



Approved Arrangement Checklist – Dairy Processing Establishment

Please use this checklist to review your food safety system and assess your preparedness for audit for compliance with the requirements of the *Export Control Act 2020* and the *Export Control (Milk and Milk Products) Rules 2021*.

Company Name:	Completed by:	Date:
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Legislation Legend: Export Control (Milk and Milk Products) Rules 2021 as C = Chapter, P = Part, D= Division, S = Section.

If in **BOLD** is a reference to the *Export Control Act 2020*

Element	Act/Rules	Readiness	Comments /Considerations
1. Management practices, commitment to food safety & records			
Have management practices been documented to include: <ul style="list-style-type: none"> • The organisational structure? • Roles & responsibilities of staff at the establishment? • Duty statements for key staff? • Is there a management review process that ensures that all elements of the Approved Arrangement are reviewed on an annual basis? How is it addressed? (e.g. management review meetings) 	C5D9 S5-37 S5-38 S5-40		Management review should include a review of all elements of the AA to ensure: <ol style="list-style-type: none"> a) The element continues to meet the requirements of the legislation – i.e., remains current b) Verification activities that have been put in place to ensure that the elements of the AA are being managed have been carried out and are effective (i.e., internal audit, product testing, review of monitoring records)

Part of the documented food safety system at the establishment that meets the above requirement:

Has management's commitment to the objects of the <i>Export Control Act 2020</i> been documented in the Approved Arrangement (AA) and does it include a commitment to ensuring that: <ul style="list-style-type: none"> • Goods that are exported meet importing country requirements; and • Comply with the government or industry standards or requirements relating to the goods; and • Are traceable, can be recalled and the integrity of the goods has been maintained • Trade descriptions are accurate; and • The goods are compliant with any relevant international agreements to which Australia is a party. 	C1P1S3 C5P1 S5-2		As a minimum, a statement committing to: <p>“meeting the objects referred to in Section 3 of the <i>Export Control Act 2020</i> that are applicable to the operations and the prescribed milk and milk products covered by the AA and to comply with the requirements of the Act in relation to those operations”</p>
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Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
<p>Are there documented procedures available specifying:</p> <ul style="list-style-type: none"> All records or documents made and received by the occupier relevant to meeting the requirements of the legislation are retained for not less than 3 years? All variations made to the AA are recorded when made and where the variation to the AA has the potential to adversely affect compliance with the Rules or the fitness for purpose of the food, the variation is not implemented unless the variation has prior approval by the department? 	<p>C11P5 C11P2</p> <p>C5P4D1 C5P4</p>		<p>It is an expectation that the occupier will have systems in place that ensure that:</p> <ul style="list-style-type: none"> Each document made by the Occupier or that comes into the possession of the Occupier that is relevant to the Occupier’s compliance with the Act, the Rules, the AA, or a condition of the Arrangement, are retained for a minimum of 3 years. Variations to the documented AA are identified in a register or “like” system that details all changes made to the approved arrangement and where applicable; pre-approvals for amendments, new process, exemptions etc.

Part of the documented food safety system at the establishment that meets the above requirement:

