Australian Government
Department of Agriculture, Fisheries and Forestry

November 2024

Export Meat Operational Guideline:
2.2 Approved arrangements- meat

Purpose

The Export legislation requires that the Approved Arrangement Holder (AA Holder) (previously the occupier) of an establishment engaged in the preparation of meat and meat products for export has an approved arrangement.

The purpose of the approved arrangement is to clearly describe those processes and practices which, when correctly applied by the AA Holder, will underpin the certification of meat and meat products for export by the Department of Agriculture, Forestry and Fisheries (the department).

An approved arrangement is an agreement between the AA Holder and the department. The AA holder will present a series of documents that describe how they undertake their business, when approved by the department, these documents (the approved arrangement) are then a commitment by the AA Holder as to how they will conduct their operation. Specifically, AA Holders will meet legislative requirements, including assuring compliance with:

- animal welfare requirements
- importing country requirements
- Good Hygiene Practices (GHP) to ensure that food is wholesome
- product integrity through the application of product identification, segregation, and traceability practices ensuring that product is accurately described and maintains relevant importing country identification
- the application of Hazard Analysis Critical Control Points (HACCP) for food safety.

International standards recognise that food safety and suitability is based upon a systematic whole-of-chain approach. This guideline contributes to this whole-of-chain approach framework by providing requirements for communication up-stream and downstream from the establishment.

Cataloguing data

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Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

Preface

Under the Export Control Act and Export Control Rules, it is the responsibility of the holder of an Approved Arrangement (AA Holder) to develop, implement, maintain and have approved their arrangement to meet wholesomeness and product integrity requirements and facilitate market access.

The arrangement needs to demonstrate how the Objects of the Export Control Act will be met. It describes how the establishment will ensure that goods that are exported:

- meet relevant importing country requirements to enable and maintain overseas market access.
- comply with government or industry standards or requirements relating to the goods.
- are traceable and, if necessary, can be recalled.
- have their integrity maintained.
- have accurate trade descriptions.
- give effect to Australia's rights and obligations relating to goods under any international agreements to which Australia is a party.

This guideline provides a framework that addresses the requirements of the Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption AS 4696 (Australian Meat Standard), the Export Control Act and relevant Export Control Rules. This guideline outlines appropriate performance criteria to assist in demonstrating wholesomeness and integrity of meat and meat products. The information provided in this guideline aids in verifying on-going compliance of food safety and product integrity management systems of establishments in the Australian meat industry.

This guideline outlines the factors to be considered by industry in the documentation of management practices, hygienic operations and export certification processes. For the regulator, they provide the framework for verification and certification.

The guidelines therefore support an inspection, verification, audit and certification system that underpins the requirements of all stakeholders including government, customers, producers, processors and Australia's trading partners.

Christine Mulhearn
Assistant Secretary - Meat Exports Branch
Date: 13/11/2024

In this document

Scope

This guideline applies to all registered establishments producing meat or meat products for export (including ratite meat/meat products). This guideline is not applicable to poultry and wild game meat and meat products.

For each establishment registration category, Tables 1.1-1.5 provide an outline of the scope of the approved arrangement that may apply at that individual establishment type. Depending on the actual operations being conducted at an establishment, different establishments may have varying depth of detail within their approved arrangement for the same activities.

Establishment types identified in Table 1.4 as requiring a Hazard Analysis and Critical Control Point (HACCP) plan must implement a HACCP plan at least up to the point of the hazard analysis. Further development of the HACCP plan will depend upon the identification of hazards that must be addressed through a formalised HACCP plan.

Scope of an approved arrangement for different establishment types

Table 1.1 System support

System support	Slaughter	Boning	Processing	Cold storage	Freight forwarder	Dry storage	Casings	Container depot
Policy objectives and commitment	m	m	m	m	m	m	m	m
Organisational structure	m	m	m	m	m	m	m	—
Management review	m	m	m	m	m	m	m	—
Internal audit	m	m	m	m	m	m	m	—
Corrective action	m	m	m	m	m	m	m	—
Training	m	m	m	m	m	m	m	—
Document control	m	m	m	m	m	m	m	—

m - Indicates mandatory components of the approved arrangement for each establishment type.

Table 1.2 Process control - sanitation standard operating procedure (SSOP)

Process control: SSOP	Slaughter	Boning	Processing	Cold storage	Freight forwarder	Dry storage	Casings	Container depot
Preoperational sanitation	m	m	m	m	–	–	m	–
Operational sanitation	m	m	m	m	m	m	m	–
Personal hygiene	m	m	m	m	–	–	m	–

m - Indicates mandatory components of the approved arrangement for each establishment type.

Table 1.3 Process control - standard operating procedure (SOP)

Process control: SOP	Slaughter	Boning	Processing	Cold storage	Freight forwarder	Dry storage	Casings	Container depot
Waste disposal	m	m	m	–	–	–	m	–
Water supply	m	m	m	m	–	–	m	–
Pest and vermin control	m	m	m	m	m	m	m	–
Structure and maintenance	m	m	m	m	–	–	m	–

Control of hazardous substances	m	m	m	m	m	m	m	–
Sourcing of livestock	m	–	–	–	–	–	–	–
Approved suppliers	m	m	m	–	–	–	m	–
Animal welfare	m	–	–	–	–	–	–	–
Slaughter	m	–	–	–	–	–	–	–
Inspection	m	–	–	–	–	–	–	–
Boning	–	m	–	–	–	–	–	–
Further processing	–	–	m	–	–	–	m	–
Temperature control	m	m	m	m	m	–	–	m
Calibration	m	m	m	m	m	–	–	–
Sampling programs	m	m	m	–	–	–	–	–

[m] - Indicates mandatory components of the approved arrangement for each establishment type.

Table 1.4 Process control - HACCP plan

Process control: HACCP	Slaughter	Boning	Processing	Cold storage	Freight forwarder	Dry storage	Casings	Container depot
HACCP	m	m	m	m	m	–	m	–

[m] - Indicates mandatory components of the approved arrangement for each establishment type.

Table 1.5 Process control - product integrity/certification

Product integrity/certification	Slaughter	Boning	Processing	Cold storage	Freight forwarder	Dry storage	Casings	Container depot
Product traceability and recall	m	m	m	m	m	m	m	m
Trade description	m	m	m	–	–	–	–	–
Halal *	m	m	m	m	m	m	m	–
Export security & integrity (MTC)	m	m	m	m	m	m	m	m
Control of official marks	m	m	m	m	m	m	m	–
Manufacturing of official marks (if utilised)	m	m	m	–	–	–	–	–
Importing country requirements	m	m	m	m	m	m	m	–
Export documentation	m	m	m	m	m	m	m	–

[m] - Indicates mandatory components of the approved arrangement for each establishment type.

* Halal SOP only required if establishment is producing or storing Halal meat and meat products.

Structure of this guideline

This guideline was first developed by the department in consultation with the Export Meat Industry Advisory Committee (EMIAC) in 2019 and has been revised to align with current legislation. The guideline describes an approach that will support the development, implementation, and maintenance of an approved arrangement.

In summary, the guideline is designed to:

- provide advice to AA Holders on principles to be addressed while developing arrangements.
- provide advice to the department regarding principles to be addressed in assessment of an arrangement for approval.
- describe the approved arrangement framework to trading partners and commercial customers.
- provide a tool to guide the ongoing verification of approved arrangements.

This guideline provides a format for the development of the approved arrangement. They are **advisory**, and the arrangement may take any form provided that the Objects and requirements of the *Export Control Act 2020*, the Export Control (Meat and Meat Products) Rules, and supporting Australian Standards, guidelines, and importing country requirements are met and any conditions that may be assigned to the approval. The approved arrangement framework outlined in this guideline provides a useful basis to address importing country requirements and may also assist in addressing additional customer requirements for individual establishments.

Interpreting this Guideline

The layout of this guideline reflects the key components of an approved arrangement. Each section outlines the scope of documented procedures to be developed addressing the relevant activities for each establishment type (refer to section: Scope, for mandatory components of an approved arrangement for the various establishment types). Performance indicators provide the basis for the development and/or review of relevant documented procedures for all sections. Documented procedures may be in the form of Standard Operating Procedures (SOP) and/or Sanitation Standard Operating Procedures (SSOP). For further information refer to Attachment 1:Documentation of Procedures.

Performance indicators for procedures

Performance indicators are provided within each section of this guideline that can be utilised for the development of procedures to address management practices, hygienic operations, and other requirements for export certification. The performance indicators describe the actions or procedures that need to be undertaken to demonstrate compliance.

Checklists for each procedure

The checklists relate to the performance indicators and their purpose is to provide a tool to develop SOPs and/or work instructions (WIs). The targets indicate the level of performance expected. The checklists may be utilised for internal audit and monitoring purposes and for verification by establishment management.

Targets for each procedure

Wherever possible, targets have been identified to address specific legislative requirements. There are two types of targets:

- **Mandatory under the legislation**: the requirements under the Export Control Act (ECA) and the Rules where they relate directly to the procedures required under the approved arrangement. These targets must be met in the approved arrangement and are outlined in section: Scope. The 'ᵐ' – identifies mandatory targets under the legislation.
- **Good (management/hygiene) practice targets –** reflect the current industry practices implemented to meet a requirement. These targets are intended as a guide to assist industry in

achieving the required outcome of legislative requirements. While these targets are not compulsory, operators need to ensure the outcomes of the applicable legislative requirements are met.

Alternative compliance

There is provision for establishments to develop alternative procedures, with any necessary alternative targets, providing performance indicators and outcomes are met. Performance indicators and outcomes are validated under the approved arrangement framework to the satisfaction of the department.

Using the guideline to verify the approved arrangement

Verification activities by establishments and the department through audit and microbiological and residue testing, further underpin the provision of export certification.

Unless agreed with the establishment, the scope of the verification undertaken by the department will be limited to matters that relate to compliance with the ECA, the Rules, importing country requirements and relevant Australian Standard(s).

The section headings, the checklist and targets described within this guideline, may assist in the development of the verification system, such as internal audit. It may also provide a framework for verification that will encourage more consistent application of verification activities and their reporting.

Review process for this guideline

It is intended that this guideline will be reviewed triennially (every three years) by the department in conjunction with EMIAC.

Any other variations to this guideline will be undertaken in consultation with the Australian export meat industry through EMIAC. All variations must be approved by the Secretary of the department.

Components of an approved arrangement

1. **System Support**

   This section of the guideline sets out the objectives for product wholesomeness and integrity and outlines procedures, including review and internal audit practices, required to underpin the quality management framework of an approved arrangement.

2. **Process Control**

   This section of the guideline describes the procedures required to ensure food wholesomeness and the programs needed to form the basis of Good Hygiene Practices (GHP) at an establishment. This includes the application of HACCP principles to underpin food safety. These principles must be applied for the identification, evaluation and control of food safety hazards.

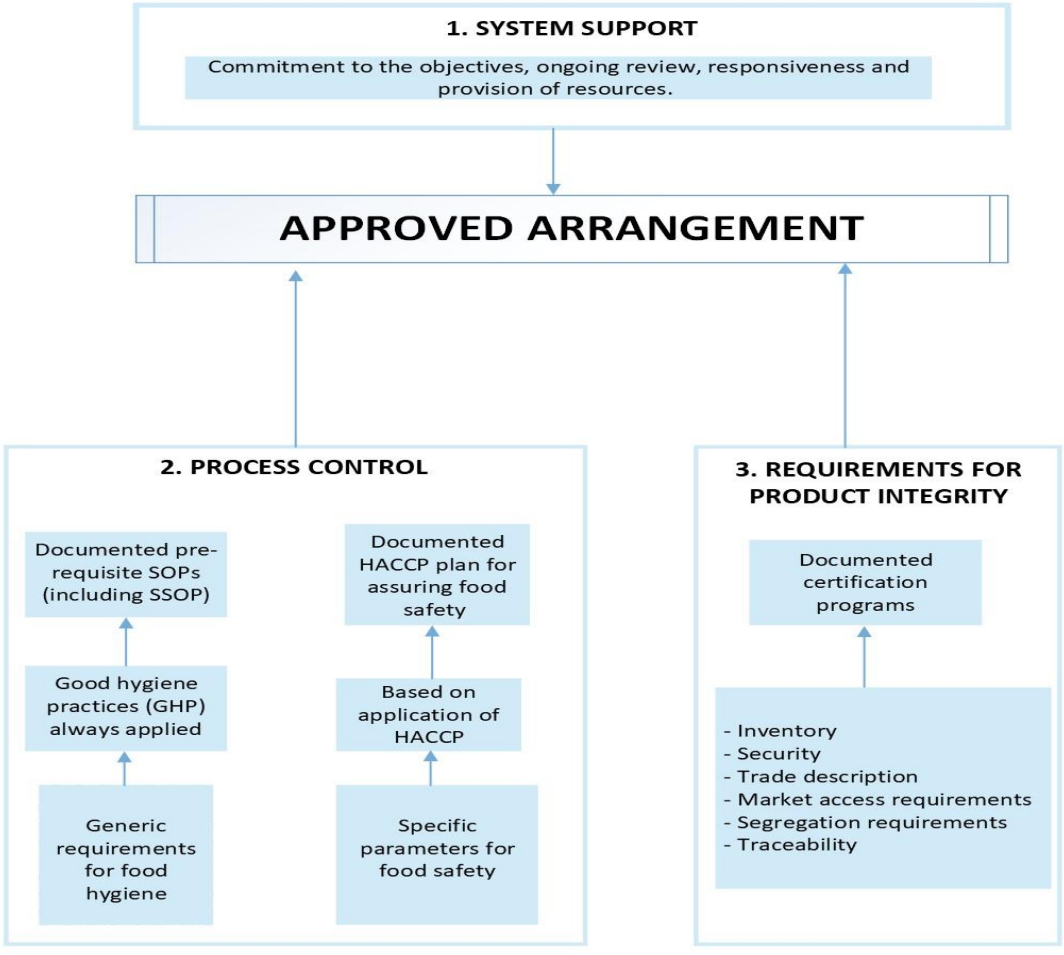
   The HACCP approach described in this guideline is based on the principles of HACCP covered in General principles of food hygiene, published by the Joint Food and Agriculture Organisation (FAO)/World Health Organisation (WHO) Codex Alimentarius Commission.

3. **Product Integrity and Certification Requirements**

   This section describes the procedures required to ensure product integrity, traceability, market access requirements and accurate labelling to underpin export certification.

   Figure 1 is a diagrammatic representation of the three fundamental components that will comprise an approved arrangement at a red meat establishment.

Figure 1: Fundamental components of an approved arrangement



Approved arrangement component 1- System support

System Support - Introduction

Outcome
Management systems sustain product wholesomeness and product integrity, and staff have the resources to effectively implement the approved arrangement.

Chapters 5 of the ECA and the Export Control (Meat and Meat Products) Rules provide for the approval of an arrangement developed by the AA holders of meat establishments that demonstrate commitment to ongoing assessment and review of the management and production systems against the Objects and requirements of the legislation.

This chapter requires that:

- The establishment (AA holder) commits formally to the approved arrangement and to compliance with legislation; including importing country requirements. The AA Holder defines the organisation's objectives, including performance management and commitment to the preparation of wholesome products and to the maintenance of product integrity.
- The AA holder demonstrates that the enterprise can meet all mandatory items described in the performance checklist.
- The AA Holder documents an organisational chart (showing lines of communication) of management and personnel with approved arrangement related responsibilities.
- The AA Holder documents procedures for:
    i) management review
    ii) internal audit
    iii) training
    iv) corrective actions
    v) document control.

Attachment 1:Documentation of Procedures provides a recommended format for procedures. However, it is not mandatory for procedures to be developed in this format under this section.

Policy Objectives and Commitment

Outcome
The AA Holder demonstrates commitment to the approved arrangement.

Performance indicators

The AA Holder has developed, published and formally committed to a quality policy that describes their commitment to producing meat and meat products that:

- are produced using GHP and HACCP principles maintaining product integrity
- are wholesome
- are accurately described
- are traceable
- meet the requirements of the ECA, the Rules and relevant importing country requirements.

Where the establishment uses Australian Government Authorised Officers (AAO) to perform inspection activities, the quality policy must specify that inspection duties are performed only by suitable authorised personnel who are legally bound to the legislative requirements of the Commonwealth of Australia.

Table 2.0 Policy objectives and commitment - Performance checklist

Item	Performance checklist
2.1	The AA Holder has developed a quality policy describing their commitment to compliance with: • the ECA and sub-ordinate legislation including the Australian standard for the hygienic production and transportation of meat and meat products for human consumption (AS4696) and any relevant importing country requirements. • animal welfare requirements. • GHP (refer to section: Part A: Good Hygiene Practice). • HACCP (refer to section: Part B - HACCP). • product integrity and traceability.
2.2	If present on the establishment, AAOs perform official functions in accordance with the department's requirements

Table 2.1 Policy objectives and commitment - Targets

Item	Target	Reference
2.1	[m] A management statement is made by the most senior establishment representative on-site. The person signing the commitment to quality is positioned in the management structure above all entities with responsibilities under the AA and is recorded in the department's Establishment Register as a person in a position of management or control.	EC(MMP)R 5-2 AS4696 - 3.4

2.2	[m] The statement must specify that they are committed to compliance with the following targets: • the ECA and sub-ordinate legislation including the AS4696 and any relevant importing country requirements • animal welfare requirements • GHP • HACCP • product integrity and traceability.	EC(MMP)R 5-2
2.3	If AAO's are present on the establishment. [m] The statement must also specify the following: • AAOs perform official functions in accordance with the department's requirements. • The AAO is responsible to the department for the performance of their official function, and establishment staff will support but not compromise or be perceived to compromise the duties of the AAO in the performance of their official function. • The establishment will not permit any person to perform official inspection duties unless they have been appointed as an AAO by the department and are uniquely identified in accordance with departmental requirements (e.g. identification cards and wearing the required uniform).	EC(MMP)R 9-19 AEMIS Information Package Export Meat Operational Guideline (EMOG): 3.16 Authorisation and use of third-party authorised officers

Organisational Structure

Outcome
The organisational structure and responsibilities of personnel in positions of management or control are described.

Performance indicators

- A profile of the establishment and its resources is provided.
- The responsibilities of each position in management or control and supervision are described.
- The positions that include the authority to recall or withdraw product are described.

Table 3.0 Organisational structure - Performance checklist

Item	Performance checklist
3.1	A profile of the establishment and its resources is provided.
3.2	Responsibilities for each position in management or control and supervision are described.
3.3	Positions that have the authority to withdraw and recall product due to non-compliance are described.
3.4	The organisational structure ensures that the person who signs the commitment to quality is positioned above all other people with responsibilities under the AA.
3.5	The list of persons in management or control must be maintained to be current.

Table 3.1 Organisational structure - targets

Item	Target	Reference
3.1	Establishment profile outlining process type, production capacity (flow charts and establishment layouts are also useful).	EC(MMP)R 5-2(4) AS4696 - 3.3 to 3.5
3.2	[m] Organisational chart or list. Positions/personnel for management or control and supervision of operations should be specified (to level of processing room supervisor).	EC(MMP)R 5-2(4), 5-44 AS4696 - 3.5
3.3	[m] Authority to initiate product withdrawal and recall.	EC(MMP)R 5-46 AS4696 - 16.9
3.4	The organisational structure should include all people who are listed as signatories, people in management or control positions and people supervising load out. Refer to section: Management Review.	Export Meat Operational Policy (EMOP) Loading for export and export permit application and issuing policy
3.5	[m] The AA must include a procedure mandating the inclusion of new people in the positions (as per item 3.4), and the removal of people no longer in the positions mentioned in item 3.4 above by submitting an EX26b form.	EC(MMP)R 5-50 EMOP: Significant and non-significant variation of an Establishment approved arrangement

	by the holder under the *Export Control Act 2020*

Management Review

Outcome
The approved arrangement is suitable, adequate and effective.

Performance indicators

- The review process is supported by senior management.
- Reviews are conducted at planned intervals to assess suitability, adequacy, effectiveness and compliance with the approved arrangement and legislative requirements.
- The review follows a defined process and is documented.

Table 4.0 Management review - Performance checklist

Item	Performance checklist
4.1	Reviews are conducted at planned intervals to provide the following: • An assessment of whether the operations have met expected outcomes of the approved arrangement. • Confirmation that the approved arrangement is current.
4.2	The inputs to management review includes information on: • results of audits (internal and external) • customer feedback • process and product conformance • status of corrective actions • follow-up action from previous management reviews • changes that could affect the approved arrangement • recommendations for improvement • verification of HACCP (refer to section: Process control).
4.3	The outputs from the management review records decisions and actions related to: • improvement of the effectiveness of the approved arrangement and its processes. • improvement of product related to legislative and customer requirements. • resource needs. • any non-compliance of the approved arrangement with legislation and importing country requirements.

Table 4.1 Management review - Targets

Item	Target	Reference
4.1	[m] Conduct management review in line with written procedures. • The meetings should be sufficiently frequent for the matters discussed to be current and contemporary, but sufficiently spaced to determine whether the actions taken following the previous meeting were effective. • The person who signed the commitment to quality is to attend or be represented in the meeting.	EC(MMP)R 5-47

	• A record made to show who attended the meeting.	
4.2	[m] Inputs to management review are all those inputs that enable management to review the performance of the business and must be described in the AA.	EC(MMP)R 5-47
4.3	[m] Outputs of management review must be recorded. These include all those outputs, including action items, assessment whether action items previously instigated have been effective, and statements demonstrating the determination of compliance.	EC(MMP)R 5-47(3) and 11-9

Internal Audit

Outcome
Internal audit verifies compliance with the approved arrangement.

Performance indicators

- The audit schedule covers all components of the approved arrangement.
- An audit procedure is developed and followed.
- Competent personnel independent of the component conduct the audit.
- Establishments operating with up to 3 people may replace internal audit with management review to ensure the approved arrangement is operating effectively.
- Internal audit is also required to fully cover components of the HACCP Plan (refer to section: Part B – Hazard Analysis and Critical Control Points).

Table 5.0 Internal audit - Performance checklist

Item	Performance checklist
5.1	The audit schedule covers all components of the approved arrangement.
5.2	There is a nominated frequency for the audit of each component.
5.3	There is a defined audit procedure followed.
5.4	Personnel conducting the audit are competent and independent of the activity they audit.

