



Australian Government  
Department of Agriculture,  
Fisheries and Forestry

# Registered establishment guidelines for the export of livestock by sea

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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.

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# Glossary

Term	Definition
accredited veterinarian (AAV)	A veterinarian who is accredited under the Export Control (Animals) Rules 2021 to carry out export operations in approved export programs.
ad libitum	Food and water is available at all times, with the quantity and frequency of consumption being the free choice of the animal.
adverse weather	Temperature and climatic conditions (such as rain, hail, snow, wind, humidity, heat, storms, cyclones, heatwaves and drought) that either individually or in combination, are likely to expose livestock to heat or cold stress, cause injury and/or result in other unfavourable animal health or welfare outcomes.
approved arrangement (AA)	An approved arrangement that covers a kind of export operations in relation to prescribed livestock.
approved export program (AEP)	An exporter's program of activities, approved by the Secretary, for AAVs preparing livestock consignments for export or accompanying livestock consignments on voyages by sea.
audit management system (AMS)	An interactive web portal used to record audit activities in the department's export programs.
Australian Maritime Safety Authority (AMSA)	The authority established by the <i>Australian Maritime Safety Authority Act 1990</i> .
Australian Standards for the Export of Livestock (ASEL)	<p>The Australian Standards for the Export of Livestock (ASEL) set the minimum animal health and welfare standards exporters must meet throughout the export supply chain.</p> <p>ASEL is given effect under the <i>Export Control Act 2020</i> and is referenced in the Export Control (Animals) Rules 2021. Exporters must comply with ASEL to be permitted to export livestock from Australia.</p> <p>ASEL applies to exports of cattle, sheep, goats, buffalo, deer, and camelids.</p>
authorised officer	An Australian Government official authorised under the <i>Export Control Act 2020</i> to perform functions in accordance with Australian export legislation.
certificate of health	A government certificate, issued by an authorised officer, which states that the livestock meet the requirements of a specified importing country relating to the health status of the livestock.
certificate of registration	For a registered establishment, the most recent certificate of registration for the establishment given to the occupier of the establishment under Chapter 4 of the <i>Export Control Act 2020</i> .
clear day	<p>A full day (midnight to midnight) not including the day of arrival at the registered establishment for export preparation, or the day of loading for export at the registered establishment, during which livestock are not subject to any feed or water curfew.</p> <p>Clear days apply to the animal, rather than at a whole-of-consignment level.</p>
competent stock handler	<p>A person who can demonstrate that they have the requisite knowledge, skills, experience, attitude and behaviour to perform the required activity, and has the ability to manage and handle animals humanely, efficiently and capably. Supporting evidence of competency includes:</p> <ul style="list-style-type: none"> <li>• induction training, and/or</li> <li>• records of on-the-job training, and/or</li> <li>• recognised training and staff training registers, and/or</li> <li>• relevant experience, and/or</li> <li>• supervisor sign-off for specific tasks, and/or</li> <li>• demonstrable ability.</li> </ul> <p>Accredited stockpersons and AAVs can perform the role of a competent stock handler without supporting evidence.</p>

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Term	Definition
consignment	A group of livestock that are under export preparation by one exporter and are destined for export, or have been exported, from a single seaport or airport.
corrective action request (CAR)	A directive from the department issued to correct an identified non-compliance.
curfew	The deliberate and variable period of water and/or feed deprivation. Also known as 'empty out' time.
department	The relevant Commonwealth government agency responsible for the regulation of live animal exports. At the time of publishing these guidelines, this is the Department of Agriculture, Fisheries and Forestry.
element	Establishes an outcome that an occupier must meet in their operations manual.
employee	A person employed by the registered establishment, including persons listed in management or control.
export advisory notice (EAN)	A notice from the department to external stakeholders containing point in time information relating to live animal exports. This may include website links to new or updated policies, or advice relating to a consultation process.
feed	Any food intended for consumption by livestock, such as chaff, hay, pellets, or grain.
first reasonable opportunity	At the next management procedure and/or within a timeframe that would be expected by a reasonable person with the relevant knowledge, skills and experience in the management of livestock given the urgency of the situation in relation to the welfare of the livestock.
husbandry	Care and maintenance of an animal (e.g. housing, daily monitoring, feeding, cleaning of facilities and administration of medication).
importing country requirements	<ul style="list-style-type: none"> <li>• the conditions of the relevant importing country protocol, and/or</li> <li>• the conditions imposed by an importing country, any relevant import permit, dispensation or approved equivalency agreement.</li> </ul>
individual identification	A method of identifying each animal in a way that is permanent or semi-permanent as to be individually identifiable for the entire period of export preparation and the voyage.
land transport standards	The <i>Australian Animal Welfare Standards and Guidelines for the Land Transport of Livestock</i> published by Animal Health Australia.
livestock	Cattle, sheep, goats, deer, buffalo or camelids, and includes the young of any of those animals.
management plan	A plan approved under an exporter's approved arrangement detailing how the exporter will manage the risks associated with undertaking certain activities.
manual of importing country requirements (Micor)	A resource for exporters of Australian agricultural products which provides guidance on the importing country requirements for live animals exported from Australia. For Micor, see the <a href="#">manual of importing country requirements</a> .
market access notice (MAN)	A notice from the department to external stakeholders containing market-specific information relating to live animal exports. This may include the highlighting of market-specific sensitivities or a change in importing country requirements.
National Livestock Identification System (NLIS)	Australia's system for the identification and tracing of cattle, buffalo, sheep and goats.
national vendor declaration (NVD)/waybill	A declaration that a livestock owner or person responsible for the livestock signs, and which acts to trace an animal's movement from premises to premises throughout its life. NVD/waybills link the traceability of livestock from the farm to other farms, through to saleyards, transport, and processing.
occupier	The occupier of a registered establishment is the person in whose name the establishment is registered.
operations manual	A manual detailing the export operations and management systems to be carried out at the registered establishment. The manual sets out how the establishment will operate as approved

## Registered establishment guidelines for the export of livestock by sea

Term	Definition
	by the department under the <i>Export Control Act 2020</i> and the <i>Export Control (Animals) Rules 2021</i> .
persons in management or control	<p>A person is taken to be a person who manages or controls, or would manage or control, export operations if:</p> <ul style="list-style-type: none"> <li>• the person has or would have authority to direct the export operations, or an important or substantial part of the export operations, or</li> <li>• the person has or would have authority to direct another person who has or would have authority to direct export operations or a substantial part of export operations.</li> </ul> <p>Registered establishments must ensure such persons are nominated and approved by the department as being in management or control of the establishment.</p>
preparation for export	Includes actions taken from sourcing livestock through to the completion of loading those animals onto the vessel.
process	A continuous action, operation, or series of changes taking place in a definite manner.
property of source	For the purposes of ASEL, the premises or farm where the livestock resided prior to transport to the registered establishment, approved premises or, for air consignments, any other premises used for export preparation.
registered establishment (RE)	An establishment that is registered to prepare livestock for export under the <i>Export Control Act 2020</i> and the <i>Export Control (Animals) Rules 2021</i> .
registered establishment variation	Any variation to the RE that requires approval through the department. This includes any administrative or physical changes to the RE.
registered veterinarian	A person who is registered under the law of an Australian state or territory as a veterinarian, veterinary practitioner or veterinary surgeon.