2. Internal Audits and Corrective Actions

<p>Is there a procedure in place for conducting internal audits?</p> <p>Does it include frequency of audit, elements to be audited and who is responsible for the audit and follow up of corrective actions?</p> <p>Does the internal audit cover all aspects of the establishment and its operations including:</p> <ul style="list-style-type: none"> Export documentation? Good Manufacturing Practices? Preventative maintenance? HACCP? Transport? Training? Trade Descriptions? 	<p>C5D9</p> <p>S5–40</p>		<p>It is an expectation that the company has a documented internal audit program that covers all elements of the AA and is scheduled to occur at least annually and:</p> <ul style="list-style-type: none"> results of internal audits are documented, including details of any action required to address non-compliances identified, when the action was taken, how evaluated etc. <p>It is expected that the internal audit program will include:</p> <ul style="list-style-type: none"> all documented procedures associated with each element of the AA evidence to support that the review was undertaken and conducted as scheduled
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Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
<p>Is there a procedure for documenting corrective actions where monitoring, verification, internal audit, or an audit undertaken by a 3rd party identifies non-compliance? Does the procedure include actions to:</p> <ul style="list-style-type: none"> • Investigate the cause of the non-compliance? • Address the non-compliance? • Determine the timeframe for action? • Prevent recurrence? • Assess effectiveness? • Allocate responsibility for management and action? • Escalate when corrective action is not done within the allocated timeframe? • Does the system cover corrective action requests resulting from external audits (e.g., state regulator, third party)? 	<p>C5D9 S5-39 S5-40</p>		<p>At audit, your system will be reviewed to verify that the corrective action procedure is in place and is being followed. Expect that the auditor will:</p> <ul style="list-style-type: none"> • Review a sample of non-compliances identified and sight records/ documents associated to support actions undertaken. • Review any non-compliances that are not closed out are being managed and that someone has responsibility for following up • Review closed CAR's to determine if action taken has been verified as effective. • Review a list of CARs as evidence that the process is up to date and includes all internal and external audit results.

Part of the documented food safety system at the establishment that meets the above requirement:

3. Plans & Specifications

<p>Are plans of the establishment available, accurate, legible and do they include:</p> <ul style="list-style-type: none"> • The layout and floor plan of the structure? • The water supply, stormwater, and wastewater drainage? 	<p>C4P1D1 S4-4</p>		<p>Plans are required to be available and accurate and they should be in sufficient detail to identify water outlets, effluent and drainage systems and establishment layout.</p>
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Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
4. Cleaning & Sanitising including CIP (Cleaning in Place)			
<p>Is there a documented cleaning procedure/program in place?</p> <p>Is it accurate, does it cover all relevant areas and equipment including storage areas, is it suitable and match what is occurring?</p>	<p>C5P2D3</p> <p>S5-4</p>		<p>It is expected that there is a fully documented cleaning and sanitation program in place and the procedures are being complied with.</p> <ul style="list-style-type: none"> Records will be reviewed to ensure WI's, SOP's, and procedures to ensure that activities are conducted are in accordance with stated frequencies and stated objectives. Key personnel may be interviewed and questioned on their knowledge, training, understanding of procedures and HACCP requirements where applicable.

Part of the documented food safety system at the establishment that meets the above requirement:

<p>Review what systems are in place to support that the cleaning (non-CIP) is documented and effective:</p> <ul style="list-style-type: none"> Visual inspections? Checklist? GMP audit? Training? Product testing? Are records made? Environmental swabbing? Where environmental testing takes place does the program stipulate what is tested? The limits to met? when, who, where and how? Do procedures include triggers for corrective action, reporting etc? 	<p>C5P2D3</p> <p>S5-4</p>		<ul style="list-style-type: none"> Check the internal audits records/daily cleaning records/GMP records etc to ensure that the cleaning and hygiene programs are being implemented as documented. Review records of the environmental testing program, e.g., lab records of tests for Listeria and other pathogens. Ensure that verification of cleaning includes evidence of sanitation of heat treatment equipment, titration checks for effectiveness of chemical strengths, cleaning logs/records etc Ensure that the premise and equipment used to produce food is clean
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Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
If applicable, detail the systems that are in place to support CIP cleaning is effective: <ul style="list-style-type: none"> • Testing to ensure no residual chemicals? Flushing of system? • Monitoring of chemical amounts used? 	C5P2D3 S5-4		<ul style="list-style-type: none"> • Check to ensure set-up procedures are available and followed, records are made, cleaning is effective, and no chemical residues remain. • System is included in the maintenance program.

