



Australian Government

Department of Agriculture, Fisheries and Forestry

# EUROPEAN UNION CATTLE ACCREDITATION SCHEME RULES

<sup>6th</sup> Edition - April 2007

# CONTENTS

ACRONYMS and DEFINITIONS.....	3
INTRODUCTION.....	5
GENERAL.....	6
FARM ACCREDITATION.....	10
Cattle permitted on accredited farms.....	11
Accreditation procedure.....	12
Individual identification.....	14
Lost individual identification.....	15
Cattle movements.....	16
Database recording requirements.....	18
Record keeping.....	18
Audits.....	19
FEEDLOT ACCREDITATION.....	21
Scheme cattle eligibility criteria.....	22
Accreditation procedure.....	22
Individual identification.....	25
Lost individual identification.....	25
Cattle movements.....	25
Database recording requirements.....	27
Record keeping.....	28
Audits.....	28
SALEYARD ACCREDITATION.....	30
Accreditation procedure.....	30
Separation.....	31
Moving cattle onto an accredited saleyard.....	32
Selling Scheme cattle.....	33
Moving Scheme cattle off an accredited saleyard.....	33
Database recording requirements.....	33
Monitoring compliance with management plan and code of practice.....	34
Record keeping.....	34
Audits.....	35
AMENDMENTS TABLE.....	36

## APPENDICES

---

*Appendix 1* HORMONAL GROWTH PROMOTANTS REGISTERED FOR USE IN *CATTLE IN AUSTRALIA*

*Appendix 2* APPLICATION FORM FOR THE ACCREDITATION OF FARMS IN THE EUROPEAN UNION CATTLE ACCREDITATION SCHEME (EUCAS)

*Appendix 3* APPLICATION FORM FOR THE ACCREDITATION OF FEEDLOTS IN THE EUROPEAN UNION CATTLE ACCREDITATION SCHEME (EUCAS)

*Appendix 4* APPLICATION FORM FOR THE ACCREDITATION OF SALEYARDS IN THE EUROPEAN UNION CATTLE ACCREDITATION SCHEME (EUCAS)

*Appendix 5* CERTIFICATE OF ACCREDITATION For a Farm as an Accredited Farm for the production of HGP Free Cattle

*Appendix 6* Letter on Accreditation – Farms

*Appendix 7* CERTIFICATE OF ACCREDITATION For a feedlot as an Accredited Feedlot feeding HGP Free (EU eligible) and EU ineligible Cattle

*Appendix 8* Letter on Accreditation – Feedlot

*Appendix 9* CERTIFICATE OF ACCREDITATION For a saleyard accredited to transact EU eligible cattle

*Appendix 10* Letter on Accreditation

**Downloadable** versions available in the following formats

 [PDF \(169KB\)](#)

 [Word \(325KB\)](#)

## ACRONYMS AND DEFINITIONS

<b>Accredited farm</b>	A farm where only Scheme cattle and breeding bulls are held
<b>Accredited feedlot</b>	A licensed feedlot where Scheme cattle may be housed and fed alongside non-Scheme cattle
<b>Accredited saleyard</b>	A saleyard where Scheme cattle that are sold may remain Scheme cattle
<b>Accredited property</b>	Either an accredited farm or an accredited feedlot
<b>ALFA</b>	Australian Lot Feeders' Association
<b>Androgenic</b>	Steroid hormones, produced by males, which control the growth and functioning of the male sex organs and the appearance of male secondary sexual characteristics. Can be produced synthetically.
<b>APVMA</b>	Australian Pesticides and Veterinary Medicines Authority
<b>AQIS</b>	Australian Quarantine and Inspection Service
<b>DAFF</b>	Department of Agriculture Fisheries and Forestry
<b>ECA</b>	<i>Export Control Act 1982</i>
<b>EID</b>	Electronic Identification Device approved under the National Livestock Identification Scheme. Includes ear and rumen devices; this is an alternative name for the RFID.
<b>EMOs</b>	Export Meat Orders
<b>EU</b>	European Union
<b>EUCAS</b>	European Union Cattle Accreditation Scheme
<b>EUVD</b>	European Union Vendor Declaration
<b>Gestagenic</b>	Female hormone that aids the development and retention of a pregnancy.
<b>HGP</b>	Hormonal Growth Promotant
<b>Individually identified</b>	For the purposes of this Scheme means identified using an individual National Livestock Identification Scheme (NLIS) endorsed breeder or post-breeder radio frequency identification device (referred to as an RFID), placed in the right ear of every animal, or with a rumen bolus and corresponding ear tag.
<b>MLA</b>	Meat and Livestock Australia
<b>MSQA</b>	Meat Safety Quality Assurance
<b>NLIS</b>	National Livestock Identification Scheme
<b>NLIS number</b>	The number printed on the outside of an RFID (or the management tag accompanying rumen boluses). This is unique, different to the RFID number, but linked to it and can be used for recording movements of the animal it applies to on the NLIS database.
<b>NRA</b>	National Registration Authority – see APVMA
<b>NRS</b>	National Residue Survey
<b>NVD</b>	National Vendor Declaration

<b>Oestrogenic</b>	Steroid hormones, produced mainly by the ovaries, which control the growth and functioning of the female sex organs and the appearance of female secondary sexual characteristics. Can be produced synthetically.
<b>PIC</b>	Property Identification Code
<b>RFID</b>	Radio Frequency Identification Device
<b>RFID number</b>	The number encoded in the 'chip' is an RFID. This is unique, different from the NLIS number but linked to it and is the preferred input for recording movements of the animal it applies to on the NLIS database.
<b>Scheme</b>	European Union Cattle Accreditation Scheme (EUCAS)
<b>Scheme cattle</b>	Cattle that meet all the eligibility criteria of the EUCAS and are therefore eligible to be slaughtered for EU beef production.
<b>Transaction tag</b>	The tag means a device attached to tail or ear; is of a colour approved by the Secretary; and bears a property identifier and any other information approved by the Secretary or required by the State/Territory Department of Agriculture for the purpose of transaction of animals.

## INTRODUCTION

Beef exported to the European Union (EU) must come from animals raised on properties accredited by the Australian Quarantine and Inspection Service (AQIS) under the EU Cattle Accreditation Scheme (EUCAS). These properties are referred to as ‘accredited farms,’ ‘accredited feedlots’ or ‘accredited properties’. This document also relates to ‘accredited saleyards’.

EUCAS (referred to as the Scheme in this document) is a national animal production scheme that allows full traceability of all animals through the National Livestock Identification Scheme (NLIS), which links individual animal identification to a central database; all movements of Scheme cattle are registered on that database.


To further address European Union market requirements for beef; all cattle in EUCAS must not have been treated with hormonal growth promotants (HGPs) at any time.

