance is not issued for non export eligible product? How is this managed and is it supported by internal review and corresponding			

Element	See Orders Link	Comply	Comments
procedures.			
Identification/Traceability & Product Standards	<u>Index</u>		Sch Section 9
31. The system must be such that full Production Records are kept enabling trace back to the lot of food & ingredients including:	S8 C4.1 & 4.2		<p>The auditor will check production records for completeness including:</p> <ul style="list-style-type: none"> • A description of the food; • Quantity in the lot; • Unique lot identity; • Date of production; • Full details of all inputs (ingredients) • Trace back to the supplier of ingredients; and • Explanation of codes and ciphers used? <p>Where farm milk is received at the establishment product must be able to be traced back to the tanker run/s used to produce the batch.</p> <p>Where re-work product is blended into a batch of product it must be traceable to its original batch. Ingredients must be traceable in both non reworked and</p>

Element	See Orders Link	Comply	Comments
32. The company must have a documented recall procedure in place.	Order 3.1 (d) S8 C1.1		<p>The auditor will assess the recall procedure to ensure that following</p> <ul style="list-style-type: none"> • Responsibilities have been allocated for the various tasks? • Alternative delegations have been assigned? • Details of the recall procedure comply with the requirements of the FSANZ recall guidelines? • Procedure includes notification to key government agencies, including the State Regulatory Authority and AQIS? • That the recall protocol is tested at least annually and that records are available to support activity. • Linked to corrective action, internal audit and management review
Sourcing / Ingredients and Packaging			
33. The company must have a documented approved supplier program in place. there a procedure in place that ensures dairy ingredients used to manufacture dairy products at the premises are only sourced from registered establishments?	S5 C2.1		<p>Elements of the approved supplier program must include:</p> <ul style="list-style-type: none"> • A complete list of all companies approved to supply product/packaging etc • A supporting procedure that outlines the conditions under which a company becomes an approved supplier • What ongoing checks are conducted to ensure companies meet supply conditions • Identify what documents must be provided on delivery of the goods, eg Certificate of Analysis, Transfer documents • For dairy specific ingredients there must systems in place that ensure that the goods are only sourced from an AQIS registered establishment, this includes all storage facilities. • Approved supplies must be able to demonstrate that they manufacture goods in accordance with the Food Standards Code. • Covered by corrective action in the event that some elements are not complied with, internal audit and management review.

Element	See Orders Link	Comply	Comments
34. Are their documented systems in place to control the supply of raw milk/cream?	S5 C2.3		<p>Elements of the on farm milk supply system must include;</p> <ul style="list-style-type: none"> • Is all raw milk/cream being supplied from an approved farm/supplier? • Notification of on farm non compliance should be addressed as part of the company's corrective action program, ie are they being monitored and closed out? • Somatic cells should be appropriately managed as per countdown down under (applicable to EU registered establishments) • Temperature controls should be adhered to (auditor to verify how) • Antibiotic status should be monitored (auditor to verify how) • Linkages to corrective action, internal audit and management review

Element	See Orders Link	Comply	Comments
<u>Sampling / Testing</u>			Index
35. All products produced at the establishments must meet the microbiological limits for food specified by the Food Standards Code and in accordance with the companies approved arrangement.	S6 C2.1 S6 C4.1 & S6 C4.2		<p>The documented product sampling program must:</p> <ul style="list-style-type: none"> • Identify that every product line must be sampled at a minimum of 5 sub samples per fortnight (or per month for low risk products). • Identify the minimum testing requirements as per the food standards code, state requirements, their internal risk assessment etc • Identify the limits that must be achieved and the corrective action should the limits be exceeded (include notification) • Identify any specific importing country requirements that are over and above the standard testing requirements • Identify the AS test method used • Identify when product must be tested in a NATA accredited laboratory. • Provide details of training required for staff to take samples • Be linked to the corrective action program, internal audit program and management review
Receival and dispatching Milk & Milk Products			Section 6
36. Is there a documented procedure in place to check the cleanliness of transportation vehicles (incoming and outgoing) ensuring they are fit for purpose, including;	Index S5 C21		<p>Goods receival program must include:</p> <ul style="list-style-type: none"> • Cover all raw material, packaging and ingredients • Records of training and work instructions for relevant staff • Corrective action in the event that goods are delivered outside set requirements (temp limits, lack of paperwork, un hygienic truck, outside approved supplier program • Temperature limits (if applicable) • List of forms etc that will be used for this activity • Appropriate forms and records to verify any action or checks made • Dispatch vehicles are also included in the system

Element	See Orders Link	Comply	Comments
37. Is there a procedure in place to ensure that transfer declarations accompany the delivery of dairy ingredients received at the establishment?	S8 C11.1		<p>The inwards goods procedure must include:</p> <ul style="list-style-type: none"> • That transfer declarations must be provided and are available for all dairy ingredients received at the establishment and that the product is made at and received from a registered dairy establishment? • Identify what happens when deliveries are received and no transfer declarations accompany the delivery? • Detail what are the minimum details required on a received transfer document
<u>Dispatching Milk & Milk Products (Transfers & Transfer Declarations)</u>			
38. Does the company have a documented transfer program in place for each consignment of milk and milk products despatched from the establishment?	S8 C6.1		<p>There is an expectation that the companies dispatch system will identify the following:</p> <ul style="list-style-type: none"> • Identifies when a transfer document is required • Identifies the format that the transfer document will take and what is the minimum information that it must contain • Who has been authorised by the company to sign these documents • A description on what basis the nominated staff can sign these documents • Evidence that nominated staff have received training and or information about the responsibilities associated with signing these documents • Identifies that export product can only be sent to an AQIS dairy registered establishment • Identify how the company know the receiving establishment is registered for dairy

Element	See Orders Link	Comply	Comments
39. Does the company load directly into sea/air freight containers?	Orders 40 (b) 41 (b) & S3 C9		<p>If yes, is there a documented procedure in place to ensure containers are</p> <ul style="list-style-type: none"> • fit for purpose and • Clean & free of extraneous matter & residues? • Free of objectionable odours, taints and other toxic substances? • Free of dirt, rust, flaky paint, algae growth & moisture? • Free of insects and other pests • There are no protruding fixtures which could penetrate & damage packaging containing the milk & milk products? • The floor is sound, vents are checked and where temperature control is required it is checked & working? • There is a record to support that these checks have been carried out?
40. Is there a procedure in place for applying AQIS seals?			<p>If there is a self sealing system in place there is an expectation that the program will include the following:</p> <ul style="list-style-type: none"> • Seals are reconciled on a regular basis • Seals are being held in a secure location • Staff allocated responsibilities for seal management are aware of the procedures and work instructions • Covered by corrective action, internal audit and management review • Records are available to support the seals used, damaged etc

Element	See Orders Link	Comply	Comments
Maintenance (See also Structural requirements section 11)	Index		Section 10
41. Does the company have a documented preventative Maintenance Program in place?	S4 C3.4 S4 C4.2		<p>It is an expectation that the preventative maintenance program will cover systems that ensure that;</p> <ul style="list-style-type: none"> • The premises are maintained in good repair? • The equipment used in the premises is maintained in good repair? • The vehicles used by the premises are maintained in good repair? • There is a schedule of regular maintenance activities, including frequency and responsibility • There is a strong link to corrective action, internal audit and management review.
42. Does the company have a documented calibration program?			<p>It is an expectation that the calibration program will include systems that ensure that:</p> <ul style="list-style-type: none"> • There is a list covering all equipment requiring ongoing calibration • There is a schedule of calibration activities, including frequency, responsibility and tolerance limits • There is a link to corrective action in the event that items are missed or tolerance limits are exceeded • Included in the internal audit program and management review
Pasteurisation	Index		Section 12
42. Does the company pasteurise milk for export as liquid milk or a milk product?	S5 DivIII		If heat treatment occurs at the establishment the company must document the

Element	See Orders Link	Comply	Comments
(heat treated to not less than 72 ⁰ C for 15 seconds)			<p>level of controls in place, including:</p> <ul style="list-style-type: none"> • That the thermometers and chart recorders are regularly calibrated (at least annually) • That the integrity checks of the plate packs are conducted at least annually • That integrity plate checks are conducted on all cooling units that use glycol or other chemicals as their cooling medium, eg at milk receipt • That the diversion valve operation is tested, recorded and signed daily • That the holding tube is in a continuous upward slope in the direction of flow • That the diversion valve is in the correct position (should be based on response time) • That all the thermometers in the correct position • That the sanitation of the pasteuriser is effective (how is this demonstrated? i.e. heating time and sanitiser strength) • That the Holding tube time is calibrated every 5 years or after the system is changed • That a phosphatase test is conducted on every batch of pasteurised milk. If not what is the frequency of phosphatase testing • That the company has a documented procedure for conducting these tests. This procedure should include training, corrective action and notification for failed results. • Suitably qualified persons for all key devices eg pasteurisers • Linked to corrective action, internal audit and management review.
43. Does the company use batch pasteurisation as a means of heat	S4 C10.1		If the company uses batch pasteurisation the system will need to include:

Element	See Orders Link	Comply	Comments
treatment?	& S4 C11.1		<ul style="list-style-type: none"> • How the heat treatment system is validated? • Is the system supported by an independent evaluation of the pasteuriser and its effectiveness? • Is there continuous recording of temperature and time? • Does the system include a heated head space? • Is there ongoing Phosphatase testing? • What daily verification checks are in place? • That the company has a documented procedure for conducting these tests. • This procedure should include training, corrective action and notification for failed results. • Linked to corrective action, internal audit and management review.
44. Does the company use an alternative heat treatment for the product of milk and milk products? Eg UHT, ESL. Cream etc	S5 C9.1 & S5 C9.2 or 16.1 and 16.2		<p>Milk and milk products are heated to another time and temperature combination the process must:</p> <ul style="list-style-type: none"> • Show equivalence based on the Australian Standard for determining equivalence • Evidence that the alternative heat treatment has been approved • Be fully documented in the companies approved arrangement and include all the applicable checks, records, training etc • Be linked to corrective action, management review and internal audit
Trade Descriptions	Index		Section 13
45. Is there a documented system in place for ensuring that export labels are	Sch 7		It is expected that the system will identify that the trade description will meet

Element	See Orders Link	Comply	Comments
accurate, current and in accordance with minimum export requirements?			<p>the requirements of schedule 7 clause 4.1 and contain:</p> <ul style="list-style-type: none"> • A description of the milk and milk products • Where milk and milk products contain more than one ingredient, a list of ingredients in accordance with the requirements specified in Standard 1.2.4 of the Food Standards Code • The net contents (the quantity of the milk & milk products in the container) • The country of origin • The registration number of the establishment at which the milk and milk product are last prepared (other than handled, loaded or stored) • The name and address of the exporter, occupier or consignee • The identity of the lot for the milk product • The directions for the use or storage if the milk and milk products are of a nature as to warrant such directions for reasons of food safety • Criteria to meet if foreign languages are used? • Specific importing country requirements? • Compositional claims verified • Shelf life validation
46. Are imported ingredients used in the manufacture of the milk and milk products?	Notes associated to S7 C4.1		<p>Note: If yes does the labelling meet the requirements of the <i>Trade Practices Act 1974</i> which contains prohibitions on engaging in conduct that is misleading or deceptive or is likely to mislead or deceive (section 52) and prohibitions on making false or misleading representations, including about the country of origin of milk and milk products (section 53 and section 75AZC).</p>
Importing Country Requirements	Index		Section 14

Element	See Orders Link	Comply	Comments
47. Are there documented procedures and training in place for ensuring compliance with identified importing country requirements being met?	S2 C2.1 (c) & C5.1 (b)		<p>It is expected that the documented system will identify the following:</p> <ul style="list-style-type: none"> • How importing country requirements are identified • What records are kept to ensure that these requirements have been met • A list of countries identified as export markets and their specific requirements, eg EU, Korea, Milk Powder to the US, Hong Kong, Algeria etc
Declarations of compliance	Index		
48. Does the company have a documented system in place for issuing declarations of compliance?	S9 C5.1		<p>The system must ensure that for each consignment of milk and milk products exported from the establishment (or provided to a third party for exporter) a declaration of compliance must be issued.</p> <p>The system must ensure that there is evidence to support the issuing of a declaration of compliance, namely;</p> <ul style="list-style-type: none"> • Must be signed by an authorised persons (as listed in the companies program); • That the staff signing these documents understand on what basis the Declaration is issued (staff will be questioned on this point) • How export staff verify compliance with specific importing country requirements such as somatic cell counts in farm milk for EU destined product; • The importing country requirements identified in the Approved Arrangement are met; • The importing country requirements are complied with; and • That all the information is true and complete • Minimum details to be included in the declaration • Identify the circumstances when a dec of compliance cannot be issued