# Introduction

## Purpose

Registered establishments (RE) play an integral role in the export of livestock from Australia. All livestock for export by sea must be held and prepared at an RE prior to export.

Establishments are registered to prepare and hold livestock in accordance with a regulatory framework, comprising:

- [Export Control Act 2020](#)
- [Export Control \(Animals\) Rules 2021](#)
- [Australian Standards for the Export of Livestock \(ASEL\)](#)
- importing country requirements
- an exporter's approved arrangement (AA), including an individual AA for each exporter with livestock at the RE
- any other relevant state, territory or Commonwealth legislation.

For a livestock establishment to be registered by the department, the RE occupier must prepare documents required by the department to support an application for registration. This includes the submission of an RE operations manual.

This document provides information on how to prepare an RE operations manual that meets departmental requirements.

The document must be read in conjunction with Commonwealth, state and territory laws, regulations, standards, and other guidelines relevant to the health, welfare, handling, husbandry, treatment, transport and carriage of livestock. Importing country requirements relevant to the proposed export consignment must also be met.

Requirements for premises assembling livestock for export by air are not addressed within the scope of these guidelines. Read about [exporting livestock by air](#).

## About this document

This document outlines the:

- general requirements for registering an establishment, and maintaining the registration
- roles and responsibilities of RE occupiers
- purpose and requirements of the RE operations manual
- elements of the RE operations manual an RE occupier must address to meet regulatory requirements.

## Accessibility

This document contains mathematical symbols. Screen reader users may need to adjust their settings to read all content in this document.



# 1 Registering and maintaining an RE

## 1.1 Legislative requirements for registration

The legislative requirements for livestock REs are outlined in Chapter 4 of the [Export Control Act 2020](#) and Chapter 4 of the [Export Control \(Animals\) Rules 2021](#).

At the RE, livestock export operations must be carried out in a way that ensures compliance with all relevant legislation. Read more about [regulating live animal exports](#).

### 1.1.1 Requirements for the RE

The construction, location, equipment, and facilities of the RE must:

- comply with ASEL
- be suitable for carrying out the export operations for the species, class, and maximum number of livestock to be held at the RE.

### 1.1.2 RE operations manual

An approved operations manual must clearly describe:

- the export operations to be carried out at the RE
- the management systems to be implemented, including arrangements relating to supervision, record keeping and maintenance to be carried out at the RE.

The operations manual must include sufficient detail to enable the export operations to be effectively monitored and audited. Details on how to address elements required in an operations manual are outlined in [Appendix A](#).

### 1.1.3 RE occupier

The occupier of the RE must have the capacity to:

- carry out the export operations in accordance with the operations manual
- comply with the conditions of registration of the establishment
- manage or control the day-to-day export operations carried out at the establishment.

## 1.2 State or territory requirements

Certain permissions from relevant state or territory governments may be required to carry out export operations at the RE. These may include licences, approvals, or supporting documentation such as national vendor declarations (NVD) or property identification codes (PIC). The RE occupier must hold the relevant permissions and records.

## 1.3 Applying to register an establishment

Establishments must be registered. Occupiers can [apply to register an establishment](#).

Once an establishment is registered, the occupier must meet certain responsibilities or the registration may be revoked (see [chapter 2](#)).

### **1.3.1 Exporting livestock to Indonesia**

To prepare livestock for export to Indonesia, additional approvals may be required. Email [livestockexp@aff.gov.au](mailto:livestockexp@aff.gov.au) for more information.

### **1.3.2 Exporting camelids and deer**

For REs intending to prepare camelids or deer for export, email [livestockexp@aff.gov.au](mailto:livestockexp@aff.gov.au) for more information prior to writing the operations manual.

## **1.4 Registration period and renewal**

Registration of the establishment may be valid for up to 5 years, unless the department specifies a shorter period in the certificate of registration, or revokes the registration. There are strict timeframes for renewing a registration.

Read more about [renewing an RE](#), including the timeframe for renewal submission.

## **1.5 Variation of registration or RE operations manual**

RE variations include both physical variations to the RE and administrative variations such as adding a person in management or control. RE occupiers must submit an updated operations manual with all variation applications. Once approved, the operations manual can only be varied in certain circumstances.

Read more about [RE variations](#).

## **1.6 Audit requirements**

Once registered, REs are audited by the department at least annually. Audits ensure that the RE occupier is complying with the conditions of registration, and other legislative and departmental requirements.

Read more about [auditing REs](#).

## **1.7 Department contact details**

Enquiries should be directed to the Live Animal Export Branch on 02 6272 4581 or [livestockexp@aff.gov.au](mailto:livestockexp@aff.gov.au). Find more [live animal export office contact details](#).

## **1.8 Key reference documents**

- [Australian Standards for the Export of Livestock](#)
- [Export Control Act 2020](#)
- [Export Control \(Animals\) Rules 2021](#)
- [Regulating live animal exports](#)

## **1.9 Other reference material**

- [Australian Animal Welfare Standards and Guidelines — Land Transport of Livestock](#)
- [Export advisory notices \(EAN\)](#)
- [Market access notices \(MAN\)](#)
- [Registered establishments](#)

## 2 Roles and responsibilities of RE occupiers

### 2.1 Notify changes promptly

RE occupiers must promptly notify the department of any changes to the RE by applying to vary the registration. This includes any physical or administrative changes, such as to persons in management or control, and will allow communications and advice from the department to be received in a timely manner.

### 2.2 Departmental notices

The department publishes notices to advise, guide or inform stakeholders about live animal export matters. These notices include:

- [Export advisory notices \(EAN\)](#)
- [Market access notices \(MAN\)](#).

RE occupiers should [subscribe to receive EANs and MANs by email](#).

### 2.3 Access and reasonable assistance

Departmental officials and accredited veterinarians (AAVs) must be provided access and reasonable assistance when conducting their duties, as per relevant legislation. For example, the department may need to access the RE to inspect livestock being prepared for export or to conduct an audit.