The legislative basis of EUCAS is the *Export Control Act 1982* and the requirements of the Scheme are described in Schedule 7 of the *Export Control (Meat and Meat Products) Orders 2005*. Staff accrediting properties and saleyards are authorised under the *Export Control Act* and are acting on behalf of the Secretary of the Commonwealth Department of Agriculture, Fisheries and Forestry (DAFF). AQIS as an operating group of DAFF has overall responsibility for the implementation and co-ordination of Scheme administration.

This section outlines the rules of EUCAS and provides general administrative instructions to those delegated to administer the Scheme.

The Rules is a controlled document. Changes will be advised to stakeholders by email. Areas requiring clarification should be notified to AQIS through normal reporting channels.

The current version of this rules document can be found on the AQIS website at [www.daff.gov.au](http://www.daff.gov.au) European Union Cattle Accreditation Scheme Rules.

 [PDF \(175KB\)](#)

 [Word \(209KB\)](#)

## 1. GENERAL

1.1. All meat and offal exported to the EU from Australia must be produced in export registered abattoirs listed in accordance with EU legislation.

1.2. All beef and beef offal exported to the EU must come from cattle (referred to as ‘Scheme cattle’) sourced from properties accredited by AQIS under EUCAS.

*Exception:* veal derived from calves under 80 kg live weight or 40 kg dressed weight. Calves meeting these criteria may be sourced from any property provided the animals travel directly from the property of birth to the EU listed abattoir. ‘Directly’ means calves cannot be held or husbanded on a second property, but this requirement does not rule out normal industry practices relating to the sale, collection and delivery of calves to abattoirs. The EU listed abattoir must, however, retain in its records, transaction documents outlining the property of birth of each calf slaughtered for this market.

1.3. There are two categories of property accreditation; farm and feedlot.

1.4. All cattle with the exception of breeding bulls and up to five designated house cows on accredited farms must be Scheme cattle. [Non-scheme breeding cows and heifers are allowed for restocking purposes under certain conditions (see 2.7 f)].

1.5. Accredited feedlots may keep both Scheme cattle and non-Scheme cattle.

1.6. Saleyards that trade Scheme cattle must be accredited by AQIS under EUCAS.

1.7. Scheme cattle must not have been treated with hormonal growth promotants (HGPs) at any time. HGPs are veterinary chemical products that contain a substance or mixture of substances responsible for oestrogenic, androgenic or gestagenic activity to enhance growth or production in cattle and that are registered for this purpose in Australia. A list of registered HGPs is included in Appendix 1.

1.8. Managers of accredited farms must not purchase HGPs for use on the accredited farm.

1.9. Managers of accredited farms must not hold HGPs on the accredited farm.

1.10. Scheme cattle must be individually identified. ‘Individually identified’ for the purposes of this Scheme means identified using an individual National Livestock Identification Scheme (NLIS) endorsed breeder or post-

breeder radio frequency identification device (referred to as an RFID), placed in the right ear of every animal, or with a rumen bolus and corresponding ear tag.

*NOTE:* the NLIS is a National Scheme available for all Australian producers to identify their herds and to track individual movements. The NLIS Producer Manual and state/territory legislation should be consulted regarding the conditions and legal obligations underpinning the use of breeder and post-breeder RFIDs. The status of NLIS identified Scheme cattle as EU eligible is maintained on the NLIS database.

1.11. Scheme cattle retain their eligibility for the EU market only if:

(a) they remain on accredited properties (farms and feedlots), accredited saleyards and EU listed abattoirs; Exception: see 2.28, 2.29(e) and 2.30.

(b) when Scheme cattle move from an accredited property (farm or feedlot) to another accredited property (farm or feedlot), accredited saleyard or EU listed abattoir they must be accompanied by an original, properly completed European Union Vendor Declaration (EUVD).

EUVDs must be signed by the manager or by an authorised signatory. Records must be kept of authorised signatories as well as sample signatures. The authorised person/s must have been responsible for the husbandry of the cattle. The manager retains the ultimate responsibility for the legal compliance attested to by the EUVD;

*NOTE:* ‘accompanied by’ means the documentation must travel with the Scheme cattle.

(c) lime green transaction tags must be attached to Scheme cattle before animals are moved from an accredited farm to an accredited saleyard or EU listed abattoir. When used for this purpose, these tags meet relevant State or Territory transaction tagging requirements;

*NOTE:* if someone other than the manager attaches the lime green EU transaction tag, the manager remains legally responsible for the status of the animals to which the tag is attached.

(d) when moving from an accredited farm or feedlot to an EU listed abattoir, the manager of the accredited feedlot must electronically read the identification of the animals and keep records of the identification numbers of the animals moved;

(e) managers of accredited feedlots may or may not apply a lime green EU transaction tail tag depending on the arrangements they make with the receiving EU listed abattoir or under conditions detailed within their approved management plans;

(f) when cattle are moved off an accredited farm or accredited feedlot and lime green tags are not required as in (e) above, the relevant State or Territory transaction tagging regulations must be complied with;

(g) when moving from an accredited saleyard to an accredited property (farm or feedlot) or EU listed abattoir, the cattle must be accompanied by a photocopy of the original EUVD for the movement to the accredited property. Part B - Agent's Declaration on the photocopy must be completed by the agent responsible for the sale of the cattle to show the number of Scheme cattle in the consignment (particularly where the original consignment is split) and must be signed by the agent;

(h) when moving on to an accredited property (farm or feedlot), the manager of the accredited property receiving the cattle notifies the NLIS database of the individual identification numbers of all Scheme cattle in the consignment within 7 days of receiving the cattle (see 2.34[a] and 3.32[a]); or

(i) when Scheme cattle are purchased from an accredited saleyard, the saleyard agent must notify the database of this movement on behalf of the purchasing manager. The receiving manager should ensure the saleyard has loaded the information on to the database.

1.12. When individually identified Scheme cattle move off an accredited property to a non-accredited destination, the manager of the consigning property must ensure the NLIS database is notified that the cattle have left the Scheme (see 2.34[b] and 3.32[b]).

1.13. Accreditation of farms is based on the submission of a correctly completed application form (Appendix 2). Some administrative background checks will be done before to the accreditation is granted (see 2.8 to 2.19).

1.14. Accreditation of feedlots and saleyards is based on the submission of a correctly completed application form (Appendices 3 and 4). Some administrative checks may be required before accreditation is granted (see 3.8-3.18 and 4.11-4.16). Additionally, accreditation of feedlots and saleyards is preceded by a successful desk audit of a management plan describing procedures for handling Scheme cattle and an on-site audit to assess facilities and workability of the management plan.

