

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 & "Sect" refers to another section in the document that may need to be cross referenced

Element	See Orders Link	Comply	Comments
Management Practices (Orders 31 & 32 and Schedule 2)	Index		Section 1
1. For existing registered establishments are the details on ER (AQIS's Establishment Register) correct and does it reflect: <ul style="list-style-type: none"> • The registered operations that are carried out at the establishment which enable products to be eligibility for export i.e. Hard Cheese, Yoghurt and Milk Powder etc...? • The correct details of people in management and control? 	PGGO Part 4 Div 4.4	<input type="checkbox"/>	
2. Is there a procedure in place to ensure that ER is up to date & reflects correct information? (Required by all establishments not just new establishments)	PGGO Part 4 Div 4.4 4.17	<input type="checkbox"/>	
3. Does someone have responsibility to ensure currency of ER details?	PGGO Part 4 Div 4.4	<input type="checkbox"/>	
4. Have management practices been documented to include: <ul style="list-style-type: none"> • The Organizational Structure? • Roles & Responsibilities of staff at the establishment? • Duty statements for key staff? • Alternative delegates for key positions? • Provision of resources? • Knowledge, Training & Experience? 	S2 C4.1	<input type="checkbox"/>	
5. 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? 	S2 C1.1 & Sub Orders 3.1 and 3.2	<input type="checkbox"/>	

Element	See Orders Link	Comply	Comments
6. How is management commitment demonstrated? <ul style="list-style-type: none"> • Management reviews e.g. meetings to discuss issues? • Attendance by management at meetings? 	S 2, 2.1 and 2.2		
7. What elements are covered in the reviews e.g. your effectiveness in meeting: <ul style="list-style-type: none"> • Importing Country Requirements? • Operational Hygiene? • Product Standards? • Corrective actions? • Structural requirements? Trade Descriptions • Transport etc... 	DIII P3 Ord 34		
8. Are internal audit results included in meetings?			
9. Are records of meetings and the outcomes kept?			
Internal Audits (Quality System)	Index		Section 2
1. Is there a procedure in place for conducting internal audits / reviews ?	S2 C7.1		
2. 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"> • Importing country requirements? • GMP? • Maintenance program? • HACCP? • Surrounds of the premise, storage rooms, Chemical Store etc.? • Floors, walls, ceilings, fixtures and fittings? • Structural Requirements? 	Sect 11		
3. Is there a procedure for documenting corrective actions (CA) where an internal audit identifies non-conformance and does the CA include actions to: <ul style="list-style-type: none"> • Correcting the non-conformance? • Timeframes? • Preventive measures to stop re-occurrences? • Assessment of effectiveness? 			
4. Who is responsible for carrying out the audits and are they: <ul style="list-style-type: none"> • Impartial? • From other areas than those being audited? 			
5. What happens to the findings and who receives them?			
6. Is someone responsible to ensure the Corrective Actions are closed out?			

Element	See Orders Link	Comply	Comments
7. What is frequency of the audits?	S2 C7.1		
8. Are there currently any pending corrective actions requests that have not been actioned and what happens when rectification dates are not met?			
9. Is there a procedure for notification and approval before implementation of changes to the Approved Arrangement and do they include: <ul style="list-style-type: none"> • Responsibility? • Who is to be notified? • Documenting the change & recording a variation? • Updating associated programs (HACCP, Training, Internal Audit etc...) <p>Note: Notification should be to the relevant state dairy authority in the first instance, and should occur when changes have the potential to adversely affect the fitness for human consumption, things like critical control points or critical food safety steps.</p>	S2 C17 & S2 C18		
10. 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		
Plans and specifications		Index	Section 3
1. Does the construction and layout of the establishment comply with the approved plans and specifications?	S3 C3.1 S3 C3.2		
2. Are there plans of the establishment available and do they include? <ul style="list-style-type: none"> • The layout of the entire premises, including roads? • The water Supply, stormwater and waste water drainage? • The scale used in the plan including the north compass point? • Adjoining sites including location of adjacent establishments? • The floor plan of all milk and milk product handling areas? • Permanent fixtures? <p>The plans and specifications must be sufficiently detailed to show the appropriateness of the establishment and its equipment to manufacture milk and milk products for export</p>	S1 C1 - 3		
3. Plans and specifications relevant to an alteration or addition to an establishment or equipment for use to prepare milk and milk products must accompany a proposal for the alteration or addition and include the detail described above	S1C 4 - 5		
4. Is there an adequate supply of amenities and change rooms for staff and visitors, are they appropriately located (away from food processing areas) and do they have hand washing facilities included?	S3C 14.1		
5. Do the hand wash facilities have an adequate supply of warm, or hot and cold potable water over a sink?	S3 C14.4		
Housekeeping / GMP (Good Manufacturing Practices)		Index	Section 4