Part of the documented food safety system at the establishment that meets the above requirement:

5. Water Sampling

It is expected that the following are covered in documented procedures: <ul style="list-style-type: none"> • Details of responsibility for taking water samples • Details of responsibility for reviewing results and taking action as required • Training provided to samplers • Frequency of sampling • Location of sampling • Details of testing – what is water being tested for? • Triggers for corrective action 	C5P2D3 S5-4		Are there procedures in place for ensuring water is potable and does not contain E. coli? Results will be viewed by the auditor. <ul style="list-style-type: none"> • Check to ensure lab results can be readily linked to sampling sites, dates of sampling • Check if laboratory is NATA accredited
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Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
What chemical/physical limits are used to ensure that the water is potable?	C1P2 S1–5		As a minimum it is expected that company will obtain a copy of the annual testing results from the water authority. If there is no town water supply, there should be chemical testing as per the Australian Drinking Water Guidelines.

Part of the documented food safety system at the establishment that meets the above requirement:

Is there any use of non-potable water and/or recycled water and is it identified in the approved arrangement?	C4P1D1 S4–9		The use of non-potable and/or recycled water must have undergone a risk assessment and be covered by appropriate procedures. Risk assessment should indicate the nature of the water and in what circumstances it can be used.
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Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
6. Pest Control			
Is there a pest control program in place and what systems are in place to support that the program is effective?	C4P1D1 S4-4		There is an expectation that: <ul style="list-style-type: none"> • Pest control reports are available and complete • Recommendations from the reports are being acted upon • The chemicals and baits being used are as per the documented program • Bait stations are accessible and in accordance with location map • The pest control program is covered through the internal audit program. • A pest sightings register is in place and is being used by staff and pest controller
E.g., records, reports, verification, GMP Audits pest incidence register etc...	C5P2D3 S5-9		

Part of the documented food safety system at the establishment that meets the above requirement:

7. Protection, Segregation & Waste			
Is there a documented system in place that ensures that hazardous materials (e.g., Hazardous substances, chemicals, inedible product, allergens, waste, and non-conforming product) are adequately stored and identified to prevent cross contamination?	C4P1D1 S4-9		The aim is prevention of cross contamination to dairy products. Chemicals should be stored appropriately, be suitably segregated, and not pose a risk of cross contamination. Waste, inedible material and hazardous substances are be separated and identified.
Are systems in place that effectively ensures that all waste is adequately stored, handled, and disposed of?	C5P2D3 S5-9 5-11		

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
Where applicable, are there procedures in place to ensure product is not contaminated by incorrect usage of: <ul style="list-style-type: none"> • Steam? • Compressed air? • Other gases? 	C4P1D1 S4–9 C5P2D3 S5–11		Examples of controls: Identification of boiler chemicals used to ensure steam is of culinary quality; air filtering systems and drains are in place (where applicable); and risk analysis undertaken to that any other gases used are suitable for contact with food.

Part of the documented food safety system at the establishment that meets the above requirement:

Other Products			
Are there non export eligible products being manufactured or stored at the establishment such as: <ul style="list-style-type: none"> • Domestic Milk & Milk Products? • Animal food (stock food)? • Manufacturing Grade Milk and Milk Products? • Products not fit for human consumption. • Products other than Milk and Milk Products? 	C5P2D7 S5–25 S5–32 S5–33		The auditor will verify that products other than export eligible products (e.g., stock food, domestic product, downgraded product etc) are identified, stored, and labelled appropriately and in accordance with documented systems to ensure non export eligible products are labelled correctly. Where product has been identified as not fit for human consumption or downgraded and it is not disposed of is there must be a system in place for its management and labelling. Where product is of manufacturing grade and being exported systems must be in place to ensure it is appropriately identified.