1.15. Accredited farms are audited in accordance with national program requirements.

1.16. Initial accreditation of properties (farms and feedlots) and saleyards is for 12 months. Renewal of farm accreditation after 12 months requires the manager to respond to a renewal notice distributed by AQIS. Thereafter farm accreditation only is open-ended, unless the owner/manager chooses to relinquish accreditation or AQIS revokes accreditation for non-compliance with the rules. Renewal of feedlot and saleyard accreditation is based on passing an audit of the operation of the approved management plan every 12 months.

1.17. If the conditions of accreditation are not complied with the property or saleyard may have the accreditation revoked and the manager may face prosecution. Only AQIS can revoke accreditation.

## **2. FARM ACCREDITATION**

- 2.1. A farm is an area of land covered by a single property identification code (PIC) under State/Territory legislation.
- 2.2. Farms must be accredited to hold Scheme cattle.
- 2.3. The manager of the farm who completed and signed the accreditation form is legally responsible for ensuring compliance with all conditions of the property accreditation until AQIS is notified in writing that said manager has relinquished that responsibility or that a new manager is accredited in respect of the farm.
- 2.4. Accreditation is initially for 12 months unless relinquished in writing by the manager or revoked by AQIS. Only AQIS may revoke accreditation.
- 2.4a. AQIS must be advised in writing of any change to the position of accredited manager for an accredited farm. A replacement manager may be accredited for the property following submission to AQIS of a properly completed application form (Appendix 2).
- 2.5. A renewal notice will be sent by AQIS to every accredited farm manager prior to the 12 month anniversary of their accreditation. This renewal notice will require managers to declare their compliance with the conditions of accreditation, particularly that they have identified all cattle on the holding with NLIS RFIDs in accordance with the Scheme's requirements (see 2.20).

Managers are given the option to apply to AQIS for an extension of time to complete the identification of their herd. AQIS will assess these applications on a case-by-case basis. A reminder will be sent if no extension is given and if the correctly completed renewal notice is not received within six weeks of the date for renewal of the farm. Accreditation will automatically be revoked if the manager does not respond to the reminder. AQIS will notify the database of those properties for which AQIS has approved reaccreditation and of any farm that AQIS requires to be de-accredited.

By using the database AQIS will ensure that any de-accreditation or re-accreditation is processed in accordance with the written instruction or similar protocol established by AQIS and the NLIS as soon as possible after notification is received.

- 2.6. All cattle on an accredited farm (with the exception of breeding bulls, up to five dairy house cows and approved restocking females) that do not meet the Scheme's eligibility criteria are deemed to be ineligible cattle.

## **Cattle permitted on accredited farms**

2.7. The only cattle permitted to be on accredited farms are:

### ***Scheme cattle:***

- (a) cattle born on the farm and that have never been treated with HGPs;
- (b) cattle raised under one ownership and subject to detailed verification checks, and that have never been treated with HGPs
- (c) cattle transferred to the farm on or before 30 June 2000 that have never been treated with HGPs and for which the manager possesses either a National Vendor Declaration, an H7 form for property to property transfers or a stock agent's invoice. These documents must be endorsed that the cattle to which they refer are HGP free. The manager will be required to demonstrate at audit, which documents relate to which cattle;
- (d) cattle transferred to the property from a property accredited at the time of transfer and which were individually identified with NLIS devices prior to movement. For cattle moved after 30 June 2000, the NLIS database must have been notified of the movement of the cattle off the original accredited property. The manager must have an EUVD or NVD attesting that the cattle have never been treated with HGPs and demonstrating that the cattle moved from an accredited property; or

### ***Non-scheme cattle***

- (e) breeding bulls and up to five house dairy cows that do not meet the above criteria are not Scheme cattle.
- (f) non-eligible cows or heifers from outside the Scheme are allowed to enter an accredited property for restocking purposes providing the following criteria are met:
  - o A formal application is made to AQIS in writing, and this application is approved.
  - o The cattle are declared HGP-free on the vendor declaration.
  - o The cattle are born and bred on the farm of origin.
  - o The cattle are identified with a white breeder NLIS identification device, and have whole-of-life traceability.

- The destination farm makes database notification of the transfer, including the PIC of the farm of origin.
- The buyer provides a list of the animals RFID numbers to AQIS.
- The sale catalogue can identify the origin of such cattle bought through a sale.
- Such cattle are not EU eligible; however their progeny are EU eligible.

### **Accreditation procedure**

2.8. A property manager seeking accreditation should firstly contact the EUCAS help line on 1800 305 544 for assistance. The prospective accredited manager will be sent an application form and a copy of these Rules.

2.9. A manager seeking accreditation must submit to AQIS authorised staff a correctly completed application form with appropriate attachments.

2.10. The information in the answers to questions 1, 5 and 6 on the application must be verified against State/Territory records. Any divergence must be rectified before the farm can be accredited.

2.11. If the applicant answers 'yes' to question 4 in the application form, details of the violation must be provided. These details should be verified against State/Territory records and the matter considered by AQIS. The farm will not be accredited without AQIS approval.

2.12. A check must be carried out to verify whether hormonal growth promotants have been purchased in the past two years for use on the farm to be accredited:

(a) if HGPs have been purchased for use on the farm within the past two years and the applicant answered 'yes' to question 8 on the application form, the manager should be asked to account for the purchased HGPs, including disposition of treated cattle and unused doses. A statutory declaration stating that the applicant has all the legally required records for HGPs will suffice for this purpose, but the applicant must be informed that those records must be made available in the event that the property is audited; and

(b) if HGPs have been purchased for use on the farm within the past two years and the applicant answered 'no' to question 8 on the application form, the application should be denied accreditation for providing false information.

2.13. Applicants who answer ‘yes’ to question 3 on the application form should be advised that AQIS might apply additional conditions to subsequent accreditation. The application must be assessed in consultation with the appropriate State/Territory authority that will contact AQIS regarding additional conditions.

2.14. Applicants who answer ‘yes’ to question 9 on the application form must ensure that these cattle meet the eligibility criteria and have been transferred on the NLIS database to the PIC of the farm for which they are seeking accreditation. To do this:

(a) they must contact the NLIS database and load details of the cattle purchased, including the date of transfer, the number of cattle, the PIC of the consigning property and the individual identification numbers of the cattle. This information and a copy of the accompanying EUVD or NVD must be attached to the application;

(b) the applicant must also obtain written confirmation from the NLIS database that the consigning property was EUCAS accredited at the time of the transfer and attach that confirmation to the application;

(c) it must be confirmed, using the NLIS database, that the cattle have been transferred from the consigning PIC to the applicant's PIC. This advice must also be attached to the application;

(d) if any of the information in 2.14 (a) (b) or (c) on the application form is not provided, the application and any attachments will be returned to the applicant for further attention; and

(e) NLIS RFID Scheme cattle may have their EU eligibility suspended if there is a transfer of ownership or place of holding to a non-accredited entity. This movement must be notified to the database with the identification details of the destination. These animals will be allowed to re-enter the Scheme if and only if the transferee is able to establish EU eligibility; only one transfer has taken place; and that EUVD forms, when moved from a EUCAS accredited property, have accompanied the animals. Cattle on-sold or transferred after the initial transaction will lose their suspended status and be refused re-entry to the scheme.