Element	See Orders Link	Comply	Comments
1. Is there a cleaning procedure/program (Supporting programs) in place outside of HACCP Requirements?	S4 C1.1		
2. What systems (other than environmental swabbing) are in place to support the cleaning is effective: <ul style="list-style-type: none"> • Visual inspection? • Checklist? 	S4 C1.1 to C5.1		
3. Is there CIP (Cleaning in Place) at the establishment?			
4. What systems are in place to support the CIP cleaning is effective: <ul style="list-style-type: none"> • Testing to ensure no residual chemicals? • Flushing of system? • Monitoring of chemical amounts used? 	S4 C8.1 & 9.1		
5. What environmental testing take place? <ul style="list-style-type: none"> • Is there a program in place that is followed? • Is there a procedure in place to action should the results show there are issues? 	S4 C5.1		
6. Are there effective hygiene controls in place that ensure the prevention of: <ul style="list-style-type: none"> • Cross contamination • The growth of pathogens that could effect the milk and milk products What are these controls?	S4 C10.1 & C10.2		
<p><u>Water at Establishments</u></p> 7. Are there procedures in place for: <ul style="list-style-type: none"> • Taking water samples? • Who can take them? (responsibility) • How often are they taken? (frequency) • Where are the samples taken? (location) • Plans showing location(s)? 	<p>Index</p> <p>S4 C15.1 & C15.2</p>		
8. What limits are used ensure the water is potable?	S4 C15.1 (e coli)		
9. What corrective actions are in place if limits are exceeded?	S2 C6.1 & C6.2		
10. Is there any use of non-potable water and is it identified in the approved arrangement?	S3 C20.3 & S4 C16.1 & 16.2 & S4 14.1		
11. What training is in place for taking of water samples?	S2 4.1		
12. Is there a review process in place that ensures on-going compliance and currency with the requirements?	S2 C7.1 & C7.2		

Element	See Orders Link	Comply	Comments
13. Have the water testing results been sighted and are they from a NATA accredited laboratory?	S4 C15.2		
Pest Control			
14. Is there a pest control procedure in place?	S4 C7.1		
15. Are there records to support the effectiveness of the pest control program at the establishment?	S4 C7.2		
16. Have controls to prevent the harbourage & entry of pests been documented?	S3 C2.1 (f) & 5.2 (d,e) & S4 C7.2		
Waste			
17. Are there systems in place to effectively dispose of and, if necessary, treat all sewage and waste and the establishment?	S3 C16		
18. Where applicable and treatment of waste (Sewage, Water etc...) is carried out on site are there: <ul style="list-style-type: none"> • Plans Available? • Measures that ensure effectiveness? 			
Protection & Segregation of Product			
19. Are there measures in place that ensure hazardous substances do not contaminate milk and milk products?	S4 C8.1		
20. Does the premise have facilities and Is there a procedure in place to ensure: <ul style="list-style-type: none"> • Separation between waste and edible product? • Separation between hazardous material and edible product? • Separation between inedible material and edible product? • Where necessary disposal is carried out? 	S3 C17.1 & 17.2 waste & inedible material & S4 C8.1 hazardous material		
21. Are there measures in place that ensure the protection of: <ul style="list-style-type: none"> • Dry Goods? • Raw Materials? • Finished products? 	S4 C10.1 & C10.2 + S5 C18.1 & C18.2		
22. What measures are in place for checking things like; <ul style="list-style-type: none"> • Glass • Timber • Foreign Objects • Are there any others are in place, i.e. X-ray? 			
23. Where applicable are there procedures in place to ensure product is not contaminated through the use of: <ul style="list-style-type: none"> • Steam? • Compressed air? • Other gasses? 	S4 C17.1 S4 C18.1		
Protective Clothing			
24. Are there documented procedures in place that ensure protective clothing and footwear at the establishment is: <ul style="list-style-type: none"> • Suitable? • Does not present a risk of contamination? • Maintained in good repair? • Clean and sanitary? • Is worn in all food handling areas? • Is stored appropriately? 	S4 C24		
25. Are their provisions for the supply of appropriate clothing and footwear for visitors ?	S4 22.2 & 24		