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
8. Protective Clothing			
<p>Are there documented procedures in place that ensures protective clothing and footwear at the establishment is:</p> <ul style="list-style-type: none"> • Suitable? Does not present a risk of contamination? • Maintained in good repair? Clean and sanitary? Stored appropriately? • Is worn in all food handling areas? Does the procedure include visitors? 	<p>C4P1D1 S4-7 S4-8 C5P2D3 S5-12</p>		<p>Examples of controls</p> <ul style="list-style-type: none"> • That uniforms are stored and protected • There are adequate facilities for staff clothing /storage • The amenities are clean and hygienic • Protective clothing is covered by staff induction and training

Part of the documented food safety system at the establishment that meets the above requirement:

Personnel Hygiene			
<p>Are there documented procedures in place at the establishment that ensures the personal hygiene of staff in food handling areas meet the requirements of the Rules? and do the procedures include:</p> <ul style="list-style-type: none"> • Storage of personal items • Sickness and conditions • Contamination from jewellery, clothing, behaviour etc. • Hand washing with warm water? • Sanitising? • Training in personnel hygiene? 	<p>C5P2D3 S5-12</p>		<p>It is expected the auditor will:</p> <ul style="list-style-type: none"> • Verify that records are checked and verified to demonstrate that staff are trained in all aspects of food safety, including procedures for ongoing training i.e., refresher training. • Interview various staff at random to gauge knowledge of the personal hygiene program (including notification of diseases etc) • Observe staff are complaint with the jewellery policies, requirement for hair coverings etc • Observe that hand wash facilities are supplied with hot water, soap and hand drying equipment and located in suitable areas in or adjacent to work • Amenities are available and they are not a source of contamination to food

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
GMP/GHP Standard of Cleanliness			
<p>Are checks in place to ensure:</p> <ul style="list-style-type: none"> • Staff are complying with documented procedures and wearing suitable protective clothing and observing good hygienic and manufacturing practices? • Are all areas of the premise and surrounds including storage areas, included in the company's internal audit/GMP and housekeeping systems? • Premises are maintained to a standard of cleanliness that ensures there is no accumulation of: garbage, food waste, dirt, or foreign matter • Equipment used for the preparation of milk products is maintained to a standard of cleanliness that ensures there is no accumulation of: food waste, dirt, grease, or other visible matter that could contaminate milk and milk products. 	C5P2D3		<p>It is an expectation that documented procedures and checks are in place and records are kept demonstrating staff are following documented procedures and the establishment and equipment used to manufacture milk and milk products is maintained to a standard of cleanliness that is in compliance with the various clauses in Chapters 4 and 5 of the milk and milk products Rules.</p>

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
Construction of Premise			
<p>Construction of the premise and equipment must:</p> <ul style="list-style-type: none"> Facilitate the preparation of milk and milk products for export as food fit for human consumption and be fit for the purpose for which they are used. The fixtures, fittings and equipment are constructed so that it does not cause contamination of milk and milk products Food contact surfaces and storage devices are constructed so that they can be cleaned and sanitised and not cause contamination of milk and milk products 	C4P1D1		<p>The auditor will observe that:</p> <ul style="list-style-type: none"> Structure of the premise is sound and excludes the entry of dirt, dust, fumes and other contaminates Structure of the premise does not permit the entry of pests Walls and ceilings are smooth and impervious able to be effectively cleaned and sanitised and exclude the entry of dirt, dust, fumes etc... Floors are smooth and impervious able to be effectively cleaned and sanitised when necessary to do so. The immediate surrounds of the premise are adequately drained and minimise the risk of dust, pests or contaminants entering food handling areas. Food contact surfaces, fixtures, fittings, and equipment are fit for purpose, do not pose a contamination risk to the food being prepared, smooth and impervious and can be easily cleaned and sanitised.

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
9. HACCP			
<p>Does the company have a documented HACCP program in place and is the program supported by:</p> <ul style="list-style-type: none"> • Product specifications fully describing each product line • Flow Charts that are accurate of the process and all inputs • Risk assessment is available and includes how determination was made • CCPs are identified that include critical limits, responsibility, records of monitoring, are accurately reflected in work instructions etc... • Corrective actions are detailed • Internal audit and ongoing review • Training for key staff • Validation and record keeping supporting processing parameters • Notification to SRA regarding changes in the HACCP system, prior to changes 	<p>C5P1 S5-2</p>		<p>It would be expected the auditor will:</p> <ul style="list-style-type: none"> • Confirm each different product line has an associated HACCP program. • Confirm each of the HACCP programs has been reviewed at least on an annual basis and that it has been verified. • Review each HACCP program to ensure that there are controls are in place to manage critical limits and that the monitoring records associated to critical limits are reviewed • Validation is available to support critical limits e.g. Reference material, scientific studies, or data such as the ANZDAC heat treatment document etc...