2.15. If the information requested at question 10 on the application form is not provided, the farm cannot be accredited. The application should be returned to the applicant for completion.

2.16. If all checks are completed and correct, the application may be approved.

2.17. When the application is approved, the required details must be uploaded to the NLIS database in accordance with the relevant NLIS protocol.

2.18. The newly accredited manager should be sent:

(a) a certificate of accreditation (Appendix 5);

(b) an accreditation letter (Appendix 6); and

2.19. All requests/inquiries for EUVDs should be directed to Meat and Livestock Australia (MLA) (MLA's phone number 1800 654 743, and/or web site <http://www.mla.com.au/lpa>). MLA will supply additional books of EUVDs to the managers of accredited properties on request unless the MLA believes the EUVDs are being used incorrectly. If the MLA issuing officer has reason to deny supply of EUVDs, the matter should be referred to an appropriate supervisor for further instruction.

### **Individual identification**

2.20. All weaned cattle (with the exception of mature breeding bulls) on an accredited farm must be individually identified (see 1.4) at the end of the first 12 months of accreditation.

2.21. This condition may be varied if the farm has been accredited previously or an application for additional time is received and granted by AQIS.

2.22. In the following cases, cattle must be identified before the end of the first 12 months of accreditation:

(a) calves born on the accredited farm after accreditation must be identified by the time they are weaned;

(b) all eligible Scheme cattle consigned to either an accredited farm, accredited feedlot, accredited saleyard or EU listed abattoir for EU slaughter must be identified before they leave the accredited farm.

*NOTE:* cattle may be consigned to an EU listed abattoir during the first 12 months of accreditation that are not intended for EU slaughter. These do not have to be individually identified and are not Scheme cattle if they lack this identification. If individually identified cattle are submitted to an EU listed abattoir for non-EU slaughter, the abattoir is responsible for reading the identification of these animals.

The manager of the accredited property must establish a system to ensure the identification of cattle sold to an EU abattoir, other than for EU slaughter, is notified to the NLIS database.

(c) any Scheme cattle moved away from the accredited farm for limited periods to agricultural shows, camp-drafting events and so on (see 2.29[e]); or

(d) any Scheme cattle moved off the accredited farm and whose accreditation is suspended in accordance with these rules (see 2.28).

*NOTE:* before the end of the first 12 months of accreditation, managers of accredited properties are not required to identify individual cattle moving to non-accredited farms; however, the purchasing manager may wish to take out accreditation at a future date. If he or she wishes to retain and accredit cattle introduced after 30 June 2000 directly from an accredited farm, he/she must:

- i) ensure that the consigning manager individually identifies the cattle for them; and
- ii) notify the database of the transfer of cattle off the accredited property to the PIC of the new property (see 2.27).

*NOTE:* The recycling of NLIS devices is permitted for non-EU only.

### **Lost individual identification**

2.23. Lost RFIDs must be replaced at the earliest possible management opportunity.

2.24. The following records must be maintained whenever replacement RFIDs are used:

- (a) NLIS or RFID number of replacement RFID;
- (b) NLIS or RFID number of lost device, if known;
- (c) the date of replacement;
- (d) colour of the replacement RFID; and
- (e) if a white breeder RFID is used, the information used to establish that the animal was born on the property

## **Cattle movements**

2.25. The only cattle allowed to be moved on to accredited farms are:

(a) Scheme cattle originating on an accredited property, either by direct consignment or through an accredited saleyard;

(b) breeding bulls and up to 5 house dairy cows, or approved restocking females, sourced from any property; and

(c) Scheme cattle whose accreditation has been suspended in accordance with these rules and which are subsequently returned to an accredited property in accordance with these rules.

2.26. The requirements of 2.25 apply to cattle moving on to the property for any purpose, including agistment.

*NOTE:* Managers of accredited farms may allow neighbours to move non-Scheme cattle on to an accredited farm for the purpose of using yards and similar equipment. Conversely, managers of accredited farms may use facilities on non-accredited farms for short-term purposes (branding, vaccinating, loading and so on). Records must be kept.

2.27. Managers of accredited farms may move cattle from the accredited farm to any destination (see 2.14d). However, if they do not move to an eligible destination they are no longer Scheme cattle and are therefore ineligible to enter an accredited property or to be slaughtered for the EU or similar markets. Eligibility for these cattle can only be re-established if the cattle were individually identified before they moved from the accredited property and the receiving property subsequently takes out accreditation.

2.28. Under special circumstances, and only with prior approval from AQIS, such cattle as referred to in 2.27 may be moved from the accredited property for emergency agistment. AQIS has developed procedures for short-term and long-term agistment to assist producers in drought or similar 'natural disaster' situations (flood, fire). Producers should contact AQIS for more information.

2.29. Eligible destinations are:

(a) accredited farms;

(b) accredited feedlots;

(c) accredited saleyards for designated EU eligible cattle sales;

(d) EU listed abattoirs;

(e) agricultural shows, camp-drafting competitions or any other events where the cattle move temporarily and remain under the supervision of the manager of the accredited farm or someone authorised by the manager to tend the cattle on their behalf.

Managers wishing to send cattle to these destinations must keep the following records of the movement dates (on and off the accredited farm), RFID/NLIS numbers and a verification check that the correct cattle returned. EUVDs are not required. Managers must comply with State/Territory legislation concerning database notification requirements.

Managers unsure whether a particular destination or purpose is allowed under the Scheme should send a written request to AQIS, through the applicable accrediting office, for assessment; and

(f) non-accredited destinations as approved under 2.28.

2.30. Additionally, it is permitted to move Scheme cattle to loading facilities on non-accredited properties en route to eligible destinations provided the cattle remain under the control of the accredited manager or a person authorised to tend the cattle on the manager's behalf.

2.31. A lime green transaction tag must be attached to all Scheme cattle moved from an accredited farm to accredited saleyards or to EU listed abattoirs for EU slaughter.

2.32. A correctly completed, original EUVD must accompany Scheme cattle moved from an accredited farm to an accredited farm, feedlot or saleyard or EU listed abattoir for EU slaughter.

2.33. Cattle that are moved to non-accredited saleyards are no longer Scheme cattle. Identification in these cases should comply with relevant State/Territory legislation. Cattle may be accompanied by either an EUVD or an NVD.

*Exception:* in the event the cattle are passed in for sale they can be returned to the accredited farm and remain as Scheme cattle provided an auditable record of the movement is kept that verifies the correct cattle returned to the accredited farm.