Element	See Orders Link	Comply	Comments
Personnel Hygiene			
26. Are there documented procedures in place at the establishment that ensures the personal hygiene of staff in food handling areas meet the requirements of the orders? and do the procedures include:	Index		
<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? 	S4 C22		
	S3 C13		
27. Is there a procedure in place for staff to report sickness and conditions ?			
Process Control /HACCP			
	Index		Section 5
1. Have all steps in the preparation of the food at the premise been identified and included in a flow chart ?	S2 C3.1		
2. Have all potential hazards that may be reasonably expected to occur been identified at each step and how was this done?	S2 C3.2		
<ul style="list-style-type: none"> Via a risk assessment? Other? (Principle 1 Conducting the Hazard analysis)			
3. Has a means of control been identified for each potential hazard?	S2 C3.3		
4. For each significant hazard identified has the following been identified:	S2 C3.5		
<ul style="list-style-type: none"> The Critical Control Points? (Principle 2 Determine critical control points CCP's) The Critical Limits & what are they? (Principle 3 Establish each critical limit) Monitoring procedures including: <ul style="list-style-type: none"> Frequency of monitoring? Persons responsible for monitoring? Record keeping supporting critical limits are not being exceeded? (Principle 4 Monitoring of CCP's) The Corrective Action to be taken should a critical limit be exceeded? and do corrective actions include: <ul style="list-style-type: none"> An action to ensure that the exceeding of a critical limit does not reoccur? Assessment as to the effectiveness of actions taken and confirm that the CCP is under control? (Principle 5 Corrective action for CCP's not under control) 	S2 C3.6		
5. Are there verification procedures in place to confirm that the HACCP system is working effectively?	S2 C3.7		
(Principle 6 Verification)			
6. Does the HACCP Plan identify procedures to verify compliance with the HACCP Plan and how is this achieved? i.e.	S2 C3.8		
<ul style="list-style-type: none"> What records are made and kept to demonstrate compliance and do they include. <ul style="list-style-type: none"> The team? Risk assessments? Risk table? 			

Element	See Orders Link	Comply	Comments
<ul style="list-style-type: none"> • CCP determination? • Monitoring records? • Modifications? <p>(Principle 7 Documentation)</p>			
Transportation (Store Area's) (Transfers & Reveal Procedures)	Index		Section 6
1. Is there a documented procedure in place to check the cleanliness of transportation (outgoing) vehicles ensuring they are fit for purpose?	S5 C21		
2. Does the " transportation cleanliness " procedure also include vehicles used to supply: <ul style="list-style-type: none"> • Raw material (milk)? • Ingredients? • Packaging material? 	S5 C23.1		
3. Is there a documented procedure in place to check that food is transported under nominated temperature controls and in such a way as to not adversely affect the food?	S5 C23.1		
4. Are there procedures in place to ensure temperature devices used in reveal areas to check incoming goods are calibrated ?	S4 C11		
5. Are there documented procedures in place that ensure dairy ingredients received for use as ingredients are received only from registered dairy establishments? <ul style="list-style-type: none"> • Do stores staff ensure that transfer declarations accompany delivery of dairy ingredients? • Is there a procedure that ensures the paperwork is kept and filed? • What happens when deliveries are received from non-registered establishments? 	S8 C11.1		
6. Are there documented procedures in place that ensure ingredients other than dairy ingredients received for use as ingredients are only received from suppliers that have systems of traceability in place? <ul style="list-style-type: none"> • What is used to ensure compliance on delivery? • Are C of A's (certificates of Analysis) sighted each time? • What happens when deliveries are received from non-approved suppliers? 	S8 C3.1		
7. Is there a procedure in place to ensure containers (Shipping Container, Air Cans etc...) are fit for purpose and does it include ensuring they are: <ul style="list-style-type: none"> • 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? 	Orders 40 (b) 41 (b) & S3 C9		
Training	Index		
1. What training is provided to staff? <ul style="list-style-type: none"> • Induction? • GMP? • Chemical handling? • Importing country requirements etc...? <p>Note: For specific requirements on items needing to be included in meeting importing country requirements see section 14 on Importing</p>	S2 C4.1		