### 2.4 Disease outbreaks

In the event of a major disease outbreak, the RE occupier must notify all relevant parties, including:

- the department's relevant regional office and the central office in Canberra
- other parties, which may include the local vet and the state or territory government.

Contact details, including names and phone numbers, must be provided for all parties.

### 2.5 Consignment reporting

Under ASEL, [regulatory reports](#) must be submitted in the form provided on the department's website, and include all information required in the form.

For all export consignments, RE occupiers must submit an RE mortality report using LIVEXCollect.

The department has approved the use of LIVEXCollect, which:

- is a LiveCorp-administered data collection and management system
- standardises data entry and reporting, allowing improved data aggregation and analysis
- supports the department's regulatory functions and LiveCorp's activities as the research and service provider body for the Australian livestock export industry.

Training and support on how to use LIVEXCollect is offered by LiveCorp. Read more about [LIVEXCollect](#), including the collection and use of LIVEXCollect data, on the LiveCorp website.

## 3 Operations manual overview

### 3.1 Purpose of operations manual

An approved operations manual describes the export operations at the RE, and how the operations will effectively manage the holding and preparation of livestock for export in accordance with the export regulatory framework.

### 3.2 Operations manual requirements

The operations manual must outline the establishment's business systems and daily operations. It must address all components of [ASEL standard 3: Management of livestock in registered establishments](#). Legislative and departmental requirements must also be addressed.

The operations manual must include sufficient detail to allow effective monitoring and auditing of the export operations. Where relevant, the manual may include photographic evidence (such as of facilities or yards) to demonstrate compliance.

### 3.3 Structuring the manual

When developing an operations manual, occupiers are encouraged to follow the format set out in this document. This will ensure the manual reflects how the business practices at the RE will meet regulatory and other requirements.

Operations manual elements are detailed in [Appendix A](#), and address:

- 1) The governance of the livestock export business, including details of its organisational structure and people and records management.

A detailed outline of these requirements is provided in elements 1 and 2.

- 2) The features of the RE, such as its location, construction, design and maintenance.

A detailed outline of these requirements is provided in elements 3 and 4.

- 3) The operational requirements, such as receiving, identifying and penning livestock, and feed and water requirements.

A detailed outline of these requirements is provided in elements 5 to 8.

- 4) The daily inspection and monitoring requirements, including isolation and management of rejected livestock and mortalities.

A detailed outline of these requirements is provided in elements 9 to 11.

- 5) The loading out and consignment reporting requirements.

A detailed outline of these requirements is provided in elements 12 and 13.

See also [Appendix B](#) for suggested appendixes in the operations manual.

### 3.4 Scenarios and calculations

Example scenarios and calculations are provided in this document to assist RE occupiers to meet penning, feed and water requirements. RE occupiers may use these scenarios to help with their calculations, relevant to the specific requirements of the livestock they intend to hold at their RE.

# Appendix A: Operations manual elements

## Element 1 Organisational structure and people management

### Outcome

By addressing the points in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing the organisational structure and people management at the RE.

See Chapter 4 of the Export Control Act, section 4-3 of the Export Control (Animals) Rules, and ASEL standards 3.1.3 and 3.1.11.

To meet the requirements of this element, the operations manual should include:

- An organisational chart with position titles. Persons in management or control of RE operations must be clearly identified by name in the organisational chart.  
Note: This information must be consistent with all relevant application forms.
- Duty statements for positions, or descriptions of roles and responsibilities, for relevant activities performed at the RE.
- A process for ensuring there is sufficient appropriately trained staff employed for
  - the effective day-to-day operation of the RE
  - the management of the livestock at the RE, including relating to the handling, health and welfare of the livestock.
- A process for managing employee training, which includes
  - keeping records of training completed by all staff at the RE. The process must include a training register
  - ensuring staff are assessed for competence against tasks outlined in their job description.
- A process to monitor access to the RE, including
  - controlling physical access to the RE. The manual must acknowledge that only certain people will have direct access to the RE. This includes persons necessary for day-to-day operations and government officials.
  - access by non-employees. This includes recording details of visitors, site inductions and biosecurity checks, and may include biosecurity measures such as foot baths and sanitisation stations. The process may include a visitor register.
  - preventing unauthorised access. Outline infrastructure arrangements that will prevent unauthorised entry and access, including access to feed storage areas. The process must include an unauthorised access register.

Note: Access to the RE must be controlled at all times and able to be secured. Entry points must be clearly signed and include advice on entry requirements.

## Element 2 Records management

### Outcome

By addressing the points in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing the management of records at the RE.

See Chapter 4 Part 2 and Chapter 11 Part 5 of the Export Control Act, sections 4-3, 4-9 and 11-7 of the Export Control (Animals) Rules, and ASEL standards 3.1.15, 3.8.1 and 3.8.2.

To meet the requirements of this element, the operations manual should include:

- A process for creating and storing records of activities undertaken to comply with the operations manual and legislation.
- Addresses and places where records are held at the RE.
- A process for keeping animal records, in accordance with the operations manual, including details of
  - livestock identification in accordance with state and territory and NLIS requirements
  - all management procedures that occur in the RE relevant to export preparation, and dates undertaken
  - all veterinary medicines and treatments provided at the RE to livestock undergoing export preparation. This includes species, treatment dates, trade name or active ingredient, expiry date, batch number and if used according to manufacturer's directions (including relevant withholding periods)  
Note: If not used according to manufacturer's directions, the dose administered is to be included.
  - daily inspections by competent stock handlers of livestock health, welfare and appropriateness for export
  - any mortality, sickness, injury or other sign consistent with the rejection criteria found, and actions taken to identify and remove any rejected livestock from the consignment. This includes the location of the livestock, their handling, care, treatment, euthanasia and disposal (if relevant)
  - the date of arrival at, and the date of departure from, the RE
  - all other information required to demonstrate compliance with relevant ASEL standards.
- Acknowledgment from the RE occupier that animal records will be
  - kept by the occupier, from the time the livestock are unloaded at the RE, until the time they are loaded onto trucks for transport to the port of embarkation
  - provided on request to the department
  - retained for at least 2 years after the date of export.
- Acknowledgment from the RE occupier that the RE operations manual will not be varied unless:
  - an RE variation application is made and approved by the department, or
  - the RE occupier is directed to vary the manual by the department.
- A process to record variations to the manual. The process must include a variations register.

Note: The operations manual must be page numbered and include a version number.

- A process to record and outline actions to be undertaken relating to relevant EANs and MANs. The process must include an EAN and MAN register.

## Element 3 Location and construction of RE

### Outcome

By addressing the points in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing the location and construction of the RE.