## Database recording requirements

2.34. The manager of an accredited property is required to upload to the NLIS database details of the NLIS identification of:

- (a) Scheme cattle moved on to the accredited farm, within seven days of movement;
  - (b) Scheme cattle moved from the accredited property to a non-eligible destination (see 2.29), within seven days of movement;
  - (c) ineligible breeding bulls and up to five dairy house cows within 28 days of movement on to the accredited property. If a breeding bull or dairy house cow that does not meet Scheme eligibility criteria (treatment status and/or sourcing requirements) is identified with an NLIS RFID device, the database must also be notified that the animal is ineligible for EU slaughter (see 2.22[c]);
- NOTE:* it is not currently mandatory to identify breeding bulls with NLIS RFID devices — 2.34 (c) only applies if the manager elects to identify the animals.
- (d) deceased animals; and
  - (e) replacement for lost devices.

2.35. An accredited manager is not required to notify the NLIS database when Scheme cattle move to an eligible destination. The manager of the receiving accredited farm, feedlot, abattoir or saleyard is required to notify the database of such movements; **however**, it is strongly recommended that all managers interrogate the database to ensure movements have been recorded when they entrust this duty to third parties. See also 2.36 f.

## Record keeping

2.36. Managers must keep the following records:

- (a) documentation supporting the HGP free status of all introduced cattle on the property at the time of accreditation (see 2.7) for a minimum of two years after the cattle leave the property or die;
- (b) for past HGP users, legally required records demonstrating the disposition of treated cattle (which must have been removed from the farm prior to submission of the application) and unused doses (should be returned to either an HGP retailer or wholesaler, or to a local agriculture office. Managers should verify with their local agriculture office the appropriate disposal point);

- (c) a list of persons authorised to sign EUVDs on the manager's behalf, complete with a specimen signature;
- (d) records (EUVDs) of all Scheme cattle moving on to the accredited farm, for a minimum of two years after the cattle leave the property or die;
- (e) records of all EU ineligible breeding bulls and approved restocking females moving on to the accredited farm, for a minimum of two years after the cattle leave the property or die;
- (f) records of all Scheme cattle moving off the accredited farm to eligible destinations, including a copy of the EUVD, for a minimum of two years after the cattle leave the property;
- (g) records of all cattle moving off the accredited farm to non-eligible destinations for a minimum of two years after the cattle leave the property. Where the cattle have not been individually identified (in the first 12 months of accreditation) the records must include the number of cattle moved and the destination. Where cattle have been individually identified, the NLIS database must be notified of the move; and
- (h) Records of replacement RFIDs (see 2.23 and 2.24).

## **Audits**

2.37. Farms are to be audited as part of a national program. Audits are carried out on both a random and targeted basis. Criteria for both pre-emptive targeted audits and reactive targeted audits will be developed between AQIS, NRS and Approved Third Party auditors (AUS-MEAT).

2.38. The total audit number will be determined on the basis of total national accreditations and will be apportioned on a pro-rata basis to each State/Territory. The random audit component of the total number will be determined by NRS.

2.39. AQIS and AUS-MEAT will manage the completion of the audits allocated to each State/Territory in accordance with the Scheme audit criteria.

2.40. All auditors must be authorised by the Secretary of the Department of Agriculture, Fisheries and Forestry.

2.41. AQIS may authorise third party audit providers to carry out their audit responsibilities. The following organisations have been authorised to provide third party audit service:

(a) AUS-MEAT

(b) Tasmanian DPIWE

(c) Northern Territory DBIRD

2.42. Audit pro-forma checklists are developed and distributed by AQIS, along with instructions for use.

2.42a. A report on cattle transactions is generated by the NLIS Database.

2.43. Auditors should provide corrective action requests for non-compliances detected directly to the accredited manager, in accordance with the instructions outlined in the audit pro-forma checklist developed by AQIS.

2.44. If an accredited manager refuses audit, the matter should be referred through the auditor to AQIS for consideration and follow-up.

### 3. FEEDLOT ACCREDITATION

This section deals with those rules that are different for feedlots compared with farms. This section should be read in conjunction with the section on farm accreditation.

3.1. A feedlot is an area of land, legally covered by a single property identification code (PIC) under relevant State/Territory legislation, where cattle are confined and fed high-energy rations to maximise growth for the purpose of slaughter. This must be the sole undertaking of an accredited feedlot; that is, where the PIC applicable to the feedlot also includes grazing lands, the conditions of feedlot accreditation detailed in this section are not available to the manager of the feedlot. However, the conditions of accreditation applicable to farms can be applied to such combined enterprises.

3.2. Feedlots must be accredited to fatten Scheme cattle.

3.3. The feedlot manager who completed and signed the application form is legally responsible for ensuring that all conditions of the feedlot accreditation are complied with.

3.4. Accreditation is for 12 months unless relinquished in writing by the manager or revoked by AQIS. Only AQIS can revoke accreditation.

3.5. An audit will be organised within four weeks of the anniversary of the feedlot accreditation. Continued accreditation depends on a successful outcome of this audit.

3.6. An accredited feedlot may fatten both Scheme cattle and non-Scheme cattle.

(a) Scheme cattle must be housed in clearly designated pens approved in the management plan of the accredited feedlot.

(b) The designated pens must be continuous; that is, pens of non-Scheme cattle must not be between pens of Scheme cattle. It is recommended but not mandatory that Scheme designated pens are separated from non-Scheme pens by physical barriers such as laneways.

(c) Variation of the number of Scheme pens being used can be made with prior notification to AQIS. Notification can be initially verbal but must be confirmed by written notification.

(d) Scheme cattle on an accredited feedlot are those cattle that are moved from accredited properties (farms and feedlots) and accredited saleyards to the accredited feedlot. Additionally, when accreditation is granted, cattle verified by on-site documentation audit by AQIS as meeting the eligibility requirements of the Scheme can be designated as Scheme cattle.

### **Scheme cattle eligibility criteria**

3.7. Cattle eligible to be designated as Scheme cattle when accreditation is applied for are:

(a) cattle transferred to the feedlot on or before 30 June 2000 that were never treated with HGP's and for which the manager possesses either a National Vendor Declaration, an H7 form for property to property transfers or a stock agent's invoice. These documents must endorse that the cattle to which they refer are HGP free. The manager will be required to demonstrate at audit, which documents relate to which cattle.

b) Cattle transferred to the feedlot from another accredited property that was individually identified prior to movement. For cattle moved after 30 June 2000, the NLIS database must have been notified of the movement of the cattle off the original accredited property. The manager must have a EUVD attesting that the cattle have never been treated with HGP's and demonstrating that the cattle moved from an accredited property.