Element	See Orders Link	Comply	Comments
Country Requirements			
2. Who delivers training ?			
3. Are all areas of the company included in training ? E.g. <ul style="list-style-type: none"> • Export documentation Staff? • Sales staff? • Stores personnel? • Transport staff? • Casual staff? • Maintenance? 			
4. Is there food handling and hygiene training provided to staff in food handling areas?			
5. Are there procedures in place to ensure staff not trained , do not pose a risk to food safety? e.g. <ul style="list-style-type: none"> • Are posters displayed advising on requirements for entry to food processing areas? • Clothing to be worn? • What is not allowed i.e. jewellery etc? 			
6. Is there specific training in place or systems that ensure training has taken place for people like: <ul style="list-style-type: none"> • Quality Assurance Manager and staff? • The recall coordinator? • Key operators such as pasteuriser operators etc...? 			
7. How is it ensured training is: <ul style="list-style-type: none"> • Adequate? • Meets current requirements? • Assessed for its effectiveness? • Maintained? 			
8. How is it ensured that all staff are kept up to date with latest industry developments and procedures?			
9. Is there refresher training ?			
10. What training records are kept?			
Other products at the establishment.	Index		Section 8
1. Are there other products made 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? 	S5 P7 C23 - 29		
2. What systems are in place to ensure these products are: <ul style="list-style-type: none"> • Labelled correctly? • Have suitable segregation? • Do not pose a cross contamination risk? 			

Element	See Orders Link	Comply	Comments
3. What happens to Milk & Milk Products that are or have been identified as: <ul style="list-style-type: none"> • Not fit for human consumption? • Downgraded product? • Returned product / Re-worked product? 			
4. Is there a system in place for disposing of food identified as not fit for human consumption?			
5. 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 ?			
Identification/Traceability & Product Standards (Testing) (Sourcing)	Index		Section 9
1. Production Records must be kept enabling trace back to the lot of food & ingredients including: <ul style="list-style-type: none"> • A description of the food • Quantity in the lot • Lot identity • Date of production • Trace back to the supplier of ingredients Note: Retention of records must be kept for a minimum of 3 Years to meet AQIS requirements	S8 C4.1 & 4.2		
2. Where a code is used is there a procedure (cipher) to demonstrate (understand) all codes / batch info that is used are valid and can be used to trace manufactured product?	S 8, 4.1		
3. Is there effective measures in place to ensure manufactured product for export can be: <ul style="list-style-type: none"> • Identified? • Traced? • Recalled? 	Order 3.1 (d) & S8 C1.1		
4. Does the recall procedure include: <ul style="list-style-type: none"> • Responsibilities? • Alternative delegations? • Compliance with other legislative requirements? • Advice to AQIS and others? • Recalling product from countries outside of Australia? 	Order 3.1 (d) S8 C1.1		
5. Has the recall procedure been tested?			
6. What systems are in place to ensure The integrity of milk and milk products for export as food are maintained	S8 C2.1		
Sourcing / Ingredients	Index		

Element	See Orders Link	Comply	Comments
<p>7. Is there a procedure in place that ensures dairy ingredients used to manufacture dairy products at the premise are only sourced from registered establishments?</p> <ul style="list-style-type: none"> • Are transfers and declarations requested and kept? 	S5 C2.1		
<p>8. Is there a procedure in place to ensure Non- Dairy Ingredients are sourced only from suppliers with traceability systems in place?</p>	S8 C3.1		
<p>9. Are their effective measures in place to make sure milk sourced directly from farms is only sourced from farms that have:</p> <ul style="list-style-type: none"> • Effective measures that ensure animals are not given feed that has been treated which could affect the fitness for human consumption of the milk? • Disease management controls ensuring only healthy animals are used for milking? • Collection, storing & chilling is done under conditions that ensure its fitness for human consumption? • The milk is placed under temperature controls as soon as practicable? 	S5 C2.3		
<p>10. Are there procedures in place to ensure processed food & ingredients are not: Produced using gene technology? Irradiated or subject to any process in contravention of the requirements of the FSC?</p>	S6 C3.1		
<p>11. Are there systems in place to ensure milk & milk products and their ingredients do not contain:</p> <ul style="list-style-type: none"> • Agricultural or Veterinary chemicals • Residues, as example cleaning products, processing aids etc..? • Metal and Non-Metal contaminants (Glass Wood etc...)? • Natural toxicant in excess of the maximum levels? • Food additives or substances in contravention of the food standards code? And <p>What testing is done to confirm this?</p>	<p>S6 C1.1</p> <p>FS 1.4.2</p> <p>FS 1.4.1</p> <p>FS 1.4.2</p> <p>FS 1.3.4</p>		
<p>12. Where applicable are there any alternative production methods to meet specific importing countries requirements where they are different to local requirements and are there controls in-place to ensure compliance? e.g.</p> <ul style="list-style-type: none"> • Ingredients • Testing • Labelling etc... 	S6 C1.2		
<p>Sampling / Testing</p> <p>13. Processed food & ingredients must meet the microbiological limits for food specified by the Food Standards Code.</p> <ul style="list-style-type: none"> • What methods of sampling & examination of milk and milk products and their ingredients are in place to demonstrate compliance with the Microbiological limits that must be met to 	<p>Index</p> <p>S6 C2.1</p>		