See Chapter 4 Part 2 of the Export Control Act, sections 4-2 and 4-3 of the Export Control (Animals) Rules, and ASEL standards 3.1.1, 3.1.5 and 3.2–3.7.

To meet the requirements of this element, the operations manual should include:

- A process to ensure security at the RE.
- Details of the ports that the RE will service. This will include information to demonstrate that livestock will not travel more than 8 hours to the port of embarkation.
- Details on how the location and construction of the RE will provide livestock with adequate protection from adverse weather conditions. These should
  - address the particular needs of the species, class, and maximum number of animals to be held at the RE, and the types of operations to be carried out
  - be relevant to the location of the RE
  - include the use of shade, windbreaks, shelter, and other means.
- An accurate map or plan clearly showing the physical location and area of the RE, including boundaries and topography of the property, in relation to adjoining properties and public roads. Maps or plans must
  - clearly show the area that is registered or that the occupier is seeking to be registered
  - be titled (e.g. 'Black Mountain Assembly Depot')
  - have an arrow indicating the direction of North
  - indicate an approximate scale (e.g. 1 cm : 100 m or 1:10 000).
- A detailed map or plan of the RE, showing the location, identification, dimensions and total size (in m<sup>2</sup>) of all
  - individual holding pens
  - paddocks
  - yards
  - sheds

Note: The identification number on the map must match the number used in penning calculations in [Element 6](#). For example, pen number 243 on the map must be listed as pen number 243 in the penning calculations.
- A detailed map or plan of the features of the RE, showing the
  - fences
  - water and feed troughs
  - shelters
  - drainage

- food and water storage
- isolation areas
- entry and access points.
- Maps or plans should also include details of the
  - maximum total weight of livestock for each species that can be held in each pen
  - maximum number of livestock for each species that can be held in each pen
  - length of time livestock will be held, in accordance with ASEL and importing country requirements.

Note: Maps may be combined, provided all required details are included and clear.

## Element 4 Design and maintenance of RE

### Outcome

By addressing the points in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing design considerations and maintenance arrangements at the RE.

See Chapter 4 Part 2 of the Export Control Act, sections 4-2 and 4-3 of the Export Control (Animals) Rules, and ASEL standards 3.1.4, 3.1.6, 3.1.7 and 3.1.19.

To meet the requirements of this element, the operations manual should include:

- Details on how the drainage of surface water, groundwater and effluent will be controlled by either construction or location. This must include how
  - surface water and livestock effluent are directed away from laneways, livestock handling areas, livestock confinement areas and feed storage areas
  - livestock confinement areas are free draining and surfaces remain firm
  - the surfaces around feed and water troughs are evenly graded and compacted to form a hard, durable surface that readily sheds surface water.
- Details on how fencing at the RE
  - is appropriate to hold the species of livestock to be held, and to prevent the unintended entry or exit of livestock
  - will be maintained in a good state of repair
  - will be inspected by the RE occupier to ensure the fences are fit for purpose. The details must include how the fences will be inspected before the entry of each consignment, and at least twice a week while livestock are in the RE
  - will comply with any relevant importing country requirements.
- A process for managing the livestock handling facilities (including roadway and lanes) that are used to load, hold, treat or inspect livestock for both domestic and export livestock (including livestock with different health status). The process must detail how
  - handling facilities will not be used simultaneously by livestock of differing health status
  - a minimum livestock traffic separation of 2 metres will be maintained at all times, or that livestock will be separated by a physical barrier such as a fenced private road or lane or a fully fenced empty paddock, unless otherwise specified by the importing country



- handling facilities, equipment and human resources used by different consignments of animals are managed in accordance with the pre-export quarantine or isolation requirements of each importing country.
- Details on the design, construction and maintenance of
  - livestock handling facilities that will facilitate livestock handling, inspection and separation of individual animals, preventing injury and minimising stress
  - floors of yards, sheds, pens and loading ramps to ensure non-slip surfaces.
- Details relating to sheds holding livestock, if sheds are to be used, including details of:
  - shed dimensions
  - shed construction and maintenance, relating to
    - drainage, to ensure sheds are free draining
    - waste management, to ensure adequate ventilation in the shed
    - flooring, to ensure slatted or mesh floors are designed and maintained to prevent entrapment of feet.
- Details on the process for the disposal of animal wastes.

## Element 5 Receiving and identifying livestock at RE

### Outcome

By addressing the points in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing how livestock will be received and identified at the RE.

See Chapter 4 Part 2 of the Export Control Act, section 4-3 of the Export Control (Animals) Rules, and ASEL standards 3.1.3, 3.1.12, 3.1.14 and 3.1.15.

To meet the requirements of this element, the operations manual should include:

- Details on the process for receiving animals at the RE. This includes ensuring that
  - there is sufficient appropriately trained staff to undertake this process
  - livestock are handled and managed appropriately to maintain their health and welfare.
- Details on the process for identifying each animal received at the RE. This includes the process for
  - the RE occupier to obtain a copy of all relevant NVDs and waybills regarding the livestock's property of source before accepting the livestock into the RE
  - managing livestock that arrive to the RE with an incomplete or non-compliant NVD or waybill.
- Details on the process for individually inspecting livestock at unloading on arrival to the RE. This includes the process for the early identification and rejection of livestock that
  - are identified as being distressed or injured
  - have a condition that could be defined as an infectious or contagious disease
  - have a condition where the animal's health or welfare could decline
  - could suffer distress during the export process, or are otherwise unsuitable for export (including as per the rejection criteria outlined in [ASEL table 1](#))

- do not meet importing country requirements

Note: See more isolation and management of rejected livestock requirements in [Element 10](#).

- Details on the process for ensuring livestock will be offered water and feed as soon as possible after unloading, and no more than 12 hours after arrival at the RE, noting that maximum water deprivation times must not exceed those in the [Land Transport Standards](#) and relevant legislation.
- Details for ensuring that each animal at the RE continues to be identifiable, including NLIS requirements as per state and territory legislation. This includes a process for updating the NLIS database and for identifying and replacing lost tags.

## Element 6 Penning and holding livestock at RE

### Outcome

By addressing the points in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing penning and livestock holding arrangements at the RE.

See Chapter 4 Part 2 of the Export Control Act, sections 4-3, 4-5A, 4-6 and 4-8 of the Export Control (Animals) Rules, and ASEL standards 3.1.16, 3.1.17, 3.1.18 and 3.2–3.7.

To meet the requirements of this element, the operations manual should include:

- Details of the total number of livestock, species and weight, at each respective time of year.
- A process to ensure livestock are held at the RE for the minimum length of time prior to departure for the port according to
  - ASEL species-specific requirements, including clear days, noting that a day on which animals are subject to a feed or water curfew is not a clear day
  - any importing country requirements
  - any applicable management plans.