### **Accreditation procedure**

3.8. Feedlots are accredited by AQIS personnel authorised to do so by the Secretary of the Department of Agriculture, Fisheries and Forestry.

3.9. A manager seeking accreditation must submit to AQIS a correctly completed application form and a fully documented management plan addressing the conditions of accreditation.

3.10. The information in the answers to questions 1 to 5 on the application form should be forwarded by AQIS to the relevant State/Territory authorities for verification. Any divergence must be rectified before the feedlot can be accredited. The State/Territory authorities should provide advice that the application meets the definition of a feedlot given in 3.1 and the definitions section. If they do not the application will be denied.

3.11. If the applicant answers 'yes' to question 6 on the application, details of the violation must be provided. These details should be verified against State/Territory records.

3.12. A check must be carried out to verify whether hormonal growth promotants have been purchased for use on the feedlot to be accredited in the past two years.

(a) If HGPs have been purchased for use on the feedlot within the last 2 years and the applicant answered 'yes' to question 7 on the application, the relevant records should be verified during the on-site audit of the feedlot.

(b) If HGPs have been purchased for use on the feedlot within the past two years and the applicant answered 'no' to question 8 on the application, the application must be denied for providing false information.

(c) If the applicant intends to continue using HGPs on non-Scheme cattle on the accredited feedlot, the security and use of the HGPs must be addressed in the management plan.

3.13. Not applicable.

3.14. Not applicable

3.15. The application cannot be completed if the information requested at question 10 on the application is not provided in the management plan.

3.16. A desk audit of the submitted management plan must be undertaken to ensure that it addresses all conditions of accreditation. Deficiencies arising from the desk audit should be notified in writing to the applicant so they can be addressed.

(a) When an amended management plan is submitted that satisfactorily addresses the conditions of accreditation, an on-site audit by an AQIS auditor (for example, Area Technical Manager) should be arranged.

(b) The on-site audit should assess the facilities and available records to ensure that the management plan is practical and workable. Particular attention should be paid to the available documentation supporting the HGP free status of cattle designated as Scheme cattle, the records of past HGP use where applicable, and the security arrangements proposed for any future HGP use on non-Scheme cattle.

(c) Any deficiencies detected during the site visit should be notified to the manager of the feedlot for rectification. A verification audit following accreditation can be arranged to re-assess these matters.

(d) If the on-site auditor believes the management plan is workable and will be implemented appropriately, notwithstanding any outstanding matters to be addressed, he/she should complete the appropriate section on the application form and forward it, and a report including any recommended additional conditions, to AQIS.

(e) A delegate of the Secretary of the Department of Agriculture, Fisheries and Forestry should complete the 'For office use only' box on the application form and approve the application.

3.17. When the application is approved, the details must be loaded on to the NLIS database and filed by AQIS. AQIS will also provide details of the renewal or cancellation of any feedlot accreditation to the database.

3.18. The newly accredited manager should be sent by AQIS:

(a) a certificate of accreditation (Appendix 7). The conditions of accreditation listed on the certificate can be amended to include any matters recommended by the on-site auditor's report; and

(b) an accreditation letter (Appendix 8);

(c) MLA's phone number 1800 654 743 / website <http://www.mla.com.au/lpa>. New entrants must register with MLA to receive their EUVDs.

MLA will keep details on the number of EUVD pad(s) issued to EUCAS producers and their serial numbers;

*NOTE:* All request/inquires for EUVDs should be directed to Meat and Livestock Australia (MLA) (MLA's phone number 1800 654 743 and/or website <http://www.mla.com.au/lpa>). MLA will supply additional books of EUVDs to the managers of accredited properties on request unless the MLA believes the EUVDs are being used incorrectly. If MLAs issuing officer has reason to deny supply of EUVDs, the matter should be referred to an appropriate supervisor for further instruction.

*NOTE:* Both documents in (a) and (b) will be copied to the relevant state/territory authority.

## **Individual identification**

3.20. All Scheme cattle on an accredited feedlot must be individually identified according to the scheme rules before they arrive on the feedlot (at time of revision [November 2001] no cattle sourced prior to 1 July 2000 will be present on feedlots). It is recommended but not mandatory that all non-Scheme cattle are individually identified using either NLIS identification or the feedlot manager's animal identification system. Identification of non-Scheme cattle should be addressed in the management plan.

3.21. Not applicable

3.22. Deleted

## **Lost individual identification**

3.23. Managers must document a strategy for replacing lost RFIDs in their management plan. If the individual identification of animals that lose RFIDs cannot be determined by a secondary method of identification described in the management plan, the animal must be moved out of the EU designated area of the feedlot and finished for a non-EU market.

3.24. The following records must be maintained whenever replacement RFIDs are used:

(a) NLIS or RFID number of replacement RFIDs;

(b) NLIS or RFID numbers of lost RFIDs (must be able to be determined for the animal to remain eligible); and

(c) the date of replacement.

3.24a. NLIS RFIDs used as replacements on a feedlot will be ineligible on the NLIS database when first issued by the manufacturer. The feedlot manager must apply to AQIS to have a device registered as EU eligible if it is being used on Scheme Cattle.

## **Cattle movements**

3.25. Scheme cattle may only be sourced from accredited properties. These may arrive on direct consignment from an accredited farm/feedlot or from an accredited saleyard. Non-Scheme cattle may be sourced from any property.

3.26. Not applicable.

3.27. Managers of accredited feedlots may move cattle from the accredited feedlot to any destination. If they do not move cattle to an eligible destination, the cattle are no longer Scheme cattle and are therefore ineligible to enter an accredited property or to be slaughtered for the EU or similar markets.

3.28. Not applicable.

3.29. Eligible destinations are:

(a) accredited farms;

(b) accredited feedlots;

(c) accredited saleyards;

(d) EU listed abattoirs; and

(e) agricultural shows, camp-drafting competitions or any other events where the cattle move temporarily and remain under the supervision of the manager of the accredited farm or someone authorised by the manager to tend the cattle on the manager's behalf.

Managers wishing to send cattle to these destinations must keep records of the movement dates (on and off the accredited farm), RFID/NLIS numbers and a verification check that the correct cattle returned. EUVDs are not required. Managers must comply with State/Territory legislation concerning database notification requirements.

Managers unsure whether a particular destination or purpose is allowed under the Scheme should send a written request to AQIS, through their applicable accrediting office, for assessment.