Table 5.1 Internal audit – Targets

Item	Target	Reference
5.1	[m] The AA Holder must have a program for internal audit. [m] Scope covers all stages/components of the operations.	EC(MMP)R 5-45 & 5-47
5.2	Each element is audited at least annually.	
5.3	[m]A defined audit process is followed. Audit checklists, audit summaries, non-compliance reports, observations and records are kept, including corrective action records.	EC(MMP)R 5-45, 5-46, 5-47, 11-9
5.4	The personnel conducting the audit are competent and independent of the components being audited.	EC(MMP)R 5-44

Corrective Action

Outcome
Corrective and/or Preventive Actions (CA/PA) are taken to ensure wholesomeness and product integrity.

Performance Indicators

Corrective and preventative actions are:

- specified where possible and address non compliances with the AA, legislation, Australian Standards and importing country requirements.
- applied to both internal and external non-compliance reports.
- utilised to address defective products and processes (immediate).
- utilised to address underlying cause/s of non-compliance (long term or preventive).
- recorded.

It is recommended there be a corrective action procedure to cover those elements not specifically covered in process control. This may include the following:

- external reports (not including corrective action requests issued by the department)
- non-compliances
- complaints.

Table 6.0 Corrective action – Performance checklist

Item	Performance checklist
6.1	The general principles relating to corrective action are covered.
6.2	CA/PA for specific procedures (SSOP and SOP) are detailed to address possible non-compliances with legislative and/or importing country requirements.
6.3	CA/PA is applied for both internal and external party reports of non-compliances.
6.4	CA/PA addresses both defective products and processes.
6.5	CA/PA addresses actions that prevent any underlying failure.
6.6	CA/PA addresses non-compliance from any department audit.
6.7	Records of corrective and preventive actions are kept.

Table 6.1 Corrective action - Targets

Item	Target	Reference
6.1	[m] Policy for the application of corrective action is described. [m] Monitoring records are reviewed regularly to identify repetitive deficiencies. Repetitive deficiencies require corrective action. Corrective actions are specified in advance where possible or developed following investigation of cause.	EC(MMP)R 5-46 and 5-47
6.2	[m] CA/PA addresses any non-compliance with legislative and/or importing country requirements.	EC(MMP)R 5-46
6.3	Actions should be taken for non-compliances identified by employees or external parties (may include customer	

	audits, quality assurance system audits e.g. AUSMEAT, Brand Reputation through Compliance Global Standards [BRCGS]).	
6.4	[m] CA/PA is applied (directed to product and processes to reduce the risk of recurrence).	EC(MMP)R 5-46
6.5	[m] CA/PA effectiveness is verified.	EC(MMP)R 5-46
6.6	[m] CA/PA is applied to address non-compliances identified during a department audit.	EC(MMP) R 5-46
6.7	[m] Records are kept.	EC(MMP)R 5-46 (2), 11-9 (2) AS 4696 – 18

Training

Outcome
Staff and employees are competent.

Performance Indicators

- Training is provided as required.
- Employees/staff are assessed for competence in relevant tasks.
- Training needs of employees are identified.
- Records of competence assessment and training are kept.

Table 7.0 Training - Performance checklist

Item	Performance checklist
7.1.	Training programs are available and new and existing staff and employees participate as required. All new staff and employees undertake an induction training program as required. The training needs of staff and employees are regularly reassessed and addressed. All staff who perform tasks under the AA are trained and maintain currency with legislation and their responsibilities.
7.2	Staff and employees are assessed for task competency in terms of the relevant work instruction.
7.3	The training needs of staff and employees are regularly reassessed and addressed.
7.4	Records of training and assessment are kept.

Table 7.1 Training - Targets

Item	Target	References
7.1	[m] Training is available for all tasks for staff and employees. Training has been successfully completed for personnel who: • reassess and undertake hazard analysis (coordinator). • develop and reassess HACCP plans (co-ordinator). • implement management components of the Targeted Residue Testing Programs. • Equipment and contact surface swabs, carcase swab for microbiological evaluation. • apply for authorisation to conduct ante and/or post-mortem inspection and disposition (Cert III & IV in Meat Safety Inspection). • develop thermal processes. • operate retorts. • develop uncooked fermented meat products processes.	EC(MMP)R 5-2 (4), 5-44, 5-45 Australian meat processing training package

	• develop dried meat processes. • develop rendering processes. • handle and stun livestock. • in EU – listed establishments – Animal Welfare Officer/s. • are designated signatories or RFP declarants.	Micor
7.2	[m] AA Holder ensures staff and employees are competent. • [m] Establishment system for assessing competence is required to verify compliance. Induction training and process control monitoring may be used for assessing competency.	EC(MMP)R 5-44 EC(MMP)R 5-45
7.3	[m] Training to facilitate required competence is available and completed. Where on-the-job training takes place (e.g. where operators are placed on the production chain to perform tasks for which they are yet to be assessed as competent), the AA must include provisions for a competent person to be responsible for the trainee outputs meeting all requirements.	EC(MMP)R 5-2(4), 5-44
7.4	[m] Records of competency assessment and training are kept.	EC(MMP)R 5-2 (4), 5-44 (2), 11-9 AS 4696 – 18

Document Control

Outcome
Approved arrangement documentation is maintained.

Performance Indicators

- The version of the approved arrangement in use is current and approved.
- Auditable records are maintained.
- Departmental approval is sought for significant variations to the approved arrangement.
- Documentation requirements exist for the Hazard Analysis and HACCP Plan.

Table 8.0 Document control - Performance checklist

Item	Performance checklist
8.1	The version of the approved arrangement is current and approved.
8.2	There is a procedure for amending the approved arrangement.
8.3	There are records of amendments to the approved arrangement.
8.4	No significant variations to the AA (e.g. those that effect wholesomeness and/or integrity and/or compliance with the ECA and EC(MMP)Rs and/or the ability to verify compliance with the above) are implemented prior to approval by the department.
8.5	Controlled copies of the approved arrangement are available to relevant people.
8.6	Staff and employees have access to the parts of the approved arrangement.
8.7	Electronic manuals/records comply with the 'Guide for the Use and Control of Electronic Records for Statutory Compliance'.

Table 8.1 Document control - Targets

Item	Target	References
8.1	[m] Version of approved arrangement is current and approved.	EC(MMP)R 2-4 (item 5)
8.2	[m] Approved arrangement variation procedure that involves developing the variation and obtaining internal company approval is described. A procedure describing: • how a determination whether the variation is significant and is compliant with export legislation. • the steps to be taken from submission of the application electronically, to the receival of approval and implementation of the variation.	ECA 159 to 164, EC(MMP)R 5-49 to 5-51 EMOP: Significant and non-significant variation of an Establishment approved arrangement. By the holder under the *Export Contral Act 2020.* EMOG: 2.7 Approval of alternative regulatory arrangements at export-registered meat establishments.
8.3	[m] Records of amendments. After formal approval an amendment register will suffice, and no further evidence of approval (e.g. stamping) is needed.	EC(MMP)R 11-3 and11-9

	The current approved version of the approved arrangement should be highlighted in the register. [m] Previous HACCP plans and their supporting documents must be kept.	Micor
8.4	[m] Significant variations to the AA must be approved by the department prior to implementation (through submission of an EX26b form).	ECA 161, 163 EC(MMP)R 5-49 to5-51 EMOP: Significant and non-significant variation of an Establishment approved arrangement by the holder under the *Export Control Act 2020*.
8.5	[m] Access to approved arrangement and other important information is provided. • [m] Access provided for on-plant departmental staff and departmental auditors. Staff and employees have access to the relevant parts of the approved arrangement. This may include regulations and any other advice that are relevant to them including master lists of chemicals, master list of references, or HACCP references.	EC(MMP) R 5-47 ECA 272, 280 and 285
8.6	[m] Where the approved arrangement document is to be kept in electronic form, approval is based on a controlled process that includes the following activities: • [m] A copy of the most current version is available to the department on site in an electronic storage format (e.g. a company QA software system) with the recorded segments "closed" (e.g. date and time stamped). • [m] A summary of the current revision statuses of the sections of the manual is printed to show the current version status. • [m] Use of the department's electronic signature, refer to electronic records guidelines. [m] For electronic records, the system to maintain the guidelines needs to comply with the Electronic Records Guidelines. Establishments must develop procedures for the management of the complete electronic documentation system. [m] For records that are required to demonstrate compliance, printed versions, complete with signatures from person(s) in a position of management and control signifying their accuracy, can be provided. For example, weekly printouts of computerised temperature records of storage chambers signed by the QA manager). [m] Records are made where necessary to demonstrate compliance. Relevant records either made or acquired are kept.	Guide to the use and control of electronic records for statutory compliance. EC(MMP)R 11-3, 11-9, 11-12 AS 4696 – 18

Note: Documents and records may be in either manual or electronic form

Approved arrangement component 2- Process control

Introduction

Through all phases of production, from receipt of incoming raw materials until consignment of the finished product, the AA Holder is required to have effective process control to ensure meat and meat products are wholesome. This is achieved by the application of Good Hygiene Practices (GHP) and a HACCP plan.

Guidance regarding GHP programs is provided in Part A- Good Hygiene Practices of this section, it also covers pre-requisite programs designed to underpin the following outcome.

Outcome
Processing operations do not jeopardise product wholesomeness.

Part B – Hazard Analysis and Critical Control Points of this section, covers HACCP designed to achieve the following outcome.

Outcome
Production of safe food.

The application of the steps and principles described in this section will assist the AA Holder in developing and implementing a HACCP plan to underpin the production of safe food.

An internationally accepted method of presentation is Sanitation Standard Operating Procedures (SSOPs) and Standard Operating Procedures (SOPs). Attachment 1:Documentation of Procedures provides a recommended format for procedure development.

Examples of documented GHP that are relevant to the process control requirement of the approved arrangement are outlined in Table 9.0 below.

Table 9.0 Sanitation Standard Operating Procedure (SSOPs) and Standard Operating Procedures (SOPs)

SSOPs	SOPs
• Pre-operational sanitation • Operational sanitation • Personal hygiene	• Waste disposal • Water supply • Pest and vermin control • Structure and maintenance • Control of hazardous substances • Approved suppliers of goods and services • Sourcing of animals for slaughter • Animal welfare • Slaughter • Inspection • Boning • Further processing • Temperature control • Calibration • Sampling programs

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Part A – Good Hygiene Practices

Pre-Operational Sanitation

Outcome
The establishment and equipment are not a source of contamination to carcases, meat or meat products.

Performance Indicators

Procedures are in place to ensure that, prior to commencement of operations, establishment and equipment that could contact product, either directly or indirectly, are cleaned and sanitised. Ancillary areas including; storage areas, amenities and establishment environs are kept in a suitable sanitary state.

Table 10.0 Pre-operational sanitation- Performance checklist

Item	Performance checklist
10.1	The AA Holder has a documented procedure for pre-operational sanitation.
10.2	The procedure addresses the cleaning (at a minimum) of food contact surfaces of facilities and equipment including personal–issue equipment and utensils.
10.3	The procedure also addresses non-contact surfaces.
10.4	The procedure addresses monitoring.
10.5	The procedure addresses corrective action.
10.6	The procedure addresses verification of monitoring and corrective action.
10.7	The procedure addresses the frequency of the tasks including monitoring and verification.
10.8	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
10.9	Records of these procedures and corrective action taken are maintained.

Table 10.1 Pre-operational sanitation - Targets

Item	Target	Reference
10.1	[m] The documented procedure is current and approved.	EC(MMP)R 5-2 AS 4696 - 3.1, 4.1
10.2	[m] Processes for sanitation of production areas, equipment and personal issue equipment are described. [m] Equipment is disassembled for cleaning and cleaning in place (CIP) processes are described where required.	AS 4696 - 4.2 AS 4696 4 -16-17 AS 4696 - 19.2-4 Micor AS 4696 -4.5
10.3	[m] Procedures are developed and followed for sanitation of all ancillary areas, including overheads, chiller units, walls, amenities, storage and load-in/load-out areas.	AS 4696 - 19.2 AS 4696 -4.8, 4.10
10.4	[m] Prior to commencement of operations, production areas and equipment are subject to organoleptic assessment inspection (e.g. . looks clean, feels clean, smells clean. The assessment must include the following: • [m] Food contact surfaces. • [m] Personal equipment.	AS 4696 - 4.1-2

	• [m] Areas containing packaging where packaging may come into contact with product. • [m] Water sanitiser temperatures (temperature 82˚C). • [m] Hand-wash temperatures (35 to 46˚C). • [m] Overhead structures (should not have the potential to contaminate edible product or contact surfaces by being a source of falling contamination). • Equipment that is assembled from multiple components in which particles or residues could accumulate is left disassembled for assessment. • [m] Ancillary areas and equipment are monitored (e.g. amenities, surrounds, storage, load-in/load-out areas). Findings and time of pre-operational monitoring should be recorded. Packaging materials and other consumables do not hinder the effectiveness of the pre-operational hygiene check or place the hygiene of the material at risk.	AS 4696 - Schedule 1, Clause-7 AS 4696 - 14.1, 14.3 AS 4696 - 20.5 AS 4696 - 20.7 AS 4696 - 4.5 AS 4696 - 19.2, 19.9 Micor EC(MMP)R 5-45 AS 4696 - 19.18
10.5	[m] Defects on contact surfaces must be recorded and cleaned and sanitised prior to commencement of operations (spot cleaning). Overhead contamination (including condensation) that has the potential to contaminate edible product and meat handling staff is recorded and removed prior to commencement (or continuation) of operations. Feedback of reports of any sanitation deficiencies identified from monitoring and verification are made to the cleaning supervisor/contractor. [m] Effectiveness of actions must be verified.	AS 4696 - 4.2 (a) AS 4696 – 5.1 EC(MMP)R 5-45
10.6	[m] Verification procedures are in place that include the following: • Microbiological testing of product contact surfaces including personal issue equipment to verify the organoleptic assessment. • [m] Verification of corrective actions (spot cleaning). • [m] Checks of the monitoring procedures. • [m] Review of corrective and preventive actions.	EC(MMP)R 5-45, 5-46 Bacterial testing of work surfaces, CSIRO. Microbiological testing of meat and meat products. Microbiological Manual for Sampling and Testing of Export Meat and Meat Products. Micor
10.7	[m] Pre-operational assessment of all areas except external areas prior to the start of production is conducted daily. [m] Frequency of checks of ancillary areas is specified. Monitoring and corrective action records are verified daily.	AS 4696 - 4.2(a) & (b) EC(MMP)R 5-45 Micor
10.8	[m] The individuals responsible for the tasks are identified	EC(MMP)R 5-2(4), 5-44
10.9	[m] Records of monitoring, corrective and preventive action and verification of those actions and the verification are kept	EC(MMP)R 5-45 (2) & 11-9 AS 4696 – 18

Operational Sanitation

Outcome
The establishment and equipment are not a source of contamination to carcases, meat or meat products.

Performance Indicators

- During operations, production areas and equipment, including contact surfaces are kept in a suitable sanitary state.
- Procedures are in place to ensure that edible, inedible and condemned material are identified, handled and kept separate during production.

Table 11.0 Operational sanitation - Performance checklist

Item	Performance checklist
11.1	The AA Holder has a documented procedure for operational sanitation.
11.2	The procedure (at a minimum) addresses the ongoing sanitation of food contact surfaces.
11.3	The procedure addresses other areas critical to the production of safe food.
11.4	The procedure addresses separation of edible, inedible and condemned material.
11.5	The procedure addresses monitoring.
11.6	The procedure addresses corrective action.
11.7	The procedure addresses verification of monitoring, corrective action.
11.8	The procedure addresses the frequency of the tasks including monitoring and verification.
11.9	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
11.10	Records of these procedures and any monitoring, verification and corrective/preventive action taken are maintained.

Table 11.1 Operational sanitation - Targets

Item	Target	Reference
11.1	[m] Operational sanitation procedures are documented, current and approved.	EC(MMP)R 5-2, 5-6 AS 4696 – 3.6 AS 4696 – Part 4
11.2	[m] Work instructions are developed and followed for operational sanitation procedures of the following: • [m] Product contact surfaces including, machinery and personal issue equipment (saws, knives, product belts, steam vacuums, gloves, aprons). • [m] Between carcases prior to final trim or when contaminated if more frequent. • [m] Entry and exit procedures. • [m] Build-up and contamination on surfaces after post-mortem inspection, and between shifts. • [m] When contaminated, handwashing is to be performed to the extent needed to prevent contamination and cross contamination. • [m] Hand-wash temperatures are monitored (35 to 46°C).	AS 4694 – 4.2(d), 5.1, 20.1, 20.3 Schedule 1 – 7, 8, 9 (b), 12, 13 AS 4696 – 4.7,9.6, Schedule 1 7(a), 8 Micor AS4696 - 4.16 AS 4696 – 4.4 AS 4696 – Schedule 1 – 4

	• [m] Maintenance of hand wash facilities (liquid soap, warm water). • [m] Maintenance of water sanitiser temperatures (minimum temperature 82°C). • [m] Ongoing cleaning does not jeopardise other meat and meat products. • [m] Floor cleaners do not contact meat, meat products or product contact surfaces. • [m] Personnel working in potentially contaminated areas of the establishment are distinguishable from those working in edible meat and meat product areas. • [m] Personnel working in potentially contaminated areas must only enter edible areas or handle edible goods after a suitable clean-up and a change of protective clothing.	AS 4696 – 20. 7 AS 4696 – 5.8, 5.9, 5.11, 5.13, 5.15 & 5.18 AS 4696 – 5.1 (f) AS 4696 – 5.1 (c) AS 4696 – Schedule 1 – 10 AS 4696 – 4.16, 5.11 , Schedule 1 – 10
11.3	[m] Procedures are developed and followed for operational sanitation in other critical areas such as: • [m] condensation (removed without cross contamination). • [m] dropped meat pieces (external surfaces completely trimmed). • [m] cross contaminated surfaces if dropped meat placed on it are cleaned and sanitised before clean product is processed. • [m] dropped carcases (contaminated side is completely trimmed). • [m] damaged packaging/product. • use of steam vacuum equipment for the following: – 'spot treatment' removal of faecal or ingesta contamination < 25mm (greater dimension GD), or – 'sweeping motion removal' of hair, wool fibres or fleece dust in a single or cluster on opening cutting lines (aim for a contact time of 5 seconds). [m] Maintenance of water of 82°C in steam vacuum equipment. The vacuum head must be kept clean and continually subjected to the steam during use (or alternately, the vacuum head should be sanitised in 82°C water). Steam used, or to be used in direct or indirect contact with meat and meat products, is produced from potable water and does not contain substances that may create a food safety hazard or jeopardise the wholesomeness of meat and meat products. Vacuum pressure at the carcase surface must be sufficient to remove the steam and water to prevent dripping (as per manufacturer's instructions). The steam vacuum equipment must provide accurate readings of temperature and vacuum (as close to the carcase as possible). These should be visible to the operator.	EC(MMP)R 5-2 AS 4696 - 5.1 (b) AS 4696 – 5.3 AS 4696 - 4.2 (d), 5.1 (f) AS 4696 – 5.3 AS 4696 - 5.1(g) AS 4696 – 20.4 AS 4696 – 21.12 Micor EC(MMP)R 4-3 AS 4696 – 20.4, 20.5 (c)

11.4	[m] Procedures include, identification, handling and separation of edible, inedible and condemned material in operations and in storage. [m] Workers performing different categories of tasks are identified. [m] Damaged packaging/product is identified.	EC(MMP)R- 5-45 AS 4696 - 5.3-5.19 AS 4696 - 5.1(g)
11.5	[m] Monitoring covers the following: • [m] facilities, sanitiser, steam vacuum equipment as well as practices. • [m] on re-entry to work areas personal issue equipment should pass organoleptic assessment. • [m] where equipment is required to be sanitised. • [m] monitoring covers product in storage areas and load-in/load-out areas. • time of monitoring is recorded.	EC(MMP)R 5-45 AS 4696 - 20.5, 20.7 AS 4696 - Schedule 1- 7 to13 AS 4696 - 5.1 Micor AS 4696 -23.1-23.2
11.6	[m] Corrective actions cover the following: • [m] defects on contact surfaces must be removed and the surfaces cleaned and sanitised prior to continuation operations (spot cleaning – must not cause cross contamination). • feedback of reports of any sanitation deficiencies identified from monitoring and verification are made to the supervisor. • [m] effectiveness of corrective/preventive actions must be verified.	AS 4696 – 4.2 (d), 5.1 (f) Micor EC(MMP)R 5-45 EC(MMP)R 5-46
11.7	[m] Verification procedures include: • [m] daily review of the monitoring records • [m] checks of the monitoring procedures • [m] review of deficiencies.	EC(MMP)R 5-45 AS 4696 – 3.6 Micor
11.8	[m] Production and related areas are checked at least daily. Sanitation procedures of personnel, issued equipment and hand washing is checked on return from breaks. Monitoring of sanitiser temperatures at commencement of each production run and during operations.	EC(MMP)R 5-45 AS 4696 - 4.2, 20.1 AS 4696 Schedule 1 - 5(a), 7 AS 4696 -20.5,
11.9	[m] The individuals responsible for the tasks are identified.	EC(MMP)R 5-2(4) & 5-44
11.10	[m] Records of monitoring, corrective action, verifications of those actions and verification are kept.	EC(MMP)R 5-45 (2) & 11-9 AS 4696 – 18

Personal Hygiene

Outcome
Personnel are not a source of contamination to carcases, meat and meat products.

Performance Indicators

- Persons handling edible product or working in or entering edible product handling areas are wearing clean protective outer clothing.
- Personal hygiene practices ensure that meat and meat products are not contaminated.
- Persons handling edible product or working in or entering edible product handling areas are medically fit-for-purpose.

Table 12.0 Personal hygiene - Performance checklist

Item	Performance checklist
12.1	The AA Holder has a documented procedure for personal hygiene.
12.2	The procedure addresses edible and inedible workers, maintenance personnel and visitors.
12.3	The procedure addresses personal health.
12.4	The procedure addresses the issue and maintenance of clean outer clothing.
12.5	The procedure addresses monitoring.
12.6	The procedure addresses corrective action.
12.7	The procedure addresses verification of monitoring and corrective action.
12.8	The procedure addresses the frequency of the tasks including monitoring and verification.
12.9	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
12.10	Records of these procedures and corrective action taken are maintained.