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
Production/Processing Operations			
<p>Manufacturing/Production operations and methods are following the documented HACCP plan.</p>	<p>C5</p>		<p>The auditor will observe production operations for all milk and milk products to be approved for export and verify that:</p> <ul style="list-style-type: none"> • Production methods align with the relevant HACCP plan. • Production flow is accurate and aligns with the HACCP plan. • Inputs are accurate and align with the HACCP plan. • Raw materials and ingredients are identified and stored appropriately. • Monitoring of CCP's takes place and relevant accurate records are made. • Products are protected from the likelihood of contamination and temperature abuse (where applicable) during production • Primary packaging is protected from contamination and stored appropriately. • Staff are complying with and following documented procedures. • Temperature controls (if applicable) are followed in production and storage • Receival and dispatch areas, equipment, storage devices and vehicles are fit for purpose and sanitary

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
10. Sampling / Testing			
<p>All products produced at the establishments must meet the microbiological limits for food specified by the Food Standards Code and in accordance with the companies approved arrangement.</p>	<p>C5P2D4 S5-26</p>		<p>The documented product sampling program must:</p> <ul style="list-style-type: none"> • Identify that every product type (e.g., yogurt, cheese) must be sampled at a minimum of 5 sub samples per fortnight (or per month for low-risk products). • Identify the minimum testing requirements as per the food standards code, state requirements, internal risk assessment etc • Identify the limits that must be achieved, and the corrective action should the limits be exceeded (include notification) • Identify any specific importing country requirements that are over and above the standard testing requirements • Identify the AS test method used • Identify when product must be tested in a NATA accredited laboratory. • Provide details of training required for staff to take samples • linked to the corrective action program, internal audit, and management review

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
11. Training			
<p>The system should provide evidence, through procedures and records, of:</p> <ul style="list-style-type: none"> • Induction training, prior to commencement of work in the food processing environment. • Content of induction training including: <ul style="list-style-type: none"> • personal health and hygiene • GMP controls • responsibility for notification of illness • General and on-going training • Competency assessment of training program and staff • Inclusion of all key staff • Who is responsible for delivering training • Supported by adequate records • Assessed for ongoing effectiveness • Linked to corrective action, internal audit, and management review 	<p>C5P2D9 S5-37</p>		<p>The auditor may interview workers to verify training provided And to ensure that key staff e.g., Pasteuriser Operators/ recall coordinators are aware of their duties and trained appropriately.</p>

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
12. Identification/Traceability			
<p>The system in place at the establishment must be such that Production Records are kept enabling trace back to a lot of food & ingredients including:</p> <ul style="list-style-type: none"> • A description of the food. • Quantity in the lot. • Unique lot identity. • Date of production. • Full details of all inputs (ingredients) • Trace back to the supplier of ingredients; and • Explanation of codes and ciphers used? 	<p>C5P1 S5-5 S-5</p>		<p>The auditor will check production records for completeness and where farm milk is received at the establishment, product must be able to be traced back to the tanker run/s used to produce the batch.</p> <p>Where re-work product is blended into a batch of product it must be traceable to its original batch.</p> <p>Ingredients must be traceable in both non reworked and reworked product</p>

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
Recall			
<p>The company must have a documented recall procedure in place.</p>	<p>C5P1 S5-5</p>		<p>The auditor will assess the recall procedure to ensure the following:</p> <ul style="list-style-type: none"> • Responsibilities have been allocated for the various tasks. • Alternative delegations have been assigned. • Details of the recall procedure comply with the requirements of the FSANZ recall guidelines. • Procedure includes notification to key government agencies, including the State Regulatory Authority and The Department of Agriculture. • That the recall protocol is tested at least annually and that records are available to support activity. • Linked to corrective action, internal audit, and management review