3.30. The manager of an accredited feedlot must ensure that all EU eligible cattle consigned to an EU abattoir for EU slaughter have a visual identifier, as described in the management plan that will clearly separate them from non EU cattle. This identifier will most probably be a feedlot management tag identifying EU eligible cattle. Managers should ensure that State/Territory regulations regarding transaction tags are complied with when developing a visual identification system. The manager of an accredited feedlot is exempt from applying a lime green transaction tag when consigning cattle to an EU listed abattoir for EU slaughter, provided:

(a) either a lime green management ear tag is used to visually identify Scheme cattle on the accredited feedlot and it is described in the management plan and the receiving establishment is prepared to accept

these tags, or a system of visually identifying Scheme cattle that is acceptable to the receiving abattoir is used. It is the manager of the accredited feedlot's responsibility to ensure they meet the requirements of the abattoir; and

(b) if the feedlot does not apply a lime green tag, the manager should ensure by some other means he/she meets the transaction tagging requirements of the State/Territory where the feedlot is situated.

3.31. A correctly completed, original EUVD must accompany Scheme cattle moved from an accredited feedlot to an EU listed abattoir for EU slaughter.

### **Database recording requirements**

3.32. A manager of an accredited feedlot is required to notify the NLIS database of:

(a) the movement of Scheme cattle on to the accredited feedlot, within seven days of arrival;

(b) the movement of Scheme cattle off the accredited feedlot on the day of departure. If the cattle are moving to an EU listed abattoir for EU slaughter it is not necessary to advise the NLIS database; however, the cattle must be electronically scanned and records kept;

(c) the downgrading of Scheme cattle to non-Scheme cattle due to changing production needs. It is recommended that Scheme cattle continue to be treated as Scheme cattle even when the intended destination changes, unless it is necessary to treat the cattle with HGPs;

(d) the movement of individually identified non-Scheme cattle on to the accredited feedlot. Cattle will be identified using NLIS approved RFIDs — the manager of the accredited feedlot will be required to notify the database that these cattle are on the accredited feedlot and that they are ineligible.

(e) the death of an individually identified animal; and

(f) the loss of an RFID.

3.33. Not applicable.

3.34. Not applicable.

## Record keeping

3.35. Managers of accredited feedlots must keep:

(a) documentation supporting the HGP free status of all cattle designated as Scheme cattle at the time of accreditation (see 3.7), for a minimum of two years after the cattle leave the feedlot or die;

(b) for past and current HGP users, legally required records demonstrating the disposition of treated cattle and unused doses. Treated cattle must be housed in the non-Scheme section of the accredited feedlot.

Unused doses must be kept securely with access restricted to persons nominated in the management plan;

(c) a list of persons authorised to sign EUVDs on their behalf, complete with a specimen signature;

(d) records (EUVDs) of all Scheme cattle moving into the accredited feedlot, for a minimum of two years after the cattle leave the feedlot or die;

(e) records of all Scheme cattle moving out of the accredited feedlot, including a copy of the EUVD, for two years after the cattle leave the feedlot;

(f) records of all Scheme cattle downgraded to non-Scheme cattle, including the relevant dates and record of the notification to the database;

(g) records of all non-Scheme cattle moving on to the accredited feedlot that carry RFIDs and the notification to the database, for a minimum of two years after the cattle leave the feedlot or die; and

(h) records of replacement RFIDs.

## Audits

3.36. Feedlots are to be audited at least annually following an initial pre-accreditation audit. A verification audit to follow up on deficiencies detected during the initial audit, to assess the implementation of the management plan and to verify that the identification requirements outlined in 2.20 have been met, should be undertaken no later than six weeks after the initial audit. Renewal of accreditation at each anniversary will depend on successful audit. Additional audits will take place in the first year of accreditation to a total of 3 audits (including pre-accreditation audit and verification audit).

3.37. Not applicable.

- 3.38. AQIS will be responsible for ensuring completion of the required feedlot audits.
- 3.39. All auditors must be authorised by the Secretary of the Department of Agriculture, Fisheries and Forestry.
- 3.40. Not applicable.
- 3.41. For subsequent audits following accreditation, the NLIS database will be able to generate reports against which feedlot records can be reconciled.
- 3.42. Auditors should provide corrective action requests for non-compliances detected directly to the accredited manager.

## **4. SALEYARD ACCREDITATION**

- 4.1. A saleyard is a centre where the transaction by auction of cattle takes place.
- 4.2. Saleyards must be accredited to trade Scheme cattle.
- 4.3. Scheme cattle sent to non-accredited saleyards are no longer Scheme cattle, unless those cattle are passed in. In this event the cattle can return to the accredited property provided it can be verified that the correct cattle returned to the property and a record of this verification is kept.
- 4.4. The manager of the saleyard is legally responsible for ensuring that all conditions of the accreditation are complied with.
- 4.5. All agents operating in the saleyard during sales where Scheme cattle are to be traded as Scheme cattle must sign on to a code of practice outlining their responsibilities with regard to the trading of Scheme cattle.
- 4.6. The manager of the saleyard must monitor compliance with this code of practice and instigate corrective action with agents who do not comply.
- 4.7. Accreditation is for 12 months. The saleyard will be audited before accreditation is renewed.
- 4.8. An accredited saleyard may trade Scheme cattle and non-Scheme cattle at the same sale.
- 4.9. A saleyard must develop a management plan for trading Scheme cattle, addressing the conditions of accreditation for saleyards and paying particular attention to the separation of Scheme and non-Scheme cattle.
- 4.10. The management plan must be approved before Scheme cattle may be traded at the saleyard. However, Scheme cattle may be traded during a sale attended by an authorised auditor for the purpose of assessing and approving the management plan.

### **Accreditation procedure**

- 4.11. Applications will be approved by AQIS staff.
- 4.12. To become accredited, the manager of the saleyard must submit to AQIS a correctly completed application form and a management plan addressing the conditions of accreditation.
- 4.13. The information on the application form must be checked for accuracy.

4.14. A desk audit of the submitted management plan must be undertaken to ensure that it addresses all conditions of accreditation. The applicant should be notified in writing of any deficiencies to be rectified.

(a) When an amended management plan is submitted that satisfactorily addresses the conditions of accreditation, an on-site audit by an AQIS auditor will be arranged.

(b) The on-site audit will assess the facilities records and the actual operation of the management plan under sale conditions to ensure the management plan is practical and workable. Particular attention should be paid to the separation of Scheme cattle from non-Scheme cattle and the accurate reading of the identification of each animal and the interaction with the NLIS database.

(c) Any deficiencies detected during the site visit should be notified to the manager of the saleyard for rectification. A verification audit following accreditation can be arranged to assess these matters.

(d) If the on-site auditor believes the management plan is workable and will be implemented appropriately notwithstanding any outstanding matters to be addressed, he/she should complete the appropriate section on the application form and forward it, and a report including any recommended additional conditions, to AQIS central office.

(e) A delegate of the Secretary of the Department of Agriculture, Fisheries and Forestry should complete the 'For office use only' box on the application form and approve the application.

