

## Approved Arrangement Checklist for Dairy Export Storage Establishments

Company Name	Company Address	Reg Estab No.	Date of review	Checked By

**Audit Start Time:**

**Audit Finish Time:  
Time Taken Writing Report:**

**Total Time:**

Mandatory Component of an Approved Arrangement	Documented Procedure required to cover this issue	Comments
<b>Occupiers commitment</b>	The occupier must have a signed statement that outlines their commitment to comply with the approved arrangement, all food safety elements, importing country requirements and the applicable AQIS export legislation.	
<b>Schedule 2, Part 1. 3.1 &amp; 3.2</b>		
<b>Management practices, organisational structure, resources and competence.</b>	The company must have their <b>management practices</b> documented to include: <ul style="list-style-type: none"> <li>- The organisational structure</li> <li>- Roles &amp; Responsibilities of staff at the establishment?</li> <li>- Duty statements for key staff?</li> </ul>	
<b>Schedule 2. Cl. 4.1</b>		
<b>Verification</b>	The company must have a documented internal audit program. The internal audit program must ensure that the key elements of the approved arrangement are covered. Typically the internal audit program will include a schedule of areas to be reviewed annually, who will review them, when they will be reviewed and what will be covered.  Records must be made of all activities used to verify compliance (internal audits, staff training etc), Records must include the results and any corrective action taken and changes made to the system.	
<b>Schedule 2. Cl. 5.1, 5.2</b>		
<b>Corrective and preventative action</b>	The company must have a documented corrective action program in place. It is expected that the corrective action program documents how non conformances identified during an internal or external audit are captured and actioned to ensure that: <ul style="list-style-type: none"> <li>• The non-conformance is rectified?</li> <li>• A record of the timeframe for action is allocated?</li> </ul>	

<b>Schedule 2. Cl. 6.1</b>	<ul style="list-style-type: none"> <li>• The action prevents recurrence?</li> <li>• There is an assessment of the effectiveness?</li> <li>• Appropriate responsibility for management and action is allocated?</li> <li>• There is a process for escalation when corrective action is not completed within the allocated timeframe?</li> </ul>	
<b>Mandatory Component of an Approved Arrangement</b>	<b>Documented Procedure required to cover this issue</b>	<b>Comments</b>
<b>Cleaning Program.</b>	Premises must be constructed and maintained in a sound, clean and hygienic condition. The company must have a documented cleaning program for the entire establishment. This would include the surrounds, facilities, equipment, transport vehicles, etc.	
<b>Schedule 4. Cl. 4.1</b>	It is expected that the cleaning program would identify the areas of the establishment to be cleaned, at what frequency, who is responsible and a check that it has been completed to a satisfactory level.	
<b>Maintenance of establishments and equipment.</b>	The company must have a documented program that ensures the premises, surrounds, transport vehicles and equipment are maintained in a good state of repair and working order to the extent necessary to facilitate the hygienic storage and transportation of milk and milk products for export.	
<b>Schedule 4. Cl. 4.2</b>		
<b>Pest Control Program.</b>	The company must have a documented program for the prevention and control of pest and vermin.	
<b>Schedule 4. Cl. 7.1, 7.2</b>	It is expected that there are systems are in place to support that the pest control program is effective, examples include records, reports, internal audit, verification of the pest control operators effectiveness, pest incidence register etc	
<b>Use and storage of hazardous substances.</b>	The company must have a documented program for the storage and use of hazardous and or dangerous chemicals. (Eg chemicals and inedible product are adequately labelled, stored to prevent cross contamination?)	
<b>Schedule 4. Cl. 8.1, 9.1</b>		
<b>Protection &amp; Segregation of Product</b>	The company must have a documented program in place for the protection and integrity of the milk and milk products being stored in the establishment.	
<b>Schedule 4 C10.1 &amp; C10.2</b>	There is an expectation that the company have procedures in place that ensure that product is protected at all times, typically we would expect procedures to cover breakage of bags or packages, product for human consumption being stored away from chemicals and other material that may potentially contaminate the food and that packaging material is protected from dust etc.	

<p><b>Calibration of measuring equipment eg Coolrooms, freezers etc.</b></p>	<p>Where applicable the company must identify which measuring instruments are relevant to demonstrate compliance with the Orders, example thermometers. If the company only deals in non refrigerated goods then this section will not apply.</p>	
<p><b>Schedule 4. Cl. 11.1</b></p>	<p>Where the company deals with refrigerated or frozen product then the company will be required to have a documented calibration and temperature monitoring program.</p> <p>The expectation is that the documented program includes a frequency for monitoring temperatures, and includes a timetable for calibration.</p> <p>This activity will need to be linked to the internal audit and in the event of non compliance. The corrective action program.</p>	
<p><b>Storage, handling, loading and transportation.</b></p>	<p>The company must document how they ensure that all storage rooms, freezers and fridges are of an acceptable standard and fit for purpose?</p>	
<p><b>Schedule 5. Cl. 7.1, 7.2, 7.3</b></p>	<p>The expectation is that the company have documented procedures in place for cleaning, maintenance, pest control, chemical storage, training, temperature control of incoming, outgoing and the storage of goods, all procedures being linked to corrective action and internal audit.</p>	
<p><b>Traceability Systems for milk and milk products.</b></p>	<p>The company must ensure that there are effective documented measures in place to ensure that all milk and milk products for export stored at the establishment can be:</p> <ul style="list-style-type: none"> <li>(a) identified; and</li> <li>(b) traced; and</li> <li>(c) if necessary, recalled.</li> </ul> <p>In essence the company must have a documented recall procedure in place that enables all stock at or dispatched from the establishment to be recalled if required.</p> <p>In developing the recall procedure the company must include who is responsible for coordinating and participating in the recall, who should be contacted in the event of a recall, including contact names and numbers and the procedures and records required to be included to adequately account for all product</p>	
<p><b>Mandatory Component of an Approved Arrangement</b></p>	<p><b>Documented Procedure required to cover this issue</b></p>	<p><b>Comments</b></p>
<p><b>Transfer systems for incoming and outgoing milk and milk products.</b></p> <p><b>Schedule 8.</b></p>	<p>The company must ensure that for each consignment of milk and milk products entering the establishment that they are accompanied with a transfer certificate with the following information;</p>	