Table 12.1 Personal hygiene - Targets

Item	Target	References
12.1	[m] Personal hygiene procedures are documented, current and approved.	EC(MMP)R 5-2, 5-6
12.2	[m] Scope is defined.	EC(MMP)R 5-2 AS 4696 – Schedule 1
12.3	For procedures addressing personal health, the following are included: • Food handlers must notify supervisors if they suspect or know they are suffering from a foodborne disease or infected sores/wounds. • Medical certificate issued and signed by a medical practitioner (or an alternate medical/health clearance approved in the approved arrangement) is obtained for each individual prior to commencement as a food handler or in food preparation areas. The medical certificate should state that there is no medical	AS 4696 – Schedule 1 Micor Food Standards Code-Standard 3.2.2 Food Safety Practices and General Requirements.

	impediment to the individual being deployed as food handler. • After any specific period of absence where the person was known or suspected of suffering a disease which could represent a risk to meat or meat products there is a medical clearance to recommence work. • [m] Surveillance of health of workers is carried out. • Operators are not allowed to work in production areas if they show symptoms of gastro-enteric diseases, skin lesions or flu-like symptoms.	EC(MMP)R 5-44 AS 4696 – Schedule -14 & 15
12.4	[m] The procedure for protective clothing must include the following: • [m] Clean protective clothing must be worn (not to be worn off site and must be cleaned when excessively contaminated or soiled). • [m] Hairnets (all hair is enclosed including beard and moustache) and gloves worn as required. • [m] Clean footwear must be worn (must be able to clean when contaminated or soiled).	AS 4696 Schedule 1 –2 (c) & (d) AS 4696 – Schedule 1 - 2(d)
12.5	[m] Monitoring procedures cover personnel hygiene practices.	EC(MMP)R 5-45
12.6	[m] Corrective actions to include the following activities: • [m] Deficiencies in practice must be rectified immediately. • Feedback of reports of any deficiencies identified from monitoring and verification are made to the relevant supervisor.	EC(MMP)R 5-46
12.7	[m] Verification procedures are in place for monitoring and review that include: • [m] Review of the monitoring records. • [m] Checks of the monitoring procedures. • [m] Review of deficiencies. • [m] Review of effectiveness of corrective/preventive actions.	EC(MMP)R 5-45 & 5-46
12.8	The following tasks and their frequency are identified: • Check personnel clothing on return from breaks. • Production and related areas are checked daily. • Records are verified daily.	EC(MMP)R 5-45 AS 4696 – Schedule 1
12.9	[m] The individuals responsible for the tasks are identified.	EC(MMP)R 5-2 and 5-44
12.10	[m] Records of monitoring, corrective action, verifications of those actions and verification are kept.	EC(MMP)R 5-45 (2) & 11-9 AS 4696 – 18

Waste Disposal

Outcome
The handling of waste does not jeopardise the wholesomeness of meat and meat products.

Performance Indicators

- The waste disposal system is sufficient to handle and, where necessary, treat all waste produced at the premises originating from product handling areas.
- Contamination of edible product, product contact materials, product contact surfaces and product handling personnel by waste material is prevented.

Table 13.0 Waste disposal - Performance checklist

Item	Performance checklist
13.1	The AA Holder has a documented procedure for waste disposal.
13.2	The waste disposal system is sufficient to handle and treat (as required) all the waste (liquid and solid) produced at the premises originating from product handling areas.
13.3	The procedure addresses the potential for contamination of edible product, contact surfaces and personnel who handle product.
13.4	The procedure addresses monitoring.
13.5	The procedure addresses corrective action.
13.6	The procedure addresses the frequency of the tasks including monitoring and verification.
13.7	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
13.8	Records of these procedures and corrective action taken are maintained.

Table 13.1 Waste disposal - Targets

Item	Target	Responsibility
13.1	[m] Waste disposal procedures are current and approved.	EC(MMP)R 5-2 & 5-6
	Waste disposal should be specified for the following areas:	AS 4696 – 21.14 to 21.17
	• Sanitary facilities, amenities, laboratories, livestock yards and surrounds.	AS 4696 – 4.1, 4.3
	• [m] Solid and liquid waste.	
	• [m] Pipelines (identification).	AS 4696 – 21.8(c), 21.9 -13
	• [m] Systems for stormwater drainage, sanitary drainage and production or trade waste.	
	• [m] Wastewater must be treated to the satisfaction of the relevant authorities.	Local by laws
13.2	[m] The procedure addresses potential cross contamination issues.	AS 4696 – Section 5, 21.14-21.17
	• Drainage system does not permit entry of pests or material capable of causing contamination to meat and meat products.	AS 4696 - 21.15(b) & (d)
	• Waste disposal system does not pose a contamination risk to the potable water supply.	

13.3	[m] The monitoring procedure should cover waste control.	EC(MMP)R 5-45
13.4	[m] Corrective actions to include the following activities: • [m] Deficiencies in practice should be rectified immediately. • [m] Feedback of reports of any deficiencies identified from monitoring and verification are made to the relevant supervisor. [m] Effectiveness of actions are verified.	EC(MMP)R 5-45 & 5-46
13.5	The following tasks and their frequency are identified: • production and related areas are checked daily. • Records are verified daily.	EC(MMP)R 5-44
13.6	[m] The individuals responsible for the tasks are identified.	EC(MMP)R 5-2 & 5-44
13.7	[m] Records of monitoring, corrective action, verifications of those actions and verification are kept.	EC(MMP)R 11-9 & 5-47 AS 4696 – 18

Water Supply

Outcome
Water does not contaminate meat or meat products.

Performance Indicators

- Water supply and distribution is mapped for hot and cold water.
- The potable supply is protected from contamination up to the point of use.
- Potable water and ice are tested regularly to confirm potability.
- Water is treated where necessary to ensure potability and fitness for purpose.
- Annual physico-chemical testing.

Table 14.0 Water supply - Performance checklist

Item	Performance checklist
14.1	The AA Holder has a documented approved procedure for supply of water.
14.2	The procedure addresses on-plant treatment where necessary.
14.3	The procedure addresses protecting the potable supply from contamination.
14.4	The procedure addresses monitoring.
14.5	The procedure addresses corrective action.
14.6	The procedure addresses verification of monitoring and corrective action.
14.7	The procedure addresses the frequency of the tasks including monitoring and verification.
14.8	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
14.9	Records of these procedures and corrective action taken are maintained.

Table 14.1 Water supply - Targets

Item	Target	References
14.1	[m] The documented procedure for water supply is current and approved. • Any water reuse or recycling is described and approved prior to implementation. The water must meet the conditions of the approval and be considered as an input under the HACCP program. For further information, refer to MN 2008/06. • The procedure includes a water distribution map.	EC(MMP)R 1-5 , 5-2, 4-4 AS 4696 - 21.4 to 21.13 Meat export policy: Significant and non-significant variation of an Establishment approved arrangement by the holder under the *Export Control Act 2020.*
14.2	Where water is chlorinated on-plant to ensure potability, ensure the following: • [m] A chlorine alarm must be fitted. • [m] A contact time of no less than 20 minutes must be maintained for chlorine with the water prior to use. • [m] A free residue chlorine level of not less than 0.25 ppm at the end outlet point is maintained. • [m] Pre-chlorination microbiological tests to be conducted.	Australian Drinking Water Guidelines EC(MMP)R 5-2 (9)

	• For canning operations (except Sterivac retorts) monitoring demonstrates that there is a trace of chlorine used in the cooling water.	
14.3	[m] The following actions are completed to protect potable supply from contamination: • [m] Tanks are covered. • Tanks should be cleaned annually. • Tanks are locked. • [m] Pipes are identified as per potable water standard. • [m] Anti-back siphonage devices are fitted.	EC(MMP)R 5-2 (9) Micor AS 4696 – 21.7 to 21.10, Australian Drinking Water Guidelines
14.4	[m] Where water is chlorinated on site free residual chlorine is monitored. Where water is used as an ingredient in meat products it must be demonstrably potable(e.g. a trace of chlorine should be detectable if poor history of potability).	Australian Drinking Water Guidelines EC(MMP)R 5-2 EC(MMP)R 5-45
14.5	Corrective and/or preventive actions to include the following activities: • [m] Deficiencies in practice must be rectified immediately. • [m] Reasons for non-compliance must be identified and rectified to prevent or minimise recurrence. • [m] Effectiveness of actions must be verified, including a microbiological retest of the supply. • Notification of potability failures to the department.	EC(MMP)R 5-46 EC(MMP)R 5-37
14.6	For verification purposes: • [m] On site chlorinated water supplies should be free from Coliforms and *E. coli* in any 100 ml sample. • [m] Other supplies should be free of *E. coli* and not have Coliforms in two successive tests or in more than 10 % of samples annually. • [m] Physical and chemical properties to be tested annually For further information refer to MN 1998/12 and 1998/15. Water will be assessed against the following table	Australian Drinking Water Guidelines EC(MMP)R 5-2(9), 5-45 (1) Micor
14.7	[m] Verification procedures are in place for monitoring and review that include: • review of the monitoring records. • checks of the monitoring procedures. • review of deficiencies. • review of effectiveness of corrective/preventive action.	EC(MMP)R 5-45,& 5-46
14.8	The following tasks and their frequency are identified: **[m] For all establishments**	EC(MMP)R 5-45

Coliforms/ 100ml	***E. coli* type 1/ 100 ml**	**Rating**
0-2	0	Satisfactory
3-10	0	Suspicious
>10	0	Unsatisfactory
Regardless of number	1 or more	Unsatisfactory

	[m] Physico-chemical properties must be tested for annually (council or similar test on the same supply will suffice). [m] Verification testing for Coliforms and E. coli must be as follows: • [m] 2 sites tested each month for structurally integrated complexes, structurally independent processing establishments and cooked meat establishments. • [m] 1 test each month from chill water tank for establishments using spray chilling. • [m] 1 test each month for ice used in edible products. • [m] 1 site test each year for structurally independent cold stores. • [m] 1 test each month for cooling water at canneries and cooked meat establishments. [m] **For establishments that chlorinate water:** [m] The free residual chlorine is measured prior to start of, and every 2 hours during each day that the establishment is operating. [m] Pre-chlorination testing must be conducted annually Cleaning of tanks should be conducted annually.	Australian Drinking Water Guidelines Micor
14.9	[m] The individuals responsible for the tasks are identified.	EC(MMP)R 5-2, 5-44
14.10	[m] Records of monitoring, corrective action, verifications of those actions and verification are kept.	EC(MMP)R 11-9 & 5-47

Pest and Vermin Control

Outcome
Pests do not jeopardise the wholesomeness of meat and meat products.

Performance Indicators

- Pests and vermin that require control are identified.
- Physical barriers are used to control pest and vermin access.
- Pest and vermin populations outside buildings are reduced where possible.
- Monitoring programs identify when pests and vermin have breached access points.

Table 15.0 Pest and vermin control - Performance checklist

Item	Performance checklist
15.1	The AA Holder has a documented procedure for pest and vermin control.
15.2	All potential pests and vermin are identified.
15.3	The procedure addresses potential access points to the building, and potential harbourage and breeding sites.
15.4	The procedure addresses controlling the numbers of pests and vermin in internal areas and immediately outside of the establishment.
15.5	The procedure addresses monitoring.
15.6	The procedure addresses corrective/preventive action.
15.7	The procedure addresses verification of monitoring and corrective action.
15.8	The procedure addresses the frequency of the tasks including monitoring and verification.
15.9	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
15.10	Records of these procedures, monitoring, verification and corrective/preventive action taken are maintained.

Table 15.1 Pest and vermin control - Targets

Item	Target	Reference
15.1	[m] There is a documented pest and vermin control program that is current and approved. The scope includes identification of all potential pests and vermin.	AS 4696 4.10 EMOG: 3.7 Pest control
15.2	[m] The procedure includes pest and vermin control for access points including doorways (in relation to personnel, equipment, product, packaging), windows, vents and chutes.	AS 4696 – 19.8
15.3	[m] The procedures include actions to ensure that surrounds do not promote pest harbourage and breeding. This may involve the following: – [m] effective cleaning sanitation and waste control. – [m] maintaining clean surrounds.	AS 4696 – 4.3, 19.6, & 19.8 AS 4696 – 4.8(b)

	– [m] unused equipment is clean, stored appropriately or removed. – removal of any standing water.	
15.4	[m] The procedures must ensure the following: • [m] Internal non-toxic indicator baiting or trapping, and external baiting or trapping where toxic baits are protected from weather and interference. • [m] toxic baits are not used in edible production areas.	AS 4696 - 4.10
15.5	Monitoring activities include: • [m] Regular checks on the condition of pest/vermin controls at access points. • [m] A method for detecting presence of pests/vermin inside the establishment. • [m] Checking indicator baits or traps for signs of activity prior to start of production. • [m] Checking external baits for activity. • [m] Checking conditions of surrounds (not harbouring pests). • Monitoring of external contractors (where used) and their reporting and verification.	EC(MMP)R 5-45 AS 4696 – 19.8 AS 4696 – 4.2 (a), & 5.1(h) AS 4696 – 3.6 AS 4696 – 4.8(b) AS 4696 – 4.2(a) AS 4696 – 4.10 AS 4696 – 4.3, 4.5 Export Meat Operational Guideline 3.13 Use of hazardous materials on-plant
15.6	[m] Where pest and vermin are detected inside the establishment, involved areas are checked for contamination of product, product contact equipment and packaging material: – [m] Contaminated products and packaging material are condemned. – [m] Contaminated equipment is cleaned and sanitised. – [m] Pest and vermin access points are identified and repaired, and post treatment activity is monitored. – [m] Harbourage and breeding sites are removed. – [m] Review of pest control procedures. – [m] The effectiveness of corrective action is verified.	EC(MMP)R 5-46 AS 4696 - 4.5 & 19.8
15.7	[m] The procedure addresses verification of monitoring and corrective action	EC(MMP)R 5-45 & 5-46
15.8	Frequency of activities is documented: – [m] Indicator baits and traps are checked daily prior to production commencing. – [m] External baits are checked frequently enough to ensure that increases in vermin activity are detected before they become a problem to the production areas of the establishment (suggest minimum of monthly when minimal activity).	EC(MMP)R 5-45 AS 4696 – 4.2(a) AS 4696 – 4.10
15.9	[m] Individuals responsible for the tasks are identified, including external contractor's responsibilities.	EC(MMP)R 5-2, & 5-44
15.10	[m] Records of monitoring, corrective action, verifications of those actions and verification are kept.	EC(MMP)R 11-9 & 5-44

Structure and Maintenance

Outcome
Premises and equipment are constructed and maintained to ensure that they do not jeopardise the wholesomeness of meat and meat products.

Performance Indicators

- A plan of the establishment shows equipment layout and product flow.
- Defects jeopardising the wholesomeness of meat and meat products are identified and corrected immediately.
- There is a structured preventive maintenance program and carried out in a timely manner.
- Repairs are carried out so that they do not jeopardise sanitary operation or the wholesomeness of meat or meat products.

Table 16.0 Structure and maintenance - Performance checklist

Item	Performance checklist
16.1	The AA Holder has a documented procedure for structure and maintenance.
16.2	There is a floor plan of the establishment.
16.3	The procedure addresses monitoring.
16.4	The procedure addresses corrective and preventive action.
16.5	The procedure addresses the frequency of the tasks including monitoring and verification.
16.6	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
16.7	Records of these processes, verification, corrective and preventive action taken are maintained.

Table 16.1 Structure and maintenance - Targets

Item	Target	References
16.1	[m] The AA Holder has a documented procedure for structure and maintenance that is current and approved. The procedure ensures the following: • Construction and maintenance of structures and equipment does not jeopardise product wholesomeness. • Where repairs occur in processing areas during production, precautions are taken to ensure product wholesomeness is maintained. • Approval is obtained for major structural alterations before they are used for production, handling or storage of meat or meat products.	EC(MMP)R 4-4, 5-2, 5-44 AS 4696 – 4.5,19.1, 19.3, 19.4, 19.12 EC(MMP)R 4-18 & 4-4
16.2	A plan showing the physical layout of the establishment. The plan should show: – buildings, including, the various rooms (e.g: processing, amenities, ante-mortem yards, storage). – flow of traffic flow. – flow of product and people flow.	AS 4696 –19.4, 19.5, 19.10, 19.11 Provisions for Commonwealth authorised officers at registered

	There should be a new plan and change to the AA Holder 's approved arrangement if structural and equipment alterations have occurred. As a guide, it may be useful to auditors to show the physical locations of Critical Control Points (CCP's) This could be addressed using HACCP Plan Flow chart.	establishments (PCORE) EMOP: Significant and non-significant variation of an Establishment approved arrangement by the holder under the *Export Control Act 2020*
16.3	[m] There is a structured monitoring program in place. • [m] Critical defects are identified before they can jeopardise the wholesomeness of meat and meat products. • Defects are identified and rectified before they become critical (preventive maintenance). Processing areas may use the sanitation monitoring process, or this procedure may be supplemented by an independent monitoring program.	EC(MMP)R 5-45 & 5-2 AS 4696 – 4.5 & 5.1(f)
16.4	[m] Corrective/preventive actions ensure that: – [m] critical defects are rectified before product wholesomeness is jeopardised. – [m] other defects identified and rectified before product wholesomeness is jeopardised. – [m] the process of rectification does not jeopardise the wholesomeness of meat and meat products. – the adequacy of repairs (particularly to critical defects) is verified.	EC(MMP)R 5-46
16.5	[m] Frequencies of monitoring are identified.	EC(MMP)R 5-46
16.6	[m] The individuals responsible for the tasks are appropriately trained and identified. Training of maintenance personnel should incorporate: • personal hygiene and food safety (maintenance personnel who undertake repairs during production do not cause cross contamination to meat contact surfaces and not jeopardise meat and meat product wholesomeness).	EC(MMP)R 5-2 & 5-44 AS 4696-4.16 AS 4696 Schedule 1, 2.
16.7	[m] Records of monitoring, corrective/preventive action, verifications of those actions and verification are kept.	EC(MMP)R 5-46 & 11-9

Control of Hazardous Substances

Outcome
Hazardous substances do not jeopardise the wholesomeness of meat or meat products.

Performance Indicators

- Hazardous substances are identified.
- The establishment has documented information on all hazardous substances used.
- Hazardous substances are fit-for-purpose and used in accordance with the manufacturer's directions for use.
- Access to hazardous substances is controlled.
- Hazardous substances are stored and handled so as to not jeopardise the wholesomeness of meat and meat products.

Table 17.0 Control of hazardous substances - Performance checklist

Item	Performance checklist
17.1	The AA Holder has a documented procedure for the control of hazardous substances.
17.2	The hazardous substances are fit-for-use and used as per the manufacturer's directions.
17.3	The hazardous substances are identified.
17.4	The hazardous substances are stored, used and handled in a way that doesn't jeopardise the wholesomeness of meat and meat products.
17.5	Access to hazardous substances is controlled.
17.6	The procedure addresses corrective and preventive action.
17.7	The procedure addresses the frequency of the tasks including verification.
17.8	The procedure identifies training and the individuals responsible for the tasks including verification.
17.9	Records of these processes, verification, corrective and preventive action taken are maintained.

Table 17.1 Control of hazardous substances - Targets

Item	Target	References
17.1	[m] There is a documented procedure that is current and approved. The documented procedure includes the following: – [m] A master list of chemicals on site (name, location, category of use, expiry date). – Safety Data Sheets (SDS) for each hazardous material used at the establishment. – [m] Manufacturer's instructions for use available for all chemicals. – [m] Any importing country requirements relating to the use and storage of hazardous substances.	EC(MMP)R 5-2, 5-44 AS 4696 –4.8 & 4.9 EMOG: 3.13 Use of Hazardous material on-plant. Micor
17.2	[m] Hazardous substances are verified to be fit-for-purpose and used in accordance with manufacturer's instructions.	AS 4696 - 4.8(a) & (f)

	The following provide examples: • [m] manufacturers declaration of assurance attesting fitness for purpose signed /dated by qualified chemist. • [m] Food Safety Australia and New Zealand (FSANZ) approval	EMOG 3.13 Use of hazardous materials on-plant
17.3	[m] Hazardous substances (containers) are clearly labelled.	AS 4696 - 4.8(d), & 4.9
17.4	[m] Measures are taken to ensure storage, handling or use does not jeopardise the wholesomeness of meat and meat products.	AS 4696 - 4.8(b) & (e)
17.5	[m] Access to hazardous substances is limited to persons who are responsible and competent in handling those substances. In some cases, other regulations may require physical security of hazardous substances.	EC(MMP)R 5-2 & 5-44 AS 4696 - 4.8 (e)
17.6	[m] Corrective actions ensure appropriate handling, and disposition of contaminated product and environment.	EC(MMP)R 5-46
17.7	Monitoring and verification of the use, handling and storage of hazardous substances should be at least weekly.	EC(MMP)R 5-45
17.8	[m] Individuals responsible for the tasks are identified.	EC(MMP)R 5-2 & 5-44
17.9	[m] Records of monitoring, corrective action, verifications of those actions and verification are kept.	EC(MMP)R 11-9 & 5-47

Sourcing of Animals for Slaughter

Outcome
Livestock presented for slaughter are sourced from holdings where the management of animals does not jeopardise wholesomeness of derived meat and meat products.

Performance Indicators

Livestock in each consignment:

- are identifiable to the last holding up to the time carcases are passed fit for human consumption.
- do not contain residues in excess of permitted level(s) and are not slaughtered while still under a withholding period (WHP) or an export slaughter interval (ESI).
- have not been fed feedstuffs that would jeopardise wholesomeness of resulting meat and meat products.
- do not have diseases and/or conditions that could affect their suitability for slaughter.
- comply with the importing country requirements (Micor) of the markets that are intended for.

Table 18.0 Sourcing of animals for slaughter - Performance checklist

Item	Performance checklist
18.1	The AA holder has a documented procedure that is current and approved.
18.2	Any relevant information on the vendor declaration (VD) or equivalent is available for ante-mortem and post-mortem inspections.
18.3	The procedure addresses corrective/preventive action.
18.4	The procedure addresses the frequency of the tasks including monitoring and verification.
18.5	The procedure identifies the individuals responsible for the tasks including the tasks of monitoring or verification.
18.6	Records of the procedures, monitoring, verification and any corrective/preventive actions taken are maintained.

Table 18.1 Sourcing of animals for slaughter - Targets

Item	Target	References
18.1	[m] There is a sourcing procedure, that ensures: • [m] The last holding is identified by Property Identification Code (PIC) or other state/territory approved system. • [m] Correlation of the animal identification/PIC to the body number must be maintained until post-mortem disposition is completed. • [m] Livestock do not have residues in excess of permitted levels or been fed banned feeds or substances.	AS 4696 - Section 6 AS 4696 – 3.15, 6.2, 6.6 AS 4696 – 6.13, 16.3 AS 4696 – 6.1, 6.8 AS 4696 – 3.12, 3.13, 6.1(c) AS 4696 – 8.14 AS 4696 – 6.7, 6.9

- m No animal is submitted for slaughter where that animal/s is still subject to a WHP or ESI.
- m Livestock from holdings identified for surveillance(targeted), sampling, monitoring and testing programs are only processed for human consumption once testing requirements are satisfied.