4.15. When the application is approved, the details must be loaded on to the NLIS database.

4.16. The newly accredited manager should be sent:

(a) a certificate of accreditation (Appendix 9). The conditions of accreditation listed on the certificate can be amended to include any matters recommended by the on-site auditor's report; and

(b) an accreditation letter (appendix 10) and a list of PICs for EU listed abattoirs to be used when interacting with the NLIS database.

## **Separation**

4.17. Scheme cattle must be kept separate from non-Scheme cattle.

4.18. Deleted.

4.19. Scheme cattle pens should be clearly signed as containing Scheme cattle and the management of the Scheme Cattle pens clearly described in the management plan to ensure separation at all times.

4.20. A map of the saleyard must be included in the management plan clearly indicating holding and sale pens for Scheme cattle, as well as the position of unloading facilities and the NLIS reader.

4.21. The number of pens designated for Scheme cattle may be varied from sale to sale, depending on the number of stock arriving for sale. The management plan should address this.

### **Moving cattle on to an accredited saleyard**

4.22. Scheme cattle can only be sourced from accredited properties.

4.23. It is permissible for Scheme cattle to travel on the same vehicles as non-Scheme cattle. Wherever possible Scheme cattle should be segregated from non-Scheme cattle on the vehicle; however, animal welfare considerations should not be compromised (over or under loading).

4.24. Scheme cattle must be checked by agents on arrival to ensure they have been individually identified, that they carry the lime green transaction tag and that they are accompanied by a correctly completed EUVD:

(a) if the individual identification is missing from the animal or animals, they are no longer Scheme cattle and must be drafted into the non-Scheme section of the saleyard;

(b) if the lime green transaction tag is missing from any animal or animals on arrival, they can remain as Scheme cattle provided that all other eligibility/documentation checks (EUVDs and the database) confirm that the correct number of cattle have travelled in the consignment and all were listed against the PIC of the consigning property on the database;

(c) if the lime green transaction tag is lost after the individual identification has been read and confirmed as eligible, the animal may remain in the Scheme cattle pens provided its eligibility is re-confirmed. A State/Territory emergency tag, if applicable, may then be placed on the animal; and

(d) prior to sale of Scheme cattle, a pre-sale check with the database must confirm that the cattle are registered as Scheme cattle. Any cattle deemed non-eligible must be drafted/separated from the Scheme cattle into the non-Scheme section of the saleyard prior to sale of Scheme cattle.

4.25. The management plan should describe the induction of Scheme cattle into the accredited saleyard, including such procedures as lot branding.

## **Selling Scheme cattle**

4.25. The order of sale of Scheme cattle must be clearly described in the management plan.

## **Moving Scheme cattle off an accredited saleyard**

4.27. Scheme cattle remain Scheme cattle only if purchased by the manager of an accredited property or an EU listed abattoir.

4.28. Scheme cattle moving to accredited properties must be accompanied by a photocopy of the original EUVD, with Part B-Agent's Declaration completed by the selling agent to show the number of cattle travelling in the consignment and signed by the selling agent:

(a) the original must be kept on file by the agent;

(b) it is not acceptable to fax EUVDs to the recipient of the Scheme cattle. The copy of the EUVD **must** travel with the consignment; and

(c) agents may attach a post-sale summary or stock agent's invoice and a list of the RFID/NLIS number of the cattle purchased.

## **Database recording requirements**

4.29. Saleyards must have or have access to reading equipment and a computer system capable of interacting with the NLIS database.

4.30. Saleyard managers are responsible for ensuring that the database is notified of:

(a) the movement of Scheme cattle on to the saleyard, on the day of arrival. The eligibility of the cattle must be verified on the day of the sale against the PIC appearing on the accompanying EUVD;

(b) the movement of Scheme cattle from the saleyard to an accredited property or EU listed abattoir, on the day of departure. A list of PICs for EU listed abattoirs is supplied to an accredited saleyard with the accreditation letter; and

(c) the movement of Scheme cattle from the saleyard to a non-accredited property or abattoir, on the day of departure.

4.31. It is permissible not to re-read cattle if:

- (a) the management plan of the accredited saleyard describes an alternative method of identifying each animal after the RFID has been read. The system should link this alternative form of identification to the RFID number of each animal.

### **Monitoring compliance with the management plan and code of practice**

4.32. The management plan should describe how the plan and the code of practice are monitored, including detailing corrective action for non-complying agents. The management plan need not be specific about corrective actions for specific breaches but should include a range of corrective actions to be applied depending on the severity of the breach and the compliance history of the agent involved. Corrective actions can include:

- (a) warning letter;
- (b) temporary bans from participation in sales where Scheme cattle are traded;
- (c) permanent bans from participation in sales where Scheme cattle are traded; and
- (d) where non-compliances are potential breaches of the supporting legislation, they should be referred to AQIS for follow up action.

4.33. The management plan should also detail internal audit frequency and procedure.

### **Record keeping**

4.34. The records for the handling of Scheme cattle should be fully described in the management plan.

4.35. The manager of the accredited saleyard or the relevant agents or both should maintain the following records for two years after the transaction:

- (a) records of the movement of Scheme cattle onto the saleyard, including accompanying original EUVD;
- (b) records of checks of EUVDs, identification requirements and eligibility as Scheme cattle against the NLIS database;
- (c) records of the movement of Scheme cattle off the accredited saleyard, including the final destination and the records of the notification to the database of these movements; and

(d) records of the regular monitoring for compliance with the management plan and code of practice and corrective action taken (a record should still exist demonstrating the monitoring took place, regardless of whether non-compliance was detected).

## **Audits**

4.36. Saleyards are to be audited at least annually following an initial pre-accreditation audit. A verification audit to follow up on deficiencies detected during the initial audit and to assess the implementation of the management plan should be undertaken no later than six weeks after the initial audit. Renewal of accreditation at each anniversary will depend upon successful audit. Additional audits will take place in the first year of accreditation to a total of three audits (including pre-accreditation audit and verification audit).

4.37. AQIS will be responsible for ensuring the completion of the required saleyard audits.

4.38. All auditors must be authorised by the Secretary of the Department of Agriculture, Fisheries and Forestry.

4.39. For subsequent audits following accreditation, the NLIS database will be able to generate reports against which saleyard records can be reconciled.

4.40. Auditors should provide corrective action requests for non-compliances detected directly to the accredited manager.

## AMENDMENTS TABLE

April 2007	Correction of wording at 2.6 Deleted reference to fact sheet at 2.8 Amended references to application form at 2.10, 2.11, 2.12 a) & b) and 2.13 Amended 2.16 to reflect new application form Amended MLA phone number at 2.19 and 3.18 Deleted reference to States / Territories at 4.37
March 2006	Formatting changes only
February 2005	Changes to breeding females rules
August 2003	Third edition
June 2003	Second edition
July 2000	Original document