Note: For sheep, the process must include an additional clear day (on top of the minimum 5 clear day requirement), that is, 6 clear days, if a feed or water curfew is longer than 12 hours.

- A process for determining species-specific penning arrangements and calculating minimum pen space allocations. This includes a process to
  - demonstrate how liveweights will be determined
  - ensure there is sufficient minimum pen space across all available pens, paddocks, yards, sheds for intended consignments.

Note: To assist with calculating minimum pen space allocations, see

- [Scenario 1 Penning requirements for buffalo held at RE for less than 30 days](#)
- [Scenario 2 Penning requirements for cattle held at RE for 30 days or more](#)
- [Scenario 3 Penning requirements for sheep held at RE for less than 10 days](#)
- [Scenario 4 Penning requirements for goats held at RE for 10 days or more.](#)

- A process for penning livestock separately. This includes livestock of different species, class, sex, pregnancy status, health status, maturity, size or weight, or physical characteristics (such as those under any applicable management plans, and entire versus castrated male livestock).

Note: Exclusions to this requirement (if required) must be addressed in the operations manual.

- A process for ensuring that the weight of each animal in the pen does not vary from the pen average weight by more than 50 kg (cattle and buffalo only).
- A process for ensuring that, where pre-export quarantine or isolation is required by the importing country, animals forming the consignment must at all times be physically isolated
  - to prevent contact with all other animals,
  - as per the importing country requirements.

Note: This applies whether the other animals are for an alternative export market or domestic use.

- An acknowledgement from the RE occupier that the livestock for export will be held and assembled at the RE as per the exporter's approved arrangement, including any applicable management plans.
- An outline of how the RE occupier will manage day to day operations and consignment requirements when multiple exporters are using the RE at the same time.
- For sheep, a process to manage accommodation for sheep off shears, acknowledging that
  - sheep that are 10 days or more off shears may be accommodated in paddocks
  - sheep that are less than 10 days off shears must be
    - given at least 2 clear days between shearing and loading for export
    - accommodated in sheds at the RE, unless otherwise provided in an exporter's approved *Accommodation of shorn sheep management plan*.

Note: The process must demonstrate how the infrastructure and management practices at the RE will be in place prior to the arrival of the livestock, to comply with the requirements of the exporter's approved *Accommodation of shorn sheep management plan*, if used.

### **Scenario 1 Penning requirements for buffalo held at RE for less than 30 days**

In this scenario, an RE occupier intends to hold:

- 500 kg buffalo in paddock 1, which has an area of 2,400 m<sup>2</sup>
- 400 kg buffalo in paddock 2, which has an area of 1,000 m<sup>2</sup>
- 300 kg buffalo in paddock 3, which has an area of 450 m<sup>2</sup>.

ASEL standard 3.2.3 a) requires 500 kg buffalo, held at the RE for less than 30 days, to have a minimum individual pen space of 4 m<sup>2</sup>. This can be decreased by 0.04 m<sup>2</sup> for each 5 kg decrease in individual liveweight. For example, 400 kg buffalo would have a minimum individual pen space of 3.2 m<sup>2</sup>, and 300 kg buffalo would have 2.4 m<sup>2</sup>.

To determine the maximum number of buffalo that can be held in these paddocks, the calculations (rounded down to the nearest whole number) would be:

- paddock 1:  $2,400 \text{ m}^2 \div 4 \text{ m}^2 = 600$  head
- paddock 2:  $1,000 \text{ m}^2 \div 3.2 \text{ m}^2 = 312$  head
- paddock 3:  $450 \text{ m}^2 \div 2.4 \text{ m}^2 = 187$  head.

Note: This is provided no additional space requirements apply.

The RE occupier must present these calculations in table form in the operations manual, such as in Table 1. This table has additional calculations that demonstrate more sample paddocks.

**Table 1 Sample penning table for buffalo held at RE for less than 30 days**

Paddock number	Area (m <sup>2</sup> )	300 kg buffalo (2.4 m <sup>2</sup> per head)	400 kg buffalo (3.2 m <sup>2</sup> per head)	500 kg buffalo (4 m <sup>2</sup> per head)
1	2,400	1,000	750	600
2	1,000	416	312	250
3	450	187	140	112
4	450	187	140	112
5	999	416	312	249
6	670	279	209	167
7	11,250	4,687	3,515	2,812
8	10,000	4,166	3,125	2,500
9	500	208	156	125
10	1,120	466	350	280
<b>Total area/capacity</b>	<b>28,839 m<sup>2</sup></b>	<b>12,012 head</b>	<b>9,009 head</b>	<b>7,207 head</b>

**Scenario 2 Penning requirements for cattle held at RE for 30 days or more**

In this scenario, an RE occupier intends to hold:

- 500 kg cattle in paddock 1, which has an area of 2,400 m<sup>2</sup>
- 400 kg cattle in paddock 2, which has an area of 1,000 m<sup>2</sup>
- 300 kg cattle in paddock 3, which has an area of 450 m<sup>2</sup>.

ASEL standard 3.4.3 b) requires 500 kg cattle, held at the RE for 30 days or more, to have a minimum individual pen space of 9 m<sup>2</sup>. This can be decreased by 0.09 m<sup>2</sup> for each 5 kg decrease in individual liveweight. For example, 400 kg cattle would have a minimum individual pen space of 7.2 m<sup>2</sup>, and 300 kg cattle would have 5.4 m<sup>2</sup>.

To determine the maximum number of cattle that can be held in these paddocks, the calculations (rounded down to the nearest whole number) would be:

- paddock 1:  $2,400 \text{ m}^2 \div 9 \text{ m}^2 = 266 \text{ head}$
- paddock 2:  $1,000 \text{ m}^2 \div 7.2 \text{ m}^2 = 138 \text{ head}$
- paddock 3:  $450 \text{ m}^2 \div 5.4 \text{ m}^2 = 83 \text{ head}$ .

Note: This is provided no additional space requirements apply.

The RE occupier must present these calculations in table form in the operations manual, such as in Table 2. This table has additional calculations that demonstrate more sample paddocks.