For further information refer to MN 2020/02.

m On a consignment basis livestock are covered by vendor declarations (VD)/waybills/post-sale summaries (PSS) that:

- m are the current version.
- m correctly completed and dated at time of dispatch.
- m include necessary attestations from the person responsible for husbandry to cover the following:

– m compliance with withholding periods (or export slaughter intervals when required for particular markets) following treatment with any veterinary drug or chemical or consumption of any feed.

– m livestock are not subject to animal health or disease controls and have not been fed feedstuffs which may jeopardise wholesomeness of resulting meat and meat products.

– m cover any movements to temporary holding facilities. Refer to: MN 2013/03.

EMOG: 3.08 Emergency animal disease

m Animals are not submitted for slaughter if animals are affected by any disease or abnormality that could jeopardise the wholesomeness of meat and meat products derived from them or the slaughter and processing could contaminate other animals or meat.

AS 4696 – 6.4, 8.15 -8.18

- m For cattle, procedures are in place to identify an individual animal's status through the National Livestock Identification System database (NLIS) (e.g. Ruminant animal material fed, imported, grazed on areas treated with sewerage, affected or suspected of being affected by a contagious or notifiable disease) that may preclude slaughter, be slaughtered subject to conditions or affect market eligibility.
- m The VD's are reviewed to determine animal raising claims and potential market access eligibility of the derived meat and meat products.
- There should be a system(s) to verify attestations e.g. LPA, NFAS APIQ, Pig Pass, relevant SAFEMEAT programs or risk assessments. For further information, refer to MN 2017/05 and MN2020/03.
- m Interrogation of PIC against NLIS database identifies testing requirements. VD responses may also identify testing requirements e.g. endosulfan, cotton trash, organochlorine residues.

  Verification procedures may involve NRS, NORM, NARM, PTART, START, GTART, HTART may be appropriate in some cases, as part of a national random or targeted surveillance program.

	• [m] Where animal raising claims (including HGP freedom) of cattle is a market requirement the NVD is checked, and verification activities are conducted. [m] Cadmium levels (and eligibility for human consumption/market access) of livers and kidney collected from sheep and cattle is assessed based on the most recent state-based disposition tables or the results of an approved product test and hold program. Refer to MN 2020/03. [m] AA holders must check the traceability reporting requirements of their state or territory and ensure compliance with the minimum scanning and uploading requirements. [m] Details relating to animal slaughter must be uploaded to the NLIS database. Details include, but not limited to: • for individually identified livestock, NLIS and RFID numbers (within 48 hrs of processing). • PIC numbers for the source property and abattoir (within 48 hours of processing). • date processed. • NVD serial numbers. • body number. [m] Compliance with importing country requirements. • Market access cadmium requirements are considered prior to collection of livers and kidneys of sheep and cattle. Refer to MN 2020/03. • EUCAS requirements. Also refer to MN 2005/07 and 2015/01. – EU equine traceability requirements. For further information, refer to: MN 2015/03.	EMOG: 3.12 Trade descriptions European Union Cattle accreditation Scheme (EUCAS).
18.2	[m] The ante-mortem disposition is the responsibility of the Authorised officer performing ante-mortem inspection. [m] Relevant information must be available at ante-mortem to allow (e.g. from VD, waybills, special movement permits, NLIS database information, point of slaughter certifications).	AS 4696 – 6.1, 6.4, 6.5 & 8.6. EMOG: 3.3 Ante-mortem Inspection EMOG: 3.12 Trade descriptions
18.3	[m] The procedure addresses corrective/preventive action.	EC(MMP)R 5-46
18.4	[m] The procedure addresses the frequency of the tasks.	EC(MMP)R 5-45
18.5	[m] The procedure identifies personnel responsible for the tasks.	EC(MMP) R 5-2, 5-44
18.6	[m] Records of incoming declarations, waybills, database interrogations, kill sheets, kill data uploads, corrective action, verifications of those actions are kept.	EC(MMP)R 5-47, 11-9

Notes:

- For ovine, caprine and Cervidae identification may be back to a group of holdings identified from a consignment or a saleyard summary. Several importing countries require identification back to the farm.
- Nationally endorsed (e.g. through SAFEMEAT and EMIAC) on farm management programs such as LPA, APIQ and Pig Pass that are independently verified are

recognised as being effective methods of managing veterinary drug and chemical residue risk in livestock.

- The department is notified of the detection or slaughter of restricted animals. In the event of slaughter, all carcase parts are traced, removed from food chains, and disposed of as required by the NLIS status applied to the animal.
- If the livestock holding is not accredited under a relevant program, the AA Holder must assess the risk status of incoming livestock, take steps to manage the risk and show how that has been done through their approved arrangement. For example: cattle that are not raised under a nationally endorsed farm management program addressing organochlorines residues may be of unknown risk and their status must be assessed by testing sentinel animals from each lot. If a residue test returns results ≥ ½ MRL, the processor could:
    - test all the companion animals for residues and make disposition decisions based on the test results.
    - give the vendor the option of returning the cattle to their property of origin or some other nominated property approved by the relevant state or territory authorities.

Approved suppliers of goods and services

Outcome
Ingredients, processing aids and packaging do not contaminate meat and meat products.

Performance Indicators

- Service provision, ingredients and processing aids are fit-for-purpose.
- Packaging materials do not contaminate meat and meat products.
- Packaging materials are fit-for-purpose.

Table 19.0 Purchasing - Performance checklist

Item	Performance checklist
19.1	There is a procedure for the sourcing of services, ingredients, processing aids, labels, tags, printing inks and packaging material.
19.2	Ingredients, processing aids, labels, tags, printing inks and packaging material are correctly stored and not a source of contamination to meat and meat products.
19.3	The handling of ingredients, processing aids, labels, tags, printing inks and packaging material are not a source of contamination to meat and meat products.
19.4	Labels, tags, printing inks and packaging material are fit- for-purpose.
19.5	Records of verification checks and any corrective or preventive action are maintained.

Table 19.1 Purchasing - Targets

Item	Target	References
19.1	[m] The AA holder has a documented sourcing procedure that is current and approved. [m] Importing country requirements complied with. Where an external service provider is deployed to deliver an outcome that is part of the AA, the AA holder must include in the AA details relating to training, monitoring and verification of the external provider to assure that the outcome is being achieved, as well as the provision or records to that effect.	EC(MMP)R 5-2, 5-44 EC(M&MP) R 5.5
19.2	[m] Ingredients, processing aids, labels, tags, printing inks and packaging material (e.g. Plastic wraps) that may come into contact with meat and meat products are not a source of contamination (e.g. letters of compliance with standards, fit-for-purpose declaration from supplier, FSANZ approval).	AS 4696 – 14.1 & 14.2 Food Standards Code Information relating to the use of liner-less cartons
19.3	[m] The handling and storage of labels, tags, printing inks and packaging material (e.g. cartons) is not a source of contamination to meat and meat products.	AS 4696 – 14.1 & 14.3
19.4	[m] Under conditions of use labels, tags and printing inks remain fit-for-purpose and packaging material protects meat and meat products from contamination.	AS 4696 – 14.1, 14.2 & 14.3
19.5	[m] Procedure includes corrective/preventive action for any non-compliance. [m] Records of the procedure, and including any monitoring, verification and any corrective /preventative action are kept.	EC(MMP)R 5-46 EC(MMP)R 5-47 & 11-9

Animal Welfare

Outcome
Procedures are in place to ensure the humane and considerate treatment of livestock, and the use of good husbandry and management practices to improve the welfare of livestock at processing establishments.

Performance Indicators

- Adequate planning is carried out for management of stock on a daily basis and contingencies are in place for emergencies to minimise risks to animal welfare.
- Facilities and equipment are designed, maintained and operated to ensure minimal interference or stress is incurred by livestock.
- Animals that are not weaned, injured or diseased and livestock susceptible to stress are identified and promptly treated in a humane manner.
- Livestock are managed to minimise stress and injuries.
- Procedures for humane slaughter, including restraint, stunning and slaughter of livestock, are carried out to minimise stress and in an efficient and effective manner.
- Calf slaughtering operations must include a thoracic stick immediately after the initial stick.
- Incident reporting is used to record breaches of animal welfare standards and regulations.
- If establishments are certified to the Australian Livestock Processing Industry Animal Welfare Certification System (AAWCS) program, it is captured in the approved arrangement.

Table 20.0 Animal Welfare - Performance checklist

Item	Performance checklist
20.1	The AA Holder has current and approved procedures for animal welfare. These procedures address daily management of livestock, as well as the appropriate planning activities that need to take place and contingencies for emergencies to minimise risks to animal welfare.
20.2	Facilities and equipment for livestock are well-designed, maintained and operated to ensure minimal interference or stress is incurred by livestock.
20.3	All personnel responsible for the management, handling and/or stunning of livestock are competent in their tasks.
20.4	Animals that are not weaned, injured or diseased and livestock susceptible to stress are identified and treated in a humane manner in provision of handling and slaughter.
20.5	Livestock are routinely managed to minimise stress and injuries.
20.6	Procedures for humane slaughter, including restraint, stunning and slaughter of livestock are carried out to minimise stress to livestock and in an efficient and effective manner.
20.7	Procedures for slaughtering calves include a thoracic stick immediately after the initial stick to prevent any delay in effective bleeding.
20.8	Procedures are in place to detect and report animal welfare incidents in incoming livestock to the on-plant veterinarian and relevant state authorities with feedback given to the consignor and transport operators.
20.9	Procedure includes corrective/preventive action for any non-compliance.

20.10	Records of these procedures, monitoring, verification, and corrective/preventive action taken are maintained.

Table 20.1 Animal Welfare -Target

Item	Targets	References
20.1	[m] Approved procedures include the following: • [m] a quality policy stating commitment to animal welfare. Refer to Policy Objectives and Commitment component. • [m] contingencies to manage livestock during emergencies, including slaughter within and outside normal business hours, delay in transport or slaughter, mechanical breakdown or for obtaining and providing appropriate quality and quantity of feed and water. • [m] the staff responsible for the tasks that may have an impact on animal welfare, identifying daily tasks for the appropriate care and management of livestock. • livestock handling practices and details of specific tasks including handling, washing, restraint, stunning (including emergency slaughter), sticking and handling of foetuses. • [m] compliance with importing country requirements. Procedures are developed using the principles and outcomes described in the 'Industry Animal Welfare Standards for Livestock Processing Establishments Preparing Meat for Human Consumption' 3rd edition 2020, in addition to other requirements under Commonwealth, state and territory legislation and the standards and codes that apply to animal welfare from the point of animal arrival to slaughter.	EC(MMP)R 5-2, 5-44, 5-5 AS 4696 –Section 7 EMOP: Animal welfare policy EMOG 1:1: Animal welfare- for arrival to completion of slaughter EMOG 1.2 Animal welfare incident reporting EMOG 1.3: Department-recognised animal welfare system. Micor
20.2	Facilities are designed and maintained to ensure minimal stress to livestock, including: • [m] Facilities are free from protrusions or other objects that could cause injury. • [m] Flooring and ramps minimise slipping, falling and injury. • [m] Facilities are available to separate and treat weak, ill or injured livestock as required. • [m] Restraining equipment is appropriate for the species being handled and maintained to restrain animals with minimal stress. • [m] Facilities for water and feed (if feeding is required) are available and operational. • [m] Stunning equipment is appropriately stored, maintained, calibrated (as required based on manufacturer advice) and is fully operational (equipment is used and stored in accordance with manufacturer's instructions, checked prior to each shift for operation, cleaned and maintained to ensure operation and monitored during production). • [m] Back-up stunning equipment and trained staff are available and operational for all species.	AS 4696 –Section 7 and 19.4 EMOG: 3.1 Provisions for Commonwealth authorised officers at registered establishments (PCORE).
20.3	[m] Staff competencies are maintained and recorded. • Staff undergoing training or that are assisting and not yet assessed as competent in a particular task are supervised at all times.	EC(MMP)R 5-2, 5-44 AS 4696 – 7.10

	• [m] Personnel involved in stunning, emergency slaughter and humane destruction are trained and competent in recognising the effectiveness of the procedure.	
20.4	Consignments of livestock are assessed upon arrival and any animals that are not weaned, injured or diseased and livestock susceptible to stress are identified. • [m] Livestock are assessed by a competent person and appropriate action is promptly taken. • [m] For livestock identified to be humanely destroyed or placed for emergency slaughter, the procedure is carried out promptly and effectively*. *means a rapid loss of consciousness followed by a terminal procedure to ensure death (whilst unconscious). Death must be confirmed. • [m] If an animal requires emergency slaughter (during processing hours), the OPV/FSMA must be contacted.	AS 4696 – 7.6 AS 4696 – 7.8 EMOP: Animal welfare policy EMOG 1:1: Animal welfare - for arrival to completion of slaughter Micor EMOG: 3.3 Ante-mortem inspection
20.5	Daily management of livestock procedures are in place to ensure: • [m] Livestock have easy access to water and feed (if feeding is required) in holding facilities and yards. • [m] Livestock are penned according to class and species and at densities that allow for free movement and access to water. • [m] Livestock are moved through the facility in a calm manner that minimises stress.	AS 4696 – 7.4 AS 4696 – 7.3 AS 4696 – 7.2
20.6	For restraint, stun and slaughter: • [m] Livestock are restrained effectively with minimal stress and for minimal duration. • [m] Livestock are stunned with appropriate and effective equipment. [m] Stunning is effective in rendering the animal insensible. Operators must be trained to assess the effectiveness of the stun. • [m] Livestock are stuck (bled-out) effectively and as quickly as possible after stunning. Operators must be trained to assess maintenance of insensibility following sticking. • [m] If using a reversible stun, sticking is applied to ensure that animals do not regain sensibility. [m] Management systems are in place to ensure effective stunning and slaughter that include: • [m] training • [m] equipment monitoring/maintenance • [m] verification of effectiveness of the stunning and sticking processes.	AS 4696 – 7.9, 7.10, 7.11 AS 4696 – 7.1 EC(MMP)R 5-2, 5-44 EC(MMP)R 5-7
20.7	For calf slaughter: • [m] Bobby calves must be subjected to a thoracic stick immediately after the initial stick to prevent prolonged bleeding time (maximum stun-stick interval is 20 seconds). • [m] Vealers and light vealers must be subjected to a thoracic stick within a timeframe that ensures they never regain consciousness or sensibility before dying.	AS4696 - 7.6, 7.9, 7.10 SCARM 79 – Model Code of Practice for the Welfare of Animals: Livestock at Slaughtering Establishments item 2.6.2.4

	This requirement is addressed through documented procedures (e.g. relevant work instructions). [m] There is a system in place to monitor and assess effectiveness of the procedure.	EC(MMP)R 5-46 & 5-47
20.8	Animal welfare incidents arising at the establishment or during transit/transport to establishment: • [m] are addressed through the incident reporting system. • are recorded against the consignor, supplier or transporter and kept on file. • [m] all animal welfare incidents are reported to the on-plant veterinarian who is then responsible for the submission to the relevant state authorities. • [m] are addressed through corrective/preventive actions. Feedback is provided to the consignor and transport operators with animal welfare training and/or education provided when required. The incident reporting system must include: • the place where animals have been inspected • the officer/personnel reporting incident • details of the affected animal(s) • property of origin and owner details • details of transporter • the status of animals on arrival • actions taken to alleviate animal(s) pain and suffering • the date of incident reporting to the relevant state or territory authorities together with contact information of officers contacted.	SCARM 79 – Model Code of Practice for the Welfare of Animals: Livestock at Slaughtering Establishments Industry Animal Welfare Standard 4, item 6 Relevant state legislation EMOG 1.2 Animal welfare incident reporting EC(MMP)R 5-46
20.9	[m] Procedure includes corrective/preventive action for any non-compliance.	EC(MMP)R 5-46
20.10	[m] Records of the procedures, including monitoring and any corrective/preventative action are kept.	EC(MMP)R 5-46, 5-47, 11-9

Slaughter (includes Dressing)

Outcome
Slaughter processes ensure the wholesomeness and integrity of meat and meat products.

Performance Indicators

- All animals presented for slaughter undergo ante-mortem inspection.
- All tasks involving the processing of animals and carcases are detailed in written instructional material and personnel are competent in the application of these instructions.
- Dressing, other than procedures to prevent spillage from the oesophagus, does not take place before completion of primary bleeding.
- All carcases and carcase parts declared fit for human consumption have undergone post-mortem inspection.
- Contamination (direct) and cross contamination (indirect) is prevented or minimised where prevention is not possible.
- Product and processes are assessed for compliance.

Table 21.0 Slaughter – Performance Checklist

Item	Performance checklist
21.1	The AA Holder has a current and approved procedures for slaughter and dressing.
21.2	Livestock, carcases and carcase parts are identified and traceable back to the last holding until final post-mortem disposition is made.
21.3	Contamination and cross contamination are prevented.
21.4	The procedure addresses monitoring.
21.5	The procedure addresses corrective/preventive action.
21.6	The procedure addresses verification.
21.7	The procedure addresses the frequency of the tasks including monitoring and verification.
21.8	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
21.9	Records of these procedures and corrective/preventive action taken are maintained.

Table 21.1 Slaughter – Targets

Item	Target	References
21.1	[m] The AA holder has current and approved procedures for slaughter and dressing. • [m] Animals must be unconscious, and primary bleeding must be completed before dressing takes place. • [m] A Commonwealth Authorised officer is present during the slaughter and dressing of each animal. • [m] Each task has a work instruction, and the personnel are competent in their application.	EC(MMP)R 5-2 & 5-6 AS4696 - Part 9 EC(MMP)R 5.7 AS4696 – 9.3, 9.4, 9.5 EC(MMP)R -5.43 EC(MMP)R -5.44
21.2	[m] Correlation of carcases and carcase parts is maintained and traceable back to the last holding (parts not requiring	AS 4696 – 6.2, 6.13, 10.2, 10.3, 16.3

	individual inspection may be aggregated prior to disposition). Note: offals are considered as carcase parts. [m] Animals must be identified so that they can be correlated with their post-mortem disposition and processed accordingly. Refer to section: Sourcing of Animals for slaughter.	AS 4696 – 10.2, 10.3, 10.9, 10.10
21.3	[m] Where appropriate, control of discharge is achieved through: • [m] use of ties and bags for the rectum. • [m] ties, clips or plugs for the oesophagus, stomach or intestine. [m] To prevent contamination and cross contamination, procedures include: • [m] Washing and sterilisation of all equipment between carcases up to and including post-mortem inspection (except pig de-hairing). • [m] Hand washing between carcases prior to final trim (except pig de-hairing). • [m] Sterilisation of equipment when it becomes contaminated during dressing. • [m] Hand washing when they become contaminated. • [m] Cleaning and sterilising equipment after processing restricted slaughter animals. • [m] Trimming contamination caused by faeces, ingesta, milk, urine and pus from carcases and meat. • [m] Removing other forms of contamination by trimming or by methods approved in the arrangement. • [m] Washing off incidental contamination from parts that are covered by an intact serous membrane if included in the approved arrangement e.g. tripe. Refer to section: Operational Sanitation.	AS 4696 – 9.10 AS 4696 – 4.4, 9.6, 9.8(b), Schedule 1-7 AS 4696 – 4.4, Schedule 1-4(a) AS 4696 - 5.1 (d) and (e), Schedule 1-7 AS 4696 – 4.4(b), Schedule 1-4(a) AS 4696 - 5.1 (d) and (e), Schedule 1-7 AS 4696 – 5.15, 9.1, 9.18
21.4	For monitoring: [m] Meat Hygiene Assessment (MHA) is used for process (procedure compliance) and product assessment. [m] Carcases assessed prior to final wash.	EC(MMP)R 4-45 AS 4696 – 9.18 EMOG: 16.1 Meat hygiene assessment - product monitoring Meat hygiene assessment Objective Methods for the Monitoring Processes and Product, 2nd edition
21.5	Meat Hygiene Assessment outlines expectations for corrective/preventive action.	EC(MMP)R 5-2, 5-46
21.6	[m] The National Carcase Microbiological Monitoring Program (NCMMP) and Microbiological Manual for Sampling and Testing of Export Meat and Meat Products are addressed.	EC(MMP)R 4-3 & 5-6 Microbiological Manual for Sampling and Testing of Export Meat and Meat Products
21.7	[m] The procedure addresses the frequency of the tasks.	EC(MMP)R 5-45
21.8	[m] The procedure identifies those responsible for the tasks.	EC(MMP)R 5-2 & 5-44

21.9	[m] Records of monitoring, corrective/preventive action, verifications of those actions and verification are kept.	EC(MMP)R 5-47 & 11-9

Inspection

Outcome
Only animals fit for slaughter are used in the production of meat and meat products and unwholesome meat is excluded from the human food chain.

Performance Indicators

- The system of official inspection is described.
- All animals presented for slaughter undergo ante-mortem and post-mortem inspection.

Table 22.0 Inspection - Performance Checklist

Item	Performance checklist
22.1	The AA Holder has a documented procedure for inspection.
22.2	Carcases and carcase parts are identified and correlated until final post-mortem disposition is made.
22.3	The procedure addresses preparation of material for inspection and disposition, inspection and disposition and/or clearing retained carcases and carcase parts (where relevant).
22.4	The procedure addresses monitoring.
22.5	The procedure addresses corrective/preventive action.
22.6	The procedure addresses verification.