Element	See Orders Link	Comply	Comments
3. Is the Maintenance Program current?			
4. Does the Maintenance Program include calibration of key equipment such as: <ul style="list-style-type: none"> • Resistance Testing Devices (RTD's)? • Thermometers? • Scales? • Fridges & Freezers? • Pasteurisers? or • Other Equipment to be validated so that at least equivalence to pasteurisation is in place? 			
5. Who carries out the calibration and how often?			
Structural requirements	Index		Section 11
1. Is the construction of premises of an acceptable standard?			
2. Are the immediate surrounds of the establishment of an acceptable standard, being well drained, clean and not likely to contaminate product?	S3 C4.1		
3. Are the floors, walls and ceilings etc of the establishment of an acceptable standard?	S3 C5.1 To S3 C6.1		
4. Are the fixtures, fittings & equipment of an acceptable standard and fit for purpose?	S3 C7.1 To S3 C8.2		
5. Does the lighting and Ventilation t the premise meet the requirements of the orders	S3 C18 S3 C19		
6. Are all food carrying equipment / vehicles of an acceptable standard, capable of being cleaned and protect food from contamination and what program is in place to ensure compliance?	S3 C9.1 To S3 C9.4		
7. Are all Storage Rooms, Freezers, and Fridges of an acceptable standard and fit for purpose?			
8. Are areas where raw material is stored of an acceptable			

Element	See Orders Link	Comply	Comments
standard and fit for purpose?			
9. Are parts 1 through 7 above included in the internal audit or maintenance programs?	S2 C7.1 DIII Part 3 Order34		
Pasteurisation	Index		Section 12
1. Is pasteurisation carried out at the establishment?	S5 DivIII		
2. Milk for export as food must be heat treated to not less than 72 ⁰ C for 15 seconds and then shock cooled to < 4.5 ⁰ C Note: Where applicable, and Milk and milk products are heated to another time and temperature combination the process must: <ul style="list-style-type: none"> • Show equivalence (AS3993) • Be approved • Be documented in the approved arrangement Note: If another time & temperature combination is used see item 7 below	S5 C16.1		
3. Liquid milk products for export as food (e.g. UHT products) must be heat treated using a time and temperature combination that: Is approved and specified in the applicable Approved Arrangement Is of equal or greater lethal effect on the bacteria in the milk product than would be achieved by heat treatment of not less than 72 ⁰ C for 15 seconds and then shock cooled to < 4.5 ⁰ C. e.g. 132 ⁰ C for no less than 1 Second Note: Where applicable, and Milk and milk products are heated to another time and temperature combination the process must: Show equivalence (AS3993) Be approved Be documented in the approved arrangement Note: If another time & temperature combination is used see item 7 below	S5 C16.2		
4. Milk and liquid milk products used in the manufacture of cheese for export as food must: Be heat treated by being held at a temperature of not less than 72 ⁰ C for a period of not less than 15 seconds; or Be heat treated using a time and temperature combination that is of equal or greater lethal effect on the bacteria in the milk and milk products than 72 ⁰ C for a period of not less than 15 seconds or Be heat treated by being held at a temperature of not less than 62 ⁰ C for a period of not less than 15 seconds, and the cheese stored at a temperature of not less than 2 ⁰ C at the site of microbiological concern for a period of not less than 90 days after the day the cheese is manufactured. Note: Where applicable, and Milk and liquid milk products used in the manufacture of cheese for export as food are heated to another time and temperature combination the process must: Show equivalence (AS3993) and ensures the cheese produced achieves a level of food safety equivalent to that achieved for cheese prepared from milk or liquid milk products that are treated with a temperature of not less than 72 ⁰ C for a period of not less than 15 seconds Be approved Be documented in the approved arrangement Note: If another time & temperature combination is used see item 7 below	Index S5 C17.1		