**Table 2 Sample penning table for cattle held at RE for 30 days or more**

Paddock number	Area (m <sup>2</sup> )	300 kg cattle (5.4 m <sup>2</sup> per head)	400 kg cattle (7.2 m <sup>2</sup> per head)	500 kg cattle (9 m <sup>2</sup> per head)
1	2,400	444	333	266
2	1,000	185	138	111
3	450	83	62	50
4	450	83	62	50
5	999	185	138	111
6	670	124	93	74
7	11,250	2,083	1,562	1,250
8	10,000	1,851	1,388	1,111
9	500	92	69	55
10	1,120	207	155	124
<b>Total area/capacity</b>	<b>28,839 m<sup>2</sup></b>	<b>5,337 head</b>	<b>4,000 head</b>	<b>3,202 head</b>

**Scenario 3 Penning requirements for sheep held at RE for less than 10 days**

In this scenario, an RE occupier intends to hold:

- 54 kg sheep in paddock 1, which has an area of 2,400 m<sup>2</sup>
- 39 kg sheep in paddock 2, which has an area of 1,000 m<sup>2</sup>
- 38 kg sheep in paddock 3, which has an area of 450 m<sup>2</sup>.

ASEL standard 3.7.9 a) requires 54 kg sheep, held at the RE for less than 10 days, to have a minimum individual pen space of 0.33 m<sup>2</sup>. This can be decreased by 0.006 m<sup>2</sup> for each 1 kg decrease in individual liveweight below 40 kg. For example, 39 kg sheep would have a minimum individual pen space of 0.324 m<sup>2</sup>, and 38 kg sheep would have 0.318 m<sup>2</sup>.

To determine the maximum number of sheep that can be held in these paddocks, the calculations (rounded down to the nearest whole number) would be:

- paddock 1:  $2,400 \text{ m}^2 \div 0.33 \text{ m}^2 = 7,272 \text{ head}$
- paddock 2:  $1,000 \text{ m}^2 \div 0.324 \text{ m}^2 = 3,086 \text{ head}$
- paddock 3:  $450 \text{ m}^2 \div 0.318 \text{ m}^2 = 1,415 \text{ head}$ .

Note: This is provided no additional space requirements apply.

The RE occupier must present these calculations in table form in the operations manual, such as in Table 3. This table has additional calculations that demonstrate more sample paddocks.

**Table 3 Sample penning table for sheep held at RE for less than 10 days**

Paddock number	Area (m <sup>2</sup> )	38 kg sheep (0.318 m <sup>2</sup> per head)	39 kg sheep (0.324 m <sup>2</sup> per head)	54 kg sheep (0.33 m <sup>2</sup> per head)
1	2,400	7,547	7,407	7,272
2	1,000	3,144	3,086	3,030
3	450	1,415	1,388	1,363
4	450	1,415	1,388	1,363
5	999	3,141	3,083	3,027
6	670	2,106	2,067	2,030
7	11,250	35,377	34,722	34,090
8	10,000	31,446	30,864	30,303
9	500	1,572	1,543	1,515
10	1,120	3,522	3,456	3,393
<b>Total area/capacity</b>	<b>28,839 m<sup>2</sup></b>	<b>90,685 head</b>	<b>89,004 head</b>	<b>87,386 head</b>

**Scenario 4 Penning requirements for goats held at RE for 10 days or more**

In this scenario, an RE occupier intends to hold:

- 49 kg goats in paddock 1, which has an area of 2,400 m<sup>2</sup>
- 54 kg goats in paddock 2, which has an area of 1,000 m<sup>2</sup>
- 59 kg goats in paddock 3, which has an area of 450 m<sup>2</sup>.

ASEL standard 3.6.5 b) requires 54 kg goats, held at the RE for 10 days or more, to have a minimum individual pen space of 0.5 m<sup>2</sup>. This must be increased by 0.006 m<sup>2</sup> for every 1 kg above 54 kg. For example, 59 kg goats would have a minimum individual pen space of 0.53 m<sup>2</sup>.

There is no provision for pen space to decrease for goats of any weight.

To determine the maximum number of goats that can be held in these paddocks, the calculations (rounded down to the nearest whole number) would be:

- paddock 1:  $2,400 \text{ m}^2 \div 0.5 \text{ m}^2 = 4,800$  head
- paddock 2:  $1,000 \text{ m}^2 \div 0.5 \text{ m}^2 = 2,000$  head
- paddock 3:  $450 \text{ m}^2 \div 0.53 \text{ m}^2 = 849$  head.

Note: This is provided no additional space requirements apply.

The RE occupier must present these calculations in table form in the operations manual, such as in Table 4. This table has additional calculations that demonstrate more sample paddocks.

**Table 4 Sample penning table for goats held at RE for 10 days or more**

Paddock number	Area (m <sup>2</sup> )	49 kg goats (0.5 m <sup>2</sup> per head)	54 kg goats (0.5 m <sup>2</sup> per head)	59 kg goats (0.53 m <sup>2</sup> per head)
1	2,400	4,800	4,800	4,528
2	1,000	2,000	2,000	1,886
3	450	900	900	849
4	450	900	900	849
5	999	1,998	1,998	1,884
6	670	1,340	1,340	1,264
7	11,250	22,500	22,500	21,226
8	10,000	20,000	20,000	18,867
9	500	1,000	1,000	943
10	1,120	2,240	2,240	2,113
<b>Total area/capacity</b>	<b>28,839 m<sup>2</sup></b>	<b>57,678 head</b>	<b>57,678 head</b>	<b>54,409 head</b>

## Element 7 Feed provisions at RE

### Outcome

By addressing the points in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing the provision of feed at the RE.

See Chapter 4 Part 2 of the Export Control Act, sections 4-3, 4-5A, 4-6 and 4-8 of the Export Control (Animals) Rules, and ASEL standards 3.1.8 and 3.2–3.7.

To meet the requirements of this element, the operations manual should include:

- A description of feeders and self-feeders that demonstrates their design and management will prevent spoilage, particularly during adverse weather conditions.
- A description of feed storage processes that demonstrates feed will be stored in a manner that
  - maintains the integrity and nutritional value of the feed
  - protects the feed from weather, pests, and external contaminants including chemical spray drift, and from direct access by animals.
- A process for ensuring that livestock are provided with feed that is not contaminated or spoiled, including that all pelletised feed must be placed in troughs so that animals do not eat from the ground or floor.
- A process that details how feed provisions will meet species-specific requirements, including determining
  - the minimum daily maintenance requirements as required in ASEL
  - how the feed will be suitable and of a quality to meet daily maintenance requirements.

For REs holding sheep and goats, the operations manual should include:

- a process to ensure that feeding of sheep and goats will occur from fully sheltered feed troughs (from 1 May to 31 October (inclusive), for REs located south of latitude 26°S). Refer to [ASEL Appendix B](#) for a map showing latitude 26°S.
- a process to ensure that during at least the 3 clear days prior to export, sheep and goats will be fed ad libitum on a ration equivalent in both form and composition to what is to be used on the voyage.
- details of how sheep and goats will be fed when held in paddocks, including feed trough allowance calculations (to be calculated on a paddock-by-paddock basis).

Note: To assist with calculating feed trough allowances for sheep and goats, see [scenario 5](#).

### **Scenario 5 Feed trough calculations – sheep and goats**

As per ASEL, when sheep and goats are:

- ration fed, there must be no less than 5 cm of feed trough width per head
- fed ad libitum, there must be no less than 3 cm of feed trough width per head.

In this scenario, an RE occupier intends to hold a total of 87,386 sheep and goats. Paddock 1 will hold 7,272 head.

To determine the minimum feed trough requirement for paddock 1, the calculations (rounded up to the nearest whole number) would be:

- for ration feeding:  $7,272 \text{ head} \times 5 \text{ cm} = 36,360 \text{ cm} = 364 \text{ m}$
- for ad libitum feeding:  $7,272 \text{ head} \times 3 \text{ cm} = 21,816 \text{ cm} = 219 \text{ m}$ .

**The RE occupier must present these calculations in table form in the operations manual, such as in Table 5 Sample feed trough calculations for sheep and goats**

. This table has additional calculations that demonstrate more sample paddocks.



**Table 5 Sample feed trough calculations for sheep and goats**

Paddock number	Area (m <sup>2</sup> )	Number of head (head)	Trough length – ration feeding (m)	Trough length – ad libitum feeding (m)
1	2,400	7,272	364	219
2	1,000	3,030	152	91
3	450	1,363	69	41
4	450	1,363	69	41
5	999	3,027	152	91
6	670	2,030	102	61
7	11,250	34,090	1,705	1,023
8	10,000	30,303	1,516	910
9	500	1,515	76	46
10	1,120	3,393	170	102
<b>Total area/capacity/feed trough length</b>	<b>28,839 m<sup>2</sup></b>	<b>87,386 head</b>	<b>4,375 m</b>	<b>2,625 m</b>

## Element 8 Water infrastructure and supply at RE

### Outcome

By addressing the points in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing water infrastructure and supply at the RE.

See Chapter 4 Part 2 of the Export Control Act, sections 4-3, 4-5A, 4-6 and 4-8 of the Export Control (Animals) Rules, and ASEL standards 3.1.8, 3.1.9, 3.1.10 and 3.2–3.7.

To meet the requirements of this element, the operations manual should include:

- A process to ensure all livestock at the RE have access to drinking water at all times, unless under curfew.
- A process to monitor the water quality and ensure it is suitable for the livestock.
- A process that demonstrates the calculation method to determine
  - the species-specific minimum daily water requirements, as required in ASEL
  - the additional water requirements for days where temperatures exceed 35°C.
- A process to ensure water troughs are
  - designed or managed in a way that prevents spoilage, particularly during adverse weather conditions
  - positioned apart from bedding and feed sources to prevent fouling.
- A description of water infrastructure and operations that demonstrates the capacity to ensure continual access to water, meeting the daily requirements for the approved number of head for each species.
  - this must show that the RE has access to the total required water and that it can be supplied to the water troughs at a sufficient rate (including during periods of anticipated peak demand).

- the manual should detail the rate of pumping capacity (include L/second; L/minute; L/hour) between the water source and water storage, and the water storage and water troughs (e.g. bores to tanks to troughs).

Note: If gravity fed, the rate of gravity feed must be included.

Note: To assist with water calculations, see [scenario 6](#).

- A description of arrangements that ensures continuity of water supply to all livestock held at the RE, at peak demand for at least 2 days. These arrangements must include details of
  - backup water storage arrangements
  - a contingency plan to address loss of supply
  - the pumping capacity for the contingency plan.

- A process for calculating backup water storage requirements. Arrangements must include
  - for cattle and buffalo, a minimum daily amount of 12% of liveweight
  - for sheep and goats, a minimum daily amount of 4 L per head.

Note: For all livestock, if temperatures exceed 35°C, water supply must be increased by 25%.

- If additional water storage tanks are used, the arrangements must outline
  - both the intake and outlet rate of water (include L/second; L/minute; L/hour)
  - how the water will be delivered to troughs, including the rate of delivery.
- If water carriers are used, the arrangements must outline
  - the number of carriers available
  - the distance between the carrier's source of water and the RE
  - how the water will be delivered to troughs, including the rate of delivery and the number of trips required by the carriers.

Note: To assist with backup water calculations, see [scenario 7](#).

### **Scenario 6 Water supply and pump capacity calculations – all species**

In this scenario, an RE has 2 dams with a combined capacity of 1,200,000 L (600,000 L per dam).

Each dam has one pump. Water is pumped at 8 L/second from the dams to the water troughs.

To determine the total daily water pumping capacity, the calculations for one day would be:

- $8 \text{ L} \times 60 \text{ sec} \times 60 \text{ min} \times 24 \text{ hours} \times 2 \text{ pumps} = 1,382,400 \text{ L}$  total daily pumping capacity

As the daily pumping capacity is greater than the dam water supply, this demonstrates that the pumps are capable of pumping the available dam water to the troughs.

### **Scenario 7 Backup water calculations – all species**

As per ASEL, for continuity of water supply to all livestock at the RE, at least 2 days of backup water must be available.

- for cattle and buffalo, this must be a minimum daily amount of 12% of liveweight
- for sheep and goats, this must be a minimum daily amount of 4 L per head.

Note: If temperatures exceed 35°C, water supply must be increased by 25%.

In this scenario, temperatures are expected to be approximately 20°C, and the RE intends to hold:

- 8,400 cattle with an average weight of 430 kg
- 22,000 sheep, with an average weight of 45 kg.

To determine the 2-day backup water requirements, the calculations would be:

- cattle:  $8,400 \text{ head} \times 430 \text{ kg} \times 0.12 \times 2 \text{ days} = 866,880 \text{ L of water over 2 days}$
- sheep:  $22,000 \text{ head} \times 4 \text{ L} \times 2 \text{ days} = 176,000 \text{ L of water over 2 days.}$

## Element 9 Daily inspection and monitoring

### Outcome

By addressing the points in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing daily inspection and monitoring arrangements at the RE.

See Chapter 4 Part 2 of the Export Control Act, section 4-3 of the Export Control (Animals) Rules, and ASEL standards 3.1.4, 3.1.15, 3.1.20, 3.8.1 and 3.8.2.

To meet the requirements of this element, the operations manual should include:

- A process for ensuring that water troughs are inspected daily and kept clean.
- A process for the inspection of all livestock by a competent stock handler to determine whether the livestock remain suitable for export preparation.

Note: At a minimum, this inspection must occur daily.

