

August 2005

## Approved Arrangement Checklist for Dairy Export Storage Establishments

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

Mandatory Component of an Approved Arrangement	Documented Procedure required to cover this issue	Comments
Occupiers commitment	<p>The occupier must document their commitment to comply with all Food Safety and Importing Country Requirements, as well as the applicable AQIS Export Legislation.</p> <p>(a) the objectives specified in suborders 3.1 and 3.2; and (b) Compliance with the requirements of these Orders and applicable importing country requirements.</p>	
Management practices, organisational structure, resources and staff training	<p>The management practices, organisational structure, provision of resources and the provision of personnel and their competence (including knowledge, training, skills and experience) must:</p> <p>(a) be documented; and (b) be appropriate to ensure each of the following are met:</p>	
Verification	<p>The company must have a documented internal audit program that covers the key elements as listed below:</p> <p>A written record must be made of all activities used to verify compliance (internal audits, staff training etc), including the results and any corrective action taken.</p>	
Corrective and preventative action	<p>If a requirement of these Orders or an importing country requirement identified in the approved arrangement is not complied with or is not likely to be complied with:</p> <p>Action must be taken to address the fact the requirement is not complied with or is not likely to be complied with and to ensure that the failure to comply with the requirement, or the likelihood that it is not complied with, does not recur.</p> <p>The effectiveness of the action taken must be assessed and a written record must be made of the action taken with an assessment of its effectiveness.</p> <p>A corrective action plan needs to be documented and provide clear instruction of the action to be taken in the event of a non compliance, this document should include damaged cartons, bags etc.</p>	

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Cleaning Program	The company must have a documented cleaning program for the establishment including the surrounds and any transport vehicles. Program must be such that the premises etc are maintained to a standard of cleanliness with no accumulation of dirt, food or other contaminating matter.	
Maintenance of establishments and equipment	The company must have a documented program that ensures the premises, surrounds, transport vehicles and equipment are maintained in a good state of repair and working order to the extent necessary to facilitate the hygienic storage and transportation of milk and milk products for export.	
Pest Control Program	Company must have a documented program for the prevention and control of pest and vermin.	
Use and storage of hazardous substances	Company must have a documented program for the storage and use of hazardous or dangerous chemicals. Program must ensure adequate protection of dairy product from contamination.	
Calibration of measuring equipment eg Coolrooms, freezers etc	Company must identify which measuring instruments are relevant to whether the requirements of these Orders are complied with. Having identified these instruments (hand held thermometers for recording incoming temps, cool room and freezer gauges) they must be accurately calibrated. Program must include a timetable for calibration and corrective action in the event of non compliance.	
Storage, handling, loading and transportation.	The company must document the controls used to ensure that Milk and milk products for export as food are stored, handled, loaded and transported at the temperature required in such a way that they are protected from the likelihood of contamination that does not adversely affect their fitness for human consumption.  The company must document how they achieve this.	
Traceability Systems for milk and milk products	The company must ensure that there are effective documented measures in place to ensure that all milk and milk products for export stored at the establishment can be: <ul style="list-style-type: none"> <li>(a) identified; and</li> <li>(b) traced; and</li> <li>(c) if necessary, recalled.</li> </ul> The company must ensure that the integrity of the product being exported is maintained at all times	

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<p>Transfer systems for incoming and outgoing milk and milk products</p>	<p>The company must ensure that for each consignment of milk and milk products entering the establishment that they have been provided with the following information;</p> <ul style="list-style-type: none"> <li>(a) the name, address and registration number of the despatching establishment;</li> <li>(b) a full description of the milk and milk products that is sufficient to identify them;</li> <li>(c) an indication of the temperature controls under which the milk and milk products must, under these Orders, be transported;</li> <li>(d) the quantity of the milk and milk products in the consignment and the number and description of packages (if any) in which the milk and milk products are packed;</li> <li>(e) if the milk and milk products are prepared in order to meet the importing country requirements of one or more identified countries—the name of those countries;</li> <li>(f) the name and address and registration number (if any) of the establishment to which the milk and milk products are despatched;</li> <li>(g) a declaration stating that:                             <ul style="list-style-type: none"> <li>(i) the conditions and restrictions specified in orders 37 to 45 of these Orders; and</li> <li>(ii) the importing country requirements identified in the approved arrangement; that apply to and in relation to the milk and milk products while they are at the establishment are complied with;</li> </ul> </li> <li>(h) a declaration stating that all the information given to the consignee for the purposes of complying with this clause is true and complete.</li> </ul> <p>Equally this information must be provided to the establishment where the goods are being dispatched, ie the company must have a transfer document for both incoming and outgoing goods.</p> <p>The company must ensure that the person signing the declaration and transfer document is listed in the companies program as someone authorised to make such declarations.</p> <p>The company program must also document what action to take in the event that they do not receive the above information with the incoming goods (Schedule8 11.1, 11.2)</p>	

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