Element	See Orders Link	Comply	Comments
<p>5. How does the company validate the effectiveness of the pasteurisation process?</p> <ul style="list-style-type: none"> • Is there an independent valuation of the pasteuriser and its effectiveness? • Pressure testing of plates? • Temp probes? • Diversion reaction time? • Pressure differentials? • Holding Tubes? • Are there double divert valves in place? • Phosphatase testing? • Daily verification checks? 	<p>Index</p> <p>S4 C10.1 & S4 C11.1</p>		
<p>6. If the company use batch pasteurisation how is this validated?</p> <ul style="list-style-type: none"> • Is there an independent evaluation of the pasteuriser and its effectiveness? • Continuous recording of temperature? • Time parameters? • Heated head space? • Phosphatase testing? • Daily verification checks? 	<p>S4 C10.1 & S4 C11.1</p>		
<p>7. Where applicable; Has the applicable approved arrangement validated an alternative heat treatment and does it achieve the objective specified (lethality)</p>	<p>S5 C9.1 & S5 C9.2</p>		
<p>Trade Descriptions</p>	<p>Index</p>		<p>Section 13</p>
<p>1. Does the trade description of the milk and milk products for export manufactured at the premise meet the requirements of schedule 7 clause 4.1 and contain (Retail Sales):</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 or the 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 	<p>S7 C4.1 (inner) & S8 C5.1 (outer)</p>		
<p>2. Where milk and milk products not for retail sale (Bulk product) are manufactured at the premise for export the trade description applied to the outer container must specify the following:</p> <ul style="list-style-type: none"> • Identification as “not for retail sale” • 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 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 or the occupier or consignee. 	<p>S7 C3.1</p>		

Element	See Orders Link	Comply	Comments
<ul style="list-style-type: none"> 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 			
<p>3. Does the outer packaging of milk & milk products for export include the following:</p> <ul style="list-style-type: none"> A description of the milk and milk products the registration number of the establishment at which the outer container is packed the quantity of the milk and milk products in the container The identity of the lot for the milk product The country of origin <p>Note: Trade descriptions applied to outer packaging material must not be inconsistent with any part of the trade description required to be applied under the orders (As outlined in item 1 above)</p>	<p>S8 C5</p> <p>S7 C7.1</p>		
<p>4. Where canned milk or canned milk products are to be despatched from an establishment without labels the cans must be embossed or otherwise permanently marked at the time of filling with:</p> <ul style="list-style-type: none"> A product cipher that can be used to identify the milk and milk products; and The letters 'EX' followed by the registration number of the establishment at which the can is closed; and The country of origin of the milk and milk products; and The identity of the lot for the milk and milk products 	<p>Index</p> <p>S7 C5</p>		
<p>5. Where applicable are compositional claims made supported?</p>	<p>S7 C7.1</p>		
<p>6. Where applicable if a foreign language is used in the labelling of milk and milk products for export is the following complied with:</p> <ul style="list-style-type: none"> Is the foreign language description consistent with the English description (should they be applied) Is there a translation available? Was the translation prepared by a person that is qualified to make such a translation? Was the translation prepared by a person that is independent of and not employed in operations to prepare or export milk and milk products? 	<p>S7 C13.1 & Order 76</p>		
<p>7. Are Ingredients included on the labelling and do they comply with the relevant food standards code?</p>	<p>S7 C6.1 & Food Standards 1.2.4 (FSANZ)</p>		
<p>8. Are trade descriptions:</p> <ul style="list-style-type: none"> Accurate & Legible? Prominent, conspicuous and not obscured in any way? Securely applied? 	<p>S7 C10.1</p>		
<p>9. Where applicable and additional information, pictures, foreign languages & labels are applied to the inner packaging are they consistent with the Trade Description on the outer packaging?</p>	<p>S7 C12.1</p>		
<p>10. Does the labelling meet the importing countries requirements e.g. The EU and providing best before / use by dates on outer packaging?</p>	<p>Importing Country Req'ments List</p>		
<p>11. Is someone responsible for ensuring currency of labelling requirements and is the procedure documented?</p>			
<p>12. Is there a system in place that ensures all export labelling requirements are included on packaging prior to printing?</p>			