Table 22.1 Inspection - Targets

Item	Target	References
22.1	[m] The AA holder has current and approved procedures for inspection.	EC(MMP)R 5-2, 5-44
	[m] The procedures describe the system of official inspection. This may involve company employed AAOs, third party AAOs or FSMAs.	ECA Section 291
	Authorisation under the ECA is sought and achieved for all establishment employed persons performing ante and/or post-mortem inspection and disposition.	Micor EMOG: 3.16 Authorisation and use of third-party authorised officers
	Where the establishment is operating with the presence of AAOs, the quality policy must specify:	AEMIS information package
	• the AAO is responsible to the department for the performance of official functions.	EC(MMP)R Chapter 9, Part 4
	• establishment employees will support and not interfere with the AAO in performance of their official function.	EC(MMP)R 9.19
	• the establishment shall not compromise or be perceived to compromise the duties of the AAO while performing official functions.	ECA 290 - 298 EC(MMP)R Division 2 of Chapter 9
	• the AA Holder will not permit any employee to perform prescribed official inspection duties unless they have been appointed as an AAO and are wearing the required uniform.	EC(MMP)R 5-8 ECA Section 291

	• any additional requirements prescribed in relevant industry advice notices and policies specific to the employment of non-departmental authorised officers. • the establishment's work instructions relating to non-official duties that may be performed by the AAO. AAOs have access to department work instructions for inspection. [m]A trainee AAO must be under the direct supervision of an AAO or FSMA and not make dispositions on carcases and carcase parts. [m] The procedure identifies those responsible for the tasks. • The establishment has identified in their approved arrangement if they use AAOs to perform tasks. [m] The use of AAOs to perform certain tasks must meet importing country requirements. The establishment has identified: • If it has contracted an approved independent AAO employer to provide AAOs to the establishment. Procedures to address contingency plans where an independent AAO employer may not be able to supply AAOs to the establishment.	EMOG: 3.16 Authorisation and use of third-party authorised officer EC(MMP)R 5-44, 9-21 - 9-27 Micor Independent Employer of AAOs Accreditation Scheme.
22.2	Ante mortem inspection cards are transferred to the post-mortem inspection point with the first animal of each lot of animals being presented for post-mortem inspection. [m] Correlation of carcases and carcase parts is maintained to the point of inspection (parts not requiring individual inspection may be aggregated prior to disposition). [m] Parts of the carcase removed prior to post-mortem and intended for human consumption must only be processed after the carcase from which they were removed has passed post-mortem inspection and deemed fit for human consumption. Where carcase parts from multiple animals are batched into a lot, the lot must not be processed until the last carcase has passed for human consumption. [m] The AA holder must not remove any carcase part used for the purpose of making disposition prior to post-mortem inspection, unless authorised / directed to do so by the OPV or FSMA.	AS 4696 - 6.13, 10.2, 16.3 AS4696 - 10.9, 10.10 AS4696 – 10.3 AS4696 – 10.15
22.3	[m] The system to retain carcases and carcase parts for further inspection prior to final disposition is clear. Only AAOs, FSMAs or OPVs can clear retained carcases and carcase parts following inspection or apply agreed identification for further treatment (e.g. *C.ovis*, *Sarcocystis* identification may be applied for supervised boning). For further information, refer to Meat notice 2020-05	EC(MMP)R 9-20, 9-21 EC(MMP)R 9-24, 9-25 AS4696 - Schedule 3 EMOG: 3.15 Retention
22.4	For monitoring: • Meat Hygiene Assessment is used for process monitoring.	EC(MMP)R 5-2, 5-45 Meat hygiene assessment Objective Methods for the Monitoring Processes and Product, 2nd edition AS4696 – 9.18

22.5	MHA outlines expectations for corrective/preventive action.	EC(MMP)R 5-46 EMOG: 3.16 Authorisation and use of third-party authorised officers. Meat hygiene assessment Objective Methods for the Monitoring Processes and Product, 2nd edition.
22.6	The establishment maintains the following records for each AAO: • A copy of the department issued AAO Instrument of appointment (IOA). • A copy of the AAO's meat inspection qualifications. • Records of any corrective/preventive action taken when the AAO has breached the PMV performance standards. • A copy of notification to department advising of any change in employment circumstances, particularly when an employee is no longer used as an AAO in their establishment. This will include evidence of when their IOA and identification card was returned to the department.	EC(MMP)R 5-46, 11-9
22.7	[m] Facilities must be provided for all Commonwealth Authorised officers.	EC(MMP)R 4-9 EMOG: 3.1 Provisions for Commonwealth authorised officers at registered establishments (PCORE).

Boning

Outcome
Boning of raw meat does not jeopardise the wholesomeness and integrity of meat and meat products.

Performance Indicators

- All tasks involving the boning of meat are detailed in written work instructions and personnel are competent in the application of these instructions.
- Contamination (direct) and cross contamination (indirect) are prevented.
- Product and processes should be assessed for compliance.

Table 23.0 Boning – Performance Checklist

Item	Performance checklist
23.1	The AA Holder has a documented procedure for boning.
23.2	Contamination and cross contamination are prevented.
23.3	The procedure addresses monitoring.
23.4	The procedure addresses corrective/preventive action.
23.5	The procedure addresses the frequency of the tasks including monitoring and verification.
23.6	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
23.7	Records of these procedures, including monitoring and verification, and corrective/preventive action taken are maintained.

Table 23.1 Boning – Targets

Item	Target	References
23.1	[m] The documented procedures are current and approved. The procedures include: • [m] A work instruction for each task and the personnel are competent in their application. • [m] Procedures are described for processing carcase(s) identified or segregated for market requirements, further examination, or treatment. • Specific tasks may include: – pre-trim – inspection (*O.gibsoni, O, cervicales, C. ovis, C.Bovis*) – dropped meat.	EC(MMP)R 5-2, 5-44 EC(MMP)R 4-3 AS 4696 – 4, 5, 12.1 to 12.7 EC(MMP)R 5-9, 9-23, 9-24, 4-3 ECA 3 EC(MMP)R 9-23, 9-24 AS 4696 – Schedule 3 AS 4696 – 5.2
23.2	[m] Contamination and cross contamination are prevented Refer also to Operational Sanitation	AS 4696 – 4, and 5
23.3	[m] MHA is used for process (task compliance) and product assessment (wholesomeness).	EC(MMP)R 5-45 Micor Meat hygiene assessment Objective Methods for the

		Monitoring Processes and Product, 2nd edition EMOG:16.1 Meat hygiene assessment - product monitoring
23.4	MHA outlines expectations for corrective/preventive action.	EC(MMP)R 4-46
23.5	[m] The procedure addresses the frequency of the tasks.	EC(MMP)R 5-45
23.6	[m] The procedure identifies those responsible for the tasks.	EC(MMP)R 5-2, 5-44
23.7	[m] Records of monitoring, corrective/preventive action, verifications of those actions and verification are kept.	EC(MMP)R 5-46, 5-47, 11-9

Further Processing

Outcome
Further processing does not jeopardise the wholesomeness and integrity of meat and meat products.

Performance Indicators

- All tasks involving the processing of meat are detailed in written work instructions and personnel are competent in the application of these instructions.
- Contamination (direct) and cross contamination (indirect) is prevented.
- Product and processes are assessed for compliance.

Table 24.0 Further Processing - Performance Checklist

Item	Performance checklist
24.1	The AA Holder has a documented procedure for the further processing of meat.
24.2	Contamination and cross contamination are prevented.
24.3	The procedure addresses monitoring.
24.4	The procedure addresses corrective action.
24.5	The procedure addresses verification.
24.6	The procedure addresses the frequency of the tasks including monitoring and verification.
24.7	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
24.8	Records of these procedures, including monitoring and verification, and corrective action taken are maintained.

Table 24.1 Further Processing - Targets

Item	Target	References
24.1	[m] The procedures for further processing are current and approved. The procedures ensure that: • [m] relevant Australian Standards and Food Standards Code requirements are met. These include, but are not limited to: – canning minimum F_0 of 2.8. – mandatory limits for *L. monocytogenes.* – dried meat to have a water activity of no more than 0.85. • [m] prescribed trade descriptions are applied to cartons or cans, as required.	EC(MMP)R 5-2 & 5-44 AS 4696 - 13 Australia New Zealand Food Standards Code AS 4696 – 13.10 to 13.13 Guidance on the application of microbiological criteria for Listeria monocytogenes in RTE food AS 4696 – 13.14 EC(MMP)R 5-23 & 5-24
24.2	[m] Contamination and cross contamination is prevented Refer to Operational Sanitation	AS 4696 – 4, and 5
24.3	Monitoring ensures that:	EC(MMP)R 5-45 AS 4696 – 13.5 to 13.6

	• [m] Temperature of cooked product is monitored at the slowest heating point in the cooking vessel in the slowest heating point of the goods. • [m] Cooling of the product is measured at the slowest cooling point in the product. • [m] Food safety parameters, particularly critical limits, and other limits essential for wholesomeness are complied with as required. • MHA is used for process (task compliance). • Hermetic seals are checked for canned or retorted product. • Food safety must be addressed through a HACCP plan and this procedure therefore focuses on GHP.	AS 4696 – 13.7, 13.16 to 13.18 AS 4696 – 3.11(d) Guidelines for the safe manufacture of smallgoods Meat hygiene assessment Objective Methods for the Monitoring Processes and Product, 2nd edition EC(MMP)R 5-2 (7) AS 4696 - 3.11
24.4	For corrective actions: • [m] Procedures for notifying the department in the event of a CCP breach are followed, including details of any withdrawal or recall. MHA outlines the appropriate expectations for corrective actions to be developed.	EC(MMP)R 5-46 EC(MMP)R 5-37 Meat hygiene assessment Objective Methods for the Monitoring Processes and Product, 2nd edition
24.5	[m] The procedure addresses verification. Product meets the standards set out in the Food Standards Code, where required.	EC(MMP)R 5-45 Australia New Zealand Food Standards Code
24.6	[m] The procedure addresses the frequency of the tasks.	EC(MMP)R 5-45
24.7	[m] The procedure identifies those responsible for the tasks.	EC(MMP)R 5-2, 5-44
24.8	[m] Records of monitoring, corrective/preventive action, verifications of those actions and verification are kept.	EC(MMP)R 5-47, 11-9

Temperature Control

Outcome
Chilling and freezing practices maintain and do not jeopardise the wholesomeness of meat and meat products.

Performance Indicators

- Meat is chilled or frozen in a manner that achieves the Refrigeration Index (RI) criteria.
- Storage and transport temperatures nominated ensure the product remains wholesome.
- Monitoring procedures based on a significant number of samples or a 'worst case scenario' is developed for temperature controls.

Table 25.0 Temperature Control - Performance Checklist

Item	Performance checklist
25.1	The AA Holder has a documented procedure for temperature control.
25.2	Meat produced is chilled or frozen in a manner that achieves the Refrigeration Index Criteria.
25.3	Chilled and frozen meat is stored and transported at temperatures that will not jeopardise its wholesomeness.
25.4	The procedure addresses monitoring.
25.5	The procedure addresses corrective/preventive action.
25.6	The procedure addresses verification.
25.7	The procedure addresses the frequency of the tasks including monitoring and verification.
25.8	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
25.9	Records of these procedures, including monitoring and verification, and corrective/preventive action taken are maintained.

Table 25.1 Temperature Control - Targets

Item	Target	References
25.1	[m] The AA holder has a documented procedure for temperature control that is current and approved. The procedure includes the following: • [m] Processed meat must meet the temperature controls specified in the Australian Standard (AS4696). • [m] Product and processing rooms and transport (where required). • [m] Active refrigeration, adequate refrigeration is applied to all goods in the chamber to ensure they all meet the relevant requirements. • [m] Refrigeration process of raw meat and raw meat products are assessed using the RI. • [m] Standard refrigeration cycles, set points, defrosts and alarm settings.	EC(MMP)R 5-2 AS 4696 – Part 4 Processing Guideline for the application of the Refrigeration Index to refrigeration of meat and meat products

	[m] If progressive loading is performed the following procedures must be described: • [m] The maximum time-period for progressive loading must be described. • [m] Progressive loading must only occur from an enclosed loading dock (e.g. positive docking). • [m] Only applicable to frozen product. • [m] Loaded only after being verified to meet all requirements. • [m] Container must be subjected to temperature monitoring while on site. Where refrigeration breakdowns occur, product temperatures must be immediately checked. Departmental on-plant officers must be notified if: – Product is warmer than minus 10°C (minus 12°C for the EU) and returned to the blast freezer. • [m] Progressively loaded product must be available to species testing, if required.	EC(MMP)R 5-18, 5-20 EC(MMP)R 5-44 Micor
25.2	[m] The Refrigeration Index (RI) is used to confirm that the temperature controls for each of the refrigeration procedures undertaken and described in the AA are valid. The RI of any of the refrigeration procedures must be validated again whenever any factor affecting the refrigeration process changes. [m] A minimum of 30 time/temperature histories should be obtained from various locations within the chamber or across rooms (if the same parameter/profile is covering multiple chambers.	EC(MMP)R 5-10 to 5-14 Guideline for the application of the Refrigeration Index to refrigeration of meat and meat products
25.3	[m] The storage and transport temperatures ensure that the product is wholesome during all stages of storage and transport, including at the point of export. • [m] Chilled meat to be frozen must be wholesome. • [m] Trade description will need to be changed.	EC(MMP) 5-15 & 5-17
25.4	[m] For monitoring of product under active cooling to a temperature of 7°C or below, the following must be undertaken: • [m] Measurements are taken from the slowest cooling point of microbiological concern. A number of samples placed randomly within the refrigeration chambers are to be obtained e.g. surface of carcases, thermal centre in cartons. All sampling plans must be justifiable. • [m] Measurement represents the lot - all product represented by the monitoring. • [m] There is an effective system which demonstrates refrigerated rooms (and/or transport chambers) continuously meet temperatures in the approved arrangement.	EC(MMP)R 5-45 AS 4696 - 11.8 EC(MMP)R 5-15 (e)
25.5	For corrective actions: • [m] All product represented by the monitoring is included.	EC(MMP)R 5-46

	• Where the boning room temperature rises above 10°C, the room may run room at 12°C or less, for no more than 2 hours (if room has a good history of temperature control). • Where product is kept at or below 7 °C at any of the surfaces, the room doesn't need to be refrigerated. • Products not meeting specification may be assessed for wholesomeness.	AS 4696 -12.4
25.6	[m] The procedure addresses verification	EC(MMP)R 5-45
25.7	[m] The procedure addresses the frequency of the tasks. For verification through RI measurements, monthly verifications should encompass the following: • each carcase chiller refrigeration profile that is in use • each carton boning room product types • each carton offal room product For hot boning, one measurement of hot boned product daily so each product type and refrigeration method is covered over the week.	EC(MMP)R 5-45 Guideline for the application of the Refrigeration Index to refrigeration of meat and meat products
25.8	[m] The procedure identifies those responsible for the tasks	EC(MMP)R 5-2, 5-44
25.9	[m] Records of monitoring, corrective/preventive action, verifications of those actions and verification are kept	EC(MMP)R 5-47, 11-9

Calibration

Outcome
Measuring equipment is maintained, calibrated and accurate.

Performance Indicators

- Measuring equipment is identified and manufacturer specifications listed.
- Measuring equipment is calibrated in accordance with manufacturer specifications.
- Records of calibration status and personnel responsible for testing calibration are maintained.
- Where equipment is outside appropriate calibration status, risk assessments are conducted on the product and the appropriate actions taken and recorded.

Table 26.0 Calibration - Performance Checklist

Item	Performance checklist
26.1	The AA Holder has a documented procedure for calibrating testing and measuring equipment.
26.2	The procedure addresses corrective/preventive action.
26.3	The procedure addresses the frequency of the tasks.
26.4	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
26.5	Records of these procedures, including monitoring and verification, and corrective/preventive action taken are maintained.

Table 26.1 Calibration - Targets

Item	Target	References
26.1	[m] The AA holder has a documented procedure for temperature control that is current and approved. The procedure for calibrating all testing and measuring equipment used to test and measure parameters under the AA ensures that: • measuring equipment is identified. • the manufacturer's specification for the equipment is available. • equipment is calibrated in accordance with manufacturer's directions to verify its accuracy. • equipment is calibrated against instrument standards. • where necessary correction factors are used or equipment is corrected.	EC(MMP)R 4-4 AS 4696 – 4.5 & 19.10 National Measurements Act 1960
26.2	[m] Equipment is re-calibrated or replaced as required by the manufacturer's directions. [m] Determination is made as to whether out of specification measuring equipment resulted in incorrect product assessment for food safety, wholesomeness, load-out or transport.	EC(MMP)R 4-4 EC(MMP)R 5-46

26.3	[m] The procedure addresses the frequency of the tasks. See manufacturers specifications or sooner if damaged.	EC(MMP)R 5-45 AS 4696 – 19.10
26.4	[m] The procedure identifies those responsible for the tasks.	EC(MMP)R 5-2, 5-44
26.5	[m] Records are kept. • A register of measuring and test equipment is kept. • Calibration and corrective/preventative actions.	EC(MMP)R 5-47, 11-9

Note: This relates only to those pieces of equipment that measure compliance with a particular requirement of the Export Control Act, its Rules or relevant standard.

Sampling Programs

Outcome
Results from sampling programs are valid.

Performance Indicators

- Surveillance, sampling, monitoring and testing programs are developed and complied with for microbiological status of meat and residue status of incoming livestock.
- Department approved laboratories are used where testing is required for certification purposes.
- Testing results are analysed and responded to when required.

Table 27.0 Sampling Programs - Performance Checklist

Item	Performance checklist
27.1	Surveillance, sampling, monitoring, and testing programs are developed and complied with for microbiological status of meat and residue status of incoming livestock.
27.2	Staff are adequately trained to undertake tasks for sample collection and submission.
27.3	The procedure identifies the individuals responsible for the tasks including monitoring and assessing test results.
27.4	The procedure addresses corrective/preventive action in event of unacceptable results or adverse trends.
27.5	Records of these procedures, monitoring, assessment, verification, and corrective/preventive action taken are maintained.

Table 27.1 Sampling Programs - Targets

Item	Target	References
27.1	[m] Laboratories used for testing programs required for certification are department approved and use testing methodology approved by the department. [m] National Carcase Microbiological Monitoring Program (NCMMP) has been implemented. [m] Targeted residue testing programs (NORM, NARM, TART, START, GTART and HTART) are conducted (verification for residue compliant meat). Where 'test and hold' specification is required, all product in the affected lot is appropriately identified and retained. For further information, refer to any relevant published meat notices.	EC(MMP)R 4-3, 4-7, 5-6 AS 4696 – 3.12 & 3.13 Approved laboratory program National Residue Survey: approved laboratories for targeted chemical residue testing Microbiological testing of meat and meat products Targeted residue testing programs Micor
27.2	[m] Staff collecting and submitting samples for testing are suitably trained.	EC(MMP)R 5-2, 5-44
27.3	[m] Test results are monitored and assessed (e.g. moving windows).	EC(MMP)R 5-45
27.4	[m] Corrective/preventive action is taken for unacceptable results or adverse trends.	EC(MMP)R 5-46

27.5	[m] Records are maintained.	EC(MMP)R 5-47, 11-9

Part B – Hazard Analysis and Critical Control Points

Outcome
The production of meat and meat products that is safe.

Performance indicators

- The implementation of HACCP ensures the production of meat and meat products that are wholesome.
- HACCP is implemented at each stage of production.
- Critical control points are identified.
- The HACCP system if verified and validated.

Table 28.0 HACCP - Performance Checklist

Item	Performance checklist
28.1	A HACCP team was assembled that possess the knowledge and experience appropriate to the product and process (preliminary step 1).
28.2	The HACCP plan includes product descriptions and distribution (preliminary step 2).
28.3	The analysis includes the intended use of or the consumers of the finished product(s) (preliminary step 3).
28.4	The establishment has a flow chart that describes all process steps and product flow and has been verified(preliminary step 4 & 5).
28.5	The establishment has identified all potential hazards against each step and conducted a hazard analysis that includes food safety hazards and the likelihood of occurrence (principle 1).
28.6	There is a written HACCP plan for each product where the hazard analysis revealed one or more food safety hazard(s) are reasonably likely to occur (principle 2).
28.7	All hazards identified in the analysis are included in the HACCP plan; the plan lists a valid Critical Control Point (CCP) for each food safety hazard identified (principle 2).
28.8	The HACCP plan specifies valid critical limits, monitoring procedures, and the monitoring frequency performed for each CCP(principles 3 & 4).
28.9	The plan describes corrective actions taken when a critical limit is exceeded (principle 5).
28.10	The HACCP plan was validated using multiple data inputs and outputs including monitoring and/or verification results (principle 6).
28.11	The HACCP plan lists the establishment's procedures to verify that the plan is being effectively implemented and functioning and the frequency for these procedures (principle 6).
28.12	The establishment is performing daily record review (principle 6). The HACCP plan's record-keeping system documents the monitoring of CCPs and/or includes records with actual values and observations (principle 7).
28.13	The HACCP plan has been reassessed at least annually (principle 6).
28.14	The HACCP plan is dated and signed by a responsible establishment official. This can be a specific commitment in the AA Holder's policy statement).
28.15	The HACCP plan is being complied with.
28.16	Procedures are in place to manage any non-compliance.