- A process for monitoring, identifying and rejecting from the consignment any livestock that
  - are identified as being distressed or injured
  - have a condition that could be defined as an infectious or contagious disease
  - have a condition where the animal's health or welfare could decline
  - could suffer distress during the export process, or are otherwise unsuitable for export (including as per the rejection criteria outlined in [ASEL table 1](#))
  - do not meet importing country requirements

Note: See more isolation and management of rejected livestock requirements in [Element 10](#).

- Details on the process for ensuring that veterinary medicines, chemicals and equipment are stored and used according to any applicable veterinary directions and/or manufacturers' recommendations.
- A process for recording movement of livestock within the RE. The process may include a movement register.
- An acknowledgment from the RE occupier that in the event of a major disease outbreak, the RE occupier must notify all relevant parties (see [section 2.4](#)).

## Element 10 Isolation and management of rejected livestock

### Outcome

By addressing the points in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing the management of rejected livestock at the RE.

See Chapter 4 Part 2 of the Export Control Act, section 4-3 of the Export Control (Animals) Rules, and ASEL standards 3.1.15 and 3.8.1.

To meet the requirements of this element, the operations manual should include:

- A detailed management process for livestock rejected from the consignment (such as during unloading or daily monitoring and inspection, as outlined in [Element 5](#) and [Element 9](#)). This process must include details of
  - how rejected animals will be individually visually marked upon identification where feasible, or at the first reasonable opportunity. This marking must be by a semi-permanent or permanent method, such as with spray paint or a reject tag.
- A process outlining how rejected animals will be isolated from the rest of the consignment. The process must demonstrate that where a rejected animal
  - is injured or suffering distress – isolation must occur upon identification
  - has an infectious or contagious disease – isolation must occur upon identification where feasible, or at the first reasonable opportunity
  - is not suffering distress, or does not have an infectious or contagious disease – isolation should occur upon identification where feasible, or at the first reasonable opportunity.
- A process outlining the prompt and humane handling, treatment and care of rejected livestock, including
  - the provision of treatment to all sick or injured livestock
  - the provision of veterinary advice if the cause of a sickness or injury is not obvious, or if actions taken to prevent or treat the problem are ineffective.

Note: If an animal requires euthanasia and disposal, ensure the procedures developed to address [Element 11](#) are followed.

- A process outlining how rejected animals will be removed from the consignment prior to being loaded onto trucks for transport from the RE to the port of embarkation.
- A process to record details of rejected livestock, including the animal's identity and treatment details. The process must include a treatment register and may include a rejected livestock register.

## Element 11 Mortality management

### Outcome

By addressing the points in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing the management of mortalities at the RE.

See Chapter 4 Part 2 of the Export Control Act, section 4-3 of the Export Control (Animals) Rules, and ASEL standards 3.1.15, 3.1.20, 3.8.1 and 3.8.2.

To meet the requirements of this element, the operations manual should include:

- A process for recording details of RE mortalities, euthanasia and disposal. The process must include a mortality register.
- A process for investigation by a registered veterinarian if mortalities in any one paddock or shed
  - exceed 0.1% or 3 deaths, whichever is the greater, on any one day for cattle and buffalo
  - exceed 0.25% or 3 deaths, whichever is greater, on any one day for sheep and goats.
- A process for the removal or disposal of dead livestock on a daily basis, in a way that complies with all relevant and applicable legislation.

## Element 12 Loading out at RE

### Outcome

By addressing the points in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing the loading out arrangements at the RE.

See Chapter 4 of the Export Control Act, sections 4-2 and 6-14B of the Export Control (Animals) Rules, and ASEL standard 3.1.2 and 3.7.3.

To meet the requirements of this element, the operations manual should include:

- Details of how feed and water curfew arrangements will be implemented if required under an exporter's approved arrangement.
- For sheep, a process to ensure that sheep have wool or hair no longer than 25 mm in length at the time of loading for transport to the port of embarkation, unless otherwise provided in an exporter's approved *Northern Hemisphere winter sheep shearing management plan*.

Note: There are specific requirements to export sheep to some countries in the Middle East at certain times of the year, including weight and wool or hair length limits. Where relevant, the operations manual must outline how these requirements will be met. For the relevant legislation and requirements, RE occupiers should see [regulating live animal exports](#).

- A process for the RE occupier to receive confirmation that the vessel is in a fit state to load livestock (in relation to AMSA, biosecurity and the master's requirements). The manual must acknowledge that livestock will not leave the RE to be loaded onto a vessel until this clearance is received.

Note: This clearance is not required if an approved *Leaving registered establishment before vessel clearance management plan* is held by the exporter and has been invoked for the consignment.

- An acknowledgment from the RE occupier that details relating to confirmation of a vessel clearance will be recorded.

## Element 13 Consignment reporting

### Outcome

By addressing the point in this element, the operations manual will demonstrate how the regulatory framework will be met, detailing the consignment reporting arrangements at the RE.

See Chapter 4 of the Export Control Act, section 4-5A of the Export Control (Animals) Rules, and ASEL standard 3.8.3.

To meet the requirements of this element, the operations manual should include:

- A process to complete and submit an RE mortality report for each consignment, using LIVEXCollect. The process must acknowledge the report will be provided by the RE occupier to the department within 5 days of departure of the last animal in the consignment from the RE.

Note: An RE mortality report must be completed for every consignment (see [section 2.5](#)). For consignments with no mortalities, the report should indicate nil mortalities.

# Appendix B: Appendixes in operations manual

## Required registers and supporting information

The RE occupier must provide examples of registers and information to support the assessment of the operations manual. These may be provided as appendixes, and include:

- EAN and MAN register
- mortality register
- training register
- treatment register
- unauthorised access register
- variations register
- disease outbreak notification processes as outlined in [section 2.4](#)
- maps of the RE and features as outlined in [Element 3](#)
- penning calculation tables as outlined in [Element 6](#)
- feed trough calculation tables as outlined in [Element 7](#)
- descriptions of water infrastructure and supply as outlined in [Element 8](#).

## Optional registers and supporting information

The RE occupier may include examples of registers and information to support the assessment of the operations manual, which include:

- photographic evidence (such as of facilities or yards) to demonstrate compliance
- movement register
- rejected livestock register
- visitor register.

# Document control

The RE guidelines for the export of livestock by sea is maintained by the Live Animal Export Branch.

<b>Version</b>	<b>Date of issue</b>	<b>Author</b>	<b>Reason for change</b>
1.0	December 2022	Live Animal Export Branch	First publication
2.0	September 2024	Live Animal Export Branch	Updates to reflect ASEL 3.3 amendments for registered establishments