Element	See Orders Link	Comply	Comments
<p>13. Are imported ingredients used in the manufacture of the milk and milk products?</p> <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>	Notes associated to S7 C4.1		
Importing Country Requirements	Index		Section 14
1. How are importing country requirements identified?	S2 C2.1 (c) & C5.1 (b)		
2. 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)		
3. What systems of control are in place to ensure ongoing compliance and currency of importing country requirements and has responsibility been assigned to compliance and currency?	S2 C2.1 (c) 5.1 (b) 7.1 (b) Re internal audit		
4. How is change implemented?	S2 C6.1 Re corrective action		
5. Does the implementation process included a distribution list of staff that need to be advised of changes to importing country requirements and do they include: <ul style="list-style-type: none"> • QA staff. • Production Staff? • Management? • Sales? 	S2 C2.1 (c) 5.1 (b)		
Declarations of compliance	Index		
6. On what basis can a declaration of compliance be issued?	S9 C5.1		
7. Who can issue a declaration of compliance? <ul style="list-style-type: none"> • Is there a document in place to identify those persons? 	S9 C5.2		
8. Information required in a manufactures (Declaration of Compliance). An application for an export permit for milk and milk products must contain a declaration that the exporter is in possession of, that has the following information	S9 C6.1		

Element	See Orders Link	Comply	Comments
<ul style="list-style-type: none"> • Identification of the milk & milk products • A declaration stating: <ul style="list-style-type: none"> • The conditions and restrictions specified in orders 37 to 45 of the Orders • The importing country requirements identified in the Approved Arrangement. and • Declare that the conditions and restrictions and importing country requirements are complied with • Statement that all the information is true and complete • Signed by the maker of the declaration 			
<p>9. How do export staff know milk and milk products meet all legislative and importing country requirements and are eligible for export e.g. Korea and Gelatine?</p>			
<p>10. Where applicable is there a list of the countries that products are exported to and the eligibility of the products e.g. specific like:</p> <ul style="list-style-type: none"> • The European Union (Somatic Cell Counts, Listeria and Salmonella testing?) • USA? • Korea? 			
<p>11. Where the establishment processes and issues their own export documents is there a system in place such as the AQIS authorised signatory checklist to ensure compliance with export requirements?</p>			
<p>12. What training is in place to ensure export document staff are trained correctly?</p>	Index		
<p>13. Does the training include:</p> <ul style="list-style-type: none"> • Understanding what a Declaration of compliance is? • The required information in an export permit application? • Notice to be given e.g. there has adequate time allowed for AQIS to inspect the goods prior to their export? 	S9 C8.1		
<p>14. Is there an alternative export procedure in place should either AQIS electronic systems (EXDOC) or 3rd party interface software used at the establishment (ExportIT, Edisoft, Crimson Logic etc...) become unavailable?</p> <ul style="list-style-type: none"> • Use of an EX222 form (Request for an export permit. Where approved to issue/sign own export permits) • Use of an EX28 form (Used where no authorised signatory is unavailable to issue an EX222 or used when no approval has been given to sign own export permits) • Use of an EX46 (Manual Health Certificate) • Where applicable use of an EX188 (An export permit called a certificate as to condition used for non-prescribed goods which does not require either an EX222 or an EX28 signed prior) • Documented procedure outlining what is done and by who? 	Order 46 & Sch 9		
<p>15. Is there a procedure in place at the premise for applying AQIS seals? If so where applicable, are the following in place and in order?</p> <ul style="list-style-type: none"> • A seal register is in place and up to date? • A work procedure is in place for when AQIS seals are applied? 			
<p>16. Are the importing country requirements "systems" audited to ensure both compliance and currency?</p>			

Element	See Orders Link	Comply	Comments
17. Is there a procedure for documenting "corrective actions" where an internal audit identifies non-conformance and does the corrective action procedure include activities to: <ul style="list-style-type: none"> • Correct the non-conformance? • Prevent re-occurrence? • Assessment its effectiveness? 			
18. Are Export permits, Government Certificates and Security paper held under conditions of security when not in use?	Order 48		
19. What systems are in place to ensure it is not possible to export Milk & milk products without an export permit being issued?	Index		

Notes:

