



I am the occupier of an export registered dairy processing establishment.

I take the following actions to manage my establishment's registration and ensure all relevant requirements are met.

To meet the ongoing conditions of my establishment's registration, I need to:

- 1 Pay an annual registration fee to the department to renew registration (or request to deregister)
- 2 Participate in a biannual regulatory audit program and other required audit/verification activities
- 3 Take corrective actions and implement sanctions as required, supported by suitable evidence
- 4 Conduct internal reviews and audits of all elements of the establishment's approved arrangement
- 5 Notify the department (or my state regulatory authority) of any relevant issues that may impact my product's compliance with export or importing country requirements

I need to do this as soon as any issues arise!

I can do this throughout the year – all elements need to be reviewed at least once annually as a minimum



Other steps are required if I am considering making changes to my establishment's registration



If I want to export to new markets, I need to:

- 1 Research the market and its requirements, documenting how the establishment will demonstrate compliance with requirements in its approved arrangement and supporting records
- 2 Apply to the department for country listing (if required by the importing country) and facilitate any requests for more information or an associated audit
- 3 Monitor the status of my listing application, ensuring product intended for export to the listing market is not manufactured or exported until listing is approved and verified
- 4 Implement documented systems to ensure ongoing compliance with requirements and maintain valid listings, submitting renewal applications where required
- 5 Maintain evidence of market compliance and seek eligible customers and quota options as applicable

If I want to add or vary a registered operation, I need to:

- 1 Research the market requirements, costs and risks associated with the operation
- 2 Document the associated changes required in the establishment's approved arrangement and supporting documents, and test the operation
- 3 Request approval of the operation from the department (or my state regulatory authority) for inclusion in the establishment's approved arrangement
- 4 Participate in an operation approval audit where required – if approved, notify the department and await for finalisation before exporting. If not approved, address deficiencies and request another review (if continuing to pursue this change)
- 5 Confirm if any country listings require updating or re-application

Note: There are usually additional preparatory or administrative steps associated with each action.

See the Existing Establishments Journey Map for more details.