Table 28.1 HACCP - Targets

Item	Target	References
28.1	[m] HACCP Team. • [m] Co-ordinator should be competent, others should have an understanding of the product and process. [m] Must describe the scope – what, how, where, when, who.	EC(MMP)R 5-2, 5-44 AS 4696 - 3.11(a) & (e) SCARM 60-Chapter,3 step 1
28.2	Describe product. • [m] Intended use. For example: raw (to be cooked), cooked, RTE product). • [m] Product distribution. For example: Transport and storage conditions.	AS 4696 - 3.11(a) SCARM 60 chapter 3, step 2 & 3
28.3	• [m] Intended consumers (average person, immune-comprised).	AS 4696 – 3.11(a) SCARM 60-Chapter 3, step 4 and 5
28.4	[m] Product flow that has been verified. [m] Each step for each product type, side chains is covered.	AS 4696 – 3.11(a) & (b) SCARM 60 chapter 3, step 4 & 5 AS 4696 – 3.1 (e) & (h)
28.5	[m] Hazard analysis and hazard identification. • All potential hazards at each process step are identified. Analysis must consider chemical, physical and biological hazards. [m] Hazard evaluation. • [m] A documented procedure to facilitate the determination of significance for each of the hazards identified. [m] Records of the analysis are kept.	EC(MMP)R 5-2 AS 4696 – 3.11(a)-(h) SCARM 60-Chapter 3, step 5 and 6
28.6	[m] HACCP plan is documented for each product where the hazard analysis revealed one or more significant food safety hazards. [m] Identify where CCP's must be placed to mitigate significant hazards. Use a CCP decision tree.	AS 4696 – 3.11(b) & (c)
28.7	[m] The HACCP plan specifies all valid CCP's for each food safety hazard identified by the hazard analysis.	AS 4696 – 3.11(d)
28.8	[m] For each CCP, all critical limits are listed (must be measurable and valid for the control of the hazard). • [m] Monitoring procedures and the frequency the procedures are undertaken.	AS 4696 – 3.11(e)
28.9	[m] The HACCP plan details the corrective action procedures. • [m] Control affected product (lot) – identified, segregated, retained until corrected or condemned. • [m] Apply corrective action to lot represented by the monitoring. • [m] Apply corrective and preventive action to process to eliminate or reduce chance of reoccurrence • [m] Effectiveness of the corrective action is verified.	EC(MMP)R 5-46 EC(MMP)R 5-37 AS 4696 – 3.11(f)

	[m] The department is notified in accordance with the approved HACCP plan.	
28.10	[m] The plan has been validated.	AS 4696 – 3.11(g)(i) Micor
28.11	Verification of monitoring of critical limits is undertaken to ensure compliance with HACCP plan (what, how, where, when, and who is described). [m] The verification must include: • [m] a direct check of the CCP monitoring procedure including verifying accuracy of records made and any necessary corrective action (e.g. check the checker). • [m] daily review of CCP records (and any corrective actions applied) prior to the batch leaving the control of the AA holder. [m] Calibration of measuring equipment (e.g. 600 lux at the final trim, calibration of hand – held thermometers used for monitoring of carcase refrigeration CCP.) [m] Records are reviewed regularly to identify trends.	AS 4696 – 3.11(g)(ii) Micor EC(MMP)R 5-45 EMOG: 3.19 HACCP requirements for US listed establishments
28.12	[m] Records are maintained. • [m] Hazard analysis, current plan, superseded plans. • [m] Records are kept for each critical limit monitored (dashes or gaps are not acceptable). • Records of CCP monitoring verifications are dated – timed in the case of direct observations of CCP monitoring – and initialled or signed. Records of verification of CCP and corrective/preventive action records conducted prior to the batch leaving the control of the establishment are dated, timed and signed.	EC(MMP)R 5-47, 11-9 AS 4696 – 3.11(h)
28.13	[m] Reassessment of the HACCP Plan must be undertaken: • [m] where information comes to light that the plan, as implemented, fails to mitigate a hazard identified in the plan (e.g. customer complaint). • [m] if there has been a change to the plan (e.g. a new product description, a process that is different to the flow charts). • [m] when credible new information relating to a known or a new hazard comes to light. • [m] in line with any relevant importing country requirements (e.g. STEC testing requirements). • [m] at least annually.	AS 4696 – 3.11(g)(ii) EC(MMP)R 5-2 Food Standards Code Micor Microbiological testing of meat and meat products
28.14	[m] HACCP plan signed and dated by responsible establishment official.	EC(MMP)R 5-2
28.15	[m] HACCP plan is implemented as approved.	AS 4696 3.1(e)
28.16	[m] Procedures are in place to manage any non-compliance.	EC(MMP)R 5-2, 5-44, 5-45, 5-46, 5-47, 11-9

Approved arrangement component 3- Product Integrity and Certification Requirements

Introduction

To meet legislative requirements for export certification, a system which maintains product integrity must be developed. The system must include:

- product identification
- security
- traceability and recall procedures
- procedures to maintain and demonstrate integrity of the product during emergency situations.

Outcome
Product integrity is ensured and certification is accurate and complete.

The AA Holder:

- has a system in place for inventory controls, product security, trade description and to ensure market requirements are met and maintained.
- ensures that the system supports accurate certification.
- maintains a product withdrawal and recall procedure to ensure that any product can be readily traced and recalled if required.

Procedures addressing product integrity include:

- product traceability and recall
- trade description
- halal
- export security/integrity
- control of official marks
- importing country requirements
- export documentation.

Within an AA Holder's approved arrangement, a number, or all, of these procedures may be related and could be addressed with a single procedure. This could for example, be based around product identification and inventory controls.

Product Traceability, Withdrawal and Recall

Outcome
All incoming products are traceable back to the supplier and meat and meat products can be traced forward to facilitate recall if necessary.

Performance Indicators

- Product is identifiable at each stage of production.
- Product and ingredients are traceable.
- Product can be withdrawn and/or recalled if necessary.

Table 29.0 Product Traceability and Recall - Performance Checklist

Item	Performance checklist
29.1	The AA Holder has a documented procedure for product traceability.
29.2	The AA holder has a documented procedure for tracing product forward for withdrawal or recall.
29.3	Carcases, meat and meat products are identified at each stage of production.
29.4	The procedure addresses corrective/preventive action.
29.5	The procedure addresses the frequency of the tasks including verification.
29.6	The procedure identifies the individuals responsible for the tasks including verification.
29.7	Records of these procedures, including monitoring and verification, and corrective/preventive action taken are maintained.

Table 29.1 Product Traceability and Recall - Targets

Item	Target	References
29.1	m There is a documented procedure that is current and approved. m Products are traceable – one step forward and one step backward (e.g. to the immediate customer and from the immediate supplier. m In general: • m Product is to be withdrawn or recalled if un-wholesome. • m Tracing to consider batching systems and batch identification (production runs). • For product integrity market requirements – (e.g. labelling/may be diverted to another market if those requirements have been met).	AS 4696 – 16.1 AS 4696 – 16.8, 17.12 AS 4696 – 16.4, 16.6, 16.8 EC(MMP)R 5-36
29.2	m Recall procedures are developed. m The department must be immediately notified in the event of a recall. Recall procedures tested annually.	EC(MMP)R 5-37 & 7-7 AS 4696 – 16.1, 16.9 Food Standards Code FSANZ - Food Industry recall protocol
29.3	m Product is identified to the extent necessary at each stage of production to enable a particular description to be applied.	EC(MMP)R 5-31 AS 4696 - 16.2, 16.4, 16.6, 16.7

	[m] The auditable inventory system provides the following (may correspond with system in export security and integrity sections): • [m] Description of the inventory system, identification of the batch, include definition of batch(the definition may differ in accordance with time and temperature). • [m] Identification of products including description, quantities, origin and location.	EC(MMP)R 5-31, 5-33 EC(MMP)R 5-45
29.4	[m] Corrective/preventive actions: product loses market eligibility where market requirements can't be verified.	EC(MMP)R 5-36, 5-37, 5-46
29.5	[m] The procedure addresses: • [m] verification of the tasks • the frequency of the tasks.	EC(MMP)R 5-45
29.6	[m] The procedure identifies those responsible for the tasks.	EC(MMP)R 5-2, 5-44
29.7	[m] Records of inventory including product movements in and out of the establishments, corrective action and verifications are kept.	EC(MMP)R 5-47, 11-9

Trade Description

Outcome
Product is accurately and permanently identified.

Performance Indicators

- Product is accurately described at each stage of production.
- Product is identified at each stage of production.
- Trade descriptions of products complies with legislative requirements.
- A 'quality system' that complies with the criteria established by the Australian Meat Industry Language and Standards Committee (AMILSC) for the application of a trade description to relevant species.

Table 30.0 Trade description - Performance Checklist

Item	Performance checklist
30.1	The AA Holder has a documented procedure for applying trade description.
30.2	Product is identified at each stage of production.
30.3	Final trade description is accurate and complete.
30.4	The procedure addresses monitoring and verification.
30.5	The procedure addresses corrective/preventive action.
30.6	The procedure addresses the frequency of the tasks including monitoring and verification.
30.7	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
30.8	Records of these procedures, including monitoring and verification, and corrective/preventive action taken are maintained.

Table 30.1 Trade description - Targets

Item	Target	References
30.1	[m] There is a current and approved procedure for trade descriptions.	EC(MMP)R Chapter 8, Part 2 AS 4696 - 16, 17 EMOG: 3.12 Trade descriptions
30.2	[m] There must be enough information available to be able to apply the final trade description including any optional information (for example, grain fed or age).	EC(MMP)R 5-31, 5-22 AS 4696 – 16.2, 16.4, 16.6 & 17.14 EMOG: 3.12 Trade descriptions
30.3	[m] As a minimum, edible product is identified by the following: • [m] date of packaging • [m] species (can be in ingredients list in meat products) • [m] basic categories • [m] net weight • [m] country of origin	EC(MMP)R Subdivision D of Division 2 of part 1 of Chapter 5 Micor EMOG: 3.12 Trade descriptions

	• [m] registration number of establishment where product last packed • [m] identity of meat business where they are packed or exporter or consignee • [m] refrigeration requirements • [m] name of product (in the case of meat products) • [m] list of ingredients (in the case of meat products) • [m] identity of the batch. [m] Identification requirements may be specified by AUS-MEAT, the Food Standards Code and Importing Country Requirements	
30.4	[m] Monitoring of assessment and application of trade descriptions. • Verification of animal raising claim compliance (where animal raising claims are used).	EC(MMP)R 5-45 EMOG: 3.12 Trade descriptions
30.5	• [m] Corrective/preventive actions are applied for non-compliance with a trade description, including animal raising claims (where used).	EC(MMP)R 5-46 EMOG: 3.12 Trade descriptions
30.6	[m] The procedure addresses the frequency of the tasks.	EC(MMP)R 5-45
30.7	[m] The procedure identifies those responsible for the tasks.	EC(MMP)R 5-2, 5-44
30.8	[m] Records of trade description monitoring, corrective/preventive action and verification are kept.	EC(MMP)R 5-47, 11-9

Halal

Outcome
Where Halal meat and meat products are produced, identification and segregation systems ensure product integrity is maintained.

Performance Indicators

- Halal meat production is clearly described including identification, segregation and certification systems.

Table 31.0 Halal - Performance Checklist

Item	Performance checklist
31.1	Where Halal meat and meat products are produced, the AA Holder has a documented procedure for Halal meat production.
31.2	The procedure describes identification, segregation, and certification systems.
31.3	The procedure describes the use and control of Halal official marks.
31.4	The certifying AIO have agreed the procedure is clear and workable.
31.5	The procedure addresses monitoring.
31.6	The procedure addresses corrective/preventive action.
31.7	The procedure addresses verification.

Table 31.1 Halal - Targets

Item	Target	References
31.1	[m] The establishment Halal procedures are current and approved. • [m] the AIO providing Halal certification services to the establishment are listed. Any change in the AIO is updated in the AA and the department is notified of any change in AIO by an EX26b application. • [m] The AIO listed in the Halal procedures must be authorised to certify meat and meat products as Halal for the foreign countries that require government Halal certificates as an importing country requirement. All operators performing the role of Muslim slaughtermen are trained and have current AIO identification cards. For further information refer to MN 2009/08.	EC(MMP)R 2-4, 5-34 EMOP: Significant and non-significant variation of an Establishment approved arrangement by the holder under the *Export Control Act 2020* List of recognised Islamic bodies for halal certification of red meat EC(MMP)R 5-3
31.2	[m] At slaughtering establishments, the reversible stunning procedure, and stun-stick interval used for Halal slaughter must comply with the Industry Animal Welfare Standards and importing country requirements. [m] The procedure for identification and segregation of non-Halal carcases and carcase parts during the slaughter, offal packing, carcase chilling, boning, carton refrigeration and storage, and load-out process is clearly described.	Industry Animal Welfare Standard for Livestock Processing Establishments Preparing Meat for Human Consumption" Edition 3 (2022) EC(MMP)R 5-5, 5 EC(MMP)R 5-35, 5-36

	[m] There is a comprehensive identification and inventory systems that clearly demonstrates effective separation of Halal & non-Halal product during all stages of production, storage and load out at the establishment. MTCs for Halal meat must contain: • the endorsement "HALAL MEAT". • the Islamic organisation that carried out Halal meat certification operations. • RFPs for Halal product must be endorsed with the words "*Complies with Australian Government Authorised Halal Program*". Where required additional endorsements are added to MTC's and RFPs for product destined to certain Halal markets. For further information refer to MN 2013/08.	EC(MMP)R 2-4 EC(MMP)R Chapter 2, Part 3 EC(MMP)R 5-38 Micor
31.3	[m] The procedures for application of Halal official marks, must ensure the following: • [m] Compliance with requirements of the ECA and importing countries. • [m] Halal meat and meat products prior to the products leaving the establishment.	EC(MMP)R 5-29, 8-12 Micor
31.4	Approved Islamic Organisation (AIO) has signed off on the Halal procedures as being clear and workable; and is responsible for religious training and oversight of Muslim slaughtermen and verification of the Halal activities at the establishment. The AIO must sign off on the HALAL procedures before they are submitted for departmental approval.	EC(MMP)R 5-56
31.5	For monitoring: • Meat Hygiene Assessment is used for process monitoring. There are records of regular AIO audits of the establishment's conformance with Halal requirements (recommended quarterly at slaughter and six monthly at non-slaughter establishments).	EC(MMP)R 5-45 Meat hygiene assessment Objective Methods for the Monitoring Processes and Product, 2nd edition EC(MMP)R 5-47, 11-9
31.6	MHA outlines expectations for corrective/preventive action. [m] Procedures are in place to deface Halal marks where the Halal integrity of product is lost.	Meat hygiene assessment Objective Methods for the Monitoring Processes and Product, 2nd edition EC(MMP)R 5-46 EC(MMP)R 8-31(3)
31.7	[m] The establishment conducts internal audits of the Halal procedures. Certain Halal markets may require the use of a specific checklist and audit frequency; and that the outcome of these audits be discussed by an onsite Halal committee involving management and AIO representatives.	EC(MMP)R 5-47 Micor

Export Security and Integrity

Outcome
Edible meat and meat products maintain their integrity and are kept separate from inedible and condemned meat products and by products.

Performance Indicators

- The market eligibility of carcases, meat and meat products can be always ascertained during processing and storage.
- There is sufficient identification and segregation during processing and storage to preclude mixing of product with different eligibility and inedible and condemned product.
- Inventory systems enable the eligibility of product to be verified.
- Access to inedible and condemned material is controlled.
- Transfer certificates are used for product (edible or inedible) transfers between export-registered establishments.

Table 32.0 Export Security and Integrity - Performance Checklist

Item	Performance checklist
32.1	The AA Holder has a documented procedure for export security and product integrity, including product traceability and market access eligibility, and meets legislative requirements.
32.2	There is an auditable inventory system.
32.3	Edible product is segregated from inedible and condemned product.
32.4	Meat Transfer Certificates (MTCs) are used and reconciled.
32.5	The procedure addresses monitoring.
32.6	The procedure addresses corrective action.
32.7	The procedure addresses the frequency of the tasks including monitoring and verification.
32.8	The procedure identifies the individuals responsible for the tasks including monitoring, verification and MTC completion.
32.9	Records of these procedures, including monitoring and verification, and corrective/preventive action taken are maintained.

Table 32.1 Export Security and Integrity - Targets

Item	Target	Reference
32.1	[m] There is a current and approved procedure. Use of eMTC system requires an EX26b application. For further information refer to MN 2021/02.	EC(MMP)R Chapter 5, Part 1, Division 2, Subdivision F. EC(MMP)R 5-44. EMOP: Significant and non-significant variation of an Establishment approved arrangement by the holder under the *Export Control Act 2020*

32.2	[m] The auditable inventory system;(see also: Product Traceability, Withdrawal and Recall) allows for reconciliation in accordance with: • [m] post-mortem disposition • [m] trade description • [m] market eligibility • [m] receiving, current storage/holding areas, and dispatch of animals and/or product.	EC(MMP)R 5-31 AS 4696 – 16.1
32.3	[m] Edible product is segregated from inedible product. [m] Edible meat of differing market access eligibilities may require segregation. [m] Any retained meat (meat pending disposition) can be physically secured when required by the AA Holder or the department. [m] A visual system to identify inedible and condemned goods until packaged and labelled (refer to: Attachment 2: Product Integrity and Certification Procedures). • [m] Product is segregated from edible product by space and signage. [m] Condemned meat should be physically secured until denatured.	EC(MMP)R 5-22, 5-31, 5-33 to 5-37 EC(MMP)R 9-23, 9-24, 4-3 EC(MMP)R 5.19, 5-31 AS 4696 – 17 AS 4696 – 5.4, 5.5 AS 4696 - 5.13-5.17
32.4	[m] MTCs (paper or electronic) are: • [m] verified to ensure information is true and correct. • [m] signed by people identified in AA Holder's approved arrangement and recorded in ER (listed in management or control, and authorised to sign MTCs). • [m] completed by the receiving establishments (attestation of receiving official). • [m] returned within 21 days. • [m] reconciled. [m] Non-prescribed goods should use approved transfer certificates e.g. blood serum transfer certificate. Unsatisfactory reports used when product has been received that is either non-compliant or the certificate is non-compliant. Further information on MTC's provided in Attachment 2: Product Integrity and Certification Procedures and MN 2013/02 and 2021/02.	EC(MMP)R 5-38, 5-39, 5-31 Transfer certificates for non-prescribed goods.
32.5	[m] Monitoring of segregation and identification.	EC(MMP)R 5-45
32.6	Corrective action. • [m] In the event product integrity is compromised the department must be contacted. • [m] Should product integrity be compromised, the AA Holder must take action to secure the product and preserve evidence until advice is obtained from the department. [m] Records must be retained for 2 years.	EC(MMP)R 5-46 EC(MMP)R 5-37 EC(MMP)R 5-47, 11-9
32.7	[m] The procedure addresses the frequency of the tasks, including monitoring and verification.	EC(MMP)R 5-45

32.8	[m] The procedure identifies those responsible for the tasks: • [m] Persons who sign MTCs need to be identified in the approved arrangement. • MTC signatories must be listed on the establishment registration as authorised signatories.	EC(MMP)R 5-2, 5-44 EC(MMP)R 5-38 EC(MMP)R 9-17 ECA Section 372 EC(MMP)R 5-66
32.9	[m] Records of monitoring, corrective action and product transfers.	EC(MMP)R 5-47, 11-9

Control of Official Marks

Outcome
Official marks are only applied to eligible product and official marks and seals are only used in accordance with the legislation.

Performance Indicators

- Official marks are only applied to product that has been passed as fit for human consumption.
- Access to and application of official marks and forms is controlled.
- Application of official marks, marking devices and official (accountable) forms are accounted for and only applied by nominated personnel.
- Alteration of and interference with official marks is controlled and only done in accordance with the legislation.

Table 33.0 Control of Official Marks - Performance Checklist

Item	Performance checklist
33.1	The AA Holder has a documented procedure for the use and control of official marks and other accountable forms.
33.2	There is an ordering system for accountable items.
33.3	There is a daily use and reconciliation process.
33.4	Official marks are applied correctly.
33.5	Official marks are defaced where appropriate.
33.6	The procedure addresses monitoring.
33.7	The procedure addresses corrective action.
33.8	The procedure identifies the individuals responsible for the tasks including, application monitoring and verification.
33.9	Records of these procedures/processes, monitoring, verification, and corrective/preventive action taken are maintained.

Table 33.1 Control of Official Marks - Targets

Item	Target	References
33.1	[m] There is a current and approved procedure for the use and control of official marks. For official mark manufacture, refer to section: Manufacturing of official marks). • [m] The AA Holder may control official mark equipment and software, if the approved arrangement covers this operation (where there is no defined procedure the department shall control the official marks). • [m] Application of the mark is linked to an auditable inventory system). • [m] For onsite pre-printed carcase bags or tags, an inventory system enables reconciliation of the numbers of pre-printed tags with the numbers of carcases or quarters bagged.	EC(MMP)R Chapter 8, Part 3 Division 2 EC(MMP)R Chapter 8, Part 3, Division 4 EC(MMP)R 8-24

	• [m] For pre-printed serially numbered official marks, a reconciliation system accounts for their daily use and relates to the inventory control system. • [m] Resemblances if used are covered. • [m] Inventory and return/disposal of accountable items when establishments cease operations are covered.	EC(MMP)R 8-33
33.2	[m] The department's approval is required for the ordering and supply of all official marks. [m] The department's approval is obtained prior to installation of computer-generated marking devices (including software). The approved arrangement must include a map, detailing the location of all printers capable of printing official marks.	EC(MMP)R 8-32, 8-33 EC(MMP)R 8-42 Code of Practice - Guidelines for companies seeking approval to manufacture official marks, official marking devices for use in eligible export registered establishments
33.3	[m] Container bolt seals (Official mark—bolt seal), and official carton seals must be reconciled daily to show use and remaining seals on hand. [m] Correct bolts are ordered and applied to product • For prescribed goods, green bolt seals • For non-prescribed goods, blue bolt seals. For further information, refer to MN 2023/05. [m] Where official marks have been incorrectly applied to product, they must be removed as soon as is practical by a designated person and a record kept Refer to Attachment 2: Product Integrity and Certification Procedures for daily control and reconciliation for replacement label procedures.	EC(MMP)R 8-15, 8-19, 8-20 EC(MMP)R 8-39, 8-41, 8-42 EC(MMP)R 5-19, 8-26 EC(MMP)R 8-31 – 8-33
33.4	[m] For edible or eligible products official marks are only applied to eligible product. [m] Marks must be applied correctly (clearly, legibly, to eligible product).	EC(MMP)R Chapter 5, Part 1, Division 2, Subdivision E EC(MMP)R 8-29
33.5	[m] Defacement of labels occurs when required and is recorded. [m] Official marks are defaced, removed and disposed of when required, by approved staff as described in Attachment 2: Product Integrity and Certification Procedures.	EC(MMP)R 8-28, 8-31, 8-32, 8-33
33.6	[m] Monitoring of control in processing areas, defacement and replacement.	EC(MMP)R 5-45
33.7	[m] Corrective/preventive action. • [m] In the event product integrity, including market eligibility is compromised the department must be contacted (as soon as practicable). • [m] Should product integrity be compromised, the AA Holder must take action to secure the product and preserve evidence until advice is obtained from the department	EC(MMP)R 5-46 EC(MMP)R 5-37
33.8	Only fit and proper persons may order official marks and forms.	EC(MMP)R Division 2 of Part 3 of Chapter 8

	[m] Official mark order forms must be countersigned by a departmental officer. [m] People responsible for daily use of official marks, marking devices and forms must be nominated in the approved arrangement. [m] The nominated approved person is responsible for official marks when not secured. [m] An identified establishment person secures all marks and marking devices when not in use. [m] A fit and proper person should be responsible for the reconciliation of use of the official marks and forms.	
33.9	[m] Records of use and reconciliations of official marks are maintained. [m] Records of monitoring, verification and corrective/preventive action taken are maintained	EC(MMP)R 5-47, 11-9

Manufacturing of Official Marks

Outcome
Where the establishment manufactures official marks onsite using a software system capable of producing computer-generated images, the requirements are described.

Performance Requirements

- Computer-generated official marks are produced in accordance with the specifications and relevant section of the EC(MMP)R and ECA 2020.
- Physical security of the software systems and printing devices are maintained.
- Software system familiarisation training has been provided, including training of department on-plant staff.
- The department has the ability to disable the production of official marks generated by the software systems.
- All tasks involving the production of computer-generated official marks for meat and meat products are detailed in the approved arrangement.

Table 34.0 Manufacturing of Official Marks - Performance Checklist

Item	Performance checklist
34.1	The AA Holder has a documented procedure for manufacture of computer-generated official marks (where utilised).
34.2	Provided details or reference of the software for the following: – Access to system logs and inventory for departmental auditors. – Communication security and procedures to prevent unauthorised system access. – Inventory controls (log of times, dates, places, numbers). – Documented logins and attempted logins and password procedures. – Physical security of program/CPU/printers. – A record kept of each label printed (including test labels) and traceability for a given period (minimum 3 years). – Details how the official mark design can be permanently disabled, if required.
34.3	Software system familiarisation training has been provided.
34.4	The software systems are logged out and secured every time when not in use.
34.5	Records of these procedures/processes, monitoring, verification and corrective/preventive action taken are maintained.

Table 34.1 Manufacturing of Official Marks - Targets

Item	Target	References
34.1	[m] The procedure for the manufacture of computer-generated official marks is current and approved. [m] For establishments installing software systems capable of producing computer-generated official marks, the official marks must meet the requirements as stated in the EC(M&MP)Rs. • [m] If AA Holders are using third party manufacturers, the manufacturers must be approved to produce official marks and marking devices (including computerised labelling	EC(M&MP)R 8-24 (b)(i) EC(M&MP)R – Chapter 8 Part 3 Division 1 EC(M&MP)R - 8-24(c) CoP - Guidelines for companies seeking.

	systems) and operate in accordance with a departmental approved code of practice (CoP).	approval to manufacture official marks, official marking devices for use in eligible export registered establishments
34.2	[m] AA Holders must document all requirements to manufacture computer generated official marks within their approved arrangement, including: • access to system logs and inventory systems for department auditors. • communication security and procedures to prevent unauthorised access to the system. • inventory controls including test, deleted and reprinted labels (log of times, dates, places, numbers) • documented logins and attempted logins. • password procedures. • physical security of program/central processing unit/printers as appropriate (e.g. locks, seals, encryption, smart cards, program keys). • record of each label printed. • ability to trace back production for a given period.	EC(M&MP)R 8-24 (b)(i) EMOP: Significant and non-significant variation of an Establishment approved arrangement. by the holder under the *Export Control Act 2020* EC(MMP)R 8-32 (a) EC(MMP)R 8-39 EC(M&MP)R 8-33
34.3	[m] AA Holder must ensure familiarisation training is provided to all appropriate staff. • [m] Departmental officers must be trained in how to disable the production of official marks. • [m] The training which personnel receive must be appropriate to ensure compliance with the ECA in relation to the operations to be covered by the arrangement. • [m] Training records must be kept for at least two years.	EC(M&MP)R 5-44 (1)(c)& (2)
34.4	[m] A person who is in possession of an official marking device must ensure that the official marking device is stored securely when it is not being used.	EC(M&MP)R - Section 8-39
34.5	[m] Records of use and reconciliations of official marking devices are maintained. [m] Records of monitoring, verification and corrective/ preventive action taken are maintained. [m] Records are maintained for 3 years	EC(M&MP)R – Section 11-10, 11-11

Importing Country Requirements

Outcome
Product intended for a particular market complies with all the requirements for that market.

Performance Indicators

- Importing country requirements are met before certification is requested and maintained.
- Procedures under the approved arrangement reflect the market listing held by the establishment.

Table 35.0 Importing Country Requirements - Performance Checklist

Item	Performance checklist
35.1	The AA Holder has documented procedures to identify the necessary importing country requirements, and updated in response to Meat Notices or Market Access Advices.
35.2	Compliance with importing country requirements listed in Micor prior to production and export to a specific market.
35.3	Procedures are in place to maintain product eligibility and integrity.
35.4	The procedure addresses monitoring and verification.
35.5	The procedure addresses corrective/preventive action.
35.6	The procedure addresses the frequency of the tasks including monitoring and verification.
35.7	The procedure identifies the individuals responsible for the tasks including monitoring and verification.
35.8	Records of these procedures, monitoring, verification and corrective/preventive action taken are maintained.

Table 35.1 Importing Country Requirements - Targets

Item	Target	References
35.1	[m] The approved arrangement reflects current market requirements to ensure processes are operationally compliant. • When received, changes to importing country requirements through Meat Notices, Market Access Advices or Micor updates are assessed and suitable amendments made to the approved arrangement.	EC(MMP)R 5-5, 5-2, 5-36, 5-37, 8.1, Part 3, and Part 4. Micor
35.2	[m] Establishments must comply with importing country requirements prior to production and export to a specific market. Some importing countries require the following: • Listing to be added to registration. • Application for listing and a foreign official visit. Verification of applications should use the internal audit procedure prior to submission to the department.	EC(MMP)R 5-5 EC(MMP)R 5-36 Micor
35.3	In some instances, all of the requirements for one importing country may be best addressed by a specific SOP. However, it is recommended where possible to	EC(MMP)R 5-36 FSANZ Chemicals in food - maximum residue limits

	incorporate specific importing market requirement into the relevant parts of the approved arrangement. Some examples are listed below: • Operational hygiene - boning room employee equipment cleaning. • Process control - retained water prevention, carton handling, bag sealing, refrigeration monitoring. • Sourcing of livestock - HGP free, cadmium risk management. • Trade description - Label approvals, raising claims, bilingual labelling & translations. • Sampling - product microbiological testing. • Product integrity - identification and segregation.	
35.4	[m] Monitoring of identification and segregation systems.	EC(MMP)R 5-45
35.5	[m] Corrective/preventive action. • [m] Should the product integrity procedure be compromised, the AA Holder must take action to secure the product and preserve evidence until advice is obtained from the department. • [m] When product becomes ineligible for a market, all marks indicating eligibility are removed and inventory is amended to reflect the loss of eligibility.	EC(MMP)R 5-46 EC(MMP)R 5-37
35.6	[m] The procedure addresses the frequency of the tasks, including monitoring and verification.	EC(MMP)R 5-45
35.7	[m] The procedure identifies those responsible for the tasks.	EC(MMP)R 5-2, 5-44
35.8	[m] Records of monitoring and verification and inventory are kept.	EC(MMP)R 5-47, 11-9

Export Documentation

Outcome
Meat and meat products are exported from Australia when certification requirements are accurately met.

Performance Indicators

- Request for Permits (RFPs) sent to the department must be accurate and complete.
- Validation procedures for requesting Permits must be independent to procedures that generated the original information.
- All meat exported has a valid export permit prior to departure from Australia.
- Importing country requirements are met before certification can be validated for that market.

Table 36.0 Export documentation - Performance Checklist

Item	Performance checklist
36.1	The AA Holder has documented procedures for generating and validating export documentation.
36.2	RFP validation is an independent process to that which generated the RFP.
36.3	The procedure addresses corrective/preventive action.
36.4	The procedure addresses the frequency of the tasks, including monitoring and verification.
36.5	The procedure identifies the individuals responsible for the tasks, and their accessibility to EXDOC.
36.6	The records of these procedures and corrective/preventive action taken are maintained.

Table 36.1 Export documentation - Targets

Item	Target	Reference
36.1	[m] There is a current and approved procedure for export documentation.	ECA Chapter 7
	[m] Exporter must apply for an export permit (Request For Permit – RFP).	ECA 224
	[m] AA Holder at last establishment that inspects the goods may validate Export Permits	
	[m] The AA Holder's approved arrangement must describe: • [m] the system by which RFP fields are completed including where the information in each field is derived from. • [m] the process for appointing and training Authorised signatories and RFP declarants. • [m] procedures for Authorised signatories to complete RFP and submit to the department declaring the information is true, correct and meets export legislation and importing country requirements. • [m] the procedures used to validate export permits, including load out inspection.	ECA 226, 239 & 241 EC(MMP)R 5-44 ECA 239, 240 EC(MMP)R 7-8

	Further information provided in Attachment 2: Product integrity and certification procedures, Export Permit Documentation.	
36.2	m RFP validation process verifies the information in the RFP (different process to application). m There is an auditable and documented trail of information to lead to RFP validation. m Meat destined for European Union markets, the RFP must be validated by department employed authorised officers.	ECA 239, 241 and 277 EC(MMP)R 9-17 Micor
36.3	m Corrective/preventive action. m In the event products are identified to be unwholesome, or their integrity, including market eligibility, is compromised, the AA Holder must undertake the following: • m notify the department. • m take action to secure the product and preserve evidence until advice is obtained from the department. m Process to modify RFP in case additional information or correction is required	EC(MMP)R 5-46 EC(MMP)R 5-37 EC(MMP)R 7-4, 7-5, 7-7 ECA 241
36.4	m The procedure addresses the frequency of the tasks, including monitoring and verification.	EC(MMP)R 5-45
36.5	m The procedure identifies those responsible for the tasks. m EXDOC user IDs and passwords are strictly confidential and must not be shared.	EC(MMP)R 5-2, 5-44
36.6	m Records of these procedures, including load out, RFP validation, monitoring, verification and corrective/preventive action taken are maintained.	EC(MMP)R 5-47, 11-9

Version history

Date Published	Version	Detail reason for issue or amendments
July 2006	1	New Document
March 2011	1.01	Revised and stylised for web publication
December 2016	2	Full revision and stylised for web publication and meeting acces requirements.
August 2017	2.1	Minor revision and corrections
January 2019	2.2	Minor revision and corrections
November 2024	3.0	Revised and reformatted. Legislative references updated to align with current legislation. Inclusion of requirements related to: • HACCP requirements • Humane euthanasia • Manufacturing of official marks (section added) • Progressive loading • Use of steam vacuum equipment.

Attachment 1:Documentation of Procedures

This attachment provides guidance on the development of Standard Operating Procedures (SOPs) and work instructions (WI's).

1. Sanitation Standard Operating Procedure and Standard Operating Procedure (Advisory)

It is recommended that the documentation of procedures be in a recognised Standard Operating Procedure (SOP) format. The format provided below in Table 37.0 is not mandatory but alternative approaches must be able to demonstrate their adequacy and effectiveness. Where there are elements common to several procedures, these can be documented in a single section.

When developing the arrangement each section of this guideline must be read in conjunction with the relevant sections of the Export Control (Meat and Meat Product) Rules and AS4696 and any other relevant Code of Practice and/or requirements for example, Animal Welfare. The development of each element of a procedure (e.g. scope, monitoring, corrective action, verification) must be able to be referenced back to the requirements in this guideline.

- Refer to MINTRAC website for further information on development of SOPs and WI's.
- The procedures should include reference to how the establishment manages risk where relevant.

Table 37.0 Standard Operating Procedure (SOP) format (advisory)

Section heading	Section contents
Title of Procedure	
Purpose	Outlines what the procedure is trying to achieve. Includes the circumstances under which the procedure will be implemented.
Scope	What the procedure will cover. Include who needs to understand and follow it, which activities it covers, where it applies and the extent of control.
Definitions	Include any definitions relevant to the procedure.
Background	Include any relevant background information to assist with understanding the procedure.
References	Include any reference material relevant to the procedure, including legal references. This may be best achieved by the use of a master list.
Actions	In a SOP, the procedure describes what to do but should not explain how to do it as this is the purpose of work instructions. The SOP should identify (as appropriate): • what it is done (specify stages) • why it is done (basis for the procedure) • where it is done (location/area) • when it is done and at what frequency • who is responsible • reporting criteria.

Monitoring	The monitoring method(s), monitoring frequency and how the monitoring is recorded need to be described. This may include any measurements or observations to assess whether the process is operating within defined limits (how is it done, when is it done, how often is it done). This must be specific and state the pass/fail criteria. The frequency of monitoring must be defined, it should not be described 'as necessary' or random.
Responsibility	This section should identify the roles (job title) of those responsible for the activities under the SOP and include: • Any specific requirements for responsibility that the department requires e.g. stamps, seals, RFP validation. • Who is responsible for implementing, monitoring and maintaining records of activities under the SOP. This should also help when writing specific job and task work instructions.
Corrective/Preventive Action	Describe the action to take when the results of monitoring indicate a loss of control. These actions should: • bring the process back under control • include any non-conforming product produced in the production lot. Either return non-conforming product to acceptable specification or condemn. • describe immediate corrective and longer-term preventive action. pick up corrective action that relates to problems at verification.
Records	Identify by form name or number the written records to be used for monitoring, corrective action and verification.
Verification	This is the continual review of process control systems to ensure that regulatory and/or specified requirements are met: • It is necessary to specify all activities required to verify the procedure is effective – periodic review of monitoring documentation, internal audit and management review of internal audit documentation. • It needs to include methodology and any necessary action. • Verification may use a different test to monitoring procedures (e.g. microbiological testing). Are there any specific items that the department requires (e.g. surface micro to verify sanitation) need to describe what is done, when it is done, how often it is done. In all cases, internal audit and management reviews are verifications.
Version History Detail	The details of version number, publication dates. Also, any amendments and names of SOP owner, reviewers could be included to ensure document control and transparency of changes **Date Published** | **Version** | **Detail reason for issue or amendments** | **Document Owner Reviewer(s)** – | – | – | – • This format may not be applicable to the system support area. • When developing procedures, each section of this guideline may contain content specific to the procedure that is in addition to the generic requirements stated above.

2. Work Instruction or Task Description (Advisory)

Under a SOP may be a number of work instructions. These should cover the details of the tasks to be done in a process at the establishment , for example, slaughtering, boning, storing, controlling.

There should also be detailed work instructions covering monitoring of CCP critical limits, the corrective/preventive action and verification activities specified in the Hazard Audit Table.

The extent to which an AA Holder addresses the components of the approved arrangement is dependent upon the scope of meat processing activities, markets that the AA Holder is listed to access, and relevant aspects of the business environment.

The Export Control (Meat and Meat Product) Rules also provide industry the opportunity to implement scientifically validated alternative procedures following departmental approval.

Attachment 2: Product Integrity and Certification Procedures

Export Security and Integrity

1. Inter-Establishment Transfer

The Export Control (Meat and Meat Products) Rules require that integrity of meat and meat products is maintained during transport of product. To achieve this, approved arrangements must describe the AA Holder's procedures for product traceability and documentation, including:

- Practices for effective segregation and identification according to trade description and market eligibility for transport.
- Procedures for responding to reports, from other establishments, of unsatisfactory transfer of meat and meat products.
- Procedures for reporting to other establishments when unsatisfactory transfers of meat and meat products are received.
- Corrective/preventive action procedures in place to manage any non-compliance.
- To ensure that transport integrity is maintained in a way that is consistent between establishments the regulations specify, a meat transfer certificate (MTC) must accompany each load during transport (paper or electronic).
- Pre-printed MTCs are available from the department.
- The department may approve electronic systems that cover the required information.
- The MTC must contain a full description of the meat and meat products, including the following information:
- information on storage condition (e.g. keep chilled, frozen or shelf stable).
- the registered establishment (with the registration number) where the animals from which the meat or meat products were derived were slaughtered.
- the name, address and registration number of the transferring establishment.
- the date or dates of slaughter of the animals from which the meat or meat products were derived.
- the date or dates when operations to prepare the meat or meat products (other than storage handling or loading) were last carried out before the transfer.
- for Halal meat—the Islamic organisation that carried out Halal meat certification operations in relation to the meat or meat products.
- the name, address and registration number of the receiving establishment.
- Quantity of meat or meat products in the consignment:
  - if the meat or meat products are in packages—the number and kind of packages.
  - the identification of the conveyance used to transport the meat or meat products.
  - description of any means of security applied to the meat and meat products.
- the name, address and registration number of the receiving establishment.

- if operations to prepare the meat or meat products were carried out to meet importing country requirements of one or more countries—the name of each country.
- a declaration that:
  - at the date the declaration is made, the prescribed export conditions, and any other conditions that apply in relation to the meat or meat products under the Act, have been complied with and any importing country requirements relating to the meat or meat products are met.
  - any export market eligibility requirements for the relevant export market for the meat or meat products that are yet to be complied with.
  - states, that all of the information given in relation to the consignment is true and complete.

All necessary information on the MTC needs to be verified either at the time of load-out or before.

Declarations on MTCs are signed by an authorised signatory, who is a person in management or control at the establishment. The approved arrangement must detail procedures for appointment and training of MTC designated signatories, as well as the procedures for the removal of persons no longer acting in this capacity. The MTC designated signatories must:

- have knowledge and understanding of the Export Control Act, the Rules, importing country requirements and the importing country listings of the establishment.
- be capable of keeping auditable records used in the MTC completion and signing process.
- understand how the information in all the MTC fields is obtained.

MTC's for the EU must be countersigned by an officer employed and authorised by the department**.** The counter-signatory must review the supporting documentation, including the declaration and verify that goods meet the requirements of the *Export Control Act 2020* and EU market requirements, as well as the integrity of the product, based on the documentation and their knowledge of establishment operations.

The MTC counter-signatory must sign on the MTC in the space provided directly below the MTC Signatory's declaration and should include printed name, position, and the date of signature. Establishments without on-site departmental presence are to contact their local regional office to arrange for MTCs to be countersigned.

The designated signatory (and counter-signatory) is responsible for the accuracy of all information in the MTC. There are penalties if false declarations are made.

Approved arrangements must document the process of MTC verification and signing to be followed by the MTC designated signatory, which should cover:

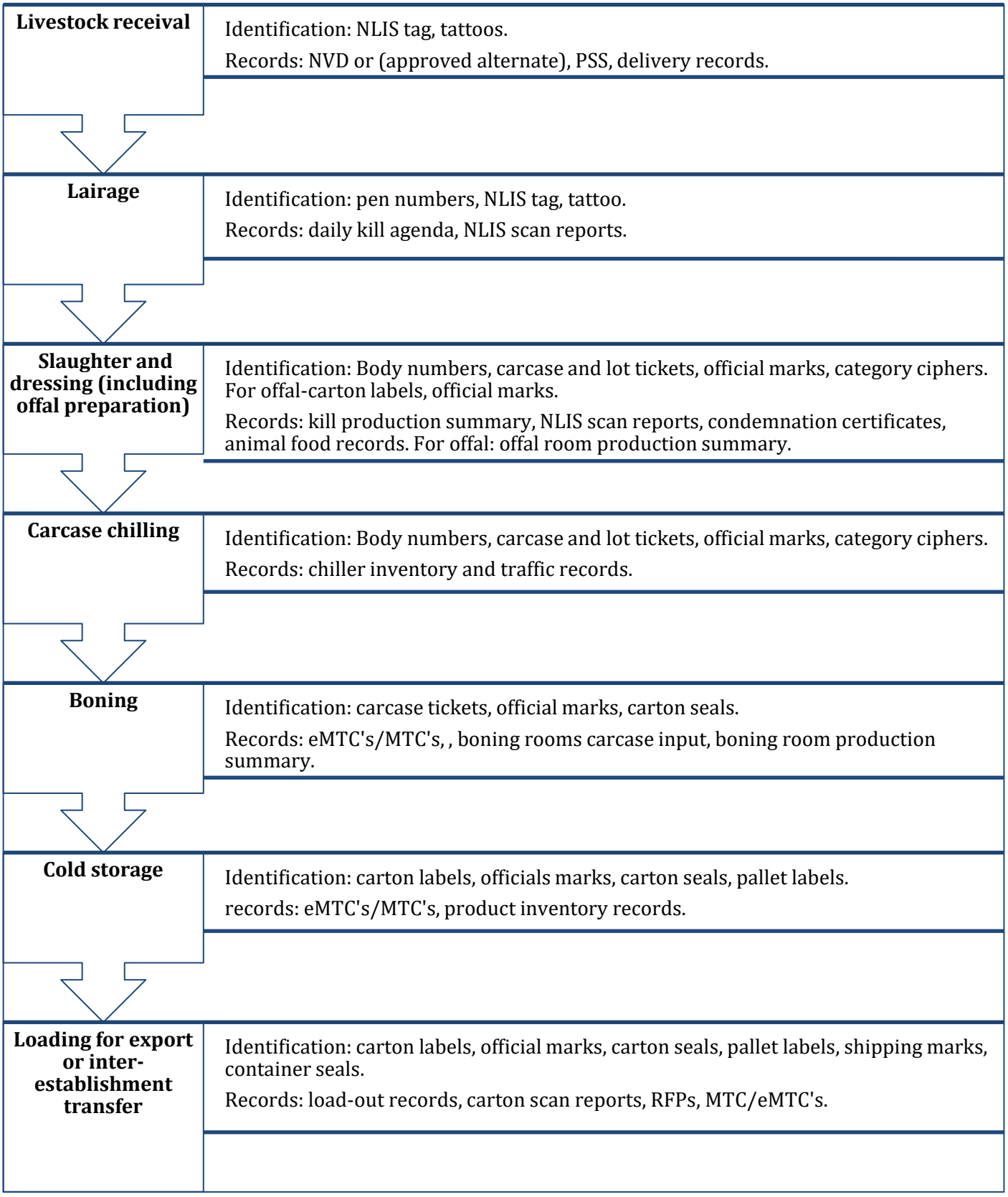
- how the results of product inspections are provided to the MTC designated signatory (if not present).
- obtaining relevant company records relating to the product intended to be transferred.
- checking the product details on the MTC against the product information records to verify accuracy.
- the procedures to be followed when the MTC information is not accurate, or the product is not eligible for the intended destination.

The approved arrangements must detail what records will be used by the MTC designated signatory as the basis of verifying the information in the MTC (e.g. load-out reports, temperature testing, product scan reports, product source documents (incoming MTCs), results of any required product tests for specific markets).

The receiving establishment must return the duplicate copy of the MTC to the consigning establishment after completing the relevant portion of the MTC (bottom part named as “Attestation of Receiving Official”).

Example of production stages and product identification and record requirements is provided in Figure 2 (below). The figure provides an example for an integrated establishment. However, the relevant stages can be used for independent establishments For example, the first stage would be "product receival" with the incoming eMTC/MTC the first record.

Figure 2: Production stages and associated product identification requirements.



2. Non-Export Meat

The Export Control (Meat and Meat Products)Rules requires that integrity of meat and meat products for export is maintained. Product not eligible for export can be handled provided that the following conditions are met.

For non-export meat:

- Non-export meat is not received, stored or processed unless provided for in the approved arrangement
- Nomination of type, species and use on establishment of non-export goods
- Identification, segregation and inventory systems covering receiving, processing, storage and despatch:
    - A diagram of the site identifying storage areas may be necessary.
    - Storage areas should be capable of being locked.
    - Identification of secured storage areas for non-export goods.
    - Unidentified meat at a minimum must be segregated by time or structure.
    - Packaged and identified meat at a minimum must be segregated by time or structure or space.
    - Clear differentiation between non-export and export packaging in a processing/boning establishment.

The establishment must have corrective/preventive action procedures in place to manage any non-compliance

Some markets may require the department's presence or lock-up security at establishments processing and storing export and non-export meat.

3. Meat or meat products from another country for further processing and export

The Export Control (Meat and Meat Products) Rules allow imported meat to be stored, processed and/or dispatched to other countries provided that the following conditions are met.

For imported meat and meat products:

- The goods are accompanied by an official certificate from that country.
- The goods are identified and segregated from other meat through receival, storage, processing and re-export.
- The establishment must have corrective/preventive action procedures in place to manage any non-compliance.
    - Some markets permit product to be produced from both Australian and New Zealand meat.
    - Imported meat that is for domestic use is treated like non-export meat.

4. Meat or meat products that have been exported then returned to Australia

For returned meat and meat products the following is required:

- Import permit (contact the department's Biological Section in Canberra, phone number 1800 900 090).
- Department inspection and approval is required prior to movement of the product.
- This involves both departmental Import and Export Meat Inspection.

Export Meat Inspection is required to determine suitability and eligibility after departmental import clearance and requires documentation to support assessment of the of the returned product. These are outlined in the Export meat operational guideline: 6.7 Returned meat and meat products.

5. Entry of Animal Intestines and Runners not produced in accordance with the Rules

This section applies where an importing country allows the production of runners from non-export intestines and runners. For further information refer to Micor.

For runners sourced from domestic establishments the following is required:

- They must be accompanied by a Public Health Certificate.
- They must be identified and segregated from export runners/casings during receiving, processing, storage and dispatch.
- The establishment must have an inventory system for processing, storage and load in/out of export/non-export product.
- The establishment must have corrective/preventive action procedures in place to manage any non-compliance.

6. Condemned and foetal material

The Export Control (Meat and Meat Products) Rules requires that condemned and foetal material does not jeopardise the integrity of meat and meat products for export. Establishments handling condemn and/or foetal material must include procedures with their approved arrangement which ensure:

- Once it is moved out of the direct control of a Meat Safety Inspector, it is effectively segregated until made inedible by rendering or chemical denaturation.
- The segregated area is controlled sufficiently to prevent direct or indirect contamination of edible meat and meat products.
- The foetal material is not left an unsecured unless supervised.

The establishment must have corrective/preventive action procedures in place to manage any non-compliance.

7. Animal food material

The Export Control (Meat and Meat Products) Rules requires that material for use as animal food does not jeopardise the integrity of meat and meat products for export. Establishments handling material for use as animal food must include procedures with their approved arrangement which ensure compliance with the requirements of section 17 of the Australian Meat Standard.

8. Pharmaceutical material

The Export Control (Meat and Meat Products) Rules requires that 'material for pharmaceutical use' does not jeopardise the integrity of meat and meat products for export. Establishments handling material for pharmaceutical use must include procedures with their approved arrangement which ensure compliance with the requirements of sections 17.10 -17.14 of the Australian Meat Standard.

Official Marks and Marking Devices

The Export Control (Meat and Meat Products) Rules require that official marks are kept under the control of the AA Holder to ensure that they are only applied to meat and meat products that are eligible for that mark. The Export Control (Meat and Meat Products) Rules specify the sizes for official marks that must be used on meat and meat products.

1. Resemblances

To enable industry to utilise resemblances the sizes below are to be used. This is permitted under ECA 256, intent is described under 8-34 to 8-36. Unless otherwise required by an importing country, resemblances can be controlled through general departmental supervision and verification activities.

2. Defacement or replacement

The Rules, section 8-31 require that official marks are defaced under certain circumstances.

If an official mark has been applied to meat or meat products, the official mark must be removed or defaced if the meat or meat products:

- are no longer wholesome; or
- have deteriorated; or.
- in the case of carton meat, if the intention to export is abandoned (other than a Halal meat official mark, an Australia Approved official mark or an Australia Approved (lamb) official mark).

The carton, label or tag on which the mark is applied is damaged and is being replaced.

- The replacement must be recorded in the inventory control system.
- Where there is regular departmental presence on site these replacements should only occur with their approval or verification.

The AA Holder must have corrective/preventive action procedures in place to manage any non-compliance

3. Container Seals

The EC(MMP)R 5-19 describes the use of official container (bolt) and tamper-evident strap (e.g. Tyden) seals, 8-14 and 8-15 describe seals and 8-26 defines the persons who is responsible for controlled and accounted for said seals.

Export Permit Documentation

The EC(MMP)R 2.4 requires that an exporter must have an export permit for meat and meat products before the meat is exported. An application for an export permit to export meat or meat products must be made by or on behalf of the person who intends to export the meat or meat products. A Request for Permit (RFP) is submitted through the EXDOC system and for non-EU markets, requires an RFP declarant to make a declaration of 'verification of compliance' that information submitted as part of an application for an export permit is true and complete. This person is also an Approved quality assurance user (AQA user). For those markets enforcing EU certification requirements (e.g. the UK), the declaration of 'verification of compliance' is made by the on-plant departmental officer (RFP validator).

The following details are required for RFP declaration ('verification of compliance'):

- header
- RFP reference
- exporter and consignee identification
- discharge country and port
- destination country and city
- name of vessel, voyage number, date of shipment
- health certificate print controls and identifiers
- forward and transfer indicators
- inspection establishment and date
- line (per product parcel)
- product inspection description and health certificate description
- slaughter and packing dates
- periods of product processing
- product packaging, quantity, shipping marks
- quota references
- container and seal numbers

- slaughtering and packing establishments (including registration numbers).

The RFP is generated by an authorised signatory, who is a person designated by the AA Holder and authorised by the department.

AA Holders must have documented procedures in their approved arrangements for the appointment and training of RFP declarants, as well as for the removal of persons no longer acting as declarants. The AA Holder must also maintain a list of all persons appointed as declarants. As stated above, some markets, such as the EU, require that RFP's are *validated* by officers employed by the department. If departmental staff are not available, AA Holders must contact their local regional office to arrange validation.

RFP declarants must:

- have knowledge and understanding of export legislation.
- know the importing country listings of the establishment and the specific importing country requirements for those listed countries.
- know and understand the requirements in the occupier's AA for preparing loads for export
- understand and demonstrate how the information in all fields within the electronic EXDOC third-party software application are populated for that processing/storage operation at the establishment
- maintain their ability to use the required information systems technology
- keep auditable records of the verification activities they have undertaken to support their validating of the export permit.

The RFP declarant **is legally responsible for the accuracy of all information provided in the RFP and that the goods being certified comply with the Rules and any required importing country requirements. There are penalties if false declarations are made.**

The AA Holder's approved arrangement must document the procedures to be followed when the RFP information is not accurate or the product is not eligible for the intended destination.

Should AA Holders or exporters become aware of inaccuracies in export documentation or become aware that the goods may not meet export requirement, they should immediately inform the relevant departmental Regional Office to seek amendments, obtain clarification and follow instructions. If necessary, this may involve cessation of transport or loading on ship. Details of procedures for the EXDOC system can be obtained from the department's website.

It is an **offence** to export meat or meat products unless an Export Permit has been issued by the department.

It is an **offence** for an RFP declarant to provide their EXDOC password to any other person.

Once an Export Permit has been issued, departmental Regional Offices will make available the necessary importing country Government Certificates. Using control fields in the RFP, the exporter may request the EXDOC system to produce the export documentation any time after the RFP has been authorised. A number of importing countries require a health certificate to be printed and dated prior to product leaving Australia.

The exporter shall ensure that meat or meat product consignments are not exported unless an Export Permit has been issued for the goods and government certificates are forwarded to importing country authorities as appropriate.

Unless the importing country (refer to Micor) requires Australian government certification this procedure does not apply to:

- soup, soup powder, soup concentrate and meat extracts
- tallow
- gelatin
- regenerated collagen products
- meat products containing less than 5% mass of meat
- meat or meat products exported in a consignment of no more than 10 kilograms
- meat or meat products that are exported to New Zealand.

Attachment 3: Supporting Documentation

The following references are recommended for the development and maintenance of an approved arrangement at a registered establishment.

Legislative references and departmental policies and guidelines.

The following reference material is available via the Electronic legislation, manuals and essential references (ELMER 3) on the department's website.

Legislation and Australian Standards

- *Export Control Act 2020*
- Export Control (Meat and Meat Products) Rules 2021
- Australian and New Zealand Food Standards Code – Food Safety Practices and General Requirements
- Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products (AS4696):2023 (available for purchase from Intertek Inform)
- National Measurement Act 1960

Departmental policies and guidelines

- Approved laboratory program
- Australian Export Meat Inspection System (AEMIS)- Information package
- Australian Government authorised officer application process see Australian Export Meat Inspection System (AEMIS)
- Code of Practice - Guidelines for companies seeking approval to manufacture official marks, official marking devices for use in eligible export registered establishments
- European Union Cattle Accreditation Scheme (EUCAS)
- Export meat operational guideline: 2.7 Approval of alternative regulatory arrangements at export-registered meat establishments
- Export meat operational guideline: 3.1 Provisions for Commonwealth Authorised Officers at registered establishments
- Export meat operational guideline: 3.12 Trade descriptions
- Export meat operational guideline: 3.13 Use of hazardous materials on-plant
- Export meat operational guideline: 3.16 Authorisation and use of third-party authorised officers
- Export meat operational guideline: 3.3 Ante-mortem inspection
- Export meat operational guideline: 3.7 Pest control
- Export meat operational guideline: 5.2 Export Meat Systems Audit Program (EMSAP)
- Export meat operational guideline: 6.7 Returned meat and meat products
- Export meat operational guideline: 16.1 Meat hygiene assessment- product monitoring
- Export meat operational policy: Loading for export and export permit application and issuing policy
- Export meat operational policy: Significant and non-significant variation of an establishment approved arrangement by the holder under the *Export Control Act 2020*
- Export meat regulatory action and sanctions policy
- Guide for Use and Control of Electronic Records for Statutory Compliance
- Independent Employer of AAOs Accreditation Scheme

- Information relating to the use of liner-less cartons at export registered establishments
- Market Access Advices. List available via the Micor webpage
- Manual of Importing Country Requirements (Micor)
- Meat hygiene assessment Objective Methods for the Monitoring Processes and Product, second edition (only the processing monitoring section relevant as of 2023. Product monitoring section replaced by Export meat operation guideline: 16.1 Meat hygiene assessment 3- product monitoring)
- Meat Notices
- Microbiological Manual for Sampling and Testing of Export Meat and Meat Products
- National Residue Survey: approved laboratories for targeted chemical residue testing
- Targeted residue testing programs for the testing of carcases, export meat and meat products

Other guidelines and industry recommendations

- A Guide to the implementing and auditing of HACCP– (SCARM Report 60). CSIRO publishing, 1997
- Australian Animal Welfare Standards and Guidelines – Land Transport of Livestock, Edition One, Version 1.1 (2021)
- Australian Drinking Water Guidelines 2011. Available through National Health and Medical Research Council
- Australian Meat Industry Classification System Manual (available for purchase from AUS-MEAT)
- Australian Meat Processing Training Package
- Bacterial testing of work surfaces - CSIRO publishing 1999 (as adopted by EMIAC) (CSIRO Guide).
- Code of Practice for the Welfare of Livestock at Slaughtering Establishments – guidelines, SCARM Report 79. CSIRO publishing, 2001
- Food Industry Recall Protocol. Food Standards Australian and New Zealand
- General principles of food hygiene. Codex Alimentarius, International Food standards (2023).
- Guidance on the application of microbial limits for Listeria monocytogenes in RTE food. Available via Food Standards Australia and New Zealand
- Guidelines for the Safe Manufacture of Smallgoods – Meat and Livestock Australia Ltd 2003
- Industry Animal Welfare Standard for Livestock Processing Establishments Preparing Meat for Human Consumption, Edition 3 (2022)
- Microbiological Testing for Process Monitoring in the Meat Industry (2002) Meat standards committee. (as adopted by EMIAC)
- Terms of Use for the National Livestock Identification System Database NLIS Terms of Use www.nlis.com.au

Attachment 4: Definitions

This attachment includes definitions which supplement those in the Export Control Act, Rules and the Australian Standard for the Hygienic Production and Transportation of Meat and Meat products for Human Consumption (AS 4696).

Accountable item

An item that is accounted for during use in processing and production systems.

Animal raising claims

Animal raising claims are claims made in the trade description or export documentation about the animal or supply chain specifically relating to animal husbandry conditions, feeding, handling, drug treatments and/or geographical reference which are required by an importing country or importer.

Ante-mortem inspection

Any procedure or test conducted by a competent person on live animals, in accordance with policies and procedures implemented by the department for the purpose of judgement of safety, suitability and disposition for slaughter for human consumption. The person performing ante mortem inspection must be authorised by the department as an authorised officer.

Approved arrangement holder (AA holder)

The holder of an establishment's AA is the occupier of the registered establishment.

AQA user

A unique identifier used by approved export permit issuers with the department.

AUS-MEAT

AUS-MEAT Limited is a company owned by Australian meat and livestock industries. It is primarily responsible for the development, approval and maintenance of standards for meat trade description.

AUS-MEAT authorised officer

An officer employed by AUS-MEAT Limited ABN 44082528881 and authorised under section 291 of the *Export Control Act 2020* as a third-party authorised officer with powers and functions to conduct assessment of goods inspections of trade description.

Australian Animal Welfare Certification System (AAWCS)

A voluntary program designed to demonstrate industry compliance to animal welfare and compliance with the voluntary Industry Animal Welfare Standards - Livestock Processing Establishments Preparing Meat for Human Consumption (Industry Animal Welfare Standards).

Australian Government Authorised Officer (AAO)

A Meat Safety Inspector who is authorised under Chapter 9 Part 4 of the Export Control (Meat and Meat Products) Rules 2021 to perform the services for the purposes of the Australian Export Meat Inspection System (AEMIS). They are employed either by an establishment or by a third-party service provider. Includes PAMI's.

Australian Meat Standard

The Australian Meat Standard refers to AS 4696, the 'Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption'.

Authorised signatory

A person nominated by the Approved Arrangement Holder to be in a position of management and control within the registered establishment and authorised by the department to make declarations on meat and meat products described on MTCs and/or load out declarations with respect to the described meat and meat products meeting all requirements and conditions of the relevant Export Legislation.

Brand Reputation through Compliance Global Standards

The BRC Global Standards are a set of industry-specific standards, which focus on product safety, and quality management systems.

Competency

The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Competent

Can perform the allocated skill, task or function satisfactorily, as determined by a workplace assessor, the department or by an assessment made by another body approved by the department for this purpose.

Control (verb)

To take all necessary actions to ensure and maintain compliance with criteria established in the Approved Arrangement, including the hazard analysis and critical control point (HACCP) plan.

Control (noun)

The state wherein correct procedures are being followed and criteria are being met.

Corrective action

Action taken to address non-compliance (immediate) and action taken to ensure that the chance of repeat non-compliance is prevented or minimised (long term or preventive actions).

Critical control point

Means a point, procedure or operation or stage in the food chain, including raw materials, at which control can be applied and is essential to prevent or eliminate a significant hazard or reduce it to an acceptable level.

Export Documentation Operating System (EXDOC)

The computer system controlled by the department for receiving electronic Notices of Intention to export meat and meat products, and applications for export permits and government certificates, and for issuing export permits and government certificates.

Export permit

An export permit issued by the department for the export of meat and meat products under part 2 of chapter 7 of the Export Control Act.

Export slaughter interval

Export slaughter intervals (ESI's) are time periods related to the time between the last administration or feeding of a chemical product to livestock, and the slaughter of those livestock. ESI's are designed to reflect the withholding period required to satisfy those instances where maximum residue limits (MRLs) in importing countries are lower than the Australian MRLs, or where no importing country MRL exists.

ESI's are set by the Australian Pesticides and Veterinary Medicines Authority. Compliance with ESIs should be declared on vendor declarations.

Emergency slaughter

As defined in the Australian Meat Standard, means slaughter by necessity of any animal that:

(a) Has recently suffered traumatic injury or is affected or suspected of being affected by a disease or other abnormality; and

(b) Is in pain or is likely to deteriorate unless it is killed immediately.

Fit and proper person

A person listed in management or control of an export registered establishment that has been deemed fit and proper, based on information provided and assessed by the department as meeting export legislation requirements set in the Export Control Act 191 (2).

F_0

Thermal lethality time (minutes) required to eliminate all microorganisms present in foods, by exposing them to a temperature of 121.1ºC.

Good Hygiene Practice (GHP)

All practices regarding the conditions and measures necessary to ensure that the safety and suitability of food at all stages of the food chain.

Hazard Analysis and Critical Control Point (HACCP) plan

A document prepared in compliance with the principles of HACCP as specified in the AS 4696, the Australian standard for the hygienic production and transportation of meat and meat products for human consumption to ensure control of hazards which are significant for food safety in the segment of the food chain under consideration. The HACCP plan must be implemented for each stage of operations used in the preparation of the meat and meat products

Humane destruction

As per Australian Animal Welfare Standards and Guidelines–Land Transport of Livestock a procedure which causes death of an animal.

Instrument of authorisation (IOA)

The instrument of authorisation (IOA) is a document that authorises the third-party authorised officer to perform certain functions and powers as they pertain to their work under the Export Control Act.

Market access advice (MAA)

An official document providing information on the status of one or more industry sector's access to a particular market or formally directing AA holders of the actions they must take in order to meet the requirement of a foreign country. A market access advice has the same legal binding power given to Micor in export legislation, as per EC(MMP)R 5-5.

Meat notice (MN)

A regular information circular made by the secretary (or their delegates) detailing changes to the manner export legislation is being interpreted and applied and may direct AA holders to take certain actions in order to meet the requirements of Export.

Meat safety inspector

As defined in the Australian Meat Standard 2023 means an individual who:

- (a) is given approval by the controlling authority to inspect animals, meat and meat products and to apply dispositions; and
- (b) holds qualifications that are approved by the controlling authority as being qualifications required for the purpose of the inspection of animals, meat and meat products, the making of dispositions and the control of hygiene.

Meat transfer certificate (MTC)

A form approved by the Secretary for use when export eligible meat and meat products are transferred between registered establishments. This form may be electronic (eMTC).

Medical practitioner

A person legally qualified (under State and Territory law).and registered with the Medical Board of Australia to practice medicine

MTC Counter-signatory

A department employed authorised officer who countersigns an MTC after verifying that the information submitted in the MTC (including additional documentation accompanying the MTC) is in compliance with Export legislation, particularly regarding EU requirements.

Monitor

The act of conducting a planned sequence of observations or measurements applied to the process or product against a set of control parameters. Monitoring is undertaken in a manner that identify the status change from compliance to noncompliance in real time, or as close to the change as possible, and enables the application of corrective action to bring the process and the product back to conformity.

Non-export meat

Meat that is not produced in accordance with the legislation (including meat and meat products that have lost their eligibility for export).

Occupier

The individual, corporation or other legal entity (or any combination of these) in whose name the establishment is registered.

Organoleptic Inspection

Using the senses of sight, touch, taste, and smell for identification of diseases and defects

Pest

Includes invertebrates (including but not limited to insects and spiders), rodents, reptiles, amphibians, and any other mammals or birds not present at the establishment for the purposes of being processed for the production of meat).

Porcine ante-mortem inspector (PAMI)

An Australian Government Authorised Officer (AAO) whose Authorisation will be restricted to ante-mortem inspection activities.

Primary bleeding

Defined as per the Australian Meat Standard (AS4696). Means the initial and major part of bleeding that follows incisions made to initiate exsanguinations and that is characterised by a continuous flow of blood.

Request for Permit (RFP)

A request to obtain an export permit for prescribed goods as defined under the *Export Control Act 2020* and termed a request for permit (RFP) in the EXDOC system. The main function of an export permit is to verify that product is eligible for export.

RFP Signatory

The exporter or their delegate who generates an RFP and declares that information submitted as part of an application for an export permit is true and complete.

Slaughter

As defined in the Australian Meat Standard, means the killings of animal and includes stunning, sticking and bleeding.

The department

The competent Commonwealth controlling authority.

Vermin

Includes all rodents, wild birds and animals excluded from the establishment.

Withholding Period (WHP)

Is the minimum period that must elapse between last administration or application of a pesticide or veterinary medicine, including treated feed, and the slaughter, collection, harvesting or use of the animal or crop commodity for human consumption.

Attachment 5: Acronyms

Further to the definitions, this table includes acronyms used in this document are expanded below for reference.

Acronym	
AA	Approved Arrangement
AAO	Australian Government Authorised Officer
AEMIS	Australian Export Meat Inspection System
AMILSC	Australian Meat Industry Language and Standards Committee
AWWCS	Australian Animal Welfare Certification System
APIQ	Australian Pork Industry Quality Assurance Program
AS	Australian Standard
AS 4696	Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
ATM	Area Technical Manager
AQA	Approved quality assurance user
CA/PA	Corrective action / preventive action
ECA	*Export Control Act 2020*
EC(MMP)R	Export Control (Meat and Meat Products) Rules 2021
EMIAC	Export Meat Industry Advisory Committee
EMOG	Export Meat Operational Guideline
EMOP	Export Meat Operational Policy
FSA	Food Safety Auditor
FSANZ	Food Standards Australia New Zealand
FSMA	Food Safety Meat Assessor
IOA	Instrument of Authorisation
ISO	The International Organization for Standardisation
LPA	Livestock Production Assurance
eMTC/MTC	Electronic meat transfer certificate or meat transfer certificate
MHA	Meat Hygiene Assessment
SDS	Safety Data Sheet
NARM	National Antibacterial Residue Minimisation program
NCMMP	National Carcase Microbiological Monitoring Program (previously ESAM)
NLIS	National Livestock Identification System
NORM	National Organochlorine Residue Management program
NRS	National Residue Survey
NVD	National Vendor Declaration

PCORE	Provisions for Commonwealth authorised officers at registered establishments (PCORE)
SFSA	Senior Food Safety Auditor
VD	Vendor Declaration (includes National Vendor Declarations (NVDs), Pig Pass NVDs, post-sale summaries, Horse Vendor Declarations (HVD), and custom vendor declarations or statutory declarations for livestock not covered by the NVD system such as camels, deer and ratites
QA	Quality Assurance
RMAC	Red Meat Advisory Council
RI	Refrigeration Index
START	Sheep Targeted Antibiotic Residue Testing program
STEC	Shiga toxigenic *Escherichia coli*
TART	Targeted Antibiotic Residue Testing program
WHP	Withholding period