- (a) the name, address and registration number of the despatching establishment;
- (b) a full description of the milk and milk products that is sufficient to identify them;
- (c) an indication of the temperature controls under which the milk and milk products must, under these Orders, be transported;
- (d) the quantity of the milk and milk products in the consignment and the number and description of packages (if any) in which the milk and milk products are packed;
- (e) if the milk and milk products are prepared in order to meet the importing country requirements of one or more identified countries—the name of those countries;
- (f) the name and address and registration number (if any) of the establishment to which the milk and milk products are despatched;
- (g) a declaration stating that:
  - (i) the conditions and restrictions specified in orders 37 to 45 of these Orders; and
  - (ii) the importing country requirements identified in the approved arrangement; that apply to and in relation to the milk and milk products while they are at the establishment are complied with;
- (h) a declaration stating that all the information given to the consignee for the purposes of complying with this clause is true and complete.

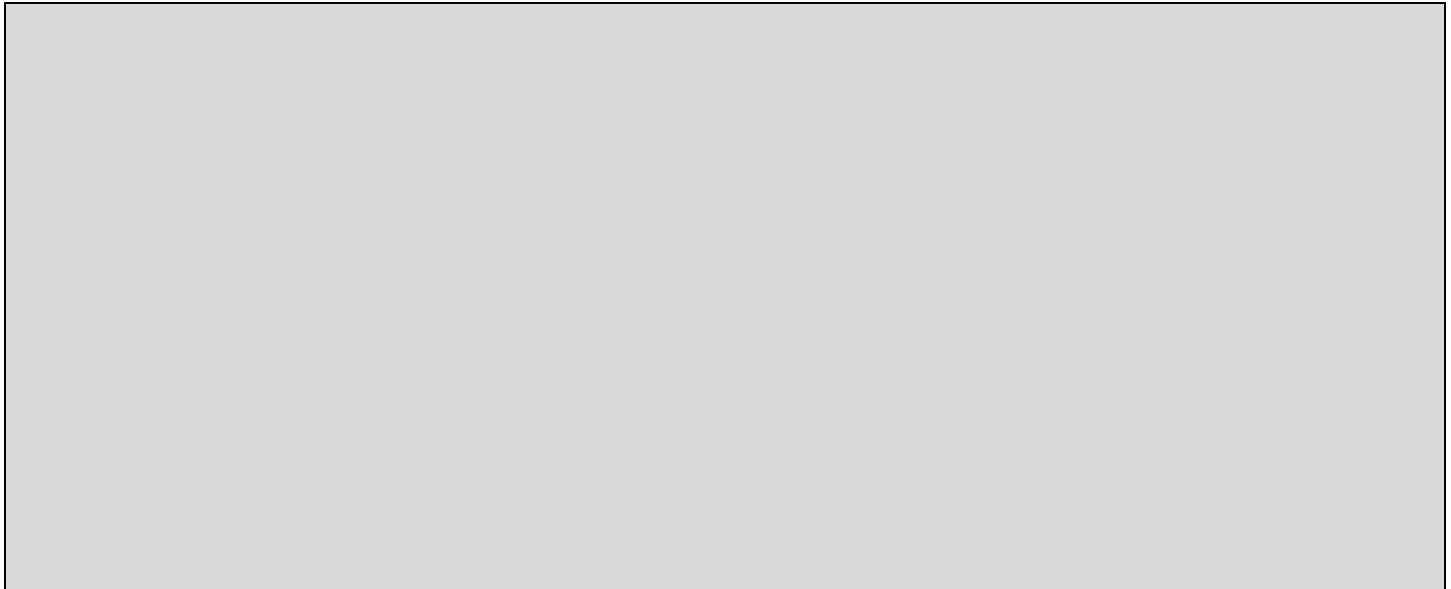
Equally this information must be provided to the establishment where the goods are being dispatched, ie the company must have a transfer document for both incoming and outgoing goods.

It is important that the establishment in which the goods are being dispatched to is AQIS registered to receive dairy products.

The company must ensure that the person signing the declaration and transfer document is listed in the companies program as someone authorised to make such declarations.

The company program must also document what action to take in the event that they do not receive the above information with the incoming goods.

**Additional Comments and Notes**



<b>Date Completed</b>	<b>Approved (Yes/No)</b>	<b>Name And signature of approving officer</b>