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
13. Approved Supplier / Sourcing / Ingredients & Packaging			
<p>The company must have a documented approved supplier program in place.</p> <p>Is there a procedure in place that ensures dairy ingredients used to manufacture dairy products at the premises are only sourced from registered establishments?</p>	<p>C5P2D4 S5-13</p>		<p>Elements of the approved supplier program must include:</p> <ul style="list-style-type: none"> • A complete list of all companies approved to supply product/packaging etc • A supporting procedure that outlines the criteria for approval and the ongoing checks conducted to ensure companies meet supply conditions • Details of documents that must be provided on delivery of the goods, e.g., Certificate of Analysis, Transfer documents etc... • For dairy specific ingredients there must systems in place that ensure that the goods are only sourced from a registered establishment, this includes all storage facilities. • Approved supplies must be able to demonstrate that they manufacture goods in accordance with the Food Standards Code.

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
Raw Milk & Cream			
<p>Are their documented systems in place to control the supply of raw milk/cream? (including temperature and for the EU, TPC, BMCC (Somatic cells) and mandatory notification of antibiotic detections)</p>	<p>C5P2D4 S5-13</p>		<p>Elements of the on-farm milk supply system must include:</p> <ul style="list-style-type: none"> • Is all raw milk/cream being supplied from an approved farm/supplier? • Notification of on farm noncompliance should be addressed as part of the company's corrective action program, i.e., are they being monitored and closed out? • If applicable, Total Plate Count and somatic cells should be appropriately managed as per EU requirements • Temperature controls should be adhered to (auditor to verify how, Milk Cooling is managed where temperature variation exceeds requirements) • Antibiotic status must be monitored (auditor to verify how, including mandatory notification to the SRAs and the Dept of Agriculture, Water, and the Environment) • Linkages to corrective action, internal audit, and management review

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
Imported Ingredients			
Are imported ingredients used in the manufacture of the milk and milk products?	Notes associated to C5P2D5 C8P1		Note: If imported ingredients are used - labelling must meet the requirements of the <i>Trade Practices Act 1974</i> which contains prohibitions on engaging in conduct that is misleading or deceptive or is likely to mislead or deceive (section 52) and prohibitions on making false or misleading representations, including about the country of origin of milk and milk products (section 53 and section 75AZC).

Part of the documented food safety system at the establishment that meets the above requirement:

14. Receiving & Dispatching Ingredients & Packaging (Stores Procedures)

Is there a documented procedure in place to check the cleanliness of transportation vehicles (incoming and outgoing) ensuring they are fit for purpose?	C5P2D4		Program must include all raw material, packaging and ingredients and include: <ul style="list-style-type: none"> • Records of training and work instructions for relevant staff • Checks to ensure and Corrective action procedures in the event of: Goods are delivered outside set requirements (temp limits, lack of paperwork, un-hygienic truck, outside approved supplier program) • List of forms etc that will be used for this activity and the records made to verify any action or checks made
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Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
Receiving Milk & Milk Products (Stores Procedures)			
<p>Is there a procedure in place to ensure that declarations accompany the dairy ingredients received at the establishment?</p>	<p>C5P2D8</p>		<p>The inwards goods procedure must include:</p> <ul style="list-style-type: none"> • That transfer declarations must be provided and are available for all dairy ingredients received at the establishment and that the product is made at and received from a registered dairy establishment. • Identify what happens when deliveries are received, and no transfer declarations accompany the delivery. • Detail what are the minimum details required on a received transfer document • Relevant Information for imported dairy ingredients such as Certificates of analysis, Quarantine clearance etc... • Where milk and milk products are received and not for use in milk and milk products for export what systems are in place to ensure they are suitably identified.

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
15. Transfers			
Does the company have a documented program in place for each consignment of milk and milk products despatched from the establishment to ensure transfers are issued (where applicable)?	C5P2D8		<p>There is an expectation that the companies dispatch system will identify the following:</p> <ul style="list-style-type: none"> • Identifies when a transfer document is required • Identifies the format that the transfer document will take and what is the minimum information that it must contain • Who has been authorised by the company to sign these documents? • A description on what basis the nominated staff can sign these documents • Evidence that nominated staff have received training and or information about the responsibilities associated with signing these documents • Identifies that export product can only be sent to an export dairy registered establishment • Identify how the company know the receiving establishment is dairy registered

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
Manufacturers Declarations of Compliance			
Does the company have a documented system in place for issuing declarations of compliance?	C5P2D8		<p>The system must ensure that for each consignment of milk and milk products exported from the establishment (or provided to a third party for exporter) a declaration of compliance must be issued.</p> <p>The system must ensure that there is evidence to support the issuing of a declaration of compliance, including:</p> <ul style="list-style-type: none"> • Must be signed by an authorised person (as listed in the company's program). • That the staff signing these documents understand on what basis the Declaration is issued (staff will be questioned on this point) • How export staff verify compliance with specific importing country requirements such as somatic cell counts in farm milk for EU destined product. • The importing country requirements identified in the Approved Arrangement are met. • The importing country requirements are complied with; and • That all the information is true and complete • Minimum details to be included in the declaration • Identify the circumstances when a dec of compliance cannot be issued

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
16. Importing Country Requirements			
Are there documented procedures and training in place for ensuring compliance with identified importing country requirements being met?	C5P2D2 S5-7		It is expected that the documented system will identify the following: <ul style="list-style-type: none"> • How importing country requirements are identified • What records are kept ensuring that these requirements have been met • A list of countries identified as export markets and their specific requirements, e.g., EU, Korea, Milk Powder to the US, Hong Kong, Algeria etc • Specific shipments will be provided to the auditor who will be able to ensure all requirements have been met, e.g., declarations of compliance, transfer documents, product testing, source ingredients, maintenance in the export chain

Part of the documented food safety system at the establishment that meets the above requirement:

17. Loading Containers			
Does the company load directly into sea/air freight containers?	C5P2D4 S5-21 S5-22 S5-23 S5-24		If yes, is there a documented procedure in place to ensure containers are <ul style="list-style-type: none"> • Fit for purpose and • Clean & free of extraneous matter & residues? • Free of objectionable odours, taints, and other toxic substances? • Free of dirt, rust, flaky paint, algae growth & moisture? • Free of insects and other pests • There are no protruding fixtures which could penetrate & damage packaging containing the milk & milk products? • The floor is sound, vents are checked and where temperature control is required it is checked & working? • There is a record to support that these checks have been carried out?

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
18. Department of Agriculture Seals			
Applying Department of Agriculture seals.	C8P2		<p>If a sealing system is required, it is an expectation that the program will include:</p> <ul style="list-style-type: none"> • Evidence that the sealing system has been approved by the Department • Evidence that seals are only used for USA and liquid milk to Fiji • Seals are reconciled on a regular basis & held in a secure location • Staff allocated responsibilities for seal management are aware of the procedures and work instructions • Covered by corrective action, internal audit, and management review • Records are available to support the seals used, damaged etc

Part of the documented food safety system at the establishment that meets the above requirement:

19. Batch Pasteurisation			
Does the company use batch pasteurisation as a means of heat treatment?	C5P2D4 S5-17 S5-19		<p>If the company uses batch pasteurisation the system will need to include:</p> <ul style="list-style-type: none"> • How the heat treatment system is validated? • Is the system supported by an independent evaluation of the pasteuriser and its effectiveness? • Is there continuous recording of temperature and time? • Does the system include a heated head space? • Is there ongoing Phosphatase testing? • What daily verification checks are in place? • That the company has a documented procedure for conducting these tests. • This procedure should include training, corrective action, and notification for failed results. • Linked to corrective action, internal audit, and management review.

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
HTST Pasteurisation			
Does the company pasteurise milk for export as liquid milk or a milk product? (heat treated to not less than 720C for 15 seconds)	C5P2D4 S5-17 S5-19		<p>If heat treatment occurs at the establishment the company must document the level of controls in place, including:</p> <ul style="list-style-type: none"> • That the thermometers and chart recorders are regularly calibrated (at least annually) • That the integrity checks of the plate packs are conducted at least annually • That integrity plate checks are conducted on all cooling units that use glycol or other chemicals as their cooling medium, e.g., at milk receipt • That the diversion valve operation is tested, recorded, and signed daily • That the holding tube is in a continuous upward slope in the direction of flow • That the diversion valve is in the correct position (should be based on response time) • That all the thermometers in the correct position • That the sanitation of the pasteuriser is effective (how is this demonstrated? i.e., heating time and sanitiser strength) • That the Holding tube time is calibrated every 5 years or after the system is changed • That a phosphatase test is conducted on every batch of pasteurised milk. If not, what is the frequency of phosphatase testing • That the company has a documented procedure for conducting these tests. This procedure should include training, corrective action, and notification for failed results. • Suitably qualified persons for all key devices e.g., pasteurisers • Linked to corrective action, internal audit, and management review.

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
ESL / UHT Pasteurisation			
Does the company use an alternative heat treatment for the product of milk and milk products? E.g., UHT, ESL. Cream etc	C5P2D4 S5-17 S5-19		<p>Milk and milk products are heated to another time and temperature combination the process must:</p> <ul style="list-style-type: none"> • Show equivalence based on the Australian Standard for determining equivalence • Evidence that the alternative heat treatment has been approved • Be fully documented in the companies approved arrangement and include all the applicable checks, records, training etc • Be linked to corrective action, management review and internal audit

Part of the documented food safety system at the establishment that meets the above requirement:

20. Trade Descriptions			
Is there a documented system in place for ensuring that export labels are accurate, current and in accordance with minimum export requirements?	C5P2D5 C8P1		<p>It is expected that the system will identify that the trade description will meet the requirements of schedule 7 clause 4.1 and contain:</p> <ul style="list-style-type: none"> • A description of the milk and milk products • Where milk and milk products contain more than one ingredient, a list of ingredients in accordance with the requirements specified in Standard 1.2.4 of the Food Standards Code • The net contents (the quantity of the milk & milk products in the container) • The country of origin • The registration number of the establishment at which the milk and milk product are last prepared (other than handled, loaded, or stored) • The name and address of the exporter, occupier, or consignee • The identity of the lot for the milk product • The directions for the use or storage if the milk and milk products are of a nature as to warrant such directions for reasons of food safety • Criteria to meet if foreign languages are used? • Specific importing country requirements? • Compositional claims verified • Shelf-life validation

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
21. Maintenance			
Does the company have a documented preventative Maintenance Program in place?	C4 C5P2D3 S5-10		It is an expectation that the preventative maintenance program will cover systems that ensure that. <ul style="list-style-type: none"> • The premises are maintained in good repair. • The equipment used in the premises is maintained in good repair. • The vehicles used by the premises are maintained in good repair. • There is a schedule of regular maintenance activities, including frequency and responsibility • There is a link to corrective action, internal audit, and management review.

Part of the documented food safety system at the establishment that meets the above requirement:

Calibration			
Does the company have a documented calibration program?	C4 C5P2D3 S5-10		It is an expectation the calibration program will ensure that: <ul style="list-style-type: none"> • There is a list covering all equipment requiring ongoing calibration • There is a schedule of calibration activities, including frequency, responsibility, and tolerance limits • There is a link to corrective action if items are missed, or tolerance limits are exceeded • Included in the internal audit program and management review

Part of the documented food safety system at the establishment that meets the above requirement:

Element	Act/Rules	Readiness	Comments /Considerations
22. Questions for the Auditor			

Part of the documented food safety system at the establishment that meets the above requirement: